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AGREEMENT

BETWEEN

THE PEORIA FEDERATION OF SUPPORT STAFF – CAFETERIA, CLERICAL, PARAPROFESSIONAL AND SCHOOL RELATED PERSONNEL/IFT-AFT/AFL-CIO

and

THE BOARD OF EDUCATION OF THE CITY OF PEORIA
(2018 – 2021)
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ARTICLE 1
RECOGNITION

1.1 The Board of Education, City of Peoria School District No. 150, hereinafter referred to as the “BOARD,” recognizes the Peoria Federation of Support Staff-Local 6099, hereinafter referred to as “UNION,” as the exclusive bargaining agent for the following job classifications: Full-time and Regular Part-Time Clerical and Full-Time and Part-Time Cafeteria Employees, Full-time and Part-Time Paraprofessionals which include Teacher Assistant(s), Library Manager(s), High School Systems Operator(s), Certified Occupational Therapy Assistant(s), Licensed Physical Therapist Assistant(s), Nurses, Sign Language Interpreter(s), Library Cataloger(s), and JROTC Instructor(s) hereinafter referred to as “Employees.”

1.2 Managerial, supervisory, confidential, short term and student employees are excluded from the bargaining unit. The BOARD’s secretary and Superintendent's secretary are deemed to be confidential Employees within the meaning of Section 2 (n) of the IELRA.

1.3 No Employee shall be discriminated against for any purpose or in any respect by reason of membership in the UNION or for participation in the process of negotiations and resolving of grievances.

1.4 Labor Relations Committee: A Labor Relations Committee will meet in September, January, and May of each school year.

A. The UNION shall determine the composition of its committee provided, however, that no more than six (6) Employees may attend.

B. The ADMINISTRATION may have no more than six (6) representatives attend.

C. Employees who attend Labor Relations Committee meetings shall be permitted reasonable time off from their duties for attendance.

D. It is understood that the purpose of these meetings is to establish and maintain communication with Employees and to consider recommendations for improving Employee working conditions, increasing efficiency, and solving procedural and contractual disputes.

E. The UNION and ADMINISTRATION shall prepare an Agenda for the meetings which shall be exchanged in advance of the meeting date, and only Agenda items will be discussed unless both parties consent to the discussion of addition issues.
ARTICLE 2
NEGOTIATION PROCEDURES

2.1 **General:** This part of the Agreement spells out the negotiation process between the UNION and the BOARD on those topics of “Scope of Negotiations.”

The BOARD shall not be required to bargain over matters of inherent managerial policy, which shall include, but not be limited to, such areas of discretion or policy as the functions of the BOARD, standards of service, its overall budget, the organizational structure, and selection of new Employees and direction of Employees. The BOARD, however, shall be required to bargain collectively with regard to policy matters directly affecting wages, hours, and terms and conditions of employment, as well as the impact thereon upon request by UNION representatives.

2.2 **Duty to Bargain:** The BOARD and the UNION have the authority and duty to meet at reasonable times and confer in good faith with respect to wages, hours, and other terms and conditions of employment, and to execute a written contract incorporating any agreement reached by the parties.

2.3 **Negotiation Communication:** All requests for communication with the BOARD shall be channeled through the Superintendent or his/her designated representative, and requests to the UNION shall be made through the Superintendent or his/her designated representative to the President of the UNION or his/her designated representative.

2.4 **Scope of Negotiations:** The UNION and the BOARD agree that negotiations in good faith shall encompass the following: salary, fringe benefits, hours of work, and terms and conditions of employment.

2.5 **Power to Negotiate:** It is the mutual responsibility of the BOARD and UNION to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations, and to reach tentative agreement which shall be submitted to the BOARD and UNION for ratification.

2.6 **Negotiation Team Membership:** Each party to negotiations shall select its individual negotiating representatives provided that the BOARD shall not select a Bargaining unit Employee, as herein defined, as its representative.

2.7 **Meetings:** If negotiations are requested by either party on items specified in this agreement, such negotiations shall begin no later than thirty (30) days from the request to bargain, unless
both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties. Unless both parties consent, negotiations are not to begin before March 1.

Facts, options, and proposals will be exchanged freely during the meeting or meetings in an effort to reach mutual understanding and agreement on items defined as negotiable in this Agreement.

2.8 Tentative Agreements: During negotiations, tentatively agreed upon material shall be prepared for the BOARD and the UNION and initialed prior to the adjournment of the meeting at which such agreement was reached, or at the next meeting.

2.9 Final Approval: When the UNION and the BOARD reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the members of the UNION for ratification and the BOARD for approval.

2.10 Declaration of Impasse: If agreement is not reached on all items listed in the "Scope of Negotiations", Paragraph 2.4, prior to July 15, either party may declare to the other in writing that an impasse exists and call for a mediator, under the rules and regulations pertaining to mediation in the Illinois Educational Labor Relations Act.

2.11 Impasse Procedures: When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall have the authority to confer separately or jointly with the parties, review pertinent data and make suggestions and recommendations for settlement, provided that the mediator shall not make public the findings of fact or the recommended terms of settlement.

2.12 Written Report by Mediator: The mediator shall not issue a written report of any kind unless both parties agree to such a report. During mediation, both the BOARD and the UNION agree to keep confidential all recommendations and reports, if any, made by the mediator, including offers by either party.

ARTICLE 3
NON-DISCRIMINATION

Neither the BOARD nor the UNION shall discriminate, interfere, restrain, coerce or harass any Employee because of UNION membership or UNION activity or because of a lack thereof or for any other reason.
Neither of the parties hereto shall discriminate against any Employee on account of race, color, religion, national origin, sex, age, sexual orientation, physical and/or mental handicap, political affiliation or belief.

ARTICLE 4
UNION SECURITY

4.1. **Dues Deduction:** The professional dues of Bargaining Unit Members may be deducted by the Payroll Department in accordance with the following stipulation:

A. The Bargaining Unit Member shall give written consent for such deduction on a dues deduction authorization form supplied by the UNION to the Payroll Department at least eight (8) business days prior to the date of the first annual scheduled payroll deduction. Written consent for dues deductions at a time subsequent to the first annual scheduled payroll deductions shall be at least eight (8) business days prior to the date of any subsequent deduction date. This authorization shall remain in effect from year to year until cancelled by the participating Bargaining Unit Member in accordance with the procedures contained on the dues authorization form presented to the Payroll Department. The Payroll Department shall be informed by the UNION of the amount to be deducted for the affected year.

4.2 **Number of Deductions:** The dues shall be deducted in an equal amount beginning with the first payroll check in September and ending with the twentieth (20th) payroll check thereafter.

4.3 **Responsibility:** The UNION shall be responsible that the dollar amount to be deducted for each applicant is the accurate figure reported for their organization. The UNION agrees to indemnify the BOARD from claims arising from their organization using funds for political action.

4.4 **Voluntary Membership:** Employees shall be entirely free to join or to abstain from joining the UNION and to have complete freedom to participate or not participate in the payroll deduction plan.

4.5 **Payment:** Payment shall be made to the UNION following each pay period in which deduction is in effect.
4.6 **Indemnification:** As provided in prior Agreements between the parties the UNION shall indemnify and hold harmless the BOARD, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the BOARD for the purposes of complying with the Fair Share provisions of these prior Agreements, or in reliance on any list, notice, certification, affidavit, or assignment furnished by the UNION under any such provisions.

4.7 **Disabled Employees:** Temporarily disabled employees from outside the bargaining unit shall not displace bargaining unit Employees.

**ARTICLE 5**

**PROFESSIONAL GRIEVANCE PROCEDURE**

5.1 **Definitions and Rules:**

A. **Definition:** A grievance is any difference arising between the BOARD and the UNION or any member of the bargaining unit with respect to the interpretation or application of the Agreement.

The UNION shall receive a copy of all grievances filed by Employees within one (1) business day after the Director of Employee Services has knowledge of said grievance.

B. All time limits herein shall consist of work days except during summer vacation when time limits shall consist of all week days so that the matter may be resolved as soon as possible thereafter.

C. All grievance time limits shall be followed except by written mutual agreement between parties involved. Illness or other incapacity of the Employee shall be grounds for any necessary extension of the grievance time limits.

D. The failure of the grievant to act within the prescribed time limits will act as a bar to any further appeal. If no decision has been rendered within the time indicated within a step, then the grievance shall be processed to the next step.

E. Every Employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing
contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual Employee, should he/she so elect, from presenting a grievance and having it adjusted without representation of the UNION, although the UNION shall have the right to have the President or his/her designee to be present to observe at all steps of the grievance procedure, and provided any such adjustment is consistent with the terms in this Agreement. In the event a grievance is filed so that sufficient time as indicated under all steps of the procedure cannot be provided before the last day of school and should it be necessary to pursue the grievance to all steps, then said grievance shall be resolved under the terms of this Agreement and this Article and not under the succeeding Agreement.

5.2 Procedure:

Step #1
Within ten (10) working days of his/her knowledge of the occurrence, the grievant shall reduce the grievance to writing and present it to his/her immediate Principal/Supervisor. Within ten (10) days after such written grievance is filed, the grievant, the representative of the grievant as desired, and the Principal/Supervisor shall meet to attempt to resolve the grievance informally. If the grievance is not resolved at the meeting, then the Principal/Supervisor shall reply to the UNION in writing within ten (10) days after the Step #1 meeting.

The immediate Principal/Supervisor for the purposes of this procedure shall be that Principal/Supervisor with primary responsibility to resolve the grievance. In the cafeteria unit, this is the building Principal. If the UNION believes the Principal/Supervisor does not have the authority to resolve the grievance, the UNION shall submit a written request to the Director of Employee Services to bypass Step #1 pursuant to Section 5.6 below. Such request must be submitted prior to the Principal/Supervisor issuing the Step #1 reply to the UNION and, if timely submitted, the Director of Employee Services shall promptly respond to the request.

The written grievance shall state the nature of the grievance, shall note the specific clause(s) of the Agreement allegedly violated, and shall state the remedy requested.

Step #2
If there is not a satisfactory resolution of the grievance at Step #1 or if the immediate Principal/Supervisor fails to respond within the specified time, the written grievance shall be submitted to the Director of Employee Services within ten (10) days of the Principal/Supervisor’s reply at Step #1 or, in the absence of such reply, within ten (10) days of the date the reply was due.
Within ten (10) days after such written grievance is filed, the grievant, the representative of the grievant as desired and the Director of Employee Services shall meet to resolve the grievance and the Director of Employee Services shall reply within ten (10) days of the Step #2 grievance meeting with the decision and the reason for it in writing to the UNION.

Step #3

In the event that the grievance has not been satisfactorily resolved at Step #2 of the Grievance Procedure or the Director of Employee Services fails to issue a timely reply, then only the UNION may submit a written appeal of the grievance to the Superintendent or his/her designee. Such written appeal shall be submitted within ten (10) days of the Step #2 reply or, in the absence of such reply, within ten (10) days of the date the reply was due. If a Step 3 appeal is filed by the UNION, a copy of the written grievance and all prior written replies and/or decisions shall be submitted to the Board of Education.

The Superintendent or his/her designee has the discretion to meet with the UNION and/or the grievant to discuss the grievance, but such meeting is not required. If a meeting is held, it must occur within ten (10) days of the filing of the written appeal. The Superintendent or his/her designee shall reply with a decision and the reason for it in writing to the UNION within ten (10) days of receiving the written appeal or, if applicable, within ten (10) days of the Step #3 meeting, whichever is later.

