

B. Sick leave may be taken for personal illness, quarantine at home, or serious illness or death in the immediate family or household (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians). In addition to the foregoing, sick leave may also be used to attend to the death of aunts, uncles, nieces, nephews, step-parents, and step-children.

C. Employees shall be notified by the building principal or his or her designee at the beginning of the school year of the procedure for calling in absences. Except in emergency situations, a night shift employee shall notify his or her immediate supervisor a minimum of three (3) hours before his or her work schedule is to begin of the need of taking said sick leave. The Board may, through the Director of Human Resources or his/her designee, request the employee to put in writing the need for the use of sick leave and may require a medical certificate, secured from a District-designated medical program, to determine fitness to return to work or to take such leave, all as permitted by law. Employees may discuss with the Director of Human Resources the medical program to which they will be referred.

For purposes of this section, Immediate Supervisor shall mean:

1. For custodial employees, the foreperson to whom the employee is assigned;
2. For food service employees, the managers of each campus;
3. For clerical employees, instructional assistants, attendance facilitators and monitors, the building principal or his/her designee;
4. For technical support employees, the supervisor of technology.

9.2 Personal Leave

A. Every employee shall be entitled to paid personal leave in the amount of two (2) days per school year, which may be taken in not less than half-day units. A half-day unit shall be

defined as being absent one-half or less of the number of paid hours the employee is regularly scheduled to work in a normal work day. Personal leave is interpreted to mean an emergency or other urgent and compelling business which cannot be transacted outside of the employee's regular working hours.

B. In order to qualify for personal leave, a continuing employee must give written notice to his or her immediate supervisor at least two (2) work days in advance of the day the absence is anticipated.

An employee may only use personal leave during his or her probationary period with the approval of his or her immediate supervisor. In order to gain such approval, the probationary employee must inform the immediate supervisor of the reason(s) for the requested use of personal leave. Such information must be provided to the immediate supervisor no fewer than two (2) work days prior to the requested absence.

C. Personal leave may not be taken the first or last week of the school term or on the work day immediately before or after a school holiday or vacation.

D. Personal leave may be denied by the immediate supervisor if it would result in more than 10% of the employees in that department at that building being absent for personal leave on any given day. This provision shall not be used to prevent the absence due to personal leave of at least one employee in those cases where one employee is more than 10% of the number of employees in that department at that building.

E. Unused personal leave shall not accumulate annually but shall be added to accumulated sick leave if the personal leave is unused.

F. An immediate supervisor may, but is not required to, waive the provisions of Sections B and C above in cases of undue hardship and/or emergency. However, such waiver shall not establish a precedent nor shall it be precedential.

G. For purposes of this section, Immediate Supervisor shall mean:

1. For custodial employees, the foreperson to whom the employee is assigned;
2. For food service employees, the manager of each campus;
3. For clerical employees, instructional assistants, attendance facilitators and monitors, the building principal or his/her designee;
4. For technical support employees, the supervisor of technology.

9.3 **Union Business Leave**

Union leave shall be limited to six (6) days per school year with the Union paying the cost of providing a daily substitute if the District utilizes one. The Union President must notify the Director of Human Resources at least five days in advance of taking union leave.

The Union president may request, and if requested, the Superintendent shall grant, additional Union leave for attendance by local leaders at state and/or national union conventions.

The CSU President will be allowed up to sixty (60) minutes each week (or one class period where appropriate) to conduct CSU business, which will include meetings with District administrators on issues of concern to the CSU. The CSU President will meet with District administrators on his/her own time if his/her schedule allows (i.e., President's shift/schedule begins after 3:00 p.m.). The CSU President will notify his/her building administrator in advance of taking such release time.

The Union shall be allowed to have an annual membership meeting. The meeting shall take place on the same date as the RTHSEA membership meeting and shall be from 2:00 p.m. to 3:00 p.m. Employees shall be released with pay to attend the meeting if the employee's regular working hours encompass the time period of 2:00 p.m. to 3:00 p.m. If an employee's regular working hours do not encompass the time period of 2:00 p.m. to 3:00 p.m., the employee's attendance at the Union meeting shall be unpaid. Employees who are scheduled to work between 2:00 p.m. and 3:00 p.m. must either attend the Union meeting or

remain working at their assigned duties. The District administration shall have the right to require up to two (2) bargaining unit employees to remain at each high school for operational purposes, excepting the Union President, Vice President, Secretary and Treasurer and any bargaining unit members making a presentation at the meeting.

9.4 Unpaid Leaves of Absence

A continuing employee may request, and the Director of Human Resources at his/her sole discretion may choose to grant such employee, an unpaid leave of absence as generally described in the Article. The terms and conditions governing such request of leave, if granted, shall be as follows:

1. The granting or denial of any leave shall not be deemed precedential in any respect, and no action shall lie against the Board for granting or denying such request in whole or in part.

2. Such leave shall be limited for purposes of application and consideration to continuing employees.

3. The purpose of such leave may include the following:

- a. Educational purposes;
- b. Foreign, military or governmental work;
- c. Health and hardship;
- d. Child rearing whether by reason of maternity, child delivery or adoption;
- e. Any other reasons as determined solely by the Board.

4. A leave request shall be submitted in writing to the immediate supervisor stating the following reason:

- a. The purpose or purposes for such leave;
- b. The requested commencement date and termination date;
- c. Any applicable supporting documents.

The immediate supervisor shall mean:

- a. For food service employees, the Supervisor of Food Services;

b. For all other employees, the Building Principal.

