

CONTRACTUAL AGREEMENT

2018-2021

EAST AURORA COUNCIL

IFT/AFT LOCAL 604

and the

BOARD OF EDUCATION

EAST AURORA SCHOOL DISTRICT NO. 131

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SECTION 1

GENERAL PROVISIONS

ARTICLE I Recognition and Representation

1.1 Parties to the Agreement

This agreement is by and between the Board of Education of East Aurora School District No. 131, Kane County, Illinois, hereinafter referred to as the “Board,” and the East Aurora Council, American Federation of Teachers-Local 604, AFT/IFT, AFL/CIO, hereinafter referred to as the “Union,” pursuant to and in compliance with the Illinois Educational Labor Relations Act.

1.2 Recognition, Jurisdiction, and Scope

For the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment, the Board recognizes the Union as the sole and exclusive representative for:

- a. all full-time certified personnel (except as excluded herein) including: teachers, social workers, speech therapists, psychologists, counselors, school nurses, librarians, interventionists, facilitators, coaches, and coordinators (the “teachers bargaining unit”);
- b. all full-time (32.5 hours per week or more) classified employees in the following categories: academic assistants, special education assistants, learning center assistants, bilingual assistants, pupil personnel assistants, parent educator, tutors (bilingual, elementary and middle), bilingual special education interpreters, sign language interpreters, speech language interpreters, parent liaisons, health assistants, preschool assistants, and hearing/vision technicians (the “support staff bargaining unit”); and
- c. all full-time office staff in the following categories: Clerical, Secretary I, Secretary II, and Secretary III but excluding payroll clerk (2), bookkeeper, secretary to the office of Assistant Superintendent of Finance (2), secretary to the office of Assistant Superintendent of Human Resources (2), and executive assistant to Superintendent, and all other classified staff, certified staff, administrators, managerial, supervisory and short-term employees as such employees are defined in Section 2 of the Illinois Educational Labor Relations Act (the “office staff bargaining unit”),

In the General Provisions applicable to all employees covered by this agreement the units described in subsections a., b., and c. above may be referred to collectively for convenience as “the bargaining unit”.

1.3 Conformity to Law

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

ARTICLE II Union /Board Relations

2.1 Right to Representation

The Union agrees to fulfill its duty of fair representation to all members of the bargaining unit for purposes of negotiations with the Board concerning terms and conditions of their employment.

2.2 Union/Superintendent Meetings

The Superintendent shall meet with up to five (5) (including the Union President) representatives of the Union to discuss matters relating to the implementation of the Agreement, as well as matters of mutual concern, provided that the Superintendent shall not be required to meet more than one (1) time per calendar month. The Superintendent shall not be required during such meetings to discuss any pending grievances or any matter which is then subject to consideration as part of the negotiations of a successor Agreement. The Union's representatives shall submit an agenda of items to be discussed at least three (3) school days in advance, if possible, of such meeting, and for matters arising after the submission of the agenda not later than the outset of the meeting. The Union's agenda items shall be discussed prior to any other matters. The scope of the meetings should be general contract issues rather than individual issues that should be addressed at the building level. Where possible the Union should present documentation for patterns of actions, and the Superintendent shall provide relevant documents that the Union may request. Meetings shall ordinarily be one and one-half, but not to exceed two hours in length, unless otherwise agreed. Minutes from the meetings shall be prepared by the Union and shall be reviewed by the Union and the Superintendent together at the conclusion of the meeting or when the minutes are prepared. The minutes shall be factually based without editorial comment, and shall include a summary of the issues discussed, possible resolutions, and necessary follow-up. The minutes shall be submitted to the Superintendent, the East Aurora Council President, the Assistant Superintendent of Human Resources, and, depending on the issues discussed, to such other persons as appropriate.

2.3 Union/Principal Meetings

The principal of each building shall meet with representatives of the Union to discuss matters relating to the implementation of this Agreement as well as matters of mutual concern, provided that the principal shall not be required to meet more than once each month. The principal shall not be required during such meetings to discuss any pending grievances or any matter which is then subject to consideration as part of the negotiations of a successor Agreement. Meetings shall be at mutually agreed times and ordinarily last one hour, or one class period unless otherwise agreed. The Union representative shall submit an agenda of items to be discussed at least three (3) school days, in advance, if possible, of such meeting, and for matters arising after the submission of the agenda not later than the outset of the meeting. The Union's agenda items shall be discussed prior to any other matters.

Minutes from the monthly meetings shall be prepared by the Union and shall be reviewed by the Union and the Principal together at the conclusion of the meeting or when the minutes are prepared. The minutes shall be factually based without editorial comment, and shall include a summary of the issues discussed, possible resolutions, and necessary follow-up. The approved minutes shall be submitted to the Superintendent, the East Aurora Council President, the Assistant Superintendent of Human Resources, and, depending on the issues discussed, to such other persons as appropriate.

2.4 Information to the Union

Documents, including but not limited to the following, shall be either furnished to the Union President or posted on the District's website, as they are received, completed, or compiled. (Items G & H to be provided in electronic format):

- A. Board agendas;
- B. Official minutes of the Board;
- C. Monthly budget summaries;
- D. Board policy manual;
- E. Annual auditor's report and management letter;
- F. Current fiscal year budget;
- G. Statistical information, including employees' names, pertaining to employee step placement, salary lane placement, extended service placement and present insurance coverage;

- H. Bargaining unit employee lists, school and title, including home addresses, home and work email addresses, if available, and mobile and home telephone numbers, if available. The list of new employees hired shall be given to the Union by September 20 of each year, and names of persons employed after that date, along with the information listed above, shall be provided within 20 days of hire.

2.5 Meetings, Notices, and General Information

The Union shall have the right to request and, upon approval of the building principal to use buildings for meetings of the East Aurora Council (which may include other employees of the Board and a reasonable number of guests), provided that such meetings do not interfere with instructional and/or extra-curricular programs. Any special expenses as a result of such meeting(s) will be reimbursed to the District by the Union.

The Union may use the inter-building delivery system, teacher school mailboxes, and teacher lounge bulletin boards for Union matters. The use of the inter-building delivery system shall be subject to any rules or regulations as may be promulgated by the United States Postal Service or other governing agency or any legislation which may be hereafter adopted.

The Union may use the District's e-mail system for the communication identified to the Superintendent.

When using the District's e-mail system, the Union will comply with the District's Acceptable Use policy and administrative procedures as amended from time to time.

The Union shall be allowed reasonable use of computers, copying equipment and audio/visual equipment upon approval of the Administration. The Union will pay for all consumable materials used. No school equipment may be removed from the premises or used for political purposes. The Union will be financially responsible for all damage occasioned by the use of such equipment. Nothing herein shall be construed as precluding the Board from designating an employee other than a member of the bargaining unit to actually operate such equipment or to supervise its use.

2.6 Dues Check-Off

The Board shall deduct from the regular paycheck of each member, from whom it received written authorization to do so, the required amount of Union dues. The dues of a list of employees from whom the dues have been deducted, and the amount deducted from each shall be forwarded to the proper Union officer no later than ten (10) days after such deduction was made. Deductions shall continue unless and until authorization is withdrawn by the employee in accordance with the law and the terms of the deduction authorization.

2.7 District Directory

The Union and its officers shall be listed in the District Directory posted on the District's website.

2.8 Union Presentation

The Union or designees shall be on the program for the orientation for new teachers for a period not exceeding sixty (60) minutes. The Union President or designee shall also be on the agenda, upon request at least two days in advance, for a period not to exceed ten (10) minutes at the beginning of the first general building faculty meeting of the month, and for 10 minutes prior to their lunch break on SIP days or inservice days (regardless of the building where staff are attending), to address matters of staff concern. When available, Administrators shall cover the office in order for Office Staff to attend.

2.9 Union President Released Time

- A. The Union President, or his/her designee, shall be released from his/her regular duties to the district on a daily basis for each school day; provided, however, the amount of release time shall be reviewed by the Union and the District during the second year of this Agreement. It is understood that the released time will be used to attend to the duties of the Union President. In the absence of the President, or as may be needed for support staff or office personnel, the applicable Vice-President shall be released for up to a total of five (5) school days per year without loss of pay for the investigation of grievances or other activities relating to personnel issues.
- B. If and when it is necessary for the Union President or his/her designee to be absent during the non-school day time assigned to contractual services to the district, in order to attend meetings or conferences, investigate grievances, or deal with other teacher or school related matters, the President or his designee will be available for a like amount of internal coverage time during hours he/she would normally be released. The Union President shall notify the Superintendent or his designee at least two (2) school days in advance.
- C. The Union President or his/her designee will not incur loss of wages, benefits, tenure or salary scale advancement because of the exercise of this provision.
- D. Whenever the Union Presidency passes to a different member, the release time provision will be accommodated as soon as practicable, but no later than the beginning of the next semester.
- E. As used in this section, "designee" shall mean only another Vice-President.

ARTICLE III Management Rights

3.0 Management Rights

The Board retains and reserves unto itself all powers, rights, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

The Board shall not be required to bargain over matters of inherent managerial policy, which shall include such areas of discretion or policy as the functions of the employer, standards of services, its overall budget, the organization structure and selection of new employees, and direction of employees.

ARTICLE IV No Strike

4.0 No Strike

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

No Lockout

The Board agrees not to lock out any employees during the term of this Agreement.

ARTICLE V General Leave Provision

The general leave provisions in this Article V are intended to apply to all employees covered by this Agreement. Specific leave provisions that apply to Teachers are in Article V Sec 5.8, specific leave provisions that apply to Support Staff are in Article XIX, and specific leave provisions that apply to Office Staff are in Article XXIV. In the event of a conflict between any provision of this Article V, and a provision contained in Articles V, XIX, or XXIV then the provision in Article V, Article XIX, or Article XXIV, as applicable, shall control.

5.1 Sick Leave

Sick leave means personal illness, quarantine at home, or serious illness or death in one's immediate family or household. Immediate family shall mean: parents, spouse, civil union partner, brothers, sisters, children, grandchildren, grandparents, parent-in-law, brother/sisters-in-law, and legal guardians. Sick leaves of four (4) or more consecutive days shall require medical verification and such medical verification should be presented on the 4th consecutive day of absence or as soon as practical thereafter. Failure to provide a required medical verification will result in the denial of additional requested sick days beyond the initial three (3) days for such claimed illness.

Sick leave shall terminate upon the earlier of (a) the employee's return to work, or (b) the exhaustion of the greater of accumulated sick days, other paid time off, or applicable FMLA or VESSA leave. An employee may apply for additional leave pursuant to Section 5.2 hereof in the event the employee has a condition that would qualify for sick leave and all paid time off, sick days, and applicable FMLA or VESSA leave has been exhausted. As an example, if an employee is ill for a period that would extend 12 work weeks, has only one week left of FMLA and 15 sick days, that employee would have 15 days of sick leave left (the first week of which would be concurrent with the one week of FMLA) with benefits, and would thereafter need to apply for an uncompensated medical leave pursuant to Section 5.2.

5.2 Uncompensated Medical Leave of Absence

The Board of Education, in its sole discretion, may grant an employee a leave of absence, without pay or other benefits, for a matter which would qualify for sick leave. Such leave may not commence until the employee has exhausted all accrued paid time off, accumulated sick leave, and FMLA or VESSA leave. The leave shall not exceed 90 consecutive school days. Request for an unpaid leave of absence must be accompanied by medical verification as to the nature and extent of the illness or incapacity and estimated time necessary for recovery therefrom. In exercising its discretion, the Board will take into consideration continuity of instruction, support staff, medical factors to the maximum degree possible, and the pertinent time factors related thereto. This leave is available to an employee whether or not the employee is receiving short term disability.

Any employee on an approved leave pursuant to this section may participate in the District's available insurance programs but at such employee's own expense for the full monthly premium. The full monthly premium, which is the total of the portion of the premium previously paid by the employee and the amount paid by the District, is payable to the District by the employee as provided herein except the first month of participation shall require an employee to pay one full month's premium in advance. The District shall bill the employee for this premium and it will be the responsibility of the employee to deliver to the benefits facilitator, on or before the 15th day of the month preceding the onset of the leave, a check payable to the District in the full amount of one month's premium, for the following month. Thereafter, the District will bill the employee monthly for this premium and on or before the 15th of each month a check for the full amount of the premium must be hand delivered and receipted, or sent U.S. Mail certified return receipt, postmarked on or before the 15th of the month. Subsequent failure to pay the required monthly premium shall constitute a thirty (30) day notice of cancellation of insurance coverage. No later than fourteen (14) calendar days prior to the scheduled termination of any leave in excess of sixty (60) days, the employee shall notify the Assistant Superintendent of Human Resources in writing of his/her intention to return to employment. Failure to provide such notification shall be deemed a submission of resignation from employment in the district effective at the end of the leave.

5.3 Personal and/or Emergency Leave

The amount of personal or emergency leave available to an employee shall be as provided in Articles XIII, XVIII, and XXIII, as applicable. Personal leave is intended to be utilized for attending to legal, personal business, and moral obligations which cannot be attended to at any other time except during school hours and is not intended to be used for such matters as vacation or recreation. Except in cases of an emergency, written advance notice of the necessity and reason for personal leave shall be submitted two (2) school days prior to date of leave to the employee's supervisor or building principal, as applicable. In the case of an emergency, the employee must provide reason for the leave as soon as possible and in any event, no later than the date he/she returns to duty. A denial of such leave may be appealed to the Assistant Superintendent of Human Resources. Any appeal shall be accompanied by documentation of the event for which the leave was requested.

5.4 Court Appearances

- A. For a school connected incident or matter, where a court appearance is required by the Board, a subpoena, or by court or law enforcement officials, there shall be no loss of salary or leave days. A copy of any subpoena or court order shall be submitted to the District in support of any claim for payment.
- B. For jury duty there shall be no loss of personal leave. A copy of a jury summons or other relevant documentation shall be submitted to the District.

5.5 Absence due to Assault by Student

Absence due to injury incurred in the course of employment shall not be charged against sick leave if caused by a student during the school day or during a school sponsored event and in the course of the employee intervening in order to break up a fight or altercation or to protect the safety of a student or students. For the period of such absence, the Board shall pay the difference between the employee's salary and the amount received by the employee under the Illinois Worker's Compensation Act for temporary total disability. Nothing herein shall be construed as requiring an employee to break up a fight when the employee's safety is in danger. For purposes of safety and security, physical interaction is deemed to be the action of last resort.

5.6 Maternity/Child Care Leave

In addition to the use of sick days as provided in subsection C hereof, and any FMLA leave to which an employee is entitled, the Board may, in its discretion, grant maternity/child care leave without pay or benefits to fulltime employees in the District. Any employee on an approved leave pursuant to this section may participate in the District's available insurance programs but at such employee's own expense for the full monthly premium. The full monthly premium, which is the total of the portion of the premium previously paid by the employee and the amount paid by the District, is payable to the District by the employee as provided herein except the first month of participation shall require an employee to pay one full month's premium in advance. It will be the responsibility of the employee to deliver to the benefits facilitator, on or before the 15th day of the month preceding the onset of the leave, a check payable to the District in the full amount of one month's premium, for the following month. Thereafter, on or before the 15th of each month a check for the full amount of the premium must be hand delivered and receipted, or sent U.S. Mail certified return receipt, postmarked on or before the 15th of the month. Subsequent failure to pay the required monthly premium shall constitute a thirty (30) day notice of cancellation of insurance coverage. No later than fourteen (14) calendar days prior to the scheduled termination of any leave in excess of sixty (60) days, the employee shall notify the Assistant Superintendent of Human Resources in writing of his/her intention to return to employment. Failure to provide such notification shall be deemed a submission of resignation from employment in the district effective at the end of the leave. In addition, such leave is subject to the following conditions:

- A. All such leaves shall be for a fixed period with specific beginning and ending dates not to exceed one calendar year in duration. The length of such leaves shall be mutually agreed upon by the employee and the administration provided the termination of such leave during the school year shall be non-precedential. The duration of the leave shall take into consideration the continuity of instructional staff, support staff, instructional assistance, medical factors to the maximum possible degree, and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term.
- B. Requests to the Board for maternity/child care leave shall be in writing and made no later than thirty (30) calendar days prior to the date the employee is requesting the leave to commence.
- C. Accumulated sick leave shall be used during periods of pregnancy-related illness or disability, and during any periods of FMLA leave, but is not available during any other portion of the unpaid maternity /child care leave used for child care or bonding.

- D. In the case of adoption, an employee shall keep the Superintendent and/or designee informed and make appropriate arrangements for the commencement and the duration of the leave with the Superintendent.

Adoptions shall apply to a child of less than six (6) years of age and the provisions of 5.6.C. above shall apply except as clearly inappropriate because of the nature of the adoption proceedings.

5.7 FMLA/VESSA Leave

Employees shall have all rights accorded by the Family Medical Leave Act (FMLA) and the Victims Economic Security and Safety Act (VESSA) and nothing in this Agreement shall be interpreted in a manner inconsistent with the provisions of either FMLA or VESSA or regulations promulgated by the United States Department of Labor.

5.8 Other Leaves of Absence

The Board may grant a leave of absence without pay or benefits to an employee for a purpose it, in its discretion, deems appropriate and beneficial to the School District for a period of up to one (1) school year upon such terms and conditions as Board may elect. The granting, withholding or conditioning of such leave of absence shall be non-precedential with respect to any other request for such leave by such employee or any other employee.

Notification of intention to return to the employ of the school district from an unpaid leave of absence shall be made in writing to the Assistant Superintendent of Human Resources at least ninety (90) calendar days prior to the end of the school year preceding the expected return. Failure to notify the Superintendent, in writing, shall be deemed a resignation. Employees returning from an unpaid leave of absence shall be placed on the salary schedule at the same place they occupied at the beginning of the leave unless they shall have worked at least ninety (90) days of the current year. In the latter case, employees shall be granted a full year's credit on the salary schedule if the partial year of service started before the commencement of the leave. Employees returning from an unpaid leave of absence shall resume their duties only at the beginning of the school year unless otherwise recommended by the Superintendent and approved by the Board of Education. Upon expiration of the leave and upon presentation of evidence satisfactory to the Board of Education manifesting compliance with the conditions of the leave, the employee shall be returned to a position within the school district, however, not necessarily at the same building and/or position formerly occupied.

5.9 Union Leave

The Board shall grant leaves of absence without loss of pay not exceeding nine (9) days cumulatively to Union representatives to attend local, state, or national conferences and/or conventions or other pertinent Union business or affairs, provided the Union shall promptly reimburse the Board for the cost of any substitutes.

Article VI Personnel File

Only one personnel file shall be kept for each employee, and all materials to be placed in the file shall be inserted in a timely fashion.

The employee shall be notified by e-mail or given a copy of all non-routine documents containing an assessment of employee actions or conduct, or involving disciplinary actions placed in an employee personnel file within ten (10) school days. The employee shall have the right to attach dissenting or explanatory material to any document or other piece of material to be placed in the personnel file within thirty (30) days. Nothing shall be permanently removed from the personnel file without the consent of both the Board, or designee, and the employee. In the event there is no agreement then the employee shall have the rights as enumerated in Section 40/6 of the Illinois Personnel Records Review Act [820 ILCS 40/6].

The employee shall have the right to inspect his/her personnel file at such reasonable times during the regular hours established for the Central office. Such right to inspection shall not extend to such matters which should not be disclosed to the employee under the Illinois Personnel Records Act. The Board may designate a representative to be present during any review of the personnel file by the employee. The employee shall have the right to be furnished a copy of any or all material, at his/her expense if requested.