Step #4

Binding Arbitration: In the event that the grievance has not been satisfactorily resolved at Step #3 of the Grievance Procedure, the UNION may request binding arbitration within thirty (30) days of the date of the Step #3 decision. The UNION and the Director of Employee Services or his/her designee shall jointly request a panel of arbitrators from the FMCS or the American Arbitration Association. The parties shall select an arbitrator in accordance with FMCS or AAA’s rules. The proceedings before the arbitrator shall be closed to the public.

The arbitrator shall have authority only to interpret and apply the provisions of this Agreement and only to the extent necessary to decide the submitted grievance and shall not have authority to add to, detract from, or in any way alter the provisions of this Agreement. The decision of the arbitrator shall be binding on the parties. Mediation may be utilized if both the UNION and Director of Employee Services agree.

Expenses for the Arbitrator’s services shall be borne equally by the BOARD and the UNION or by the Employee if he/she is not a member of the UNION.
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 the scope of the Bargaining Agreement and therefore not subject to binding arbitration.

5.3 No Reprisals Clause: Employees who participate in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.

5.4 Hearings and Conferences:

A. Hearings, conferences, and binding arbitration under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all Employees involved to attend, including witnesses entitled to be present, and will be held, insofar as possible, after regular working hours or during non-working time of Employees involved. When such hearings and conferences are held (at the option of the ADMINISTRATION) during school hours, all of the Employees whose presence is required shall be excused, with pay, for that purpose.

B. It is agreed that any investigation or other handling or processing of any grievance by the grievant or UNION representative shall be conducted so as to result in no interference with or interruption whatsoever of the work activities of the Employees.

5.5 Aggrieved Person Representation: The BOARD acknowledges the right of a grievance representative to participate in the processing of a formal grievance at any level once the grievance is reduced to writing. No Employee shall be required to discuss any grievance if he/she desires the presence of a representative and the representative is not present.

5.6 The First Step: The first step may be waived by agreement of the grievant and the Director of Employee Services or his/her designee.

5.7 Administration Cooperation: The ADMINISTRATION shall cooperate with the grievant and his/her representative in any investigation of any formal grievance.

5.8 Filing of Materials: All documents, communication and records dealing with the processing of a grievance shall be filed separately from the personnel files of the Employee(s) participating in the grievance.

5.9 Grievance Withdrawal: A grievance may be withdrawn at any level without establishing precedent.
5.10 **Individual Negotiations:** The BOARD will in no event negotiate individually with any Employee, nor shall there be any Bargaining Agreement made other than this Agreement, unless same be made through duly authorized representatives of the UNION.

**ARTICLE 6**

**UNION RIGHTS**

6.1 **Union Bulletin Boards:** The UNION may use reasonable space on existing office bulletin boards in each school/work place.

The items posted by the UNION shall not be political, partisan or defamatory in nature. The UNION shall present the principal with a copy of all materials to be placed on the bulletin board.

6.2 **Union Contract:** A copy of the most current Agreement between the UNION and the BOARD shall be posted on the District website for Employee reference.

6.3 The UNION shall be allowed to meet with Employees prior to regular work hours or at lunch time at a place designated by the principal or supervisor or during the regular work day provided that such a meeting does not interfere with or disrupt regular work activity.

6.4 A. The BOARD Secretary shall provide an information packet to the President of the UNION prior to each School Board meeting.

B. Additionally, the UNION, upon request, shall be provided pertinent information regarding names, addresses, and wage rates of the Employees.

6.5 The UNION agrees to indemnify, defend and save harmless the BOARD from any and all claims arising out of the use of the School mails to deliver UNION mail and announcements.

6.6 **Cafeteria Handbook:** Any change made to the Cafeteria Employee Handbook which materially affects the terms and conditions of employment shall be subject to negotiation. Within ten (10) working days following notice to the UNION that a change is contemplated, or within ten (10) working days of actual knowledge of such change in the Cafeteria Employee Handbook, the UNION shall make its demand in writing for negotiations. Failure to make a demand within the ten (10) day period shall constitute a waiver of the UNION’s
right to claim that the change in work rules materially affects the terms and conditions of employment. Each spring the UNION will meet with representatives of the ADMINISTRATION and the Management Company to review the Cafeteria Employee Handbook.

6.7 **Job Descriptions:** Job descriptions shall be made known to all Employees and shall be reevaluated for content from time to time by the Director of Employee Services or his/her designee, the Employee’s immediate supervisor, and the UNION, with final approval by the Director of Employee Services. Employees are expected to perform all duties outlined within the job description for the appropriate job classification.

Employees shall be given a copy of their job description upon request. Newly hired Employees shall receive a job description as part of their employment packet.

6.8 **Personnel Files:** Employees shall have access to their personnel files with reasonable notice. An Employee shall have the right to add an explanation or other statements to any evaluation, reprimand or written warning.

6.9 **Evaluations:**

A. **Clerical**

1. Evaluations shall be conducted in part by the Employee’s immediate supervisor, and may include input from other appropriate personnel. Evaluation forms shall vary depending on the nature of the job performed. Any change to evaluation forms shall only occur after consultation with the UNION. All clerical Employees shall be evaluated by the immediate supervisor at least once every year.

2. Evaluations are to be made in writing with one (1) copy to the Employee and one (1) copy to the Director of Employee Services. Both the Employee and the evaluator shall date and sign all copies of the evaluation. The signature of the Employee shall not indicate agreement with the evaluation, but rather indicate that the Employee is in receipt of a copy of the evaluation.

3. If an Employee feels his/her evaluation is incomplete, inaccurate, or unjust, the Employee may put objections in writing. Both the Employee and the Evaluator shall date and sign all copies of the written objections. The signature of the evaluator does not indicate agreement with the written
objection, but rather indicates that the evaluator is in receipt of a copy of the written objections(s). A copy of the written objection(s) shall be attached to the original evaluation form to which it applies. A copy of all evaluations and any attached written objections shall be placed in the Employee’s official personnel file.

B. Cafeteria

Employees shall be given a copy of their final evaluation after the evaluation is performed.

C. Paraprofessional

1. Evaluations shall be conducted in part by the Employee’s immediate supervisor and may include input from other appropriate personnel. Evaluation forms shall vary depending on the nature of the job performed. Any change to evaluation forms shall only occur after consultation with the UNION. A teacher is not an assistant’s immediate supervisor.

   a. The Employee shall receive an initial written evaluation on or before the last day prior to the end of the probationary period.

   b. All Paraprofessional Employees shall be evaluated by the immediate supervisor at least once every year.

2. Evaluations are to be made in writing with one (1) copy to the Employee and one (1) copy to the Director of Employee Services. Both the Employee and the evaluator shall date and sign all copies of the evaluation. The signature of the Employee shall not indicate agreement with the evaluation, but rather indicate that the Employee is in receipt of a copy of the evaluation.

3. If an Employee feels his/her evaluation is incomplete, inaccurate, or unjust, the Employee may put objections in writing. Both the Employee and the evaluator shall date and sign all copies of the written objections. The signature of the evaluator does not indicate agreement with the written objection, but rather indicates that the evaluator is in receipt of a copy of the written objection(s). A copy of the written objection(s) shall be attached to the original evaluation form to which it applies. A copy of all evaluations and
any attached written objections shall be placed in the Employee’s official personnel file.

6.10 The UNION may use buildings for UNION meetings with the approval of the ADMINISTRATION.

6.11 The UNION President shall be given three (3) hours of release time per week in order to conduct UNION business. Each of the three (3) UNION Vice Presidents (Clerical, Cafeteria, Paraprofessional) shall be given twelve (12) hours of release time per school year subject to the approval of his/her immediate supervisor in order to conduct UNION business. The UNION shall pay the BOARD an amount equal to the cost of a substitute if one is required. The UNION shall reimburse the BOARD for all costs incurred from time lost. Meetings scheduled by the ADMINISTRATION do not constitute UNION business for the purpose of this paragraph.

6.12 Union Business: Employees shall collectively be allowed a leave of absence for up to seventeen (17) days during the school year for attendance at UNION conferences or training. However, the UNION shall pay the BOARD an amount equal to the cost of the substitutes.

ARTICLE 7
SENIORITY/PROMOTIONS/TRANSFERS/LAYOFFS

7.1 District Seniority: Seniority with the District shall begin on the official date of full-time employment, as determined by BOARD action. 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/she shall retain his/her seniority to that date. No seniority will accrue during a leave of absence, but will resume when an Employee returns from leave.

Bargaining Unit Seniority is seniority within the bargaining unit as a whole. Job classification seniority is seniority for a specific job classification within the bargaining unit:

(1) COTA's;
(2) LPTA’s;
(3) RN/LPN;
(4) Library Catalogers;
(5) JROTC;
(6) Sign Language Interpreters;
(7) Library Manager(s), Teacher Assistant(s);
(8) Behavior Coaches (non-licensed);
(9) Water Safety Instructor;
(10) Cosmetology Assistants;
(11) Barbering Assistants;
(12) Culinary Assistants
(13) High School System Operator(s);
(14) Cafeteria Worker(s);
(15) Food Service Drivers;
(16) Clerical; and
(17) All other Employees as a single classification.

A full-time non-certificated Employee shall have seniority for a specific job dating from his/her date of employment in one of the job classifications.

7.2 Probation: There shall be a probationary period of sixty (60) working days for new Employees.

7.3 Seniority List: A seniority list will be provided for each group, Cafeteria, Clerical and Paraprofessional, prior to February 1 of each year.

7.4 Vacancy Notices:

A. The ADMINISTRATION will post a list of all vacancies daily on the DISTRICT website. No vacancy will be filled before it is posted. Posting of the vacancy must be accomplished five (5) school days prior to the filing of such vacancy except in areas of demonstrated needs.

B. When a job is filled and the Employee awarded that position declines the position, the ADMINISTRATION has the option to award the position to their second choice, repost the position or interview other candidates that expressed an interest, however were not interviewed initially.
7.5 Temporary Vacancy – Cafeteria Only:

To fairly evaluate the performance of Employees, whenever a temporary vacancy occurs, Employees in that building interested in that position will be rotated into that temporary assignment at a minimum of two (2) week intervals on the basis of seniority. For example, if the temporary vacancy lasts for a period of four (4) weeks, then the two (2) most senior Employees interested in that position shall each have an opportunity to work in that position for a two-week period. Up to three (3) people may sign up for a temporary vacancy. If the vacancy exists for over two (2) months, an additional two (2) people may be rotated into that temporary position.

7.6 Promotions:

If any Employee is interested in a particular promotion, he/she should make that interest known in writing to his/her immediate supervisor. All such requests shall be given consideration when job vacancies exist. 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 (2) Employees who are equal in ability, qualifications and performance are being considered for the same position, the Employee with greater seniority would be given the position. Employees will be given the position over non-DISTRICT applicants for any vacancies which occur when the Employee and the applicant are equal in ability, qualifications and performance. Managerial, supervisory and administrative positions may be filled without regard to seniority.

7.7 Voluntary Transfers:

A. Clerical

1. Seniority shall be considered as one factor in determining voluntary transfers provided, however, transfer applications shall not be considered unless:

   a. The Employee has six (6) months seniority with the DISTRICT; and

   b. The Employee has not been transferred at his/her request during the preceding 12 months. At the request of the ADMINISTRATION, the UNION may waive this requirement.
2. It shall be the responsibility of the supervisory staff and the Director of Employee Services or his/her designee to evaluate each Employee 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.

