

Agreement Between
THE BOARD OF EDUCATION
SPARTA COMMUNITY UNIT SCHOOL
DISTRICT 140
and
THE SPARTA SERVICE EMPLOYEES
2022-2023, 2023-2024, 2024-2025

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ARTICLE I

RECOGNITION

- 1.1** The Board of Education, Sparta Community Unit School District No. 140, Randolph County, Illinois hereinafter referred to as the “Board”, hereby recognizes the Sparta Service Employees affiliated with the IEA-NEA, hereinafter referred to as the “Association”, as the sole and exclusive negotiating agent for regularly employed service, maintenance and clerical employees of the Board, if they work at least three (3) hours per day, including district secretaries at the building levels or below, custodians, maintenance/groundskeeper, cooks and cafeteria workers, transportation employees and paraprofessionals but excluding managerial and confidential employees, supervisors, short-term employees, students, and any other person not included within the definition of “education employees” in Section 2(b) of the Illinois Educational Labor Relations Act. Also specifically excluded from this Agreement are confidential secretaries, district secretaries, one (1) secretary to the principal at each building level, the district bookkeeper, payroll clerk, and any temporary, seasonal, irregular or part-time positions.
- 1.2** The term employee when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as determined in Section 1.1 above.
- 1.3** The Board agrees not to negotiate with any other employee, or any employee individually identified under Section 1.1 of this Agreement, on behalf of the employees in the bargaining unit as defined under the aforesaid Section 1.1 with regards to items defined in this Agreement unless mutually agreed to by the parties during the term of this Agreement.
- 1.4** The term seasonal irregular employee shall refer to employees hired for short-term jobs not currently being performed by regular employees of the bargaining unit.
- 1.5** The term “short term employee” (previously known as temporary or substitute employee) shall refer to all employees hired by the Board to fill a newly created position or a vacancy provided such period of employment shall not exceed ninety (90) working days. Any employment in excess of ninety (90) working days shall be deemed permanent, subject to all other provisions of this Agreement. This does not apply to persons working as a long-term substitute in a non-vacated position.

ARTICLE II

DEFINITION OF RESPONSIBILITIES

2.1 Board Rights and Responsibilities

- A. The Board, on behalf of the electors of the District, retains and reserves the sole right and authority to manage the affairs of the School District and to direct its employees, including but not limited to, all rights and authority exercised by the Board prior to the execution of this Agreement, except as limited only by the specific and expressed terms of this Agreement and then only to the extent that such specific and expressed terms hereof are in conformance with the Constitution and Laws of the State of Illinois and the Constitution and Laws of the United States.
- B. All policies of the Board of Education shall be made available to the employees of the District.

2.2 Association Rights and Responsibilities

- A. Service employees shall have the right to organize, join or not join, and assist the Association in professional negotiations with the Board through a representative of their own choosing. They shall also have the right to refrain from these activities.
- B. Employees, members, and officers of the Association hereby agree not to strike, or engage in, support or encourage any concerted refusal to render full and complete services in the School District or to engage in or support any activity whatsoever, including sympathy strike or refusal to cross picket lines, which would disrupt in any manner the operation of the schools.
- C. With notification to the Building Principal, the Association and its representatives shall have the right to request the use of school buildings for meetings to transact official Association business on school property provided that this does not in the judgment of the administration interfere with or interrupt normal school operations. The use of employee mailboxes, interschool mail, and employee bulletin boards where available may be used for internal communication.
- D. The Board shall deduct dues semi-monthly from each member's pay, if authorized in writing by the member.
- E. A representative of the Association shall be permitted access to school property before and after the student day and during the employee's "duty-free lunch period" by giving notice to the building's Central Office. The Association agrees that such access shall not interfere with the operational requirements of the educational program of the District.

- F. The Board of Education agrees to notify the Union and to meet in advance with the Union before entering into any contract for the performance of any work currently being performed by any employee.
- G. **Association Leave:** The Association shall be granted release time of up to an aggregate total of ten (10) days during the contract year. The Association shall reimburse the District for substitute salaries, if replacements are hired by the District resulting from the granting of release time. Notification of a request for release time shall be given by the Association President to the Building Principal at least two (2) days before the release time is taken.
- H. No employee shall be dismissed for reasons of temporary illness or temporary mental or physical incapacity to perform his or her duties. An employee shall be deemed “temporarily ill” or “temporarily incapacitated” if he/she, because of ill health or for any other reason, is physically or mentally unfit to perform his/her duties during his/her normal work period and by reason thereof is continually absent from his/her duties (after he/she has used all accumulated sick leave and accumulated vacation time) for a period of less than ninety (90) consecutive work days or is intermittently absent from his/her duties for less than ninety (90) of one hundred twenty (120) consecutive work days for the same or a related illness or incapacity. An employee who is either continuously absent from duties during his/her work period for ninety (90) or more consecutive work days, or intermittently absent for ninety (90) or more of one hundred twenty (120) consecutive work days, shall be deemed “permanently ill” or “permanently incapacitated.” For the purpose of the foregoing definitions, time periods shall not be computed anew at the start of a work period (10 month vs. 12 month workers) but shall be continued for any employee who remains ill or incapacitated from the same or related illness or incapacity which caused the employee to be absent during the previous work period. Permanent illness or permanent incapacity constitutes grounds for termination. This provision shall be applied prospectively only; absences prior to the adoption of this provision shall not be counted for purposes of computing the time period herein. Employee requests to utilize “dock” days shall be at the sole discretion of the District.

2.3 Mutual Rights and Responsibilities

- A. The Association shall be furnished public documents concerning the financial condition of the school – annual financial statements and adopted budget and all regular Board meeting public information upon written request. The Board shall respond within at least (7) calendar days following such request. In addition, the Board and the administration will consider requests for any other information. Nothing herein shall require the central administrative staff to research and assemble information. The Association agrees to pay in advance a fee for reproducing and distributing the requested materials.
- B. The Board of Education or designee shall notify the President of the Association of any permanent changes in the employee’s work hours or shift. This provision shall not apply to periodic weekend, holiday or overtime hours.

ARTICLE III

NEGOTIATION PROCEDURES

3.1 Responsibilities

Each party is permitted to select its own representatives for the purpose of negotiating contract agreements. All negotiations shall be scheduled at such times and places as shall best accommodate the bargaining members of the Association and Board representatives, but shall be held during non-working hours and conducted on the employee's own time.

3.2 Authority to Negotiate

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals, and to seek tentative agreements. Tentative agreement shall be reduced to writing and initialed.

3.3 Mediation

If the parties mutually agree that mediation would be helpful to reach agreement, the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested by the parties to appoint a mediator from its staff. In the absence of a joint request, the commencement of mediation shall be governed by the Illinois Educational Labor Relations Act (IELRA), and impasse procedures shall also be governed by the IELRA, if applicable.