Neither an employee's file nor any of its contents shall be copied or otherwise made known to other persons without the employee's permission either during or after his/her service in the District, provided, however, that such a file shall be available to the Board, the Superintendent or designee, and the employee's principal or immediate supervisor to whom he/she is responsible, and shall be otherwise disclosed pursuant to law.

ARTICLE VII Grievance Procedure

7.1 Definitions

- A. Any claim by an employee, a group of employees, or the Union if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall constitute a grievance.
- B. As used herein “days” means Monday through Friday except when the Business Office is closed.

7.2 Statement of Basic Principles

- A. Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual teacher from discussing a problem with the Administration and having it adjusted without intervention or representation of organization representatives, provided that the Union has been given the opportunity to be present at such adjustment.
- B. An employee who participates in these grievance procedures shall not be discriminated against and shall not be subjected to discipline or reprisal because of such participation.
- C. The failure of a grievant or the Union to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- D. The Union will be notified of the final disposition of the grievance within ten (10) days, which disposition shall not be in conflict with any of the terms or conditions of this Agreement.
- E. Conferences under this procedure shall be conducted at a time and a place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours or during non-teaching times of personnel involved. When such hearings and conferences are held, at the option of the Superintendent, during school hours, all employees whose presence is required shall be excused with pay, for that purpose.

- F. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or the Union representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the employee.

7.3 Procedures for Adjustment of Grievances

Informal Conference: A complaint shall first be discussed with the object of resolving the matter informally.

First Step

The aggrieved employee and a representative of the aggrieved, as desired, shall file the grievance in writing at the first step within twenty (20) days from the date of the occurrence of the event giving rise to the grievance. The written grievance shall state, but not be limited to, the nature of the grievance, the clause or clauses of the Agreement allegedly violated, and the remedy requested. The principal or appropriate administrator will arrange for a meeting to take place within ten (10) days after receipt of the grievance to discuss the matter. The principal or Assistant Superintendent of Human Resources, or designee, shall make a decision on the grievance and communicate it in writing to the employee and the Superintendent or designee within ten (10) days.

Second Step

In the event a grievance has not been satisfactorily resolved at the first step, the aggrieved employee shall file, within ten (10) school days of the principal or appropriate administrator's written decision or answer at the first step, a copy of the grievance with the Superintendent or his/her designee. The aggrieved employee shall send a copy of such grievance to the Union President. Within ten (10) days after such written grievance is filed, the aggrieved, a representative of the aggrieved, as desired, and the Superintendent or his/her designee, shall meet to resolve the grievance. The Superintendent or his/her designee shall file an answer within ten (10) days of the second step grievance meeting and communicate it in writing to the employee, the principal or administrator, and the Union President. The employee, upon request to the Union may have a Union representative present.

Third Step

If the grievance is not resolved satisfactorily at Step Two, the Union shall submit a written demand for arbitration to the Superintendent and the Federal Mediation and Conciliation Service within thirty (30) days of receipt of the step two answer. In the event of a termination of a support staff employee or an office staff employee pursuant to Sections 17.1 or 22.1 of this Agreement, and who has elected to proceed with arbitration as provided therein, the Union shall submit a written demand for arbitration within 10 days of the determination to the Superintendent and the Federal Mediation and Conciliation Service. The Union shall request the Federal Mediation and Conciliation Service to issue a panel of arbitrators and their qualifications and experience. The arbitrator shall be selected in accordance with FMCS rules, with the first strike determined by lot. The arbitrator selected shall be jointly notified of his/her selection and requested to contact the parties with respect to setting up a time for a hearing. If the demand for arbitration is not filed within thirty (30) days of the date for the step two answer, then the grievance shall be deemed withdrawn.

The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provision of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Agreement. The arbitration shall not make any award void or prohibited by law, statutory, or decisional.

Each party shall bear full costs for its representation in the arbitration. The cost of the arbitrator and the FMCS shall be divided equally between the Board and the Union (or employee).

If either party requests a transcript of the proceedings, that party shall bear full cost of that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Union (or employee).

7.4 Bypass to Superintendent

If the Union and the Superintendent agree, Step One of the grievance may be bypassed and the grievance brought directly to Step Two.

7.5 Bypass to Arbitration

If the Superintendent and the Union agree, a grievance may be directly submitted to arbitration.

7.6 Class Grievances

Grievances involving an administrator above the building level, may be initially filed by the Union at Step Two.

ARTICLE VIII Fringe Benefits

8.1 Hospitalization/Major Medical Insurance

- A. All employees scheduled to work 30 or more hours per week are considered full-time employees for insurance purposes. The Board shall continue to provide health insurance including major medical, dental, vision, and prescription drug coverage, in accordance with existing plans: provided that the Board's total cost for health, dental, prescription drug and long-term disability plans, including administrative expenses, re-insurance premiums and other related costs will not exceed 105% of the prior year's cost. Should the cost exceed 105%, the District Insurance Committee will convene to discuss adjustments in the plans and/or employee contribution increases necessary to limit the Board's cost to 105% of the prior year. Promptly upon ratification of this agreement the insurance committee shall be convened with a directive to meet with the District's insurance consultants to review and propose options to reduce insurance costs and premiums as well as develop new options for insurance to be offered to employees for the following year.
- B. The district Insurance Committee will consist of a number of representatives from the Board, the Union, other employee unions, administrators and non-represented employees as are agreed upon by all concerned. The Committee shall review insurance cost data, claims history, cost projections and other information necessary to evaluate options for controlling insurance expenses. The committee shall not have the authority to alter benefit or premium levels, but shall report findings and recommendations to the Board, the Union and other constituent groups. The committee shall make recommendations on a consensus basis and not by majority vote.

8.2 Dental Insurance

The Board shall provide a group dental insurance policy for each employee and his/her dependents. The individual deductible shall be determined yearly by the Insurance Committee. The cost for those taking only the dental insurance and not the medical will be determined by the Insurance Committee yearly.

8.3 Life Insurance

The Board agrees to furnish term life insurance in the amount equivalent to the annual cash salary (rounded to the nearest thousand dollars), but not to exceed \$75,000. This insurance will also carry the Accidental Death and Dismemberment coverage in the same amount. The Board agrees to offer employees the option of purchasing additional life insurance up to a maximum of \$150,000 of additional coverage provided the person meets the requirements of the insurance carrier in regards to insurability.

8.4 Long-Term Disability Insurance

The Board agrees to furnish during the period of this contract a long-term disability income protection plan. Briefly, this is known as a 60% Plan (not to exceed \$2,500 monthly) coordinated with Social Security or Pension (TRS, IMRF) and carries a 180-calendar day elimination period. For any employee who becomes disabled on or before he/she attains age 60, benefits cease at attained age 65. For an employee who becomes disabled after he/she attains age 60, benefits cease at earlier of 5 years or attained age 70. As soon as practicable, this policy shall be converted to a 120-calendar day elimination.

8.5 Payroll Deductions

Upon receipt of a written request from an employee, the Board will deduct from such employee's regular paychecks, any money designated by the employee for purposes of a Board approved tax-sheltered annuity plan, tax-deferred compensation plan, short-term disability plan and shall remit the designated amount to the person or company designated by the employee.

It is understood by the parties that in order to obtain approval for such deduction, a minimum of six (6) employees must participate in any plan so approved by the Board. Further, it is agreed that the Board will not be required to approve more than six (6) plans in the aggregate.

8.6 Flexible Spending

The Board agrees to establish and provide to employees a flexible spending benefit cafeteria fringe benefit program as provided in Section 125 of the Internal Revenue Code.

The purpose of such program will be to: provide the framework for adding new benefits at minimal cost to the Board; offer flexibility to employees in the selection of fringe benefits that will permit each employee to tailor benefits to his/her individual needs; and to reduce taxes, thereby increasing spendable income.

The effective date for employee benefits to begin under this shall be as soon as possible.

Any monies in such program which are forfeited by law shall inure to the Board to offset the costs of administration.

8.7 Expense Reimbursement

Expenses may be reimbursed to the employee upon prior approval of the employee's immediate supervisor or the building principal. The request for reimbursement must be accompanied by an itemized paid receipt attached to a properly completed reimbursement form or completed purchase order. Employees who are required to use their personal vehicles in the course of their employment or otherwise use their vehicles in authorized service to the District shall be reimbursed at the IRS rate.

8.8 Payment Schedule

Current members not having previously elected to be paid in 24 equal installments may continue to be paid in 20 installments. All contracted salary for current members having previously elected, or members newly electing, to be paid in 24 equal installments, and all contracted salary for members hired after ratification of this Agreement shall be satisfied through 24 equal installments on the 15th and the 30th of the month. The first payday of the school year shall be the first scheduled payday (the 15th or the 30th) following the first scheduled work day for teachers by two or more weeks. If a payday falls on a weekend, employees shall be paid on the Friday before. Voluntary deductions will not be allowed to be changed for payments made in July and August. Employees scheduled to work less than twelve months terminating employment with the District before the end of the school year, and twelve-month employees terminating employment with the District at any time, shall be paid all earned salary and benefits at the first pay period following the date of their termination.

Employees scheduled to work less than twelve months who are separated from employment at the conclusion of the school year shall continue to receive all benefits under this Article until August 31 following the end of the school year in which the employee was separated.

8.9 Mandated Training

At least one hour of state and federally mandated employee training may be completed by employees during the employee workday.

8.10 Student Discipline

Teachers and other employees shall maintain discipline in the schools. Every effort shall be made to implement the Uniform Code of Student Conduct by teachers and other employees. In the event the extent of effort by an employee to maintain discipline is in question, the matter may, upon request by the employee, ~~shall~~ be reviewed by the Superintendent and/or designee. The provisions of this section shall not be subject to the grievance process unless discipline ensues.

In the event an employee has a question concerning any discipline imposed on a student the employee may request a meeting with the administrator or building principal imposing such discipline for an explanation.

8.11. Tuition Reimbursement

Tuition reimbursement may be claimed by bargaining unit employees, subject to the following specific conditions:

- A. Maximum reimbursement for all participating employees shall be \$.150,000 per each year of the contract.
- B. All courses claimed for reimbursement must be related to current assignment, leadership, advanced degree, or additional endorsement or new certification deemed critical by the administration.
- C. The following specific requirements shall apply:
 - 1. The employee receives prior written approval from the Assistant Superintendent of Human Resources or his/her designee for courses described above in paragraph B, which shall not be unreasonably denied.
 - 2. All courses must be taken from an accredited college/university. Non-traditional formats (i.e. correspondence, online) must meet specific criteria, which must illustrate student to student and teacher to student interaction.
 - 3. The employee has paid a tuition fee at his/her own expense. No reimbursement shall be given for a course taken with the use of a tuition waiver.
 - 4. Tuition reimbursement will only be given for courses where the employee has earned a grade of an "A" or "B" or received a PASS as evaluated on a PASS/FAIL basis.
 - 5. Official transcripts must be filed in the office of Human Resources, in order to obtain tuition reimbursement.
 - 6. Employees will receive tuition reimbursement payment to a maximum rate of \$200 dollars per semester (credit) hour, maximum of nine (9) semester (credit) hours per year.
 - 7. Employees with two (2) years or more of full-time experience in District 131 are eligible for tuition reimbursement.

8. Any course taken for an ESL endorsement and which receives a partial reimbursement through the bi-lingual department is also eligible for tuition reimbursement under this provision, provided, however, that the total reimbursement received from both sources may not exceed the tuition cost of the course.
- D. An employee who applies for tuition reimbursement must agree to remain a full-time employee in Aurora East School District 131 (in writing) for a minimum of three complete school years after payment of such reimbursement. If through his/her choice his/her employment is terminated before completing three full school years of service after each such reimbursement, he/she shall repay Aurora East School District 131 for such professional reimbursement.
- E. Reimbursement will only be paid to employees employed by the District at the time of disbursement.

SECTION 2

TEACHERS' PROVISIONS

ARTICLE IX Conditions of Employment

9.1 School Calendar

- A. The Board shall establish for the coming year a school calendar which does not exceed one hundred eighty-nine (189) school days. The calendar shall contain no more than one hundred eighty (180) teacher workdays (except for newly-employed teachers who may be required to attend up to five (5) additional non-instructional workdays in their first partial and/or full year of employment). Emergency days which are not used for emergency purposes shall be designated as special holidays at the end of the school year.

A school calendar shall be prepared by the district wide calendar committee.

9.2 Workday

- A. For the 2018-2019 school year the workday for teachers shall remain the same as established for the 2017-2018 school year, which shall be seven (7) and one-half (1/2) hours in length, commencing at 7:45 a.m. to 3:15 p.m., which time shall include a duty-free lunch period of no less than thirty (30) minutes. During times when other teachers are assigned to instruct their students, classroom teachers shall typically use such periods for planning, preparation, conferences or like activities. Upon ratification of this Agreement a joint committee shall be formed to formulate staggered starting and end times, to be implemented beginning with the 2019-2020 school year, for the conventional workday, and times for student instruction, in order to facilitate modification of bus schedules to gain bus utilization. The conventional workday for teachers shall remain seven (7) and one-half hours in length. The Committee shall be advisory in nature and consist of an equal number of persons appointed by the Union President and District Superintendent. The District shall timely provide all requested information regarding possible bus schedules and costs to the Committee.

By consensus, and not by majority vote, the Committee shall prepare and submit to the District Superintendent an initial recommendation(s) to change the teacher workday for the 2019-2020 school year by January 15, 2019. Such recommendation(s) shall not include retaining the above-stated 2018-2019 teacher workday, unless otherwise agreed. Revised starting times will be set forth in a written agreement.

After receiving this initial recommendation(s), the Superintendent shall either recommend adoption to the Board of Education, suggest alterations to the Committee or veto the recommendation(s) and return to the Committee for further revision. Final Committee recommendations must be approved by the Superintendent and submitted to the Board by March 1, 2019. In the absence of a timely recommendation, the teacher workday starting and end times shall be determined by the Board.

- B. High school teachers will have seven (7) assigned periods which will include five (5) assigned instructional periods. One period of the day shall be used for individual planning, preparation and/or other professional activities related to the school program and shall not be subject to regular assignment. One period of the day shall be assigned as a duty period (not to be used for lunch supervision) to be utilized for either hall duty, study hall supervision, Advisory period, sweep room, detention/suspension holding areas, and/or to assist individual students as the need may arise. No teacher shall be assigned to ISI supervision for a continuous period of more than one semester. During the term of this Agreement, Advisory will be assigned on a voluntary basis and is not an additional teaching preparation. Advisory assignments will be made for one school year in length.
- C. If a high school teacher is requested to and agrees to teach a sixth (6th) instructional period, he/she shall be compensated at one-fifth (1/5) salary. If a middle school teacher is requested to and agrees to teach a seventh (7th) instructional period, he/she shall be compensated at one-sixth (1/6) salary.
- D. Middle school teachers will have eight (8) assigned periods which include six (6) periods of instruction, and one period for team professional collaboration which shall not be subject to regular assignment, and one individual preparation period.
- E. Grade level specified and Kindergarten teachers will have thirty (30) minute planning periods to be scheduled during the two (2) physical education periods, two (2) music periods, one (1) thirty (30) minute portion of a computer lab period, sixty (60) minutes of art, conducted by the subject area personnel. All other elementary teachers, excluding half-day pre-K, will have six (6) plan periods built into their weekly schedule. All half day pre-K teachers will have a full plan period at the end of each day. A Motor Skills Teacher (for gross motor skills) will provide a daily plan period for full-day pre-K teachers.

On days a teacher is scheduled for door duty they may be excused ten minutes early from professional collaboration time. If an elementary teacher, excluding pre-K, is unable to be scheduled for a sixth plan period, then the teacher may elect to exempt themselves from two PLC and two morning meetings a month.

Middle school and Elementary teachers, excluding Benavides Kindergarten and pre-K teachers, shall be required to perform door duty supervision on a rotating basis. Door duty consists of monitoring students in the vicinity of the entrance points of the buildings but, except for pre-school staff, does not include traffic control in the parking lot or street. However, special education staff door duty shall include drop off and pick up locations. Itinerant teachers will have door duty supervision at their home school. Full-day kindergarten teachers at Benavides and full-day pre-school teachers will have morning bus supervision on a rotating basis of 2 mornings a week and a daily fifteen minutes of afternoon bus safety supervision. Half-day pre-school teachers supervise the arrival and dismissal of each class.

Certain thirty (30) minute preparation periods ordinarily provided to elementary teachers may be eliminated for those elementary teachers selected by the Board or Administration to teach overload classes. The elementary teachers selected to teach overload classes are hereinafter referred to as “Overload Teachers.”

The Administration will seek volunteers for overload classes, but if the need arises because of no or insufficient volunteers, a lottery will be held of those teachers properly certified for the class or classes. In lieu of the eliminated preparation period, each Overload Teacher will be required to teach the overload class for which he/she has been selected /appointed. The thirty (30) minute preparation periods to be eliminated will be designated by each Overload Teacher’s principal and may include any preparation period that would normally be provided before school, after school, or during the school day.

Each Overload Teacher will receive compensation for such additional teaching duties (i.e., teaching the overload class) based upon an hourly rate that is computed by dividing the individual teacher’s per diem by the number of hours in the teacher’s work day less the teacher’s duty-free lunch period.

- F. On days with evening activities, the teacher workday shall remain the same. All teachers shall be required to attend two evening activities per year as designated by the building principal. The principal shall give the teacher at least 30 days prior notice of a required evening activity that occurs on or after October 1. Evening activities will include: open house, curriculum nights, or parent informational activity, each of which requires teacher planning.
- G. Teachers shall attend parent/teacher conferences as scheduled on the approved school calendar.
- H. Teachers may leave the building during their non-teaching period with notification to the appropriate administrator and/or designee. It is understood that teachers may not exercise this prerogative for the purpose of shortening the workday.
- I. Middle School counselors may be required to work an extended contract of an additional five (5) days beyond the number of regular teacher workdays. High School counselors and psychologists may be required to work an extended contract of an additional ten (10) days beyond the number of regular teacher workdays. Academic facilitators, Special Education coordinators and middle school Special Education coordinators may be required to work an extended contract of an additional twenty (20) days beyond the number of regular teacher workdays. Such additional days shall be compensated on a per diem basis.
- J. References in this Agreement to “Middle School”, may become obsolete if the Board, for economic or academic reasons, reestablishes a “Junior High” organizational structure for grades 6-8. Instructional, supervisory and preparation periods for teachers in these grades may, if necessary, be adjusted for the Junior

High structure, provided the conventional workday described in Section 9.2.A. above is not extended without further negotiation.

- K. All teachers at the Fred Rogers Magnet School Academy will follow the total instructional minutes of the middle school workday schedule.
- L. Special Education Teachers shall be provided release time for the purpose of completing Individualized Education Programs. Teachers shall have three days per year when the scheduled date has been approved by the building principal and a substitute has been requested in advance. The time may be taken only in increments of one-half day or one whole day at a time and not more than two teachers per building per day may have such release time unless approved by the principal.

9.3 Preparations

At the secondary level, it shall be the general practice to assign teachers no more than three (3) preparations.