3. A probationary period of sixty (60) working days shall be in effect for all transfers and/or promotions before job seniority becomes effective, but having satisfactorily completed the probationary period, seniority shall be retroactive to the date of the transfer or promotion. If an Employee does not successfully complete the probationary period, he/she shall be returned to a position comparable to the one held prior to his/her transfer, but not necessarily the same position, with no loss of job seniority.

4. Unsuccessful applicants for transfer or promotion will be notified.

5. An Employee hired to perform a new job shall generally be moved to the new position within two (2) weeks of obtaining the new position provided, however, in some cases the period of transition may be longer, but not to exceed twenty (20) days.

6. When a job is filled and the Employee awarded that position does not accept the position, the DISTRICT has the option to award the job to its second choice or repost the position.

7. Applications for transfer will be submitted to the Director of Employee Services. Forms for applying the transfers may be obtained from the principal’s office or the Human Resources office. An administrator may not refuse to sign a voluntary transfer application.

8. Seniority of Employees shall be an important factor, but not the only factor, in determining transfers. Other factors that will be considered are ability, qualifications and performance. Thus, if two (2) Employees who are equal in ability, qualifications and performance are being considered for the same position, the Employee with greater seniority would be given the position. If, however, the Employee with greater seniority was not as well qualified as the other Employee, then the other Employee would be given the position. Employees will be given the position over non-DISTRICT applicants when the Employee and the applicant are equal in ability, qualifications and
performance. Managerial, supervisory and administrative positions may be filled without regard to seniority.

B. Cafeteria

1. If any Employee is interested in a particular transfer, he/she should make that interest known in writing to his/her immediate supervisor. All such requests shall be given consideration when job vacancies exist. 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 (2) Employees who are equal in ability, qualifications and performance are being considered for the same position, the Employee with greater seniority would be given the position. Employees will be given the position over non-DISTRICT applicants for any vacancies which occur when the Employee and the applicant are equal in ability, qualification and performance. Managerial, supervisory and administrative positions may be filled without regard to seniority.

2. A probationary period of sixty (60) working days for new Employees and fifteen (15) working days for transfers, after which time the Employee shall be evaluated in writing, shall be in effect for all transfers and/or promotions before “job seniority” becomes effective, but having satisfactorily completed the probationary period, seniority will be retroactive to the beginning date of employment of continuous service. When transferring, if an Employee does not successfully complete the probationary period and does not receive a satisfactory evaluation in writing, the Employee shall be returned to his/her hourly rate of pay and number of hours worked if returned to such a position.

C. Paraprofessional

1. Applications for transfer will be submitted to the Director of Employee Services. Forms for applying for transfer may be obtained from the Human Resources Office. An administrator may not refuse to sign a voluntary transfer application.

2. All transfer applications will normally apply only to the subsequent school year. However, a transfer may be made at any time should it be deemed in the interest of the DISTRICT.
3. Transfer applications for the upcoming school year must be submitted no later than August 10th each year and shall be valid until the last student attendance day for that school year (Example: an application submitted on August 10, 2016, is valid until the last student attendance day of the 2016-2017 school year.).

4. Subject to Article 7.8 C, which establishes preferences for Employees who have been involuntarily transferred, seniority shall be considered in determining voluntary transfers; provided, however, transfer applications shall not be considered unless:

a. The Employee has one (1) year seniority with the DISTRICT; and

b. The Employee has not been transferred at his/her request within the preceding twelve (12) months; or in the alternative, the Employee agrees to remain in the new position for a period of not less than one (1) year.

5. It shall be the responsibility of the supervisory staff and the Director of Employee Services or designee to evaluate each Employee being considered for a change in position or classification, and to make a decision. It is incumbent upon the supervisors to make such decisions fairly and without favoritism.

6. A probationary period of sixty (60) working days shall be in effect for all transfers and promotions before bargaining unit job seniority becomes effective, but having satisfactorily completed the probationary period, seniority will be retroactive to the date of the transfer or promotion. If an Employee does not successfully complete the probationary period, he/she shall be returned to a position comparable to the one held prior to his/her transfer, but not necessarily the same position, with no loss of seniority.

7. The final decision on a transfer will be made jointly by the building principal and the Director of Employee Services. Unsuccessful applicants for a specific vacancy will be notified.
Involuntary Transfers:

A. **Clerical:** An involuntary transfer is a transfer initiated by the ADMINISTRATION. When an involuntary transfer occurs because of a reduction in force, the requirements of Article 7.9.A. (Reductions in Force) shall apply. If an involuntary transfer is attributable to the conduct of the Employee, then the Employee must remain in the new position for at least twelve (12) months. In all other cases, an Employee who is subject to an involuntary transfer shall be permitted to submit a voluntary transfer request at any time during that school year.

B. **Cafeteria:** An involuntary transfer is a transfer initiated by the ADMINISTRATION. The Employee shall be transferred to a comparable position. When an involuntary transfer occurs, because of a reduction in force or building closure, the requirements of Article 7.9.B (Reductions in Force) shall apply. If an involuntary transfer is attributable to the conduct of the Employee, then the Employee must remain in the new position for at least one (1) school year. In all other cases, an Employee who is subject to an involuntary transfer shall be permitted to submit a voluntary transfer request at any time during the school year.

C. **Paraprofessionals:**

1. An involuntary transfer shall mean the transfer of an Employee from one building to another or the transfer of an Employee from one job classification to another. The Director of Employee Services has the authority to make an involuntary transfer whenever there is:

   a. a reduction in enrollment,
   b. physical plan limitations,
   c. program changes,
   d. budget limitations,
   e. changes in boundaries, or
   f. reasonable recommendations of the building principal.

   Bargaining unit seniority within a job classification shall be the initial consideration in the selection of Employees for an involuntary transfer.
2. The DISTRICT and the UNION shall mutually agree, annually, to use one of the following procedures to involuntarily transfer displaced Employees:

   a. The DISTRICT and the UNION shall endeavor to meet with Employees subject to an involuntary transfer, to review the list of all open positions, by the last day of student attendance. However, if no meeting occurs before the last day of student attendance, such meeting shall be held no later than June 15. At the meeting, Employees will select a position for which they are qualified in order of seniority.

   b. The Director of Employee Services will provide a list of all open positions to Employees subject to an involuntary transfer by June 15. Each Employee subject to an involuntary transfer shall provide to the Director of Employee Services his/her top three (3) choices of positions for which he/she would like to be interviewed. Prior to August 1, the Director of Employee Services will assign the displaced Employees.

3. Employees who have been reassigned under this Article 7.8.C shall retain their status as an “involuntary transfer” for one (1) school year during which they may apply for other vacancies in the DISTRICT. If an Employee applies for a vacancy while under “involuntary transfer status”, the Employee’s seniority shall be an important factor, but not necessarily the only factor, in establishing whether they are hired into the vacancy. Other factors that will be considered are ability, qualifications and performance. Thus, if two (2) Employees who are equal in ability, qualifications and performance are being considered for the same position, the Employee with greater seniority would be given the position. Employees will be given the position over non-DISTRICT applicants for any vacancies which occur when the Employee and the applicant are equal in ability, qualifications and performance. Managerial, supervisory and administrative positions may be filled without regard to seniority.

7.9 Reductions in Force (e.g. Layoffs and Recall):

   A. **Clerical:** Reductions-in-force will be done by building or department level. Within the building or department level, clerical job classification seniority shall be the primary factor in determining reductions-in-force for full-time clerical Employees. The DISTRICT may consider bilingual skills or an individual Employee’s specialized skills and/or training as another factor in determining reduction-in-
force, layoffs or recall rights if those skills are needed at a particular school site or are an integral part of an Employee’s job. The DISTRICT shall post all job requirements and qualifications on job postings. Furthermore, the DISTRICT, in conjunction with the UNION, shall designate on the job description current positions as bilingual positions or positions which require special skills.

1. A separate seniority list shall be maintained for 10-month and 12-month Clerical Employees. There shall also be a separate seniority list for part-time Clerical Employees.

2. Part-time Employees must be laid off before any full-time Employees are laid off.

3. Any Employee who was displaced and cannot fill an existing vacancy shall be laid off in order of reverse seniority and have recall rights for a period of two (2) years. The laid-off Employee who is recalled must be qualified to perform the job duties of the available position at the time of the recall. Prior DISTRICT seniority shall not be lost when recalled.

4. No postings or internal transfers will occur until all laid-off Employees are recalled.

B. Cafeteria:

1. In the event a building closure or reduction in force eliminates a position(s)/job title(s), the Employee(s) with the least seniority in the eliminated position(s)/job title(s) will be laid off. The Employee whose position has been eliminated will be transferred to an open comparable position of the Employee(s) choice on the basis of seniority.

2. Bargaining Unit Seniority is the only factor in determining layoffs and reemployment (two (2) years). Employees in layoff status will be recalled to work in reverse order of layoffs.

C. Paraprofessional: Job classification seniority shall be the primary factor in determining reduction in force, layoffs, or recall rights (two (2) years) provided an Employee transferred to a new job classification obtains the appropriate training to become qualified at the time of the transfer request. The DISTRICT may consider bilingual skills or an individual Employee’s specialized skills and/or training such
as assistive technology or sign language as another factor in determining reduction in force, layoffs, or recall rights if those skills are needed at a particular school site or are an integral part of an Employee’s job and a critical need has been demonstrated for either a bilingual or specialized skilled individual in that position. The DISTRICT shall post all job requirements and qualifications on job postings. Furthermore, the DISTRICT, in conjunction with the UNION, shall designate current positions as bilingual positions or positions which require special skills. Recall rights shall not be extinguished if the job opening offered to an Employee on layoff is a different job classification from the job held by such Employee prior to being reduced/laid-off. Employees who are on layoff status shall have first priority for any job opening that the individual Employee is qualified for.

No postings for new hires or internal transfers will occur until all laid-off Employees are recalled.

Should the DISTRICT cut an entire paraprofessional job classification, Employees may transfer their DISTRICT seniority to the Teacher Assistant classification or another classification for which they are qualified at the DISTRICT’s discretion.

7.10 Part-Time Employees: Part-time Employees shall be given consideration when vacancies occur for full-time positions.

7.11 Use of Substitutes: If a position is vacated due to a retirement, resignation, transfer or discharge, a substitute Employee (sub) may be employed no longer than seventy-five (75) calendar days, during which time this position will be filled in accordance with this Article.

ARTICLE 8
DISCIPLINE

8.1. In the event of a suspension or discharge, the Employee may file a grievance and have it processed in accordance with the Grievance Procedure.

8.2. In the event of any reprimand of record to any 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 any file maintained by the DISTRICT for personnel or other purposes, and shall be given an opportunity to present a written statement of position to the DISTRICT and to have same placed in the Employee’s personnel file.
8.3. From the effective date of the Agreement, no entries subsequent to employment pertaining to job performance shall be placed in an Employee’s file without his/her knowledge and his/her right of reply. When an Employee exercises their right of reply, the reply shall be placed in the Employee’s file.

8.4. Employees shall have the right of UNION representation at any conference regarding allegations of misconduct. Disciplinary action taken by the BOARD shall remain confidential, except for BOARD resolutions regarding termination of employment.