3.4 Contract Distribution

Within forty-five (45) days of ratification of this Agreement, the Association shall provide the Board with updated copies of all pages of this Agreement to proofread. The Board will contact the Association within fifteen (15) days with its results of the proofreading. The Association shall have copies of this Agreement printed at its cost and will send fifteen (15) of those copies to the Board for its use. The Association will be responsible for distribution of the Contract to the Service Employees in the District.

ARTICLE IV

GRIEVANCE AND ARBITRATION PROCEDURE

4.1 Definitions

- A. **Grievance:** Any claim by an employee that there has been a violation, misinterpretation or misapplication of the terms of this Agreement, shall be a grievance.
- B. **Time Limits:** All time limits consist of days when the Unit Office is open. No grievance shall be entertained or processed unless it is submitted within ten (10) days of the knowledge of the occurrence of the event giving rise to the grievance or when grievant reasonably should have known of the event. Failure at any level of the grievance procedure to appeal a grievance to the next level within the specified time limits will be considered to be acceptance of the decision rendered at that level and a waiver of the right to appeal the grievance further. Failure at any level of this procedure to respond to the grievance within the specified time limits will permit the aggrieved party to proceed to the next step.
- C. **Informal Resolution:** Nothing contained herein shall limit the right of any employee having a grievance to discuss the matter informally and having the grievance adjusted without intervention of the Association or the Board.
- D. If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, the Board shall not be required to process the same claim through the grievance procedure.

4.2 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communication. Consequently, employees shall be required to make a reasonable effort to meet with his or her immediate supervisor prior to filing a formal grievance. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

Step 1: An employee must present the grievance in writing to his/her Building Principal within ten (10) days of when the employee knew or should have known of the grievance. The grievance shall be submitted written in letter form, stating the following: grievant's name, date of incident, contract language violated and remedy sought. The aggrieved employee, a Union representative, and the Building Principal shall meet within five (5) working days after submission of the written grievance. If such meeting fails to resolve the grievance, the Building Principal shall provide a written response to the grievance to the aggrieved employee within five (5) days after such meeting. Class grievances involving one or more members or one or more supervisors and grievances involving an administrator above the building level may be initially filed at Step 2.

- Step 2:** If the grievance is not resolved at Step 1, then the grievant may refer the grievance to the Superintendent or his/her designee within ten (10) days after receipt by the grievant of the Step 1 response or within ten (10) days of the expiration of the time for filing a response by the Building Principal. The aggrieved employee, a Union representative and the Superintendent shall meet within five (5) working days of the filing of the grievance with him/her. If this meeting with the Superintendent fails to resolve the grievance, the Superintendent shall provide a written response to the aggrieved employee within seven (7) days after such meeting with him/her.
- Step 3:** If the grievant disagrees with the disposition of the grievance or the time limits expire without the issuance of the Superintendent's reply, the grievant may submit the grievance to the Board of Education within ten (10) days after the receipt by the grievant of the Step 2 response or within ten (10) days after the expiration of the time for filing a response by the Superintendent. The Board shall meet with the grievant in closed session at the next regularly scheduled Board meeting unless the grievance is submitted with less than ten (10) days notice prior to such meeting, in which case the grievance shall be considered at the next regularly scheduled meeting. The meeting shall be open to the public only upon the mutual consent of the grievant and the Board. The grievant and the Board shall have the right to present such witnesses and counselors as deemed necessary to develop facts pertinent to the grievance. A written response to any grievance brought before the Board shall be given by the Board within ten (10) days after the date of the meeting or the adjournment thereof.
- Step 4:** If the grievant disagrees with the disposition of the grievance or the time limits expire without the issuance of the School Board's reply, the Association may submit the grievance to final and binding arbitration by making a demand for same upon the School Board. If a demand for arbitration is not filed within fifteen (15) days of the receipt of the response by the School Board at Step 3, or within fifteen (15) days of the expiration of the time for filing a response by the School Board, then the grievance shall be deemed withdrawn.

4.3 Arbitration

Once a demand for arbitration has been submitted, the parties shall then select an arbitrator in accordance with the rules and regulations of the American Arbitration Association.

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He shall consider and decide only the specific issues submitted to him in writing by the Board and the Association and shall have no authority to make a decision on any other issue not so submitted to him. The arbitrator shall submit in writing his decision within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later. The decision shall be based solely upon his interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. Consistent with these provisions, the arbitrator shall have the authority to make an award

concerning the remedy, if any, that he considers to be appropriate. The award of the arbitrator shall be binding.

- B. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitrator and the American Arbitration Association shall be equally borne by the parties.
- C. If either party requests a transcript of the proceedings, that party shall bear the full costs of the transcripts. If the other party requests a copy of the transcript, a copy shall be made available to that party upon the party's agreement to pay half the total cost of the transcript.

4.4 Association Participation – Employee Represented

The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at Step 1 and beyond, and no employee shall be required to discuss any grievance if the Association's representative is not present at those steps. Provided, however, any employees subject to the provisions of this Agreement may pursue any grievance as provided in this Article IV without Association participation through Step 2 of said procedure, but only the Association shall be permitted to take a grievance to arbitration.

4.5 No Reprisal Clause

No reprisals of any kind shall be taken by the Board or the administration against any employee because of the individual's participation in the grievance procedure. No reprisals of any kind shall be taken by the Association or the employees against members of the Board of Education or its representatives because of their participation in the grievance procedure.

4.6 Released Time

Should an arbitration hearing of any grievance require that the grievant and the Association representative be released from his regular assignment, said employee or representatives shall be released without loss of pay or benefits.

4.7 Grievance Withdrawal

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

ARTICLE V

FRINGE BENEFITS

5.1 Travel by personal automobile on official school duties and assignments shall be reimbursed at the prevailing IRS rate.

5.2 **Sick Leave**

A. **Allotment:**

1. All employees employed in a 9-month or more position shall be granted sixteen (16) sick days per work year.
2. All employees who work more than one hundred eighty (180) days per year shall be granted one (1) additional sick leave day for every twenty (20) days worked in excess of 180.
3. Part-time employees who are eligible to participate in the Illinois Municipal Retirement Fund under the "600-Hour Standard" or such other standard as may be established by the IMRF shall receive the same number of sick days indicated above, but such days shall be equal in hours to the employee's part-time work day.
4. One sick leave day per school year may be used for bereavement leave for those outside of the immediate family, as defined in Section 24-6 of the School Code. For purposes of bereavement leave, the Board includes in-laws in addition to those individuals listed in Section 24-6 to be "immediate family" (for example, parent-in-law, child-in-law).

B. **Accumulation:** Sick leave may accumulate to a total of two hundred seventy-two (272) days including unused personal leave days as indicated in section 5.3 below. If an employee would accumulate more than 272 sick days, the employee may voluntarily donate the excess sick days to the Sick Leave Pool, as described in section 5.3.D below.

C. **Attendance Bonus:** Employees who complete the work year without using any sick days shall be paid a one hundred dollar (\$100) bonus at the end of the work year. Any employee may donate to the sick leave pool, as outlined below in this Section, without penalty and shall remain eligible for this bonus.