Where it is necessary to assign more than three (3) preparations, such assignments shall be reasonable and equitable and in the best interests of the students' and teachers' needs. Such assignments shall be made in consultation with the teacher, and the following guidelines shall be the criteria for such assignments:

- 1. The interest, experience and training of the teachers;
- 2. The number of specific subject preparations and the number of ability levels within the specific subjects.
- 3. The nature of the subject taught in terms of time needed for preparation, method of evaluation, handling of special equipment and apparatus, and handling of materials and supplies.

9.4 Faculty Meetings/Professional Development Days

- A. Except in an emergency the work day will not be extended more than twice a month for faculty meetings. Such meetings shall begin no later than fifteen (15) minutes after the normal student dismissal time and shall be no longer than fifty (50) minutes. Notification of such meetings shall be made at least forty-eight (48) hours in advance except in an emergency.
- B. Inservice, school improvement, and institute days shall be as shown on the approved school calendar. In such cases, the work day shall not be extended past the regular workday.

9.5 Supervision/Special Events

With regard to supervision and extra-duty assignments outside the conventional work day, a teacher ordinarily shall have no more than one (1) per year. A teacher shall be able to select from among the available supervision/extra-duty assignments, on a first come, first serve basis.

If after the voluntary sign ups and the involuntary assignments, resulting in all teachers having one assignment, there are necessary assignments remaining, volunteers shall again be solicited. If there are insufficient volunteers the second involuntary assignments shall be made on an inverse seniority basis.

Teachers shall not choose as their duty any activity for which they are the sponsor. Open house, curriculum day, parent informational activity, and stipend positions are not considered as supervision and extra-duty assignments under this section.

9.6 Substituting

- A. Should it be necessary for a teacher to teach, supervise or perform administrative duties during his/her planning time due to the unavailability of a substitute teacher, such teacher shall be compensated at the internal substitution rate as noted.

	<u>Elementary (a)</u>	<u>Middle School (b)</u>	<u>High School (b)</u>
2018-2021	\$37.00	\$37.00	\$37.00

- (a) Per clock hour with a minimum of 25 minutes
(b) Per instructional period.

9.7 Assignments and Transfers

Teachers shall be notified in writing no later than the last day of school of a change in their assignment(s) for the following school term, as to grade level, school and/or subject area. If notice of a change in assignment occurs later, the teacher may transfer to any open position within the district for which she or he is qualified, with approval from the receiving principal. If a change in assignment is necessitated after August 1 the teacher may, upon two weeks prior written notice, resign without penalty.

The administration will attempt to avoid involuntary transfers. In the event of an involuntary transfer, upon the request of the teacher, the Superintendent or designee and the teacher shall meet to discuss the reasons for such transfer.

Vacancies shall be posted for a minimum of five (5) working days, or three (3) working days in the event the vacancy is created within 14 days prior to the start of school. As used herein, vacancy shall be any permanent full-time position which has been newly created or that becomes vacant because the employee holding that position has left the district or bargaining unit. Any employee interested in the position may apply.

An application made prior to the fifth student attendance day will require the approval of the receiving principal/supervisor. Applications made after the fifth student attendance day require the approval of both the sending and receiving principal/supervisor.

9.8 Vacancies

The Superintendent and/or designee shall post notice of all vacancies via email blast to all staff as they occur on the District website, and send copies to the Union President. No vacancy, except in case of emergency, shall be filled on a permanent basis until such vacancy shall have been posted for at least five (5) working days.

A vacancy shall be any full-time position which has been newly created, or newly approved, remains unfilled more than thirty (30) school days, or that becomes available because the employee holding that position has left the position (except where the teacher is on an approved leave).

In an emergency situation, the required posting time for vacancies shall be 1-3 (one to three) working days, rather than 5 (five) working days. An emergency situation is defined as a situation in which a vacancy occurs within 10 (ten) days prior to the start of the school term, or during the school term.

9.9 Student Grades

The responsibility and prerogative for assigning grades to students typically rests with the classroom teacher. The Administration shall not change any grade recorded by a teacher without written notice to said teacher and written notice to the parent indicating that the grade was assigned by the Administration.

9.10 School Security

The Board shall make a reasonable effort to assure the safety of teachers in school buildings. In addition, the Board shall make a reasonable effort to provide security in faculty parking lots, provided it is acknowledged that absolute protection against vandalism may not be achievable.

In addition, the District will provide all teachers with information and online training on school emergency response procedures and teachers shall act in accordance with the procedures outlined in the School Emergency Procedures Flip Chart, a copy of which shall be available in each classroom.

9.11 Reporting Absence

In addition to any school building internal procedure, anticipated absences by a teacher from work shall be reported by way of the online substitute management system implemented by the District. Absences needing to be reported after 7:00 a.m. on the day of such absence, or otherwise not able to be reported using the District's online substitute management system, shall be reported to the school's head secretary, or designee.

9.12 Class Materials and Use of Building Equipment

For the school year 2018-2019 instructional resources will be handled as in the 2017-2018 school year. Each teacher shall have a budget of \$200 for instructional resources, other classroom basic supplies, which may be spent or reimbursed upon approval of the building principal and processed in accordance by the District's business office.

Effective with the 2019-2020 school year, each elementary school building and each middle and high school department will be issued an amount equal to \$200 per certified position during the first week of each school year to be used for instructional resources, classroom supplies, and food items that are utilized in the curriculum. Technology items require prior approval from the technology department.

A committee will be established in each building or department consisting of the covered teachers. In consultation with the principal, and subject to the above limitations and district bidding requirements, the committee shall determine how and when the annual funds are spent; provided, however, that all such funds shall be expended no later than March 1.

Each special education resource co-teacher shall receive teacher copies of all materials used by the general education teacher. In addition, resource co-teachers shall have a desk in a secured area where confidential records can be stored.

9.13 Lesson Plans

Teachers will provide to their building administrator, within one work day of each request, lesson plans for a designated previous date, or a date that falls within the current work week. The plans may be submitted in either electronic or other district-wide software program, or hard copy format at the teacher's discretion. Emergency lesson plans shall be submitted within the first ten days of the school year.

The lesson plans to be submitted shall contain the categories Objectives/Standards, Procedure/Agenda, Resources, and Assessment.

School psychologists, social workers, speech and language pathologists, itinerants, coordinators, facilitators, counselors, and other clinicians will provide weekly schedules with predicted outcomes in lieu of lesson plans.

9.14 Advisory Committees

The following committees shall be advisory in nature and composed of an equal number of persons appointed by the Superintendent (or his/her designee) and the Union President: Insurance Committee, Calendar Committee, Multiple Tier System of Support Committee (MTSS), PLC, Assessment Committee, Job Descriptions Committee, Safety Committee, Discipline Committee, and Stipend Committee. The total number of appointees shall be mutually agreed upon but in no event less than six (6). These committees shall meet at such times as are mutually agreed, but in no event less than once each semester upon the request of either party. These committees shall make recommendations on a consensus basis and not by majority vote.

The Superintendent and Union President may agree to add additional committees, merge committees or eliminate committees.

(NOTE: PERA/SB7 Committee has been removed. Illinois law governs such committees.)

ARTICLE X Evaluations

10.1 The evaluation instrument utilized for teachers shall include a description of each teacher's duties and responsibilities and contain the standards to which that teacher is expected to conform and shall include the following:

- (a) personal observation of the teacher in the classroom by the evaluator;
- (b) consideration of the teacher's attendance (taking into account the reason for absences), planning, instructional methods, classroom management, where relevant, and competency in the subject matter taught;
- (c) by no later than the applicable implementation date as contained in the Performance Evaluation Review Act (PERA) [105 ILCS 5/24A-2.5] consideration of student growth as a significant factor in the rating of the teacher's performance, which shall not exceed the minimum portion of a teacher's annual rating as provided under State law or as established by a consensus of the District's PERA joint review committee;

- (d) a rating of the teacher as “excellent”, “proficient”, “needs improvement”, or “unsatisfactory”;
- (e) specification as to the teacher’s strengths and weaknesses, with supporting reasons for the comments made.

- 10.2** No formal evaluation shall take place until the building principal or evaluator acquaints each teacher under his/her supervision with the evaluation procedures and instruments. The building principal or evaluator shall advise each teacher who shall typically observe and evaluate the teacher's performance.
- 10.3** Formal teacher observations may take place on any mutually agreed upon day in a week during a period designated by the evaluator provided such observation is preceded by a conference between the evaluator and the teacher and, prior to such conference, the teacher has submitted to the evaluator the written lesson plans and/or other evidence of planning for the instruction that will be conducted on the mutually agreed upon day for the formal observation and the teacher shall make recommendations for areas on which the evaluator should focus during the observation. In addition, the Pre-Observation Form (see District Evaluation Plan) must be completed by the teacher and brought to the conference. During such conference the evaluator and the teacher shall discuss the Pre-Observation form and all relevant factors involved in the evaluation process. In the event the initial agreed upon day is changed to another day in the designated week, then no new pre-observation meeting needs to be conducted.
- 10.4** A formal classroom observation shall be defined as one involving a classroom visitation for the length of one classroom period, but not less than thirty (30) minutes, and a written observation of the visitation followed by a conference between the evaluator and the teacher. The evaluator will provide verbal feedback to the teacher at the conclusion of the visitation or within one school day. A Post-Observation Reflection Form (see District Evaluation Plan) shall be completed by the teacher and returned to the evaluator within five school days following the formal classroom observation. The teacher may attach up to and including three additional artifacts as it relates to the Domain components with the component(s) labeled. The conference shall take place within twenty (20) calendar days of the classroom visitation.
- 10.5** The evaluator shall formally observe/evaluate each teacher in writing, using an observation/evaluation instrument containing the elements described in the District Evaluation Plan. All formal observations shall be done with the full knowledge of the teacher.

- 10.6** Non-tenured teachers shall be formally observed at least twice each year and evaluated once each year. Tenured teachers shall, if determined by the Administration to be necessary, be formally observed at least once each year and formally evaluated biannually (District Evaluation Plan). However, a tenured teacher who has obtained a “needs improvement” or “unsatisfactory” rating shall be placed on a Professional Development Plan or Remediation Plan as applicable. A formal observation means a specific period of time that is scheduled with the teacher to directly observe professional practices in the classroom.
- 10.7** The teacher shall sign copies of the written evaluation and receive a copy of said evaluation. If the teacher feels that his/her formal evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing. The evaluator shall sign the teacher's objection, if any, a copy of which shall be given to the teacher and one copy attached to the evaluation report to be placed in the teacher's official personnel file.
- 10.8** The Administration may utilize informal observations and other firsthand evaluative criteria for considering the competency of any teacher. An informal observation means observations of the teacher by a qualified evaluator that is not announced in advance of the observation. An informal observation shall be 20 minutes or less. A joint committee consisting of equal representation from the Union and Administration has developed District-wide guidelines for informal observations which guidelines are found in the District Evaluation Plan. Informal observations which are used to evaluate the teacher shall be reduced to writing, with a copy given to the teacher within three (3) days of the observation and a copy signed by the teacher and returned to the evaluator. A documented informal observation may be discussed with the teacher upon the request of either party. If an area of growth is noted in a documented informal observation then the same shall be discussed with the teacher. Documented informal observations that may be used to evaluate the teacher shall be limited to three times per year unless one or more additional informal observations are requested by the teacher. The teacher may attach up to and including one additional artifact as it relates to the Domain components with the component(s) labeled. In addition to informal observations, the evaluation process may include notes, memoranda, e-mails or other types of documentation. If the teacher feels that the documentation is incomplete, inaccurate or unjust, he/she may put his/her response in writing. The response shall be attached to the documentation to be placed in the official personnel file.

10.9 Professional Development/Remediation Plan

- (a). A teacher rated as “needs improvement” shall have a professional development plan and procedure developed and implemented in accordance with Section 24A-5 of the School Code [105 ILCS 5/24A-5(h)], which plan shall provide a period of ninety (90) days for improvement with a final evaluation at the end of such period. The consulting teacher for the professional development plan shall be selected by the administrator from a list of three teachers having a rating of at least proficient selected by the teacher. If the teacher does not receive a rating of “proficient” or “excellent” in his or her final evaluation the teacher shall be rated as “unsatisfactory.”
- (b). A teacher receiving a rating of “unsatisfactory” shall have a remediation plan and procedure developed in accordance with Section 24A-5 of the School Code [105 ILCS 5/24A-5(i)] which plan shall provide a period of ninety (90) school days for improvement with a final evaluation as provided in the School Code.
- (c). Consulting teachers will receive a stipend and/or released time, which shall be agreed upon among the consulting teacher, the Union and the Administrator.
- (d). The Board will hold consulting teachers harmless from any legal liability arising from the performance of their responsibilities as consulting teachers.

10.10 As outlined in the Performance Evaluation Reform Act, a Joint Committee met and reached consensus within 180 days as provided in that Act regarding the incorporation of student growth in the teacher evaluation plan. See the District Evaluation Plan for applicable procedures.

Sub-sections (a), (b), (c) and (d) shall not be subject to the arbitration provisions of the grievance procedures of this agreement.

ARTICLE XI Discipline and Discharge

11.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of a teacher covered by this Agreement shall only be for just cause and be done in a manner so as not to embarrass the teacher before other employees or the public and shall include the following:
 - 1. A conference with the teacher by the appropriate administrator or supervisor on the decision;

2. In the event of a suspension, a written statement of the reason(s) for the action shall be given to the teacher and a review of the teacher's personnel file with the teacher and his/her representative if the teacher so chooses;
3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)
 - d. Recommend termination

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process.

- B. In the event any Administrator requires a teacher to attend a meeting for the purpose of discussing a matter which may result in his or her discipline, the teacher, upon request, may have a Union Representative present.
- . For pending disciplinary matters, or unresolved grievances, upon request of the Union, the Board shall disclose all evidence in support of the proposed disciplinary action and provide copies of documentation in its possession, provided the delivery of such copies is not restricted by applicable law. When a teacher is informed of his/her discipline, he/she may make a written request to meet with the Assistant Superintendent of Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and the teacher in writing. In the event the employee is dissatisfied with the determination the employee shall have the right to a meeting either with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter.
- C. Terminations or dismissal shall be done in accordance with the applicable provisions of the School Code.

ARTICLE XII Seniority

- 12.1** Seniority shall be defined as the length of continuous service (including scheduled breaks and authorized leave) within the teacher's bargaining unit. Said service shall be computed from the first day of current uninterrupted employment within the unit. The "first day" shall be defined as the day upon which duties are first performed. Seniority credit will not accrue during any leave-of-absence without pay in excess of ninety (90) work days. Employees who are promoted or work out of the teacher bargaining unit for up to ninety (90) work days and subsequently return to the teacher bargaining unit without a break in service in the district shall have their seniority computed from their first day of original employment.

Employees who transfer into the teacher bargaining unit shall not retain prior accrued seniority; provided, that if the employee is subsequently laid off from the teacher bargaining unit the employee may return to his or her prior bargaining unit with seniority restored to the date the employee originally transferred.

The parties acknowledge that where it is necessary to reduce the number of teachers in the District, it is desirable that such reduction be accomplished through attrition if possible, rather than by lay-off.

12.2 Reductions-in-Force and Seniority

Reductions-in-force shall be accomplished in accordance with the applicable provisions of the Education Reform Act, revising Section 24-12 of the School Code, effective June 13, 2011. Seniority for purposes of reduction-in-force shall be computed from the date of Board approval or date services began, whichever date is earlier. Seniority shall be terminated upon resignation by the teacher or termination of his/her services (provided seniority is not to be extinguished during the recall period arising following a reduction-in-force). Seniority shall not be affected by any leave of absence, but unpaid leaves of absence in excess of ninety (90) workdays in any one school year shall not be included in the computation of seniority, and the teacher's seniority date shall be adjusted as follows: the seniority date will be moved forward one calendar year. Note: unpaid leaves of less than ninety (90) work days in any one school year shall not affect a teacher's seniority date.

12.3 Seniority - Breaking of Ties

In the event of equal seniority in the District, ties shall be broken according to:

1. Highest degree earned.
2. Number of graduate hours obtained.
3. Length of service in public education.
4. Availability to participate in non-academic programs.
5. By lot.

ARTICLE XIII Leaves

13.1 Sick Leave

Each full-time employee shall be entitled to thirteen (13) days sick leave per school year as shown on Appendix C. Sick leave shall be allowed to accumulate up to a maximum of three hundred forty (340) days.

13.2 Personal and/or Emergency Leave

Each teacher shall be granted three (3) days personal leave at full pay per school year. Personal leave, except in the case of an emergency, shall not be granted the day prior to or after vacation periods or holidays. Personal leave, except in the case of an emergency, shall not be granted on the day of parent-teacher conferences, open houses, curriculum nights, parent informational activities, inservice days, institute days, SIP days, nor during the first ten days of the school year or last ten days of the school year except for religious holidays; provided, however, that a personal day may be used by a teacher on the day of parent-teacher conferences, open houses, curriculum nights or parent informational activities so long as the teacher attends the required conference/open house, curriculum night or parent informational activity later that day. No more than two (2) advance notice personal leave days will be allowed in any one week. Unused personal and/or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave.

Any time that two consecutive school days or more of personal leave is requested, the specific reason must be stated.

Examples of purposes which are not meant to be used for personal or emergency leave include, but are not limited to, any matters which qualify as vacation, recreation, accompanying another person on a trip, or the extension of appropriately granted personal or emergency leave.

13.3 Professional Conferences

Upon the discretion and approval of the Superintendent or designee, teachers shall be allowed to attend professional conferences and pre-approved expenses for food, lodging, and travel will be reimbursed. Itemized paid receipts for all expenses claimed shall be turned into the administration before reimbursement is approved.

13.4 Maternity/Child Care Leave

Probationary teachers requesting maternity/child care leave are advised that for the purposes of determining contractual continued service, a school term shall be counted only toward attainment of contractual continued service if the teacher actually teaches or is otherwise present and participating in the district's or program's educational program for 120 days or more, provided that the days of leave under FMLA taken by the teacher until the end of the school term shall be considered days of teaching or participation in the district's or program's educational program, and shall only be deemed a break in service as provided in Section 24-1.5 of the School Code.

13.5 Sabbatical Leave

Sabbatical leaves may be granted in accordance with Section 24-6.1 of the Illinois School Code. The purpose of this clause is to contribute to the improvement of the quality of education in the schools of this District by aiding individual professional development through the granting of sabbatical leave time. Inasmuch as leaves will be granted only for those activities deemed beneficial to the program of the system, except as provided in subsection I. hereof, a partial payment of salary during the leave period is considered reasonable and justifiable under the following conditions.

- A. Application for sabbatical leave may be made by any certificated person who will have completed six (6) continuous years of employment in this District prior to the commencement of the leave. Such leave shall be for a period of at least four (4) school months, but not in excess of one (1) school term. A second sabbatical leave may be granted only if the applicant has completed six (6) years of satisfactory service since his/her last sabbatical.
- B. The application should reach the office of the Superintendent not later than ninety (90) days before the leave period is to begin. Each application will be evaluated by the Superintendent and such other persons as he/she may desire to involve in the decision, on the basis of its merits and its value to the school system. Certain limiting factors, such as the availability of suitable substitutes and of budget funds, must also be considered in each case.
- C. Applications for sabbatical leaves may be submitted for any of the following reasons or any combination of these reasons:
 - 1. Training - This must be resident study. The equivalent of twelve semester hours per semester of college level coursework is a minimum.
 - 2. Planned program of professional development - research, writing, similar activities.
 - 3. Travel - a planned program of educational travel having a direct relationship to the individual's assignment within the system.
 - 4. Other purposes which, in the opinion of the Superintendent and the Board of Education, are designed to improve the school system.

