

# **CLASSIFIED CONTRACT**

**Park Forest-Chicago Heights School District 163**

**And**

**Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO**

**2023 – 2027**

**TABLE OF CONTENTS**

**ARTICLE I – RECOGNITION AND SCOPE OF AGREEMENT .....4**

SECTION 1. RECOGNITION, SCOPE OF AGREEMENT, AND BARGAINING UNIT ..... 4

SECTION 2. MAINTENANCE OF CONTRACT ..... 4

SECTION 3. CONFLICT BETWEEN POLICY AND CONTRACT ..... 4

SECTION 4. SAVINGS ..... 4

SECTION 5. SOLE BARGAINING UNIT ..... 5

**ARTICLE II – UNION BOARD RELATIONS .....5**

SECTION 6. RELEASE TIME FOR THE UNION PRESIDENT(S) ..... 5

SECTION 7. UNION’S RIGHT TO MEET WITH THE SUPERINTENDENT ..... 5

SECTION 8. RIGHT TO INFORMATION ..... 5

SECTION 9. UNION’S RIGHT TO ADDRESS FACULTY ..... 5

SECTION 10. USE OF SCHOOL FACILITIES..... 5

SECTION 11. AGREEMENT – PRINTING ..... 6

SECTION 12. MANAGEMENT RIGHTS ..... 6

SECTION 13. NO STRIKE CLAUSE/NO LOCKOUT ..... 6

SECTION 14. TERM OF THE CONTRACT ..... 6

SECTION 15. NOTIFICATION TO TERMINATE, AMEND, OR MODIFY CONTRACT ..... 6

SECTION 16. COMMENCEMENT OF NEGOTIATIONS ..... 6

SECTION 17. COMMENCEMENT OF NEGOTIATIONS AFTER ELECTIONS ..... 7

**ARTICLE III – EMPLOYEE RIGHTS.....7**

SECTION 18. ACADEMIC FREEDOM..... 7

SECTION 19. ASSAULT ..... 7

SECTION 20. EMPLOYEE – BOARD LIABILITY ..... 7

SECTION 21. NON-DISCRIMINATION ..... 8

SECTION 22. PERSONNEL FILES..... 8

SECTION 23. NOTIFICATION OF VACANCIES ..... 8

SECTION 24. JOB ASSIGNMENTS ..... 9

SECTION 25. VOLUNTARY TRANSFER ..... 9

SECTION 26. INVOLUNTARY TRANSFER..... 9

SECTION 27. SENIORITY ..... 9

SECTION 28. REDUCTION IN FORCE ..... 10

SECTION 29. TERMINATION OF EMPLOYMENT ..... 10

SECTION 30. GRIEVANCE PROCEDURE..... 10

SECTION 31. POLITICAL FREEDOM..... 12

SECTION 32. PROGRESSIVE DISCIPLINE ..... 12

**ARTICLE IV – WORKING CONDITIONS .....13**

SECTION 33. PROFESSIONAL COURTESY ..... 13

SECTION 34. HEALTH AND SAFETY .....	13
SECTION 35. LOUNGES.....	13
SECTION 36. KEYS TO FACILITIES .....	13
SECTION 37. STAFF FACILITIES .....	13
SECTION 38. SUPERVISION AND RESPONSIBILITY .....	13
SECTION 39. SCHOOL DISCIPLINE.....	14
SECTION 40. LESSON PLANS.....	14
SECTION 41. NON-TEACHING DUTIES .....	15
SECTION 42. EVALUATION .....	15
SECTION 43. SUBSTITUTES .....	16
SECTION 44. MEETINGS .....	16
<b>ARTICLE V – LEAVES.....</b>	<b>16</b>
SECTION 45. LEAVE PROVISIONS .....	16
SECTION 46. PARENTAL LEAVE .....	16
SECTION 47. EXTENDED PERSONAL LEAVE.....	17
SECTION 48. SICK LEAVE .....	17
SECTION 49. BEREAVEMENT LEAVE.....	17
SECTION 50. PERSONAL LEAVE.....	18
<b>ARTICLE VI – INSURANCE AND FRINGE BENEFITS.....</b>	<b>18</b>
SECTION 51. INSURANCE .....	18
SECTION 52. PROFESSIONAL GROWTH.....	19
SECTION 53. MEDICAL EXAMINATION .....	19
SECTION 54. WORKER’S COMPENSATION INSURANCE.....	19
SECTION 55. MILEAGE ALLOWANCE .....	20
SECTION 56. COURT APPEARANCES.....	20
SECTION 57. WORKING DAY .....	20
SECTION 58. JOB DESCRIPTIONS .....	20
SECTION 59. SUMMER SCHOOL .....	20
SECTION 60. HOLIDAYS .....	21
SECTION 61. VACATION .....	22
SECTION 62. PAYROLL.....	22
SECTION 63. SALARY .....	22
SECTION 64. EXTRA DUTY STIPENDS .....	27
SECTION 65. COMPENSATORY TIME .....	27
SECTION 66. LONGEVITY .....	27
SECTION 67. SICK LEAVE BANK.....	27
SECTION 68. INCENTIVES FOR RETIREMENT .....	29
SECTION 69. LUNCH/PLAYGROUND SUPERVISION .....	30
SECTION 70. SIGNATURE PAGE .....	30

## **ARTICLE I – RECOGNITION AND SCOPE OF AGREEMENT**

### **Section 1. Recognition, Scope of Agreement, and Bargaining Unit**

This Agreement made and entered into by and between the Board of Education, School District 163, Cook County, Illinois, hereinafter referred to as the BOARD, and the support staff unit, Park Forest Council. Local 604, IFT-AFT, AFL-CIO, referred to as the UNION, is for the purpose of establishing salaries, fringe benefits, grievance procedures related to the Contract, and working conditions; and for that purpose the BOARD recognizes the UNION as its sole and exclusive representative for the Bargaining Unit for all full time and regularly employed part time secretaries, and those acting in a similar capacity, bookkeepers, media-technology assistants, health assistants, teacher assistants, reading/math assistants, IT specialists, building assistants, grant site coordinators, grant and budget coordinators, middle school discipline coordinators, student mentors, parent educators, permanent substitutes, and bus drivers, excluding the following:

- A. Secretary to the Superintendent
- B. Secretary to the Superintendent for Personnel
- C. Information Technology Manager
- D. Director of Technology
- E. Crossing Guards
- F. Supervisory Employees
- G. Lunch Room Personnel
- H. Substitutes and short term employees as defined by the act
- I. Payroll Clerk
- J. Transportation and Food Service Manager
- K. Facilities Manager
- L. Facilities Assistant

### **Section 2. Maintenance of Contract**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

### **Section 3. Conflict Between Policy and Contract**

In the event any policy, rule or regulation of the BOARD conflicts with any provision of this Agreement, the provisions of this Agreement shall prevail.

### **Section 4. Savings**

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction or conflict with any act of Congress or of the Legislature said articles, section or clauses, as the case may be shall automatically be deleted from this Agreement to the extent that it violates the law, but remaining articles, sections or clauses shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted article, section, or clause. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, negotiations for replacement language shall begin no later than sixty (60) days after the final court order.

**Section 5. Sole Bargaining Unit**

The BOARD agrees not to recognize any other organization other than the UNION as the agent of this Agreement.

**ARTICLE II – UNION BOARD RELATIONS**

**Section 6. Release Time for the Union President(s)**

The Union President(s) and/or designee shall receive one (1) day of release time per month to meet with the Superintendent/designee regarding UNION related work. This time may be used in one-half (1/2) day segments. If the Union President(s) and/or designee meet with the Superintendent/designee regarding UNION related work, it shall count as one full day segment.

**Section 7. Union’s Right to Meet with the Superintendent**

The Superintendent or his/her designee shall meet monthly at mutually agreeable times during the school day with representatives of the UNION, to discuss matters of educational policy and development as well as matters relating to the implementation of this Agreement.

**Section 8. Right to Information**

The BOARD and the UNION agree to make available upon written request from the Superintendent or the President of the UNION, as the case may be, any and all information, statistics, or records of a non-confidential nature relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. Additionally, the president(s) of the Union shall electronically receive the same BOARD packet of information at the same time as the BOARD excluding confidential and/or closed session materials/information prior to the BOARD meeting.

**Section 9. Union’s Right to Address Faculty**

- A. Union staff hired after the pre-school workshop for orientation of new staff will be compensated for 1 hour of required training by a Union member at their hourly rate of pay on the fourth Tuesday of the month,
- B. The UNION shall have the right to make brief announcements at the end of faculty meetings.

**Section 10. Use of School Facilities**

The UNION shall have the use of computers, photocopy machines and the use of the communication systems, including email, for the conduct of its business as long as there is no interference with the normal operation of the school. The UNION may establish and use a page on the District Website. The following information may be included on the Webpage, notification of UNION Meetings, copies of both the Certified and Classified Contracts, information on recertification, notification of vacancies, professional development opportunities and educational research. The UNION will inform the Superintendent by email when a change is made on the WEB page. The Superintendent shall have the right to remove information from the page.