The immediate supervisor shall make his/her recommendation regarding the leave request to the Director of Human Resources.

5. The Director of Human Resources shall communicate to the employee his/her acceptance or denial of said leave request within thirty (30) days after the employee submits the leave request.

6. The individual shall have the right to appeal the decision of the Director of Human Resources to the Superintendent provided that such appeal is made within fifteen (15) days of the Director of Human Resources' decision. The Superintendent may meet with the employee to discuss the leave requested, and shall communicate to the employee his/her acceptance or denial of said leave within thirty (30) days after the filing of the appeal with his office.

7. If the individual requests, the individual shall have the right to appeal to the Board of Education for its consideration of such appeal at the next regularly scheduled Board meeting provided that at least fifteen (15) days elapse between the decision to appeal and the next regularly scheduled Board meeting; in other cases, the appeal shall then be considered at the following regularly scheduled Board meeting.

8. The consideration of any appeal by the Board of Education shall be preceded by written application for appeal made by the employee together with copies of the original leave request and any other pertinent documents. The Board of Education shall consider said appeals based upon written documents submitted and shall announce its decision and communicate the same to the employee with copies to the Union if the Union so requests.

9. All employees who are granted leaves shall return on the date specified in the leave request as approved by the Director of Human Resources or Board. Any extensions in the leave must be preceded by written request for such extension filed with the Director of Human Resources at least two (2) months prior to the return date specified in the original leave request; otherwise the extension may not be granted.

10. Except for an employee returning from a Family and Medical Leave, job assignment upon return from leave shall proceed according to the following provisions. Return from an unpaid leave of more than 21 days in length shall not guarantee the employee his or her original job or assignment but the employee shall be returned to a position in his or her salary group. An employee returning from an unpaid leave of 21 calendar days or less shall be guaranteed his/her previous job. However, in neither case shall the employee be exempted from the effects of any reduction or cutback which may be occurring at the time of the return from leave.

11. Time on leave is not counted towards continuous service or employment by the Board and paid leave days shall not accrue during said leave, as permitted by law. The employee may make arrangements with the Illinois Municipal Retirement Fund for pension credit at his or her own expense. Any fringe benefit programs offered by the Board, in whole or in part, may be continued at the employee's sole expense subject to approval of any third party provider of benefits then in effect. Such continuation of fringe benefits shall be at the employee's sole expense except as is otherwise provided in Section 9.7 regarding payment of contributions by the Board in the case of Family and Medical Leave.

9.5 **Jury Duty**

Each employee who is summoned for jury duty and who serves such jury duty shall not lose any pay as a result of serving such duty. The employee on jury duty leave shall notify his/her immediate supervisor in advance of such leave and shall be entitled to retain all monies earned as jury compensation.

9.6 **Workers' Compensation**

A. Employees must notify their immediate supervisor in writing of any on-the-job injury within three (3) work days of its occurrence on a form provided by the District, except when an employee is hospitalized and is physically unable to do so, where said reporting must be as soon as possible. Employees who are unable to read and write will receive assistance from their supervisor or his/her designee in completing the form.

B. Where an employee has reported the injury pursuant to paragraph A above, the following procedure shall apply where the employee is absent from work due to such injury: The employee may utilize his/her sick leave benefits, if any, from the Board, provided that any workers' compensation award received by the employee during the period when the employee receives any sick leave benefits from the Board will be paid to the Board. Upon receipt of any workers' compensation award received by the employee, the Board shall restore two-thirds (2/3) of any used sick leave to the employee's benefit.

C. Where an employee has not reported the injury pursuant to paragraph A above, the employee will not be eligible to receive any sick leave benefits from the Board during the time when the employee is eligible to receive workers' compensation benefits.

D. A committee comprised of up to three representatives from both the District and the Union will study the current worker's compensation procedure and make recommendations to the parties as to any more efficient procedure.

9.7 **Family and Medical Leave**

Employees who have been employed by the Board for at least one year and who have worked at least 1,250 hours during the year preceding the leave shall, upon application, receive up to twelve weeks per academic year of Family and Medical Leave. Such leave may be taken for reasons of personal illness or for illness in the immediate family (spouse, child or parent) or because of a serious health condition that makes an eligible employee unable to perform his or her job functions. Such leave may also be taken following the birth or adoption of a child, or the placement of a foster child in the employee's home. The employee must provide at least 30 days notice of the intent to take such a leave. Where, due to unforeseen circumstances, such notice is not practicable, said employee shall provide as early notice as is practicable. An eligible employee shall make every reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider.

Where leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take leave

intermittently or on a reduced leave schedule only upon approval of the Board or its designee. Where leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

For purposes of implementing the Family and Medical Leave Act, the term "academic year" shall mean the fiscal year, July 1 through June 30.

The Board shall not require employees to use paid leave for purposes covered by Family and Medical Leave but employees may choose to do so. The Board shall continue to pay its normal contributions toward the employee's health insurance coverage during the period of the Family and Medical Leave. Thereafter, with the approval of the insurance carrier, health care coverage may be continued at the expense of the eligible employee.

Upon return from Family and Medical Leave, an employee shall be returned to either the same position as the employee had at the time of commencement of the leave or to an equivalent position with equivalent pay, benefits, duties and terms and conditions of employment.