- D. The employee shall submit evidence of professional development at the conclusion of the sabbatical leave period. This may be in the form of written reports, course credit, certification of performance or other means as recommended and approved by the Superintendent.
- E. The employee shall receive the same scheduled salary (excluding stipends, if any) during the leave period as if in actual service, except that there shall be deducted therefrom an amount equivalent to the amount payable for substitute service. However, such salary after deduction for substitute service shall in no case be less than the minimum provided by Section 24-8 of the Illinois School Code or one-half of the basic salary, whichever is greater.
- F. The person on leave shall not engage in any activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board. A sabbatical leave may be granted to enable the applicant, if otherwise eligible, to accept scholarships for study or research. Unless justified by illness or incapacity, failure of any person granted a leave under this section to devote the entire period to the purposes for which the leave was granted, shall constitute a cause for removal from teaching service.
- G. The sabbatical leave period shall be counted as equivalent to teaching service and credit allowed for salary determination purposes.
- H. Failure to return to the school system for at least three school years after this leave shall result in reimbursement to the District of all sums of money received by the employee from the Board during his/her sabbatical leave, unless such return and performance is prevented by illness or incapacity. This condition shall be secured by note or bond which shall be canceled in the event of death or permanent disability.
- I. Notwithstanding anything to the contrary in this Section 13.5, or in Section 13.6 of this Agreement, the following modifications shall govern a sabbatical leave granted to teachers accepted into a U.S. Department of Education funded Illinois Partnerships Advance Rigorous Training project ("IL-PART") with North Central College or other approved District/University partnership:
 - (i) the teacher must have entered into contractual continued service in the District but need not have completed six (6) years of continuous years of employment in the District;
 - (ii) the teacher shall receive his or her full salary and benefits during the term of the sabbatical leave;

- (iii) during the teacher's internship the teacher may participate in the evaluation process for other certified staff but such teacher's participation or input shall not be used in the summative evaluation for any certified staff.
- (iv) the teacher shall not be required to return to employment in the District upon completion of the Program unless such teacher is offered a position in the District for the school term following the completion of the IL-PART Program as a Principal, Assistant Principal, or Administrator.

Final approval of the application for sabbatical leave shall be by the Board of Education and only upon recommendation by the Superintendent. The plan for the sabbatical leave may not be modified without the approval of the Board of Education.

13.6 Rights on Leave

Any teacher on leave authorized by the Board shall be accorded the opportunity, if the carrier approves, to maintain at their expense the insurance benefits to which a teacher would have been entitled were the teacher regularly employed.

ARTICLE XIV Salary and Additional Compensation

14.1 Salary Schedule

Teachers shall be paid in accordance with the following salary schedules:

Appendix A-1 - 2018-19 Salary Schedule

Appendix A-2 – 2019-20 Salary Schedule

Appendix A-3 – 2020-21 Salary Schedule

14.2 Schedule of Stipend Payments

Appendix D-2- Classification of Stipend Positions

Stipends shall be paid in accordance with the schedule set out in Appendix D-3.

14.3 Salary Schedule Advancement

Only college credit from an accredited institution in a field of education, or which can reasonably be construed as enhancing the teacher's competency or technique in the District, shall apply towards horizontal advancement on the salary schedule, providing the teacher has received approval from the Assistant Superintendent of Human Resources or his/her designee. Movement to an advanced lane will be implemented one time per year, with the first pay period after submission and processing of appropriate paperwork, which must be submitted to Human Resources by September 30.

14.4 Summer School and Summer Camp Compensation

All teachers employed during a summer school (if any) conducted by the Board shall be compensated therefore at the rate of \$39.67 per hour for the school years 2018-21. Summer Camp for sports and fine arts shall be limited to no more than 25 days or 50 hours with the compensation for the 2018-2021 summer camps for a Coach to be at the rate of \$26.52 per hour, and for an Assistant Coach to be at the rate of \$21.22 per hour.

ARTICLE XV Class Size

Effective with the start of the 2019-20 school year, the District and the Union commit to work on the issue of class size. In working on this issue, the District and the Union will strive to maintain class sizes at reasonable levels in order to deliver quality educational services and maintain expenditures at levels consistent with District resources. With these parameters in mind, annually at approximately October 1 and February 1 the Superintendent shall take action to attempt to ameliorate class sizes in CORE courses (i.e., reading, math, science and social studies) exceeding the following thresholds:

<u>Grade Levels</u>	<u>Class Size Thresholds</u>
K-2	26
3-5	28
6-8	30
9-12	32

Additionally, in reviewing appropriate class sizes the Superintendent will take into account the subject taught, the physical limitations of the instructional area, and the composition of the class.

Any teacher who has concerns about assigned class size(s) in excess of the goals stated above or the composition of a class may ask for a meeting with the Principal and Building Representative to discuss relief, which may include the following:

1. The assignment of a teaching assistant.
2. Release from building supervisory duties.
3. Scheduling of additional planning time.
4. Splitting the class.
5. Reassignment of students.
6. The provision of other classroom supports.
7. Other remedies as determined at the meeting.
8. Assignment of a classroom tutor.

In the event the teacher is not satisfied with the results of this building meeting, the teacher may appeal the issue for review and decision by the Superintendent, who decision shall be final. As part of the review, the Superintendent (or designee, unless the Union requests otherwise) will meet with the teacher and designated Union representative.

The District will provide the Union a section enrollment report on or before each October 1 and February 1.

SECTION 3
SUPPORT STAFF

ARTICLE XVI Conditions of Employment

16.1 Work Hours/Day/Year

- A. A normal work day for elementary (Pre-K to 5th grade), middle (6-8 grade and FRMA), and Jump Start school support staff, except for classifications e, f, g (as listed in Section 15.2) shall be seven hours per day, exclusive of lunch. A normal work day for high school support staff, except for classifications e, f, g (as listed in Section 15.2) shall be seven hours, exclusive of lunch. They will be entitled to a 30 minute duty free lunch period. For the 2018-2019 school year the normal workday shall remain the same as the 2017-2018 school year, which for elementary support staff, except for classifications e, f, g, shall be from 7:45 am to 3:15 pm. Middle school support staff, except for classification e, f, g shall be from 7:45 am to 3:15 pm. High school support staff, except for classification e, f, g shall be from 7:45 am to 3:15 pm.

Health Assistants (listed in classification g) shall be 7 hours and fifteen minutes exclusive of lunch.

- B. A normal work day for all pupil personnel assistants (classification e) shall be not less than eight (8) hours per day exclusive of lunch. They will be entitled to a thirty (30) minute duty free lunch period. A normal work day for parent liaisons shall be not less than eight (8) hours per day, exclusive of lunch. They shall be entitled to a thirty (30) minute duty free lunch.

The normal work day for parent liaisons (classification f) shall be from 7:30 a.m. to 4:00 p.m. exclusive of lunch, or in accordance with the established school calendar, provided, however, that the start time and end time of the parent liaison's eight (8) hour day, or the Jump Start employee's seven hour day, including dividing the work day into segments, may be modified by the building principal, or designee, so that the parent liaison can assist with either before school or after school functions.

- C. All support employees shall be entitled to two (2) breaks of ten (10) minutes each day, one in the a.m. and one in the p.m. It is further understood that they may not be accumulated to shorten the workday.
- D. All support employees, except for BKC and full-day pre-school support staff, shall be expected to perform supervisory duties (breakfast, bus, lunch/recess, or door duty) of no more than forty (40) minutes daily except for late start days, in which they will be rotated into monitoring students before breakfast, as part of their responsibilities. Supervisory duties for BKC and full-day pre-school and pre-school support staff will be 55 minutes. Support employees traveling between two or more buildings, health assistants, and parent liaisons shall be exempt from supervisory duties. An employee may be excused from identified duties upon presentation of a supporting medical basis on the standard FMLA medical form.

- E. Hours worked in addition to the normal work day shall be considered as overtime hours. The rate of pay for overtime shall be one and one-half the employee's regular hourly rate of pay for any time in excess of 40 hours per week. Overtime will be paid on the date immediately following the pay period in which the overtime was earned and approved.
- F. The employee's work year shall be no more than the teacher work year, unless agreed to by mutual consent between the employee and the administration. All employees shall receive the same holidays as the teachers that fall within the regular school calendar. Support staff hired after the effective date of this agreement may have their work year shortened to exclude times when students are not present, provided any such shortening of the work year shall be prescribed by the Board at least thirty (30) calendar days prior to the onset of the affected school term.

16.2 Seniority

Seniority shall be defined as the length of continuous service (including scheduled breaks and approved leave) within the support staff bargaining unit. Said service shall be computed from the first day of current uninterrupted employment within the unit. The "first day" shall be defined as the day upon which duties are first performed. Seniority credit will not accrue during any leave-of-absence without pay in excess of ninety (90) work days. Employees who are promoted or work out of the support staff bargaining unit for up to ninety (90) work days and subsequently return to the support staff bargaining unit without a break in service in the District shall have their seniority computed from their first day of original employment. Employees transferring into the support staff unit shall retain their accrued seniority for all purposes and will be placed in the new classification step commensurate with their existing salary step. In the event District seniority is equal between employees, the following procedures are to be utilized as a tie-breaker:

1. Previous work experience in the district
2. Previous relevant work experience outside the district
3. By lot.

If reduction-in-force for full-time employees should become necessary, such shall be effectuated within the following categories by inverse seniority:

- a. Special education assistants;
- b. Classroom assistants;
- c. Bilingual assistants;
- d. Learning Center assistants;
- e. Pupil personnel assistants;
- f. Parent liaisons;
- g. Health assistants;
- h. Preschool assistants
- i. Tutors;
- j. Preschool Parent Educators;
- k. Jump Start; and
- l. All other employees covered by this agreement.

Recall shall also be within such categories.

If a reduction in force for full time employees should become necessary within Category “I” it shall be effectuated within the respective job title by inverse District seniority.

Recall shall also be within such job title.

16.3 Job Descriptions

Work duties are as described in the job description for each assigned position that shall include the identification of an immediate supervisor, a copy of which has been supplied to the Union. A joint committee shall review job descriptions and recommend changes as needed. Employee job descriptions shall not be permanently changed until the joint committee reviews and discusses the proposed changes.

16.4 Job Assignment

Each employee will be given written notice of his/her tentative assignment for the forthcoming year prior to August 1 and the District will make a good faith effort to post an employee’s tentative assignment on the District employee portal before the end of the school year. If changes in employee’s assignments are made after such notice is posted, the employee will be notified prior to August 1 of such changes by mail. All assignments are tentative and are subject to change based on student needs and staffing levels.

16.5 Involuntary Transfers

Notice of involuntary transfer shall be given to an employee by telephone as soon as practicable. In the event the involuntary transfer occurs after the end of the school year, then notice of such transfer shall be given to the employee via telephone and U.S. mail. In the event of an involuntary transfer, upon the request of the employee, the Assistant Superintendent of Human Resources, or designee, and the employee shall meet to discuss the reasons for such transfer. Employees who are involuntarily transferred to another position shall be returned to their original position if the original position becomes available or vacant, upon the earlier of: (a) hiring an employee into the new position; or (b) the end of the academic semester.

16.6 Vacancies and Transfers

The Board will post notice of any vacancy which occurs to the support staff bargaining unit via email blast to all staff on the District's website, and send a copy to the Union President. No vacancy, except in case of an emergency, shall be filled on a permanent basis until such vacancy shall have been posted for a minimum of five (5) working days, or three (3) working days in the event the vacancy is created within 14 days prior to the start of school. As used herein, vacancy shall be any permanent full-time position which has been newly created or that becomes vacant because the employee holding that position has left the district or support staff bargaining unit.

Any employee interested in the position may apply by completing an online internal application.

An application made prior to July 1 requires the approval of the receiving principal/supervisor. An application made on or after July 1 and prior to August 1 requires the approval of both principals/supervisors. First consideration shall be given to internal candidates for any vacancy prior to filling the position by external candidate. Any vacancy occurring or to be filled after August 1 will be filled by either an external candidate or by involuntary transfer.

16.7 In-Service/Institute or SIP Days

Employees shall be required to attend In-Service, Institute, and School Improvement Days. Patterns of missed in-service or school improvement days may be reflected on the annual evaluation of the employee.

ARTICLE XVII Evaluations

All support staff shall receive an annual formal evaluation utilizing the evaluation instruments as listed in Appendix E, 1 through 9. No formal evaluation shall take place until the administrator or evaluator acquaints each employee under his/her supervision with the evaluation procedures and instruments. At the completion of the formal evaluation, a conference shall be held between the employee and the administrator. The employee shall be provided with a copy of the evaluation report at the time of the conference for use during the conference. The employee shall be given an opportunity to sign the evaluation in order to acknowledge receipt. In the event that the employee disagrees with the formal evaluation he/she shall have the option of attaching a written response to the evaluation document provided such response is filed within ten (10) working days of the receipt of the original evaluation. This attachment will become part of the official evaluation of the employee.

The Administration may utilize observations and other first-hand evaluative criteria for considering the competency of any employee. Each employee shall have at least one observation. The Administrator conducting the observation shall designate and announce in advance which week each employee will be observed (which may be different weeks for different employees). An employee will not be observed more than one time each semester unless otherwise requested by the employee. In the event a scheduled observation does not occur due to the unavailability of either the employee or the administrator then the same shall be rescheduled to another pre-designated time. Only observations made during a designated observation week may be used as part of the employee's formal evaluation. Observations shall be conducted at the employee's assigned classroom or work area, while the employee is performing his or her normal assigned duties. Each observation shall be not less than twenty minutes and shall not exceed 50 minutes or one class period, whichever is greater. Guidelines for observations are attached as Appendix E-10. Observations which are used to evaluate the employee shall be reduced to writing, with a copy given to the employee to be signed by the employee to acknowledge receipt and shall be discussed with the employee at the employee's request. In addition to observations, the evaluation process may include notes, memoranda, e-mails or other types of documentation. If the employee feels that the documentation is incomplete, inaccurate or unjust, he/she may put his/her response in writing. The response shall be attached to the documentation to be placed in the official personnel file.

ARTICLE XVIII Discipline and Discharge

18.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of an employee covered by this Agreement shall be done only for just cause and in a manner so as not to embarrass the employee before other employees or the public and shall include the following:
1. A conference with the employee by the appropriate administrator or supervisor on the decision;
 2. In the event of a suspension or dismissal, a written statement of the reason(s) for the action shall be given to the employee and a review of the employee's personnel file with the employee and his/her representative if the employee so chooses;
 3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand (confirmed in writing)
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)
 - d. Discharge (notice to be given in writing)

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process. Paragraphs A 1-3 will always apply if a termination decision is made.

- B. In the event any Administrator requires an employee to attend a meeting for the purpose of discussing a matter which may result in disciplining the employee, the employee, upon request, may have a Union Representative present.
- C. For pending disciplinary matters, or unresolved grievances, upon request of the Union, the Board shall disclose all evidence in support of the disciplinary action and provide copies of documentation in its possession provided the delivery of such copies is not restricted by applicable law.
- D. When an employee is informed of his/her discipline he/she may make a written request to meet with the Assistant Superintendent of Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent of Human Resources shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and

the employee in writing. In the event an employee is informed of his/her dismissal, and the employee is dissatisfied with the determination, the employee shall, within 10 days, upon written notice, elect to have a meeting with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter, or have the right to initiate a grievance in writing at Step 3 of the grievance process.

- E. The Board agrees with the tenets of progressive and corrective discipline. Discipline of an employee covered by this Agreement shall be done in a manner so as not to embarrass the employee before other employees or the public and shall include the following:

ARTICLE XIX Leaves

19.1 Sick Leave

Each full-time employee shall be entitled to twelve (12) days sick leave per school year as shown on Appendix D. Sick leave shall be allowed to accumulate up to a maximum as may be allowed by IMRF.

19.2 Personal and/or Emergency Leave

All support staff employed by the District as of the effective date of this Agreement shall retain the number of personal days per year earned and to which they are entitled pursuant to the Agreement in effect for the 2011-2012 school year, provided, however, that such employees shall be frozen at the number earned as of the date of this Agreement (so that a staff person with 2 such days may not move to 3 personal days in the future). All support staff newly employed beginning on or after July 1, 2012 shall receive (2) days personal leave at full pay. Unused personal and or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave. Personal leave, except in the case of an emergency, shall not be granted the day prior to or after vacation periods or holidays inservice days, institute days, SIP days, nor during the first ten days of the school year or last ten days of the school year except for religious holidays. No more than two (2) advance notice personal leave days will be allowed in any one week. Unused personal and/or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave.

Any time that two consecutive school days or more of personal leave is requested, the specific reason must be stated.

Examples of purposes which are not meant to be used for personal or emergency leave include, but are not limited to, any matters which qualify as vacation, recreation, accompanying another person on a trip, or the extension of appropriately granted personal or emergency leave.

ARTICLE XX Salary and Additional Compensation

20.1 Salary

Support staff shall be paid in accordance with Appendix B- Salary Schedule 2018-2021.

Commencing with the 2018-2019 School Year employees will be placed on the Salary Schedule at the first Compensation Level above the employee's pay rate for the 2017-2018 School Year or compensation level step corresponding to employee's years of service, whichever is greater.

20.2 Summer School and Summer Camp Compensation

All employees employed in the Summer School Program shall be paid at their hourly rate. District employees shall be given preference before any outside employees are hired. Seniority shall be an important criteria for selection. Summer Camp for sports and fine arts shall be limited to no more than 25 days or 50 hours with the compensation for the 2018-2021 summer camps for a Coach to be at the rate of \$26.52 per hour, and for an Assistant Coach to be at the rate of \$21.22 per hour.

20.3 Interpreter Duties

Support Staff who are called away from their normal duties for 30 or more minutes in the aggregate during a school day in order to perform interpreting duties at the District's Request shall be paid for such time at the employee's regular rate of pay or the rate of \$25.00 per hour, whichever is greater. Time sheets on forms to be supplied at each building shall be turned in to the building principal's office, which shall be processed monthly.

SECTION 4
OFFICE STAFF

ARTICLE XXI

21.1 Work Hours/Day/Year

- A. For the 2018-2019 school year the workday for office staff shall remain the same as established for the 2017-2018 school year. Ten and one third (10 1/3), ten and one half (10 1/2), and eleven (11) month employees shall be considered full-time employees, and shall not suffer any loss of rights or benefits under this Agreement. Ten and one third (10 1/3) month employees shall commence work 10 work days prior to the start of the school year and shall work two hundred nine days, ten and one half (10 1/2) month employees shall commence work 15 work days prior to the start of the school year and work two hundred nineteen days, eleven (11) month employees shall commence work 20 work days prior to the start of the school year and work two hundred twenty-eight days, and twelve (12) month employees shall work either two hundred sixty (260) or two hundred sixty-one (261) days depending on the number of work days in the calendar year.
- B. The MS Bookkeeper, MS Records, MS Clerical Assistant, HS General Secretary, and those employees working similar positions in certain elementary schools as determined by the Administration, shall work the number of days applicable to such designation. The number of work days for a designated position shall not be shortened without prior consultation with the Union.
- C. All elementary buildings with an office staff of less than 4 shall be entitled to one (1) thirty minute duty free lunch, provided, however, such employees shall be entitled to one (1) 60 minute lunch when students are not present. All office personnel shall be entitled to one (1) sixty (60) minute duty free lunch except elementary buildings with an office staff of less than 4 shall be entitled to one (1) thirty minute duty free lunch, provided, however, such employees shall be entitled to one (1) 60 minute lunch when students are not present. All employees shall be entitled to one (1) 15 minute break in the morning and one (1) 15 minute break in the afternoon, provided, however, that no such duty free time may be used to shorten the workday. The normal work day for a Central Registration Secretary shall be an eight (8) hour day provided, however, that the start time and end time of an employee's eight (8) hour day, including dividing the work day into segments, may be modified by the employee's supervisor in order to facilitate registration.
- D. Time worked by school building office personnel beyond the assigned work week shall have prior written approval on the District's overtime form (Appendix G) from the Building Administrator. Time worked by service center office personnel beyond the assigned work week shall have prior written approval on the District's overtime form from the employee's immediate supervisor. Overtime shall be paid/provided in accordance with the Fair Labor Standards Act.