D. **Sick Leave Pool:** A sick leave pool shall be available to any employee who has donated one (1) sick day per school year, provided that the employee has depleted their allotted leave days and has remained absent without pay for a period of five (5) consecutive work days. The number of days in the sick leave pool shall continue to accumulate with those unused day being carried over until the next school year. The total number of days available in the pool may not exceed 500 days. The District

Office shall notify the Association in writing at the end of each year of the number of days available in the sick leave pool.

Any employee shall be eligible to participate in the sick leave pool under the following provisions:

1. That the employee notify the District Office of the intent to participate by filing the proper application with the District Office prior to the first day of October authorizing the necessary adjustment in the number of available sick leave days. Said employee shall remain in the sick leave pool unless he/she notifies the District Office in writing by September 30 of the year in which he/she wishes to withdraw.
2. Any employee not participating during the first year of his/her eligibility must donate one day plus one additional day for each year of non-participation to the sick leave bank to be eligible to participate during the next school year. The same procedure shall apply to a former participating employee who decides to resume participation following a period of non-participation. The employee shall be required only to donate one day plus one day for each year of non-participation.
3. In order to be eligible to use days from the sick leave pool, an individual must be a participant in the sick leave pool, having donated the required number of days to the pool.
4. An employee may use days from the sick leave pool only after using all of his/her accumulated sick leave and only after having missed five consecutive school days for which he/she has been docked. At that time, the affected employee is eligible for up to one half of the total number of days in the sick leave pool or a total not to exceed ninety (90) days.
5. The sick leave pool may be used in the event of an injury or accident and in the event of an illness, whether physical or mental.
6. No employee may be allowed to use days from the sick leave pool while claiming disability insurance through IMRF. They may, however, claim disability insurance after using the total number of days available to them from the sick leave pool.
7. The Superintendent may require verification from a physician prior to granting use of days from the sick leave pool.

The donation to the sick leave pool required above shall cease upon the sick leave pool reaching 500 days except for new participants who shall be required to make a one day contribution which shall be added to the pool, even if such donation results in a balance in excess of 500 days.

5.3 Personal Leave

- A. Two (2) personal leave days are available each year. An employee who works more than one hundred eighty (180) days per year shall be granted one (1) additional personal leave day per year.
- B. Personal leave must be requested in writing not less than three (3) days prior to the requested day to be used, but reasons for the request shall not be necessary. In the event of an emergency (an unanticipated and pressing need) or for the purposes of bereavement leave, with reason(s) given, the three- (3-) day notice may be waived by the Building Principal.
- C. When an employee has exhausted all of his/her sick leave, (s)he may use personal leave in lieu of sick leave without providing the three- (3-) day advance notice.
- D. Unused personal leave shall accumulate up to a maximum of six (6) days. Any unused personal leave days in excess of six (6) shall accumulate as sick leave.
- E. Requests for a “dock day” shall require three (3) working days notice, reason(s) given and the Superintendent’s or his/her designee’s approval. In the event of an emergency (an unanticipated and pressing need) or for the purposes of bereavement leave, with reason(s) given, the three- (3-) days’ notice may be waived by the Building Principal.
- F. Service Award Days: Employees shall be granted as service award days additional personal leave based on their years of service in the district, as follows:

After	20 years	1 service award day per year
	25 years	2 service award days per year
	30 years	3 service award days per year

5.4 All full-time employees will be afforded a duty-free lunch period of thirty (30) consecutive minutes. All employees shall be granted a 15-minute break during each four (4) hour period of work.

5.5 Insurance and Section 125 Plan

- A. All employees who are employed at least thirty (30) hours or more per week and who so elect, will receive hospital and medical insurance benefits for single or family plans, whichever is applicable, with the Board paying the following amounts per month for toward the insurance premiums:

2022-2023, 2023-2024, 2024-2025: \$495 for single coverage; \$915 for family coverage
- B. The Board shall provide for interested employees a flexible spending account (IRS Section 125) plan with regard to District health insurance, District life insurance,

District dental insurance, District optical insurance and other items as may be determined mutually by the Board and the Association.

5.6 Retirement Incentive: Employees retiring from the District have a choice of two retirement incentives. An employee may not receive both incentives. In the event that an employee does not submit an irrevocable letter of intent to retire as described in 5.6.2 the employee will receive the severance for which they are eligible under 5.6.1.

5.6.1 OPTION ONE: Any employee working in the Sparta Community Unit School District No. 140 shall be eligible for severance pay, upon permanent layoff or his/her decision to retire or to resign from employment in the Sparta Community Unit District No. 140. Said severance shall be paid to the employee on the first paycheck issued in the next calendar month after his/her termination of employment. For the purposes of this severance pay calculation, monthly pay shall be defined as his/her gross annual salary at the time of separation that is pro-rated based on his/her work year. This benefit is not available to an employee who is involuntarily separated for disciplinary reasons.

- A. An employee who has worked ten (10) consecutive years in the Sparta Community Unit School District No. 140 shall receive twenty-five percent (25%) of his/her monthly salary.
- B. An employee who has worked fifteen (15) consecutive years in the Sparta Community Unit School District No. 140 shall receive fifty percent (50%) of his/her monthly salary at the time of retirement.
- C. An employee who has worked twenty (20) consecutive years in the Sparta Community Unit School District No. 140 shall receive seventy-five percent (75%) of his/her monthly salary at the time of retirement.
- D. An employee who has worked twenty-five (25) consecutive years in the Sparta Community Unity School District No. 140 and will receive one hundred percent (100%) of his/her monthly salary at the time of retirement.

5.6.2 OPTION 2: Retirement Incentive: To be eligible for the retirement incentive, an employee must comply with the following requirements and limitations:

1. Must have completed a minimum of 15 or more years of full-time employment on or before the date the retirement notice is submitted, in one or a combination of job classifications covered by this agreement and must be eligible to retire on the date of his/her retirement date under provisions of the Illinois Municipal Retirement Fund (IMRF) without causing any penalty or cost to the District.
2. The employee must submit an irrevocable letter of resignation for retirement purposes to the Board of Education on or before April 1, which can include the current year of retirement, which retirement notifies the Board of his/her retirement date. The pre-retirement period may be from 1 to 4 years in duration depending upon

when the irrevocable letter of retirement is received and the effective date of retirement. For example, an employee submitting a retirement notice prior to April 1, 2023, with a retirement date at the end of the 2022-2023 school year is eligible for a one year retirement benefit. An employee submitting a retirement notice prior to April 1, 2023, with a retirement date at the end of the 2023-2024 school year is eligible for a two year retirement program, and so on.