The UNION shall be permitted the use of a school building room for the purpose of holding meetings at reasonable hours, provided that when special custodial services are required by the BOARD, the BOARD may charge the UNION for such services; provided further that such meetings in no way interfere with any aspect of the instructional program or other previously scheduled meetings.

The UNION shall inform the Building Principal of UNION meetings or functions held in their building and shall coordinate time and space based on availability with the Building Principal.

**Section 11. Agreement – Printing**

The Contract shall be made available on the School District’s website. The district shall supply a hard copy of the contract to each classified employee upon hiring. The district shall supply fifteen (15) additional hard copies to the Union upon ratification of the agreement.

**Section 12. Management Rights**

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

- A. To maintain executive management and administrative control of the School District and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment, or their discipline, dismissal, or demotion, their assignment, and to promote and transfer all such employees.
- C. To determine work schedules, the hours of work, including the requirement of overtime assignments, and the duties, responsibilities and assignments of employees with respect thereto.
- D. The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the BOARD, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement.

**Section 13. No Strike Clause/No Lockout**

The UNION agrees not to strike nor to engage in any boycotts or work stoppages and not to picket in any manner which could tend to disrupt the operation of any public school in School District 163 or the administration offices of the Board of Education of School District 163 during the term of this Contract. The board further agrees that there shall be no lockout of bargaining unit members during the term of this contract, including but not limited to prevention of access to district buildings, emails, educational platforms, or any other resources needed for the smooth performance of job duties.

**Section 14. Term of the Contract**

The Contract shall become effective August 15, 2023 and shall remain in force and in effect through August 14, 2027.

**Section 15. Notification to Terminate, Amend, or Modify Contract**

Either party may give the other notification of its desire to terminate, amend, modify, or renegotiate this Contract. This notification shall be sent via email or US Postal Service to the normal mailing address of the other party and must be postmarked no earlier than October 1, 2026.

**Section 16. Commencement of Negotiations**

Upon receipt of notification by the other party to renegotiate, amend, or modify this Contract, arrangements shall be made within ten (10) school days for negotiations to commence. Negotiations

shall commence no later than April 15, 2027. In the event that neither party gives notice of its intent to renegotiate, amend, terminate, or modify the Contract by February 1, 2027, the Contract shall automatically be extended on the same terms from year to year, thereafter, with the notification date of intent to renegotiate, amend, terminate, or modify by February 1<sup>st</sup> of the successive year.

**Section 17. Commencement of Negotiations After Elections**

In the event a new bargaining agent is elected, the notice provided for in this article may be served by such new agent.

**ARTICLE III – EMPLOYEE RIGHTS**

**Section 18. Academic Freedom**

- A. Staff shall be free to explore controversial issues without fear of penalties by the Administration or members of the BOARD. Staff are responsible for implementing such exploration in as factual, open minded and objective a manner as possible, and in keeping with their own sense of personal integrity as well as their respect for the professional nature of their responsibilities. Staff shall have the right to use learning materials within the instructional program according to their best judgment.
- B. In the event of adverse criticism by third party persons of teaching methods or materials used by the teacher to explore controversial issues, the following procedures shall be applied in all cases:
  - 1. Objections and complaints regarding the use of any instructional methods or materials must be in writing and submitted to the Superintendent.
  - 2. Written objections and complaints will be reviewed by a committee composed of three (3) staff members appointed by the Union President and two (2) members of this Committee shall be knowledgeable in the field of study to which the method, book or other instructional material pertain.
  - 3. After careful investigation, the Committee shall reach a decision, which shall be communicated to the BOARD. The BOARD’S decision shall be final. However, the BOARD shall not take any action before having reviewed the recommendation of said Committee and following the progressive discipline process as indicated in section 32.

**Section 19. Assault**

Any case of assault upon an employee arising out of and in the cause of his/her employment shall be completely reported in writing to the Superintendent of Schools within forty-eight (48) hours of the incident unless the employee is incapable of submitting a written report.

The BOARD will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities. In the event that a Union attorney is provided, the BOARD is not relieved of any of the above responsibilities.

**Section 20. Employee – Board Liability**

The BOARD will insure against any loss of liability of the members of this Unit by reason of death or bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under

the direction of the BOARD. Such insurance shall be carried in a company licensed to write such coverage in this state.

**Section 21. Non-Discrimination**

Neither the UNION nor the BOARD shall discriminate against any person on the basis of membership or non-membership in any employee organization, age, ancestry, arrest record (in employment or real estate transactions), citizenship status, color, conviction records (in employment), disability, familial status (in real estate transactions), gender identity, marital status, military status, national origin, order of protection status, pregnancy, race, religion, retaliation, sex, sexual harassment (in employment and elementary, secondary and higher education), sexual orientation, source of income (in real estate transactions, unfavorable military discharge, work authorization status (in employment).political affiliation, or personal grooming or dress, provided there is no disruption of the educational process. Because there are state and federal agencies that are more appropriate to use in nondiscrimination grievances, it is agreed that this section is only grievable through the BOARD level.

**Section 22. Personnel Files**

All personnel files kept on classified employees shall be available to the individual at reasonable times and places, except records of a confidential nature. Records of a confidential nature shall mean job and school references. Employees are permitted to request their fingerprint records from their personnel file. An employee may file a signed statement on his/her behalf, relating to any evaluation or other materials in his/her file with which he/she does not concur. Such dissenting statements shall be attached to the original material. No materials of a derogatory nature shall be added to an employee's file unless the employee has had an opportunity to see and sign the material. After four (4) years, material of a derogatory nature shall be removed at the employee's written request, to the extent of the law.

Prior to any employee receiving a written reprimand which threatens either suspension or termination in his/her personnel file, there shall be a conference held between the appropriate administrator(s) and the employee(s) involved. The employee shall be permitted UNION representation at this conference.

When material, specific to an individual employee's performance, is added to the Personnel File, the Administration shall send notification to the employee noting that there has been an addition to the Personnel File.

**Section 23. Notification of Vacancies**

Notice of vacancies shall be posted on the District's website and emailed to all employees using the employees' district-issued email address. Copies of all vacancy notices shall be sent electronically to the Union President. No position shall be filled prior to the third (3<sup>rd</sup>) business day after a vacancy is posted. Business day is defined as any day on which the School District's administrative offices are open.

The names, addresses and positions of all new employees shall be sent to the Union President within five (5) working days of BOARD approval. The Union President shall be notified within five (5) working days of the resignation and/or termination of an employee. A notice of all classified vacancies shall be sent to all classified employees on leave.



**Section 24. Job Assignments**

Classified employees shall be notified in writing no later than May 15<sup>th</sup> of their tentative assignments for the following school term. No staff member shall receive notification with “TBD” for their assignment.

No person covered by this agreement shall have his/her assignment changed without a prior discussion with the appropriate administrator.

**Section 25. Voluntary Transfer**

Classified employees who desire a transfer for the next school year shall notify the Superintendent in writing by March 1<sup>st</sup>. When considering the voluntary transfer, the Superintendent shall consider factors such as but not limited to evaluation, seniority, training and District needs.

The final decisions on all voluntary transfers rest with the Superintendent and are not grievable.

**Section 26. Involuntary Transfer**

Written notice of involuntary transfer shall be given to employees as soon as practicable. The notice will state the reason for the transfer. The final decision on involuntary transfers shall rest with the Superintendent and are not grievable.

When an involuntary transfer is initiated during the school year, for the remainder of the school year, the employee shall be guaranteed a salary not less than what he/she would receive, for that school year, in their previous position.

In the event a building is closed or a job(s) eliminated, all employees involved shall be informed in writing of all district vacancies, as soon as they occur, for the coming year. Employees will be given until May 1<sup>st</sup> of the calendar year the building is closed or the job eliminated, to notify the Superintendent of their first, second, and third choice of building. The Superintendent shall consider District seniority in filling the available positions. If the employee is not given his/her first or second choice, he/she shall have a conference with the Superintendent.

**Section 27. Seniority**

Seniority for those employees covered by this Agreement shall begin on the first date the employee worked. Seniority ties shall be broken by using the following criteria in their respective order:

1. Total years of Illinois Municipal Employees Retirement Fund credit (outside of, and within Park Forest-Chicago Heights School District 163).
2. Highest educational degree attained.
3. Total years of Illinois Municipal Employees Retirement Fund credit within Park Forest-Chicago Heights School District 163.

All employees covered by this Agreement shall be placed on one (1) seniority list using the first date the employee worked, and their current position in the district.

A current seniority list shall be made available to all classified employees by emailing said list to all classified employees using the employees’ district-issued email address by February 1<sup>st</sup> of each school year.