E. Holidays

The following holidays, as shown on Appendix C, shall be granted (with pay) to full-time twelve (12) month employees when they fall during one of the regular working days:

January 1	July 4 th	Day after Thanksgiving Day
Martin Luther King Day	Labor Day	December 24
Presidents Day	Columbus Day	December 25
Memorial Day	Veterans' Day	December 31
	Thanksgiving Day	

When any of the above holidays occur on Saturday or when December 24 or December 31 occur on Sunday the holiday will be assigned by the District office to the next available non-student attendance day. When the holidays of January 1, July 4, or December 25 occur on a Saturday or Sunday, observance shall be on the day as observed by the Federal government.

The following holidays, as shown on Appendix C, shall be granted with pay to 10-1/3, 10-1/2 and 11 month employees when they fall during one of the regular working days:

Labor Day	December 25
Columbus Day	January 1
Veterans' Day	Martin Luther King Day
Thanksgiving Day	Presidents Day
Day after Thanksgiving Day	Memorial Day
December 24	December 31

Secretarial/Clerical staff employed less than 12 months will be granted one (1) additional day of pay for the day before Thanksgiving provided it is a non-attendance day for students. They will also be granted an additional day of pay for the Friday before Easter provided it is a non-attendance day for students. If either of those days fall on a student attendance day, they will be granted one (1) floating holiday of their choice, for each such day, to be approved by their administrative supervisor.

Employees working on a legal holiday will be compensated at the rate of time and one half (1 ½), in addition to their regular salary.

A listed holiday is subject to the ISBE waiver process and may, through that process, become a regular workday in a given year.

F. New Employees

Newly recommended employees must demonstrate the knowledge, skills and abilities necessary to perform in the position for which they have been recommended. The building Principal may give a computer skills assessment prior to an offer of employment.

At any time during the thirty (30) day probationary period the District may release the employee at the District's discretion without a grievance.

21.2 Seniority/Reduction in Force

A. Seniority

1. Seniority shall be defined as the length of continuous service (including scheduled breaks and approved leave) within the office staff bargaining unit. Said service shall be computed from the first day of current uninterrupted employment within the unit. The "first day" shall be defined as the day upon which duties are first performed. Seniority credit will not accrue during any leave-of-absence without pay in excess of ninety (90) work days. Employees who are promoted or work out of the office staff bargaining unit for up to ninety (90) work days and subsequently return to the office staff bargaining unit without a break in service in the District shall have their seniority computed from their first day of original employment. Employees transferring into the office staff unit shall retain their accrued seniority for all purposes and will be placed in the new classification step commensurate with their existing salary step.
2. If the length of continuous service in the School District is equal between two or more employees, then seniority shall be determined by total service in the School District, whether or not continuous.
3. If the total service in the School District is equal between two or more employees, then seniority shall be determined by lot.
4. On or before February 1st, the Superintendent or his designee in consultation with the Union shall develop and deliver to the President of the Union a Seniority List ("List") by categories of positions, which sets forth the seniority of all employees. This List shall provide the following information for each employee:
 - a. Name;
 - b. Category of Position;
 - c. Date of employment (without break in service).

5. The District shall recognize seniority as per the categories below:

a. Secretary III

Secretary for the Office of the Assistant Superintendent 12

b. Secretary II

Accounts Payable Clerk 12

Centralized Registration Secretary 12

Head Secretary - Elementary - Category C 12

Head Secretary - Secondary 12

Registrar 12

Secretary - Bilingual Services Department 12

Secretary - Buildings & Grounds Department 12

Secretary – Educational Services 12

Secretary - Curriculum & Instruction 12

Secretary - Curriculum & Supplemental Programs 12

Secretary - ELL Grants 12

Secretary - Grants Office 12

Secretary - Human Resources Department 12

Secretary – Leadership Development 12

Secretary - Preschool Grants 12

Secretary - Preschool Program 12

Secretary - Special Education Accounts Monitor 12

Secretary - Supplemental Programs 12

Secretary – Information Technology Department 12

Secretary – Special Education Student Services 12

c. Secretary I

Bookkeeper – Middle School 10 1/3

Bookkeeper – Elementary – Category C 10 1/3

Bookkeeper 12

District Translator 12

District Translator/Office Support 12

Head Secretary – Preschool 11

Head Secretary –Elementary 10 1/2

Head Secretary – Magnet 12

Secretary - AP Teaching & Learning 12

Secretary – AP Student Services 12

Secretary – AP Child Service Center 10 1/3

Secretary – Special Education Assessment 11

Secretary - Business Operations 12

Secretary – Special Education Case Management Monitor 12

Secretary - Data Entry 12

Secretary - Financial	11
Secretary - Guidance	11
Secretary - NJROTC	11
Secretary – Records –Category C	10 1/3
Secretary – Records – Middle School	10 1/3
Secretary – Transportation	12
Secretary -Athletics, Buildings and Grounds	12

d. Clerical

Clerical Assistant - Athletics, Buildings & Grounds	10 1/3
Clerical Assistant - Attendance	10 1/3
Clerical Assistant - Category A	10 1/3
Clerical Assistant – Attendance – Category B	10 1/3
Clerical Assistant – Data Entry - Category B	10 1/3
Clerical Assistant - Category C	10 1/3
Clerical Assistant - Category D	10 1/3
Clerical Assistant - Data Entry	10 1/3
Clerical Assistant – General	10 1/3
Clerical Assistant - Middle School	10 1/3
Clerical Assistant - Production Office	10 1/3
Clerical Assistant - Special Education	10 1/3
Receptionist – High School	10 1/3
Receptionist – Human Resources – Support	12
Receptionist – Human Resources - Services	12

e. Elementary Legend

- Category A – One Secretary and One Clerical at Elementary Building
- Category B – One Secretary and Two Clerical at Elementary Building
- Category C – Elementary School – Middle School Model
- Category D – Early Childhood Center

In the event an employee changes categories, previously earned seniority shall be applied to the new category for purposes of any reduction in force in the new category.

It shall be the responsibility of the Union to review the annual “Seniority List” and to advise the Assistant Superintendent of Human Resources in writing by February 15th (or ten days after the List is posted, whichever is later) of any claimed error or omission (“objection”) in the List. The Assistant Superintendent of Human Resources shall review and consider any such objection and inform the employee of his/her decision within five (5) days. Within five (5) days of the Director’s decision, the employee may file a written appeal to the Board of Education. The Board shall issue its decision prior to sixty (60) days before the end of the then current school term which decision is then final. Failure of the employee to make a timely objection shall be deemed as an acceptance of his/her placement on the seniority list. The employee shall be prohibited thereafter from challenging the employee’s seniority in any category of position until the posting of a seniority list in the following school year.

B. Reduction in Force

1. If the Board decides to decrease the number of employees or to discontinue some particular type of educational support service, the Board shall first dismiss, within the respective category of position, the employee with the least seniority, provided, however, that in the event special qualifications and current evaluations for the employee exist for a particular position then a less senior employee may be retained over a more senior employee. In such event the more senior employee and the union shall be notified of the reasons for retaining the less senior employee. The same factors shall also apply to a recall of employees. Employees who are removed or dismissed shall receive a written notice of honorable dismissal by certified mail, return receipt requested, in accordance with Section 10-23.5 of the School Code.
2. The Board and the Union agree that a decision of the Board to decrease the number of employees or to discontinue some particular type of educational support service shall be solely the decision of the Board.
3. If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions. The positions shall be offered first to the laid off employees with greater seniority.

To be eligible for recall, employees must notify the Board, in writing, within ten (10) calendar days of the Board's mailing of the notice of vacancy, or within five (5) calendar days of the employee's receipt of the notice, whichever shall first occur, of the acceptance of any vacant position offered to the employee during the recall period. The employee's failure to notify the Board of acceptance of any vacancy shall constitute rejection of the offer of employment. Any employee who rejects an offer of an available full-time position in any category of position in which he/she is qualified shall be deemed to have waived his/her recall rights under Section 10-23.5 of the School Code and will no longer be eligible for any other vacant position that becomes available during the recall period.

In the case of employees whose position is being eliminated within the respective classification by district seniority, the affected employee shall be allowed to displace or "bump" the employee with the least district seniority in the next lowest classification provided they are qualified for the position as determined by the authorized administrator in charge and the employee in the next lowest classification has less district seniority. If no one in the next lowest classification has less district seniority than the employee whose position was eliminated, then the employee shall have the right to a position in the next lowest subsequent classification in the same manner as described above until such time as a position is secured or all classifications are exhausted.

An employee displaced in the above procedure shall also have the right to a position in the manner as described above

If the employee is released and recalled to a position within the time frame specified above, for the purpose of this section, it will not constitute a break in service and the employees will not incur any loss in district seniority.

4. The creation of new categories of position shall be within the inherent managerial authority of the Board and the impact of the new categories shall be negotiated with the Union.

21.3 Job Descriptions

Each employee shall be given a job description for their assigned position that shall include the identification of their immediate supervisor. A joint committee shall review job descriptions and recommend changes as needed. Employee job descriptions shall not be permanently changed until the joint committee reviews and discusses the proposed changes.

21.4 Staff Development

- A. Efforts shall be made by the Administration to increase opportunities for professional growth/skill improvement, within budgetary constraints. Inservice, school improvement, and institute days shall be as shown on the approved school calendar. In such cases, the work day shall not be extended past the regular scheduled working hours. Year-round training opportunities will be provided to office staff. The opportunities could be outside of school hours or on days school is not in session.
- B. Upon the discretion and approval of the Superintendent or designee, office staff shall be allowed to attend professional conferences and pre-approved expenses will be reimbursed. Itemized paid receipts for all expenses claimed shall be turned into the administration before reimbursement is approved.

21.5 Involuntary Transfers

Notice of involuntary transfer shall be given to an employee by telephone as soon as practicable. In the event the involuntary transfer occurs after the end of the school year then notice of such transfer shall be given to the employee by telephone and U.S. mail. In the event of an involuntary transfer, upon the request of the employee, the Assistant Superintendent of Human Resources, or designee, and the employee shall meet to discuss the reasons for such transfer. Employees who are involuntarily transferred to another position shall be returned to their original position if the original position becomes available or vacant, upon the earlier of: (a) hiring an employee into the new position; or (b) the end of the academic semester.

21.6 Vacancies and Transfers

Consideration will be given to advancing present employees to a higher job classification, giving them preference over applicants not currently employed by the District, when all other criteria are equal.

- A. All vacancies, newly created positions, or other positions covered by this Agreement shall be posted via email blast to all staff, and a copy sent to the Union President. No vacancy, except in case of emergency, shall be filled on a permanent basis until such vacancy shall have been posted for a minimum of five (5) work days.
- B. Promotion from one position to another shall be based on performance, ability, seniority, and consideration of the best interests of the District. An employee wishing to be promoted shall, complete an online application, and participate in an interview process.
- C. Any office staff who are interested in a lateral transfer shall submit a letter of interest to the Assistant Superintendent of Human Resources within the time frame designated in the posting for such position.

ARTICLE XXII Evaluations

All office staff shall receive an annual formal evaluation utilizing the evaluation instruments as listed in Appendix F-1. No formal evaluation shall take place until the administrator or evaluator acquaints each employee under his/her supervision with the evaluation procedures and instruments. At the completion of the formal evaluation, a conference shall be held between the employee and the administrator. The employee shall be provided with a copy of the evaluation report at the time of the conference for use during the conference. The employee shall be given an opportunity to sign the evaluation in order to acknowledge receipt. In the event that the employee disagrees with the formal evaluation he/she shall have the option of attaching a written response to the evaluation document provided such response is filed within ten (10) working days of the receipt of the original evaluation. This attachment will become part of the official evaluation of the employee.

The Administration may utilize observations and other first-hand evaluative criteria for considering the competency of any employee. Each employee shall have at least one observation. The Administrator conducting the observation shall designate and announce in advance which week each employee will be observed (which may be different weeks for different employees). An employee will not be observed more than one time each semester unless otherwise requested by the employee. In the event a scheduled observation does not occur due to the unavailability of either the employee or the administrator then the same shall be rescheduled to another pre-designated time. Only observations made during a designated observation week may be used as part of the employee's formal evaluation. Observations shall be conducted at the employee's assigned work area, while the employee is performing his or her normal assigned duties. Each observation shall be at least twenty minutes and shall not exceed 50 minutes. Guidelines for observations are attached as Appendix F-2. Observations which are used to evaluate the employee shall be reduced to writing, with a copy given to the employee to be signed by the employee to acknowledge receipt and shall be discussed with the employee at the employee's request. In addition to observations, the evaluation process may include notes, memoranda, e-mails or other types of documentation. If the employee feels that the documentation is incomplete, inaccurate or unjust, he/she may put his/her response in writing. The response shall be attached to the documentation to be placed in the official personnel file.

ARTICLE XXIII Discipline and Discharge

23.1 Discipline and Discharge

- A. The Board agrees with the tenets of progressive and corrective discipline. Discipline of an employee covered by this Agreement shall be done only for just cause and in a manner so as not to embarrass the employee before other employees or the public and shall include the following:
1. A conference with the employee by the appropriate administrator or supervisor on the decision;
 2. In the event of a suspension or dismissal, a written statement of the reason(s) for the action shall be given to the employee and a review of the employee's personnel file with the employee and his/her representative if the employee so chooses;
 3. A disciplinary action or measure shall include the following:
 - a. Oral reprimand (confirmed in writing)
 - b. Written reprimand
 - c. Suspension without pay (notice to be given in writing)
 - d. Discharge (notice to be given in writing)

The Board reserves the right to initiate discipline at any step if the circumstances warrant. Generally, job performance issues will be addressed through the evaluation process. Paragraphs A 1-3 will always apply if a termination decision is made.

- B. In the event any Administrator requires an employee to attend a meeting for the purpose of discussing a matter which may result in disciplining the employee, the employee, upon request, may have a Union Representative present.
- C. For pending disciplinary matters, or unresolved grievances, upon request of the Union, the Board shall disclose all evidence in support of the disciplinary action and provide copies of documentation in its possession provided the delivery of such copies is not restricted by applicable law.
- D. When an employee is informed of his/her discipline he/she may make a written request to meet with the Assistant Superintendent of Human Resources to review the decision. Such request must be filed within ten (10) working days of receiving such notice. The meeting with the Assistant Superintendent of Human Resources shall be held as promptly as possible, but in no case shall be delayed more than fifteen (15) calendar days after receiving the written request. The employee shall have the right to a Union Representative at such meeting, and shall have the right to present arguments and witnesses on her/his behalf. Recommendations by the Assistant Superintendent, if any, shall be communicated to the Superintendent and

the employee in writing. In the event an employee is informed of his/her dismissal, and the employee is dissatisfied with the determination, the employee shall, within 10 days, upon written notice, elect to have a meeting with the Board of Education, or with a committee appointed by the Board, which may meet in closed session to consider the matter, or have the right to initiate a grievance in writing at Step 3 of the grievance process.

ARTICLE XXIV Leaves

24.1 Sick Leave

All secretarial/clerical personnel employed by the District as of the effective date of this Agreement shall retain the number of sick days per year as allotted to such employees in the Agreement in effect for the 2011-2012 school year and as shown on Appendix C. All secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive a sick leave allowance based upon the length of the work year as follows:

10 days	10-1/3 school months
11 days	10-1/2 school months
11 days	11 calendar months
12 days	12 months – calendar year employment

A staff member employed after the beginning of their normal work year and all part-time employees will receive a prorated amount of sick days for which they are eligible.

Unused sick leave allowance shall accumulate from year to year, but not to exceed the number as may be allowed by IMRF.

24.2 Personal and/or Emergency Leave

All secretarial/clerical personnel employed by the District as of the effective date of this Agreement shall retain the number of personal days per year earned and to which they are entitled pursuant to the Agreement in effect for the 2011-2012 school year, provided, however, that such employees shall be frozen at the number earned as of the date of this Agreement (so that a staff person with 3 such days may not move to 4 personal days in the future). All secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive (2) days personal leave at full pay.

24.3 Vacation

Regular twelve (12) month secretarial/clerical employees employed by the District as of the effective date of this Agreement shall retain the number of vacation days per year as allotted to such employees in the Agreement in effect for the 2011-2012 school year and as shown on Appendix C, provided, however, that such employees shall be frozen at the number of earned vacation as of the date of this Agreement until such time as they would progress in accordance with the schedule below. All regular twelve (12) month secretarial/clerical personnel newly employed beginning on or after July 1, 2012 shall receive a paid vacation schedule as follows:

<u>Length of Service</u>	<u>Vacation Entitlement</u>
1 to 5 years	10 days
6 years to 10 years	15 days
11+ years	20 days

Length of service in the district shall be cumulative in establishing vacation entitlement. New employees starting after the beginning of the fiscal year shall have their vacation prorated.

An employee who resigns or is discharged during the year shall receive with his termination pay, the prorated amount for accrued vacation time, this time to be determined according to the number of full months of employment actually completed after July 1 of the given year.

All vacation time for 12 month secretarial/clerical employees must be used within the 12 months following July of the fiscal year in which it was earned. There shall be no carryover of vacation time except in unusual circumstances, and then such carryover must have the prior approval of the Assistant Superintendent of Human Resources.

ARTICLE XXV Salary and Additional Compensation

25.1 Salary Schedule

Office staff shall be paid in accordance with Appendix B- Salary Schedule 2018-2021.

Commencing with the 2018-2019 School Year employees will be placed on the Salary Schedule at the first Compensation Level above the employee's pay rate for the 2017-2018 School Year or compensation level step corresponding to employee's years of service, whichever is greater.

25.2 Special Salary Provisions

See Appendix C- Special Salary Provisions

25.3 Summer School and Summer Camp Compensation

All employees employed in the Summer School Program shall be paid at their hourly rate. District employees shall be given preference before any outside employees are hired. Previous employment in the Summer School Program and Seniority shall be considered as part of the criteria for selection. Summer Camp for sports and fine arts shall be limited to no more than 25 days or 50 hours with the compensation for the 2018-2021 summer camps for a Coach to be at the rate of \$26.52 per hour, and for an Assistant Coach to be at the rate of \$21.22 per hour.

25.4 Interpreter Duties

Office Staff who are called away from their normal duties for 30 or more minutes in the aggregate during a school day in order to perform interpreting duties at the District's Request shall be paid for such time at the employee's regular rate of pay or the rate of \$25.00 per hour, whichever is higher. Time sheets on forms to be supplied at each building shall be turned in to the building principal's office, which shall be processed monthly.

