

PROFESSIONAL NEGOTIATION AGREEMENT

BETWEEN THE

BOARD OF EDUCATION

NORTH PALOS SCHOOL DISTRICT 117

PALOS HILLS, ILLINOIS

AND THE

NORTH PALOS EDUCATION ASSOCIATION-

EDUCATION SUPPORT PERSONNEL - IEA/NEA

2017-2018

2018-2019

2019-2020

2020 -2021

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ARTICLE I

Recognition

The Board of Education of District 117, Cook County, Palos Hills, Illinois, hereinafter referred to as the "Board", hereby recognizes the North Palos Education Association-Education Support Personnel, IEA-NEA, hereinafter referred to as the "Association", (NPEA-ESP) affiliated with the Illinois Education Association and the National Education Association.

The Board of Education will meet with the NPEA-ESP and recognize them as designated representatives of a majority of all full and part-time non-certified employees including, but not limited to, all secretarial and clerical personnel, health clerks, media clerks, all custodial, maintenance, lunchroom and playground personnel, transportation personnel, paraprofessionals, parent coordinator; district-wide nurse without PEL; excluding the Transportation Director, Building and Grounds Director, Technology Director, Communications Director, Administrative Assistant to the Superintendent, Administrative Assistant for Programs for English Learners, and Payroll Manager for purposes of negotiation with respect to the interests of all the employees.

ARTICLE II

Definitions

A. EDUCATION SUPPORT PERSONNEL

The term "education support personnel" or "ESP" includes all non-certified employees, including those who may have, but are not required to have a teaching license by job description or actual duties.

B. SCHOOL YEAR EMPLOYEE

A school year employee is an employee in a position to work one hundred eighty (180) days or fewer and whose employment follows the school calendar for students, rather than a fiscal or twelve month calendar.

C. TWELVE MONTH EMPLOYEES

Twelve-month employees are ESP positions which are expected to require employment on an annual fiscal or twelve-month basis, not related to the school calendar for students.

D. EXTENDED ESP POSITIONS

Extended ESP positions are those which are expected to be longer than the student school calendar.

E. DAYS

The definition of "days", when used in this Agreement, shall mean school days (employee workdays), unless otherwise stated. After the close of the school term, "days" shall mean weekdays (Monday through Friday, excluding legal holidays).

ARTICLE III

Personnel File

A. PERSONNEL FILE REVIEW

Each employee shall have the right upon request to review his/her personnel file. Unless an employee has waived his/her right under applicable law, he/she may review all documents. There shall be one official personnel file, which shall be kept in the Business Office. When an employee's personnel file is reviewed by someone other than the Superintendent, Assistant Superintendents, Business Office personnel, Administrative Assistant to the Superintendent or the employee's building principal/immediate supervisor, a record indicating who has reviewed the file, the date reviewed, and the reason for such review shall be placed in the file. Each employee shall have the right, upon request, to review his/her official personnel file within a reasonable time of his/her request in the presence of an administrator or designee. Any documents properly placed in his/her official personnel file shall not be removed from the file without the consent of the employee.

Confidential documents, for the purpose of this Section, shall mean documents concerning the employee prior to his/her employment by the Board, such as, by way of example, pre-employment references, or any other documents made confidential by law.

B. PERSONNEL FILE - REQUIRED CONTENTS

Material derogatory to an employee's service in the District shall not be placed in the employee's personnel file without first giving the employee a copy and an opportunity to place a written response to this material in his/her file. Said materials shall be signed and dated by the employee and the building principal/immediate supervisor to record receipt thereof.

The employee's personnel file shall include:

1. Required medical information
2. All employee evaluation reports
3. Copies of annual contracts or notification of re-employment
4. Copies of supplemental duty contracts
5. Items with respect to transfer and salary
6. Other items as needed

No incident or occurrence involving an employee not previously recorded in the employee's personnel file prior to the notification of the demotion, discipline, or other involuntary change in the employment status shall be used by the Board as a basis for its action, except for serious infractions which require prompt action and prevent such prior recordation.

C. PERSONNEL FILE - PROCEDURES

Every employee will have the right to:

1. Add material pertaining to matters relevant to the employee's educational service or qualifications; for example, awards, commendations, certificates, workshop credit.
2. Obtain copies of material in his/her file to which he/she is entitled under Article III of this agreement provided the employee pays the cost thereof.
3. Respond within thirty (30) days following the date any material is entered into the employee's personnel file. This response shall be attached to the file. The building principal/immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the building principal/immediate supervisor.

ARTICLE IV

Evaluation

- A.** There will be two (2) written evaluations made on each Education Support Personnel employee during the course of the first (1st) year of employment and one (1) annually thereafter. The annual evaluation will be completed by the building principal/immediate supervisor by a minimum of ten (10) work days prior to the last day of school (June 30th for 12-month employees) of each year and will cover the period from the previous evaluation to the current evaluation. If an employee is hired on January 1st or later only one evaluation will take place for that school year. All evaluators shall be trained and the Association President shall be provided with a list of evaluators at the beginning of each school year.
- B.** The evaluation form will be reflective of the performance responsibilities as detailed in the employee's job description. The evaluation form will include space for written comments by the building principal/immediate supervisor and for the employee along with a designated signature space for both parties. A copy of the evaluation will be placed in the employee's personnel file.

C. NOTIFICATION TO EMPLOYEES

Within twenty (20) days after the beginning of each school term, the building principal/immediate supervisor, shall acquaint each ESP employee under his/her supervision with the ESP evaluation procedures, standards and instruments, and advise each ESP employee as to who will evaluate his/her performance. Said orientation shall be done orally at a time and place determined by the building principal/immediate supervisor. The evaluator shall attempt to explain the evaluation process in sufficient detail so that an ESP employee can reasonably know what is expected of him/her. Any ESP employee who does not feel the evaluator's explanation is sufficient, may seek further explanation from the building principal /immediate supervisor at the original meeting or within 20 days thereafter. No formal evaluation shall take place until such orientation has been completed.

ESP employees assigned to one or more District locations shall be responsible to each building principal or to each immediate supervisor. A new employee or an employee reassigned after the beginning of the school term shall be notified by the building principal/immediate supervisor of the evaluation procedures in effect. Such notification shall be within twenty (20) days of the first day in the new assignment.

D. EVALUATION OF TRAVELING OR UNASSIGNED EMPLOYEES

The building principal and/or immediate supervisor of the building and/or department shall be responsible for the notification and evaluation of those employees assigned to their building or department even on a part-time or temporary basis.

E. POST-EVALUATION CONFERENCE

There shall be a conference between the ESP employee and his/her building principal/immediate supervisor to discuss the evaluation. Within ten (10) calendar days after said conference, an ESP employee may state his/her objections to the evaluation and append such objections thereto. Said objections shall be signed by the evaluator to record receipt thereof. Evaluations and employee objections, if any shall be filed in the ESP employee's personnel file.

F. EMPLOYEE'S RIGHT TO RESPOND

Following the post-evaluation conference, the employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, but only that they have been discussed. An employee may submit additional comments to the written evaluation if he/she so desires.

All written evaluations and the employee's comments are to be placed in the employee's personnel file. The building principal/immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the building principal/immediate supervisor.

ARTICLE V

Employee Rights - Board Rights

A. BOARD AGENDA

The Board shall normally place on the Agenda of each regular Board Meeting as the first items for consideration under "New Business" any matter brought to its attention for its consideration by the Association as long as these matters are made known in writing to the Superintendent and are clearly defined as to subject matter. These matters are to be presented in writing to the Superintendent no later than 8:00 AM of the Thursday preceding a Tuesday regular meeting, except for matters that may require prompt presentation by the Association and prevent such prior notification. In any case, the request must be in writing with the subject matter clearly defined. However, the Association shall not appear before the Board to seek to add to or change anything in this Agreement, except pursuant to Article XVI, paragraph D or to process grievances in accordance with and pursuant to the Grievance Procedure of this Agreement.

B. BOARD MEETINGS - NOTIFICATION

Notice of all regular Board Meetings and proposed Agenda shall be posted on the bulletin board of each building most accessible to the employees, as well as on the District website, at least thirty-six (36) hours prior to the scheduled meetings. Notice of all Special and Emergency Board Meetings shall be posted at least twenty-four (24) hours in advance.

C. BOARD MINUTES, AGENDAS – NON CONFIDENTIAL BOARD PACKET

1. The Association President will be provided a copy of the Board Packet through BoardDocs or printed copy, which includes unofficial board minutes and agendas when the School Board members receive theirs.
2. Copies of all approved minutes of each Board Meeting shall be posted on the bulletin board of each building most accessible to the employees, as well as on the District website, within twenty-four (24) hours after approval. Two (2) copies shall be placed in the school mailbox of the Association President within twenty-four (24) hours after approval by the Board.

D. SCHOOL CALENDAR EXPLANATIONS

The Board shall establish a school calendar per the Illinois School Code or other state regulatory agency.

E. ASSAULT UPON EMPLOYEE

Any case of assault upon an employee shall be promptly reported to the Board or its designee. The Board shall provide legal counsel to assist the employee in handling the incident by law enforcement and judicial authorities. The Board's responsibility under this Section shall be limited to the terms and conditions of any insurance policies it may have hereunder and/or the Illinois School Code. The employee may also contact the Association for further legal assistance in connection with the incident.

F. CONTRACTS

In any conflict between individual employee contracts and this Agreement, this Agreement shall prevail.

G. CHILD ABUSE - REPORTING

No employee will be disciplined or have reprisals for reporting child abuse by parents to the Board, its employees or any law enforcement agency. The employee shall promptly notify the Administration of any child abuse.