8.5. An Employee not performing his/her duties satisfactorily shall be notified by the DISTRICT of the reason(s) for his/her deficiencies. The Employee shall be given an opportunity to respond either verbally or in writing prior to disciplinary action and may have a UNION representative present at any meeting. If the Employee’s performance conduct is not remediable, he/she may be dismissed. Discipline shall generally be progressive and corrective in nature except upon the commission of serious misconduct. No Employee shall be confronted or disciplined in the presence of other employees, students, or the public, except for an Employee’s UNION representative. Progressive and corrective discipline shall include:

A. Documented verbal warning(s) or reprimand(s) with copies of the documentation 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 affected 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.

ARTICLE 9
JOINING OR NOT JOINING ANY LAWFUL ORGANIZATIONS

No principal, superintendent, or other administrative Employee of this BOARD shall use his/her official position, directly or indirectly, to influence, coerce or otherwise interfere with the inalienable right of employees of the BOARD to join, or not join, any lawful organization.
ARTICLE 10
JURY DUTY

The BOARD shall pay the regular salary to Employees called to serve on Jury Duty as jurists or subpoenaed to appear before legal and quasi-legal review panels as witnesses. The Employee shall remit to the DISTRICT any per diem expenses received, excluding transportation allowances, as part of such service.

ARTICLE 11
PAID HOLIDAYS AND VACATION FOR CLERICAL EMPLOYEES, JROTC & CATALOGERS EMPLOYED TWELVE (12) MONTHS

11.1 All full-time Employees employed twelve (12) months, July 1, through June 30, shall be entitled to no less than fourteen (14) paid holidays on days established by the BOARD and published in the School Calendar, so long as the State continues to recognize such holiday, except for the restrictions described herein:

Each year, following the publication of the School Calendar, the BOARD and the UNION shall execute a memorandum of understanding that lists the paid holidays that were established by the BOARD. This memorandum of understanding shall be considered part of this Agreement until such time as the BOARD establishes a School Calendar with different paid holidays. The memorandums for 2018-2019 and 2019-2020 are attached hereto in Appendix B. The 2020-2021 memorandum will be distributed to all impacted employees after it is executed.

If the BOARD waives any paid holiday, the provision of Section 11.2 shall apply.

11.2 If the BOARD waives any holidays, 12-month Employees get an extra vacation day.

11.3 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 DISTRICT, in which instance a day would be added to the Employee's regular vacation period.

11.4 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.
11.5 “Full-time Employees” shall be interpreted to mean those who work a minimum of seven (7) hours per day. Part-time employees will not be granted paid holidays.

11.6 Full-time Employees employed for twelve (12) 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 Employee has been employed. Use of vacation must be approved by the Employee’s supervisor.

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

- After one (1) year of continuous employment: 2 weeks
- After five (5) years of continuous employment: 3 weeks
- After ten (10) years of continuous employment: 4 weeks

11.7 Vacation is earned for each full year of employment prior to which it is taken. Vacation is earned in one year and taken in its entirety during the following year at the discretion of the BOARD.

New Employees hired after July 1 shall, after one year on their anniversary date, be entitled to a vacation with pay, using the following formula:

Formula:

\[
\text{Number of full weeks from anniversary date to next June 30 \times \frac{\text{10 days}}{52}} = \text{number of weeks to be used before the next June 30.}
\]

(On July 1, the Employee will be credited with the scheduled 10 days.)

Example: Anniversary date November 15.

\[
\text{Number of weeks from November 15 to June 30} = \frac{33}{52} = 63\%
\]

63% of 10 days = 6.3 or 6 days
Employee must use six (6) days after anniversary date and before June 30. On July 1, the new Employee would be credited with regular scheduled vacation days to be used during the period July 1 to June 30.

Note: If the computed number of vacation days contains a fractional part of a day, one additional vacation day will be credited if the fraction is .5 or more. No vacation days will be credited if the fraction is less than .5. For example, 2.3 days will be counted as two (2) days, 2.6 days will be counted as three (3) days.

11.8 Employees 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 of vacation 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 one year prior to termination.

11.9 Employees 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.

11.10 Vacation time is given annually for recreation and relaxation; therefore, it is non-cumulative. Employees are encouraged to use their full vacation allowance each year. However, an Employee may be permitted to carry over a maximum of ten (10) unused vacation days to the following year provided that a request to carry over vacation days is made no later than May 15 and approval obtained from the Director of Employee Services or his/her designee not later than June 1. If an Employee is allowed to carry over up to ten (10) unused vacation days, they must be used no later than June 30th of the following fiscal year.

11.11 Vacation allowance earned prior to death shall be paid to the Employee's estate.

11.12 Holidays falling within vacation periods shall not be charged against vacation allowance.

11.13 All vacation time shall be computed on an hourly basis.

11.14 Employees shall provide three (3) work days advance notice before using a vacation day. In the event that an Employee provides less than three (3) work days advance notice, the Employee must then receive approval from his/her direct supervisor before using a vacation day and such approval will not be unreasonably withheld.
ARTICLE 12
PAID HOLIDAYS FOR CLERICAL EMPLOYEES
WHOSE SCHEDULED WORK YEAR IS LESS THAN TWELVE (12) MONTHS

12.1  Clerical Employees whose scheduled work year is less than twelve (12) months shall receive no vacations; however, they shall receive ten (10) days’ pay, five (5) days’ pay during the winter vacation and five (5) days’ pay during the spring vacation, provided that such Employee was hired prior to July 1 of the school year. After ten (10) years of continuous service, the Employee shall receive three (3) additional days’ pay during the winter vacation.

12.2  Clerical Employees whose scheduled work year is less than twelve (12) months shall be entitled to the following paid holidays, so long as the State continues to recognize such holiday:

1. New Year's Day
2. Martin Luther King's Birthday
3. President’s Day or Lincoln’s Birthday (as determined by approved School District calendar)
4. Good Friday
5. Easter Monday (beginning in 2020)
6. Memorial Day
7. Labor Day
8. Veterans' Day (in 2018 only)
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day

12.3  Notwithstanding the provisions contained in Article 12.1 above, in addition to the provisions herein, all Employees shall be given one (1) day of paid vacation during the winter vacation period.
ARTICLE 13
ADVANCED STUDY/WORKSHOPS/CONFERENCES

Employees 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 the building principal and Human Resources.

Employees enrolled in District 150’s the DISTRICT’s Adult Education courses shall be eligible for a full tuition refund after satisfactorily completing such specialized courses.

In addition, Employees who enroll at accredited institutions of higher education, shall be eligible for a tuition refund comparable to professional credit refunds granted to certificated personnel after satisfactorily completing such specialized courses, provided such study has been approved in advance by the Director of Employee Services.

Tuition Reimbursement – Employees 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. Employees 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. Employees seeking course approval must indicate in writing their intent of remaining a full-time Employee in Peoria Public School District #150 for a minimum of one (1) 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 Employee’s work duties.

10. Employees 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). Courses for which an eligible paraprofessional Employee receives no tuition reimbursement may, however, at the discretion of the Director of Employee Services be approved for a salary increase for progress towards an approved degree pursuant to Article 14.1.C.3 of this Agreement, provided written approval is obtained prior to the Employee taking the course and all the criteria set forth in this section are met.

11. Tuition will be reimbursed for no more than three (3) approved hours per year up to an amount equal to the per hour rate currently charged by Illinois State University but shall not in any case exceed the actual tuition charged by the school attended. If the class for which an Employee is seeking reimbursement is offered at Illinois Central College, the DISTRICT will only reimburse the Employee at the Illinois Central College rate. For approved hours in excess of three (3) hours per year, the rate of reimbursement shall be the lesser of 70% of the Illinois State University rate or the actual tuition charged.

12. 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 (10) above of this Article 13.

Approval or disapproval of tuition reimbursement requests shall be in writing. Request forms shall be available from building principals and the Director of Employee Services. The form shall be designed to solicit all required information and the Employee’s declaration of intent to remain at the
District for at least one (1) year. Employees 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 Employees for prior approved classes shall be paid within sixty (60) days after all required documentation has been received by the Director of Employee Services.

The BOARD will not reimburse tuition at the contracted rate for approved courses as outlined in Article 13 for honorably dismissed paraprofessional Employees who are issued a notice of non-renewal unless they return to work in a full-time position covered by this Collective Bargaining Agreement no later than the first school board meeting in January of the following year.

Tuition and book costs of the required Cafeteria testing program will be paid by the DISTRICT. Tuition will be paid upon successful completion of course and return of textbook.

Approved in-service workshop/conference attendance will not be charged as vacation or sick days.

The DISTRICT will reimburse for the cost of all Sanitation Classes successfully completed and the cost of any certificate. If academy classes are offered, Employees will be allowed to enroll.

If the DISTRICT does not provide in-house accredited training within 12 months preceding each discipline’s licensure expiration date, COTAs, PTAs, Nurses and Sign Language Interpreters shall be reimbursed for the continuing education courses/workshops required to maintain their licenses, provided that the costs for such reimbursements shall not exceed $400.00 per person in any 24-month period of time.
ARTICLE 14
SALARY REGULATIONS AND WORK SCHEDULES

14.1 A. Clerical

1. Credit on the Starting Salary Matrix for Previous Experience:

   a. A new member shall be given credit for similar outside experience up to the maximum Level on the Starting Salary Matrix.

2. Length of Work Day: The length of the clerical work day for all full-time Employees shall be eight (8) hours per day with one (1), fifteen (15) minute break in the morning, and one (1) fifteen (15) minute break in the afternoon. The fifteen (15) minute breaks may not be taken immediately before or after the Employee’s lunch break. Each clerical Employee working at a school shall begin their day at least thirty (30) minutes prior to the start of the school day at the site where they work.

3. Work Year: The length of the work year for non-twelve (12) month full-time Employees shall be no less than 180 work days. The ADMINISTRATION has the discretion on a year-to-year basis to require the following positions to work more than 180 work days subject to the limits set forth immediately below:

   - Level II Clerical Employees: up to 210 work days beginning no earlier than three (3) weeks before the first teacher workday and ending no later than three (3) weeks after the final teacher workday.
   - Level I Clerical Employees: up to 195 work days beginning no earlier than two (2) weeks before the first teacher workday and ending no later than one (1) week after the final teacher workday.

The ADMINISTRATION shall notify in writing non-twelve (12) month full-time Employees of their expected first and last day of work for the following school year. Such notice shall be issued on or before the final day of work for the current school year (EXAMPLE: Notice of 2019-2020’s first and last day of work must be issued prior to last day of work for 2018-2019).
Pay for work days beyond the 180-day work schedule under this section shall be paid in lump sums after the submittal of timesheets.

Employees shall not be permitted to use any paid leave (sick, personal, etc.) during the extended work year days. If the Employee’s supervisor approves any time off during the extended work year, such days shall be unpaid time off. If an Employee, without the supervisor’s approval, does not report to work during the extended work year days, the Employee may be subject to discipline. Attendance during the extended work year days is not considered for purposes of the attendance bonus under Article 29.

4. Non-12-Month Dismissal: For School Years when the BOARD establishes a School Calendar that includes two full-day parent conference days with conferences in the evenings, non-12-month Clerical Employees will be dismissed after working two and one-half (2.5) hours per parent conference day (for a maximum of 5 hours over 2 days), above their regular work hours.

5. If an Employee is doing the work of an Employee in a higher classification for more than five (5) consecutive days, such Employee shall thereafter be paid the higher wage rate for the hours worked in such position.