**Section 28. Reduction in Force**

The Administration shall inform the Union President prior to the honorable dismissal of any member of the Bargaining Unit.

In the event of a reduction in force (RIF) layoffs will be conducted on the basis of seniority as determined in Section 27 (Seniority) above, provided that those persons remaining after using Section 27's seniority criteria are qualified to do the remaining jobs.

Should persons remaining, after utilizing Section 27's seniority criteria, not be qualified to fill the remaining positions, persons shall be skipped over, one by one, on the seniority list until those remaining are qualified to fill the remaining positions.

The UNION and the BOARD shall form a committee composed of three (3) members of the UNION and the Superintendent and two (2) of the Superintendent's designees, to develop qualifications for the various classified positions. The committee shall meet and review or determine qualifications prior to October 31<sup>st</sup> of each school year. In the event that the committee cannot agree on qualifications, the BOARD shall have the final decision.

The various qualifications shall be posted on the official bulletin board in each building.

**Section 29. Termination of Employment**

The employment of classified employees may be terminated for just cause upon recommendation by the immediate supervisor. Written notice of any charges that may lead to dismissal or disciplinary action shall be given to employees.

Dismissals/discipline shall be subject to the regular grievance procedure.

When employees terminate their employment voluntarily, a minimum notice of two (2) weeks shall be given.

In the event of termination of employment by the District through no fault of the employee, a minimum of thirty (30) days' notice shall be given to the employee.

**Section 30. Grievance Procedure**

Definition: A grievance is a written complaint by a member of the Bargaining Unit or Union at large that there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement.

General Provision:

- A. A grievance may be initiated by any individual on his/her behalf, or by a duly authorized representative of his/her own choosing, providing that the Bargaining Representative has been given an opportunity to be present. The resolution of such grievance shall not be inconsistent with the terms of the Contract. Written copies of the grievance and any resolution shall be delivered to the Union President within five (5) working days.
- B. Any individual who participates in the grievance procedure shall not be subjected to disciplinary action or reprisal because of such participation.

- C. The grievant and his/her representative shall have the right to be present at all steps of the grievance procedure.
- D. In any step of the grievance procedure when it becomes necessary for individuals to be involved during school hours as determined by the BOARD, they shall be excused without loss of pay for that purpose.
- E. Any of the parties shall have copies of all documentary exhibits submitted by the other party concerned in the grievance upon payment of reasonable cost thereof.
- F. Failure at any step of the grievance procedure to communicate the decision on a grievance, within the specified time limits, shall permit lodging an appeal at the next step of the grievance procedure, within the time allotted, had the decision been given.

**Procedure for Adjustment of Grievances:**

Informal Conference: A grievance shall first be discussed with the appropriate administrator with the object of resolving the matter informally. In the event any grievance extends into a break, then “days the district office is in operation” shall replace “school days”.

Formal Procedure:

Step 1. Appropriate Administrator Level – In the event the matter is not resolved informally, the grievance stated in writing may be submitted by the grievant to the appropriate administrators within fifteen (15) school days after the act or condition which is the basis for the grievance.

- A. The appropriate Administrator shall meet and confer with grievant within seven (7) school days from the time of the filing of the grievance in an attempt to resolve the grievance.
- B. Within seven (7) school days after hearing the grievance the appropriate administrator shall state his/her decision in writing and shall furnish one copy to the person who lodged the grievance and one copy to the UNION.

Step 2. Superintendent Level – Within seven (7) school days after receiving the decision of the appropriate administrator an appeal from the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the act or conditions and grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1.

- A. The Superintendent or his/her designee shall meet and confer with the grievant within seven (7) school days from the time of filing the appeal in an attempt to resolve the grievance.
- B. Within seven (7) school days after hearing the appeal the Superintendent shall communicate his/her decision in writing to the aggrieved and the UNION.

Step 3. BOARD Level – Within ten (10) school days after receiving the decision of the Superintendent, an appeal from the decision may be made to the BOARD. This appeal shall be in writing and shall be accompanied by a copy of the appeal and of the decision at Step 2.

- A. Within thirty (30) calendar days after receipt of the appeal the BOARD shall hold a hearing on the grievance. The hearing shall be open and informal and shall allow all parties to present their case and have representation if desired.

- B. Within ten (10) school days after the hearing on the appeal, the BOARD shall communicate its decision in writing to the aggrieved and the UNION.

Step 4. Binding Arbitration – If the decision at Step 3 is not satisfactory to the UNION, there shall be available a fourth step of impartial arbitration. The UNION must submit in writing within ten (10) district-operational days after receiving the BOARD’S decision in Step 3 a request to enter into such arbitration.

The arbitration procedure shall be conducted by an arbitrator to be selected by the two parties within seven (7) district-operational days after said notice is given. If the two parties fail to reach agreement on the arbitrator within the above seven (7) district-operational day period, they shall proceed to select one in accordance with the voluntary labor rules of the American Arbitration Association.

The decision and/or reward of the arbitrator will be accepted as final by the parties and both will abide by it. Expenses for both parties to the arbitration shall be borne equally by the BOARD and the UNION.

**Section 31. Political Freedom**

All members of the Bargaining Unit of the District shall enjoy the rights and privileges of any citizen in all matters of a political nature. Restrictions by the BOARD, pertaining to this policy shall be as follows:

No member of the Bargaining Unit, while on school property during normal working hours, shall use any time, facilities, staff, school equipment, and/or pupils for solicitation, promotion, election or defeat of any candidate for public office or public proposition.

**Section 32. Progressive Discipline**

The discipline of employees shall, in the usual case, follow progressive discipline concepts, with the disciplinary steps being:

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

The disciplinary steps shall be used and initiated at the appropriate level within the context of any initiating incident or set of behaviors deemed inappropriate with just cause. Except as noted in Section 22, all disciplinary action will remain in the employee’s personnel file and be considered, as appropriate, if and when future incidents occur. Where, in the Superintendent or designee’s judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate disciplinary step to be used will be determined by the Superintendent or designee.

Staff on paid administrative leave shall be notified via email every 5 school days of current progress of investigation.

This provision shall not apply to dismissal or changes in employment status which occur for non-disciplinary reasons, such as because of a reduction in the workforce.

## ARTICLE IV – WORKING CONDITIONS

### **Section 33. Professional Courtesy**

Classified employees and administrators at all times shall treat each other and all other employees and students with courtesy and respect. Any concerns of a derogatory nature shall be shared in a private meeting with necessary parties and UNION representation. No negative comments or concerns shall be shared in a public meeting or public area of the school with any staff or students.

### **Section 34. Health and Safety**

Safe and healthful conditions shall be maintained throughout the District schools. Complaints on the condition of rooms and /or facilities shall be written to the principal of the school. The principal or designee shall reply in writing within two (2) school days to the written request with the action he/she plans to take. Unsafe and/or unhealthy conditions shall be remedied within one week of the report.

### **Section 35. Lounges**

The established lounges in each building shall be available for use by classified employees.

### **Section 36. Keys to Facilities**

Each staff member shall have keys to the front door, classroom, and lounge in his/her building by the first student attendance day. Keys to work areas, other than the master keys, shall be made available to teachers in their building when they request them from the building principal. All such keys shall be checked out until the next school day and a commitment for their return will be made at the time of the request. Lost keys will be replaced at the teacher's expense.

### **Section 37. Staff Facilities**

Each staff member shall have an assigned workspace, chair, and locking area for personal effects, a computer, email address, and phone access provided by the first student day of attendance.

### **Section 38. Supervision and Responsibility**

- A. All media-technology assistants shall be under the direction of the building principal and the Director of Technology Curriculum and their program shall be coordinated by the Director of Technology Curriculum or Superintendent's designee.
- B. The IT Specialists shall be under the direction of the Director of Technology and the IT Manager.
- C. All transportation employees shall be under the direction of the Business Manager or designee.
- D. All teacher assistants, building assistants, reading/math assistants, middle school discipline coordinators, student mentors, and parent educators shall be under the direction of the building principal or designee.
- E. All health assistants shall be under the direction of the building principal and their program shall be coordinated by the District Nurse.
- F. All building secretaries shall be under the direction of the building principal or designee.
- G. All district office secretaries shall be under the direction of an administrator appointed by the Superintendent or his/her designee. During the absence of the direct supervisor, the Superintendent or his/her designee shall be the supervisor.
- H. All grant site coordinators shall be under the direction of the Director of the Grant.

All employees must report absences in the School District’s attendance software system unless otherwise required by the Administration.