H. PUBLIC POLICY

The employee agrees not to act in a manner which is contrary to law, public policy, or in violation of the Constitution.

I. PROGRESSIVE DISCIPLINE

In most situations, within five days of knowledge of an incident, the Administration will notify the employee of an investigation it is conducting that may lead to progressive discipline. To the best of the Administration's ability, the disciplinary action between employee and immediate supervisor will occur within 30 days of the knowledge of the original incident. Disciplinary action shall be imposed from the following schedule. The sequence and necessity of the following steps will be determined upon the circumstances of each case, as determined by the Superintendent.

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Discharge

The Board may suspend employees with pay for periods of time necessary to conduct investigations. Suspensions with pay shall never be deemed disciplinary. Notice of suspension with pay shall explicitly state that the suspension is not disciplinary.

J. RIGHT OF REPRESENTATION

When an employee is required to appear before the Administration or the Board of Education concerning a disciplinary conference in which an oral or written reprimand will be issued or conference in which a suspension without pay or dismissal will occur, the employee shall be entitled to have an Association representative present, if one is requested. Prior to such conference, the administration or Board will inform the employee in writing (copy to Association President) that a conference will be held concerning potential discipline. It shall be the responsibility of the employee to obtain a representative of his/her choice.

K. TERMINATION OF EMPLOYMENT - VACATION DAYS

At the termination of employment for any reason of any employee entitled to vacation benefits, the employee shall receive vacation pay for all earned but unused vacation days.

ARTICLE VI

FAIR SHARE AGREEMENT

- A. Each employee, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.
- B. In the event that the employee does not pay his/her share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.
- C. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
- D. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization in accordance with Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.
- E. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - 1. the Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires, and
 - 2. the Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article. It is expressly understood that this hold harmless provision will not apply in any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect executive of the obligations imposed upon it by this Article.

ARTICLE VII

Working Conditions

A. ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENT

Assaults on employees shall be regarded by the District authorities as a serious matter and will be reported to the local police.

B. WORKDAYS/WORK YEARS

Workdays shall be as set out below:

1. Twelve month employees:

a. Custodial/Maintenance/Delivery/HVAC/Technology

The workday shall be a shift of not more than eight and one-half (8-1/2) hours in length and shall include minimally a thirty (30) minute duty-free non-paid lunch period.

b. Mechanic & Asst. Mechanic/Bus Driver

The workday shall be a shift of not more than eight and one-half (8-1/2) hours in length and shall include minimally a thirty (30) minute duty-free non-paid lunch period.

c. District Office Secretaries

The workday shall be no more than eight (8) hours, which includes a thirty (30) minute duty-free non-paid lunch period.

2. The work year for a **200-day employee** shall consist of:

176 student attendance days, four institute/conference days, 10 days before and 10 days after the school year.

a. Building Secretaries

The workday shall be no more than eight (8) hours, which includes a thirty (30) minute duty-free non-paid lunch period.

3. The work year of a **190-day employee** shall consist of:

176 student attendance days, four institute/conference days, 5 days before and 5 days after the school year.

a. Media Clerks

The workday shall be no more than eight (8) hours, which includes a thirty (30) minute duty-free non-paid lunch period.

4. The work year for a **180-day employee** shall consist of:
176 student attendance days and four institute/conference days
 - a. Paraprofessionals and Teacher Helpers
The workday shall consist of a minimum of six and three quarter (6-3/4) hours including a thirty (30) minute duty-free non-paid lunch period.

 - b. Elementary Teacher Clerk
The workday shall be no more than eight (8) hours, which includes a thirty (30) minute duty-free non-paid lunch period.

 - c. Junior High Teacher Clerk
The workday shall consist of a minimum of five (5) hours in length.

 - d. Health Clerks/Nurse without PEL
The workday shall consist of a minimum of seven (7) hours in length including a thirty (30) minute duty-free non-paid lunch.

5. The work year for a **176-day employee** shall consist of:
176 student attendance days
 - a. Hall Monitors
The workday shall be no more than eight and one-half (8-1/2) hours, which includes a thirty (30) minute duty-free non-paid lunch period.

 - b. Bus Driver Hours and Extra Trips
 - A. The workday shall be a guaranteed four and one-quarter (4 ¼) hours in length, inclusive of fifteen (15) minutes to clean and gas up buses. Morning and afternoon shifts shall be two hours in length starting and ending times to be determined by the administration based on the Board of Education's approved yearly calendar and starting school times. The Transportation Director may assign other transportation duties or meet with drivers to fulfill the required full 4 ¼ hours.

 - B. Special or Extra trips will be assigned from a list of interested bus drivers. The list will be created at the beginning of each semester. The bus drivers will be assigned by seniority on a rotating basis. If the extra trip is not filled by one of the volunteers on the interest list, the Transportation Director will assign according to the least senior bus driver(s) on a rotating basis from the drivers that are not on the interest list.

 - C. In the event that no regular or current driver is available to drive the trip, this provision shall not be deemed violated when appropriately licensed coaches, sponsors, or administrators drive buses for specific extra trips.

 - D. The Association and the Board agree that employees will not be paid for extra time if the extra time occurs during their regular work day and they are already receiving pay for that time.

E. Bus drivers will be guaranteed the minimum time listed for the following trips:

a. Shuttle - two (2) hours

A shuttle is defined as a trip with students accompanied by a teacher, scheduled during regular school hours, when the duration is expected to be more than one hour.

b. Field Trip – four (4) hours

A field trip is defined as a trip with students accompanied by a teacher, scheduled during normal school hours, when the duration is expected to be more than two hours.

c. Saturday Trips – four (4) hours

If the trip takes longer than the time listed above, the driver will be paid according to the actual time he/she worked.

F. Extras will be paid at the driver's hourly rate for the actual time worked. Extra pay for extra-curricular trips will begin after the regular work day for all regular school days (excluding Team Days and half-days).

G. Actual time worked shall include drive time from gate to gate.

H. Mid-day extra trips that do not reasonably coincide with regular work hours or another extra trip will be guaranteed a minimum of 30 minutes pay.

I. In the event of a same day cancellation, the driver will be paid for 25% of the scheduled time.

J. Mid-day Routes

a. Drivers for mid-day routes are carried over from the previous year. Interested drivers may sign up for a mid-day route when a mid-day route becomes available.

b. Mid-day drivers are required to work two hours every day and will receive two hours of pay.

c. Sick days and personal days cannot be used for mid-day routes. Mid-day drivers who do not drive their mid-day route, will not receive pay for that day.

d. Two hours holiday pay will be given to current mid-day drivers (as of 6/2/17) who are eligible for holiday pay for that day.

e. Mid-day drivers are not eligible for shuttles or field trips.

K. Drivers' required physicals will be scheduled during the work day, whenever possible. When such scheduling is not possible, drivers will be paid for the actual time (up to 2 hours) involved in completing the physical.

- L. The Administration shall determine the creation of any new or alternate shifts to meet the needs of the district and will make sure any increase in the work day shall have the salary and benefits commensurate with said increase. The Association shall be notified by the Administration of any new or alternate shifts.
- M. At the beginning of each semester, lists of extra runs shall be posted for interested drivers to sign up. Any driver requesting to be assigned to an extra run shall be available with no alteration to his/her normal work schedule. Seniority will be used to determine assignment of extra runs and establish rotation schedules.

In the event that an employee is absent on the day it is his/her turn to do an extra run, the next employee on the rotating list is asked to fill in for the absent employee, he/she does not lose his/her normal turn in rotation

- N. Probationary employees are eligible to drive extra runs.
- O. The Administration may select a bus driver to assist in training other bus drivers and to cover dispatch on workdays when the Transportation Dispatcher is not present. The selection process may include availability, attendance, driving record, performance, certification, training, education, knowledge, experience, and seniority.
- P. Every year, there may be a mandatory, minimum two (2) hour workday within fourteen (14) days prior to the first day of school. Drivers are required to attend mandatory meetings and will be permitted to drive dry-runs for their assigned routes. Prior to July 1 each year, Administration will notify the drivers the date of the mandatory workday for the upcoming school year.
- Q. If a driver refuses an extra trip three (3) times during a semester, he or she will be removed from that list for that semester.

- 6. The work year for a **173-day employee** shall consist of:
 - 173 student attendance days on days lunch is served.
 - a. Lunch Room Supervisors/Playground Supervisors
The workday shall consist of a minimum of one and one-half (1-1/2) hours in length.

7. Summer work weeks and winter break

- a. The daily hours for all 12-month, Category A and B employees is extended to eight and one-half hours (8-1/2) hours in length which includes a thirty (30) minute duty-free lunch.
- b. The additional 30 minutes per day is banked resulting in 15 days off per contract year. One day per week will be used for each of nine weeks during the summer, and six days will be used during winter break resulting in no work days during winter break.
- c. Schedule of days off as a result of banking 30 minutes per day:

<i>Days Off</i>	2017-2018	2018-2019	2019-2020	2020-2021
SUMMER (9 days)	2017-July 7,14,21,28 2017-August 4 2018-June 8,15,22,29	2018-July 6,13,20,27 2018-August 3 2019-June 7,14,21,28	2019-July 5,12,19,26 2019-August 2 2020-June 5,12,19,26	2020-July 2, 10,17 24,31 2021-June 4,11,18,25
WINTER BREAK (6 days)	2017-Dec. 27,28,29 2018-Jan 3,4,5	2018-Dec. 26,27,28 2019-Jan. 2,3,4	2019-Dec. 23, 26, 27 2019-Dec. 30 2020-Jan. 2,3	2020-Dec. 21,22,23 2020-Dec. 28,29,30

- d. The Administration and Association President may make changes to the above schedule after Board approval of the school calendar. Prior to July 1 of the school year being changed, the Administration and Association will notify the employees of the schedule change.