3. No employee may participate in this program unless they have sufficient service credit with the Illinois Municipal Retirement Fund to exempt the employer from payment of any penalty or other additional cost to the Illinois Municipal Retirement Fund.
4. Overtime pay received in the year prior to retirement and in any year in which the retirement incentive is paid shall not be used to calculate or determine the allowable retirement incentive increase in the employee's base pay.
5. The parties specifically agree that the District shall have the right to reduce the amount of the retirement incentive paid to an employee in any year of the retirement program in order to prevent the District from paying any penalties for the payment of such retirement incentive.
6. The employee will be paid their regular hourly rate of pay according to the negotiated contract. In June at the end of each year an employee is in the retirement plan, the District will compare the employee's current IMRF base pay with his/her previous year's IMRF base pay. The District will pay the employee a retirement benefit in an amount to ensure the employee's IMRF base pay earnings increases 6% over his/her previous year's IMRF base pay earnings, based on the number of days the employee worked or received paid leave from one year to the next year (periods of unpaid leave will be removed from the calculation when determining the retirement benefit). Base pay does not include Board paid IMRF contributions or overtime pay.

EXAMPLE:

2021-2022 Base Salary: \$30,000

Enters Retirement Program

Year 1: 2022-2023 Base Salary:\$31,800

(Includes 3% salary increase: \$900; 3% retirement benefit: \$900)

Year 2: 2023-2024 Base Salary: \$33,708

(Includes 3% salary increase: \$954; 3% retirement benefit: \$954)

Year 3: 2024-2025 Base Salary: \$35,730.38

(Includes 4% salary increase: \$1,348.32; 2% retirement benefit: \$674.16)

Year 4: 2025-2025 Base Salary: \$37,874.20
(Includes 3% salary increase: \$1,071.91; 3% retirement benefit: \$1071.91)

7. In the event the retirement benefit causes an employee's IMRF creditable earnings to exceed 6% in any year while the employee is in the retirement program, the retirement benefit in that year shall be reduced in an amount to ensure the employee does not exceed a 6% increase in his/her IMRF creditable earnings.

For example, in Year 2 above, if the employee's IMRF creditable earnings exceed his/her Year 1 IMRF creditable earnings \$500 above 6%, the retirement benefit will be reduced \$500 from \$954 to \$454. The employee's Year 2 base salary is reduced \$500 from \$33,708 to \$33,208. The new Year 2 base salary, \$33,208, is multiplied by 6% to determine the employee's Year 3 base salary, \$35,200.48.

- 5.7 The Board shall pay for the fiscal year the four and one-half percent (4.5%) amount due the Illinois Municipal Retirement Fund on account of each employee to be applied to the retirement account of each employee. The Board payment to the Illinois Municipal Retirement Fund shall be in addition to the existing salary now being paid to such employee.

5.8 Child-Rearing

Leave shall be granted to employees for personal disabilities related to pregnancy and such leave may be counted as sick leave at full pay for any period of employee disability related to pregnancy and continued as long as the employee is entitled to sick leave benefits. The employee shall notify the Superintendent at least three (3) months before the expected date of disability in order that proper arrangements can be made for the employee's duties during that leave. The Board of Education reserves the right to request that the employee be examined by a physician to determine if the employee is physically able to perform the regular duties required of the employee. Such examination, when requested, shall be Board expense.

In the alternative, an employee entitled to sick leave benefits may upon request, be granted up to one (1) year's leave of absence without pay for child-rearing purposes. A leave of absence up to one (1) year may be granted to any employee upon request for the purpose of adoption. During this leave, the employee will not be entitled to any sick leave benefits. If the employee requests to pay in full the cost of the health premium maintained, the Board will allow the employee to remain in the group program.

5.9 Holidays Recognized and Observed

The following days shall be paid holidays for all employees if the day falls in their normal work year:

- Juneteenth (State holiday – not observed if falls on Saturday or Sunday)
- Independence Day
- Labor Day
- Election Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday or President's Day (as adopted by the board)
- Casmir Pulaski's Birthday
- First Day of Spring Break
- Memorial Day

When any of the above holidays falls on a weekend, the Friday prior or the Monday following, as designated by the Board or designee, shall be deemed a paid holiday provided the regular school program or the summer program is not in session, whichever is applicable. In the event legislative enactment permits the recognition of any of the above-named holidays as a commemorative holiday and the Board hereinafter establishes such holiday as commemorative holiday, such commemorative holiday shall not be deemed a paid holiday. If any holiday above is "lost" because it is not observed on a regular workday, then all affected employees shall be paid one day's regular pay as full compensation for the loss.

5.10 Holiday Eligibility Requirement

In order to be eligible for holiday pay, an employee must work his/her last regularly scheduled work day immediately preceding and his/her first regularly scheduled work day immediately following the holiday, unless the employee is taking vacation leave, personal leave, sick leave, a compensatory day or other approved leave with pay.

5.11 Holiday Pay

An employee who does not work on a holiday shall receive holiday pay computed at his/her regular, straight time, hourly rate for the number of hours for which he/she is normally and regularly scheduled to work immediately prior to the holiday, up to a maximum of eight (8) hours. Employees who do work on any of the holidays listed above shall be paid time and one-half pay in addition to their regular holiday pay. Holiday pay shall be excluded from any overtime calculation. Holiday pay shall take the place of and not be in addition to vacation pay.

5.12 Paid Vacations and Vacation Allowance

A. Paid vacations or vacation allowances shall be given to all twelve- (12-) month personnel as follows:

After	One year	five days	1.25 days per quarter
	Two years	ten days	2.50 days per quarter
	Five years	eleven days	2.75 days per quarter
	Six years	twelve days	3.00 days per quarter
	Seven years	thirteen days	3.25 days per quarter
	Eight years	fourteen days	3.50 days per quarter
	Nine years	fifteen days	3.75 days per quarter
	Twenty years and beyond	twenty days	5.00 days per quarter

New employees shall receive a pro-rated vacation allowance of one half (1/2) day per full month of employment completed prior to July 1, up to a maximum of five (5) days. Thereafter, that first partial year of employment will not count as a full year for the purposes of computing the annual vacation allowance.

- B. Unused vacation time shall not accumulate past June 30 of the work year in which it was made available.
- C. A notice of at least three (3) days must be given to the Building Principal before vacation leave can be taken. In the event of an emergency (an unanticipated and pressing need), with reason(s) given, the Building Principal may waive the three- (3-) day advanced notice requirement. When an employee has exhausted all of his/her sick leave, (s)he may use vacation in lieu of sick leave without providing the three- (3-) day advanced notice.
- D. Employees who receive more than fifteen (15) days vacation time shall take all vacation time beyond fifteen (15) days on days when school is not in session. Said employees shall not take vacation days on Snow/Emergency days without the consent of the Building Principal.

5.13 Leave of Absence Without Pay

Employees shall have the right to request leave of absence without pay in accordance with the School Board Policy Manual, Section 5:250.