**Section 39. School Discipline**

- A. The responsibility for pupil discipline is jointly shared by the parents, administrators, teachers, deans, and support staff. Staff may send pupils guilty of gross disobedience or gross misconduct to the principal for disciplinary action together with a written report thereon. The principal, or his/her designee, shall be available in the event of a crisis situation. The principal shall determine the appropriate action and so notify the referring staff member in writing in response to his/her written report noted above.
- B. The District shall establish and maintain a Parent-Teacher Advisory Committee as provided in the Illinois School Code, a District-Wide Discipline Committee, and, for each building, a Building Discipline Committee, in order to oversee the uniform implementation of the student discipline policy adopted by the BOARD, and as may be amended from time-to-time (“District Discipline Policy”).
- C. The District-Wide Discipline Committee shall consist of at least one bargaining unit member from each building, and at least one Administrator designated by the Superintendent. The District-Wide Discipline Committee shall meet at least once a quarter. The Building Discipline Committee shall consist of at least one bargaining unit member who is also a member of the District-Wide Discipline Committee, at least one Administrator designated by the Superintendent, and at least one Building Assistant or Dean. The Building Discipline Committee shall meet at least once every marking period.
- D. At the beginning of each quarter, the principal of each building after conferring with the staff, and students, shall establish guidelines for the conduct of pupils in halls, lunchrooms, and on playgrounds that are consistent with the District Discipline Policy. Such guidelines shall be distributed to students, parents, deans, support staff, and teachers.
- E. In the event that any pupil is persistently disruptive, a conference of appropriate staff members as determined by the principal shall be held to determine procedures for that student that are consistent with the District Discipline Policy.

**Section 40. Lesson Plans**

A “teacher of record” shall be defined as a classified staff member who holds a substitute teaching license from the Illinois State Board of Education working individually in the classroom without being under the direction of a certified staff member and who is identified on report cards as the instructor entering grades.

Classified teachers of records shall be prepared for daily instruction. Each teacher of record shall have written weekly lesson plans uploaded to a private electronic file shared with the principal for review. The use of these plans is to be confined to the teacher of records and District Administration, or as otherwise needed to comply with applicable school code or legal procedures.

A hard copy of the week’s lesson plans and any accompanying materials shall be available in the classroom in the event a substitute teacher is required.

All full-time classified Teachers of Record will have an average of two hundred (200) minutes of planning time per five (5) day week. The Administration will make every effort to have a daily planning period. All half-time or more Teachers of Record shall have planning time in proportion to the amount of time for which they are employed. The only exception being that planning periods may be lost due to field days, field trips and activity days, when rescheduling is impractical. During State Mandated testing, the Administration shall work to re-schedule planning for all regularly scheduled planning periods. However, any loss of planning shall be compensated by the BOARD.

Planning periods shall be defined as release time for Teachers of Record, when they work on pupil related activities. Specialists and Teachers of Record shall make a mutual effort to meet with each other during planning periods. Teachers of Record shall inform the school office when leaving the building during their planning periods. Teachers of Record shall only leave the building to attend to district-related matters.

#### **Section 41. Non-Teaching Duties**

Classified teachers of records shall not be required to perform lunch duty except in an emergency situation. The principal shall determine when an emergency situation exists.

#### **Section 42. Evaluation**

Classified employees, new to District #163 shall be evaluated prior to the end of their first ninety (90) days of employment. Additional evaluations shall be done prior to the end of the probationary period.

Classified employees who have been employed for more than two (2) years will be formally evaluated on an every other year basis, except in those situations where the evaluator identifies an area(s) that needs to be corrected and determines that it is necessary to formally evaluate the employee two (2) consecutive years.

The evaluation instrument will be developed by the Superintendent or his/her designee after consultation with the UNION. This instrument shall be re-evaluated by the Superintendent and the UNION no later than November in even numbered years unless waived by both parties.

All District Office secretaries shall be evaluated by the Superintendent or his/her designee. All transportation employees shall be evaluated by the Business Manager or designee. All Grant site Coordinators shall be evaluated by the Director of the Grant. All other employees evaluated by their building principals or designee. Following each evaluation, a conference shall be held between the employee and the evaluator to discuss and/or review the evaluation. The employee shall be provided with a copy of the evaluation report at the time of the conference for use during the conference. In the event that the evaluator feels that there are areas that need remediation, they shall inform the employee, in writing, prior to their formal evaluation.

A copy of the evaluation shall be sent to the Human Resources Office and given to the employee by the evaluator by May 1<sup>st</sup>. The employee shall be given an opportunity to sign the evaluation.

An employee may file a signed statement on his/her behalf, relating to any evaluation in his/her file with which he/she does not concur. Such dissenting statements shall be attached to the original material.

**Section 43. Substitutes**

The BOARD shall employ substitutes whenever possible and practical except for District Office employees. All substitutes shall be given a copy of the District Substitute Handbook which shall be reviewed annually by the Superintendent or his/her designee. The District shall sponsor an orientation for substitutes during 1st and 2nd semesters of the school year. The Union shall be notified of the agenda prior to the meeting.

The BOARD shall sponsor a training session for substitutes each year. This training session shall be planned by the Superintendent or his/her designee.

A classified staff member who is assigned to substitute duty will be paid at the substitute rate or their daily hourly rate, whichever is greater.

**Section 44. Meetings**

At least once a year, the Superintendent or his/her designee shall hold an in-service meeting for the following groups:

- A. Secretaries
- B. Media-Technology Assistants
- C. Health Assistants
- D. Teacher Assistants

Classified employees may be allowed to attend building and grade level meetings as recommended by the building principal. The Superintendent may request the attendance of classified employees at building and grade level meetings. Classified employees will be notified of these meetings as soon as possible and will be compensated for attendance at these meetings based on their regular rate of pay.

Teacher Assistants and Health Assistants shall be required to attend two (2) full Institute Days per school year. They shall have the option to attend two (2) additional full institute days at their regular rate of pay.

**ARTICLE V – LEAVES**

**Section 45. Leave Provisions**

Employees who have been granted leave under Sections 46 and 47 shall be guaranteed the following:

- A. Notification of District in-service program shall be emailed to the latest address provided to the personnel office.
- B. Notification of vacancies shall be emailed to the latest address provided to the personnel office.
- C. Retention of accumulated sick leave days.
- D. If the employee is covered by the group insurance at the time the leave is granted, he/she shall have the right to remain in the group insurance plan at his/her own expenses. The employee shall prepay the premiums to the District Office prior to the first day of each month in which the leave is to be taken.

**Section 46. Parental Leave**

The BOARD shall grant any employee a parental leave of absence without pay upon written request for the purpose of caring for a child or children. The employee shall determine when it is necessary for



said employee to relinquish his/her duties and shall notify the Superintendent sixty (60) working days prior to the commencement of parental leave. Parental leave shall not exceed the conclusion of the school term in which it was granted, unless pre-approved by the Superintendent in writing.

By March 1st of the final school year in which leave is taken, the employee must either: (1) provide a notice of intent to return (or lack thereof) to the Superintendent in writing; or (2) make application for parental leave for the following school year by filing a request in writing with the Superintendent. With approval by the BOARD, the employee shall be granted parental leave up to a total of one (1) additional year following the initial leave.

If the employee takes leave for three (3) working months or less, he/she shall be guaranteed the same position held prior to the leave. If the leave period is more than three (3) school months, return to duty shall depend upon a vacancy, being available, for which the employee is determined qualified by the Superintendent.

**Section 47. Extended Personal Leave**

Any employee with four (4) years of continuous employment in the district may make a written application to the Superintendent for leave, not to exceed the balance of the present school year. This leave may be granted at the discretion of the Superintendent with the approval of the BOARD. Such leave shall be without pay. Such leave may be extended an additional two (2) years at the discretion of the Superintendent with approval of the BOARD. Placement upon return shall be determined by the Superintendent upon the basis of vacancies and qualifications of the employee.

Upon return to duty, the employee shall receive salary and classification not lower than that to which he/she was entitled at the time of such leave.

**Section 48. Sick Leave**

- A. All employees covered by this Contract shall be notified in writing by November 1<sup>st</sup> of the amount of their accumulated sick leave.
- B. All twelve-month employees shall receive twelve (12) days sick leave per year. All eleven-month employees shall receive eleven (11) days sick leave per year. All ten-month employees shall receive ten (10) days sick leave per year. The unused sick leave may accumulate without limitation.
- C. Sick leave may be used for personal illness, mental health, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Sick leave for birth is limited to 30 workdays, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to 30 workdays. Immediate family shall be defined as spouse (or partner in a legally recognized civil union), children, parents, brothers, sisters, grandchildren and grandparents, all of whom may be by marriage or by blood, foster parents and siblings.
- D. Sick leave will be granted in full day or half day increments.

**Section 49. Bereavement Leave**

In an effort to prevent undue hardship to staff members who experience a death in their immediate family, as defined in Section 48, four (4) nonconsecutive days of bereavement leave per incident without deduction in salary, will be provided.