8. The Parent Coordinator's work year will consist of an average of 20 hours per week (not to exceed 780 hours per year) during the regular school year. The workday hours will be flexible to accommodate evening events.

C. OVERTIME/COMPENSATORY TIME

1. Regular Overtime

Monday shall be the beginning of each work week for the purpose of calculating overtime. All work over and above forty (40) hours per week shall be compensated at the rate of one and one-half (1-1/2) times the normal rate of pay, or may be taken as compensatory time at one and one-half (1-1/2) times the normal rate. Compensatory time must be approved by the building principal/immediate supervisor in advance. Comp time/overtime documentation must be submitted at the end of the pay period that it was earned and forwarded to the payroll department.

All compensatory time must be used during the employee's work year or it will be converted to pay and paid to the employee on the June 30 paycheck.

2. Saturday, Sunday and Holiday Overtime

Employees will be assigned to work Saturday, Sunday and Holidays only in emergencies as defined by the building principal/immediate supervisor. Such work will be paid at time and one-half (1-1/2) after forty (40) hours and a minimum of two (2) hours will be credited to the employee.

3. Security Employees

Security employees assigned and/or called in to work on Christmas Day, Thanksgiving and Easter shall be paid double time.

D. SUMMER SCHOOL

1. Selection

The summer school positions of Bus Drivers and Paraprofessionals will be assigned by seniority. Current employees have the right of first refusal. If not enough Bus Drivers and/or Paraprofessionals volunteer for summer school positions, Administration may assign starting with least senior employee in Bus Driver or Paraprofessional category.

2. Compensation

Bus Drivers, Paraprofessionals and Teacher Helpers shall receive their regular hourly rate of pay for summer school. If current employees from other categories are assigned, they will be paid the Step 1 hourly rate from Category H (Bus Drivers), Category C (Paraprofessionals), or Category A (Teacher Helpers).

3. Summer School Minimum Guaranteed Hours

Bus Drivers – 3 hours per day

Paraprofessionals – Thirty minutes will be added to summer school student day (15 minutes before and 15 minutes after).

E. **SUMMER HELP**

1. **Selection**

Current employees have the right of first refusal.

2. **Compensation**

District Office Clerks shall be paid the Category A hourly rate at their step.

F. **JOB DESCRIPTIONS**

The Employer shall provide Job Descriptions to all Education Support Personnel employees.

G. **ROUND TABLE DISCUSSIONS**

A Round Table Forum will be held on a scheduled basis between the Administration and the Association, and if necessary, other staff members. A proposed agenda will be provided to the Superintendent at least two (2) weeks prior to the meeting.

H. **LICENSES**

A. The employer shall pay the renewal fee for the Paraprofessional licenses in an amount not to exceed the cost of certified license fees.

B. The employer shall pay the difference between a Class "D" driver's license renewal fee and the CDL renewal fee for Bus Drivers, Mechanic, and Assistant Mechanic.

I. **PROFESSIONAL APPEARANCE**

1. An employee's appearance, including dress and grooming, must not disrupt the organization's process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling employees who dress or groom inappropriately will be developed by the Superintendent and included in employee handbooks.

2. Bus drivers shall wear appropriate shoes for safety reasons. Appropriate shoes would have closed toe, full or strap back. Some examples of inappropriate shoes are: flip-flops, open toed sandals/shoe, sandals without a back strap, and high heels.

3. Buildings and Grounds staff (excluding Secretary) and the Mechanics shall wear appropriate shoes for safety reasons.

ARTICLE VIII

Leaves/Vacations/Holidays

A. SICK LEAVE AND WORKERS COMPENSATION

1. Each employee shall be granted sick leave in the following manner. Sick leave shall be interpreted to mean personal illness, medical visits that cannot be scheduled outside the work day, quarantine at home, or serious illness or death in the immediate family or household.
2. For purposes of this Article, immediate family shall be defined as: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and domestic partners.

SICK LEAVE	NO. OF DAYS
12 Month Employees	12
10 Month Employees working four (4) hours or more per day	10
Employees working three (3) or more hours a day, but less than 4	5
Employees working less than three (3) hours a day	3

3. Sick leave may be used for the death of aunts, uncles, nieces and nephews.
4. Sick leaves may be used for purposes relating to the adoption of a child. This may include appointments with an adoption agency, social workers and attorneys, court proceedings, or required travel.
5. Employees are required to utilize AESOP via phone or internet to report absences.
6. Unused sick leave shall accumulate with no limit.
7. The Board may require a physician's certificate as a basis for pay for personal illness after an absence of three (3) days or as deemed necessary in other cases.
8. Any accumulated sick leave shall be credited to IMRF (if eligible) after a staff member is no longer employed by the Board of Education.

9. In case of any accident or injury arising out of and in the course of employment, the involved employee shall make every effort to report to his/her principal or immediate supervisor as soon as practicable, and shall make every effort to file a written report with the Superintendent within the timeline that complies with the District's insurance carrier's requirements. The Board shall continue the employee wages in full until Workers' Compensation payments begin. All such payments made prior to the start of Workers' Compensation shall be without reduction in accumulated sick leave of the employee.

B. SICK BANK EDUCATION SUPPORT STAFF

1. Participation

- a. The North Palos Education Support Personnel sick bank is open to any Education Support Personnel employee working four (4) hours or more per day.
- b. Employees joining for the first time shall contribute (2) sick days to the bank from their personal accumulated sick leave.
- c. Enrollment for new hires shall be two weeks after the first day of the school year or two weeks from date of hire. Open enrollment for current employees begins the first day of each school year and continues through September 15. To participate, employees must fill out the approved form.
- d. When the sick bank falls below 75 days, employees in the sick bank may be asked to contribute one additional day, and one additional day when the sick bank falls below 50 days. Employees must contribute these additional days to remain a member in good standing.

2. Eligibility

- a. Only those illnesses of a catastrophic nature such as cancer, stroke, heart attack and/or similar will be approved as determined by the Sick Bank Committee.
- b. All personal days and sick days **must** be used up, but application may be made prior to this time.
- c. A waiting period of ten (10) consecutive working days without pay must accrue before eligibility.
- d. Should the Board of Education require a consultation from another physician, this consultation shall be at the Board's expense.
- e. Should an ESP employee apply for and receive disability status from IMRF, Social Security, and/or workers' compensation benefits, all further benefits from the sick day bank relating to that illness will be disallowed and bank use will terminate when disability payments begin.

3. Application

- a. Application for use of days from the Sick Bank must be made in writing to the Sick Bank Committee. The Sick Bank Committee shall consist of the Superintendent, the Association President, and one additional Education Support Personnel employee selected by the Association President.
- b. A current physician's letter indicating the employee's inability to adequately perform his/her job must be submitted to the Sick Bank Committee.

4. Number of Days

- a. Twenty (20) days shall be the maximum allowed to an employee unless the Sick Bank Committee believes there are extenuating circumstances.

C. PERSONAL LEAVE

- 1. Each employee shall be entitled to two (2) personal leave days per year. These may be used for personal business which cannot be conducted on any other day than a school day. The employee will notify the principal and/or immediate supervisor of his/her intention to use such leave at least five (5) days prior to its use. Such leave may not be taken the day before or after a school holiday or at any time during the first or last week of school.
- 2. If an employee has not used both personal leave days in a given school year, one (1) personal leave day may be carried over to the following school year's personal leave days. Any additional unused personal leave days shall be added to the individual's accumulated sick leave, subject to the provisions of this Agreement. An employee may accrue a maximum of three (3) personal leave days per year.
(See Appendix C for Personal Leave Form)

D. ASSOCIATION LEAVE

Association leave shall be granted to the Association in accordance with the following:

- 1. The Association President shall submit a written request for such leave at least seven (7) days in advance of commencement of the leave.

Such request shall state the specific reason for the requested leave, name of the employee, and the day or days of the leave. The Association agrees to pay for the sub if needed. The Board agrees to continue the employee's salary.
- 2. The Board will allow a maximum of 20 days per year to be used for Association leave, but at no time shall there be more than 2 individuals per building or department, allowed Association leave at one time.

E. VACATION LEAVE

1. To be eligible for vacation leave, all twelve (12) month employees working six (6) hours or more per day must have completed the probationary period and must be employed for the calendar minimum of three hundred sixty-five (365) days.
2. Date of hire determines the initial amount of vacation. There will be no exceptions. A twelve (12) month full-time employee MUST work one full year from the (last) date of hire before he/she is entitled to a paid vacation. Vacation days cannot be carried over from one year to the next. The employee's date of hire determines the start of a new year for vacation accrual.
3. The number of eligible vacation days based upon length of service is as follows:
 - a. After one (1) year of employment - 5 days with pay;
 - b. After two (2) years of employment - 10 days with pay;
 - c. After five (5) years of employment - 15 days with pay;
 - d. After twelve (12) years of employment - 20 days with pay.
4. A vacation request form is to be prepared by all persons desiring to use vacation time. (See Appendix D for Vacation Leave Form)
All vacation requests are to be approved by the building principal/immediate supervisor at least two (2) weeks prior to the taking of the vacation. Vacations are to be arranged so that adequate personnel are available to handle all positions. In cases where conflict arises between two (2) employees for the same date and a settlement cannot be reached, the employee with the longest service record will be given priority. If a holiday falls in the vacation period selected, that day will not be charged to the accumulated vacation time.
5. A person transferring from a ten (10) month job to a twelve (12) month job will be given full credit for the first three (3) years of service in the District as a full-time employee, and one-half (1/2) year for each full year thereafter for eligible vacation time accruable.
6. Paid vacations will be at straight time.

