

AGREEMENT

Between

Board of Education

of

Valley View Community Unit School District 365-U

and the

Valley View Office Personnel Council

Of AFT/IFT Local 604, AFL-CIO

July 1, 2022 - June 30, 2026

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ARTICLE I

GENERAL CONDITIONS OF AGREEMENT

1.1 Preamble

- A. This contractual agreement (hereinafter referred to as “the Agreement”) is entered into by and between the Board of Education of School District 365U, in the State of Illinois (hereinafter referred to as “the Board”), and the Valley View Office Personnel Council, AFT-Local 604, IFT/AFT (hereinafter referred to as the “Union”). Any reference to members of the bargaining unit hereinafter shall be referred to as Employee.
- B. The Board and/or its designee and the Union recognize that the Union represents Employees and that both parties have as their primary interest the welfare of students, the public welfare, quality education, and the welfare of all Employees. Moreover, the Board and/or its designee and the Union recognize that the Board and/or its designee shall retain whatever rights and authority are necessary for it to carry out effectively its responsibilities delegated to it by the State of Illinois.
- C. The Board and/or its designee and Union intend that this Agreement provide an effective and continuing means of communication between the parties as well as to provide for employment and working conditions, salary and fringe benefits, and other matters of mutual concern. Moreover, any action to implement salaries, benefits, or working conditions set forth in this Agreement will be taken in accordance with the provisions of this Agreement.
- D. The Board and/or its designee and Union further recognize that this Agreement supersedes any and all prior agreements, practices, and policies concerning subjects contained herein.
- E. If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with the minimum standards of the School Code, all other provisions of this Agreement shall remain in force and effect for the duration of this Agreement.
- F. This Agreement and all its provisions are subject to the terms of the Illinois Educational Labor Relations Act.

1.2 Recognition

- A. The Board and/or its designee recognizes the Union as the sole and exclusive bargaining agent in all matters pertaining to wages, hours, working conditions, and terms and conditions of employment for all Employees in the bargaining unit for all full-time and part-time Employees in the titles of Executive Office Personnel, and Professional Office Personnel.
- B. The Board and/or its designee also agrees that all work traditionally performed by the Office Personnel staff shall continue to be performed by them.

1.3 Scope

- A. The Board and/or its designee shall not meet, discuss, confer, subsidize, or negotiate with any other Employee organization or its representatives on matters pertaining to hours, wages and working conditions for the members of this bargaining unit. Nor shall the Board and/or its designee negotiate with Employees over their hours, wages, and working conditions except as provided herein.

B. No changes in working conditions not provided for herein, and within the scope of negotiations under Illinois law, shall be made except after negotiation with the Union.

1.4 Fair Practice

A. The Board and/or its designee and Union shall continue their policies of equal employment or membership of all Employees regardless of a person's actual or perceived race or ethnicity, ethnic group identification, ancestry, nationality, national origin, color, religion, gender or sex, (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), sexual orientation, mental or physical disability, age, immigration status, citizenship status, work authorization status, marital status, civil union status, registered domestic partner status, genetic information, order of protection status, political belief or affiliation (not union-related), military status, unfavorable discharge from military service, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics or membership or lack of membership in the Employees' organizations.

B. The Board and/or its designee and the Union shall administer all their policies uniformly and fairly.

C. Both parties to this Agreement believe that the services of the Employees are essential to the success of the educational program of the District. Therefore, all Employees shall be dealt with in a professional and ethical manner. In addition, it is recognized that a congenial and cooperative atmosphere is necessary for maximum productivity.

1.5 Integrity of the Bargaining Unit

The Board and/or its designee recognizes the integrity of the bargaining unit, and will not take any action directed at eroding it. The Board and/or its designee will assign bargaining unit work to bargaining unit Employees; however, the employment of substitute, temporary or emergency Employees to supplement bargaining Employee's work on a temporary basis shall not be considered an erosion of the bargaining unit.

1.6 Management Rights

A. The Board and/or its designee retains and reserves unto itself all powers, right, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

B. The Board and/or its designee shall not be required to bargain over matters of inherent managerial policy which shall include such areas of discretion or policy as the functions of the employer, standards of service, its overall budget, the organizational structure and selection of new Employees and direction of Employees.

1.7 No Strike

The Union agrees that there shall be no strike, withholding of services, or other refusal to render full and complete service to the Board and/or its designee during the term of this Agreement.

1.8 Duration and Termination

A. This agreement shall constitute the entire agreement between the parties and concludes collective bargaining for the term beginning July 1, 2022 through June 30, 2026. The parties herein agree to the following conditions:

1. The contract shall continue thereafter unless either party gives written notice of its desire to modify or terminate this Agreement on or before June 1, 2026 or before any subsequent April 1st.

2. Upon receipt of such notice, negotiations shall commence as of the date following the giving of notice and shall continue until a new or revised Agreement is reached.

3. The contract may be reopened at any time by mutual consent.

B. The Board and/or its designee shall be responsible to secure sufficient printed copies of the contract for the needs of the Board and the Union and one copy for each Employee.

ARTICLE II

UNION AND BOARD RELATIONS

2.1 Hiring

- A. The Human Resources Department shall electronically notify the Union within ten (10) working days of the hiring of any Employee covered by this Agreement. The new Employee's name, address, date of hire, job title/classification, starting step and salary, and department shall be provided in this notice to the Union.
- B. The Union shall have public access to the Board Agenda for every Board meeting as soon as it is made public.
- C. The Union President may request additional information as needed.

2.2 New Classifications

The Board and/or its designee shall promptly notify the Union of its decision to propose any and all new classifications. The Board and/or its designee agrees to discuss and consider any major and important changes in existing work rules and job responsibilities or any major changes in job classification or creation of new positions within the bargaining unit with the Union.

2.3 Union/Superintendent Meetings

The Superintendent or designee, if requested, shall meet as needed with representatives of the Union to discuss matters relating to the implementation of this Agreement as well as matters of mutual concern.

2.4 Information to the Union

- A. A copy of the following current documents shall be available to the Union President with germane public documents, including but not limited to the following:
 - 1. Official minutes of the Board;
 - 2. Board policy manual;
 - 3. Annual auditor's report and management report and management letters, which have been made public;
 - 4. Current fiscal year budget;
 - 5. Statistical information, not including Employees' names, pertaining to step placement and present insurance coverage as is presently given. (5 ILSC 315/6 (c))
- B. Upon request and within a reasonable time period, Human Resources shall furnish the Union President with other documents such as, but not limited to the following:
 - 1. Directory, including home addresses and listed telephone numbers only if authorized by the Employee;
 - 2. General Seniority List;
 - 3. Seniority by Classification lists.

2.5 Meetings, Notices, and General Information

A. The duly authorized representatives of the Union may hold meetings on District property upon approval of the Building Administrator.

B. The Union Leadership and/or duly authorized representatives of the Union shall have the right to use the inter-building delivery system, email, school mailboxes and bulletin boards for the purpose of Union documented communications providing such business does not interfere with the educational processes and shall be subject to termination upon order of the Building Administrator. It is further understood that such an order is to be issued only when the education process is interrupted.

C. The Union Leadership and/or duly authorized representatives shall be allowed reasonable use of, copying equipment, computers, and audiovisual equipment upon approval of the Administration. The Union will pay for all consumable materials used. No school equipment shall be removed from the premises or used for political purposes.

2.6 Deductions on Behalf of the Union

By September 15th of each year, The Valley View Office Personnel Council shall certify to the District in writing the amount of annual membership dues, assessments and fees (collectively referred to as “dues”) to be deducted from bargaining unit Employees who clearly and affirmatively consent to have dues withdrawn and decide to become dues paying members of the Valley View Office Personnel Council. This certification shall be accompanied by a list of the Employees who have individually authorized such deductions in writing. The District shall deduct from regular pay of such Employees the amount of dues certified by the Valley View Office Personnel Council on a schedule agreed to by both the District and the Valley View Office Personnel Council. The aggregate deductions of the Employees shall be remitted to the Valley View Office Personnel Council on a monthly basis together with an itemized statement identifying the amount deducted from each Employee. Any requests by Employees to withdraw their authorizations for dues deductions shall be processed by the Valley View Office Personnel Council, and the Valley View Office Personnel Council shall notify the District as to when to cease a certain Employee’s deductions. The Valley View Office Personnel Council shall defend and indemnify the District and its elected officials, administrators, Employees and agents from and against any and all grievances, charges, claims, lawsuits, judgments, attorneys’ fees, costs, expenses or other forms of liability or losses directly or indirectly resulting from, by reason or by connected with any District action arising from this Section.

2.7 Board Obligation for Legal Support

The Board shall provide all legal support and defense of Employees in cases arising out of the course of employment as may be required by the School Code.

ARTICLE III

UNION RIGHTS

3.1 Union Activity During Working Hours

Employees shall, with permission of the Board and/or its designee, after giving appropriate notice to their supervisor, be allowed reasonable time off, with pay, during working hours to attend negotiations, grievance hearings, labor/management meetings, committee meetings, and activities if such committees have been established by this Agreement, or meetings called or agreed to by the Board and/or its designee, if such Employees are entitled or required to attend such meetings by virtue of being Union representatives, witnesses, or grievant(s), and if such attendance does not substantially interfere with the District's operations.

3.2 Access to Work Sites by Union Representatives

The Board and/or its designee agrees that Union representatives and IFT/AFT staff representatives shall have reasonable access to the premises of the Board, giving notice upon arrival to the appropriate Board representative. Such visitations shall be for reasons of negotiation and administration of this Agreement. By mutual agreement with the Board and/or its designee in emergency situations, IFT/AFT staff representatives or Local Union representatives may call a meeting during work hours to prevent, resolve or clarify a problem.

3.3 Union Release Times

The Union President shall be granted release time of three (3) days per month in order to conduct any necessary business of the organization. A substitute will be provided for the Union President. Release time may be used in half day segments.