5.14 Reimbursement for Courses, Workshops, Training Programs and Certification

A. The District shall establish a fund in the amount of \$3,000 per work year for the purpose of tuition reimbursement for pre-approved courses [up to three (3) undergraduate courses per semester per employee], workshops, training programs, or job-related certification renewals and licensure renewals, which

are determined by the Superintendent or his/her designee to be job-related. Each employee shall make a prior written application to the Superintendent or his/her designee for pre-approval, which lists the nature and the cost of the course, workshop, training program, certification renewals or licensure renewals.

Verification of successful completion of the course (with a grade of C or better), workshop, training program, certification renewals or licensure renewals must be submitted to the Unit Office by September 1. Reimbursement shall be paid once per year on the September 15 payday. In the event that the total amount expended by employees in one year exceeds the total amount provided, employees shall be reimbursed a percentage of their tuition payments. [For example, if the total amount expended were \$6,000, each employee would be reimbursed for 50% of his or her tuition expenses.]

- C. The reimbursement year shall be September 1 to August 31. Any excess funds shall not accumulate from year to year.

5.15 Custodian Usage of Personal Leave Days and Vacation Days

- A. Due to the District's operational needs, administrators may limit the number of custodians that use personal leave days and vacation days on any one day.
- B. Custodians shall be granted personal leave and vacation days provided the following limits are not exceeded. If the total number of requests exceeds the limits for any of the following attendance centers the administrator may reject any request that exceeds the limits specified. It is also the right of the administrator to approve the request even though the specified limit may be exceeded. Any such decision is at the discretion of the administrator and is not subject to grievance by the Association member.

High School – no more than 2 per day

Lincoln – no more than 2 per day

- C. In the event that the administrator rejects a personal leave day or vacation day due to the limits previously listed, it shall be the last request received by the administrator that must be rejected. Those requests that were received first shall be granted priority in all cases.
- D. **Assignment of Internal Substitutes for Custodians:**
When a custodian is absent and an internal substitute is needed, the supervisor shall first offer the internal substitution work to the most senior employee in that category in the building. If the most senior employee does not wish to act as an internal substitute, the next most senior employee in that category in the building is offered the work. If all employees so offered the work decline it, then the least senior employee in the category in that building is assigned to act as the internal substitute. For example, if a day-shift custodian is absent, then the night shift custodians in that building will be offered, in seniority order (i.e., most senior to least senior), to serve as a substitute.

5.16 Bereavement Leave

Each employee shall be granted up to three (3) bereavement leave days for the death of a member of the immediate family, as defined herein. Employees shall be granted one (1) bereavement leave day for the death of an extended family member as defined herein. If additional days are needed, they will be deducted, at the option of the employee, from the employee's accumulated sick leave or personal leave. Bereavement leave days are not cumulative.

Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, in-laws, step family, legal guardian, ward, and/or anyone with whom the employee makes his or her actual home. Extended family shall include niece, nephew, aunt, uncle, and cousin.

5.17 FMLA Leave

The Family Medical Leave Act allows eligible employees to take time off without loss of benefits. Employees under this agreement are entitled to FMLA leave pursuant to the Family Medical Leave Act, if they meet the statutory eligibility criteria. For purposes of calculating leave entitlement, the FMLA year will be based on the calendar year, and the amount of hours required for eligibility shall be 1026 hours. During the Family Medical Leave period, the employer shall continue to pay the health insurance premium pursuant to this collective bargaining agreement.

ARTICLE VI

EMPLOYEE EVALUATION AND PERSONNEL FILE

- 6.1** Each employee shall be evaluated no less than every other year. If the evaluator is someone other than the building administrator, the employee shall be informed who will be the designated evaluator. All who supervise the employee may be consulted regarding the performance of the employee. There will be no written notes from the consultation. The employee will be notified of all those who were consulted regarding his/her performance. After the evaluation, the evaluator will have a conference with the employee to review the written evaluation. The employee shall receive a copy of the written evaluation at the time of the conference. The conference shall be held within ten (10) days after the evaluation has been completed.
- 6.2 Official Personnel File**
Only one (1) official personnel file shall be maintained for each employee. The District Business Office shall maintain the official personnel file. The immediate supervisors shall be defined in each job description.
- 6.3 Right to Examine File**
Upon an employee's written request, the employee shall be permitted to inspect any personnel documents which have been or intended to be used in determining an employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action, except as provided in Section 10 of An Act to Permit Employees to Review Personnel Records, Sect. 2010, Ch. 48, Ill. Rev. Stats. (1983). An employee shall have the right to have a representative of the Union accompany him/her in such a review.
- 6.4 Right to Reproduce Materials in File**
Upon request, the employer will reproduce one (1) copy of any materials in an employee's personnel file for a fee limited to the actual cost of duplicating the information.
- 6.5 Right to Reply**
Each employee shall have the right to review the contents of said employee's personnel file and to attach and place therein written revised reactions to any of its contents. Material, which is derogatory to an employee's conduct service, character or personality, shall not be placed in an employee's file unless the employee has had the opportunity to read the material. The employee shall acknowledge that he/she has seen such material by affixing his/her signature on the actual copy to be filed. The signature does not indicate agreement with the content of the materials.
- 6.6** Classroom inspection reports may be used to evaluate building cleanliness and repairs needed but are not, of themselves, a complete evaluation of the performance of the employees. The evaluator shall consider other relevant criteria as established by the Board or designee.

ARTICLE VII

EMPLOYEE DISCIPLINE AND DISMISSAL PROCEDURES

- 7.1 Any bargaining unit member may request to have an Association representative present whenever a conference is held between the employee and an administrator which may result in disciplinary or corrective action against an employee.
- 7.2 Employees who have not completed their ninety (90) workday probationary period, may be disciplined, up to and including dismissal, at the District's sole discretion without just cause and without due process and such action shall not be subject to the grievance/arbitration provisions of this contract.
- 7.3 For employees who have completed their ninety (90) workday probationary period, the District shall adhere to the principles of progressive discipline, although nothing herein shall require the District to begin with the first step of the disciplinary progression if the employee's misconduct is sufficiently serious to warrant beginning at a higher level. Neither shall anything herein prevent the District from skipping disciplinary levels if skipping levels is justified by the seriousness of the employee's misconduct. Refer to employee handbook.
- 7.4 Progressive discipline, for both misconduct and performance deficiencies, shall mean: 1. Oral warning, 2. Written Warning, 3. Suspension without pay by the superintendent for three (3) days, 4. Dismissal. Each disciplinary event, including oral warning, shall be documented in writing, and copies shall be provided to the Association president, the employee, and a copy shall be retained in the employee's personnel file.
- 7.5 If an employee has not received any additional disciplinary action within 24 months after being issued a disciplinary action (verbal warning, written warning or suspension without pay), the employee shall go back one step on the progressive discipline schedule. The parties agree that following these procedures shall fulfill the progressive discipline tests for just cause to discharge the employee.
- 7.6 The parties agree that the following non-exhaustive list of offenses committed by an employee for the first time shall constitute just cause to dismiss the employee without the use of progressive discipline.
- Violation of the District's policy prohibiting sexual harassment;
 - Theft and/or misappropriation of funds;
 - Unauthorized removal of confidential District property from a District building;
 - Violation of the District's Drug and Alcohol Free Workplace policy;
 - Assault or battery upon supervisors, other employees, or students;
 - Falsification of records (including official records, time sheets or tampering with time clocks); and

- Falsification of a workers' compensation claim.
- Acts of dishonesty, e.g. false statements during an investigation.