ARTICLE X

COMPENSATION

10.1 Placement on the Salary Schedule

Employees shall advance one step on the salary schedule on July 1 of each year until reaching the maximum step on the salary schedule. Employment on or before the first workday after Winter break shall constitute a full year for purposes of advancement on the salary scale on July 1.

The Board, upon recommendation of the Administration, shall have the sole prerogative of placing new employees, and employees who change department salary schedules, on the appropriate salary schedule with due consideration of their years of paid work experience.

Effective July 1, 1990, and thereafter, such credit, if granted, shall be limited to no more than four (4) steps of credit (employees may be placed no higher than step 4) and shall be directly related to the job classification.

Probationary employees shall be paid at the step one wage rate for their applicable group and schedule during their probationary period. After an employee has successfully completed his/her probationary period, the District will, in its sole discretion, place the continuing employee on the appropriate salary step.

10.2 **Payment of Step\New Agreement**

At the commencement of the fiscal year on July 1, employees will not be paid at the next salary step, where applicable, until the parties have reached a new agreement, and then payment of any salary step will be in accordance with the new agreement.

10.3 **Summer Work**

Ten (10) month instructional assistants performing their same duties during the summer break will be paid for such work at their normal hourly rate.

10.4 **Clerical Positions**

Group V

Secretary to Principal

Group IV

Assistant to Communications Coordinator

Registrar

Secretary to Associate Principal

Secretary to Assistant Principal for Activities and Athletics

Group III

Secretary to Director of Special Education

Secretary (Guidance, Student Affairs)

Accounts Payable

Secretary to Supervisor of Buildings and Grounds

Group II

Bookkeeper (Food Service)
Campus Receptionist
Cashier

Group I

Clerk (Attendance, Media)
Secretary (District Office)
District Receptionist
Part-time Secretary

In determining salary schedule step placement for those persons employed during the 1998-1999 fiscal year who work in positions that were changed from one group to a higher group, the Union and the Board have signed off on an exact list of step placements. In developing that list, the following method was used: using the 1997-98 salary schedule, it was determined which step in the new lane would have provided the employee with a raise closest to, but no less than, 10%. The employee will be placed two steps beyond that step for the 1999-2000 year and will advance from that step thereafter.

For those persons employed during the 1998-1999 fiscal year who work in positions that were changed from one group to a lower group, the employee will receive a salary increase of 25 cents per hour each year until such time that the salary in the new group at the employee's step provides a salary increase of more than 25 cents per hour. From that time forward, the employee will be paid according to the salary schedule lane for the new group.

10.5 **Custodial and Maintenance Positions**

Group III

Preventive Maintenance (Tuesday - Saturday Schedule)

Group II

Grounds Maintenance
Building Maintenance

Group I

Storekeeper
Custodian (Day, Night, Swing Shift)

10.6 **Food Service Positions**

Group III

Head Cook

Group II

Head Baker

Head Salad

Satellite Lunch Coordinator

Group I

Salad

Cooks

Bakers

Sandwich Makers

Adult Dining Room

Snack Bar

Dishroom

10.7 **Technical Support Positions**

Group I

Trainer/Help Desk

Data Processing Assistant

Group II

Computer Technician

10.8 Salary Schedules

2008-09

CLERICAL - RATE

	I	II	III	IV	V
1	11.12	11.71	12.84	13.51	14.80
2	11.54	12.16	13.34	14.03	15.36
3	11.98	12.60	13.83	14.52	15.85
4	12.41	13.04	14.31	15.01	16.35
5	12.85	13.47	14.81	15.50	16.84
6	13.30	13.91	15.30	16.00	17.33
7	13.73	14.34	15.79	16.48	17.82
8	14.17	14.79	16.29	16.97	18.31
9	14.60	15.23	16.78	17.47	18.80
10	14.93	15.55	17.10	17.78	19.12
11	15.30	15.92	17.47	18.16	19.50
12	15.73	16.35	17.90	18.59	19.92
13	16.05	16.68	18.26	18.97	20.33
14	16.50	17.15	18.78	19.50	20.91
15	16.92	17.59	19.26	20.01	21.45

2009-10

CLERICAL - RATE

	I	II	III	IV	V
1	11.62	12.21	13.34	14.01	15.30
2	12.04	12.66	13.84	14.53	15.86
3	12.48	13.10	14.33	15.02	16.35
4	12.91	13.54	14.81	15.51	16.85
5	13.35	13.97	15.31	16.00	17.34
6	13.80	14.41	15.80	16.50	17.83
7	14.23	14.84	16.29	16.98	18.32
8	14.67	15.29	16.79	17.47	18.81
9	15.10	15.73	17.28	17.97	19.30
10	15.43	16.05	17.60	18.28	19.62
11	15.80	16.42	17.97	18.66	20.00
12	16.23	16.85	18.40	19.09	20.42
13	16.55	17.18	18.76	19.47	20.83
14	17.00	17.65	19.28	20.00	21.41
15	17.42	18.09	19.76	20.51	21.95

2010-11

CLERICAL - RATE

	I	II	III	IV	V
1	12.12	12.71	13.84	14.51	15.80
2	12.54	13.16	14.34	15.03	16.36
3	12.98	13.60	14.83	15.52	16.85
4	13.41	14.04	15.31	16.01	17.35
5	13.85	14.47	15.81	16.50	17.84
6	14.30	14.91	16.30	17.00	18.33
7	14.73	15.34	16.79	17.48	18.82
8	15.17	15.79	17.29	17.97	19.31
9	15.60	16.23	17.78	18.47	19.80
10	15.93	16.55	18.10	18.78	20.12
11	16.30	16.92	18.47	19.16	20.50
12	16.73	17.35	18.90	19.59	20.92
13	17.05	17.68	19.26	19.97	21.33
14	17.50	18.15	19.78	20.50	21.91
15	17.92	18.59	20.26	21.01	22.45