F. PAID HOLIDAYS

1. Each full-time, twelve (12) month salaried employee will be guaranteed fifteen (15) days off with straight time pay on each of the following holidays, provided that they were eligible for pay the working day prior to and immediately following such holiday. If a holiday falls on a weekend, it will mutually be agreed upon between the Association and the Administration to assign a paid floating holiday to be taken during a time when there are no students in attendance.

Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day and the day after
Christmas Day and the day before or after
New Year's Day and the day before or after
Martin Luther King's Birthday
Presidents' Day
Casimir Pulaski's Birthday
Good Friday
Memorial Day

2. Each employee with a work year consisting of 176 days or more will be granted a day off with straight time pay on each of the following holidays provided that they were eligible for pay the working day prior to and immediately following such holiday, and provided said holidays occur during the normal calendar working week, Monday through Friday.

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day and the day after
Martin Luther King's Birthday
Presidents' Day
Casimir Pulaski's Birthday
Good Friday
Memorial Day (In the event the school year is completed prior to Memorial Day, each employee shall receive pay for the holiday)

3. Each employee with a work year less than 176 days will be granted a day off with straight time pay on each of the following holidays, provided that they were eligible for pay the working day prior to and immediately following such holiday.

Labor Day
Veterans Day
Thanksgiving
Memorial Day (In the event the school year is completed prior to Memorial Day, each employee shall receive pay for the holiday)

4. In case the legislature repeals certain holidays, all employees will receive the pay in their salary.

G. JURY SERVICE AND OTHER RELATED APPEARANCES

Any employee called for jury duty or who is subpoenaed to testify during working hours in any work-related judicial or administrative matter shall be paid his/her full compensation for such time without loss of leaves, seniority, or loss of any other benefits. The employee shall turn over compensation received for attending jury duty to the district. If the jury duty compensation exceeds the employee's salary for the day, the employee will keep the jury duty compensation in lieu of their salary.

H. FAMILY AND MEDICAL LEAVE ACT LEAVE

A. Eligibility and Coverage

1. An Education Support Professional who has been employed by the Board of Education for at least twelve (12) months, and has worked at least 1,250 hours during the preceding twelve (12) months, is eligible for medical and/or family leave in accordance with the Family and Medical Leave Act ("FMLA"). The total FMLA leave shall not exceed twelve (12) weeks during a twelve (12) month period.

2. An Education Support Professional who has been employed by the Board of Education for at least twelve (12) months, and has worked at least 1,000 regular work hours during the preceding twelve (12) months, is eligible for medical and/or family leave. The total leave shall not exceed 40 workdays during a twelve (12) month period.

3. An eligible Employee is entitled to FMLA leave for up to twelve (12) work weeks during a twelve (12) month period, as calculated under the 'rolling' 12-month period measured backward from the date the Employee uses any FMLA leave. Each time an Employee takes FMLA leave, the remaining leave to which the Employee is entitled would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Example 1: If an Employee has taken eight (8) weeks of leave during the past twelve (12) months, an additional four (4) weeks of leave may be taken.

Example 2: An Employee takes four (4) weeks of FMLA leave beginning February 1, 2017; four (4) weeks beginning June 1, 2017; and four (4) weeks beginning December 1, 2017. In this case, the Employee would not be entitled to any additional FMLA leave until February 1, 2018. However, beginning on February 1, 2018, the Employee would be entitled to four (4) weeks of leave; on June 1, 2018, the Employee would be entitled to an additional four (4) weeks, and on December 1, 2018, an additional four (4) weeks of FMLA leave.

4. FMLA leave is unpaid unless the Education Support Professional elects to substitute any applicable accrued paid leave for FMLA leave. In this event, paid leave (i.e., sick or personal) shall run concurrently with FMLA leave.

5. A minimum of thirty (30) days written notice to the Superintendent is required before a foreseeable FMLA leave is to begin.

B. FMLA leave shall only be used for:

1. The birth of a child and to care for the newborn child, provided the leave is taken no later than 12 months after the birth of the child.
2. The placement of a child with the employee for adoption or foster care provided the leave is taken no later than twelve (12) months after the placement of the child.
3. The need to care for a spouse, parent, or child with a serious health condition.
4. The treatment of an Education Support Professional's own serious health condition that makes the Education Support Professional unable to perform the functions of the job.
5. Qualifying exigency arising because a spouse/son/daughter/parent is a member of the Armed Forces who is on or has been notified of an impending covered active duty deployment to a foreign country.
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. In this instance, the FMLA leave shall not exceed 26 weeks during a twelve (12) month period for 1,250 hour employees, 80 days for 1,000 hour employees.

C. Education Support Professional are not key employees for purposes of FMLA.

D. Sick leave is separate and does not have to be exhausted before taking FMLA.

E. FMLA may be combined with other leaves as specified and in accordance with this Agreement.

F. If the Education Support Professional fails to return from leave for reasons other than the continuation, recurrence, or onset of a serious health condition or other conditions beyond the control of the Education Support Professional, premiums paid for coverage during the leave may be recovered from the Education Support Professional.

I. LEAVE OF ABSENCE WITHOUT PAY

1. An Education Support Personnel who has been employed by the Board of Education for at least two full school years may be granted by the Board of Education up to one year of unpaid absence for personal or medical reasons.

2. Educational Support Personnel on leave without pay shall be eligible to participate in the benefit programs provided that such Education Support Personnel pay the entire costs of the appropriate premiums for the period of the leave without pay.
3. An Education Support Personnel will not get credit toward seniority while on leave of absence without pay and does not advance on the salary schedule.
4. Employees covered by this collective bargaining agreement must not be absent from their regularly scheduled work assignment beyond the leaves allowed under this agreement or by state or federal statute. The types of leaves recognized in this agreement are personal, vacation, sick, FMLA, long-term disability and approved unpaid leaves of absence. Any unpaid absences from a regularly scheduled work assignment in one school year, other than those stipulated in this agreement shall result in progressive discipline as follows:
 - a) First unpaid absence will result in a verbal warning which will be presented in writing to the employee.
 - b) Second unpaid absence, either consecutive or non-consecutive with the first unpaid day, will result in a written reprimand.
 - c) Third unpaid absence either consecutive or non-consecutive with the first unpaid day, will result in a one-day suspension without pay.
 - d) Fourth unpaid absence, not consecutive with the first three days, will result in a three-day suspension without pay.
 - e) Fifth unpaid absence not consecutive with the first four days, will result in termination of employment.
 - f) Sixth unpaid absence, consecutive with the first five days, will result in termination of employment for abandonment of position.

ARTICLE IX

Professional Grievance Procedures

A. DEFINITION

A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement. No grievance shall be entertained or processed unless it is submitted within fifteen (15) school days after the grievant had knowledge or should have had knowledge of the last asserted violation of the Agreement giving rise to the Grievance provided, however, that if there are less than fifteen (15) school days before the close of the school term, this time limit will be extended to fifteen (15) week days. The failure to act within the time limits herein shall bar further appeals. Time is of the essence to this Agreement. Time limits may be extended only by mutual agreement. Failure to communicate a decision within the specified time limits shall permit the grievant to proceed to the next step. A grievance may be filed by an employee or employees and/or the Association.

B. STATEMENT OF BASIC PRINCIPLES

1. All employees 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 from discussing a problem with the administration and having it adjusted with or without intervention or representation of organization representatives.
2. An employee who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
3. Any employee has a right to be represented in all steps of the grievance procedure. When the presence at a grievance hearing of an employee or a person against whom a grievance has been filed is requested by either party, illness, or other incapacity of the employee or such person shall be grounds for any necessary extension of grievance procedure time limits. The days for a grievant's response, or the response of a person against whom a grievance is filed, shall be extended the number of days the grievant is absent from work, but not more than thirty (30) days. When an employee grievant(s) is not a member of the Association, the Association shall have the right to have a representative present to state its views at and after the Second Step of the grievance procedure unless the said employee grievant(s) objects. The Association shall notify the Superintendent of the names of non-Association members. The Association President shall be notified when an employee grievant who is not a member of the Association grieves to the Second Step.

4. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during non-work time of personnel involved. When such hearings and conferences are held, at the option of the Administration during school hours, any employee whose presence is required shall be excused, with pay, for that purpose.
5. It is agreed that any investigation or other handling or processing of any grievance by the grieving employees or their representatives shall be conducted so as to result in no interference with or interruption whatsoever of the related work activities of employee staff.
6. Filing of materials. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
7. Grievance withdrawal. A grievance may be withdrawn at any level without establishing a precedent.
8. Association grievances may be filed at the Third Step.

C. PROCEDURES

1. First Step. The grievant shall file the grievance in writing with the building principal/immediate supervisor. The written grievance should state the nature of the grievance, should note the specific clause or clauses of the Agreement allegedly violated, should state the remedy requested, and should be signed by the employee/employees or Association representative.

The building principal/immediate supervisor shall meet with the grievant within five (5) days after receipt of the grievance. The building principal/immediate supervisor or other administrator who has the authority to make a decision on the grievance shall make such a decision and communicate it in writing with reasons to the grievant and the Superintendent within ten (10) days after the meeting.

2. Second Step. In the event a grievance has not been satisfactorily resolved at the First Step, the grievant shall file, within ten (10) days of the building principal/immediate supervisor's written decision or answer at the First Step, a copy of the grievance with the Superintendent. Within five (5) days after such written grievance has been received, the aggrieved or representative of the aggrieved as desired, building principal/ immediate supervisor, and the Superintendent, or his/her designee, shall meet to resolve the grievance. The Superintendent, or his/her designee, shall file an answer within ten (10) days of the Second Step grievance meeting and communicate it in writing to the grievant, the building principal/immediate supervisor, and the representative.