- 7.7 The Superintendent and or designee shall have the authority to suspend an employee with pay pending an investigation.
- 7.8 The Superintendent or designee shall have the authority to suspend an employee without pay pending the employee's pre-termination hearing before the Board of Education.
- 7.9 Only the Board of Education can terminate an employee's employment. Prior to any Board action to terminate an employee's employment, the employee and Association President will be notified of the dismissal charges and provided a copy of the evidence supporting the dismissal charges. The employee will have the right to appear before the Board in closed session, at which time the employee, Association representative and Association attorney will have the right to challenge the District's evidence, cross-examine District witnesses called to testify at the hearing and present evidence and call witnesses to refute the dismissal charges.
- 7.10 The Association shall have the right to seek review of a non-probationary employee's suspension without pay or dismissal through the grievance procedures.
- 7.11 An employee may request the Superintendent to remove a disciplinary record from the employee's personnel file after a period of 24 months from the date the disciplinary action was issued, provided the employee has not received any disciplinary or performance deficiency notices in that 24 month period, and the Superintendent shall then remove the record.

ARTICLE VIII

WORK FORCE CHANGES

8.1 Seniority

- A. For the purposes of this Agreement, seniority shall be considered from the date of employment. Board of Education minutes will reflect the date of hire as being the first day of work in the assigned classification should the employee have been working as a permanent employee prior to official board action. In the event that two (2) employees were hired in the same classification on the same date, drawing lots shall determine seniority.

- B. Seniority shall be considered on a district-wide basis within the following classifications:
 - a. Custodians – maintenance employees
 - b. Cooks – cafeteria employees
 - c. Paraprofessionals
 - d. Secretaries

The Board shall maintain separate seniority lists for each classification listed above. The lists shall include the name of the employee, and his/her date of hire into that classification.

- C. An employee who is hired to work in more than one classification shall earn seniority in all classifications in which the employee works (e.g., an employee working as both a part-time paraprofessional and part-time secretary would earn seniority in both classifications).

- D. The Board shall provide the Association President updated seniority lists by February 1 of each school year, which shall include service for the first semester of such year. The lists shall also be posted in each school building. Employees shall have ten (10) days from the date the lists are posted to notify the Superintendent of suspected errors in the seniority lists and to provide documentation supporting same. The affected employee waives any errors not challenged within the ten (10) day period.

8.2 Reduction In Force and Recall

- A. In the event it becomes necessary to lay off or reduce the number of work hours for employees for any reason, all temporary, substitute and other irregular employees in the affected classification shall be laid off first. Any regular permanent part-time employee(s) in the affected classification shall be reduced or laid off in the inverse order of seniority before any regular permanent full-time employee is reduced or laid off within that classification. Regular permanent full-time employees shall be reduced or laid off in the inverse order of seniority within the particular classification.

- B. No new employee shall be hired into a position while any employee on lay-off status is qualified to perform work in that classification.
- C. Lay off notices shall be given at least thirty (30) days prior to the last day of the school term.
- D. A permanent employee whose hours have been reduced or whose position is eliminated shall be permitted to bump an employee with less District seniority in the affected classification if the employee is qualified to perform the job.
- E. In the event that hours are restored, employees whose hours were reduced shall have their hours restored in reverse order of their reduction (i.e., employee with most seniority restored first).
- F. Employees who are laid off shall be recalled to a vacant position in their classification, or in any other classification for which they are qualified, in reverse order of their layoff. In the event that two (2) or more employees are qualified for the position and the employees have seniority in different classifications, the employee with the most seniority in the classification of the vacant position shall be recalled first.
- G. Laid off employees shall be eligible for recall for a period of twelve (12) months beginning the first day of the next school year following their layoff. An employee who declines recall to a position in a classification in which (s)he has never worked shall maintain his/her ranking on the recall list and does not forfeit any recall rights.
- H. Prior to layoff, the employee and Association representative shall meet with Superintendent to establish all of the classifications in which the employee is qualified to work. In the event the employee acquires more experience or training while on layoff that (s)he believes would qualify him/her for recall into another classification, the employee may submit a request to the Superintendent to be considered qualified to work in that other classification.

8.3 Vacancies, Promotions and Job Assignments

- A. All newly created positions and other vacancies or assignments including promotional vacancies shall be posted for at least ten (10) workdays prior to the filling of the vacancies. The posting shall include a brief job description, effective date, procedures for filing applications, and a deadline.
- B. A copy of the posting will be provided to the Association President and all employees via e-mail at the time it is posted.
- C. When, following notification to the Association, the administration determines that an emergency exists, the employer may use a temporary assignment for the vacancy until the posting, interviews, and appointment procedures have been completed. Such temporary assignment shall not exceed ninety (90) working days.

- D. Employees who apply for a posted position shall submit their application to the Superintendent of Schools within the time limits specified on the notice. The District shall acknowledge the receipt of the application.
- E. Current employees who file for a vacancy or assignment under this Article shall be granted interviews.
- F. Seniority, employee qualifications, job classification requirements, and employee convenience will be considered for any vacancy or promotional position (including additional hours). The Board shall be the final judge of qualifications and ability.
- G. Current part-time employees applying for full-time vacancies shall be given priority considerations in the same manner as established in Section 8.3.F above before any outside applications are considered for the position.
- H. Interviewed employees not selected for the position shall be notified in writing within five (5) days regarding their not receiving the position. Employees not selected for the position shall be permitted a private conference with the Superintendent.

8.4 Job Jurisdiction

No employee shall be required to perform the work of another classification or any work outside his/her job description.

8.5 The District shall not separate hours of work performed in the same category or same rate of pay through bookkeeping procedures in order to avoid the responsibility of crediting employees for IMRF or other benefits they should be eligible to have.

8.6 The Board of Education or designee may establish custodial and cook uniforms. If so, the District shall provide cooks and custodians with an initial issue of three (3) uniforms, with replacements on an as needed basis by exchange of old items for new items as provided by the District.

ARTICLE IX

WORKING CONDITIONS

9.1 Job Descriptions

Job descriptions will be developed and prepared for each job classification and shall include work hours, workweek, work year and working conditions. Association input will be obtained in the development and preparation of the job descriptions.

9.2 Paraprofessionals/Other Meetings

Paraprofessionals shall not be required to attend building level PTA meetings, building level workshops, building level concerts and plays, parent-teacher conferences as well as District in-service workshops unless they shall be a part of the regular work day. Paraprofessionals required to attend any of the above activities outside of their contractual days and hours shall be eligible for overtime or compensation time.