2011-12

CLERICAL - RATE

	I	II	III	IV	V
1	12.62	13.21	14.34	15.01	16.30
2	13.04	13.66	14.84	15.53	16.86
3	13.48	14.10	15.33	16.02	17.35
4	13.91	14.54	15.81	16.51	17.85
5	14.35	14.97	16.31	17.00	18.34
6	14.80	15.41	16.80	17.50	18.83
7	15.23	15.84	17.29	17.98	19.32
8	15.67	16.29	17.79	18.47	19.81
9	16.10	16.73	18.28	18.97	20.30
10	16.43	17.05	18.60	19.28	20.62
11	16.80	17.42	18.97	19.66	21.00
12	17.23	17.85	19.40	20.09	21.42
13	17.55	18.18	19.76	20.47	21.83
14	18.00	18.65	20.28	21.00	22.41
15	18.42	19.09	20.76	21.51	22.95

2008-09
FOOD SRV - RATE

	I	II	III
1	8.36	8.88	9.60
2	8.67	9.20	9.94
3	8.98	9.52	10.27
4	9.30	9.83	10.58
5	9.62	10.15	10.90
6	9.94	10.47	11.22
7	10.27	10.80	11.54
8	10.58	11.12	11.87
9	10.90	11.44	12.19
10	11.22	11.75	12.50
11	11.60	12.13	12.87
12	12.02	12.56	13.31
13	12.26	12.80	13.57
14	12.58	13.14	13.93
15	12.89	13.47	14.28

2009-10
FOOD SRV - RATE

	I	II	III
1	8.86	9.38	10.10
2	9.17	9.70	10.44
3	9.48	10.02	10.77
4	9.80	10.33	11.08
5	10.12	10.65	11.40
6	10.44	10.97	11.72
7	10.77	11.30	12.04
8	11.08	11.62	12.37
9	11.40	11.94	12.69
10	11.72	12.25	13.00
11	12.10	12.63	13.37
12	12.52	13.06	13.81
13	12.76	13.30	14.07
14	13.08	13.64	14.43
15	13.39	13.97	14.78

2010-11
FOOD SRV - RATE

	I	II	III
1	9.36	9.88	10.60
2	9.67	10.20	10.94
3	9.98	10.52	11.27
4	10.30	10.83	11.58
5	10.62	11.15	11.90
6	10.94	11.47	12.22
7	11.27	11.80	12.54
8	11.58	12.12	12.87
9	11.90	12.44	13.19
10	12.22	12.75	13.50
11	12.60	13.13	13.87
12	13.02	13.56	14.31
13	13.26	13.80	14.57
14	13.58	14.14	14.93
15	13.89	14.47	15.28

2011-12
FOOD SRV - RATE

	I	II	III
1	9.86	10.38	11.10
2	10.17	10.70	11.44
3	10.48	11.02	11.77
4	10.80	11.33	12.08
5	11.12	11.65	12.40
6	11.44	11.97	12.72
7	11.77	12.30	13.04
8	12.08	12.62	13.37
9	12.40	12.94	13.69
10	12.72	13.25	14.00
11	13.10	13.63	14.37
12	13.52	14.06	14.81
13	13.76	14.30	15.07
14	14.08	14.64	15.43
15	14.39	14.97	15.78

2008-09**AIDES/ASST - RATE**

	30	60	90	BA
1	10.89	11.19	11.49	12.08
2	11.30	11.61	11.92	12.55
3	11.66	11.98	12.29	12.91
4	12.03	12.34	12.65	13.27
5	12.39	12.70	13.01	13.64
6	12.76	13.07	13.38	13.99
7	13.12	13.43	13.74	14.36
8	13.48	13.79	14.11	14.72
9	13.85	14.16	14.47	15.08
10	14.17	14.48	14.79	15.40
11	14.54	14.85	15.17	15.78
12	14.97	15.28	15.59	16.20
13	15.28	15.59	15.90	16.53
14	15.70	16.03	16.35	17.00
15	16.10	16.44	16.77	17.43

2009-10**AIDES/ASST - RATE**

	30	60	90	BA
1	11.39	11.69	11.99	12.58
2	11.80	12.11	12.42	13.05
3	12.16	12.48	12.79	13.41
4	12.53	12.84	13.15	13.77
5	12.89	13.20	13.51	14.14
6	13.26	13.57	13.88	14.49
7	13.62	13.93	14.24	14.86
8	13.98	14.29	14.61	15.22
9	14.35	14.66	14.97	15.58
10	14.67	14.98	15.29	15.90
11	15.04	15.35	15.67	16.28
12	15.47	15.78	16.09	16.70
13	15.78	16.09	16.40	17.03
14	16.20	16.53	16.85	17.50
15	16.60	16.94	17.27	17.93