The Union Vice President shall be granted release time of one day per month in order to conduct any necessary business of the organization. The time and day is to be approved by the Vice President's Building Administrator. No substitute will be provided for the Vice President.

The Board shall grant a leave of absence without loss of pay to two (2) representatives of the Union for up to three (3) days each to attend local, state, or national conferences and/or conventions or other pertinent Union business or affairs.

ARTICLE IV

WORK SCHEDULES

4.1 Job Classifications and Position

- A. Each Employee shall be given a job description for their job classification and position that shall specify general duties and tasks of the job.
- B. Any vacancies will be classified as listed below.
 - 1. Executive Office Personnel
 - 2. Professional Office Personnel
- C. The above classifications may be separated into positions that are based on number of days worked as needed by administration.
 - 1. FY23- Executive Office Personnel will work a minimum of 228 work days.
 - 2. FY23- Professional Office Personnel divided by 210, 200, 186 work days
 - 3. FY24 & FY25 Committee formed to organize and determine calendar work days for each classifications.
- D. Employees newly hired into the District or transferring from another union within the District will be placed on salary schedule B. Employees transferring within the bargaining unit will remain on their current salary schedule (A or B).

4.2 Working Hours

- A. Full-time Employees will work eight (8) hours per day, per a schedule established by the District. The normal work day shall be divided into two sessions, not necessarily the same length. The sessions shall be separated by the duty-free unpaid thirty (30) minute lunch period. A duty-free period of fifteen (15) minutes shall be permitted once in the morning and once in afternoon. Daily work schedules are established at the District level. Management reserves the right to approve special circumstances.
- B. Employees will have the option to combine their fifteen (15) minute duty-free periods with their thirty (30) minute lunch period as approved by the building administrator.
- C. Lunch periods and breaks may not be combined and used at the end of the work day on a routine basis.
- D. Part-time Employees shall work from four (4) hours up to six (6) hours per day. Employees who work more than four (4) hours per day shall be given a fifteen (15) minute duty-free period.

4.3 Overtime Pay

- A. Full-time Employees will receive overtime for time worked in excess of forty (40) hours in a work

week. Part-time Employees will receive overtime for time worked in excess of forty (40) hours in a work week. All overtime hours must be pre-approved by the immediate supervisor.

B. Overtime payment is at one and one-half (1 ½) times the straight rate. Compensatory time will be granted on the same basis.

C. In lieu of overtime pay, compensatory time may be requested by the Employee, with the immediate supervisor's pre-approval. Compensatory time must be accurately reported on the Compensatory Time Log (Appendix F) which will be kept by the immediate supervisor and/or Employee and submitted to payroll. Compensatory time will be taken within thirty (30) days of when it is earned. Compensatory time shall be used by the end of the fiscal year.

4.4 Substitute Employees

During the working year, every effort will be made to provide a substitute Employee on the first day of absence. It is recognized that there is a limited pool of qualified substitutes so that it may not be possible or practical to employ a substitute Employee in all cases.

Temporary contracts for Office Personnel may be created for designated positions and the temporary Employee will be released at the end of the term, but may be dismissed prior for cause, pursuant to the Illinois School Code 105 ILCS 5/10-23.5. If a temporary Office Personnel is hired for full-time or part-time employment with the District, their start date for seniority is the date upon which they were hired for full-time or part-time employment.

4.5 Job Skills

If the Board and/or designee requires a new skill or technological knowledge that the Employee does not possess, the Board and/or its designee shall provide the necessary training. Employees will attend District mandated trainings when applicable.

Employees will be provided necessary training related to their job duties, upon request.

4.6 Security Responsibility

In the event that the Employee will be required to be in a building alone, arrangements will be made, in advance, with the principal. These arrangements must be mutually agreeable.

4.7 Work Year & School Calendar Alignment

When scheduling the work year for Employees within the work year definitions of this Article 4, there shall be a general expectation that the work year shall include the school days as reflected in the school calendar, however exceptions can be made for District positions that need more support during the summer.

ARTICLE V

EMPLOYEE RIGHTS

5.1 Probationary Period

- A. New Employees, or an existing Employee who transfers to a different classification, shall be considered probationary Employees for a period of one hundred twenty (120) working days. At any time during the one hundred twenty (120) working days, the administrative supervisor shall send a written evaluation to the Human Resources Administrator with a recommendation to retain or discharge.
- B. At any time during the probationary period, a newly hired Employee is subject to discharge upon the written recommendation of the administrative supervisor and with the concurrence of the Human Resources Administrator. New Employees shall not have access to the grievance procedure in regard to their discharge. Employees that are not new but rather are transferring to a higher classification or to a different position within the same classification shall have the right to return to their previous position if they fail to satisfactorily complete the probationary period in their new classification. In such case, the replacement Employee shall also have the right to return to the previous position if he/she was previously employed by the District. The District shall have no further employment obligation to a replacement Employee who was not previously employed by the District.
- C. For existing Employees who transfer to new classifications, the Employees' right to transfer to their previous assignments (if the assignment is vacant) or an equivalent previous classification and position if they fail to satisfactorily complete the probationary period, shall not be construed as inhibiting the District's ability to commence dismissal procedures, if the Employee has omitted or committed an act or conduct, which would be sufficient grounds for dismissal.

5.2 Seniority Defined

The Board and/or its designee shall recognize seniority and the District Personnel Office shall keep an up-to-date list of all Employees in accordance with the following definition:

- A. Seniority is defined as the length of service with the District. Classifications within the seniority list refer to Executive and Professional Office Personnel. Position refers to the number of days worked within the classification. Seniority shall accumulate from the date of "original hire" on a full-time basis. "Date of Original Hire" shall be the Employee's start date.
- B. In cases of ties in the start date, the Board Approval Date shall be used next, followed by the Date of Application. Date and time of acceptance would be used in the event that all of the above are the same.
- C. Employees who move from one job classification or position shall be able to transfer seniority.
- D. For the purpose of reduction in force, all positions will be reduced on the basis of classification and position.

5.3 Discipline

- A. Disciplinary action or measure shall include only the following:
1. Oral Reprimand
 2. Written Reprimand

3. Suspension (notice to be given in writing)

4. Dismissal (by authorization of the Assistant Superintendent of Human Resources, notice to be given in writing)

The disciplinary action or measures taken shall be reasonably related to the severity and nature of the offense committed.

B. Disciplinary action may be imposed upon an Employee only for failing to fulfill responsibilities as an Employee. Within the meaning of this section, the phrase “responsibilities as an Employee” includes not only job performance but also the conduct of the Employee to the extent such conduct has some reasonable relevance to the workplace. Any disciplinary action or measure imposed upon an Employee may be processed as a grievance through the regular grievance procedure.

Notice shall be given by the Administrator, in writing, of the observed deficiencies of the Employee and mention made that the lack of improvement or correction may result in disciplinary action.

If any disciplinary action is taken it shall be appropriate and reasonable according to the situation. In addition, the Employee being disciplined will be given a notice, in writing, specifying the action that is being taken. Disciplinary action shall be carried out in a manner that will not embarrass the Employee before other Employees or the public except in emergency cases where health and safety are immediately affected.

C. Prior to informing the Employee of a contemplated measure of discipline, there shall be a hearing. The Board and/or its designee shall notify the Employee of the right to have representation present and the Employee shall be entitled to such. The Board and/or its designee shall also provide the Union President with any names of witnesses and copies of pertinent documents.

5.4 Safety

All Employees will follow safety procedures provided by the District. No Employee shall be required to work in an unsafe environment or asked to perform duties that would jeopardize the Employee’s safety.

5.5. Personnel Files

A. Upon written request, an Employee shall have the right to review and have reproduced all materials in the Employee’s personnel file, with the exception of confidential letters of reference used by the Employee to secure their position. Such review and reproduction shall be in the presence of the Assistant Superintendent of Human Resources or Designee. -Reproduction of the non-confidential materials will be made only by the District. A nominal fee will be charged for this service.

B. The District shall not place negative material directly related to discipline or re-employment materials, in an Employee’s District personnel files unless the Employee receives a copy of said materials and notification that said materials are being placed in their files. An Employee shall have the right to rebut such negative materials within thirty (30) calendar days in writing and their rebuttal shall be attached to the corresponding file material. The Employee’s rebuttal must be specifically related to the particular negative material in question.

C. Each Employee shall have the right to insert materials relevant to their service in the District, including the right to answer any evaluatory statement of their work performance and the right to add statements concerning their qualifications as an Employee except as otherwise set forth in sections A and B.

ARTICLE VI
VACANCIES & TRANSFERS

6.1 Vacancies

A. Notification

The Assistant Superintendent of Human Resources or designee shall make available a listing of all vacancies, newly created positions or other positions covered by this Agreement as they occur. Said listing/posting shall be made known to Employees through the District's website.

B. Procedure

1. The Assistant Superintendent of Human Resources or designee will post all openings for five (5) work days and may advertise in the media at the same time.
2. Applicants for vacant positions within the District will be given preference if qualifications are nearly equal to those of the outside applicant. Employees applying for any vacancy/position shall be screened by the Building/District Administrator and entitled to a phone interview. If the Employee applies for multiple positions in the same building, the Building Administrator is not required to interview them more than once per semester for similar positions.
3. Employees who are promoted to a higher grade within the unit will be placed upon the salary schedule of the new grade in accordance with the following: Employees who are upgraded shall move horizontally across the salary schedule from their current lane placement to the same line placement on the lane to which they were promoted.
4. Notification of all existing vacancies/positions will be sent to the Union Leadership.

6.2 Involuntary Transfer

A. When dictated by the needs of the District or when there is a reduction in the number of Employee assignments which results in the necessity of transferring an Employee, the Employee with the least seniority in that classification will be considered for transfer. Such transfers will be made by written notice after consultation with those involved. A member of Union Leadership may be present with the Employee during the consultation.

B. Any Employee affected by such a transfer shall be given a preference on the basis of seniority for assignments from among those available positions provided qualifications are suitable to fill the existing vacancy. Said Employees will also have a prior right to return on the basis of seniority to the original building or position from which they were transferred should those positions become available within five years from the transfer.