9.3 Labor/Management Meetings

The Association and the administration recognize the importance of informal communication in maintaining good labor relationships and agree to meet on an informal and periodic basis, at either party's request, for the purpose of discussing labor/management concerns or problems. Such meetings shall be held upon reasonable advance written notice by either party to the other, at a place and time mutually agreeable to the parties. Such notice shall state the item(s) to be discussed at such meetings. Each party shall designate a reasonable number of its members to attend such meetings. Except as indicated above regarding written notice to meet, the parties shall agree to "touch base" with each other every month to determine if a meeting is necessary.

9.4 Early School Dismissal for Paraprofessionals

When school is closed with early dismissal of teachers because of inclement weather or holiday, paraprofessionals shall also be allowed to leave after the students have been dismissed, without losing pay provided paraprofessionals shall work the same hours and days as the teachers. The Superintendent shall determine if weather conditions dictate the necessity for employees to leave school early. If the Superintendent makes that decision it is applicable to all buildings. The same shall be applied to early dismissal before a holiday.

9.5 Medical Procedures – Liability Protection

Any employee who performs medical procedures or administers medication shall be afforded liability insurance protection in accordance with section 10-22.3 of the *School Code*.

9.6 Workday and Work Week

- A. The workday for paraprofessionals shall be seven (7) hours, and their work hours shall be as established by their Building Administrator.

- B. The workday for secretaries shall be eight (8) hours, and their work hours shall be as established by their Building Administrator.
- C. The work week for custodians shall be forty (40) hours per week. During the summer, the workday for custodians, at each custodian's individual option, shall be either eight (8) hours for five (5) days or ten (10) hours for four (4) days. At least one (1) custodian shall be in each building each day of the week, with the exception of Evansville Attendance Center.

9.7 Act of God Days

In the event the number of days of an employee's normal work year is reduced because of "Act of God" days (or other reasons for which school was closed and the days were/will not be made up), an employee may choose, at his/her sole discretion, to be paid for those days by using accumulated personal leave or vacation leave.

ARTICLE X

OVERTIME PROVISIONS

10.1 Monetary Compensation

Employees required to work additional hours over and above a forty (40) hour week shall be compensated at the rate of one and one-half (1½) times their regular wages as overtime. In addition, employees required to work on weekends shall be compensated at the rate of one and one-half (1½) times their regular wages as overtime regardless of whether they have worked over forty (40) hours within that same week.

10.2 Employees required to work additional hours over and above a forty (40) hour week may opt to take compensatory (comp.) time in lieu of monetary compensation. Comp. time shall be credited at a rate of one and one-half (1½) times the amount of overtime work. All comp. time shall be recorded and approved by the appropriate administrator. Employees are not permitted to work overtime without prior administrative approval.

10.3 An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested to do so and would not unduly disrupt the operations of the District.

10.4 Compensatory time shall be accrued and administered in accordance with the Fair Labor Standards Act currently in force and in accordance with the rules promulgated pursuant to the act and this Agreement. Compensatory time must be used within the fiscal year accrued or be converted to compensatory pay by June 30 of each year.

10.5 Building Checks

Building checks may be assigned to employees other than bargaining unit members. In the event a custodian is assigned to perform a building check, the custodian will be paid a minimum of one (1) hour, or for the actual time worked if greater than one (1) hour, of overtime pay for each weekend day or holiday (s)he performs a building check.

ARTICLE XI

WAGE PROVISIONS

11.1 The Board agrees to pay and the Association, on behalf of the employees represented by it, agrees to accept the wages set forth in the salary schedule attached hereto as Addendum I to this Agreement.

11.2 When an employee is performing his/her regular duties beyond his/her normal working hours which are less than 8 hours per day, he/she shall receive his/her regular rate of pay for the additional time worked, up to forty (40) hours per week.

11.3 Temporary Head Cook Assignment

Any cook assigned to fill the absence of a head cook shall be paid the head cook hourly rate differential for all such days or hours so assigned.

11.4 Pay Days

Paydays shall be on the 15th and the 30th of each month during the employee's work year. Less than 12-month employees may elect to receive their pay on a twelve month pay schedule provided written notice is given to the business office at least 30 days prior to the end of the employee's work year, with the requested change to be effective the first pay day of the next work year. Any employees hired on or after July 1, 2014 shall be required to take their pay on a twelve month pay schedule.

In the event a regular payday falls on a day when the business office is closed, the payday will be rescheduled to the next preceding day on which the business office is open.

Paychecks will be available no later than 11:00 a.m. on payday. Paychecks will be sealed in envelopes.

11.5 Paraprofessional Stipend

In addition to the hourly rate set forth in Addendum I, a paraprofessional shall also receive a stipend of three dollars (\$3.00) per hour for all work that requires Braille transcription. A paraprofessional who has a teaching certificate/license or a substitute teaching certificate/license and who agrees to be assigned by the building principal to work as an internal substitute for a teacher shall be paid a stipend of \$5.00 per period in addition to his/her regular hourly rate, and the District will pay any required contribution to the Teachers Retirement System (TRS). The employee shall record on his/her timesheet all such hours or periods of specialized work performed, and such time sheet must be approved by the employee's supervisor.

11.6 Paraprofessional Service Credit

Newly-hired paraprofessionals shall be placed on the salary schedule at a level equivalent to their years of experience as a paraprofessional in a public school district by providing their

IMRF statement of full years of service. No credit will be extended for less than full years. Current paraprofessionals who have prior experience in other school districts may submit proof of that experience to the district by August 31, 2022 and if mutually accepted by the District and the Association, will be placed on the salary schedule commensurate with that experience.

ARTICLE XII

EFFECT OF AGREEMENT

12.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete agreement between the parties and no other agreements, written or unwritten, representations, policies or practices shall be binding upon the parties.

12.2 This Agreement may only be modified by written mutual consent of the parties.

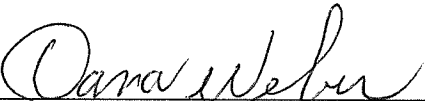
12.3 Should any article, section or clause of this Agreement be declared illegal or void by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent of such ruling. All remaining articles, sections and clauses shall remain in full force and effect.

12.4 This Agreement shall commence on July 1, 2022 and shall continue in full force and effect through June 30, 2025, unless otherwise modified as herein provided.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Agreement by and through their respective officers this _____ day of August, 2022, A.D.