2010-11**AIDES/ASST - RATE**

	30	60	90	BA
1	11.89	12.19	12.49	13.08
2	12.30	12.61	12.92	13.55
3	12.66	12.98	13.29	13.91
4	13.03	13.34	13.65	14.27
5	13.39	13.70	14.01	14.64
6	13.76	14.07	14.38	14.99
7	14.12	14.43	14.74	15.36
8	14.48	14.79	15.11	15.72
9	14.85	15.16	15.47	16.08
10	15.17	15.48	15.79	16.40
11	15.54	15.85	16.17	16.78
12	15.97	16.28	16.59	17.20
13	16.28	16.59	16.90	17.53
14	16.70	17.03	17.35	18.00
15	17.10	17.44	17.77	18.43

2011-12**AIDES/ASST - RATE**

	30	60	90	BA
1	12.39	12.69	12.99	13.58
2	12.80	13.11	13.42	14.05
3	13.16	13.48	13.79	14.41
4	13.53	13.84	14.15	14.77
5	13.89	14.20	14.51	15.14
6	14.26	14.57	14.88	15.49
7	14.62	14.93	15.24	15.86
8	14.98	15.29	15.61	16.22
9	15.35	15.66	15.97	16.58
10	15.67	15.98	16.29	16.90
11	16.04	16.35	16.67	17.28
12	16.47	16.78	17.09	17.70
13	16.78	17.09	17.40	18.03
14	17.20	17.53	17.85	18.50
15	17.60	17.94	18.27	18.93

2008-09
CUST/MAINT - RATE

	I	II	III
1	12.62	12.93	14.47
2	13.22	13.53	15.07
3	13.83	14.14	15.68
4	14.44	14.74	16.29
5	15.04	15.35	16.91
6	15.65	15.96	17.54
7	16.25	16.57	18.18
8	16.88	17.20	18.80
9	17.51	17.84	19.44
10	17.84	18.15	19.76
11	18.21	18.52	20.13
12	18.64	18.96	20.56
13	19.02	19.35	20.98
14	19.56	19.89	21.58
15	20.06	20.40	22.13

2009-10
CUST/MAINT - RATE

	I	II	III
1	13.12	13.43	14.97
2	13.72	14.03	15.57
3	14.33	14.64	16.18
4	14.94	15.24	16.79
5	15.54	15.85	17.41
6	16.15	16.46	18.04
7	16.75	17.07	18.68
8	17.38	17.70	19.30
9	18.01	18.34	19.94
10	18.34	18.65	20.26
11	18.71	19.02	20.63
12	19.14	19.46	21.06
13	19.52	19.85	21.48
14	20.06	20.39	22.08
15	20.56	20.90	22.63

2010-11
CUST/MAINT - RATE

	I	II	III
1	13.62	13.93	15.47
2	14.22	14.53	16.07
3	14.83	15.14	16.68
4	15.44	15.74	17.29
5	16.04	16.35	17.91
6	16.65	16.96	18.54
7	17.25	17.57	19.18
8	17.88	18.20	19.80
9	18.51	18.84	20.44
10	18.84	19.15	20.76
11	19.21	19.52	21.13
12	19.64	19.96	21.56
13	20.02	20.35	21.98
14	20.56	20.89	22.58
15	21.06	21.40	23.13

2011-12
CUST/MAINT - RATE

	I	II	III
1	14.12	14.43	15.97
2	14.72	15.03	16.57
3	15.33	15.64	17.18
4	15.94	16.24	17.79
5	16.54	16.85	18.41
6	17.15	17.46	19.04
7	17.75	18.07	19.68
8	18.38	18.70	20.30
9	19.01	19.34	20.94
10	19.34	19.65	21.26
11	19.71	20.02	21.63
12	20.14	20.46	22.06
13	20.52	20.85	22.48
14	21.06	21.39	23.08
15	21.56	21.90	23.63

2008-09**LOCKER ROOM MONITORS - RATE**

1	9.82
2	10.19
3	10.49
4	10.79
5	11.09
6	11.39
7	11.69
8	11.99
9	12.29
10	12.61
11	12.98
12	13.41
13	13.68
14	14.06
15	14.42

2009-10**LOCKER ROOM MONITORS - RATE**

1	10.32
2	10.69
3	10.99
4	11.29
5	11.59
6	11.89
7	12.19
8	12.49
9	12.79
10	13.11
11	13.48
12	13.91
13	14.18
14	14.56
15	14.92

2010-11**LOCKER ROOM MONITORS - RATE**

1	10.82
2	11.19
3	11.49
4	11.79
5	12.09
6	12.39
7	12.69
8	12.99
9	13.29
10	13.61
11	13.98
12	14.41
13	14.68
14	15.06
15	15.42

2011-12**LOCKER ROOM MONITORS - RATE**

1	11.32
2	11.69
3	11.99
4	12.29
5	12.59
6	12.89
7	13.19
8	13.49
9	13.79
10	14.11
11	14.48
12	14.91
13	15.18
14	15.56
15	15.92

2008-09**TECHNICIANS - RATE**

	I	II
1	14.19	14.81
2	14.73	15.37
3	15.22	15.85
4	15.70	16.34
5	16.17	16.82
6	16.66	17.30
7	17.14	17.77
8	17.62	18.26
9	18.10	18.74
10	18.42	19.06
11	18.79	19.44
12	19.22	19.86
13	19.62	20.27
14	20.17	20.84
15	20.69	21.38

2009-10**TECHNICIANS - RATE**

	I	II
1	14.69	15.31
2	15.23	15.87
3	15.72	16.35
4	16.20	16.84
5	16.67	17.32
6	17.16	17.80
7	17.64	18.27
8	18.12	18.76
9	18.60	19.24
10	18.92	19.56
11	19.29	19.94
12	19.72	20.36
13	20.12	20.77
14	20.67	21.34
15	21.19	21.88