**Section 50. Personal Leave**

In an effort to prevent undue hardship to staff members who must be absent from school to attend to urgent personal business, three (3) days personal leave without deduction in salary will be provided. Unused personal leave may accumulate as sick leave days. Personal leave may be used for the following purposes:

- A. Personal matters which cannot be attended to conveniently at a time other than during the school day.
- B. Unavoidable detainment shall apply when an employee is prevented from reaching school because of circumstances beyond his/her control such as extreme adverse weather conditions or transportation failure.
- C. In other than emergencies, the immediate supervisor must be notified in writing on Personal Leave forms not later than three (3) days prior to the leave. In the event of emergencies, the immediate supervisor must be notified in writing not later than two (2) days after the employee returns.

**ARTICLE VI – INSURANCE AND FRINGE BENEFITS**

**Section 51. Insurance**

The BOARD shall provide all full-time classified employees with single coverage in the HMO Blue Advantage Plan. However, all full-time classified employees, covered by the HMO Blue Advantage Plan, will be required to contribute One Dollar (\$1.00) per month toward their insurance premium. All full-time classified employees with single coverage in the HMO Illinois Plan or PPO will pay the difference between the cost of the HMO Blue Advantage Plan and the HMO Illinois Plan or PPO.

The BOARD shall contribute up to \$275 per month toward dependent coverage for all full-time classified employees. This benefit shall be available to employees from the date of the ratification of this contract.

The BOARD or its designee shall meet with the UNION to examine alternatives which may affect economies in premium costs. The BOARD and UNION may agree to change, delete, or modify the specifications of the District Major Medical Plan/District Dental Plan. In the event that both parties do not agree on plan design changes, the unchanged plan will remain in effect. The UNION may propose a change in insurance carriers, but any change in carrier shall be by mutual agreement.

The BOARD shall contribute \$13 per month for employees who choose to participate in the District Dental Program.

The BOARD shall pay premiums for Fifty Thousand Dollars (\$50,000) of Life and Accidental Death or Dismemberment Insurance for all full time employees.

Full-time classified employees who elect to take health insurance coverage from another source instead of through District 163 will receive a five-hundred dollar (\$500) stipend by the first regularly scheduled pay period in December annually. By November 15 each year, such employees must submit proof of alternative health insurance coverage to the Superintendent or designee. If such an employee experiences a qualifying event, as defined in the insurance contract, during the plan year and he/she elects to take the health insurance offer by the Board, the employee must repay the five-hundred dollar

(\$500) stipend. This repayment will be accomplished by deducting the five-hundred dollars (\$500) in equal installments from the employee's remaining paychecks for the school year.

All full time classified employees with eight (8) years employment in District 163, who retire from District 163, shall be allowed to stay in the District Group Health/Dental Insurance Programs from age fifty-five (55) to sixty-five (65) by paying the premiums monthly.

Full time employees work thirty (30) hours per week or more.

Health Insurance Committee. The BOARD and the UNION agree to establish a District-wide Health Insurance Committee. The composition of the Committee will be the Board President, Finance Committee Chairperson, Superintendent, Business Manager and Union President(s). The District's Insurance Broker will participate as necessary. The purpose of this Committee is to review and recommend options to contain or reduce costs of the District's group health insurance plans (medical and dental). The Committee will meet as often as deemed necessary, but no fewer than two times per year. Working collaboratively, Committee recommendations will be made by consensus. Committee recommendations will be made to the Superintendent and must be approved by the BOARD.

#### **Section 52. Professional Growth**

Classified employees may earn credit for college courses so long as the courses are related to their current assignment, of value to the educational program of the District, and completed at an accredited college or university. Pre-approval by the Superintendent or his/her designee is required for reimbursement. Classified employees may be reimbursed up to 25 hours of college coursework during their employment.

- A. College courses earned for undergraduate or graduate level courses shall be reimbursed at the rate of \$100 per hour.
- B. Classified employees shall be paid their hourly rate, per hour of attendance, for district sponsored in-service programs.
- C. Applications to attend Professional Meetings shall be made at least one week in advance to the appropriate supervisor. Applications approved by the Superintendent shall be granted without loss of pay.

#### **Section 53. Medical Examination**

All classified employees shall be required to have a physical examination at the employee's expense upon initial employment; such physical examination shall include a chest x-ray or tuberculin test.

Any other physical examinations required by the BOARD, other than upon initial employment, shall be paid for by the BOARD. Bus Drivers shall be required to have a physical examination yearly at the District's expense.

#### **Section 54. Worker's Compensation Insurance**

The Board recognizes occupational hazards of teaching young children: quarantinable contagious diseases and accidents occurring in the line of duty on the school premises during school hours. If an employee causes to be filed with the Payroll or Business Office of the District the School Employees Loss Fund's (SELF) Employee's Report of Injury Form within 72 business hours of a reportable disease or accident, the Board will provide a classified employee with full pay for up to ninety (90) days which a classified employee is absent due to the usual quarantine or convalescent periods. Such days will not

be charged against any classified employees' paid leave. After ninety (90) days, the classified employee will be required to use accumulated sick leave in order to receive full pay. The classified employee shall submit a physician's statement concerning such illness or convalescence and the period of time needed for proper quarantine or convalescence. Any amounts received under Worker's Compensation or under the Occupational Diseases Act shall be deducted from such pay.

Classified employees shall report quarantinable contagious diseases and/or accidents as a result of school duties as soon as possible to their administrator/supervisor and the Business Manager.

**Section 55. Mileage Allowance**

Classified employees shall be entitled to receive auto mileage reimbursement if they are required to use their automobile for District transportation in the pursuit of their work.

- A. IT Specialists who work in the District Office, and who are assigned to work at specific buildings, will receive an annual stipend of \$335.00 per building to which they are assigned. Said employees will not submit mileage for reimbursement, and will be responsible for any personal State and federal tax liability related to the above stipend(s).
- B. Any other employee who is assigned to two (2) schools and is required to move from one (1) school to the other during the day, shall receive a travel allowance of Forty Dollars (\$40) per school month.
- C. Each employee who is required to drive out of District shall receive the latest ascertainable rate by the IRS for business travel deduction.

**Section 56. Court Appearances**

Any employee called for jury duty will be excused for the amount of time required to complete the obligation and will receive regular pay. In cases where the employee received a subpoena to serve as a witness in a legal action or where the employee is a plaintiff or defendant in a court action, one day's paid leave shall be granted for such purpose provided the employee has exhausted all of his/her available personal leave days. If, however, the employee is subpoenaed to serve as a witness on behalf of the District in a court action in which the District is named as a plaintiff or defendant and the employee is asked to serve in his/her capacity as an employee of the District on the District's behalf, the employee shall be provided regular pay for the amount of time required to complete the obligation.

**Section 57. Working Day**

See Exhibit A (attached)

**Section 58. Job Descriptions**

Job descriptions shall be prepared by the administration for each group of classified employees. All classified employees shall receive a copy of the job description and it shall be reviewed with each group by the Superintendent or his/her designee or the Program Coordinator, by October 31<sup>st</sup> of each year. All job descriptions shall be filed at the District Office with the Human Resource Department.

**Section 59. Summer School**

All Classified employees working in the summer school program shall enter into a Contract for said work. Written Agreements shall be issued prior to the close of the school year covering the period and compensation for summer work. In filling summer school positions, classified employees currently

employed by the District shall be given priority over out-of-district employees, provided that qualifications are equal.

Summer school employees shall be paid every two weeks on regular pay dates in equal installments for the duration of the summer school. Social security payments and IMRF payments shall be deducted so that one payment covers one calendar quarter and the second payment covers another calendar quarter.

**Section 60. Holidays**

Twelve (12) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

- |  |                                |
|--|--------------------------------|
| New Year's Day                         | Thanksgiving Wednesday         |
| King's Birthday                        | Thanksgiving Day               |
| *Lincoln's Birthday or President's Day | Thanksgiving Friday            |
| Pulaski's Birthday                     | Christmas Eve                  |
| Good Friday                            | Christmas Day                  |
| Memorial Day                           | Fourth of July                 |
| Columbus Day                           | Labor Day                      |
| Veteran's Day                          | **Midwinter Break              |
| New Year's Eve                         | Juneteenth (when it falls M-F) |

Eleven (11) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

- |  |                                |
|--|--------------------------------|
| New Year's Day                         | Thanksgiving Day               |
| King's Birthday                        | Christmas Day                  |
| *Lincoln's Birthday or President's Day | Fourth of July                 |
| Pulaski's Birthday                     | Labor Day                      |
| Good Friday                            | **Midwinter Break              |
| Memorial Day                           | Juneteenth (when it falls M-F) |
| Columbus Day                           |                                |
| *Veteran's Day                         |                                |

Ten (10) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

- |  |                   |
|--|-------------------|
| New Year's Day                         | Columbus Day      |
| King's Birthday                        | Thanksgiving Day  |
| *Lincoln's Birthday or President's Day | *Veteran's Day    |
| Pulaski's Birthday                     | Labor Day         |
| Good Friday                            | Christmas Day     |
| Memorial Day                           | **Midwinter Break |

\*If any of the above specified holidays fall on Saturday or Sunday, classified employees shall receive their daily compensation for the holiday.