SECTION 5

EFFECT OF AGREEMENT

ARTICLE XXVI Effect of Agreement

- 26.1** This Agreement shall become effective as of July 1, 2018 and shall continue in effect until 11:59 p.m. on June 30, 2021.
- 26.2** The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties and may be modified only through written mutual consent of the parties. It is understood that all rights, powers, and authority of this Board not specifically limited by the language of this Agreement are retained by the Board. The Board shall take no action which will violate any of the specific provisions of this Agreement.
- 26.3** The parties agree that they shall not be obligated to bargain collectively during the term of this Agreement with respect to any subject or matter not specifically referred to or published in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

IN WITNESS WHEREOF signed this _____ day of _____, 2018

EAST AURORA COUNCIL LOCAL 604, BOARD OF EDUCATION,
AFT/IFT EAST AURORA SCHOOL DISTRICT NO.
131

By:

President

By:

President

Appendix A-1

SCHOOL YEAR 2018-2019							
STEP	BS	BS16	BS32	MS	MS16	MS32	MS48/PHD
1	\$45,820	\$47,000		\$ 51,539	\$ 52,040	\$ 52,594	\$ 55,563
2	\$46,278	\$47,705		\$ 52,312	\$ 53,081	\$ 53,646	\$ 56,674
3	\$46,741	\$48,421		\$ 53,097	\$ 54,142	\$ 54,719	\$ 57,808
4	\$47,208	\$49,147		\$ 53,893	\$ 55,225	\$ 55,813	\$ 58,964
5	\$47,680	\$49,884		\$ 54,971	\$ 56,330	\$ 57,209	\$ 60,438
6	\$48,157	\$50,632		\$ 56,071	\$ 57,456	\$ 58,639	\$ 61,949
7	\$48,639	\$51,898		\$ 57,192	\$ 58,605	\$ 60,105	\$ 63,498
8	\$49,125	\$53,196		\$ 58,336	\$ 59,778	\$ 61,607	\$ 65,085
9	\$49,616	\$54,526		\$ 59,502	\$ 60,973	\$ 63,147	\$ 66,712
10	\$50,609	\$55,889		\$ 60,693	\$ 62,193	\$ 64,726	\$ 68,380
11	\$51,621	\$57,286		\$ 61,906	\$ 63,436	\$ 66,344	\$ 70,090
12	\$52,653	\$58,718		\$ 63,454	\$ 64,705	\$ 68,003	\$ 71,842
13	\$53,180	\$60,186		\$ 64,723	\$ 65,999	\$ 69,703	\$ 73,638
14	\$53,483	\$61,691		\$ 66,018	\$ 67,319	\$ 71,446	\$ 75,479
15	\$54,517	\$63,233		\$ 67,338	\$ 68,666	\$ 73,232	\$ 77,366
16	\$55,568	\$64,498		\$ 69,695	\$ 71,756	\$ 75,063	\$ 79,300
17	\$56,646	\$65,787		\$ 71,786	\$ 74,626	\$ 76,939	\$ 81,282
18	\$57,745	\$67,103		\$ 73,939	\$ 77,611	\$ 78,863	\$ 83,314
19	\$58,869	\$68,445	\$72,640	\$ 76,157	\$ 79,163	\$ 80,834	\$ 85,397
20	\$60,020	\$69,814	\$74,093	\$ 78,442	\$ 80,746	\$ 82,855	\$ 87,532
21	\$61,195	\$71,210	\$75,204	\$ 80,795	\$ 82,361	\$ 84,926	\$ 89,721
22	\$62,395	\$72,635	\$76,332	\$ 83,219	\$ 84,009	\$ 87,050	\$ 91,964
23	\$63,621	\$74,087	\$77,859	\$ 85,689	\$ 85,716	\$ 89,226	\$ 94,263
24	\$64,767	\$74,458	\$79,416	\$ 86,144	\$ 87,402	\$ 91,456	\$ 95,205
25	\$66,271	\$74,830	\$81,004	\$ 86,575	\$ 89,151	\$ 92,371	\$ 96,157
26	\$67,581	\$75,204	\$82,624	\$ 87,008	\$ 90,934	\$ 93,295	\$ 97,119
27	\$68,920	\$75,580	\$84,277	\$ 87,443	\$ 92,752	\$ 94,228	\$ 98,090

28	\$70,287	\$75,994	\$85,962	\$ 87,880	\$ 93,216	\$ 95,170	\$ 99,071
29	\$72,865	\$78,579	\$87,682	\$ 90,517	\$ 93,682	\$ 96,122	\$ 100,062
30	\$76,354	\$82,156	\$89,435	\$ 92,188	\$ 96,328	\$ 97,644	\$ 101,062
31	\$80,341	\$86,505	\$91,244	\$ 94,842	\$ 98,478	\$ 99,820	\$ 102,073
32	N/A	N/A	N/A	\$ 97,191	\$ 101,460	\$ 102,919	\$ 104,961
33	N/A	N/A	N/A	\$ 99,758	\$ 104,806	\$ 106,358	\$ 108,484
34	N/A	N/A	N/A	\$ 101,797	\$ 106,155	\$ 107,717	\$ 109,858
35	N/A	N/A	N/A	\$ 108,940	\$ 113,237	\$ 114,940	\$ 117,106

1. Step 13 and beyond in the BS column are not available to staff newly hired after ratification of this agreement.
2. Step 23 and beyond in the BS16, MS, MS16, MS32, and MS48/PHD column are not available to staff newly hired after ratification of this agreement.
3. Newly hired teachers will generally receive the starting rate for the lane provided, however, a teacher can be assigned by the administration to a place on the schedule with a higher salary based on education or experience or for a position requiring a specified education and/or certification.

Appendix A-2

SCHOOL YEAR 2019-2020							
STEP	BS	BS16	BS32	MS	MS16	MS32	MS48/PHD
1	\$46,820	\$48,000		\$ 52,539	\$ 53,040	\$ 53,594	\$ 56,563
2	\$47,288	\$48,720		\$ 53,590	\$ 53,501	\$ 54,806	\$ 57,694
3	\$47,761	\$49,451		\$ 54,662	\$ 55,361	\$ 56,951	\$ 59,137
4	\$48,239	\$50,193		\$ 55,000	\$ 57,221	\$ 59,095	\$ 61,206
5	\$48,721	\$50,945		\$ 56,463	\$ 59,081	\$ 61,240	\$ 63,655
6	\$49,208	\$51,710		\$ 58,325	\$ 60,940	\$ 63,384	\$ 65,883
7	\$49,700	\$53,002		\$ 60,186	\$ 62,800	\$ 65,528	\$ 68,188
8	\$50,197	\$54,327		\$ 62,048	\$ 64,660	\$ 67,673	\$ 70,575
9	\$50,699	\$55,686		\$ 63,910	\$ 66,520	\$ 69,817	\$ 73,045
10	\$51,206	\$57,078		\$ 65,772	\$ 68,380	\$ 71,962	\$ 75,602
11	\$52,230	\$58,505		\$ 67,634	\$ 70,239	\$ 74,106	\$ 77,870
12	\$53,275	\$59,967		\$ 69,496	\$ 72,099	\$ 76,250	\$ 80,206
13	\$53,541	\$61,467		\$ 71,358	\$ 73,959	\$ 78,395	\$ 82,612
14	\$53,809	\$63,003		\$ 73,220	\$ 75,819	\$ 80,539	\$ 85,090
15	\$54,517	\$64,578		\$ 75,082	\$ 77,678	\$ 82,684	\$ 87,218
16	\$55,568	\$65,870		\$ 76,944	\$ 79,538	\$ 84,828	\$ 89,398
17	\$56,646	\$67,187		\$ 78,805	\$ 81,398	\$ 86,972	\$ 92,080
18	\$57,745	\$68,531		\$ 80,667	\$ 83,258	\$ 89,117	\$ 94,382
19	\$58,869	\$69,902	\$74,819	\$ 82,529	\$ 85,177	\$ 91,261	\$ 96,742
20	\$60,020	\$71,300	\$76,315	\$ 85,825	\$ 87,097	\$ 93,406	\$ 99,160
21	\$61,195	\$72,726	\$77,460	\$ 87,687	\$ 89,017	\$ 95,550	\$ 101,639
22	\$62,395	\$74,180	\$78,622	\$ 89,549	\$ 92,433	\$ 97,694	\$ 104,180
23	\$63,621	\$75,664	\$80,194	\$ 89,549	\$ 92,433	\$ 101,816	\$ 106,785
24	\$64,767	\$76,042	\$81,798	\$ 90,444	\$ 92,895	\$ 101,816	\$ 110,522
25	\$66,271	\$76,422	\$83,434	\$ 91,349	\$ 93,360	\$ 101,816	\$ 111,075
26	\$67,581	\$76,804	\$85,103	\$ 92,262	\$ 93,826	\$ 101,816	\$ 111,352

27	\$68,920	\$77,188	\$86,805	\$ 93,185	\$ 94,296	\$ 101,816	\$ 111,631
28	\$70,287	\$77,574	\$88,541	\$ 94,117	\$ 94,767	\$ 101,816	\$ 111,910
29	\$72,865	\$78,579	\$90,312	\$ 95,058	\$ 95,241	\$ 101,816	\$ 112,190
30	\$76,354	\$82,156	\$92,118	\$ 96,009	\$ 96,328	\$ 101,816	\$ 112,470
31	\$80,341	\$86,505	\$93,961	\$ 96,969	\$ 98,478	\$ 101,816	\$ 112,751
32	N/A	N/A	N/A	\$ 97,191	\$ 101,460	\$ 105,314	\$ 113,033
33	N/A	N/A	N/A	\$ 99,758	\$ 104,806	\$ 106,358	\$ 113,316
34	N/A	N/A	N/A	\$ 101,797	\$ 106,155	\$ 107,717	\$ 113,599
35	N/A	N/A	N/A	\$ 108,940	\$ 113,237	\$ 114,940	\$ 117,106

1. Step 13 and beyond in the BS column are not available to staff newly hired after ratification of this agreement.
2. Step 23 and beyond in the BS16, MS, MS16, MS32, and MS48/PHD column are not available to staff newly hired after ratification of this agreement.
3. Newly hired teachers will generally receive the starting rate for the lane provided, however, a teacher can be assigned by the administration to a place on the schedule with a higher salary based on education or experience or for a position requiring a specified education and/or certification.

Appendix A-3

SCHOOL YEAR 2020-2021							
STEP	BS	BS16	BS32	MS	MS16	MS32	MS48/PHD
1	\$46,820	\$48,000		\$ 52,539	\$ 53,040	\$ 53,594	\$ 56,563
2	\$47,288	\$48,720		\$ 53,590	\$ 53,501	\$ 54,806	\$ 57,694
3	\$47,761	\$49,451		\$ 54,662	\$ 55,361	\$ 56,951	\$ 59,137
4	\$48,239	\$50,193		\$ 55,000	\$ 57,221	\$ 59,095	\$ 61,206
5	\$48,721	\$50,945		\$ 56,463	\$ 59,081	\$ 61,240	\$ 63,655
6	\$49,208	\$51,710		\$ 58,325	\$ 60,940	\$ 63,384	\$ 65,883
7	\$49,700	\$53,002		\$ 60,186	\$ 62,800	\$ 65,528	\$ 68,188
8	\$50,197	\$54,327		\$ 62,048	\$ 64,660	\$ 67,673	\$ 70,575
9	\$50,699	\$55,686		\$ 63,910	\$ 66,520	\$ 69,817	\$ 73,045
10	\$51,206	\$57,078		\$ 65,772	\$ 68,380	\$ 71,962	\$ 75,602
11	\$52,230	\$58,505		\$ 67,634	\$ 70,239	\$ 74,106	\$ 77,870
12	\$53,275	\$59,967		\$ 69,496	\$ 72,099	\$ 76,250	\$ 80,206
13	\$53,541	\$61,467		\$ 71,358	\$ 73,959	\$ 78,395	\$ 82,612
14	\$53,809	\$63,003		\$ 73,220	\$ 75,819	\$ 80,539	\$ 85,090
15	\$54,517	\$64,578		\$ 75,082	\$ 77,678	\$ 82,684	\$ 87,218
16	\$55,568	\$65,870		\$ 76,944	\$ 79,538	\$ 84,828	\$ 89,398
17	\$56,646	\$67,187		\$ 78,805	\$ 81,398	\$ 86,972	\$ 92,080
18	\$57,745	\$68,531		\$ 80,667	\$ 83,258	\$ 89,117	\$ 94,382
19	\$58,869	\$69,902	\$77,064	\$ 82,529	\$ 85,177	\$ 91,261	\$ 96,742
20	\$60,020	\$71,300	\$78,605	\$ 85,825	\$ 87,097	\$ 93,406	\$ 99,160
21	\$61,195	\$72,726	\$79,784	\$ 87,687	\$ 89,017	\$ 95,550	\$ 101,639
22	\$62,395	\$74,180	\$80,981	\$ 89,549	\$ 92,433	\$ 97,694	\$ 104,180
23	\$63,621	\$75,664	\$82,600	\$ 89,549	\$ 92,433	\$ 101,816	\$ 106,785
24	\$64,767	\$76,042	\$84,252	\$ 90,444	\$ 92,895	\$ 101,816	\$ 110,522
25	\$66,271	\$76,422	\$85,937	\$ 91,349	\$ 93,360	\$ 101,816	\$ 111,075

26	\$67,581	\$76,804	\$87,656	\$ 92,262	\$ 93,826	\$ 101,816	\$ 111,352
27	\$68,920	\$77,188	\$89,409	\$ 93,185	\$ 94,296	\$ 101,816	\$ 111,631
28	\$70,287	\$77,574	\$91,197	\$ 94,117	\$ 94,767	\$ 101,816	\$ 111,910
29	\$72,865	\$78,579	\$93,021	\$ 95,058	\$ 95,241	\$ 101,816	\$ 112,190
30	\$76,354	\$82,156	\$94,882	\$ 96,009	\$ 96,328	\$ 101,816	\$ 112,470
31	\$80,341	\$86,505	\$96,779	\$ 96,969	\$ 98,478	\$ 101,816	\$ 112,751
32	N/A	N/A	N/A	\$ 97,191	\$ 101,460	\$ 105,314	\$ 113,033
33	N/A	N/A	N/A	\$ 99,758	\$ 104,806	\$ 106,358	\$ 113,316
34	N/A	N/A	N/A	\$ 101,797	\$ 106,155	\$ 107,717	\$ 113,599
35	N/A	N/A	N/A	\$ 108,940	\$ 113,237	\$ 114,940	\$ 117,106

1. Step 13 and beyond in the BS column are not available to staff newly hired after ratification of this agreement.
2. Step 23 and beyond in the BS16, MS, MS16, MS32, and MS48/PHD column are not available to staff newly hired after ratification of this agreement.
3. Newly hired teachers will generally receive the starting rate for the lane provided, however, a teacher can be assigned by the administration to a place on the schedule with a higher salary based on education or experience or for a position requiring a specified education and/or certification.

Appendix B
Support and Office Staff

FY19 through FY21 D131 PROPOSAL											
Compensation Level or Years of Service	Assistant / Liason	Tutor / Pre-school Parents Educator	RN	LPN	Truancy	Clerical Assistant	Building-level Secretary I	Building-level Secretary II	Building-level Secretary III	Building-level Bookkeeper	District-level Bookkeeper
1	\$ 13.25	\$ 19.50	\$ 23.00	\$ 20.00	\$ 15.25	\$ 13.25	\$ 14.25	\$ 15.25	\$ 16.25	\$ 13.75	\$ 17.50
2	\$ 13.75	\$ 19.70	\$ 23.50	\$ 20.40	\$ 15.75	\$ 13.75	\$ 14.75	\$ 15.75	\$ 17.75	\$ 14.25	\$ 18.00
3	\$ 14.25	\$ 19.90	\$ 24.00	\$ 20.80	\$ 16.25	\$ 14.25	\$ 15.25	\$ 16.25	\$ 18.25	\$ 14.75	\$ 18.50
4	\$ 14.75	\$ 20.10	\$ 24.50	\$ 21.20	\$ 16.75	\$ 14.75	\$ 15.75	\$ 16.75	\$ 18.75	\$ 15.25	\$ 19.00
5	\$ 15.25	\$ 20.30	\$ 25.00	\$ 21.60	\$ 17.25	\$ 15.25	\$ 16.25	\$ 17.25	\$ 19.25	\$ 15.75	\$ 19.50
6	\$ 15.75	\$ 20.50	\$ 25.50	\$ 22.00	\$ 17.75	\$ 15.75	\$ 16.75	\$ 17.75	\$ 19.75	\$ 16.25	\$ 20.00
7	\$ 16.25	\$ 20.70	\$ 26.00	\$ 22.40	\$ 18.00	\$ 16.25	\$ 17.25	\$ 18.00	\$ 20.25	\$ 16.75	\$ 20.50
8	\$ 16.75	\$ 20.90	\$ 26.50	\$ 22.80	\$ 18.50	\$ 16.75	\$ 17.75	\$ 18.50	\$ 20.75	\$ 17.00	\$ 21.00
9	\$ 17.00	\$ 21.10	\$ 27.00	\$ 23.20	\$ 19.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 21.25	\$ 17.50	\$ 21.50
10	\$ 17.50	\$ 21.30	\$ 27.50	\$ 23.60	\$ 19.50	\$ 17.50	\$ 18.50	\$ 19.50	\$ 21.75	\$ 18.00	\$ 22.00
11	\$ 18.00	\$ 21.50	\$ 28.00	\$ 24.00	\$ 20.00	\$ 18.00	\$ 19.00	\$ 20.00	\$ 22.25	\$ 18.50	\$ 22.50
12	\$ 18.50	\$ 21.70	\$ 28.50	\$ 24.40	\$ 20.50	\$ 18.50	\$ 19.50	\$ 20.50	\$ 22.75	\$ 19.00	\$ 23.00
13	\$ 19.00	\$ 21.90	\$ 29.00	\$ 24.80	\$ 21.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 23.25	\$ 19.50	\$ 23.50
14	\$ 19.50	\$ 22.10	\$ 29.50	\$ 25.20	\$ 21.25	\$ 19.50	\$ 20.50	\$ 21.25	\$ 23.75	\$ 20.00	\$ 24.00
15	\$ 20.00	\$ 22.30	\$ 30.00	\$ 25.60	\$ 21.50	\$ 20.00	\$ 21.00	\$ 21.50	\$ 24.25	\$ 20.25	\$ 24.50
16	\$ 20.25	\$ 22.50	\$ 30.50	\$ 26.00	\$ 21.75	\$ 20.25	\$ 21.25	\$ 21.75	\$ 24.75	\$ 20.50	\$ 25.00
17	\$ 20.50	\$ 22.70	\$ 31.00	\$ 26.40	\$ 22.00	\$ 20.50	\$ 21.50	\$ 22.00	\$ 25.25	\$ 20.75	\$ 25.50
18	\$ 20.75	\$ 22.90	\$ 31.50	\$ 26.80	\$ 22.25	\$ 20.75	\$ 21.75	\$ 22.25	\$ 25.75	\$ 21.00	\$ 26.00
19	\$ 21.00	\$ 23.10	\$ 32.00	\$ 27.20	\$ 22.50	\$ 21.00	\$ 22.00	\$ 22.50	\$ 26.25	\$ 21.75	\$ 26.50
20	\$ 21.25	\$ 23.50	\$ 32.50	\$ 27.60	\$ 22.75	\$ 21.25	\$ 22.25	\$ 22.75	\$ 26.25	\$ 22.00	\$ 27.00
21	\$ 21.50	\$ 23.75	\$ 33.00	\$ 28.00	\$ 23.00	\$ 21.50	\$ 22.50	\$ 23.00	\$ 26.25	\$ 22.25	\$ 27.00
22	\$ 21.75	\$ 24.00	\$ 33.50	\$ 28.40	\$ 23.50	\$ 21.75	\$ 22.75	\$ 23.50	\$ 26.25	\$ 22.50	\$ 27.00
23	\$ 22.00	\$ 24.25	\$ 34.00	\$ 28.80	\$ 24.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 26.75	\$ 23.00	\$ 27.00
24	\$ 22.50	\$ 24.50	\$ 34.50	\$ 29.20	\$ 24.00	\$ 22.50	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 27.00
25	\$ 23.00	\$ 25.00	\$ 35.00	\$ 29.60	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00
26	\$ 23.00	\$ 25.00	\$ 35.50	\$ 30.00	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00
27	\$ 23.00	\$ 25.00	\$ 36.00	\$ 30.40	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00
28	\$ 23.00	\$ 25.00	\$ 36.50	\$ 30.80	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00
29	\$ 23.00	\$ 25.00	\$ 37.25	\$ 31.20	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00
30	\$ 23.00	\$ 25.00	\$ 38.00	\$ 31.60	\$ 24.00	\$ 23.00	\$ 24.00	\$ 24.00	\$ 26.75	\$ 23.50	\$ 28.00

1. Any employee being paid above the maximum will be frozen until such time as the maximum pay rate exceeds the employee's rate.
2. Newly hired employees will generally receive the starting rate for the category, provided, however, a higher rate, based on education or experience may be assigned in the discretion of the administration. In addition, a higher salary may be assigned by the administration for other positions requiring a specified education and/or certification.
3. Support and office staff will be paid a longevity stipend as follows:

20+ Years	\$500
15-19 Years	\$350
10-14 Years	\$200
4. Support and Office Staff transferring to a new classification will retain accrued seniority and will be paid in the new classification commensurate with their existing salary step.