2010-11**TECHNICIANS - RATE**

	I	II
1	15.19	15.81
2	15.73	16.37
3	16.22	16.85
4	16.70	17.34
5	17.17	17.82
6	17.66	18.30
7	18.14	18.77
8	18.62	19.26
9	19.10	19.74
10	19.42	20.06
11	19.79	20.44
12	20.22	20.86
13	20.62	21.27
14	21.17	21.84
15	21.69	22.38

2011-12**TECHNICIANS - RATE**

	I	II
1	15.69	16.31
2	16.23	16.87
3	16.72	17.35
4	17.20	17.84
5	17.67	18.32
6	18.16	18.80
7	18.64	19.27
8	19.12	19.76
9	19.60	20.24
10	19.92	20.56
11	20.29	20.94
12	20.72	21.36
13	21.12	21.77
14	21.67	22.34
15	22.19	22.88

2008-09**ATTEND FAC - RATE**

1	12.84
2	13.34
3	13.83
4	14.31
5	14.81
6	15.30
7	15.79
8	16.29
9	16.78
10	17.10
11	17.47
12	17.90
13	18.26
14	18.78
15	19.26

2009-10**ATTEND FAC - RATE**

1	13.34
2	13.84
3	14.33
4	14.81
5	15.31
6	15.80
7	16.29
8	16.79
9	17.28
10	17.60
11	17.97
12	18.40
13	18.76
14	19.28
15	19.76

2010-11**ATTEND FAC - RATE**

1	13.84
2	14.34
3	14.83
4	15.31
5	15.81
6	16.30
7	16.79
8	17.29
9	17.78
10	18.10
11	18.47
12	18.90
13	19.26
14	19.78
15	20.26

2011-12**ATTEND FAC - RATE**

1	14.34
2	14.84
3	15.33
4	15.81
5	16.31
6	16.80
7	17.29
8	17.79
9	18.28
10	18.60
11	18.97
12	19.40
13	19.76
14	20.28
15	20.76

10.9 Longevity Bonus

Each eligible employee will receive a one-time, non-repeating, non-cumulative longevity bonus paid in the year of employment noted below:

20th year of full-time continuous service to District 227

\$500.00

25th year of full-time continuous service to District 227

\$1,000

This longevity bonus will be paid in December of the 20th or 25th year of service as noted above by separate payroll check.

ARTICLE XI

GRIEVANCE PROCEDURE

11.1 Definitions

A. A grievance shall mean any claim by the Union or an employee that there has been a violation, misinterpretation or misapplication of the terms of this agreement.

B. All time limits consist of days on which the Business Office of the Board is open for business.

C. "Immediately involved supervisor" shall mean:

1. for custodial employees, the foreperson to whom the employee is assigned;
2. for food service workers, the cafeteria manager;
3. for clerical employees, the immediate administrative person to whom he/she is assigned;
4. for instructional assistants, the immediate supervisor to whom he/she is assigned;
5. for attendance facilitators, the Associate Principal;
6. for monitors, the Building Principal;
7. for technical support employees, the Supervisor of Data Processing.

D. Any extensions of the time limits requested by either the Board or the Union must be mutually agreed upon between the parties and confirmed in writing within 3 days.

11.2 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications held outside the employee's work day. When requested by the employee, a Union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee or the Union, a grievance may be processed within 30 days of the incident giving rise to the grievance as follows:

A. The grievant may present the grievance in writing listing the desired resolution to the grievance to the immediately involved supervisor who will arrange for a meeting to take place within six (6) days of the receipt of the grievance. The Union's representative, the grievant, and the immediately involved supervisor shall be present at the meeting.

Within six (6) days following the meeting, the grievant and the Union shall be provided with the supervisor's written response including the reason(s) for the decision or the grievant may proceed to the next step.

B. If the grievance is not resolved at step "A", then the grievant may refer the written grievance listing the desired resolution of the grievance to the building principal or his official designee within six (6) days after receipt of the step "A" answer, or within six (6) days after the answer should have been received; the grievance shall be deemed withdrawn where it is not submitted to the building principal within said six (6)-day period.

The principal shall arrange with the grievant and the Union representative for a meeting to take place within six (6) days of the principal's receipt of the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary.

Within six (6) days of the meeting, the grievant and the Union shall be provided with the principal's written response, including reason(s) for the decision, or the grievant may proceed to the next step.

C. If the grievance is not resolved at step "B", then the grievant may refer the written grievance listing the desired resolution of the grievance, to the Director of Human Resources or his/her official designee within six (6) days after receipt of the step "B" answer, or within six (6) days after the answer should have been received; the grievance shall be deemed withdrawn if it is not submitted to the Director of Human Resources within said six (6) day period.

The Director of Human Resources shall arrange with the grievant and the Union representative for a meeting to take place within six (6) days of the Director of Human Resources' receipt of the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary.

Within six (6) days of the meeting, the grievant and the Union shall be provided with the Director of Human Resources' written response, including reason(s) for the decision or the grievant may proceed to the next step.

D. If the union or grievant is not satisfied with the disposition of the grievance at step "C", the grievance may be submitted 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. If a demand for arbitration is not filed within thirty (30) days of receipt of the step "C" answer, or within 30 days after the answer should have been received, the grievance shall be deemed withdrawn.