\*\*Only a paid holiday when included in the official school calendar. Limit one day per year.

**Section 61. Vacation**

Eleven (11) month employees shall annually be entitled to five (5) days of paid vacation to be used after the end of summer school and before the first day of student attendance for the ensuing school year.

Twelve (12) month employees shall annually be entitled to the following allotments of paid vacation:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 1	End of year 8	0.83 Days	10 Days per year
Beginning of year 9	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Eleven (11) and twelve (12) month employees shall earn allotted vacation days at a rate of one-twelfth (1/12) or 8.33% of the annual allotment for each full month worked according to the above schedule. Employees must work one full month in order to count toward allotment and accrual and years worked must be continuous in the School District.

Twelve (12) month employees may carry over up to 5 days of vacation into the next year with approval of the Superintendent. Requests to carry over days must be submitted to the Superintendent in writing within 30 days of June 30<sup>th</sup> of the year in which the maximum of 5 days are accrued. Any vacation days accrued past the 5-day maximum carryover limit must be used prior to June 30<sup>th</sup> of any year, or else they are forfeited.

In the event there is a decimal on an accumulation, rounding down and up, to the nearest quarter of a day, will occur.

**Section 62. Payroll**

All classified employees shall be paid in twenty-six (26) equal installments every other Friday. Any additional hours worked by classified employees will be paid to the employees within two (2) weeks of the date that the time sheet covering the period worked is received in the payroll.

The BOARD will deduct monthly, on a ten (10) month basis, from the pay of each member of the Unit from whom it received written authorization from the employee, the required amount of Union dues. Deductions shall continue until such time as written notification to terminate dues deductions is received by the Business Office from the union president, treasurer, or designee. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Union Treasurer as soon as practicable after such deductions are made.

Upon written request of the employee, the following deduction shall be made Credit Union; District Health Insurance; District Dental Insurance; Accidental and Term Life Insurance (as noted in Section 44); Flexible Spending Accounts (FSA's) and existing tax sheltered Annuity Companies (companies chosen must be on the list of accepted companies as determined by the Administration).

**Section 63. Salary**

The probationary period during which the employee may be released as the BOARD deems necessary shall extend one year following the initial date of employment. Termination of employment is not

grievable during the probationary period. The date of their initial employment for new employees will be their first day of work.

Classified employee salaries will be increased on a percentage basis.

For the 2023/2024 school year, each classified employee's 2022/2023 salary will be increased by twelve percent (12%).

For the 2024/2025 school year, each classified employee's 2023/2024 salary will be increased by two percent (2%).

For the 2025/2026 school year, each classified employee's 2024/2025 salary will be increased by two percent (2%).

For the 2026/2027 school year, each classified employee's 2025/2026 salary will be increased by two percent (2%).

Starting Salaries

The starting salaries for new hires in classified positions will be as follows:

	NEW HIRE CLASSIFIED PAY SCALE			2023/2024			
	POSITION	PAID DAYS PER YEAR	WORK HOURS PER DAY	HS Hourly	HS Annual	BA Hourly	BA Annual
GROUP A	Building Assistant	192	7.5	\$17.75	\$25,560.00	\$19.25	\$27,720.00
	Bus Driver	186	6	\$17.75	\$19,809.00	\$19.25	\$21,483.00
	Grant Site Coordinator	243	7.17	\$17.75	\$30,926.00	\$19.25	\$33,539.47
	Media / Technology Assistant	195	7.17	\$17.75	\$24,817.16	\$19.25	\$26,914.39
	Reading / Math Intervention Assistant	192	7.17	\$17.75	\$24,435.36	\$19.25	\$26,500.32
	Special Ed Teacher Assistant	190	7.17	\$17.75	\$24,180.83	\$19.25	\$26,224.28
GROUP B	Teacher Assistant	190	7.17	\$17.75	\$24,180.83	\$19.25	\$26,224.28
	Academic Tutor	192	7.17			\$32.00	\$44,052.48
	Middle School Discipline Coordinator	212	8			\$32.00	\$54,272.00
	Parent Educator	192	7.17			\$32.00	\$44,052.48
	Student Mentor	192	7.17			\$32.00	\$44,052.48
GROUP C	Teacher of Record	192	7.17			\$32.00	\$44,052.48
	10 Month Secretary	209	8	\$19.50	\$32,604.00		
	12 Month Secretary	260	8	\$19.50	\$40,560.00		
	Health Assistant	201	7.17	\$19.50	\$28,102.82		
	IT Specialist	260	8	\$22.00	\$45,760.00		
	Permanent Floating Substitute	180	6.17	\$22.00	\$24,433.20		
	Grants and Budget Coordinator	260	8	\$25.00	\$52,000.00		

**GROUP A:** Pay is based on educational attainment, High School Diploma or Bachelor's Degree.

**GROUP B:** Requires a Bachelor's Degree and/or a Certified Substitute Certificate and must be directly responsible for student instruction.

**GROUP C:** Requires specialized training but does not require a Bachelor's Degree. The pay is the same regardless of educational attainment.

	NEW HIRE CLASSIFIED PAY SCALE			2024/2025			
	POSITION	PAID DAYS PER YEAR	WORK HOURS PER DAY	HS Hourly	HS Annual	BA Hourly	BA Annual
GROUP A	Building Assistant	192	7.5	\$17.75	\$25,560.00	\$19.25	\$27,720.00
	Bus Driver	186	6	\$17.75	\$19,809.00	\$19.25	\$21,483.00
	Grant Site Coordinator	243	7.17	\$17.75	\$30,926.00	\$19.25	\$33,539.47
	Media / Technology Assistant	195	7.17	\$17.75	\$24,817.16	\$19.25	\$26,914.39
	Reading / Math Intervention Assistant	192	7.17	\$17.75	\$24,435.36	\$19.25	\$26,500.32
	Special Ed Teacher Assistant	190	7.17	\$17.75	\$24,180.83	\$19.25	\$26,224.28
	Teacher Assistant	190	7.17	\$17.75	\$24,180.83	\$19.25	\$26,224.28
GROUP B	Academic Tutor	192	7.17			\$32.00	\$44,052.48
	Middle School Discipline Coordinator	212	8			\$32.00	\$54,272.00
	Parent Educator	192	7.17			\$32.00	\$44,052.48
	Student Mentor	192	7.17			\$32.00	\$44,052.48
	Teacher of Record	192	7.17			\$32.00	\$44,052.48
GROUP C	10 Month Secretary	209	8	\$19.50	\$32,604.00		
	12 Month Secretary	260	8	\$19.50	\$40,560.00		
	Health Assistant	201	7.17	\$19.50	\$28,102.82		
	IT Specialist	260	8	\$22.00	\$45,760.00		
	Permanent Floating Substitute	180	6.17	\$22.00	\$24,433.20		
	Grants and Budget Coordinator	260	8	\$25.00	\$52,000.00		

**GROUP A:** Pay is based on educational attainment, High School Diploma or Bachelor's Degree.

**GROUP B:** Requires a Bachelor's Degree and/or a Certified Substitute Certificate and must be directly responsible for student instruction.

**GROUP C:** Requires specialized training but does not require a Bachelor's Degree. The pay is the same regardless of educational attainment.

	NEW HIRE CLASSIFIED PAY SCALE			2025/2026			
	POSITION	PAID DAYS PER YEAR	WORK HOURS PER DAY	HS Hourly	HS Annual	BA Hourly	BA Annual
GROUP A	Building Assistant	192	7.5	\$18.25	\$26,280.00	\$19.75	\$28,440.00
	Bus Driver	186	6	\$18.25	\$20,367.00	\$19.75	\$22,041.00
	Grant Site Coordinator	243	7.17	\$18.25	\$31,797.16	\$19.75	\$34,410.62
	Media / Technology Assistant	195	7.17	\$18.25	\$25,516.24	\$19.75	\$27,613.46
	Reading / Math Intervention Assistant	192	7.17	\$18.25	\$25,123.68	\$19.75	\$27,188.64
	Special Ed Teacher Assistant	190	7.17	\$18.25	\$24,861.98	\$19.75	\$26,905.43
	Teacher Assistant	190	7.17	\$18.25	\$24,861.98	\$19.75	\$26,905.43
GROUP B	Academic Tutor	192	7.17			\$32.50	\$44,740.80
	Middle School Discipline Coordinator	212	8			\$32.50	\$55,120.00
	Parent Educator	192	7.17			\$32.50	\$44,740.80
	Student Mentor	192	7.17			\$32.50	\$44,740.80
	Teacher of Record	192	7.17			\$32.50	\$44,740.80
GROUP C	10 Month Secretary	209	8	\$20.00	\$33,440.00		
	12 Month Secretary	260	8	\$20.00	\$41,600.00		
	Health Assistant	201	7.17	\$20.00	\$28,823.40		
	IT Specialist	260	8	\$22.50	\$46,800.00		
	Permanent Floating Substitute	180	6.17	\$22.50	\$24,988.50		
	Grants and Budget Coordinator	260	8	\$25.50	\$53,040.00		

**GROUP A:** Pay is based on educational attainment, High School Diploma or Bachelor's Degree.

**GROUP B:** Requires a Bachelor's Degree and/or a Certified Substitute Certificate and must be directly responsible for student instruction.