6. Salary Adjustment for Clerical Level Change: Employees paid pursuant to the clerical starting pay matrix shall receive a salary increase pursuant to the below chart when moving into a position with a higher paying clerical level:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Salary Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td>1.54% salary increase</td>
</tr>
<tr>
<td>II</td>
<td>III</td>
<td>2.26% salary increase</td>
</tr>
<tr>
<td>III</td>
<td>IV</td>
<td>9.67% salary increase</td>
</tr>
<tr>
<td>IV</td>
<td>V</td>
<td>6.27% salary increase</td>
</tr>
<tr>
<td>V</td>
<td>VI</td>
<td>38.58% salary increase</td>
</tr>
</tbody>
</table>

When moving multiple levels, the employee’s salary will be increased by the above percentages for each level. The same percentages are applicable when a clerical employee is moving to a lower clerical level, but will be applied as a reduction instead of an increase.
B. Cafeteria

1. **Show-Up Pay**: All Employees who are called to work will receive not less than two (2) hours compensation, even if they are required to work for less than a two-hour period.

2. **Employees New to Schools with Onsite Cooking**: New Employees hired to a school with onsite cooking on or after March 1, 2016, will be paid $.25 an hour less than the starting wage until they complete Sanitation classes. If they pass the Sanitation Test and obtain their Sanitation Certificate within the first year of employment in the school with onsite cooking, then such Employees will be reimbursed the $.25 an hour retroactive to their first date of employment in the school with onsite cooking.

3. **Premium Pay/Sanitation Certificate**: All Employees who have not less than three (3) years seniority shall be eligible to receive an additional five (5) cents an hour pay upon the following conditions:

   a. The Employee must have and maintain an Illinois Department of Health Sanitation Certificate.

   b. The Employee shall provide evidence of certification to the Director of Employee Services or his/her designee.

   c. Eligibility must be established prior to the beginning of a school semester in order to be eligible for the premium pay for that semester.

   The Employee shall be reimbursed for the cost of his/her Sanitation Certificate within thirty-five (35) days of submitting proof of course completion to his/her supervisor.

4. **Summer School**: Salary and working conditions of summer school cafeteria plan shall be subject to this Agreement; provided, however, the DISTRICT may assign and rotate jobs. A list of job openings shall be posted by jobsite. Employees may apply for positions at two (2) jobsites (schools). The vacancies shall be filled in order of seniority at each school site, as long as
those selected are properly qualified. A summer cafeteria manager must have a sanitation certificate.

5. Dress Code:
   
a. The DISTRICT will provide two (2) aprons to Cafeteria Employees during the school year. The Employee is responsible for apron cleaning each day.

   b. A hairnet or plain hat is required. If an Employee’s hair reaches the collar, a hairnet must cover the exposed hair.

   c. No earphones, ear buds or blue tooth devices may be worn while working.


6. Breaks: Breaks are to be taken as work load permits.

   a. Employees working less than five and one-half (5½) hours, no break; thirty (30) minute lunch only.

   b. Employees working five and one-half (5½) to six (6) hours, one (1) ten (10) minute break and a thirty (30) minute lunch.

   c. Employees working seven (7) hours, one (1) fifteen (15) minute break and a thirty (30) minute lunch.

   d. Employees working eight (8) hours, two (2) ten (10) minute breaks and a thirty (30) minute lunch.

7. Hepatitis Shots: The DISTRICT will provide Hepatitis shots after exposure. A letter is to be prepared by the DISTRICT outlining the procedures to follow in the event that a Cafeteria Employee, or any other employee, is exposed to body fluids.
8. **Cafeteria Restrooms**: In three (3) high schools, the Cafeteria Employees have their own restrooms which they keep clean. Whenever the principal or his/her designee open such restrooms to other Employees or to the public, then the responsibility for cleaning them will be assigned to non-bargaining unit Employees.

9. **Calling in Sick**: Cafeteria Managers who are going to be absent from work must call the DISTRICT’s food service number in accordance with the call-in procedure in the Cafeteria Employee Handbook.

10. Elementary and middle school cafeteria managers shall be allowed to work two (2) additional hours one (1) day per week at their regular rate of pay provided that the manager submits detailed timecards specifically itemizing the duties performed and time expended on each duty.

11. All Cafeteria Employees will be given two (2) hours of paid training each month which may include training on use of equipment, proper lifting, computer use and/or skills, management and/or leadership, de-escalation techniques, sanitation procedures or math skills. The training shall be planned in conjunction with the UNION.

12. **Salary Adjustment for Cafeteria Position Change**:

   Employees paid pursuant to the cafeteria starting pay appendix shall receive a salary increase pursuant to the below chart when moving into a position with a higher starting pay:

<table>
<thead>
<tr>
<th>Position Change</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>General help less than 6 hours to general help more than 6 hours</td>
<td>1.5%</td>
</tr>
<tr>
<td>General help more than 6 hours to elementary lunchroom help</td>
<td>1.5%</td>
</tr>
<tr>
<td>Elementary lunchroom help to head snackbar/asst. baker/asst. cook</td>
<td>.6%</td>
</tr>
<tr>
<td>Head snackbar/asst. baker/asst. cook to cook/baker</td>
<td>5.7%</td>
</tr>
</tbody>
</table>
Cook/baker to elementary school (Hot Lunch Program)/elementary manager/cook: 0.20%

Elementary school (Hot Lunch Program)/elementary manager/cook to food service driver: 0.15%

When moving multiple position levels, the employee’s salary will be increased by the above percentages for each level. The same percentages are applicable when a cafeteria employee is moving to a lower paying position, but will be applied as a reduction instead of an increase.

C. Paraprofessional

1. Work Day/Work Year:

   a. Hours of Work: The regular school day shall be six (6) hours and thirty (30) minutes; seven (7) hours with thirty (30) minute duty-free lunch and one (1) fifteen (15) minute break in the morning, and one (1) fifteen (15) minute break in the afternoon. The regular school year shall be 180 days.

   b. Additional Hours - Extended Work Day/Work Year: Any work beyond the regular school day shall be compensated at an hourly rate based on 1/180th of an Employee’s salary. Any work beyond the regular school year shall be compensated at an hourly rate based on 1/180th of an Employee’s salary. Employees will be paid for mandatory school programs held outside of work hours.

2. Paraprofessional Employees shall be provided a list of main duties after consultation with the teacher(s) and his/her immediate supervisor with whom the Employee works. In the event the list of duties includes “restraining students”, the type of restraint to be used must be specified along with, at whose direction he/she will be called upon to assist with restraining. The DISTRICT must provide training for that type of restraint.

3. Salary Increase for Progress Towards Approved Degree: Employees paid pursuant to the paraprofessional salary matrix and who were hired with at least sixty (60) hours of college credit shall receive a salary increase pursuant to the below chart after completion of an additional fifteen (15) hours
towards the completion of an approved degree program. All additional hours must be completed after becoming employed with the DISTRICT.

Employees hired pursuant to the paraprofessional salary matrix with less than sixty (60) hours of college credit shall not receive an increase for progress towards an approved degree until they complete seventy-five (75) hours of college credit towards the completion of an approved degree program in which case they will receive a 9.5% increase. After completing said seventy-five (75) hours of college credit, such Employees will then be eligible for the pay increases set forth immediately below for completion of an additional fifteen (15) hours towards the completion of an approved degree program.

Employees will receive the salary increases discussed above in the Fall. For a salary increase to occur in the Fall, transcripts must be submitted no later than ten (10) days after the first day of school.

From 60 to 75 hours : 9.5% salary increase
From 75 to 90 hours: 5% salary increase
From 90 to 105 hours: 5% salary increase
From 105 to Bachelor’s Degree: 5% salary increase

a. All Employees working towards an approved program leading to a teacher license must file a plan of study with the Director of Employee Services for approval.

b. An Employee who applies for approved professional credit reimbursement shall signify intention of remaining as a full-time Employee in the DISTRICT, for a minimum of one complete school year after earning such reimbursement.

c. If through his/her own choice, his/her employment is terminated before completing one (1) full year of service after earning such reimbursement, he/she shall reimburse the DISTRICT for such professional reimbursement in proportion to the amount of time served.
4. No newly hired teacher assistants, library managers and high school system operators will be placed on the starting salary matrix at a lane higher than seventy-five (75) hours.

14.2 **Pay Schedule Periods:** Employees shall be paid on a schedule of twenty-six (26) pay periods and those payments shall be made electronically.

14.3 **Annual Increments - Clerical/Paraprofessional Only:** For Employees hired on a starting salary matrix, annual increments are given on two (2) dates per year. Those dates are July 1 and January 1. Eligibility for an annual increment on July 1 will include persons employed by the DISTRICT beginning the preceding July 1 through December 31; those employed by the DISTRICT beginning January 1 through June 30 will be eligible for annual increments on the following January 1.

14.4 **Payroll Deductions (Other):** Authorization for payroll deductions for credit union, insurance, United Way, other than those required legally and by this Agreement, shall be authorized by written consent of the Employee on a form supplied by the DISTRICT.

14.5 **Non-Certificated Employees Employed Twelve (12) Months per Year:**

A. The following formula shall be used for computing the salary of non-certificated Employees employed twelve (12) months a year who serve less than a full year:

\[
\text{Annual Salary} \times \frac{\text{No. of working days}}{\text{Number of working days in the fiscal year. (July 1-June 30)}} = \text{Amount earned by Employee for partial year service.}
\]

52 wks. x 5 days per wk. = 260 days

B. The following formula shall be used for computing salary deductions for absences for which Employees are not to be paid:

\[
\text{Annual Salary} \times \frac{\text{No. of working days}}{\text{Number of working days in the fiscal year. (July 1-June 30)}} = \text{Amount to be deducted}
\]

52 wks. x 5 days per wk. = 260 days
14.6 **Weekly, Hourly and Monthly Paid Employees Working on a Regular Schedule:**

A. The following formula shall be used for computing the pay of Employees who are employed on a weekly, hourly or monthly basis and who serve less than a complete pay period:

\[
\text{Bi-weekly Base} \times \frac{\text{Salary}}{10 \text{ days}} \times \frac{\text{No. of working days}}{\text{in pay period}} = \frac{\text{Amount earned}}{\text{by Employee for pay period}}
\]

B. The following formula shall be used for computing salary deductions for absences for which Employees are not to be paid:

\[
\text{Bi-Weekly Base} \times \frac{\text{Salary}}{10 \text{ days}} \times \frac{\text{No. of days}}{\text{absent}} = \frac{\text{Amount to be deducted}}{\text{by Employee}}
\]

14.7 **Summer Rates of Pay:** Effective for the summer of 2019, the summer rate of pay for hourly work performed outside of regular job duties during the summer months and that are accepted on a voluntary basis are as follows:

- Cafeteria: Per contract
- Clerical: $11.35 per hour
- Teacher Aide: $14.71 per hour
- Health Occupations: The most recent negotiated certified summer rate paid to (COTA, PTA, Nurse, SLI) teachers; currently $26.00 per hour

14.8 **COTA/LPTA Quarterly Progress Report Records Days:** Employees employed as fulltime COTAs or LPTAs shall be provided with one-half (1/2) day every nine (9) weeks to complete and update documentation needed for student quarterly progress reports. COTAs and LPTAs shall keep and submit to their direct supervisor an activity/time log for each of the ½ days.
ARTICLE 15
RETIREMENT COMPENSATION

15.1  **Cash Bonus:** A retiring Employee may accumulate up to 340 sick leave days. The BOARD 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. Up to sixty percent (60%) of accumulated sick leave days may be used for “creditable service: under Public Act 84-812.