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

2. The arbitrator shall have no power to alter the terms of the Agreement.

11.3 **Bypass to Director of Human Resources**

If the grievant and the Director of Human Resources agree, step "A" and/or step "B" of the grievance procedure may be bypassed and the grievance brought directly to step "B" or "C", as applicable.

11.4 **Bypass to Arbitration**

If the Director of Human Resources and the Union agree, a grievance may be submitted directly to arbitration.

11.5 **Time Limits**

If time limits expire without a response from the Board's designee, the grievant or Union may proceed to the next step.

11.6 **Class Grievance**

Class grievances involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Union at step "C", upon the written approval of the Director of Human Resources. Either the Union or the Director of Human Resources may combine grievances which allege the same facts or violations.

11.7 **Union Participation - Employee Represented**

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

11.8 **Union Participation - Employee Not Represented**

When an employee is not represented by the Union, the Union shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

11.9 **Board-Administration Cooperation**

The Board and the Administration shall cooperate with the Union in its investigation of any grievance. Nothing, however,

in this Section shall be deemed to require the disclosure of non-public information or released time (except as in 11.11).

11.10 No Reprisals Clause

No reprisals shall be taken by the Board or the Administration against an employee because of his/her participation in a grievance. No reprisal shall be taken by the Union or any employee against an employee for his/her participation in or failure to participate in a grievance.

11.11 Released Time

Should the investigation or processing of any grievance require that an employee or a Union representative be released from his/her regular assignment, he/she shall be released without loss of pay or benefits at the sole approval of the Director of Human Resources.

11.12 Filing of Materials

All records related to a grievance shall be filed separately from the personnel files of the participants, except any action required by law to be placed in the employee's personnel file, after disclosing the placement thereof to the employee.

11.13 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

11.14 Expenses

The cost of the arbitrator (and of a transcript if requested by the arbitrator) shall be borne equally between the Union and the School District. Should either party request a transcript of the proceedings, that party will bear the cost of the transcript. The arbitrator's decision shall be final and binding upon the parties. His/her decision must be based solely and only upon his or her interpretation of the meaning or application of the express relevant language of the Agreement.

ARTICLE XII

MANAGEMENT RIGHTS

The Board retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited to, the responsibility for and the right:

1. To maintain executive management and administrative control of the School District and its properties and facilities and the activities of its employees as related to the conduct of school affairs.

2. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, or their discipline, dismissal, or demotion, their assignment, and to promote and transfer all such employees.

3. To delegate authority through recognized administrative channels for the development and organization of the means and methods of governance of the District according to current written Board Policy or as the same may from time to time be amended.

4. To determine work schedules, the hours of work, including the requirement of overtime assignments, and the duties, responsibilities and assignments of employees with respect thereto.

5. To subcontract work on an emergency, temporary, or occasional basis where such subcontracting does not result in a layoff or a reduction in the normal work hours of bargaining unit employees. Any subcontracting relationship shall not be interpreted to invest in the subcontractor (or its agents) the status of assignee(s) of the rights of this Agreement or the status as a co-employer(s) with the Board.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board shall be limited by the specific and express terms of this Agreement.

ARTICLE XIII

NEGOTIATION PROCEDURES

13.1 Negotiations between the parties shall be conducted in accordance with the provisions of the Illinois Educational Labor Relations Act.

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

ARTICLE XIV

STRIKES AND LOCKOUTS

During the term of this Agreement, the parties agree as follows:

- a. the Board shall not lock out any employee as an act in retaliation for or to gain advantage in negotiations, except if the Union and/or employees are on strike:
- b. the Union shall:
 1. not engage in a strike, withholding of services, slowdown, sick-in, or any other withholding of services;
 2. not engage in activities not otherwise protected by law which would disrupt the operations or administration of the Board.

ARTICLE XV

TERMS OF AGREEMENT

15.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

15.2 **Zipper Clause**

The parties acknowledge that during the negotiations which resulted in this Agreement and its appendices, each 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 set forth in this Agreement. Therefore, the Board and the Union for the life of this Agreement, each voluntarily and unqualifiedly, waives any right which might otherwise exist under law, practice or custom to negotiate any further agreements effective for or during the term of this Agreement with respect to any matter even though such matter may not have been within the knowledge or contemplation of either or both parties at the time they signed this Agreement, except that the Union reserves the right to meet with the Board to negotiate:

1. the necessity for, and the terms of any subcontracting of work assignments held by and duties performed by members of the bargaining unit where such subcontracting will result in a layoff or a reduction in the normal work hours of bargaining unit employees; and

2. the terms and conditions of any new work position and classifications in the bargaining unit which are established by the Board pursuant to Section 3.7 of this Agreement.

No items agreed to shall be deemed capable of renegotiation to be effective during the terms of this Agreement, unless mutually agreed to in writing by the parties.

15.3 **Changes**

The terms and conditions of this Agreement may be altered, changed, added to, deleted from or modified only through voluntary, mutual consent of the parties on a ratified written amendment.

15.4 **Separability**

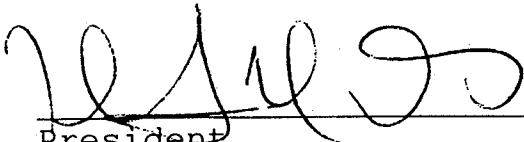
If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional or illegal, that provision shall be deleted from this Agreement to the extent that it violates the law. All other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

15.5 **Duration**

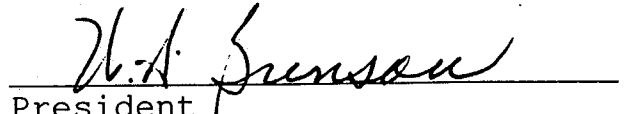
This Agreement shall be effective July 1, 2008, and shall remain in full effect until the close of business on the 30th day of June, 2012, except that this Agreement with respect to Sections 2.8, 3.4 (B), Article VII and Article X shall be retroactive to July 1, 1999, with respect to all persons employed in positions represented by the Union during the period of retroactivity.