3. Third Step. If the grievant is not satisfied with the decision in the Second Step, the grievant may appeal to the Board within ten (10) school days after having received the written decision of the Superintendent. The appeal shall be in writing, citing all of the pertinent information, with one (1) copy sent to the Board through the Superintendent, and copies thereof shall be furnished to the building principal/immediate supervisor and the Superintendent.

The Board shall, at the next meeting of the Board, hear the grievance and it shall then render its decision within three (3) school days after the hearing of the grievance and shall communicate it with reasons in writing through the Superintendent's office to the grievant.

4. Fourth Step. If the grievance is not settled in accordance with the foregoing procedure, the Association (but not the employee) may refer the grievance to arbitration within thirty (30) school days after receipt of the Board's answer in the Third Step. The Association or the Board may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement or any applicable Board policy. He/she shall consider and decide only the specific issues submitted to him/her in writing and shall have no authority to make any decisions or recommendation on any other issue not so submitted to him/her. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws and rules and regulations having the force and effect of the law. The arbitrator shall submit in writing his/her decision within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement concerning the facts of the grievance presented. The decision of the arbitrator shall be binding on the parties and employees and shall be immediately implemented. The fees of the arbitrator and the American Arbitration Association charges shall be divided equally between the Board and the Association. All other expenses shall be borne by the party incurring them.

ARTICLE X

Emergency School Closings

A. NOTIFICATION PROCEDURE

When a weather emergency confronts the schools, notification of the closing of schools will be released to the Emergency Closing Center for broadcast over radio and television by 6:30 AM. The Superintendent shall immediately notify the building principal thereafter. Every effort will be made to notify staff of emergency closings by an automated telephone broadcast system. The Superintendent shall endeavor to contact the Emergency Closing Center as early as possible (prior to 6:30 AM) to report a school closing; however, the Professional Grievance Procedures shall not be applicable to the Superintendent's alleged failure to do so.

B. SCHOOL CLOSING - LEAVE DAYS

When the school and school offices are officially closed no leave days previously arranged by an employee will be deducted for such emergency days.

1. 12 month employees shall report to work as soon as they are able to do so; however an employee may elect to use compensatory time, personal time, or vacation time should he/she find it impossible to get to work. An employee cannot use sick leave because of inclement weather.
2. All Education Support Personnel employees working less than 12 months do not report to work on Emergency School Closing days and are required to make up the day at the end of the school year.

C. BOMB THREAT: PROCEDURE

No employee shall be required to search for bombs.

ARTICLE XI

Professional Dues Deduction and Professional Eligibility

A. DUES DEDUCTION - DEFINITION AND PROCEDURE

The Board shall deduct from the pay of each employee all current membership dues of the North Palos Education Association - Education Support Professional, Illinois Education Association, and National Education Association provided that at the time of such deduction there is in the possession of the Board a continuing membership written authorization form for dues deduction, executed by the employee. The Association shall specify the amount of dues to be deducted from each employee's salary for the current school year. Such authorization shall be furnished by the Association to the Business Manager. Such authorization shall remain effective unless the employee cancels such authorization by notice in writing to the Superintendent and the Association prior to August 1 of any school year, to be effective for such year.

B. PAYMENT TO THE ASSOCIATION

Authorization submitted to the Superintendent or his/her designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within ten (10) working days following each pay period.

The Association shall hold the District harmless against any claims and all liability resulting from the Board's compliance with this provision.

C. ELIGIBILITY

Membership in the Association shall be open to all employees regardless of race, creed, sex, marital status, age, or national origin.

ARTICLE XII

Association Rights

A. RIGHT OF ASSOCIATION

1. The Association shall have the right to use employee mail boxes, email and inter school mail service for communication with members of the bargaining unit. Employees will submit a request to the Technology Director for an email address.
2. The Association shall have the right to reasonable use of school equipment, such as computers and copy machines and will be responsible for reimbursing the District for all materials and supplies used in the operation of this equipment.
3. The Board agrees that the Association and its representatives shall have the right to use school buildings for meetings and to transact official Association business on school property at reasonable times as determined by the school principal provided that this does not interfere with or interrupt normal school operations. When special custodial service is required, the Board may charge for this service.

B. PERTINENT INFORMATION

The Board shall make available to the Association upon request, any existing public records which are relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. Standing requests will be honored.

An Association representative may contact the building principal/immediate supervisor to review the list of employees by assignment in the building when the building principal/immediate supervisor has said list.

C. AGREEMENT DISTRIBUTION

Within thirty (30) days of ratification of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to each employee in the District, plus twenty-five (25) additional copies to the Association President.

The Board and Association shall split the cost of providing copies of the Agreement.

D. ASSOCIATION RIGHTS – EXCLUSIVE

The rights granted herein to the Association shall not be granted or extended to any competing employee organization so long as the Association represents a majority of the employees covered by the Agreement.

E. ASSOCIATION ANNOUNCEMENTS

Announcements of Association meetings which have no impact on the students may be read over the intercom system in each school building. Such announcements shall be made at the end of the school day when students are not present.

F. NEW EMPLOYEES

Names and addresses of newly hired employees shall be provided to the Association President within fourteen (14) days of their employment, provided the newly hired employee has no objection.

G. ASSOCIATION PRESIDENT

The Association President may use his/her lunch period for Association business, when necessary, in his/her building or in any building and may talk with administrators who are available or employees during their lunch or relief periods.

ARTICLE XIII

Seniority

A. SENIORITY APPLICABILITY

Seniority shall accrue in categories of position for employees. Seniority shall begin with date of hire. No seniority shall accrue to a person employed as a substitute for an employee on leave of absence for one year or less, unless that person continues employment after the return of the employee on leave. Employees may accrue seniority in more than one category of position. In the event that more than one employee has the same starting date of work position on the seniority list shall be determined by drawing lots. Employees continuously employed with the Board shall maintain seniority in all positions and classifications held.

B. POSTING OF SENIORITY LIST (see Appendix A)

The seniority list shall be posted by February 1st, current through that school year. The seniority list shall set forth the seniority of each employee by category of position. The Association shall be given a copy of the list.

Within ten (10) working days of the posting of the list, any employee who believes his/her seniority is incorrectly shown shall submit to the Superintendent in writing an explanation of any claimed error, and shall have the right to meet with the administration to correct errors. Unless such claim is made within the ten (10) working days period, seniority shall be deemed accurate through the end of that year.

C. LOSS OF SENIORITY

Once attained, seniority is not lost, except as set forth herein. Seniority is lost upon the following:

1. Resignation
2. Dismissal
3. Retirement
4. Leave of absence

Seniority is not lost, but does not accrue, due to leaves approved by the Board, or as allowed under this Agreement.

D. TRANSFER: EFFECT UPON SENIORITY

When an employee is transferred from one category of position to another, either by employee request or administrative or Board action, the employee shall retain any accrued seniority in that category of position.

An employee subject to layoff shall have the right to bump another employee who has less seniority in any category of position than the employee subject to layoff.

EXAMPLE: Employee A has worked five (5) years as cafeteria staff and four (4) years as a certified paraprofessional. The Board determines to RIF one paraprofessional, and A is the least senior paraprofessional, A has the right to "bump" into a cafeteria staff position if a person in that category has less than five (5) years of seniority at the time of layoff.

E. CATEGORIES OF POSITION

The following shall constitute categories of position for the purpose of this Agreement. However, this shall not preclude the Board of Education from assigning an employee to more than one category of position.

- Bus Driver
- Support Services
- Custodial/Maintenance
- Lunchroom/Playground Supervisor
- Maintenance
- Secretaries
- Skilled
- Paraprofessionals

ARTICLE XIV

REDUCTION IN FORCE

A. NOTICE TO EMPLOYEES

Employees subject to layoff shall receive notice thereof in such form as may be required by the Illinois School Code from time to time together with a statement of honorable dismissal and the reason therefore.

Employees shall be dismissed on the basis of seniority within categories of position. An employee subject to layoff or affected by bumping shall have the right to bump another employee who has less seniority in a category of position than the employee subject to layoff has in that category of position.

B. RECALL

1. Employees

Employees shall be subject to recall to any position which is open or newly created by the Board of Education in a category of position in which the employee has seniority and such position is open or created within one (1) calendar year from the commencement of the fall semester following layoff.

2. Notice of Recall

An employee subject to recall shall be notified in writing of the vacant position. Should an employee refuse to accept an equivalent position within seven (7) calendar days of receipt of notice, that employee's recall rights shall be terminated for the position offered at that time and the position shall be offered to the next employee with recall rights who is qualified to fill the position. Employees on layoff are obligated to advise the administration office of their current address and telephone number so as to facilitate notice of recall.

3. Retained Rights After Recall

Recalled employees shall have the accumulated sick leave, salary schedule position, and seniority they had when honorably dismissed.

ARTICLE XV

Vacancies

A. VACANCY

A vacancy is created upon the retirement, dismissal, resignation, or death of an employee from a position which the Board chooses to retain, or upon action by the Board to create a new position.

B. POSTING

The Superintendent or his/her designee shall post on bulletin boards used by employees, and in the Central office a list of all known vacancies as they occur. The posting shall be for at least ten (10) days.

Working day shall mean days the administrative office is open. During the summer, in addition to postings, a copy of the notice shall be mailed to the Association President. During the summer, the days and hours that the administration office is open will be listed on the notice.

This shall not prevent the temporary filling of vacancies while the posting period is pending.

C. APPLICATION

Employees requesting a "lateral" transfer will send the Superintendent a "letter of intent" requesting a transfer to a like type position. It is agreed that if further information is needed the employee will provide the information.