A portion of the bonus shall be distributed each year as described below provided, however, the portion distributed in each year shall not cause the Employee’s creditable earnings in the year of distribution to exceed 106% of the Employee’s previous year’s creditable earnings.

A. Over the last six (6) months of employment, provided the Employee signs an irrevocable Notice of Retirement not less than nine (9) months prior to the Employee’s stated retirement date.

B. Over the last twelve (12) months of employment, provided the Employee signs an irrevocable Notice of Retirement not less than eighteen (18) months prior to the Employee’s stated retirement date.

C. 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.

D. 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.

Should an Employee use sick leave days during the selected time period of notification (A, B, C, or D above), the DISTRICT shall have the right to offset any such payments from future retirement bonus payments due the Employee under this Article. The remaining portion of the bonus shall be paid in a lump sum no later than sixty (60) days following the Employee’s date of retirement.

15.2  Should an Employee use sick leave days during any retirement bonus/incentive period, the
BOARD shall have the right to offset any such payments from future retirement compensation payments due the Employee under this Article.

15.3 Provided no lapse in coverage has occurred, the Employee will pay 25% of the Health Care Premium, the DISTRICT 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. Thirty (30) years of experience at age 55 to 57.

B. Twenty (20) years of experience at age 58 to 62.

C. Fifteen (15) years of experience at age 63 until Medicare eligible.

Upon the Employee becoming Medicare eligible, the DISTRICT will no longer cover the Health Care Premium for retirees as they will be covered by Medicare.

Provided no lapse in coverage has occurred, retired Employees may continue with the Dental and Vision Insurance at their own cost.

In addition, the DISTRICT will pay $500.00 toward the incremental cost of family coverage. A surviving spouse of a retired Employee may continue in the group insurance program to age 65 provided that he/she pays the full premium.

ARTICLE 16
TAX DEFERRED ANNUITY PROGRAM

There shall be made available to all regular full-time and part-time Employees employed 600 or more hours, by payroll deductions, the Tax Deferred Annuity contracts issued by a qualified provider indemnifying the BOARD against penalty, except that no contact may be made with any Employee during regular working hours, nor in school buildings or on school property, and provided further that no school facilities shall be used for the distribution of literature or materials, and that the ADMINISTRATION be authorized to establish such administrative regulations as are deemed necessary for the efficient administration of this program.
ARTICLE 17
FLEXIBLE BENEFIT ACCOUNT

The BOARD shall make available a flexible benefit account to all full-time Employees eligible for participation in the school district insurance program. The annual date of the Flexible Benefit Account shall be from January 1st to the following December 31st.

ARTICLE 18
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.

ARTICLE 19
GROUP HOSPITALIZATION AND MEDICAL INSURANCE

19.1 Health Insurance: The BOARD will pay 90% of the insurance premium cost of group hospital and medical insurance coverage for Employee, Employee/children, Employee/spouse and family coverage for full-time Employees. Full-time Employees are: Clerical Employees who work at least seven (7) hours per day; Cafeteria Employees who work at least six (6) hours per day on a regular basis; and Paraprofessional Employees who work at least six and one-half (6½) hours per day.

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 employer pays more than 50% of the cost of the premium and does not make the spouse ineligible for coverage due to the spouse’s pre-existing condition. A Medical Reimbursement Plan (Plan D) will be offered at no cost to all ineligible spouses who apply for Plan D coverage for the life of this Agreement.

In the event that any other bargaining unit is to receive group medical benefits in excess of this agreement, then the BOARD and the UNION agree to reopen negotiations upon request on all sections of this Agreement that impact wages of the Employees and the finances of the DISTRICT.

19.2 Members meeting IMRF retirement qualification may participate in the DISTRICT’s group rate in accordance with Section 15.3 of this agreement. Pre-certification requirements,
penalties, co-payments, deductibles are covered within the Employee’s selected plan. Employees should refer to their individual plan requirements.

19.3 The bargaining unit shall have representation on the Insurance Committee.

**ARTICLE 20**

**GROUP LIFE INSURANCE (all three (3) groups)**

All regular, full-time Employees will be insured at BOARD expense for $25,000 of group term life insurance. In addition, the BOARD 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 in $5,000 increments to a maximum additional coverage of $200,000.

**ARTICLE 21**

**SICK LEAVE**

21.1 Each full-time Employee working less than twelve (12) months shall be credited with a sick leave reserve of twelve (12) days of full pay for each year of eligible service in the DISTRICT. Full-time Employees working twelve (12) months and full-time Cafeteria Employees shall be credited with a sick leave reserve of thirteen (13) days of full pay for each year of eligible service in the DISTRICT. Such sick leave reserve may accumulate to a maximum of 340 days.

21.2 Any Employee who is appointed after the opening day of the normal working year shall be credited with one (1) day of sick leave for each full month left in the normal working year.

21.3 Each year at the beginning of an Employee’s term of employment, he/she shall have immediately available for use his/her entire sick leave reserve for that year as defined above, except that newly appointed Employees must report for duty before being eligible for sick leave.

21.4 **Extended Sick Leave Benefits:**

A. After Employees have exhausted their regular sick leave reserves, they may apply for disability benefits provided by the BOARD through the Illinois Municipal Retirement Fund and receive one-half (1/2) of their regular rate of pay which they are receiving at the date of disability, subject to the regulations governing IMRF.
B. If disability occurs during the first year of employment and after regular sick leave benefits are exhausted, Employees may receive one-half (1/2) pay until they become eligible for disability benefits through the Illinois Municipal Retirement Fund, provided that in no case will the extended benefits be for more than forty-five (45) days.

21.5 Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness in the Employee’s immediate family. The immediate family, for purposes of this section, shall include: parents, spouse, sibling, child, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or legal guardian.

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

21.7 In cases of continuous illness where an Employee received compensation because of accumulated sick leave, a physician's or practitioner’s certificate shall be submitted to Human Resources, if the Employee is absent for more than ten (10) days. A physician’s certificate may be required as deemed necessary in other cases where an Employee has missed three (3) consecutive days or shown a questionable pattern of sick leave use or a record of excessive sick leave use. The BOARD may, at its expense, require an Employee to be examined by a physician of its choosing. Attendance is an essential element of every job covered by this Agreement.

21.8 No Employee shall lose his/her accumulated allowance of 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.

21.9 All sick leave shall be computed on an hourly basis. If an Employee qualifies for loss of time benefits under Worker’s Compensation, Article 21.10, 21.11 and 21.12 will apply.

21.10 Absence up to thirty (30) days per year due to duty-connected injury shall not be deducted from the Employee’s accumulated sick leave providing he/she qualifies for benefits under Worker’s Compensation. During this period, the BOARD shall pay the Employee’s full salary.

21.11 Absence up to ninety (90) days per year due to injury from an assault and battery sustained while on duty as an Employee of the DISTRICT shall not be deducted from the Employee’s sick leave. During this period, the BOARD shall pay the Employee’s full salary.
21.12 If an Employee receives Worker’s Compensation for loss of time while receiving full salary from the DISTRICT, such compensation shall be endorsed or remitted to the BOARD.

21.13 **Sick Leave Bank:** Employees may enroll in the Sick Leave Bank during the months of October and November of each year, contributing two (2) sick leave days that year and two (2) sick leave days the following year. A committee of four (4) shall be selected by the Director of Employee Services and the UNION with equal representation to establish rules and regulations concerning the use of the Sick Leave Bank by Employees. No Employee shall be allowed to use Sick Leave Bank days unless their individual accumulated sick leave is exhausted. The Sick Leave Bank is to be used in cases of catastrophic illness. The decision of the committee shall be final and not subject to the grievance procedure.

In any one (1) school year, no more than ninety (90) Sick Leave Bank days may be used by any Employee. No member may use more than 180 Sick Leave Bank days during his/her employment with the DISTRICT. Any Employee who uses the Sick Leave Bank shall repay the Sick Leave Bank for up to forty-five (45) days used in subsequent school years by reducing future sick leave days by 25% of the total earned until all forty-five (45) sick leave days have been repaid. An Employee may repay the bank at a rate of 50% or 75% if they so choose.

21.14 **Funeral Leave:** An Employee may have up to three (3) days leave with pay to attend the funeral of a parent, spouse, sibling, child, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or legal guardian.

Sick leave will not be charged for Funeral Leave. An Employee 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 or parent.

If an Employee has no personal leave days remaining, such Employee shall be allowed one (1) day of leave with pay to attend the funeral of a person, not covered by the first and second paragraphs above providing that the cost of a substitute for the day is deducted from the compensation paid to that Employee.
ARTICLE 22
FAMILY AND MEDICAL LEAVE

22.1 All terms used in this Section have the meaning as they are defined and used in the Family and Medical Leave Act and its regulations.

22.2 Employees who have been employed with the DISTRICT for at least twelve (12) months and have actually worked at least 1250 hours during the twelve (12) months immediately preceding the commencement date of the leave 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.

22.3 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 Employee Services or his/her 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 Article 22.4 below.

22.4 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.

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

The BOARD may require that an eligible Employee obtain subsequent re-certifications.

22.6 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.

22.7 An eligible Employee will retain all accrued benefits while on leave, however, no other benefits will accrue during the period of the leave.

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 BOARD 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 Employee Services, which must include the points of Article 22.4 C and D above.

22.8 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.

22.9 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.
22.10 An eligible Employee must give notice to the DISTRICT, in writing, to the Director of Employee Services 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.

ARTICLE 23
PARENTAL LEAVE

23.1 A full-time Employee who has completed two (2) consecutive school 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 BOARD Policy 4152.6.

23.2 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/she is qualified.

23.3 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.

23.4 A request to elect parental leave shall be made in writing to the Director of Employee Services at least thirty (30) days prior to the date on which the leave is to begin except in 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.

ARTICLE 24
LEAVE OF ABSENCE WITHOUT PAY

24.1 Full-Time Clerical and Paraprofessionals-Leave of Absence for twenty (20) days or less:

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

B. The Director of Employee Services may grant up to five (5) days leave of absence
without pay, and the Superintendent or his/her designee may grant up to twenty (20) days after taking into consideration the following factors:

1. The nature of the request.
2. The recommendation of the building principal.
3. The availability of a qualified substitute.

24.2 Full-Time Clerical and Paraprofessional-Leave of absence for more than twenty (20) 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 Employee Services.

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

C. All leaves of absence without pay shall be limited to one (1) work year. Further extension shall be limited to one (1) 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 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 Employee Services 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 to any available position for which they are qualified.

I. Leaves of absence without pay may be granted for a serious health condition after the Employee has exhausted FMLA Leave, 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. Any Employee who takes a leave in order to fulfill his/her student teaching requirements shall be returned to his/her previous position with the DISTRICT.

24.3 Part-Time Clerical and Paraprofessional-Leave of absence:

Regular part-time clerical and paraprofessional Employees may have up to ten (10) days leave of absence without pay upon approval by the Director of Employee Services. Such leave shall not occur during either the first two (2) weeks or last two (2) weeks of the school year.