For the Classified Staff Union

For the Board of Education
High School District 227



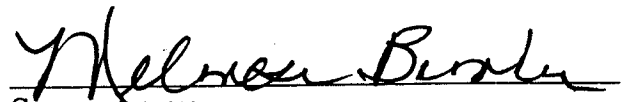
President



President



Secretary




Secretary

NON-CONTRACTUAL AGREEMENT

During the negotiations which led to the 2008-2012 Agreement, the Board of Education of Rich Township High School District 227 and the Classified Staff Union reached a number of agreements which are not being included in the Agreement but which are summarized below for the convenience of the parties:

1. Ordering for the snack bars in the cafeterias will be done by the kitchen manager at each campus and not by the person who is employed to run the snack bar.
2. The Board will consider, on a case-by-case basis, the granting of salary schedule credit for time spent as a substitute in the District when a person is hired to fill a permanent position in the food service department.
3. Staff will be asked to give more lead time (at least twenty-four hours) when making catering requests of the food service department.
4. Specific notations of the position for which an instructional assistant is or was hired shall be included in the personnel file of each instructional assistant so as to prevent assignment to supervisory duties of any instructional assistant who was not hired for such duties. For new hires after 1/16/97, the Board may hire instructional assistants for supervision without assigning such work at the commencement of employment, reserving the right to later assign, provided notation of such intent is acknowledged by the employee and noted in the personnel file.
5. Prior to effecting a change in a custodial work area, the foreman or the assistant foreman at that campus will discuss the proposed change with all custodians who are affected. The Union's custodial representative for that campus will also be informed of the possible change.
6. The Board will work with District 227 foundation school districts to attempt to uniformly recognize mid-week legal holidays on Mondays or Fridays.

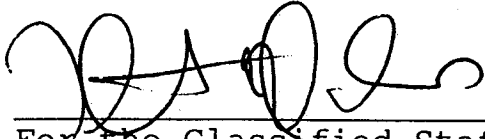
7. The Board has passed a resolution to report all employee earnings to IMRF.



For the Board of Education

12/12/2008

Date



For the Classified Staff Union

12/12/2008

Date

MEMORANDUM OF UNDERSTANDING

The Rich Township District 227 and the Rich Township District 227 Classified Union agree as follows:

Beginning with the 2008-2012 school year, the following procedures will be used in filling substitute positions when a one-on-one Special Education Aide is not on duty:

1. During the month of July, a letter will be sent to all instructional assistants in buildings that have a need for one-on-one aides requesting volunteers to be on an active list for subbing for one-on-one individual aides.
2. It is understood that duties may include physical care of the student such as lifting and assisting in the use of toilet facilities. The one-on-one aide would be responsible for providing all the necessary services for that student as stated in the Individual Education Plan (I.E.P.).
3. It is understood that the volunteer selected to sub for the one-on-one aide would be paid an additional \$3.50 per hour for a full or half day of services.
4. It is also understood that any agreements in this Memorandum of Understanding will not be precedent setting and will not be used in negotiations.

W.A. Brunson
For the Board of Education

12/12/2008
Date

[Signature]
For the Classified Staff Union

12/12/2008
Date

NON-CONTRACTUAL AGREEMENTS

During negotiations which led to the 2008-2012 Agreement, the Board of Education and Union reached the following non-contractual agreements, which, while not part of the Contractual Agreement, are summarized below for convenience of the parties:

1. JOB DESCRIPTION COMMITTEE

The Board and Union agree to convene a joint committee to review selected job descriptions for completeness, accuracy, consistency, and the inclusion of necessary skill set information. The committee will consist of two (2) members appointed by the Director of Human Resources and two (2) members appointed by the Union President. The committee may include other individuals as resources as needed. Committee recommendations, if any, will be made to the Superintendent for review no later than December 31, 2008. The committee may be reconvened thereafter if the parties agree.

2. TWENTY (20) HOUR EMPLOYEES

The hours for those employees working 20 hours per week will be scheduled between 7:30 a.m. and 4:00 p.m., Monday through Friday. These employees will be supervised and report to the Assistant Principal of Athletics and Activities and Associate Principal for Operations

3. STUDENT DISCIPLINE

A Union representative, appointed by the Union President, will be included on the District Student Discipline Committee.

4. CUSTODIAL EQUIPMENT

Prior to the start of the 2008-09 school year, the Supervisor of Buildings and Grounds will inventory all custodial equipment provided by the District to assist custodians in completing their duties. This inventory will include the equipment's date of purchase (if known), statement of condition, remaining life expectancy or utilization and timeline for equipment replacement. This inventory will be given to the Business Manager and Union President.

5. NURSE SUBSTITUTES

The District will create or contract for a pool of substitutes to cover the absence of school nurses. The District will also offer training to internal candidates who wish to provide substitute nursing services.

W. A. Brunson
For the Board of Education

12/12/2008
Date

[Signature]
For the Classified Staff
Union

12/12/2008
Date