**GROUP C:** Requires specialized training but does not require a Bachelor's Degree. The pay is the same regardless of educational attainment.



	NEW HIRE CLASSIFIED PAY SCALE			2026/2027			
	POSITION	PAID DAYS PER YEAR	WORK HOURS PER DAY	HS Hourly	HS Annual	BA Hourly	BA Annual
GROUP A	Building Assistant	192	7.5	\$18.25	\$26,280.00	\$19.75	\$28,440.00
	Bus Driver	186	6	\$18.25	\$20,367.00	\$19.75	\$22,041.00
	Grant Site Coordinator	243	7.17	\$18.25	\$31,797.16	\$19.75	\$34,410.62
	Media / Technology Assistant	195	7.17	\$18.25	\$25,516.24	\$19.75	\$27,613.46
	Reading / Math Intervention Assistant	192	7.17	\$18.25	\$25,123.68	\$19.75	\$27,188.64
	Special Ed Teacher Assistant	190	7.17	\$18.25	\$24,861.98	\$19.75	\$26,905.43
	Teacher Assistant	190	7.17	\$18.25	\$24,861.98	\$19.75	\$26,905.43
GROUP B	Academic Tutor	192	7.17			\$32.50	\$44,740.80
	Middle School Discipline Coordinator	212	8			\$32.50	\$55,120.00
	Parent Educator	192	7.17			\$32.50	\$44,740.80
	Student Mentor	192	7.17			\$32.50	\$44,740.80
	Teacher of Record	192	7.17			\$32.50	\$44,740.80
GROUP C	10 Month Secretary	209	8	\$20.00	\$33,440.00		
	12 Month Secretary	260	8	\$20.00	\$41,600.00		
	Health Assistant	201	7.17	\$20.00	\$28,823.40		
	IT Specialist	260	8	\$22.50	\$46,800.00		
	Permanent Floating Substitute	180	6.17	\$22.50	\$24,988.50		
	Grants and Budget Coordinator	260	8	\$25.50	\$53,040.00		

**GROUP A:** Pay is based on educational attainment, High School Diploma or Bachelor's Degree.

**GROUP B:** Requires a Bachelor's Degree and/or a Certified Substitute Certificate and must be directly responsible for student instruction.

**GROUP C:** Requires specialized training but does not require a Bachelor's Degree. The pay is the same regardless of educational attainment.

Beginning with the 2023-2024 school year, all classified staff members employed during the term of this contract who earn less than \$30,000 for three consecutive full school years of service during the term of this Agreement shall receive a one-time \$1,000 stipend after successfully completing three consecutive full school-years of service during the term of this Agreement. Payments shall be made by June 15<sup>th</sup> following the completion of the third year.

For the 2023-2024 contract, any current staff member who has sick or personal days not at a half day increment shall have that time rounded up to the nearest half day for a one-time adjustment. Any new hires who are granted sick or personal days resulting in anything other than a half-day increment shall be rounded to the nearest half-day increment.

At no time shall a new hire's starting hourly pay exceed that of a current classified member in the same group. If this does occur, the current staff member shall be adjusted to match the new hire's rate of pay.

In the event a staff member moves to a position with a higher salary, the new salary becomes effective as of the first working day in the new position. The following year's salary increase is then applied to the higher salary as if it was a full year. In the event a staff member moves to a group with a lower salary, they shall maintain their rate of pay for the remainder of the school year. The following school year, the rate of pay will be adjusted accordingly to match the new position. When calculating the rate of pay for the new position, the first step is to look back at the pay for the new position in the year in which the person was hired. Once this amount is determined, it is increased by the negotiated raise

percentage for each year leading up to the current year to arrive at what the current amount would be as if the person was in the position from the time of hire to present.

For example:

1. An employee transitioned from an IT Specialist to a Building Assistant mid-year during the 2021-2022 school year.
2. The employee's salary for the IT Specialist position during the 2021-2022 school year was \$46,792.90. If the employee was a Building Assistant at the start of the 2021-2022 school year, the salary would have been \$30,840.78. Therefore, the employee remained at \$46,792.90 for the remainder of the 2021-2022 school year.
3. For the 2022-2023 school year, they are adjusted to the appropriate salary for the Building Assistant position.
4. The employee's hire date was August 15, 2019 (2019-2020 school year).
5. The new hire salary for the Building Assistant position during the 2019-2020 school year was \$29,000.
6. The negotiated raises were 3% for 2020-2021, 3.25% for 2021-2022, and 4% for 2022-2023.
7. The employee's Building Assistant salary for the 2022-2023 school year is \$32,074.41
  - a.  $\$29,000.00 * 1.03 = \$29,870.00$
  - b.  $\$29,870.00 * 1.0325 = \$30,840.78$
  - c.  $\$30,840.78 * 1.04 = \$32,074.41$

Classified employees wishing to receive credit for obtaining a bachelor's degree shall provide official transcripts to the HR Office by October 1<sup>st</sup>. Official evidence of course completion submitted by February 1<sup>st</sup> will make the salary increase retroactive to the beginning of the 2<sup>nd</sup> semester. Any official evidence of course completion submitted after February 1<sup>st</sup> will make the salary increase effective at the start of the next school year. At that time, they will receive the greater of the negotiated raise or the new hire Bachelor's Degree amount. Failure to meet this deadline shall result in the staff member remaining at his/her current salary until the following school year.

Existing staff who possess a high school diploma can be jumped in salary by a new employee who possesses a bachelor's degree in the same position. If the existing staff member obtains a bachelor's degree during the term of this contract, they will receive the greater the negotiated raise or the new hire rate. Official transcripts are required and shall be submitted to the HR Office by October 1<sup>st</sup>. Failure to meet this deadline shall result in the staff member remaining at his/her current placement on the salary schedule until the following year.

An existing staff member who has a bachelor's degree may not be jumped in salary by a new hire with a bachelor's degree in the same position.

#### **Section 64. Extra Duty Stipends**

1. All school secretaries are required to attend and/or lead ten training sessions on topics that support successful implementation of the duties and responsibilities of the school secretary. The sessions will be held during regular work hours.
2. Secretaries may volunteer to assist with districtwide registration after regular work hours.
  - a. The following extra duty stipends will be paid:
    - i. Completion of ten training sessions -- \$1,000.00
    - ii. Leading a training session -- \$50.00 per hour
    - iii. Assisting at seven registration sessions -- \$500.00. In addition to the stipend, Secretaries are paid their normal hourly rate while working registrations.
3. A one-time \$5,000.00 stipend will be added to the existing staff salaries of staff who hold the Grants and Budget Coordinator position. This amount will remain included in the base salary for subsequent years up to such time of resignation, transfer or retirement from the Grants and Budget Coordinator position.
4. Teachers of Record are required to attend monthly building meetings and monthly PLC meetings at their respective schools. Teachers of Record will receive an annual stipend in the amount of \$350 dollars to be divided into two equal payments of \$175. The first payment shall be made by December 31<sup>st</sup> and the second payment shall be made by June 30<sup>th</sup> of each year.

The stipends listed above are in addition to the employee's regular pay.

#### **Section 65. Compensatory Time**

In the event that employees covered by this Agreement use compensatory time they have earned, substitutes will only be provided to cover health assistants and secretaries, except District Office secretaries. All accumulated compensatory time must be used during the school year in which it was given. The use of compensatory time will be by mutual agreement between the employee and his/her supervisor.

#### **Section 66. Longevity**

Classified employees who have eight (8) or more consecutive years of full time employment in the District by September 15<sup>th</sup>, shall receive a longevity stipend of \$1,000 and employees who have fifteen (15) or more consecutive years of full time employment in the District, by September 15<sup>th</sup>, shall receive a stipend of \$1,600. The stipend shall be paid annually, in one lump sum, prior to October 1<sup>st</sup> of each year.

#### **Section 67. Sick Leave Bank**

The Board of Education and the classified employees of the Teachers' Union agree to establish a Sick Leave Bank. The intent of the Sick Leave Bank is to provide additional sick leave days to full-time classified Employees covered by this Agreement who have an illness or accident that is diagnosed as possibly life threatening or will require more recuperation than their sick leave allows.