24.4 Cafeteria-Leave of absence:

All Employees shall be granted a leave of absence without pay not to exceed five (5) days during the school year, upon the following terms and conditions:

A. Requests shall be in writing and directed to the Director of Employee Services two (2) weeks prior to day(s) to be taken.

B. Eligibility shall be based on a minimum of two (2) years of continuous employment.

C. No more than one (1) Cafeteria Employee shall be granted a leave of absence from any building at the same time.

D. Up to two (2) Employees may be granted a leave of absence in a high school building at the recommendation of the Cafeteria Manager and approval of the Director of Employee Services or designee.
ARTICLE 25
PERSONAL LEAVE

25.1 A maximum of two (2) Personal Leave Days per year, non-cumulative, shall be granted to fulfill personal matters which cannot, through the exercise of reasonable diligence, be scheduled outside the normal work hours.

25.2 An Employee intending to use such leave will give written notification to the building principal as soon as possible, but in any case at least twenty-four (24) hours prior to the day on which such leave is to be taken except under extenuating circumstances or in an emergency situation.

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

25.4 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 Leave is subject to discipline.

25.5 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 (2) days Personal 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 (1) day Personal Leave for the school year.

25.6 An Employee having two (2) unused personal days at the end of the school year may elect to 'rollover' one of the two days to the next school year. An Employee may never accumulate more than three (3) personal days and can never use more than two (2) personal days consecutively. Unused personal days which are not rolled over will be added to accumulated sick leave days which shall not exceed 340 accumulated days.

25.7 All personal leave shall be computed on an hourly basis.
ARTICLE 26
OVERTIME/OVERLOAD

26.1 A. Clerical:

1. For purposes of overtime, the normal work day shall be eight (8) hours and the normal work week shall be forty (40) hours.

2. Overtime shall be work performed outside the scheduled work times in excess of the normal work week and/or normal work day.

3. Overtime shall be paid at one-and-one-half (1-1/2) times the Employee’s regular hourly rate of pay unless otherwise specified in this Agreement.

4. Work performed outside of the normal work schedule that does not qualify for overtime pay shall be paid at the Employee’s regular rate of pay.

5. School secretaries shall be given the choice to receive either overtime pay or compensatory time for work they perform beyond the eight-hour workday. No school secretary shall accumulate more than two (2) days in compensatory time.

6. The ADMINISTRATION will notify all building Principals of the overtime available for Clerical Employees.

7. With the consent of the building principals, a two-hour Clerical Helper will be provided for each school.

B. Cafeteria:

1. Overtime and overload shall be voluntary. If there are insufficient volunteers, then the work may be assigned on the basis of reverse seniority.

2. If an Employee works on a temporary basis in a higher-paid position for more than five (5) days, such Employee shall thereafter be paid the higher wage rate for the hours worked in such position.
3. Overtime and overload shall be offered on a rotating seniority basis beginning with the most senior first, provided such person is qualified.

4. Overload – Job seniority lists will be maintained by each high school manager. Disparities will be corrected by assigning future overtime to Employees who have not received an equal opportunity for overtime.

5. Overtime must be approved by the building principal.

6. Work performed outside of the normal work schedule that does not qualify for Cafeteria overload pay shall be paid at the Employee’s regular rate of pay.

**ARTICLE 27**

**EXTRA COMPENSATION**

27.1 **Mileage:** Employees who are required to use their personal vehicles for business shall be entitled to receive reimbursement based upon the current DISTRICT rate.

27.2 **Clerical:** $1,200 additional annually upon attainment of a CPS/CAP certificate. (Prorated for weeks worked on a full-time basis).

27.3 **Cafeteria - Cleaning Days:**

   A. High school Employees will receive an additional one (1) hour of pay on three (3) cleaning days.

   B. At each school two (2) cleaning days may be authorized when deemed necessary and with prior approval of the building principal.

   C. Cleaning day work is voluntary. A Sign-Up Sheet will be posted for Employees to sign with their name and time available to work and those Employees will be called to work. The ADMINISTRATION will determine the starting time, the work to be completed, and when the work is completed, at which time Employees will be released.
27.4 **JROTC:** For each activity performed, a 2% increment shall be paid pursuant to the rules and regulations of Schedule C of the Collective Bargaining Agreement between the BOARD and Local 780 of the Illinois Federation of Teachers, provided that the following conditions have been satisfied:

A. The high school Principal and JROTC Instructor must mutually agree in writing to the activities which will be conducted.

B. The activities must be from the following list of activities:

   - Color Guard
   - Cyberpatriot
   - Drill Team
   - Honor Guard
   - Athletic Team
   - Academic Team
   - Air Rifle Team

C. No more than four (4) activities may be conducted at any one (1) high school.

D. If more than one (1) officer conducts the same activity, then the increment must be shared.

**ARTICLE 28**

**RESTRICTED DUTIES**

28.1 No Employee shall be required to administer medication to students.

28.2 No Employee shall be required to regularly perform work outside of his/her job discipline.

28.3 **Paraprofessional:**

A. Teacher assistants shall not be responsible for developing written lesson plans nor shall they be responsible for introducing new material to students in lieu of a certified staff member.

B. Teacher assistants may be directed to follow lesson plans written by a certified staff member for the purpose of reinforcing concepts previously introduced by the certified staff member.
C. Teacher assistants shall not be used as substitute teachers unless they are legally qualified to be a substitute teacher. In such cases, the teacher assistant shall be paid an additional stipend of $13.75 if they substitute for less than one-half (½) day and $27.50 if they substitute for more than one-half (½) day. Teacher assistants shall not be reassigned to substitute for a teacher assistant who is absent from his/her work assignment due to serving as a substitute teacher.

D. Teacher assistants shall not be left unsupervised by a certified staff member to perform instructional duties. Teacher assistants may be left unsupervised by a certified staff member in a non-instructional setting; this may be done only for relatively short periods (thirty (30) minutes or less) and not for the purpose of releasing the certified staff member from duty.

E. The restrictions set forth in Article 28.3 D shall not apply to paraprofessionals who work in non-instructional roles including study hall, in-school suspension, cafeteria supervision, playground supervision, personal care services, non-instructional classroom settings (ex: nap time) and non-instructional computer assistance.

ARTICLE 29
ATTENDANCE BONUS

29.1 All Clerical and Paraprofessional Employees with Outstanding Attendance shall be eligible for an annual bonus, as follows: $250.00 for use of no sick days or unpaid leave days for the entire work year. Bereavement days, personal days and jury duty days do not count against outstanding attendance.

29.2 Cafeteria: All Cafeteria Employees with Outstanding Attendance shall be eligible for a bonus each semester, as follows: One (1) day’s pay at the Employee’s regular schedule hours for use of no sick days or unpaid leave days for the semester. However, if an Employee uses sick leave or unpaid leave that combined together are less hours than the Employee’s regular schedule work day hours for one work day, such Employee is eligible for the bonus. (EXAMPLE: Employee’s regular work day consists of six (6) hours. Employee used ½ sick leave day (3 hours) during the 1st semester. Employee is eligible for bonus). Bereavement days, personal days and jury duty days do not count against outstanding attendance.
ARTICLE 30
LONGEVITY BONUS

30.1 Clerical and Paraprofessional Employees:

The following amounts will be paid effective July 1, 2018.

Over twenty-five (25) yrs. $525
Over twenty (20) yrs. $425
Over fifteen (15) yrs. $350
Over nine (9) yrs. $250
Over six (6) yrs. $100

An employee who begins employment on or before December 1st shall accrue a full year of credit for longevity purposes in that year.

30.2 Cafeteria:

The following Longevity Increments will be paid from July 1, 2018 through June 30, 2019:

A. $.05 per hour after three (3) years of service
B. $.10 per hour after six (6) years of service
C. $.15 per hour after nine (9) years of service
D. $.20 per hour after twelve (12) years of service
E. $.25 per hour after fourteen (14) years of service
F. $.30 per hour after sixteen (16) years of service
G. $.35 per hour after eighteen (18) years of service
H. $.40 per hour after nineteen (19) years of service
I. $.45 per hour after twenty (20) years of service
J. $.50 per hour after twenty-one (21) years and through twenty-five (25) years of service
K. $.60 per hour after twenty-five (25) years and through twenty-nine (29) years of service
L. $.68 per hour with thirty (30) years of service and over.

Longevity increments will be given to all Employees who began work on or before October 1st retroactive to the first day of school.

The following Longevity Increments will be paid effective July 1, 2019:

A. $100 per year after three (3) years of service and through
B. $150 per year after six (6) years of service
C. $225 per year after nine (9) years of service
D. $300 per year after twelve (12) years of service
E. $360 per year after fourteen (14) years of service
F. $450 per year after sixteen (16) years of service
G. $505 per year after eighteen (18) years of service
H. $580 per year after nineteen (19) years of service
I. $650 per year after twenty (20) years of service
J. $720 per year after twenty-one (21) years and through twenty-five (25) years of service
K. $875 per year after twenty-five (25) years and through twenty-nine (29) years of service
L. $1,000 per year beginning with thirty (30) years of service and over.

An employee who begins employment on or before December 1st shall accrue a full year of credit for longevity purposes in that year.

The bonus will be paid in one lump sum on the paycheck immediately prior to winter break.

ARTICLE 31
REGULAR PART-TIME FRINGE BENEFITS

All part-time clerical, part-time cafeteria, and part-time paraprofessionals which include Teacher Assistants, Library Managers, Student Information Managers, High School Systems Operators, Student Assistant Advisors, Parent Educators, Certified Occupational Therapy Assistants, Licensed Physical Therapist Assistants, Nurses, Sign Language Interpreters, Library Catalogers, JROTC Instructors, and Parent Partnership coaches who are scheduled to work more than 600 hours per year
shall be entitled to the following benefits:

31.1 **Sick Days:** Employees who contribute to Illinois Municipal Retirement Fund (IMRF), but are less than full-time, shall be eligible for ten (10) sick days per year, which shall accumulate to a maximum of 340 days.

31.2 **Jury Duty:** The BOARD shall pay the regular salary to Employees called to serve as jurists on jury duty or subpoenaed to appear before legal and quasi-legal review panels as witnesses. The Employees shall remit to the BOARD any per diem expenses received as part of such service.

31.3 **Adult Education:** Employees enrolled in District 150’s Adult Education Courses shall be eligible for a full tuition refund after satisfactorily completing such specialized courses.

31.4 **Tax-Sheltered Retirement:** In accordance with the Illinois Pension Code, the Illinois Municipal Retirement Fund (IMRF) member contributions are not to be considered as taxable wages when computing federal or state income tax withholding.

31.5 **Funeral Leave:** A part-time Employee may have up to three (3) days leave with pay to attend the funeral of a parent, spouse, sibling, child, grandparent, grandchild, member of the household, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or legal guardian. Sick leave will be charged for Funeral Leave, except for Cafeteria Employees who are IMRF eligible. If an Employee does not have sufficient sick leave reserve, then they will be granted a leave of absence without pay. If a death certificate is requested, the BOARD shall pay for a copy. Cafeteria Employees who work less than three and one-half (3.5) hours per day shall be given up to three (3) bereavement days with pay to attend the funeral of a member of their immediate family.

31.6 **Personal Leave:** A part-time Employee will be granted one (1) personal leave day with the requirements as defined in Article 25.

**ARTICLE 32**

**EFFECTS OF AGREEMENT**

32.1 **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.
32.2 Negotiations with Other Organizations: The BOARD agrees that during the existence of this Agreement it will not negotiate or deal directly with any organization or its representatives other than the Peoria Federation of Support Staff, or with any individual Employee on these topics.