C. Employees affected by this provision shall have proper training, instruction, and transition time when transferred to a new position.

6.3 Reduction in Force and Recall Policies

A. Reduction in Force

When there is a reduction in the number of Office Personnel which results in the necessity of releasing and recalling Office Personnel, the District will comply with the provisions of 10-23.5 of the Illinois School

Code, 105 ILCS 5/10-23.5, as amended.

If any Employee is removed or dismissed as a result of a decision of the Board and/or its designee to decrease the number of Employees employed by the Board or to discontinue some particular type of educational support service, written notice shall be mailed to the Employee and also given to the Employee either by certified mail, return receipt requested or personal delivery with receipt at least thirty (30) days before the Employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.

Prior to being released, a consultation will be held with the appropriate supervisory personnel and the Employee whose position is being removed. A member of Union Leadership may be present with the Employee during the consultation.

B. Order of Release

1. In the event of a reduction in classifications and/or positions, Employees will be released from within their classification and position (ie: Executive 228, Professional Office 210, 200, 186) in order of reverse seniority.
2. In the case of an Employee(s) whose classification and/or position is being eliminated, within the respective classification and position by District seniority, the affected Employee shall be allowed to displace or “bump” the Employee with the least District seniority within their classification and position.
3. If no one within their classification/position has less District seniority than the Employee whose classification/position was eliminated, then the Employee shall have the right to placement in the next lowest subsequent classification/position and be allowed to displace/bump the Employee with the least District seniority within that classification/position provided they have greater seniority than the Employee to be displaced or “bumped”. This procedure shall continue in the same manner as described above until such time as placement is secured or all classification/position vacancies are exhausted.

C. Recall

1. If the Board and/or its designee has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific classification and/or position shall be tendered to the Employees so removed or dismissed from that classification/position according to the District seniority they had at the time of their release.

2. Employees shall return to the positions they held prior to release, if vacant. If said position no longer exists, then the Employees will be placed in a comparable classification/position in the position/classification in which they occupied at the time of their release, if vacant. If there are no positions available in their position/classification then they will be placed in the next subsequent lower position/classification, if vacant, by District seniority. Seniority is defined in Article 5.2 of this contractual agreement. This procedure of placement shall continue until such time as a position is secured or all positions/classifications are exhausted.

If the Employee is released and recalled to a classification/position within the time frame specified above, for the purposes of this section, it will not constitute a break in service and the Employee will not incur any loss in District seniority; however, seniority shall not accrue while on recall.

3. Upon tendering of any vacancy during the recall period, the Employee will be notified by the

Assistant Superintendent of Human Resources and will have twenty-four (24) hours to accept the placement. If they decline the position, the Employee shall no longer be entitled to the offered vacancy and will forfeit their recall rights.

6.4 Accumulated Benefits in the Event of Layoff

A. Upon layoff from the District, a full-time Employee will receive \$29.00 per day for all unused accumulated sick leave. Part-time Employees will receive a prorated payout based upon their FTE status. This payment will be made at the time of the first payroll after the beginning of the new school year if the Employee has not been recalled and has not accepted a comparable position with the District prior to that time. If said Employee is subsequently recalled and accepts a comparable position with the District, the Employee will be required to reimburse the District and sick days will be restored to the original number.

B. If a released Employee is reemployed within one (1) year, the Employee shall regain all other accumulated benefits accruing to him/her at the time of the Employee's release, except as referenced in subsection D above, provided any benefits paid out will not be reinstated unless the District is reimbursed for the payout.

ARTICLE VII

EMPLOYEE APPRAISAL

7.1 Evaluation

A. The Board, Administration and the Union Leadership will collaborate and maintain a performance appraisal plan for Office Personnel consistent with needs and policies of the District.

1. A committee comprised of representatives from both the District and the Union as designated by Union Leadership shall convene on an as-needed basis to review and reach an agreement on changes.

2. The provisions in this section and in the Office Personnel Appraisal Plan pertaining to Office Personnel will be disseminated to all appropriate Employees.

3. Any Office Personnel who is placed on an improvement plan will not be allowed to exercise voluntary or involuntary transfer rights and will not receive a raise until successful completion of the improvement plan.

4. The building or District administrator is encouraged to provide feedback to any Employee at any time for any reason. Any feedback with appropriate written comments may be made by any evaluator at any time provided that the Employee receives a copy and has the opportunity to reply to it.

B. Evaluation Cycle

1. New Employee Evaluation

- a. All Employees will be evaluated once during the first year of employment. Every attempt will be made to complete the evaluation within the first ninety (90) days of the one hundred twenty (120) day probationary period. Before a decision is made to release a probationary Employee, a written evaluation shall be made of the Employee by his/her immediate supervisor with a recommendation to discharge the Employee. Probationary Employees may be discharged in accordance with these guidelines and such action shall not be subject to the grievance procedure.

2. Existing Employees in New Classification

- a. Existing Employees new to their classification will be evaluated once during the probationary period. Every attempt will be made to complete the evaluation within the first ninety (90) days of the one hundred twenty (120) day probationary period.
- b. Existing Employees who are not successful during their probationary period will have rights to placement according to 5.1.C.

ARTICLE VIII

WORKING CONDITIONS

8.1 Health Services

A. Under no circumstances, according to Illinois State Law, shall Employees be required to dispense medication. Employees shall not be required to perform duties normally carried out by school nurses except in emergency situations. An Employee may volunteer to administer medication to a student in accordance with the Illinois School Code.

B. Should Employees provide first aid assistance to student(s), said Employees shall be covered by the District's liability insurance.

C. First aid classes will be offered to all Employees on a voluntary basis.

8.2 Professional Growth

Monies for professional growth to be used by the Union to contract in-District workshops will come from tuition reimbursement allocation. Workshops and/or meetings will be recommended by the Union with the approval of the Assistant Superintendent of Human Resources.

8.3 Mentor Program

A mentor program for new Office Personnel will be collaborated on and developed between the Board and/or its representatives and the Union Leadership during the 2022-2023 school year. The developed program will include but not be limited to: guidelines of meetings and training, mentor stipends, and duration and structure of the program. Once developed, all new Employees will be provided with a mentor and onboarding/training.

8.4 Tuition Reimbursement

- A. The Board and/or its designee will contribute towards the tuition cost of Employees for pre-approved undergraduate/graduate level courses. During the term of this agreement, \$15,000.00 will be allocated annually for the use of tuition reimbursement. There shall be one tuition reimbursement pay period by June 30. When the requests exceed that budget allocation, the per credit reimbursement shall be adjusted pro-rata, and documentation to that effect shall be provided to the Union Leadership. Any full-time Employee who has completed two (2) years of satisfactory service and who has been notified of reemployment for the succeeding year may apply for reimbursement of tuition cost incurred in a study of credit at an accredited college/university (North Central, NCATE or equivalent). Such reimbursement will be granted for a maximum of six (6) semester hours (or equivalent) per year.
- B. All courses must be preapproved for reimbursement by the Superintendent or his/her designee using the following guidelines.
 1. Reimbursement will be provided for approved programs that, in the opinion of the Superintendent or designee, lead to the enhancement of and/or improvement in the abilities of the Employee within the realm of employment or lead to an instructional position or licensure

in an education related field.

2. Reimbursement will be provided to the Employees who have paid a tuition fee at their own expense. No reimbursement shall be given for a course taken with the use of a tuition waiver.
3. Tuition will be reimbursed after the Finalization Form, official transcript and receipt showing proof of payment have been submitted to the Human Resources Administrator. A grade of "B" or better or a "pass", if a pass/fail course is offered, must be earned to qualify for tuition reimbursement.
4. Employees will receive tuition reimbursement of one hundred twenty-five dollars (\$125) per credit hour to a maximum of six (6) semester hours per year. Payment shall not exceed the actual cost per credit. In the event the total approved requests exceed the dollar limitation allocated, payments will be prorated on a per credit basis. The reimbursement rate is based upon the rate in effect at the time of pre-approval.
5. Employees on leave will not be eligible for tuition reimbursement. In addition, Employees who submit an irrevocable notice of retirement to the District will not be eligible for tuition reimbursement.
6. Video courses, online courses, travel courses and correspondence courses would be eligible for tuition reimbursement if taken from an accredited college/university, and if preapproved by the Superintendent or his/her designee.

C. An Employee who applies for tuition reimbursement must agree (in writing) to remain employed in the District for a minimum of one (1) complete school year after payment of such reimbursement. If through their choice, employment is terminated before completing one (1) full school year of service after each such reimbursement, they will repay the District for such professional reimbursement.

D. Reimbursement shall be calculated from each July 1 through the following June 30. There shall be one tuition reimbursement pay period. The pay period shall be not later than the week of the first school board meeting in June with the deadline for submitting Finalization Request Forms, official transcripts and receipts to the Assistant Superintendent of Human Resources by the preceding April 15. In the event Employees miss the first applicable deadline, they may submit the Finalization Request Form provided that all coursework submitted for reimbursement shall be submitted no later than twelve (12) months after the course completion.

E. The Initializing Request Form shall be completed and submitted to the Assistant Superintendent of Human Resources prior to the start of the course. A separate Initializing Request Form must be completed for each course submitted for approval. Initializing Request Forms submitted after the start of course will be denied. A copy will be returned to the Employee, and the original will be kept on file. When the course is completed, the Employee shall submit the Finalization Request Form, official transcript and the college/university receipt for payment of tuition to the Assistant Superintendent of Human Resources. Canceled checks or money order receipts will not be sufficient.

8.5 Traveling Employees

Employees traveling in personal vehicles for authorized District business shall be reimbursed at the per mile rate authorized by the IRS. Documentation of mileage must be submitted to the Business Office at the Administration Center on a District purchase requisition by June 1.