APPENDIX B

SPECIAL SALARY PROVISIONS

1. Newly hired employees will generally receive the starting rate for the category. However, a higher rate may be assigned, in the discretion of the Administration, based upon prior experience.
2. Support and Office Staff transferring to a new classification will retain accrued seniority and will be paid in the new classification commensurate with their existing salary step.
3. An employee demoted, transferred or reassigned to a lower category will be paid at his/her prior rate or the maximum for the lower category, whichever is less; provided, however, if such change in position to a lower category is due solely to the fact that the administrator to whom such employee was assigned is transferred or reassigned to a lower rated position, then the employee shall continue to be paid at his/her prior rate. In addition, the Board reserves the right, at its discretion, to maintain an employee at his/her prior rate if the employee is reassigned to a position in a lower category, regardless of any maximum for the lower category.

APPENDIX C

PAID HOLIDAYS AND PAID TIME OFF

PAID HOLIDAYS								
Month	Paid Holidays	10 1/3 Month Office Staff 209 Days	10 1/2 Month Office Staff 219 Days	11 Month Office Staff 228 Days	12 Month Office Staff 260 Days	Support Staff 194 Days	Certified Staff 181 Days	Exceptions
January*	New Year's Day	Paid	Paid	Paid	Paid	Paid		Day would be assigned by the district
January	Martin Luther King Day	Paid	Paid	Paid	Paid	Paid		Always falls on a Monday
February	President's Day	Paid	Paid	Paid	Paid	Paid		Always falls on a Monday
May	Memorial Day	Paid	Paid	Paid	Paid	Paid - Only if the school calendar goes beyond this day		Always falls on a Monday
July*	Fourth of July				Paid			Day would be assigned by the district
September	Labor Day	Paid	Paid	Paid	Paid	Paid		Always falls on a Monday
October	Columbus Day	Paid	Paid	Paid	Paid	Paid		Always falls on a Monday
November	Veteran's Day	Paid	Paid	Paid	Paid	Paid		Day would be assigned by the district
November	Day Before Thanksgiving	Floating Holiday Assigned	Floating Holiday Assigned	Floating Holiday Assigned		Floating Holiday Assigned		Always falls on a Wednesday
November	Thanksgiving Day	Paid	Paid	Paid	Paid	Paid		Always falls on a Thursday
November	Day After Thanksgiving	Paid	Paid	Paid	Paid	Paid		Always falls on a Friday
December	Winter Break							Unpaid Non Attendance Days
December*	Christmas Eve	Paid	Paid	Paid	Paid	Paid		Day would be assigned by the district
December*	Christmas Day	Paid	Paid	Paid	Paid	Paid		Day would be assigned by the district
December*	New Year's Eve	Paid	Paid	Paid	Paid	Paid		Day would be assigned by the district
Varies	Spring Break							Unpaid Non Attendance Days
Varies	Good Friday	Floating Holiday Assigned	Floating Holiday Assigned	Floating Holiday Assigned		Floating Holiday Assigned		Always falls on a Friday
Varies	Easter Monday							Unpaid Non Attendance Day
Total Number of Days Works		195	205	214	248	181	181	
Total Number of Holidays		14	14	14	12	No less than 13 no more than 14 depending on work calendar	0	
Total Number of Days Paid		209	219	228	260	194	181	

* No Staff or Students in Session - if the holiday falls on a Saturday it will be observed on the Friday before. If the holiday falls on a Sunday, it will be observed on the Monday after. If the holiday falls on a Saturday and staff and students are in session on the Friday before, the holiday would be assigned by the district.

PAID TIME OFF							
Paid Time Off	10 1/3 Month Office Staff 209 Days	10 1/2 Month Office Staff 219 Days	11 Month Office Staff 228 Days	12 Month Office Staff 260 Days	Support Staff 194 Days	Certified Staff 181 Days	Exceptions
Sick: <i>All staff members employed after the beginning of their normal work year will receive a prorated amount of sick days for which they are eligible for.</i>	10 Days	11 Days	11 Days	12 Days	12 Days	13 Days	
Personal and/or Emergency Leave: <i>All staff members employed after the beginning of their normal work year will receive a prorated amount of personal days for which they are eligible for.</i>	2 Days	2 Days	2 Days	2 Days	2 Days	3 Days	All staff employed by the District as of the effective date of this Agreement shall retain the number of personal days per year earned and to which they are entitled pursuant to the Agreement in effect, provided, however, that such employees shall be frozen at the number earned as of the date of this Agreement (so that a staff person with 2 such days may not move to 3 personal days in the future).
Vacation: <i>Twelve (12) month staff members employed by the District as of the effective date of this Agreement shall receive a paid vacation schedule as follows. Length of service in the district shall be cumulative in establishing vacation entitlement. New employees starting after the beginning of the fiscal year shall have their vacation prorated.</i>				Length of Service / Vacation Entitlement Less than 1 Year / 0 Days 1 to 5 Years / 10 Days 6 to 10 Years / 15 Days 11+ Years / 20 Days			

*Unused personal and or emergency leave days for any employee as of June 30 each year shall be added to said employee's accrued sick leave.

*Part Time Office Staff are entitled to half of the amount of days available to full time employees unless prorated based on start date

*Certified and Support Staff Only: Personal leave, except in the case of an emergency, shall not be granted the day prior to or after vacation periods or holidays in service days, institute days, SIP days, nor during the first ten days of the school year or last ten days of the school year except for religious holidays. No more than two (2) advance notice personal leave days will be allowed in any one week. Any time that two consecutive school days or more of personal leave is requested, the specific reason must be stated. Examples of purposes which are not meant to be used for personal or emergency leave include, but are not limited to, any matters which qualify as vacation, recreation, accompanying another person on a trip, or the extension of appropriately granted personal or emergency leave.

*Office Staff employees who resign or are discharged during the year shall receive with his termination pay, the prorated amount for accrued vacation time, this time to be determined according to the number of full months of employment actually completed after July 1 of the given year.

*Vacation time for 12 month office staff must be used within the 12 months following July of the fiscal year in which it was earned. There shall be no carryover of vacation time except in unusual circumstances, and then such carryover must have the prior approval of the Director of Human Resources.

APPENDIX D-1
PROCEDURES FOR STIPEND POSITIONS

Stipends are coordinated annually. An assessment (Appendices D-5 through 7) shall be completed within two weeks after the conclusion of each stipend position activity and each school shall thereafter post the position for the following school year. Any bargaining unit employee receiving a rating of “excellent” or “proficient” on their stipend position evaluation shall retain that stipend position for the following year. All other stipend positions will be posted internally for three school days. Interested staff members shall submit a Letter of Interest (Appendix D-4) to the building Principal, or designee. In making a recommendation to the central office for appointment the Principal, or designee, shall take into consideration experience and prior Stipend assessments, if applicable. A screener/interview may be required for stipend positions.

All candidates for athletic coaching positions must meet all certification requirements as required by the district in Policy 5:280, including, but not limited to, (i) demonstrated knowledge regarding coaching principles, (ii) training on first aid, (iii) training on use of Automated External Defibrillators, requirements as noted in applicable IHSA Guidelines, and any other certification requirements as may be required from time to time by the IHSA or the district.

If a non-district employee is offered a Stipend position, they must complete a fingerprint criminal history background check and any additional district employment requirements.

For payments to a person whose only services are for a stipend activity, then they shall be paid not less frequently than half of the stipend half way through the activity and half on completion. If one employee takes over for another employee during the school year (due to extenuating circumstances), the amount will be divided equally among the remaining pay periods ending June 30th of that school year.

PROTOCOL-PLACEMENT

An administrator (principal/designee) will establish the level for which an individual sponsor is eligible to be placed based upon documented experience and preparation. All sponsors/coaches will begin a new position in the appropriate classification as determined by Section 14.3 of this Agreement. No sponsor may hold two or more stipend positions (as listed on Appendix D-2) where any part of the position requirements overlap or have conflicting meeting times. Stipend compensation must be submitted through ePARs (Electronic Personnel Action Requests systems found on Infinite Visions)

In the case of a stipend position where an assistant position is provided, up to one-half of the relevant years of prior experience as an assistant may be counted toward years of experience awarded to the head stipend position.

**2018-2021 CRITERIA FOR NON-COMPETITIVE STUDENT
CLUB/ACTIVITY****

Elementary

Meeting Time: 20 hours per year minimum

Number of students: 10 minimum

Middle School

Meeting Time: 30 hours per year minimum

Number of students: 15 minimum

High School

Meeting Time: 30 hours per year minimum

Number of students: 15 minimum

*For all levels, Student-Teacher ratios may be reviewed by the administrator/designee dependent on specific activity needs.

2018-2021 CRITERIA FOR COMPETITIVE STUDENT CLUB/ACTIVITY**

High School

Meeting Time: 30 hours per year minimum

Number of students: 15 minimum

* Student-Teacher ratios may be reviewed by the administrator/designee dependent on specific activity needs.

CRITERIA FOR ATHLETICS**

Elementary

Meeting Time: 20 hours per year minimum

Number of students: 10 minimum

Middle School

Meeting Time: 60 hours per year minimum

Number of students: 10 minimum

High School

Meeting Time: 125 hours per year minimum

Minimum number of students: based on Athletic Director and IHSA roster requirements

*For all levels, Student-Teacher ratios may be reviewed by the administrator/designee dependent on specific activity needs.

**Stipend positions classified as AA shall have a minimum meeting time of 10 hours per year and a minimum of 10 students.

WILD CARD

1. To propose a Wild Card Stipend position an employee shall submit a stipend position proposal (Appendix D-4), plus the compilation of a list of interested student signatures (15 for a classification A and 20 for a classification B).
2. Consideration for Wild Card choice is aligned with areas such as school improvement goals, socio-emotional standards, student safety and enrichment.
3. A screener/interview process takes place to secure the building choice.

ASSESSMENTS

All employees receiving a stipend payment shall be evaluated annually. (Appendices D-5, D-6, and D-7)

APPENDIX D-2

Classification AA

Athletic

Elementary Volleyball
Elementary Fitness

Student

Elementary Peace Jam	Elementary Math
Elementary Science	Elementary Choral
Elementary Band	

Teacher

PBIS Data Manager (Buildings less than 750 students)
PBIS Secondary Team Leader (Buildings less than 750 students)
PBIS Tertiary Team Leader (Buildings less than 750 students)
PBIS Universal Team Leader (Buildings less than 750 students)

Job Embedded

No current positions

Classification A

Athletic

Elementary Basketball	Elementary Softball
Elementary Cheerleading	
Elementary Soccer	

Student

Elementary Art Club	Elementary Theater Club
Elementary Technology Club	Elementary Wild Card
Secondary Peace Jam	School Safety Patrol
Elementary Music Club	

Teacher

PBIS Secondary Team Leader (Buildings greater than 750 students)
PBIS Tertiary Team Leader (Buildings greater than 750 students)
PBIS Universal Team Leader (Buildings greater than 750 students)
PBIS Data Manager (Buildings greater than 750 students)
PLC Facilitator

Job Embedded

No Current Position

Classification B

Athletic

No Current Position

Student

Middle School Art Club	High School French National Honor Society
Middle School Assistant Student Council	High School German National Honor Society
Middle School Cooking/Cuisine Club	High School Math National Honor Society
Middle School Dramatics	High School Mathletes
Middle School Fix It Club	High School Music Club

Middle School Math Team
 Middle School Newspaper
 Middle School NJHS
 Middle School Technology Club
 Middle School Wild Card
 Middle School Yearbook
 Freshman Class Advisor
 High School Art Club
 High School Art National Honor Society
 High School Bilingual Honor Society
 High School Chess Club
 High School Cooking/Cuisine Club
 High School Film/Video Club

High School National Honor Society
 High School Photography Club
 High School Scholastic Bowl
 High School Science Club
 High School Science National Honor Society
 High School Social Studies Club
 High School Spanish National Honor Society
 High School Thespian Club
 High School Wild Card
 Junior Class Advisor
 Quill and Scroll Club
 Sophomore Class Advisor
 Tomcat Athletic Leaders

Teacher

Building Webmaster

Job Embedded

No Current Position

Classification C

Athletic

Middle School Assistant Basketball	Middle School Assistant Girls Soccer
Middle School Assistant Boys Soccer	Middle School Assistant Track
Middle School Assistant Cheerleading	Middle School Assistant Volleyball
Middle School Assistant Co-Ed Cross Country	Middle School Assistant Wrestling
Middle School Assistant Football	

Student

Middle School Head Student Council
 FCCLA (Family, Career & Community Leaders of America)
 HERO (Home Economics Related Occupations)
 High School Assistant Student Council
 High School Speech Activities
 ME/DECA (Marketing Education/Distributive Education Clubs of America)
 OE/BPA (Office Education/Business Professionals of America)
 VICA (Vocational Industrial Clubs of America)

Teacher

Elementary After-School Activities Coordinator
 New Educators Support Team
 Driver Education Manager

Job Embedded

Middle School Band Director	Middle School Choral Director
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Classification D

Athletic

Middle School Head Basketball	Middle School Cheerleading
Middle School Head Boys Soccer	Middle School Wrestling
Middle School Head Co-Ed Cross Country	High School Assistant Badminton
Middle School Head Football	High School Assistant Bowling
Middle School Head Girls Soccer	High School Assistant Dance Team
Middle School Head Track	High School Assistant Golf

Middle School Head Volleyball	High School Assistant Indoor Track
Student	
High School Head Student Council	High School Marching Color Guard
High School Literary Magazine	High School Marching Assistant
High School Marching Band Percussion	
Teacher	
Building Bilingual Facilitator (for buildings with up to 8 bilingual teachers)	
District Science Department Manager	
Job Embedded	
No Current Position	

Classification E

Athletic	
High School Assistant Basketball	High School Assistant Soccer
High School Assistant Boys Baseball	High School Assistant Tennis
High School Assistant Boys Wrestling	High School Head Dance
High School Assistant Cheerleading	High School Head Freshman Football
High School Assistant Co-Ed Cross Country	
High School Assistant Football	High School Head Girls Badminton
High School Assistant Girls Softball	High School Head Girls Bowling
High School Assistant Girls Volleyball	High School Head Golf
High School Assistant Outdoor Track	High School Head Indoor Track
Student	
High School Auroran	High School Musical Accompanist
Teacher	
Building Bilingual Facilitator (for buildings with 9 or more bilingual teachers)	
High School Auditorium Manager	
Middle School Team Leader	
Job Embedded	
No Current Position	

Classification F

Athletic	
High School Assistant Athletic Director II	High School Sophomore Head Basketball
High School Head Tennis	High School Sophomore Head Boys' Football
Student	
High School Senior Class Advisor	
Teacher	
Curriculum Council	
Job Embedded	
No Current Position	

Classification G

Athletic
Middle School Athletic Director
High School Head Co-Ed Cross Country

Student

High School Drama
High School Musical Artistic Director
High School Pit Orchestra

High School Stage Design
High School Vocal Director for Musical

Teacher

Clinical Team Leader

Job Embedded

Academic Facilitator
High School Vocal Director for Chorus

Classification H**Athletic**

High School Girls Volleyball
High School Head (Fall/Winter) Cheerleading
High School Head Boys Baseball
High School Head Boys Wrestling
High School Head Girls Softball
High School Head Outdoor Track
High School Head Soccer

Student

No Current Position

Teacher

No Current Position

Job Embedded

Middle School Special Education Team Facilitator

Classification I**Athletic**

No Current Position

Student

High School Speculum
High School Ticket Manager

Teacher

No Current Position

Job Embedded

Special Education Coordinator

Classification J**Athletic**

High School Head Basketball
High School Head Football

Student

No Current Position

Teacher

No Current Position

Job Embedded

High School Band Director

Non-Scheduled**Athletic**

Athletic Trainer

Student

Community Service Organizer

Student Advisory Coordinator

Teacher

No Current Position

Job Embedded

High School Assistant Athletic Director

Appendix D-3

Stipend Schedule – School Year 2018-2021

Step	AA	A	B	C	D	E	F	G	H	I	J
1	\$541	\$1,083	\$1,631	\$2,173	\$2,718	\$3,267	\$3,809	\$4,348	\$4,891	\$5,444	\$5,988
2	\$548	\$1,096	\$1,651	\$2,200	\$2,751	\$3,307	\$3,856	\$4,401	\$4,952	\$5,511	\$6,062
3	\$557	\$1,115	\$1,679	\$2,237	\$2,799	\$3,364	\$3,922	\$4,477	\$5,037	\$5,606	\$6,166
4	\$618	\$1,237	\$1,851	\$2,452	\$3,084	\$3,685	\$4,301	\$4,924	\$5,536	\$6,170	\$6,781
5	\$722	\$1,444	\$2,015	\$2,697	\$3,364	\$4,040	\$4,700	\$5,373	\$6,042	\$6,704	\$7,388
6	\$729	\$1,458	\$2,181	\$2,909	\$3,630	\$4,360	\$5,096	\$5,823	\$6,553	\$7,277	\$8,014
7	\$785	\$1,570	\$2,340	\$3,131	\$3,907	\$4,692	\$5,490	\$6,267	\$7,057	\$7,836	\$8,630
8	\$841	\$1,683	\$2,502	\$3,352	\$4,183	\$5,023	\$5,884	\$6,713	\$7,562	\$8,394	\$9,244
9	\$897	\$1,794	\$2,662	\$3,574	\$4,460	\$5,354	\$6,277	\$7,159	\$8,067	\$8,952	\$9,859
10	\$954	\$1,907	\$2,822	\$3,796	\$4,737	\$5,685	\$6,672	\$7,604	\$8,572	\$9,511	\$10,473
11	\$1,010	\$2,020	\$2,985	\$4,018	\$5,014	\$6,016	\$7,064	\$8,051	\$9,077	\$10,068	\$11,088
12	\$1,066	\$2,132	\$3,149	\$4,240	\$5,291	\$6,348	\$7,458	\$8,498	\$9,582	\$10,626	\$11,704

	Non-AD	Std. Tran.	SAC	CSO
2018-2021	\$17,758	\$15,543	\$6,046	\$9,324

Appendix D-3 Continued

Stipend Payments	1st check	Last Check	Total
Fall Sports	15-Sept.	15-Nov.	5 checks
Winter Sports	30-Nov.	28-Feb.	7 checks
Spring Sports	30 Mar.	30-May	5 checks

Clubs (staff/students)- 4 check dates

15-Oct.	15-Dec.	15-Feb.	15-May
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No payments will be made in advance of a club start date.