Employees who desire to apply for a vacancy shall file a written statement of intent as well as following the posting instructions/procedures that will include an updated resume or a new application; and updated references. All requests to fill a vacancy will be reviewed and no assignment of permanent personnel will be made for a period of ten (10) working days after posting.

Any employee desiring to apply for a vacant position may meet with the building principal/immediate supervisor to discuss his/her qualifications, and interest in the position.

D. RESIGNATIONS

Employees must give two (2) weeks notice prior to submitting their resignation. Final paychecks and all benefits will be paid out no later than the last day of work.

ARTICLE XVI

Negotiation Procedures

A. NEGOTIATIONS

The Board and/or its designee(s) agree to negotiate with duly designated Association representatives and/or designee(s).

B. TENTATIVE AGREEMENTS

Agreed-upon materials shall be signed prior to the adjournment of the meeting at which such agreement was reached.

C. FINAL APPROVAL

When the non-certified employees and the Board reach tentative agreement (TA) on all matters, the items will be reduced to writing and shall be submitted to the non-certified employees for ratification and to the Board for official approval.

D. SUPPLEMENTAL PROCEDURES

This Agreement shall be subject to change or supplement at any time by mutual consent of the parties hereto. Any change or supplement shall be reduced to writing, signed by both parties and submitted to the Board and employees for approval.

E. SAVINGS CLAUSE

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

F. INCORPORATION INTO BOARD POLICIES

This Agreement and any subsequent changes shall be incorporated into the Board policies of School District 117, Cook County, Palos Hills, Illinois, and shall be a part of the said policies during the duration of this Agreement.

G. PRESENTED MATERIALS

The following items will be presented to each employee initially and for new employees thereafter as soon as practicable:

1. A copy of the contract and salary schedule
2. A copy of the approved calendar
3. Notification of accumulated sick leave as of the end of the previous school year (included on all paystubs)
4. Copies of medical insurance policy, coverage information, and insurance identification card, etc. to be furnished by the company.

ARTICLE XVII

Salary and Fringe Benefits

A. SALARY

1. SALARY STEP MOVEMENT

- a. To be eligible for a step movement in the second year of employment, an employee must have worked at least 75% of the work year the previous year.
- b. Employees who take 65 days of unpaid days in any one contract year, will receive no step movement the following year.

2. PAYROLL INSTALLMENTS

Each employee, excluding lunchroom/playground personnel and parent coordinator, shall be paid on the basis of 24 equal payments for regular pay. Supplemental pay, such as overtime and bus driver extras, shall be paid in his/her paycheck each pay period.

3. PAY DAYS –PAYCHECKS

If a regular pay date during the school year falls on a day when school is not in session, employees shall receive pay on the last day school is in session. During the summer period, paycheck stubs shall be mailed, or otherwise made accessible, on the regular pay date to the designated address of the employee.

4. SALARY STATEMENT

A salary statement will be provided to each employee that includes the employee's current hourly rate of pay, number of days worked and the number of hours per day at the beginning of each school year.

See Appendix A – Hourly rates.

B. HEALTH/MEDICAL/DENTAL INSURANCE

1. The School District provides a hospitalization (medical) insurance program for all qualified employees. The hospitalization plan includes a basic plan as well as major medical benefits. Employees have the option of selecting single or family coverage. The percentage of family coverage will depend upon the classification of the employee, as stated below.

2. Family Insurance Classifications

100% Family Coverage:

(employees placed in these categories prior to 8/22/11)

District Office Secretary

HVAC

75% Family Coverage:

Building Secretary
Bus Mechanic
Custodial/Maintenance
District Office Secretary
Maintenance
Mechanic Helper/Bus Driver
Technology Systems Specialist
Technology Systems Technician
HVAC
Warehouse/Delivery

50% Family Coverage:

Bus Driver
District-wide Nurse without PEL
Health Clerk
Media Clerk
Paraprofessional
Teacher Helper

Single Coverage:

Hall Monitors
Teacher Clerk

Position must be full time for benefits. Employees must work a minimum of 21 hours per week to be eligible for insurance and/or the cash option.

3. Medical Insurance - qualified employees hired 7/1/17 or later

Qualified employees hired 7/1/17 or later have the option of selecting single or family coverage. The Board will pay up to the HMOI single premium and a pre-determined percentage of family coverage. The percentage of family coverage will be determined from the above list of Family Insurance Classifications.

4. Medical Insurance - qualified employees hired prior to 7/1/17

Qualified employees hired prior to 7/1/17 have the option of selecting single or family coverage. The Board will pay for single coverage and a pre-determined percentage of family coverage. The percentage of family coverage will be determined from the list of Family Insurance Classifications above.

5. Family Coverage

For family coverage, the Board will pay an initial amount equivalent to the employee's applicable Board of Education paid single coverage. Then the Board will pick up 75% or 50% of the difference between the single premium and the total family premium for those employees in those respective categories.

6. Drug Card

For the length of this contract:
PPO, HMOI and HMO Blue Advantage Drug Co Pays

\$15/\$30/\$60 (retail) \$30/\$60/\$120 (mail)

7. Co-Pays – PPO , HMOI and HMO Blue Advantage

\$20 co-pay for Doctor’s Office visits and a \$200 co-pay for Emergency Room visits. This \$200 co-pay is waived if admitted to the hospital.

8. PPO Coinsurance

90% in-network coinsurance and a 70% out-of-network coinsurance except for wellness at 100% in-network and 70% out-of-network

9. PPO Deductible and Out-of-Pocket

	In-Network	Out-of-Network
Deductible		
Individual	\$400	\$800
Family(Aggregate)	\$800	\$1600
Out-of-Pocket Limit (deductible included)		
Individual	\$1200	\$2400
Family (Aggregate)	\$2400	\$4800

The deductible applies to all services except ER, office visits and wellness.

10. Insurance Opt Out

a. Eligible employees choosing to opt out of insurance coverage will receive \$4,250 annually on June 30th. Employees must sign a letter of agreement declining insurance. The election to decline coverage must be made every year during the annual open enrollment period for the coming year.

b. Insurance cash option will be pro-rated for the first year for newly hired eligible employees. The amount will be paid on June 30th beginning with the month they become eligible, continuing through and including June.

c. Eligible employees who opt out of District insurance and re-enroll during the school year due to a qualifying event, will receive a pro-rated cash option. The amount will be paid on June 30th, for the months they were not enrolled in the District insurance.

11. Dental Insurance

The Board of Education provides dental insurance for all employees who are qualified for medical coverage. The Board of Education will pay \$12.13 per month towards single or family coverage. Any additional premium above this amount will be paid by the employee.

C. SALARY PLACEMENT (see Appendix A)

New employees may be given additional experience credit on the salary schedule under special circumstances. The Superintendent will discuss placement with Association President for informational purposes only. This discussion will be held before the Superintendent's recommendation to the Board of Education. Superintendent would have the final say for recommendation to the Board.

D. PROBATION

All new employees shall be subject to a 90-day probationary period. For this section of the contract "days" refers to work days. During this period, sick days, personal days, paid holidays, and vacation days will not be awarded. Insurance benefits will not be established until the 1st day of the month following the successful completion of 30 days of work by the employee. Once the employee successfully completes the probationary period, sick days, personal days, paid holidays and vacation time will be retroactive to the date of hire.

E. SUBSTITUTION

A substitute teacher is a person who teaches a school class when the regular teacher is unavailable; e.g., because of illness, personal leave, attendance at a conference or workshop, etc. Paraprofessionals holding substitute or teachers' license, assigned as a substitute teacher will receive \$10.00 per hour in addition to their hourly pay.

F. TWELVE MONTH EMPLOYEES

Twelve (12) month employee's salary will be calculated based on 260 days.

ARTICLE XVIII

Effect of Agreement

A. COMPLETE UNDERSTANDING

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

B. INDIVIDUAL CONTRACTS

Any individual contract between the Employer and an employee shall be subject to and consistent with the terms and conditions of this Agreement.

C. CONTRACT VS. BOARD POLICY

This Agreement shall supersede and have precedence over any rules, regulations or practices of the Employer which shall be contrary to or inconsistent with its terms.

D. NO STRIKE CLAUSE

Neither the Association nor any employee will instigate, promote, sponsor, engage in, or condone any strike, slow-down, picketing, boycott or concerted stoppage of work, or any other intentional interruption of the operations of the District during the term of this Agreement.

E. ZIPPER CLAUSE

The parties acknowledge that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are completely set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, voluntarily and unqualifiedly waive any right which might otherwise exist under law, practice, or custom, to negotiate any other issue or further agreements effective for and during the terms of this agreement, whether proposals were made on such issues or subjects or not during the bargaining of this Agreement.

ARTICLE XIX

RETIREMENT

To be eligible for a retirement bonus the employee must meet IMRF retirement eligibility requirements and must have been an employee of District 117 for at least 15 years and a member of IMRF for at least 8 years. Coop employees that were transitioned into the District and have worked fifteen years in District 117 shall be eligible for the retirement bonus. The District will provide this benefit to 30% of those eligible at the end of any given school year. The Board of Education has the option of granting participation to additional applicants. Employees must notify the District of their intent to retire by March 1st of the school year in which the employee will be retiring.

Following the Board of Education's acceptance and approval, the employee will receive:

Full time Workers: 6.75 to 8.5 hours per day, 5 days per week
One time lump sum payment of \$2500

Part time Workers: 4 to 6.75 hours per day, 5 days per week
One time lump sum payment of \$1875

2 to 4 hours per day, 5 days per week
One time lump sum payment of \$1250

Any employee who retires with unused sick days will receive \$15 per sick day for those days not counted toward retirement by IMRF at a maximum of 19 days.