ARTICLE IX

LEAVE POLICIES

9.1 Sick Days

A. Sick days for full-time and part-time Employees will be granted at the rate of one day for each twelve (12) days contracted to work. These sick days will be granted on July 1st of each year for all Employees except those on unpaid leave, IMRF disability or Workers' Compensation who will be granted prorated sick days upon return to work. Sick days may be allowed in increments of one-half (1/2) days. Sick leave days can accumulate to two hundred forty (240) days. If the Employee notifies the Board during their last year of employment, and such Employee has accumulated at least two hundred forty (240) sick days as of the beginning of their final work year, the Employee can use up to a maximum of ten (10) sick days they have heretofore lost because of the two hundred forty (240) day cap for serious illness for themselves or immediate family

B. The District may require a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the teacher or employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the teacher's or employee's faith as a basis for pay during leave after an absence of three (3) days for personal illness or as the school board may deem necessary in other cases. A doctor's or practitioner's certificate may be required by the appropriate immediate supervisor or building administrator for any absence which exceeds three (3) consecutive days. Example: The Employee is absent Monday, Tuesday, Wednesday, and Thursday. The Employee may need a doctor's or practitioner's certificate when they come back on Friday.

Excessive use of Sick Days may result in the Employee being required to obtain a doctor's or practitioner's certificate. The District may question the propriety of using accumulated Sick Days beyond the number of sick days allotted each year provided the convalescence period is not usual and/or customary. Under these circumstances, both the Employee and the District shall each nominate a doctor; both said doctors shall agree upon and appoint a third independent doctor to rule upon the Employee's request that they be allowed to utilize their accumulated sick days for said convalescence period. All costs of said examination shall be borne by the District.

C. Sick days means personal illness, mental or behavioral health complications, injury, pregnancy, quarantine at home, serious illness or injury or death in the immediate family or household, or birth, adoption or placement for adoption. For purposes of sick days, immediate family is defined as the Employee's parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughter-in-law, son-in-law, legal guardians and a member of a civil union pursuant to 750 ILCS 75/10. Household used herein means any person who resides with the Employee.

D. For purposes of this Section, "adoption" and "placement for adoption" shall include only those activities reasonably related and appropriate to the process for adoption or placement for adoption, including

travel time where necessary.

E. Pay for unused sick days shall only be available for those days not used for creditable service with IMRF. The choice of being paid for unused sick days or reporting them to IMRF as service credit is at the Employee's discretion.

F. In the case of an Employee transferring or being hired from another bargaining unit within the District, all accumulated sick and personal days shall be retained from the original District Seniority Hire Date.

9.2 Personal Days

A. Each school year, personal days with pay and without deduction from sick days, shall be granted for each full-time and part-time Employee on the basis of one (1) day for each sixty (60) days of contracted time. "Personal Days", as used in this section, may be taken for one of the following reasons:

1. Doctor or dentist appointment that cannot be scheduled at any other time;
2. Closing a home mortgage;
3. Attorney appointments, tax audits, court hearings that cannot be set except during school hours;
4. An emergency or business over which the Employee has no control and requires their immediate attention.
5. Funerals other than for family (covered in 9.1.C).

B. Notice of a personal day shall be given by the Employee five (5) days in advance, whenever possible, by entering such absence into the automated attendance system. If the day was for an emergency and the Employee was not able to enter the absence in advance, they shall contact the immediate supervisor and the building's automated attendance systems' operator. The Employee shall not be required to give explanation of the reason for the day, but, by applying for a personal day, the Employee guarantees the personal day is to be taken for the specific reason as listed above.

C. When administratively feasible, a personal day may be allowed for a period of less than a full work day.

D. Unused personal day(s) will be credited to cumulative sick day(s).

E. If a personal day is used in conjunction with sick days and the Employee's absence exceeds three (3) consecutive days, they may be required to provide a doctor's or practitioner's certificate.

9.3 Medical Leave

A. A leave of absence for physical incapacity, excluding child birth or for the adoption of a child, may be granted by the Board upon recommendation of the Human Resources Administrator. This medical leave is inclusive of time utilized under the Family and Medical Leave Act (FMLA) and can be with or without pay depending on accumulated sick days. A written request, accompanied by a statement completed by the attending physician, will be submitted as early as possible. If an Employee needs to extend a medical leave beyond the twelve (12) weeks permitted under the FMLA, they must notify the Assistant Superintendent for Human Resources or Designee in writing at least thirty (30) days prior to the date the medical leave is set to end. The written notification must include a physician's statement. An extension of a medical leave may be granted by the Board upon recommendation of the Assistant Superintendent for Human Resources or Designee

for not more than twelve (12) months from the date the medical leave first began.

B. An Employee granted leave of absences without pay under this provision shall not accrue seniority or advance on the salary schedule while on such leave.

C. Upon return from a granted medical leave, an Employee shall be entitled to the same position as they held at the time they went on leave or if their position is not available to a comparable position.

D. Employees shall notify the Assistant Superintendent for Human Resources or Designee of their decision to return to or terminate their position at least sixty (60) calendar days before their leave is to officially end. Prior to reinstatement, the Employee returning from a medical leave must provide the District with a written statement from their attending physician certifying satisfactory health and physical condition which warrants a return to normal and customary duties.

E. An Employee may continue fringe benefits during unpaid medical leave by paying the Employee portion of premiums except for Board health insurance payments to which an Employee may be entitled pursuant to the FMLA.

9.4 Parental Leave of Absence

A. Child Birth:

An Employee may be granted a medical leave of absence for the birth or adoption of a child under the District's FMLA policy and this leave can be with or without pay depending on accumulated sick days. A written request, accompanied by a statement from the attending physician, must be submitted in compliance with the FMLA and School Code, 105 ILCS 5/24-6, as amended.

B. Additional Paid Leave for Birth of Child:

A full time Employee may request a paid leave because of the birth of a child absent medical certification pursuant to the School Code, 105 ILCS 5/24-6, as amended.

C. Additional Paid Leave for Adoption, Placement for Adoption, or the Acceptance of a Child in Need of Foster Care:

Upon providing evidence that a formal adoption or foster care process has begun, a full time Employee may request a paid leave pursuant to the School Code 105 ILCS 5/24-6, as amended.

D. Non-paid leave for childbirth, adoption, or placement for adoption, or the Acceptance of a Child in Need of Foster Care:

A leave of absence without pay for the birth or adoption of a child, placement for adoption, or the acceptance of a child in need of foster care may be granted by the Board upon recommendation of the Assistant Superintendent for Human Resources or Designee for a maximum of twelve (12) months from the birth/adoption/placement of the child. A written request for such leave should be made to the Assistant Superintendent for Human Resources or Designee at least thirty (30) days prior to the original FMLA leave expiring or from notification of the foster care placement. If the parental leave will extend into the next school year, notice must be given by April 1st. An Employee granted a parental leave of absences without pay under this provision shall not accrue seniority or advance on the salary schedule while on such leave. Upon return

from a granted parental leave, an Employee shall be entitled to the same position as they held at the time they went on leave, or if their position is not available, to a comparable position.

E. The Employee may continue fringe benefits during unpaid leave by paying the Employee portion of premiums except for Board health insurance payments to which an Employee may be entitled pursuant to the FMLA.

F. An Employee granted a parental leave of absences without pay under this provision shall not accrue seniority or advance on the salary schedule while on such leave.

9.5 Civic Duty Leave and Military Leave

A. In accordance with Board Policy 5:80, an Employee shall be paid their regular salary for the period of any absences for which they are serving jury duty provided they reimburse the Business Office for the amount of jury duty pay. Said absences will not be deducted from an Employee's accumulated sick/personal day.

B. Employees shall be entitled to all military leave and family military leave benefits in accordance with state and federal law.

9.6 Non-medical Leave of Absence

A. A leave of absence without pay for educational, travel or political activities may be granted by the Board and/or its designee upon recommendation of the Superintendent or his/her designee for not more than twelve (12) months. A written request for such leave must be made to the Human Resources Department Administrator at least sixty (60) days prior to the start of the unpaid nonmedical leave, unless an emergency, in which case, request will be made in writing as soon as possible.

B. An Employee granted leave under this provision shall, upon return, be entitled to the same job held at the time the leave commenced or to a comparable position.

C. The Employee may continue fringe benefits during unpaid leave by paying the Employee portion of the premiums.

9.7 Bereavement Leave

A. Every Employee will be granted four (4) paid bereavement leave days each year. These days are non-cumulative and may be used for a death in the immediate family as defined under Section 9.2. Any additional bereavement leave an Employee is entitled to may be used in accordance with Board policy.

9.8 Worker's Compensation

Workers Compensation information is available in each building or by contacting the Human Resources Department.

9.9 Sick Leave Bank

During the lifetime of this agreement, the Union may design and administer a sick day bank that is governed by policies and procedures developed by the Union in consultation with the District. Such policies and procedures are subject to the approval of the District.

1. When established, the Union will publish these policies and procedures on its website or otherwise ensure that all bargaining unit members have access to them.
2. The Union shall be the sole and exclusive decision-maker and arbiter over Employee use of the sick day bank once an Employee is deemed as eligible.
3. The Union shall defend and indemnify the District and its elected officials, administrators, Employees, and agents from and against any and all grievances, charges, claims, lawsuits, judgments, attorneys' fees, costs, expenses, or other forms of liability or losses directly or indirectly resulting from, by reason of or connected with, any District action arising out of this Section.

ARTICLE X

HOLIDAYS AND NON-WORKDAYS

10.1 Holidays

A. If any of the below federal/state holidays are days in which schools are closed, Office Personnel will be given the days off without pay.