32.3 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.

32.4 No-Strike Clause: During the term of this Agreement, pursuant to the Illinois Educational Labor Relations Act, the UNION agrees that neither it nor its members shall authorize, sanction, condone, or acquiesce in nor take part in any strike. The BOARD shall have the right to discipline any Employee for taking part in any illegal strike.

32.5 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.
ARTICLE 33
DURATION OF AGREEMENT

The term of this Agreement shall be for three (3) years, from July 1, 2018 to June 30, 2021.

Dated this 29th day of January, 2019.

Mary Fran Wessler, President
For the Peoria Federation of Support Staff
Clerical, Cafeteria and Paraprofessional and
School Related Personnel, IFT-AFT/AFL-CIO

1/24/19
Date

Dan Adler, President
For the Board of Education of the City of
Peoria, School District #150

1/28/19
Date

ATTEST:

Daphne Williams, Board Secretary
Peoria Public School District 150

1/29/19
Date
APPENDIX A
SALARY INCREASES AND STARTING PAY MATRIX –
ALL EMPLOYEES

ALL SALARY INCREASES SHALL BE APPLIED RETROACTIVELY TO JULY 1, 2018
FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2018

PARAPROFESSIONALS
New Employee Starting Salary Matrix

New Employees will be placed on a Level based on years of prior similar outside experience
(Teaching experience is NOT deemed “similar” experience)

<table>
<thead>
<tr>
<th>Level</th>
<th>Para License w/</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>less than 60 hours</td>
<td>60 hours</td>
</tr>
<tr>
<td>1(0-1yrs)</td>
<td>17,222</td>
<td>18,085</td>
</tr>
<tr>
<td>2(2-3yrs)</td>
<td>17,913</td>
<td>18,795</td>
</tr>
<tr>
<td>3(4-5yrs)</td>
<td>18,630</td>
<td>19,544</td>
</tr>
<tr>
<td>4(6-7yrs)</td>
<td>19,374</td>
<td>20,322</td>
</tr>
<tr>
<td>5(8 yrs)</td>
<td>20,149</td>
<td>21,032</td>
</tr>
<tr>
<td>6(9 yrs)</td>
<td>21,383</td>
<td>22,369</td>
</tr>
<tr>
<td>7(10 yrs)</td>
<td>22,617</td>
<td>23,717</td>
</tr>
<tr>
<td>8(11 yrs)</td>
<td>23,720</td>
<td>24,820</td>
</tr>
<tr>
<td>9(12 yrs)</td>
<td>24,823</td>
<td>25,923</td>
</tr>
</tbody>
</table>

Salary increases for current Employees:

- 2018-2019: 3% over prior year’s base salary
- 2019-2020: 3% over prior year’s base salary
- 2020-2021: 2.5% over prior year’s base salary

**The “60 hours” starting pay matrix category was revised effective July 1, 2018. Current employees in the “60 hours” category will receive an increase for 2018-2019 in the amount of the new starting pay amount for their years of experience or the annual 3% increase, whichever is higher.**
COTA, LPTA, REGISTERED NURSES, SIGN LANGUAGE INTERPRETERS

New Employee Starting Salary Matrix
(also includes LPNs hired prior to 3/1/16)

New Employees will be placed on a Level based on years of prior similar outside experience
(Teaching experience is NOT deemed “similar” experience)

<table>
<thead>
<tr>
<th>Level</th>
<th>Lead Nurse Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (0-1 yrs)</td>
<td>28,222</td>
</tr>
<tr>
<td>2 (2-3 yrs)</td>
<td>28,847</td>
</tr>
<tr>
<td>3 (4-5 yrs)</td>
<td>29,651</td>
</tr>
<tr>
<td>4 (6 yrs)</td>
<td>30,393</td>
</tr>
<tr>
<td>5 (7 yrs)</td>
<td>31,153</td>
</tr>
<tr>
<td>6 (8 yrs)</td>
<td>31,932</td>
</tr>
<tr>
<td>7 (9 yrs)</td>
<td>32,730</td>
</tr>
<tr>
<td>8 (10 yrs)</td>
<td>33,549</td>
</tr>
<tr>
<td>9 (11 yrs)</td>
<td>38,849</td>
</tr>
</tbody>
</table>

Salary increases for current Employees:
2018-2019: 3% over prior year’s base salary
2019-2020: 3% over prior year’s base salary
2020-2021: 2.5% over prior year’s base salary
LICENSED PRACTICAL NURSES HIRED AFTER MARCH 1, 2016

Starting Pay

(LPNs hired prior to 3/1/16 are paid the same as RNs and CSNs)

$14.50 to $17.00/hour

Salary increases for current Employees:

2018-2019: 3% over prior year’s base salary
2019-2020: 3% over prior year’s base salary
2020-2021: 2.5% over prior year’s base salary

LIBRARY CATALOGERS

2018-2021 Salary Scale

<table>
<thead>
<tr>
<th>Under 10 yrs.</th>
<th>Over 10 yrs.</th>
<th>25+ yrs</th>
<th>20+ yrs</th>
<th>15+ yrs.</th>
<th>10+ yrs</th>
<th>5+ yrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate:  $16.75</td>
<td>$17.40</td>
<td>$.80</td>
<td>$.75</td>
<td>$.70</td>
<td>$.45</td>
<td>$.20</td>
</tr>
</tbody>
</table>
CLERICAL EMPLOYEES

I. School Secretary
   HS Treasurer
   HS Data Processing Clerk
   PPS Secretary

II. HS Principal’s Secretary

III. Administrative Accounting Clerk
     Administrative Records Clerk

IV. Administrative Assistant

V. Human Resources Specialist
   Payroll/Insurance Specialist

VI. Data Processing Systems Analyst

CLERICAL EMPLOYEES

New Employee Starting Salary Matrix

(Employees hired after 7/1/18)

See Section 14.1.A.1.a for Level placement regulations

<table>
<thead>
<tr>
<th>Level</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
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</thead>
<tbody>
<tr>
<td>1 (0-1yrs)</td>
<td>11.35</td>
<td>11.54</td>
<td>11.78</td>
<td>12.93</td>
<td>13.84</td>
<td>19.25</td>
</tr>
<tr>
<td>2 (2-3yrs)</td>
<td>11.71</td>
<td>11.90</td>
<td>12.16</td>
<td>13.35</td>
<td>14.22</td>
<td>19.76</td>
</tr>
<tr>
<td>3 (4-5yrs)</td>
<td>12.07</td>
<td>12.26</td>
<td>12.55</td>
<td>13.76</td>
<td>14.61</td>
<td>20.28</td>
</tr>
<tr>
<td>5 (8yrs)</td>
<td>12.79</td>
<td>12.98</td>
<td>13.31</td>
<td>14.60</td>
<td>15.37</td>
<td>21.32</td>
</tr>
<tr>
<td>6 (9yrs)</td>
<td>13.14</td>
<td>13.33</td>
<td>13.69</td>
<td>15.02</td>
<td>15.75</td>
<td>21.84</td>
</tr>
<tr>
<td>7 (10yrs)</td>
<td>13.50</td>
<td>13.69</td>
<td>14.08</td>
<td>15.43</td>
<td>16.14</td>
<td>22.35</td>
</tr>
<tr>
<td>8 (11yrs)</td>
<td>13.86</td>
<td>14.05</td>
<td>14.46</td>
<td>15.84</td>
<td>16.52</td>
<td>22.87</td>
</tr>
<tr>
<td>9 (12yrs)</td>
<td>14.23</td>
<td>14.42</td>
<td>14.82</td>
<td>16.29</td>
<td>16.88</td>
<td>23.41</td>
</tr>
<tr>
<td>10 (13yrs)</td>
<td>14.59</td>
<td>14.78</td>
<td>15.20</td>
<td>16.71</td>
<td>17.26</td>
<td>23.93</td>
</tr>
<tr>
<td>11 (14+yrs)</td>
<td>14.95</td>
<td>15.14</td>
<td>15.58</td>
<td>17.13</td>
<td>17.64</td>
<td>24.45</td>
</tr>
</tbody>
</table>
Salary increases for current Employees:

<table>
<thead>
<tr>
<th>Year</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>3% over prior year’s base salary</td>
</tr>
<tr>
<td>2019-2020</td>
<td>3% over prior year’s base salary</td>
</tr>
<tr>
<td>2020-2021</td>
<td>2.5% over prior year’s base salary</td>
</tr>
</tbody>
</table>

**The Clerical Employee starting pay matrix was revised effective July 1, 2018. Current employees will receive an increase for 2018-2019 in the amount of the new starting pay amount for their lane and level or the annual 3% increase, whichever is higher.**
CAFETERIA EMPLOYEES
STARTING PAY EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2021

A. **Managers**

Elementary School (Hot Lunch Program) and Elementary Manager/Cook:

$14.23/hour

B. **Other Food and Nutrition Service Employees**

Food Service Driver:

$14.25/hour

Cooks and Bakers:

$14.20/hour

Head Snack Bar, Assistant Baker and Assistant Cook:

$13.44/hour

Elementary Lunchroom Assistant:

$13.37/hour

General Help – Six (6) Hours or more:

$13.18/hour

Less than Six (6) Hours:

$12.99/hour

Salary increases for current Employees:

- 2018-2019: 3% over prior year’s base salary
- 2019-2020: 3% over prior year’s base salary
- 2020-2021: 2.5% over prior year’s base salary
APPENDIX B
MEMORANDUM OF UNDERSTANDING
BETWEEN

THE PEORIA FEDERATION OF SUPPORT STAFF – CAFETERIA, CLERICAL, PARAPROFESSIONAL AND SCHOOL RELATED PERSONNEL/IFT-AFT/AFL-CIO

and

THE BOARD OF EDUCATION OF THE CITY OF PEORIA

regarding

PAID HOLIDAY SCHEDULES

Per Article 11 of the 2018-2021 collective bargaining agreement, the BOARD and the UNION agreed to execute this MEMORANDUM OF UNDERSTANDING setting forth the paid holidays for the school years set forth below.

2018-2019 School Year

1. New Year's Day
2. Martin Luther King's Birthday
3. President’s Day or Lincoln’s Birthday (as determined by approved School District calendar)
4. Good Friday
5. Memorial Day
6. July 4
7. Labor Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Christmas Eve

Additionally, during the 2018-2019 school year, 12-month clerical employees will be provided with two additional floating vacation days due to the reduction in paid holidays.
2019-2020 School Year

1. New Year’s Day
2. Martin Luther King’s Birthday
3. President’s Day or Lincoln’s Birthday (as determined by approved School District calendar)
4. Good Friday
5. Easter Monday
6. Memorial Day
7. July 4
8. Labor Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Christmas Eve

Additionally, during the 2019-2020 school year, 12-month clerical employees will be provided with two additional floating vacation days due to the reduction in paid holidays.

This MEMORANDUM OF UNDERSTANDING will remain in full force and effect until such time that the BOARD publishes a School Calendar with different paid holidays than those listed herein.

The parties have approved and executed this Memorandum of Understanding on the dates indicated below.

PEORIA FEDERATION OF SUPPORT
STAFF LOCAL 6099

By: [Signature]
Date: 1/24/19

BOARD OF EDUCATION
CITY OF PEORIA SCHOOL DISTRICT NO. 150

By: [Signature]
Date: 1/27/19