A. INSURANCE

Retirees have the option to purchase the district health insurance and/or district dental insurance at full cost to the retiree for 5 years.

B. NON-IMRF EMPLOYEES

Non IMRF employees with 15 years of service will receive \$10 per day for unused accumulated sick leave.

ARTICLE XX

TERM OF AGREEMENT

This Agreement shall be effective from the start of the 2017-2018 School Year through the day before the start of the 2021-2022 School Year.

NORTH PALOS EDUCATION
ASSOCIATION-EDUCATION
SUPPORT PROFESSIONAL-IEA/NEA

BOARD OF EDUCATION, SCHOOL
DISTRICT 117, COOK COUNTY,
PALOS HILLS, ILLINOIS

President

President

Date

Date

Secretary

Secretary

Date

Date

Educational Support Professionals Salary Schedule
2017/2018

	<u>Category - A</u>	<u>Category - B</u>	<u>Category - C</u>	<u>Category - D</u>	<u>Category - E</u>	<u>Category - F</u>	<u>Category - G</u>	<u>Category - H</u>
<u>Step</u>	<u>Hourly Rate</u>							
1	14.43	15.99	16.24	16.21	17.27	27.14	10.84	18.51
2	14.75	16.34	16.60	16.57	17.65	27.74	11.08	18.92
3	15.34	16.99	17.26	17.23	18.35	28.85	11.53	19.68
4	15.96	17.68	17.96	17.92	19.09	30.00	11.98	20.47
5	16.60	18.38	18.68	18.63	19.85	31.21	12.46	21.29
6	16.92	18.75	19.05	19.01	20.31	31.80	12.72	21.73
7	17.26	19.12	19.41	19.40	20.78	32.40	12.97	22.16
8	17.61	19.51	19.82	19.77	21.25	32.99	13.22	22.60
9	17.91	19.90	20.19	20.16	21.71	33.62	13.45	22.88
10	18.21	20.29	20.57	20.55	22.18	34.30	13.72	23.17
11	18.50	20.69	21.00	20.96	22.65	34.93	14.01	23.47
12	18.80	21.05	21.38	21.39	23.12	35.58	14.30	23.77
13	19.12	21.41	21.77	21.82	23.58	36.24	14.61	24.06
14	19.43	21.78	22.15	22.25	24.05	36.90	14.89	24.36
15	19.75	22.13	22.54	22.69	24.53	37.59	15.20	24.67
16	20.09	22.50	22.96	23.12	25.03	38.29	15.48	24.98
17	20.41	22.89	23.36	23.55	25.49	38.95	15.79	25.30
18	20.74	23.26	23.76	23.99	26.00	39.57	16.07	25.63
19	21.06	23.62	24.13	24.41	26.53	40.20	16.37	25.93
20	21.38	23.99	24.51	24.83	27.05	40.84	16.66	26.24
21	21.69	24.34	24.89	25.23	27.58	41.47	16.94	26.54
22	22.03	24.70	25.27		28.11		17.25	26.84
23	22.34	25.07	25.68		28.62		17.54	27.16
24	22.65	25.41	26.07		29.15		17.83	27.48
25	23.63	25.82	26.53		29.73		18.43	31.19
26	25.24		29.29		33.52			
27			32.05					

Positions in Categories

Category A - Clerk: Media, Teacher Helper, Teacher Clerk, Health Clerk & Hall Monitors

Category B - Secretary: District Office & Building, Parent Coordinator

Category C - Paraprofessional

Category D - Custodian/Maintenance, Warehouse/Delivery

Category E - Maintenance: Maintenance, Mechanic & Asst. Mechanic/Bus Driver

Category F - Skilled: PC Network Specialist, HVAC, Nurse without PEL

Category G - Lunchroom: Lunchroom/Recess

Category H - Bus Drivers

Educational Support Professionals Salary Schedule
2018/2019

	<u>Category - A</u>	<u>Category - B</u>	<u>Category - C</u>	<u>Category - D</u>	<u>Category - E</u>	<u>Category - F</u>	<u>Category - G</u>	<u>Category - H</u>
<u>Step</u>	<u>Hourly Rate</u>							
1	14.65	16.23	16.48	16.45	17.52	27.55	11.00	18.79
2	14.97	16.59	16.85	16.82	17.91	28.16	11.25	19.21
3	15.31	16.95	17.22	17.19	18.31	28.78	11.50	19.63
4	15.92	17.63	17.91	17.88	19.04	29.93	11.96	20.42
5	16.56	18.34	18.63	18.59	19.81	31.13	12.43	21.24
6	17.22	19.07	19.38	19.33	20.59	32.38	12.93	22.09
7	17.56	19.45	19.76	19.72	21.08	32.99	13.20	22.54
8	17.91	19.84	20.14	20.13	21.56	33.62	13.46	22.99
9	18.27	20.24	20.56	20.52	22.04	34.23	13.71	23.44
10	18.58	20.65	20.95	20.91	22.53	34.88	13.95	23.73
11	18.89	21.05	21.35	21.32	23.01	35.59	14.23	24.04
12	19.19	21.46	21.79	21.74	23.50	36.24	14.53	24.35
13	19.50	21.84	22.18	22.20	23.98	36.91	14.83	24.66
14	19.84	22.22	22.58	22.64	24.47	37.60	15.16	24.96
15	20.16	22.59	22.98	23.09	24.95	38.29	15.45	25.27
16	20.49	22.96	23.39	23.54	25.45	39.00	15.77	25.60
17	20.84	23.35	23.82	23.98	25.97	39.73	16.06	25.92
18	21.17	23.75	24.24	24.43	26.45	40.41	16.38	26.25
19	21.52	24.13	24.65	24.89	26.97	41.05	16.67	26.59
20	21.85	24.51	25.04	25.33	27.52	41.71	16.99	26.90
21	22.18	24.89	25.42	25.76	28.06	42.37	17.29	27.22
22	22.51	25.25	25.82	26.18	28.61	43.02	17.58	27.53
23	22.85	25.63	26.22		29.16		17.90	27.85
24	23.18	26.01	26.64		29.70		18.20	28.18
25	23.50	26.36	27.05		30.25		18.50	28.51
26	24.52	26.79	27.52		30.85		19.12	32.36
27	26.19		30.39		34.78			
28			33.25					

Positions in Categories

Category A - Clerk: Media, Teacher Helper, Teacher Clerk, Health Clerk & Hall Monitors

Category B - Secretary: District Office & Building, Parent Coordinator

Category C - Paraprofessional

Category D - Custodian/Maintenance, Warehouse/Delivery

Category E - Maintenance: Maintenance, Mechanic & Asst. Mechanic/Bus Driver

Category F - Skilled: PC Network Specialist, HVAC, Nurse without PEL

Category G - Lunchroom: Lunchroom/Recess

Category H - Bus Drivers

Educational Support Professionals Salary Schedule
2019/2020

	<u>Category - A</u>	<u>Category - B</u>	<u>Category - C</u>	<u>Category - D</u>	<u>Category - E</u>	<u>Category - F</u>	<u>Category - G</u>	<u>Category - H</u>
<u>Step</u>	<u>Hourly Rate</u>							
1	14.87	16.47	16.73	16.70	17.79	27.96	11.17	19.07
2	15.20	16.83	17.10	17.07	18.18	28.58	11.42	19.50
3	15.54	17.21	17.48	17.45	18.58	29.21	11.67	19.93
4	15.88	17.59	17.87	17.83	19.00	29.86	11.93	20.37
5	16.52	18.29	18.58	18.55	19.76	31.06	12.41	21.19
6	17.18	19.03	19.33	19.29	20.55	32.30	12.90	22.03
7	17.87	19.79	20.10	20.06	21.36	33.59	13.41	22.92
8	18.21	20.18	20.50	20.46	21.87	34.23	13.69	23.39
9	18.58	20.58	20.89	20.88	22.37	34.88	13.96	23.85
10	18.95	21.00	21.33	21.29	22.87	35.51	14.23	24.32
11	19.28	21.42	21.73	21.70	23.37	36.18	14.47	24.62
12	19.60	21.84	22.15	22.12	23.88	36.92	14.76	24.94
13	19.91	22.27	22.60	22.56	24.38	37.60	15.08	25.26
14	20.24	22.66	23.02	23.03	24.88	38.29	15.39	25.59
15	20.58	23.05	23.43	23.49	25.38	39.01	15.72	25.90
16	20.92	23.44	23.84	23.95	25.89	39.72	16.03	26.22
17	21.26	23.82	24.27	24.42	26.40	40.46	16.36	26.56
18	21.62	24.22	24.71	24.88	26.95	41.22	16.66	26.89
19	21.97	24.64	25.15	25.35	27.44	41.92	17.00	27.24
20	22.32	25.04	25.57	25.82	27.99	42.59	17.30	27.58
21	22.67	25.43	25.98	26.28	28.56	43.27	17.62	27.91
22	23.02	25.82	26.38	26.72	29.11	43.96	17.94	28.24
23	23.35	26.20	26.79	27.16	29.68	44.64	18.24	28.57
24	23.71	26.59	27.20		30.25		18.57	28.89
25	24.04	26.98	27.64		30.81		18.88	29.24
26	24.38	27.35	28.06		31.38		19.20	29.58
27	25.44	27.80	28.56		32.01		19.83	33.57
28	27.17		31.53		36.08			
29			34.50					

Positions in Categories

Category A - Clerk: Media, Teacher Helper, Teacher Clerk, Health Clerk & Hall Monitors