Executive Office Personnel	Professional Office Personnel 210 or greater	Professional Office Personnel less than 200
<ul style="list-style-type: none"> ● Independence Day ● Martin Luther King Day ● Labor Day ● Presidents' Day ● Indigenous People's Day ● Pulaski Day ● Veterans' Day ● New Year's Eve Day ● Memorial Day ● Election Day ● Day After Thanksgiving 	<ul style="list-style-type: none"> ● Independence Day ● Martin Luther King Day ● Labor Day ● Presidents' Day ● Indigenous People's Day ● Pulaski Day ● Veterans' Day ● New Year's Eve Day ● Memorial Day ● Election Day ● Day After Thanksgiving 	<ul style="list-style-type: none"> ● Martin Luther King Day ● Labor Day ● Presidents' Day ● Indigenous People's Day ● Pulaski Day ● Veterans' Day ● New Year's Eve Day ● Memorial Day ● Election Day ● Day After Thanksgiving

B. All Employees will be given the following holidays off with pay. If the holidays fall on a weekend, the District shall designate an alternative day off with pay.

Executive Office Personnel	Professional Office Personnel 210 or greater	Professional Office Personnel less than 210
<ul style="list-style-type: none"> ● Thanksgiving Day ● Christmas Eve ● Christmas Day ● New Year's Day ● Juneteenth* 	<ul style="list-style-type: none"> ● Thanksgiving Day ● Christmas Eve ● Christmas Day ● New Year's Day ● Juneteenth* 	<ul style="list-style-type: none"> ● Thanksgiving Day ● Christmas Eve ● Christmas Day ● New Year's Day

*In accordance with 105 ILCS 5/24-2 as amended, if Juneteenth falls on a weekend, schools may be closed in observance, and Employees will have the day off with no pay. If Juneteenth falls on a weekday, schools will be closed for the holiday, and designated Office Personnel will receive a paid holiday.

Should the state or federal government repeal the Act proclaiming any of these days as legal school holidays, the AFT and District agree to modify and/or rescind this language.

10.2 Religious Holidays or Observance Leaves

Employees may be granted up to three (3) leave days annually without loss of salary or deduction from other leave days for required observance of a recognized religious denomination based on the official observance date, when such observance is not possible outside the working hours. The Human Resources Administrator shall be notified by application form five (5) days prior to the anticipated religious holiday or observance leave. The Human Resources Administrator may request reasonable documentation in support of the request if necessary. If the request is outside of the official observance day, the Employee may use one of their paid leave days, if available, or an unpaid day. (Appendix H Religious Holiday Form)

10.3 Emergency Closings and Late Starts

- A. When a school or building(s) must be closed for emergency reasons (ie: flood, fire, etc.), the Employees at that location are excused for that day as per District guidelines. If excused, Employees of that building will be entitled to the day off with pay. If not excused, Employees will be paid at one and one half (1 ½) their computed hourly rate for the time worked at a designated site.
- B. In the event the District is closed for an Emergency Day (ie: snow day), Employees are required to work on the day that the District identifies as the make up day.
- C. Closings in which the District reverts to an e-Learning Day are not considered Emergency Days, and therefore Office Personnel will be required to work remotely or utilize a non-work day.
- D. In no case should the Employees be required to be in the building alone and/or have sole responsibility for its security.
- E. A “Delayed Start” may be called by the District in lieu of canceling school in the event of inclement weather when conditions permit for safe student and staff transit with the passage of additional time.
 - 1. The Delayed Start would provide for a two hour delay to the start of the school day at the early childhood, elementary, middle, and high school levels, as well as the STEP campus.
 - 2. The Delayed Start would not be utilized on designated Early Release Days.
 - 3. In the event that an Office Personnel employee is not able to travel safely to work despite the delayed start, a personal day must be entered into the attendance management system one hour prior to the regular start time.
 - 4. Office Personnel will receive a 30 minute lunch. No additional breaks will be afforded unless working a full contractual day.
 - 5. Office Personnel employees required arrival time will be two hours later than their regular contractual start time.

10.4 Non-Workdays

Prior to the 2023-2024 school year, a committee consisting of administrative representatives as designated by the Superintendent, and Union representatives as designated by the Union Leadership, will be convened to review the development of standard work calendars, which will identify work days and non-work days according to the classifications and/or positions, which includes the potential for increasing or decreasing these days.

Non-workdays may not be utilized on student attendance days. Except for Professional Office Personnel working on a 186-day calendar, non-work days for school Office Personnel may not be utilized during the last week of school and the week immediately afterward, nor the first week of school and the two weeks immediately preceding the first day of school. All Office Personnel will enter their non-workdays for the year into the District attendance system by July 7 of each year.

ARTICLE XI

INSURANCE

11.1 Flu Shots

Each school year, the Board and/or its designee will provide flu shots to all Employees. Participation by the Employees in this program shall be optional.

11.2 Group Health Insurance

A. Premiums - The Board will provide a Health Plan covering the negotiated benefits in the plan document.

1. Full-time Employees **hired before July 1, 1996**, shall be entitled to receive group health coverage only upon the payment of an agreed contribution. The annual contribution for single coverage will be \$360; the annual premium for family coverage will be \$600.

2. Full-time Employees hired between **July 1, 1996 and June 30, 2012** shall be entitled to receive group health coverage only upon the payment of an agreed contribution. The annual contribution shall be as follows: The annual contribution for single coverage shall be 8% of the annual premium for single coverage.

The annual contribution for family coverage shall be 16% of the annual premium for family coverage.

3. Full-time Employees **hired on or after July 1, 2012**, shall be entitled to receive group health coverage only upon the payment of an annual premium. The annual premium will be 20% of the annual premium of single or family coverage.

B. Guidelines

1. All Employees will be subject to a working spouse eligibility provision within their Health/Vision Plan. If a spouse is eligible for health insurance through their employer, that spouse will be ineligible for the Valley View's Health/Vision Plan. An updated Summary of Benefits and Coverage (SBC) for the Health Plan reflecting any negotiated change(s) shall be provided by the District to all eligible Employees within 60 days of said changes.

2. The District will provide for one coverage per family in the event that more than one family member works in the District.

3. All full-time Employees participating in the health plan will be provided prescription drug coverage and vision coverage. The Prescription Drug Program and the Vision Program will be in accordance with the benefits and eligibility provisions included in the health plan document.

4. Upon termination of employment of an Employee, the District will stop coverage for said Employee at the end of the month of termination of employment. (Example: If an Employee resigns on Nov. 10, his/her coverage will stop on Nov. 30).

5. Upon the death of the Employee, the District shall continue his/her dependency coverage for at least ninety (90) calendar days after his/her death.

6. Benefits will be provided in accordance with The Health Plan Document.

11.3 Dental Insurance

A. The Valley View School District shall provide dental plan coverage to full-time Employees in accordance with the benefits listed in Plan Document.

B. Dental coverage shall be optional and at the discretion of the Employee. The Board assumes no responsibility for payment of premiums for Employee or dependent coverage, and each Employee who elects dental coverage shall be fully responsible for payment of premiums. The Board will allow dental insurance costs to be payroll deducted over the number of paychecks an Employee receives.

C. There shall be three categories available to those Employees electing dental coverage: Single (Employee only) at an annual premium of \$65, Employee +1 dependent (for Employees who have only one eligible dependent) at an annual premium of \$250, and Family Coverage (Employee +2 or more dependents) at an annual premium of \$500.

11.4 Disability Insurance

The District shall provide disability insurance for full-time Employees in accordance with the negotiated Plan #002D. Up-to-date booklets describing the disability coverage will be provided and distributed to the Employees no later than ninety (90) days from the date of said change.

11.5 Group Life Insurance

Group life insurance will be provided by the Board and/or its designee for all full-time Employees while they are employed by the District. This policy shall be in the amount of thirty thousand dollars (\$30,000), double indemnity per Employee. Permanently assigned part-time Employees who are scheduled to work fifteen (15) hours per week or more may participate in the District's group life insurance plan provided they pay the premiums themselves. Life insurance premiums for the summer will be deducted from the last paycheck of the school year.

11.6 Flex Benefits

Each full-time Employee will be provided the opportunity to purchase a Pre-Tax Premium and Reimbursement Account Plan

ARTICLE XII

RETIREMENT

12.1 Unused Sick Days

Upon retiring from the District, in accordance with the regulations of the appropriate provisions of the Illinois Municipal Retirement Fund (IMRF) Act, full-time Employees shall receive twenty-nine dollars (\$29.00) for each unused sick day accumulated to two hundred forty (240) days. Similarly, part-time Employees who work at least four (4) hours per day but less than six (6) hours per day shall receive fourteen dollars (\$14.00) for each unused sick leave day accumulated to two hundred forty (240) days. Part-time Employees who work at least six (6) hours per day but less than full-time shall receive twenty-one (\$21.00) for each unused sick leave day accumulated to two hundred forty (240) days.

Pay for unused sick leave days shall only be available for those days not used for creditable service with IMRF.

12.2 Insurance

Employees retiring from the Valley View Schools and immediately drawing Illinois Municipal Retirement Fund pension benefits, will be allowed to enroll in the District provided hospitalization insurance coverage (as provided for under COBRA).

The retiree will be responsible for the full amount of the premium applicable to the particular coverage, except that District 365U will contribute up to three thousand dollars (\$3,000) per year for up to five (5) years for the Employee's health/dental insurance.

The retiree will have the option of electing for the premium to be credited on their behalf towards the District Health/Dental insurance cost or receive the lump sum payment as taxable income.

If the cost rises above an annual premium of three thousand dollars (\$3,000) the Employee will be required to pay the difference to the District.

If the District's premium is less than the monthly benefit, the excess will be forfeited.

At the end of the five (5) years, the Employee may elect to continue coverage by assuming the retiree cost of the insurance at the retiree health insurance premium at that time.

Should the Employee elect to drop insurance coverage either upon retirement or at some later date, coverage may not thereafter be reinstated.

12.3 Retirement Guidelines

The Early Retirement incentive set forth below will be offered to Employees every year during the

length of the contract. Requests to take advantage of the Early Retirement incentive must be submitted, in writing, to the Assistant Superintendent for Human Resources or designee by the first Board meeting in January prior to the 3rd, 2nd or 1st year of retirement.