- A. **Membership.** Any member of the classified staff who is covered under the Collective Bargaining Agreement negotiated by the Teachers' Federation of Park Forest, Local #604, IFT-FT, AFL-CIO may become a member of the Sick Leave Bank. Each member, as a condition of belonging to the bank, must have contributed one (1) sick leave day between September 1<sup>st</sup> and September 15<sup>th</sup> of each school year, or within 15 days after employment if a new employee. Current members who do not renew their membership, or employees who have waived

membership in the Sick Leave Bank during the enrollment period, may join during the enrollment period for the next school year. Members who re-join after one or more years of absence from the Bank may not apply for Sick Bank days during that school year. The employee shall be made whole and be able to request Sick Bank days during their second (2<sup>nd</sup>) year of continuous membership.

**B. Sick Leave Bank Committee.** The Sick Leave Bank Committee shall consist of five (5) members appointed by the UNION. The Sick Leave Bank Committee shall elect a Director and a Secretary. The Director shall convene and conduct all meetings and the Secretary shall prepare and process all forms and minutes. The Sick Leave Bank Committee shall determine whether a situation meets the intent of the Sick Leave Bank and shall award days from the Bank. All information brought to the Sick Leave Bank shall be kept confidential.

**C. Eligibility for use of days from the Sick Leave Bank.**

1. The classified employee must be a member of the Sick Leave Bank.
2. Have a demonstrable reason to use sick leave as permitted by law.
3. Submit a physician's statement verifying the illness or accident, which makes it impossible for the employee to perform his/her assigned duties.
4. Have exhausted his/her accumulated sick leave and personal leave days.

**D. General Provisions.**

1. When the number of days accumulated in the Sick Leave Bank is less than the number of days needed, the Sick Leave Bank Committee may request one (1) additional day of sick leave from its members. Such contributions shall be voluntary. Failure to contribute shall not result in removal from the Sick Leave Bank.
2. Certified Staff members covered by the Certified Contract negotiated by the Teachers' Federation of Park Forest, Local #604, IFT-AFT, AFL-CIO may return one (1) day of sick leave each year to the Board of Education. Such returns must be made between September 1<sup>st</sup> and September 15<sup>th</sup> of each year. The Board of Education shall at its October meeting direct the transfer of the number of days returned by Certified employees to the Classified Sick Leave Bank.
3. The Board of Education shall make a one-time contribution of 100 days for the start of the Sick Leave Bank. Thereafter the Board of Education may contribute days on a voluntary basis.
4. When an employee files and receives benefits for disability payments with the Illinois Municipal Retirement Fund, and/or Social Security Administration, and/or Workmen's Compensation, such application shall be deemed notice to the Sick Leave Bank Committee of relinquishment of all future participation in the Bank with respect to such illness or disability, effective with the implementation of such payments. In addition, if there are any financial settlements related to an accident, then the affected employee relinquishes their participation in the Bank with respect to said accident.
5. If a member of the Sick Leave Bank is denied their request for additional sick leave days they shall be given written notice of the reason for the denial and shall have an opportunity to appeal to the Sick Leave Board to review their appeal.
6. Retiring members of District #163 may contribute days of sick leave to the Sick Leave Bank.

- E. **Indemnification.** The members in the Sick Bank, and Local #604, IFT-AFT, AFL-CIO, which represents both the certified and classified employees in District #163, hereby indemnify, save, release, and hold harmless the Board of Education, its members, employees, agents, administrators and attorneys from any and all causes of action which may arise out of their administration in granting or denying the benefits under the Sick Leave Bank.

**Section 68. Incentives for Retirement**

This retirement incentive will only be available for eligible employees with a retirement date of no later than June 30, 2030.

A. Eligibility

To be eligible to receive this incentive, an employee must meet all of the following requirements:

1. Completed, as of the date of retirement, at least 15 years of full-time experience as an employee of the BOARD; and
2. Meet the age and service requirements for participation in the Illinois Municipal Employees Retirement Fund (“IMRF”) Retirement Program.

B. Notice

Eligible employees wishing to retire during the term of this Agreement must provide an irrevocable written notice to the Superintendent by May 1 of any school year. This notice may not indicate a retirement date later than June 30, 2030.

C. Benefit

1. Salary Increase

As a voluntary retirement benefit for bargaining unit members who qualify as provided above, the BOARD agrees to increase the employee’s IMRF creditable earnings by 6% over the employee’s prior year’s reported IMRF creditable earnings for each remaining year of the employee’s employment in the District beginning with the school year in which notice is given in lieu of any other raise, step, or other creditable earnings increase to which the employee may otherwise have been entitled.

A retiring employee may receive no more than four (4) years of 6% creditable earnings increases under this program. It is the intent of the parties that the 6% increases will be paid in the employee’s final years of employment. An employee for whom an extra-duty stipend was part of the employee’s creditable earnings in the school year in which notice is given and who elects not to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increase provided under this program for each remaining year. Under no circumstances may an employee participating in this program receive creditable earnings increase for more than 6% over the employee’s prior year’s creditable earnings.

D. Duration

The District Retirement Plan, as set forth in this Article, will only be available for the duration of this Agreement. In order to receive the benefits, set forth in this Article, an employee must elect to retire effective no later than June 30, 2030. Participating employees, who elect to retire under the provisions of this Article and not later than June 30, 2030, will receive the benefits of and only the benefits of this Plan. Regardless of the

participation and experience in the implementation of this Agreement, in no event will this Agreement create an expectancy of a property interest among employees, who have not submitted an irrevocable letter of intent to retire to the Superintendent by May 1st, 2027, nor will this Plan be regarded as a policy, custom, practice, or contractual agreement between the parties beyond such date. Nothing in this Agreement, however, will be deemed to prohibit the parties from mutually agreeing to amend this Plan or to continue this Plan during or after the term of this Agreement.

In any year, the BOARD may limit the number of retirees to 30% of those eligible based on seniority. The BOARD may exceed such cap in any year without establishing a waiver, percent, or practice; unused eligibility shall accumulate.

**Section 69. Lunch/Playground Supervision**

Compensated lunch and playground supervision duties will be made available to members of the bargaining unit in the event no certified employee elects to perform those duties.

**Section 70. Signature Page**

This contract represents the full commitment between the UNION and the BOARD. Any modifications, additions, deletions or Letters of Agreement shall be with the full knowledge of the UNION and shall be approved by the Board of Education.

\_\_\_\_\_  
Teachers' Federation of Park Forest  
President (Date)

\_\_\_\_\_  
Board President (Date)

\_\_\_\_\_  
Board Secretary (Date)

**EXHIBIT A**

POSITION	POSITION LENGTH	TOTAL PAID DAYS	TOTAL WORK DAYS	SPECIFIC WORK DAYS	WORK HOURS/DAY	SAMPLE HOURS <sup>1</sup>	SICK DAYS	PERSONAL DAYS	VACATION DAYS
10 Month Secretary	10 Month	209	197	student days, institute days, parent/teacher conference days, 11 days before the first institute day, and 6 days after the last day of school	8 hours	7:30am - 4:05pm 7:45am - 4:20pm	10	3	0
12 Month Secretary	12 Month	260	243	Year Round	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	12	3	See Section 54 of Contract
Academic Tutor	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Building Assistant	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.5 hours	7:30am - 3:35pm 7:45am - 3:50pm	10	3	0
Bus Driver	10 Month	186	174	student days	6 hours	intermittent	10	3	0
Grant Site Coordinator	11 Month	243	230	Year round minus Spring Break and Winter Break	7.17 hours (7hrs 10min)	10:30am - 6:15pm 10:45am - 6:30pm	11	3	0
Grants and Budget Coordinator	12 Month	260	243	Year Round	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	12	3	See Section 54 of Contract
Health Assistant	10 Month	201	189	student days, institute days, 10 days before the first institute day, and 1 day after the last day of school	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
IT Specialist	12 Month	260	243	Year Round	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	12	3	See Section 54 of Contract
Media / Tech Assistant	10 Month	195	183	student days, institute days, parent/teacher conference days, and 3 days before the first institute day	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Middle School Discipline Coordinator	10 Month	212	200	student days, institute days, parent/teacher conference days, 10 days before the first institute day, and 10 days after the last day of school	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	10	3	0
Parent Educator	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Permanent Floating Substitute	10 Month	180	180	student days, institute days, and parent/teacher conference days	6.17 hours (6hrs 10min)	8:15am - 3:00pm	10	3	0
Reading / Math Intervention Assistant	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Special Education Teacher Assistant	10 Month	190	178	student days and institute days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Student Mentor	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Teacher Assistant	10 Month	190	178	student days and institute days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0
Teacher of Record	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	3	0

<sup>1</sup> Sample Work Hours include a 35-minute duty free lunch and are provided as a reference. These sample hours may vary depending on the scheduling needs of each building.