Category B - Secretary: District Office & Building, Parent Coordinator

Category C - Paraprofessional

Category D - Custodian/Maintenance, Warehouse/Delivery

Category E - Maintenance: Maintenance, Mechanic & Asst. Mechanic/Bus Driver

Category F - Skilled: PC Network Specialist, HVAC, Nurse without PEL

Category G - Lunchroom: Lunchroom/Recess

Category H - Bus Drivers

Educational Support Professionals Salary Schedule
2020/2021

	<u>Category - A</u>	<u>Category - B</u>	<u>Category - C</u>	<u>Category - D</u>	<u>Category - E</u>	<u>Category - F</u>	<u>Category - G</u>	<u>Category - H</u>
<u>Step</u>	<u>Hourly Rate</u>							
1	15.09	16.72	16.98	16.95	18.05	28.38	11.34	19.36
2	15.43	17.09	17.36	17.33	18.45	29.01	11.59	19.79
3	15.77	17.47	17.74	17.71	18.86	29.65	11.84	20.23
4	16.12	17.85	18.14	18.10	19.28	30.31	12.11	20.68
5	16.48	18.25	18.54	18.50	19.71	30.98	12.37	21.13
6	17.14	18.98	19.28	19.25	20.50	32.22	12.87	21.98
7	17.82	19.74	20.06	20.01	21.32	33.51	13.38	22.86
8	18.54	20.53	20.86	20.81	22.16	34.85	13.92	23.78
9	18.90	20.94	21.27	21.23	22.69	35.51	14.21	24.26
10	19.28	21.35	21.68	21.67	23.21	36.18	14.48	24.75
11	19.66	21.78	22.13	22.08	23.73	36.85	14.76	25.24
12	20.00	22.22	22.55	22.51	24.25	37.54	15.02	25.55
13	20.33	22.66	22.98	22.95	24.77	38.30	15.32	25.87
14	20.66	23.10	23.45	23.40	25.29	39.01	15.64	26.21
15	20.99	23.51	23.88	23.89	25.81	39.73	15.97	26.54
16	21.35	23.91	24.31	24.37	26.34	40.47	16.31	26.87
17	21.70	24.32	24.74	24.85	26.86	41.21	16.63	27.21
18	22.06	24.71	25.18	25.34	27.39	41.98	16.97	27.55
19	22.43	25.13	25.64	25.81	27.96	42.77	17.29	27.90
20	22.79	25.56	26.09	26.30	28.47	43.50	17.63	28.26
21	23.16	25.98	26.53	26.79	29.04	44.19	17.95	28.62
22	23.52	26.38	26.95	27.26	29.63	44.90	18.28	28.95
23	23.88	26.79	27.37	27.73	30.21	45.60	18.61	29.30
24	24.23	27.18	27.80	28.18	30.80	46.31	18.92	29.64
25	24.60	27.59	28.22		31.39		19.27	29.97
26	24.95	27.99	28.68		31.97		19.59	30.33
27	25.29	28.38	29.12		32.56		19.92	30.69
28	26.39	28.84	29.63		33.21		20.58	34.83
29	28.19		32.71		37.44			
30			35.79					

Positions in Categories

Category A - Clerk: Media, Teacher Helper, Teacher Clerk, Health Clerk & Hall Monitors

Category B - Secretary: District Office & Building, Parent Coordinator

Category C - Paraprofessional

Category D - Custodian/Maintenance, Warehouse/Delivery

Category E - Maintenance: Maintenance, Mechanic & Asst. Mechanic/Bus Driver

Category F - Skilled: PC Network Specialist, HVAC, Nurse without PEL

Category G - Lunchroom: Lunchroom/Recess

Category H - Bus Drivers

APPENDIX B

SENIORITY:

For purposes of determining seniority classifications the following classifications are:

Assistant Mechanic/Bus Driver
Building Secretary
Bus Driver
Custodial/Maintenance
Delivery
District Office Secretary
District-wide Nurse without PEL
Hall Monitors
Health Clerk
HVAC
Lunch/Recess
Maintenance
Mechanic
Media Clerk
Paraprofessional
Parent Coordinator
Technology Systems Specialist
Technology Systems Technician
Teacher Clerk
Teacher Helper

SALARY:

For purposes of determining salary classifications the categories are:

Bus Driver
Support Services
Custodial/Maintenance
Lunch/Recess
Maintenance
Secretarial
Skilled
Paraprofessional

APPENDIX C

NORTH PALOS ELEMENTARY SCHOOL DISTRICT NO. 117
EDUCATIONAL SUPPORT PROFESSIONAL

Request for Personal Leave

Personal Leave - Two days personal leave per year will be allowed under the following regulations:

- A. Will not be approved for the day before or the day following a school holiday or at any time during the first or last week of school.
- B. Plans for use of the personal leave days must be cleared through and approved by the building principal/supervisor at least five days prior to use of the day. If building principal/supervisor is not available, contact the superintendent.
- C. All unused personal leave days shall be accumulated to the individual's sick/personal leave, subject to the provision of Article VIII Section C of the Professional Negotiation Agreement.

This form must be filled out in triplicate.

Please check one of the following:

- _____ First Personal Day requested for current school year.
- _____ Second Personal Day requested for current school year.
- _____ Third Personal Day (if applicable) requested for current school year.

Date(s) Requested: _____

Employee's Name (Please Print): _____

School/Department _____ Position _____

Employee's Signature: _____

Date: _____

Approved By: _____

Title: _____

Date Approved: _____

Superintendent's Signature: _____

Date: _____

Distribution:

- Original - Personnel/Payroll File
- Duplicate - Employee
- TriPLICATE - Person Responsible for Approval

ASEOP Confirmation : _____

APPENDIX D

NORTH PALOS ELEMENTARY SCHOOL DISTRICT NO. 117
EDUCATIONAL SUPPORT PROFESSIONAL

REQUEST FOR VACATION LEAVE

A vacation request form is to be prepared by all persons desiring to use vacation time under the following regulations.

- A. All vacation requests are to be approved at least two (2) weeks prior to taking of the vacation.
- B. Vacations are to be arranged so that adequate personnel are available to handle all positions.
- C. In a case where a conflict arises between two (2) employees for the same date(s), the employee with the longest service record will be given priority.
- D. If a holiday falls in the vacation period selected, that day will not be charged to the accumulated vacation time.

NAME: _____

DATES(S) REQUESTED: _____

TOTAL NUMBER OF VACATION DAYS: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S APPROVAL: _____

SUPERINTENDENT'S APPROVAL: _____

DATE APPROVED: _____

ROUTING
Supervisor
Switchboard Report
Payroll/Personnel File

AESOP Conf #: _____

LETTER OF UNDERSTANDING

Recognition

The position of Administrative Assistant for Programs for English Learners will be excluded from the bargaining unit. When the present employee vacates that position, at which time the position will then become a bargaining unit position.

Witness for the Board of Education

Witness for the Association

Witness for the Board of Education

Witness for the Association

Dated

Dated

LETTER OF UNDERSTANDING

Re: Non-emergency School Health Procedures

The administration shall not expect nor require employees who have not received prior professional training which thoroughly prepares them to perform the proper procedures and techniques related to their assigned responsibility to perform non-emergency medical procedures. Both the Association and the Board acknowledge that this provision shall not be considered part of any current or future collective bargaining agreement between the Association and shall not be subject to the grievance procedures contained therein.

With regard to the administration of medication, see Board Policy 7:270 and the School Code of Illinois, Sections 5/10-20.14b and 5/10-22.211b

Witness for the Board of Education

Witness for the Association

Witness for the Board of Education

Witness for the Association

Dated

Dated

LETTER OF UNDERSTANDING

Transportation Committee

A Transportation Committee with representatives of the Association and the district Administration will meet to examine scheduling and rotation issues.

Witness for the Board of Education

Witness for the Association

Witness for the Board of Education

Witness for the Association

Dated

Dated

LETTER OF UNDERSTANDING

Insurance Committee

An Insurance committee with representatives of the Association, the district business manager & the Administration will meet to explore tier medical benefits & other ways to reduce health care costs.

Witness for the Board of Education

Witness for the Association

Witness for the Board of Education

Witness for the Association

Dated

Dated

**Memorandum of Understanding
Transportation Dispatcher/Safety and Training Position**

The Memorandum of Understanding is executed in connection with the contract entered into between the Board of Education of School District 117 and the North Palos Education Association - ESP (IEA/NEA) effective July 1, 2014. The subject matter of this memorandum is the new Transportation Dispatcher/Safety and Training Position. In lieu of replacing a bus driver and part-time secretary, the position of Transportation Dispatcher/Safety and Training was created to best serve the needs of the district. The work condition for the staff member assigned to this position are as follows:

200 day employee – 176 school days, 4 institute days, 20 additional days (5 before and 15 after school year)

10 sick days and 2 personal days allotted

No vacation time allotted

10 paid holidays as consistent with the ESP contract

Assets routes may be assigned without additional compensation

Mandatory licensure will be paid by the District

75% category for health/medical/dental

2017-18 Category C, Step 3

2018-19 Category C, Step 4

2019-20 Category C, Step 5

2020-21 Category C, Step 6

Seniority earned in separate category

Mary Ann Lebarre, Union President

Date

Dr. Tom Kostas, Bd. Of Education President

Date

ADDENDUM: While the current dispatcher is employed with District 117, this MOU will continue through the length of this current contract (2018-2021). If the current dispatcher vacates his position, the Administration and Association will review and revise the job description, salary and benefits prior to the position being posted.

LETTER OF UNDERSTANDING

Evaluation Committee

During the 2017-18 school year, an Evaluation Committee with representatives of the Association and the district Administration will meet to review the evaluation plan, evaluation procedures, and the evaluation forms.

Witness for the Board of Education

Witness for the Association

Witness for the Board of Education

Witness for the Association

Dated

Dated