To qualify for this retirement incentive, the Employee must:

- 1) Have reached the age of 55,
- 2) Have at least eight years of full time service with the District,
- 3) Must qualify for an applicable IMRF retirement annuity under their designated IMRF Tier, and
- 4) Have not received retirement benefits from the District previously as a Certified Staff.

A. For those Employees who qualify and give the Board an irrevocable written notice of retirement by the first Board meeting in January three (3) years prior to the year of retirement, the Board and/or its designee shall pay them a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of their remaining three (3) years of service, less compensation for any services not rendered.

B. If an Employee gives the Board and/or its designee an irrevocable written notice of retirement by the first Board meeting in January two (2) years prior to the year of retirement, the Board and/or its designee shall pay them a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for each of their remaining two (2) years of service, less compensation for any services not rendered.

C. If an Employee gives the Board and/or its designee an irrevocable written notice of retirement by the first Board meeting in January one (1) year prior to the year of retirement, the Board and/or its designee shall pay them a 6% retirement incentive, inclusive of all other increases in IMRF creditable compensation, for their remaining one (1) year of service, less compensation for services not rendered.

1. Once an Employee submits an irrevocable written notice of retirement before the first Board meeting in January as provided above, the Employee's salary shall be adjusted to reflect the six percent (6%) maximum. All calculations for increased IMRF creditable earnings will be based on the IMRF creditable earnings in the year prior to the submission of the irrevocable written notice of retirement, less compensation for services not rendered. Once the Employee submits an irrevocable written notice of retirement, in no case will the Employee's IMRF creditable earnings increase exceed six (6%) of the previous year.

2. If, after submitting an irrevocable written notice of retirement before the first Board meeting in January provided above, the Employee resigns from or is dismissed from duties for which the Employee was paid a stipend or additional compensation in the previous year, the retirement incentive for that Employee will be recalculated accordingly.

D. Those Employees who qualify for the retirement benefits shall be paid a severance payment of one thousand five hundred dollars (\$1,500) for each year of written advance notice of retirement given to the Board and/or its designee up to a maximum of three (3) years or four thousand five hundred dollars (\$4,500).

This severance payment shall be paid as a post-retirement severance payment within sixty (60) days after the Employee's last day of IMRF creditable service or the Employee's receipt of his/her last regular paycheck, whichever occurs later. The Employee shall have no actual or constructive right to the receipt of this payment until such time. Withholdings required by law or authorized by the Employee shall be deducted from this payment.

E. The Employee must have submitted a signed promissory note wherein the retiring Employee promises to pay back the difference between the total salary enhancements received under this plan and the actual salary the retiring Employee would have received in accordance with the language of the collective bargaining agreement if a change in the Employee's retirement date results in any IMRF penalty to the District.

ARTICLE XIII GRIEVANCE PROCEDURE

13.1 General Information

A. Grievance - Definition:

A grievance shall mean a complaint that contends

1. that there has been a violation, misinterpretation or misapplication of any provision of this Agreement; or
2. that an Employee has been treated unfairly or inequitably by reason of any act or condition which is contrary to

B. Grievance - Purpose

The primary purpose of these procedures is to secure an equitable solution to the problem of all parties involved at the lowest level.

C. Grievance Parties

1. The following individuals have the right to present a grievance and not be subject to reprisal because of it:

- a. The Union on behalf of an Employee;
- b. The Union on behalf of a group of Employees;
- c. The Union on behalf of the membership as a whole; or
- d. An Employee or group of Employees on their own behalf.

D. Grievance - Principles:

1. If the time periods specified herein are not adhered to, said grievance is void. It is agreed that all grievance timelines will be waived while school is out of session during the Thanksgiving break, winter break, spring break and summer. Employees wishing to file a grievance during the Thanksgiving break, winter break, spring break, and summer months will not be denied the right to file that grievance once timelines resume when school is back in session.
2. Unless mutually agreed upon by the Union and District, this applies to those Employees who work during the summer months.
3. Discussions shall be confidential during the procedural stages of grievance. No recordings will be made at any step of the procedure prior to arbitration, or at any other meetings of the Employee and District or Building Administrator, unless there has been prior written agreement between the Union and the District Administration.
4. Any Employee who is formally reprimanded, disciplined, or discharged shall have the right of grievance and will be given the option of waiving their right to Union representation.
5. The Union has the right to withdraw from any grievance at any level without establishing precedent. This decision shall be communicated in writing to all appropriate parties.

6. Through mutual agreement, any step of the grievance procedure may be bypassed, and the grievance brought directly to the next step.

7. Through mutual agreement, time limits may be extended at any step.

8. A District or Building Administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the step.

9. An Employee's failure to file their grievance, at the various steps, within the time periods shall be deemed a waiver of their right to carry their grievance to the next step.

13.2 Procedures

Grievant must file within ten (10) calendar days after the Employee becomes aware of an alleged violation which provides the basis for the grievance with the Union or designee. Written notification of intent to grieve must be filed with the Superintendent of their Designee within twenty (20) calendar days after the Employee becomes aware of an alleged violation which provides the basis for the grievance.

A. Step One

A grievance must be brought to Step One within ten (10) calendar days after the Employee has filed said written notification of intent to grieve with the Superintendent or their Designee to meet the Administrator against whom the grievance will be filed with the object of resolving the matter informally. The Employee shall notify the Administrator of the basis of the potential grievance. Both parties shall initial a statement that this meeting was held and the resolution if any. If the grievant desires, a Union Representative shall be present at this step to facilitate the discussion. If the Administrator, against whom the grievance may be filed, wants another Administrator to be present at this step, another Administrator may be present if a Union Representative is present.

B. Step Two

If the grievance is not satisfactorily resolved in Step One, a meeting shall be held within ten (10) calendar days of the meeting described in Step One. A request for the meeting shall be made in writing by the Union or the grievant to the appropriate District or Building Administrator and the basis of the grievance shall be specifically stated on the grievance form.

A copy of said form can be found in Exhibit **G** of this Agreement. Present at this meeting shall be: the grievant, the Administrator against whom the grievance has been filed, a designee of the Administrator if they so desire, and the Union.

Within ten (10) calendar days of the Step Two meeting, the Administrator against whom the grievance has been filed shall communicate their decision in writing with the supporting reasons to the participants at the Step Two meeting.

C. Step Three

In the event the matter is not resolved in Step Two, within ten (10) calendar days of the Step Two meeting, the Union or the grievant may file a written appeal to the Superintendent or their designee.

A meeting with the object of resolving the matter shall be held within ten (10) calendar days after receipt of this appeal letter by the Superintendent or designee.

Present at this meeting shall be the Superintendent or their designee, the Administrator against whom the grievance has been filed and their immediate supervisor, the grievant, and the Union representative, if a Waiver has not been filed,

Within ten (10) calendar days of the meeting in Step Three, the Superintendent and/or their designee, shall communicate their decision, in writing, together with the supporting reason to the participants at the Step Three meeting and to the Union President.

D. Step Four

Within ten (10) calendar days after receiving the decision of the Superintendent or their designee, the Union or the grievant may file an appeal to the Board. This appeal shall be in writing and shall be accompanied by a copy of the written grievance form, the Step Two decision, and the Step Three decision.

Within ten (10) calendar days following receipt of the written appeal, the Board shall meet on the matter. Those entitled to be present and participate at this meeting shall be the entire Board, the counsel for the Board, the Superintendent or their designee, the grievant, the Union representatives, counsel for the Union, the Union President, and the Administrators named in the grievance.

Within ten (10) calendar days after the meeting on the appeal, the Board shall communicate its decision, in writing, together with supporting reasons to the participants at the meeting at Step Four.

13.3 Impasse Provisions

A. If a decision is made to take a case to impasse, a letter specifying this intent shall be filed with the Board within ten (10) calendar days of the receipt of the Board's Step Four decision.

B. Within ten (10) calendar days of the receipt of this letter of intent, the Board and the Union shall request arbitration from the Federal Mediation and Conciliation Service ("FMCS"). The selection of the arbitrator shall follow the standard operating procedures set forth by the FMCS.

C. The FMCS will be asked to make an administrative appointment, binding on both parties if the Board and the Union cannot agree on an arbitrator within ten (10) calendar days after the original proposed list of arbitrators is received.

D. The arbitrator shall issue their decision, in writing, to all parties involved in the arbitration.

E. The arbitrator, in their opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. Their authority will be strictly limited to deciding only the issue presented to them in writing by the Board and the Union, and their decision must be based solely upon their interpretation of the meaning of application of the express relevant language of this Agreement.

F. The decision of the arbitrator, if made in accordance with their jurisdiction and authority under this Agreement, will be accepted as final by the parties and all shall abide by it.

G. Expenses for the arbitrator's services, and the expenses which are common to both parties to the arbitration, shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

ARTICLE XIV SALARY PROVISIONS

14.1 Salary and Longevity Schedules

The salary and longevity schedules for Office Personnel are located in Appendix (A).

14.2 Placement of New Employees

A new Employee will be placed on the salary schedule of the proper classification. Employees new to the District who have prior past equivalent experience may receive credit for their prior full-time equivalency for up to five (5) full years and will be placed on the appropriate step. The District reserves the right to recognize additional equivalent experience upon consultation with Union Leadership. This provision will not be applied retroactively to those currently employed.

Any Employee hired after April 15th will remain on their current step for the following school year. If an Employee transfers to a higher level after April 15th, that Employee will be placed at the appropriate level and step for the remainder of said year and will proceed to the next step at the beginning of the next school year.

The Assistant Superintendent for Human Resources will notify the Union prior to any job position changes.

14.3 Pay Periods

1. The salary for an Employee shall begin at the time they report for duty and shall be paid on the 15th of every month and the last day of every month during the length of their contract or work year. If the 15th or final day of the month falls on a holiday/Saturday/Sunday, payday will occur on the work day immediately preceding the holiday/Saturday/Sunday. All Employees are encouraged to participate in Direct Deposit. Pay stubs are available via Employee Portal.