**SPARTA SERVICE EMPLOYEES
IEA-NEA**

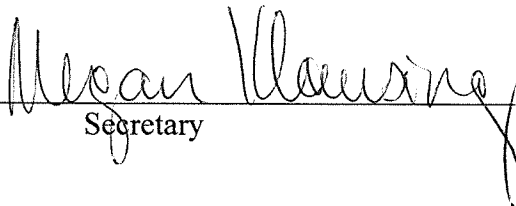
**THE BOARD OF EDUCATION OF
SPARTA COMMUNITY UNIT SCHOOL
DISTRICT NO. 140**

By: 
President

By: 
President

ATTEST:

ATTEST:


Secretary


Secretary

2022-2023 HOURLY PAY RATE

Step	Paraprofs	Secretaries	Cooks	Head Cooks	Custodians	Maint/Ground
0	16.04	16.04	16.04	16.97	16.97	20.09
1	16.29	16.29	16.29	17.22	17.22	20.34
2	16.54	16.54	16.54	17.47	17.47	20.59
3	16.79	16.79	16.79	17.72	17.72	20.84
4	17.04	17.04	17.04	17.97	17.97	21.09
5	17.29	17.29	17.29	18.22	18.22	21.34
6	17.54	17.54	17.54	18.47	18.47	21.59
7	17.79	17.79	17.79	18.72	18.72	21.84
8	18.04	18.04	18.04	18.97	18.97	22.09
9	18.29	18.29	18.29	19.22	19.22	22.34
10	18.54	18.54	18.54	19.47	19.47	22.59
11	18.79	18.79	18.79	19.72	19.72	22.84
12	19.04	19.04	19.04	19.97	19.97	23.09
13	19.29	19.29	19.29	20.22	20.22	23.34
14	19.54	19.54	19.54	20.47	20.47	23.59
15	19.79	19.79	19.79	20.72	20.72	23.84
16	20.04	20.04	20.04	20.97	20.97	24.09
17	20.29	20.29	20.29	21.22	21.22	24.34
18	20.54	20.54	20.54	21.47	21.47	24.59
19	20.79	20.79	20.79	21.72	21.72	24.84
20	21.04	21.04	21.04	21.97	21.97	25.09
21	21.29	21.29	21.29	22.22	22.22	25.34
22	21.54	21.54	21.54	22.47	22.47	25.59
23	21.79	21.79	21.79	22.72	22.72	25.84
24	22.04	22.04	22.04	22.97	22.97	26.09
25	22.29	22.29	22.29	23.22	23.22	26.34
26	22.54	22.54	22.54	23.47	23.47	26.59
27	22.79	22.79	22.79	23.72	23.72	26.84
28	23.04	23.04	23.04	23.97	23.97	27.09
29	23.29	23.29	23.29	24.22	24.22	27.34
30	23.54	23.54	23.54	24.47	24.47	27.59
OS1					24.72	
OS2					25.97	

Head Cook serving as Food Service Director
receives hourly stipend of 0.50

2023-2024 HOURLY PAY RATE

Step	Paraprofs	Secretaries	Cooks	Head Cooks	Custodians	Maint/Ground
0	16.84	16.84	16.84	17.82	17.82	21.09
1	17.09	17.09	17.09	18.07	18.07	21.34
2	17.34	17.34	17.34	18.32	18.32	21.59
3	17.59	17.59	17.59	18.57	18.57	21.84
4	17.84	17.84	17.84	18.82	18.82	22.09
5	18.09	18.09	18.09	19.07	19.07	22.34
6	18.34	18.34	18.34	19.32	19.32	22.59
7	18.59	18.59	18.59	19.57	19.57	22.84
8	18.84	18.84	18.84	19.82	19.82	23.09
9	19.09	19.09	19.09	20.07	20.07	23.34
10	19.34	19.34	19.34	20.32	20.32	23.59
11	19.59	19.59	19.59	20.57	20.57	23.84
12	19.84	19.84	19.84	20.82	20.82	24.09
13	20.09	20.09	20.09	21.07	21.07	24.34
14	20.34	20.34	20.34	21.32	21.32	24.59
15	20.59	20.59	20.59	21.57	21.57	24.84
16	20.84	20.84	20.84	21.82	21.82	25.09
17	21.09	21.09	21.09	22.07	22.07	25.34
18	21.34	21.34	21.34	22.32	22.32	25.59
19	21.59	21.59	21.59	22.57	22.57	25.84
20	21.84	21.84	21.84	22.82	22.82	26.09
21	22.09	22.09	22.09	23.07	23.07	26.34
22	22.34	22.34	22.34	23.32	23.32	26.59
23	22.59	22.59	22.59	23.57	23.57	26.84
24	22.84	22.84	22.84	23.82	23.82	27.09
25	23.09	23.09	23.09	24.07	24.07	27.34
26	23.34	23.34	23.34	24.32	24.32	27.59
27	23.59	23.59	23.59	24.57	24.57	27.84
28	23.84	23.84	23.84	24.82	24.82	28.09
29	24.09	24.09	24.09	25.07	25.07	28.34
30	24.34	24.34	24.34	25.32	25.32	28.59
OS1		24.59			25.57	
OS2					26.82	

Head Cook serving as Food Service Director
receives hourly stipend of 0.50

2024-2025 HOURLY PAY RATE

Step	Paraprofs	Secretaries	Cooks	Head Cooks	Custodians	Maint/Ground
0	17.85	17.85	17.85	18.89	18.89	22.35
1	18.10	18.10	18.10	19.14	19.14	22.60
2	18.35	18.35	18.35	19.39	19.39	22.85
3	18.60	18.60	18.60	19.64	19.64	23.10
4	18.85	18.85	18.85	19.89	19.89	23.35
5	19.10	19.10	19.10	20.14	20.14	23.60
6	19.35	19.35	19.35	20.39	20.39	23.85
7	19.60	19.60	19.60	20.64	20.64	24.10
8	19.85	19.85	19.85	20.89	20.89	24.35
9	20.10	20.10	20.10	21.14	21.14	24.60
10	20.35	20.35	20.35	21.39	21.39	24.85
11	20.60	20.60	20.60	21.64	21.64	25.10
12	20.85	20.85	20.85	21.89	21.89	25.35
13	21.10	21.10	21.10	22.14	22.14	25.60
14	21.35	21.35	21.35	22.39	22.39	25.85
15	21.60	21.60	21.60	22.64	22.64	26.10
16	21.85	21.85	21.85	22.89	22.89	26.35
17	22.10	22.10	22.10	23.14	23.14	26.60
18	22.35	22.35	22.35	23.39	23.39	26.85
19	22.60	22.60	22.60	23.64	23.64	27.10
20	22.85	22.85	22.85	23.89	23.89	27.35
21	23.10	23.10	23.10	24.14	24.14	27.60
22	23.35	23.35	23.35	24.39	24.39	27.85
23	23.60	23.60	23.60	24.64	24.64	28.10
24	23.85	23.85	23.85	24.89	24.89	28.35
25	24.10	24.10	24.10	25.14	25.14	28.60
26	24.35	24.35	24.35	25.39	25.39	28.85
27	24.60	24.60	24.60	25.64	25.64	29.10
28	24.85	24.85	24.85	25.89	25.89	29.35
29	25.10	25.10	25.10	26.14	26.14	29.60
30	25.35	25.35	25.35	26.39	26.39	29.85
OS1		25.60			26.64	
OS2					27.89	

Head Cook serving as Food Service Director
receives hourly stipend of 0.50