2. In no case shall the first payday of any school term be later than August 31st of any given year for Office Personnel. All Employees will receive their annual salary in twenty-four (24) pays. When applicable, Employees may exercise the further option of receiving the balance of their final pays prior to the last pay in June, provided that notification of change is received by the Payroll Office at least two weeks prior to their first paycheck.

14.4 Additional Payroll Deductions

Employees may make arrangements with the Business office, for making credit union deposits or for tax sheltered annuities.

14.5 Dock Days

Dock days will be considered and may be granted only with the recommendation of the immediate

supervisor and approval of the Assistant Superintendent of Human Resources or Designee.

Sick leave and personal leave will not accrue for the period of the dock days.

ARTICLE XV
EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives

Dated this day of _____

FOR THE BOARD OF EDUCATION OF VALLEY VIEW COMMUNITY UNIT SCHOOL DISTRICT
365U

President

Secretary

FOR THE VALLEY VIEW OFFICE PERSONNEL COUNCIL, AFT/IFT Local 604, AFL-CIO

President

Vice-President

APPENDIX A
Office Personnel Hourly Rate Schedule
Schedule A – Applies to staff hired prior to July 1, 2013

Notes:

Schedule closed to all new Employees hired after June 30, 2013

APPENDIX B
Office Personnel Hourly Rate Schedule
Schedule B – Applies to staff hired on or after July 1, 2013

APPENDIX C
Office Personnel
Longevity Payment Schedule

Notes:

*Longevity begins in Year 5 and will be paid as creditable earnings over 26 pay periods:

*Professionals hired after June 30th, 2013, and work less than full time will receive a prorated longevity stipend.

*Longevity amount equals the days worked times the hours worked times the applicable rate above. **Example:** 17 year Executive equals 228 days times 8 hours times \$.82 totaling \$1,496.00

*Years on longevity may not equal lines on salary schedule

APPENDIX A
Office Personnel Hourly Rate Schedule
Schedule **A**
Staff hired prior to July 1, 2013

2022-2023		
Line	Executive	Professional
	\$	\$
1	\$26.00	\$20.96
2	\$26.53	\$21.39
3	\$27.06	\$21.81
4	\$27.66	\$22.29
5	\$27.94	\$22.85
6	\$28.24	\$22.98
7	\$28.83	\$23.10
8	\$28.95	\$23.27
9	\$29.03	\$23.44
10	\$29.12	\$23.57
11	\$29.21	\$23.71
12	\$29.29	\$23.85
13	\$29.42	\$24.01
14	\$29.49	\$24.17
15	\$29.62	\$24.35
16	\$29.72	\$24.53
17	\$29.84	\$24.70
18	\$29.95	\$24.90
19	\$30.05	\$25.06
20	\$30.14	\$25.28
21	\$30.29	\$25.49
22	\$30.41	\$25.68
23	\$30.50	\$25.88
24	\$30.67	\$26.09
25	\$30.79	\$26.22

APPENDIX B
Office Personnel Hourly Rate Schedule
Schedule **B**
Staff hired on or after July 1, 2013

2022-2023		
Line	Executive	Professional
	\$	\$
1	\$19.98	\$16.56
2	\$20.90	\$16.90
3	\$21.32	\$17.20
4	\$21.79	\$17.58
5	\$22.51	\$17.92
6	\$23.24	\$18.18
7	\$23.99	\$18.44
8	\$24.23	\$18.63
9	\$24.59	\$18.97
10	\$24.93	\$19.52
11	\$25.28	\$20.07
12	\$25.62	\$20.36
13	\$25.97	\$20.71
14	\$26.32	\$21.07
15	\$26.67	\$21.41
16	\$27.01	\$21.76
17	\$27.36	\$22.11
18	\$27.70	\$22.46
19	\$28.06	\$22.82
20	\$28.40	\$23.17

APPENDIX C
Office Personnel
Longevity Payment Schedule

2022-2023		
Year	Executive	Professional
5 thru 9	\$0.21	\$0.21
10	\$0.30	\$0.29
11	\$0.35	\$0.35
12	\$0.42	\$0.41
13	\$0.47	\$0.48
14	\$0.54	\$0.54
15	\$0.62	\$0.63
16	\$0.73	\$0.74
17	\$0.82	\$0.83
18	\$0.93	\$0.92
19	\$1.02	\$1.03
20	\$1.10	\$1.10
21+	\$1.21	\$1.23

APPENDIX A
Office Personnel Hourly Rate Schedule
Schedule **A**
Staff hired prior to July 1, 2013

2023-2024		
Line	Executive	Professional
	\$	\$
1	\$26.75	\$21.57
2	\$27.30	\$22.01
3	\$27.86	\$22.46
4	\$28.41	\$22.90
5	\$29.04	\$23.41
6	\$29.34	\$23.99
7	\$29.65	\$24.12
8	\$30.27	\$24.26
9	\$30.40	\$24.43
10	\$30.48	\$24.61
11	\$30.58	\$24.74
12	\$30.67	\$24.90
13	\$30.76	\$25.04
14	\$30.89	\$25.21
15	\$30.97	\$25.37
16	\$31.10	\$25.57
17	\$31.21	\$25.76
18	\$31.33	\$25.94
19	\$31.45	\$26.15
20	\$31.55	\$26.31
21	\$31.65	\$26.55
22	\$31.81	\$26.77
23	\$31.93	\$26.97
24	\$32.03	\$27.18
25	\$32.20	\$27.40

APPENDIX B
Office Personnel Hourly Rate Schedule
Schedule **B**
Staff hired on or after July 1, 2013

2023-2024		
Line	Executive	Professional
	\$	\$
1	\$20.85	\$17.25
2	\$21.28	\$17.61
3	\$22.23	\$17.97
4	\$22.67	\$18.29
5	\$23.17	\$18.70
6	\$23.91	\$19.06
7	\$24.65	\$19.32
8	\$25.43	\$19.60
9	\$25.68	\$19.79
10	\$26.04	\$20.14
11	\$26.39	\$20.69
12	\$26.74	\$21.26
13	\$27.09	\$21.55
14	\$27.44	\$21.91
15	\$27.80	\$22.27
16	\$28.15	\$22.63
17	\$28.50	\$22.99
18	\$28.85	\$23.35
19	\$29.20	\$23.71
20	\$29.56	\$24.07

APPENDIX C
Office Personnel
Longevity Payment Schedule

2023-2024		
Year	Executive	Professional
5 thru 9	\$0.21	\$0.21
10	\$0.30	\$0.29
11	\$0.35	\$0.35
12	\$0.42	\$0.41
13	\$0.47	\$0.48
14	\$0.54	\$0.54
15	\$0.62	\$0.63
16	\$0.73	\$0.74
17	\$0.82	\$0.83
18	\$0.93	\$0.92
19	\$1.02	\$1.03
20	\$1.10	\$1.10
21+	\$1.21	\$1.23

APPENDIX A
Office Personnel Hourly Rate Schedule
Schedule A
Staff hired prior to July 1, 2013

2024-2025		
Line	Executive	Professional
	\$	\$
1	\$27.26	\$21.98
2	\$27.82	\$22.43
3	\$28.39	\$22.89
4	\$28.97	\$23.35
5	\$29.55	\$23.81
6	\$30.20	\$24.34
7	\$30.51	\$24.95
8	\$30.84	\$25.09
9	\$31.48	\$25.23
10	\$31.62	\$25.41
11	\$31.70	\$25.60
12	\$31.80	\$25.73
13	\$31.89	\$25.89
14	\$31.99	\$26.04
15	\$32.12	\$26.22
16	\$32.20	\$26.39
17	\$32.34	\$26.60
18	\$32.46	\$26.79
19	\$32.58	\$26.97
20	\$32.71	\$27.19
21	\$32.81	\$27.37
22	\$32.92	\$27.61
23	\$33.08	\$27.84
24	\$33.20	\$28.04
25	\$33.31	\$28.26

APPENDIX B
Office Personnel Hourly Rate Schedule
Schedule B
Staff hired on or after July 1, 2013

2024-2025		
Line	Executive	Professional
	\$	\$
1	\$21.48	\$17.32
2	\$21.92	\$18.12
3	\$22.37	\$18.49
4	\$23.34	\$18.86
5	\$23.81	\$19.20
6	\$24.33	\$19.63
7	\$25.08	\$20.02
8	\$25.84	\$20.29
9	\$26.64	\$20.57
10	\$26.90	\$20.77
11	\$27.26	\$21.13
12	\$27.61	\$21.68
13	\$27.96	\$22.25
14	\$28.32	\$22.55
15	\$28.67	\$22.92
16	\$29.03	\$23.29
17	\$29.39	\$23.66
18	\$29.75	\$24.02
19	\$30.10	\$24.38
20	\$30.46	\$24.75

APPENDIX C
Office Personnel
Longevity Payment Schedule

2024-2025		
Year	Executive	Professional
5 thru 9	\$0.21	\$0.21
10	\$0.30	\$0.29
11	\$0.35	\$0.35
12	\$0.42	\$0.41
13	\$0.47	\$0.48
14	\$0.54	\$0.54
15	\$0.62	\$0.63
16	\$0.73	\$0.74
17	\$0.82	\$0.83
18	\$0.93	\$0.92
19	\$1.02	\$1.03
20	\$1.10	\$1.10
21+	\$1.21	\$1.23

Schedule A
Staff hired prior to July 1, 2013

2025-2026		
Line	Executive	Professional
	\$	\$
1	\$27.85	\$22.46
2	\$28.42	\$22.92
3	\$29.00	\$23.39
4	\$29.60	\$23.86
5	\$30.21	\$24.35
6	\$30.81	\$24.83
7	\$31.49	\$25.38
8	\$31.81	\$26.01
9	\$32.15	\$26.16
10	\$32.82	\$26.30
11	\$32.96	\$26.49
12	\$33.05	\$26.68
13	\$33.15	\$26.83
14	\$33.25	\$26.99
15	\$33.35	\$27.15
16	\$33.49	\$27.33
17	\$33.57	\$27.51
18	\$33.72	\$27.73
19	\$33.84	\$27.93
20	\$33.97	\$28.12
21	\$34.10	\$28.35
22	\$34.21	\$28.53
23	\$34.32	\$28.78
24	\$34.48	\$29.02
25	\$34.62	\$28.33

Schedule B
Staff hired on or after July 1, 2013

2025-2026		
Line	Executive	Professional
	\$	\$
1	\$22.19	\$17.87
2	\$22.64	\$18.26
3	\$23.10	\$19.07
4	\$23.58	\$19.46
5	\$24.58	\$19.86
6	\$25.07	\$20.22
7	\$25.62	\$20.67
8	\$26.38	\$21.08
9	\$27.15	\$21.36
10	\$27.98	\$21.64
11	\$28.24	\$21.85
12	\$28.61	\$22.21
13	\$28.96	\$22.78
14	\$29.32	\$23.35
15	\$29.68	\$23.66
16	\$30.04	\$24.03
17	\$30.40	\$24.41
18	\$30.77	\$24.79
19	\$31.13	\$25.16
20	\$31.49	\$25.53

Longevity Payment Schedule

2025-2026		
Year	Executive	Professional
5 thru 9	\$0.21	\$0.21
10	\$0.30	\$0.29
11	\$0.35	\$0.35
12	\$0.42	\$0.41
13	\$0.47	\$0.48
14	\$0.54	\$0.54
15	\$0.62	\$0.63
16	\$0.73	\$0.74
17	\$0.82	\$0.83
18	\$0.93	\$0.92
19	\$1.02	\$1.03
20	\$1.10	\$1.10
21+	\$1.21	\$1.23

APPENDIX D

**Valley View Community Unit School District 365U
Salary Enhancement Retirement Benefits Plan
Promissory Note**

Employee Name:

Date:

I have requested to participate in the Salary Enhancement Retirement Benefits Plan as outlined in Article XII, Section 12.3 of the 2022-2026 Collective Bargaining Agreement.

As a condition of participation in the Plan, I understand that I must meet all of the requirements of Article XII, which include among them the following pertinent part:

- ◆ *Must have submitted a signed promissory note wherein the retiring Employee promises to pay back the difference between the total salary enhancements received under this plan and the actual salary the retiring Employee would have received in accordance with the language of the collective bargaining agreement if a change in the Employee’s retirement date results in any IMRF penalty to the District.*

In the event that I decide to retire earlier than indicated in my initial notice of retirement, I understand that I must reimburse the District for any retirement salary enhancements the District paid if my decision to retire early will cause the District to pay an “excess salary contribution” to IMRF. If my early retirement causes the District to pay an “excess salary contribution” to IMRF, I will repay to the District an amount equal to the difference between the retirement salary enhancement and my ordinary, creditable earnings had I not participated in the Program. Such repayment shall be made by equal payroll deductions for the remainder of the school year in which I notify the Board of Education of my inability to fulfill the terms of the agreement. In the event that there are no remaining payroll checks due to me, any amount due to the Board of Education will be repaid over a time period established by the Board of Education. In addition to the repayment of the salary enhancement benefits, I also understand that I will not be eligible to receive any of the retirement benefits set forth in Article XII of the 2022-2026 Collective Bargaining Agreement.

I agree that should I default in the above referenced payment, I hereby waive any notice of default and service of process and confess to a judgment that may be entered against me in a court of competent jurisdiction. I further agree that in the event of a default of this Promissory Note I will pay all costs and fees incurred by the Board of Education in collecting the balance due.

By signing this agreement, I agree to the terms stated above. Failure to return this agreement will negate my request for participation in the Plan.

I freely consent to the terms of this Agreement.

Name _____ Date _____

APPENDIX E

PART I – INITIALIZING REQUEST REQUEST FOR OFFICE PERSONNEL TUITION REIMBURSEMENT (Print or type and submit to Human Resources Office for approval)

Name (Please Print or Type) Employee ID Number _____

School Position _____

Undergraduate/Graduate Level Coursework (<i>\$125 per semester hour</i>)		
University: _____		
_____	Course	Title:
_____		Course
#: _____	# Semester hours _____	
Start Date: _____	End Date: _____	
_____ COURSE DESCRIPTION ATTACHED RECOMMENDED)		

I certify that I understand that according to the contractual agreement I am to be employed on a regular contract and have completed two years of satisfactory service and have been notified of reemployment for the succeeding year to apply for reimbursement of tuition cost incurred in a study for credit at an accredited college/university (North Central, NCATE or equivalent). I also understand that I will receive tuition reimbursement of \$125.00 per semester hour up to a maximum of six (6) semester hours per year for pre-approved coursework. In the event the total approved requests exceed the dollar limitation allocated, payments will be prorated on a per credit basis. It is my responsibility to make full payment for the course I intend to take. I understand that I will receive tuition reimbursement, per the guidelines, after successfully completing a pre-approved course, per contractual agreement, and submitting official transcripts, payment receipts for the course, and the Part II Finalizing Request form. I understand that I am responsible for any educational expense reimbursement in accordance with current tax codes. As a secretary who has received reimbursement under this program, I commit to working for Valley View School District 365U for one (1) complete school year following the final expense reimbursement I receive. I understand that if I choose to terminate my employment before completing one (1) full school year of service, I will repay Valley View School District for such professional reimbursement. I understand that once I submit my irrevocable notices of retirement to the District, I am not eligible to receive tuition reimbursement.

I understand that tuition reimbursement shall be calculated from each July 1 through the following June 30. Tuition reimbursements will be paid in June. I understand that the Part I Initializing Request form must be completed and submitted to the Human Resources Administrator PRIOR TO the start of the course and that a separate Part I Initializing Request form must be completed for each course submitted for approval. I also understand that the Part II Finalizing Request form, official transcript and receipt must be submitted to the Human Resources Administrator by April 15th to ensure payment in June. I understand that all coursework submitted for reimbursement shall be submitted no later than twelve (12) months after the course completion.

Applicant Signature Date

<p>TO BE COMPLETED BY THE ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES OR DESIGNEE</p> <p>Coursework is allowable within the guidelines as specified by contract. ___Yes ___No</p> <p>I certify that the applicant is eligible to request reimbursement according to the guidelines and pending satisfactory completion of Part II of this request.</p> <p>_____ Assistant Superintendent for Human Resources Date</p>

APPENDIX E

PART II – FINALIZING REQUEST REQUEST FOR OFFICE PERSONNEL TUITION REIMBURSEMENT

(Print or type and submit to Human Resources Office for approval)

Applicant's Name School

Home Address City / State / Zip Code

\$125 per semester hour up to 6 semester hours per year.

Course Title Course # Credit Hours

Course Title Course # Credit Hours

Course Title Course # Credit Hours

Applicant has submitted the following: (attached)

- 1. Course receipt(s) confirming payment for credit. Yes No
- 2. Official transcripts. Yes No
The transcripts indicate the applicant received an "A" or "B"; or a "P" for Pass/Fail.

Total Reimbursement if Applicable: \$_____

I understand that if ALL of the required documents are not submitted to the Human Resources Administrator by April 15th for the June payout this form will be returned to me and will be subject to processing during the next processing deadline, provided the required forms are timely submitted and that all coursework submitted for reimbursement shall be submitted no later than twelve (12) months after the course completion.

_____ Employee Signature Date

_____ Assistant Superintendent
for Human Resources Date

APPENDIX F

VALLEY VIEW OFFICE PERSONNEL COMPENSATORY TIME LOG Hours must be pre approved by the immediate supervisor prior to working them.

Print Employee Name _____

Employee ID _____ Building _____

PRE APPROVAL DATE	DATE WORKED	START TIME (outside of regular schedule)	END TIME (outside of regular schedule)	REASON	TOTAL ADDL HOURS WORKED		COMP HOURS EARNED
						X 1.5	
						X 1.5	
						X 1.5	
						X 1.5	
						X 1.5	
						X 1.5	
						X 1.5	
						X 1.5	

Total Hours Added to Comp Time Bank _____

Employee Signature _____

Supervisor Signature _____

- All sections must be completed prior to being turned in.
- Original Comp Time Log must be turned in on time to Payroll each pay period. Keep a copy for your records. . . . Comp time is to be used within 30 days of date earned.
- Comp time earned in June should be used by June 30. Any hours not used by June 30 will be paid out.

APPENDIX G

**Valley View Community Unit School District 365U
OFFICE PERSONNEL – GRIEVANCE FORM**

This form is to be completed before proceeding to Step Two and all subsequent steps outlined in the grievance procedure.

Copies of this form shall be given to each person attending Step Two, Three, and Four of the Grievance Procedure.

_____ Name
Building or Department

_____ Date Position

1. Date(s) of the actual grievance:

2. Statement of grievance:

3. Violation of Agreement (give specific Articles and/or Sections):

4. Redress sought:

_____ Employee
Signature Date Received

_____ Immediate
Supervisor Signature Date Received
(where appropriate)

_____ Appropriate
Administrator Signature Date Received

APPENDIX H

**VALLEY VIEW COMMUNITY UNIT SCHOOL DISTRICT 365U
RELIGIOUS HOLIDAYS OR OBSERVANCES LEAVE APPLICATION FORM**

Please complete and submit this form in TRIPLICATE. One copy will be filed with the appropriate administrator, one copy will be returned to the Employee and one copy will be returned to the District Office.

Employees shall be granted leave days, without loss of salary or deduction from other leave days for required observance of a recognized religious denomination when such observance is not possible outside working hours.

The appropriate administrator shall be notified by this application form five (5) days prior to the anticipated religious holiday(s) or observance(s) leave.

I request holiday or observance is _____ (Name of Religious Holiday or Observance)

Employee requesting leave _____ (Employee's Signature)

_____ (Date of Application)

Comments: _____

_____ (Date) (Appropriate Administrator's Signature)

_____ (Date) (Superintendent or Delegated Representative's Signature)