Job-embedded (teacher). The stipend will be added to the employee's paycheck payable throughout the year in accordance with past practice.

APPENDIX D-4

Aurora East School District 131

Form 1

LETTER OF INTENT

Name of Stipend Activity: _____

Level: ☐ Elementary ☐ Middle School ☐ High School ☐ District-Wide

Submitted by: _____ Schools _____

List applicable certification, skills/knowledge and experiences that you will be able to bring to this position.

1) What is your goal/vision for the stated stipend activity? _____

2) How does this position support the education program? _____

3) What types of recordkeeping/report-writing will you implement? _____

4) What types of public contact/visibility will be shared with the school and community? _____

5) What fundraising efforts, if any, will occur? _____

6) Please share other features for this stipend position, not indicated in numbers 1 - 5.

Date: _____ Reviewed by: _____

Copy to: Employee - Direct Supervisor - Principal - File

Appendix D-5
AURORA EAST DISTRICT 131
ASSESSMENT FOR STIPEND POSITIONS

ATHLETICS

Coach/Sponsor: _____ School/Bldg: _____

Position: _____

The following assessment is based upon observed performance as well as the sponsor's contribution in the area of staff-parent-school-community relationships and professionalism.

Directions: Circle the number that described the employee's performance in each Domain

- 4 Excellent
- 3 Proficient
- 2 Needs Improvement
- 1 Unsatisfactory

1. Activities and Accomplishments (to be completed by sponsor/coach)

List the events, activities, and/or accomplishments of your group during this school year.

2. Instructional Skills

Rating: 4 3 2 1

- A. Develops and maintains a sound physical conditioning program for team(s).
- B. Teaches the techniques and fundamentals of the sport.
- C. Balances, individual, group, and team instruction.
- D. Promotes prop conduct, sportsmanship, fair play, and a competitive spirit among team members.
- E. Informs all team members of training and participation rules as defined by the school and the Illinois High School Association (IHSA) (High school only)
- F. Interacts with students in a manner that encourages respectful relationships among students and adults.
- G. Promotes the development of leadership and responsibility in students.

3. *Supervision and the School Environment* *Rating: 4 3 2 1*
- A. Organizes and supervises practices, competitions, and transportation.
 - B. Ensures that all personal injuries receive proper treatment and follow-up care.
 - C. Attends all practice sessions and contests/events the season set by the IHSA or school district, unless excused by the Athletic Director.
 - D. Supervises the locker room before and after practice during the sport season.
 - E. Confirms the security of facilities and equipment after any event (doors locked, lights turned off, equipment secured as assigned.)
 - F. Does not leave the facility until the last participant from the team has left.
Ensures a way to get home in accordance with established policy.
 - G. Handles all financial transactions in a manner prescribed by the board.
 - H. Will be in visual proximity of athletes at all times.
4. *Staff-Parent-School-Community Relationships* *Rating: 4 3 2 1*
- A. Works cooperatively with school personnel to benefit students.
 - B. Initiates parent contacts in a timely, professional, and constructive manner.
 - C. Attends all sport meetings and events. Helps organize end-of-season recognition activities.
 - D. Promotes the sport within the school community and provides program guidance to feeder schools when requested.
 - E. Works cooperatively with school personnel to ensure that all building facility and safety needs are met.
 - F. Constructs season-long practice schedule and submits it to the Athletic Director prior to the start of the season.
5. *Professionalism* *Rating: 4 3 2 1*
- A. Acts and speaks in an appropriate manner at all times.
 - B. Responsible for the behavior of the team related to this assignment.
 - C. Maintains knowledge of current trends in his/her field through participation in professional activities.
 - D. Executes Board of Education and all Illinois High School Association policies and procedures.
 - E. Responsible for equipment needs for appropriate level of the program.
 - F. Responsible for equipment, staffing, and evaluation for the total program.
 - G. Responsible for reporting scores and keeping accurate records.
 - H. Uses appropriate channels to resolve concerns and problems.

6. Mutually developed goals or additional comments:

7. *Response by person being reviewed. (You may attach additional pages.)*

Coach (signed) _____ Date _____

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Needs Improvement |
| <input type="checkbox"/> Proficient | <input type="checkbox"/> Unsatisfactory |

Administrator (signed) _____ Date _____

Appendix D-6
Aurora East District 131

ASSESSMENT FOR STIPEND POSITIONS

TEACHER LEADERSHIP

Teacher Leader: _____ School: _____

Assignment: _____

Date of Review/Evaluation Conference: _____

The following assessment is based upon observed performance as well as the contribution in the area of staff-parent school-community relationships and professionalism.

Directions: Circle the number that described the employee's performance in each Domain

- 4 Excellent
- 3 Proficient
- 2 Needs Improvement
- 1 Unsatisfactory

1. Activities and Accomplishments (to be completed by sponsor/coach)

List the events, activities, and/or accomplishments of your group during this school year.

2. Planning

Rating: 4 3 2 1

- A. In-service activities and/or department/team meetings are planned to encourage and continue departmental/team growth.
- B. Keeps clear, complete, and legal paper/digital documentation of any circumstances requiring them, and can always find such materials.

3. Professionalism

Rating: 4 3 2 1

- C. Is punctual.
- D. Is professional.
- E. Takes initiative to promptly address inappropriate behavior among faculty.
- F. Keeps department/team members informed of building/district information.
- G. Attends required meetings.
- H. Works constructively with other staff

4. Provides Innovation

Rating: 4 3 2 1

- I. Continues his/her professional growth and awareness of best practices.
- J. Maintains an active awareness of district curriculum.
- K. Takes a proactive approach to preventing and solving departmental issues.

5. Focus on Student and Teacher Success

Rating: 4 3 2 1

- L. Works to ensure that students' affective needs as well as academic needs are met.
- M. Supports a valid, reliable, and useful assessment program within team.
- N. Monitors student failure rates within the department/team and addresses problems and issues proactively.
- O. Acts as a guide and support for teachers.
- P. Seeks ways in which department/team can serve diverse learner needs.
- Q. Actively coaches teachers in order to improve classroom instruction and/or management.
- R. Promotes effective teaching methods that support district initiatives.
- S. Recognizes, publicizes, and celebrates achievements.

6. Mutually developed goals or additional comments:

7. Response by the person being reviewed. (You may attach additional pages.)

SPONSOR (signed)

Date

☐ Excellent

☐ Needs Improvement

☐ Proficient

☐ Unsatisfactory

Administrator (signed)

Date

Appendix D-7
Aurora East District 131

ASSESSMENT FOR STIPEND POSITIONS

STUDENT ACTIVITIES and CLUBS

Coach/Sponsor: _____ School/Bldg: _____

Position: _____

The following assessment is based upon observed performance as well as the sponsor's contribution in the area of staff-parent-school-community relationships and professionalism.

Directions: Circle the number that described the employee's performance in each Domain

- 4 Excellent
- 3 Proficient
- 2 Needs Improvement
- 1 Unsatisfactory

1. Activities and Accomplishments (to be completed by sponsor/coach)

List the events, activities, and/or accomplishments of your group during this school year.

2. Activity Planning & Development

Rating: 4 3 2 1

- A. Plans activities to meet the needs, skills and interests of students involved.
- B. Develops appropriate activities in relation to total school activities program.
- C. Works to increase student and staff participation in activities.
- D. Develops student leaders within the activity program.
- E. Manages all planning and communication of student activities.

3. Supervision and Administrative Duties

Rating: 4 3 2 1

- A. Promotes student activities within the school and community.
- B. Ensures all building facility and security needs for each event.
- C. Confirms the security of facilities and equipment after events (doors locked, lights turned off, equipment secured as assigned).
- D. Remains in the facility until the last activity participant has left. Ensures that all students have a way to get home.
- E. Completes field trip forms in a timely manner, ensuring parental signature.
- F. Completes arrangements for facility use in a timely manner.
- G. Handles all budget management and financial transactions in a manner prescribed by the Board.
- H. Attends all organization meetings and events.
- I. Supervises students on any trip related to this activity, in accordance with school policy.

4. Professionalism and School-Community Relations

Rating: 4 3 2 1

- A. Acts and speaks in an appropriate manner at all times, including the use of acceptable language.
- B. Adheres to Board of Education and other professional agency policies and procedures.
- C. Uses appropriate channels to resolve concerns and problems.
- D. Interacts with students in a manner that encourages respectful relationships among students and adults.
- E. Promotes the development of self-esteem in students.
- F. Works cooperatively with school personnel to benefit students.
- G. Works cooperatively with existing parent support groups.

5. Mutually developed goals or additional comments:

6. Response by the person being reviewed. (You may attach additional pages.)

SPONSOR (signed)

Date

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Needs Improvement |
| <input type="checkbox"/> Proficient | <input type="checkbox"/> Unsatisfactory |

Administrator (signed)

Date

Appendix E
Evaluation Forms (As Found TalentEd)

E-1 Special Education Teacher Assistant
E-2 Pupil Personnel Assistant
E-3 Parent Liaison
E-4 Tutor
E-5 Health Assistant
E-6 Learning Center Assistant
E-7 Classroom Assistant
E-8 Special Education Interpreter
E-9 Sign Language Interpreter
E-10 Support Informal Observation

Name: _____ Date: _____

Job Title: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

8. Attendance / Punctuality

9. SPED TA

10. SPED TA

11. SPED TA

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score:	Overall Rating:	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ **Date:** _____

Do Not Reemploy: ☐ **Date:** _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Name: _____

Job Title: _____

CATEGORY	Rating
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/ Recommendations:	

CATEGORY	RATING
9. PPA Supports the general safety and welfare of students.	
10. PPA Monitors and enforces dress code, ID compliance, pass privileges and school assemblies.	
11. PPA Provides behavior management and crisis intervention support in the halls, bathrooms, office, classroom, lunchroom, parking lot and extra-curricular programs and events.	
Comments/Recommendations:	

Page 1

Performance Categories:

	<u>U (1)</u>	E (4)	P (3)	N (2)
1. Job Knowledge _____	_____	_____	_____	_____
2. Work Quality _____	_____	_____	_____	_____
3. Communication _____	_____	_____	_____	_____
4. Teamwork _____	_____	_____	_____	_____
5. Diversity _____	_____	_____	_____	_____
6. Human Development and Learning _____	_____	_____	_____	_____
7. Confidentiality _____	_____	_____	_____	_____
8. Attendance / Punctuality _____	_____	_____	_____	_____
9. PPA _____	_____	_____	_____	_____

10. PPA _____

11. PPA _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Appendix E-3
East Aurora School District
Support Staff Evaluation – Parent Liaison

Name _____ Date _____

Job Title _____ Building Name _____

Category	Rating
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	

Comments/Recommendations:

Category	Rating
9. PL Builds and maintains effective working relationships with parents and staff.	
10. PL Provides parents with community resource information/ activities and refers families to these services when appropriate.	
11. PL	

Maintains appropriate documentation inclusive of parent activities, parent communication, and parent feedback .	

Comments/Recommendations:
--

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge _____	_____		_____	_____
2. Work Quality _____		_____	_____	_____
3. Communication _____	_____	_____	_____	_____
4. Teamwork _____		_____	_____	_____
5. Diversity _____	_____	_____	_____	_____
6. Human Development and Learning _____		_____	_____	_____
7. Confidentiality _____	_____	_____	_____	_____
8. Attendance / Punctuality _____		_____	_____	_____
9. PL _____	_____	_____	_____	_____
10. PL _____	_____	_____	_____	_____
11. PL _____	_____	_____	_____	_____

Score

Percentage

(E)xcellent

40-44 No ranking below Proficient

90%

(P)roficient 31 -39 No more than 1 Needs Improvement or 0
 Unsatisfactory 70%
 (N)eeds (I)mprovement 21 – 30
 48%
 (U)nsatisfactory 11 – 20

Rating _____ Score _____ Overall

Deficiencies (if applicable)

Employment Recommendation:

Reemploy _____ Date _____

Do Not Reemploy _____ Date _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

(Revised 5-12)

Name: _____

Job Title: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. T Works effectively with small groups of students in literacy and/ or math concepts under the direction or certified teacher.	
10. T Supports the ongoing development of a positive learning environment.	
11. T Assists students with classroom activities and behavioral management system as applicable.	
Comments/Recommendations:	

<u>Performance Categories:</u>	E (4)	P (3)	N (2)	U (1)
1. Job Knowledge _____	_____		_____	_____
2. Work Quality _____		_____	_____	_____
3. Communication	_____	_____	_____	_____
4. Teamwork _____		_____	_____	_____
5. Diversity	_____	_____	_____	_____
6. Human Development and Learning _____		_____	_____	_____
7. Confidentiality	_____	_____	_____	_____
8. Attendance / Punctuality _____		_____	_____	_____
9. T _____		_____	_____	_____

10. T _____

11. T _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Name: _____

Job Title: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5. DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. HA Administers basic first aid and monitors medication, if applicable.	
10. HA Maintains student health and immunization records.	
11. HA Communicates effectively with parents, administration, and certified school nurses.	
Comments/Recommendations:	

Performance Categories:

	E (4)	P (3)	N (2)
U (1)			
1. Job Knowledge _____	_____	_____	_____
2. Work Quality _____	_____	_____	_____
3. Communication _____	_____	_____	_____
4. Teamwork _____	_____	_____	_____
5. Diversity _____	_____	_____	_____
6. Human Development and Learning _____	_____	_____	_____
7. Confidentiality _____	_____	_____	_____
8. Attendance / Punctuality _____	_____	_____	_____
9. HA _____	_____	_____	_____

10. HA _____

11. HA _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score:	Overall Rating:	
_____	_____	_____

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Appendix E-6
East Aurora School District
Support Staff Evaluation – LCA

Name: _____

Date:

Job Title: _____

Building Name:

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. LCA Assists students and teachers with identifying resource materials for classroom assignments.	
10. LCA Performs circulation activities, maintains database, and circulation counts.	
11. LCA Supports student use of informational services.	
Comments/ Recommendations:	

Performance Categories:

	E (4)	P (3)	N (2)	
U (1)				
1. Job Knowledge _____	_____	_____	_____	
2. Work Quality _____	_____	_____	_____	
3. Communication _____	_____	_____	_____	_____
4. Teamwork _____	_____	_____	_____	
5. Diversity _____	_____	_____	_____	_____
6. Human Development and Learning _____	_____	_____	_____	
7. Confidentiality _____	_____	_____	_____	_____
8. Attendance / Punctuality _____	_____	_____	_____	
9. LCA _____	_____	_____	_____	_____
10. LCA _____	_____	_____	_____	_____
11. LCA _____	_____	_____	_____	_____

Score

Percentage

(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

**Revised 5-
12**

Appendix E-7
East Aurora School District
Support Staff Evaluation – Classroom Assistant

Name: _____

Date: _____

Job Title: _____

Building Name: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

10. CA _____

11. CA _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Name: _____ Date: _____

Job Title: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. SEI Supports school and district staff regarding assessments and information pertaining to communication to bilingual parents of special needs' students.	
10. SEI Interprets IEP meetings and associated conferences.	
11. SEI Facilitates communication with Spanish-speaking families to provide information regarding Special Education procedures.	
Comments/Recommendations:	

Performance Categories:

	E (4)	P (3)	N (2)
U (1)			
1. Job Knowledge _____	_____	_____	_____
2. Work Quality _____	_____	_____	_____
3. Communication _____	_____	_____	_____
4. Teamwork _____	_____	_____	_____
5. Diversity _____	_____	_____	_____
6. Human Development and Learning _____	_____	_____	_____
7. Confidentiality _____	_____	_____	_____
8. Attendance / Punctuality _____	_____	_____	_____
9. SEI _____	_____	_____	_____

10. SEI _____

11. SEI _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score: _____	Overall Rating: _____	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

Name: _____

Job Title: _____

CATEGORY	RATING
1. JOB KNOWLEDGE Demonstrates skills and knowledge to perform the job competently.	
2. WORK QUALITY Performs assigned tasks in a well-organized and efficient manner.	
3. COMMUNICATION Communicates and delivers student support in an effective, appropriate, and helpful manner.	
4. TEAMWORK Collaborates effectively with others.	
5 DIVERSITY Provides appropriate services to students based on individual needs.	
6. HUMAN DEVELOPMENT AND LEARNING Assists in supporting district curriculum and practices.	
7. CONFIDENTIALITY Protects the confidentiality of students.	
8. ATTENDANCE / PUNCTUALITY Accepts professional responsibilities: attendance and punctuality.	
Comments/Recommendations:	

CATEGORY	RATING
9. SLI Interprets lectures, discussions, and other spoken word activities.	
10. SLI Supports the academic, language comprehension and social emotional progress of the hearing impaired students in the mainstream setting.	
11. SLI Communicates with staff relevant to student's academic programming.	
Comments/Recommendations:	

Performance Categories:

	E (4)	P (3)	N (2)
U (1)			
1. Job Knowledge _____	_____	_____	_____
2. Work Quality _____	_____	_____	_____
3. Communication _____	_____	_____	_____
4. Teamwork _____	_____	_____	_____
5. Diversity _____	_____	_____	_____
6. Human Development and Learning _____	_____	_____	_____
7. Confidentiality _____	_____	_____	_____
8. Attendance / Punctuality _____	_____	_____	_____
9. SLI _____	_____	_____	_____

10. SLI _____

11. SLI _____

	<u>Score</u>	<u>Percentage</u>
(E)xcellent	40 – 44 No ranking below Proficient	90%
(P)roficient	31 – 39 No more than 1 Needs Improvement or 0 Unsatisfactory	70%
(N)eeds (I)mprovement	21 – 30	48%
(U)nsatisfactory	11 – 20	
Score:	Overall Rating:	

Deficiencies: (if applicable)

Employment Recommendation:

Reemploy: ☐ Date: _____

Do Not Reemploy: ☐ Date: _____

Support Staff Signature

Date

Evaluator

Date

The support staff's signature indicates that the support staff has seen the entire evaluation report and has had an opportunity to discuss its content with the evaluator.

Revised 5-12

APPENDIX E-10

**East Aurora School District - #131
Support Staff Informal Observation**

Support Staff Employee: Evaluator: Date of Observation: Start Time: End Time:	School/Program: Grade Level/Subject: Room/Location: Number of Students:
Evaluator completes and gives to support staff employee following informal observation. Support staff employee signs and returns copy to evaluator.	

A. Observation Summary:

B. Commendations/Recommendations:

Support Staff Employee's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

Appendix F

EAST AURORA SCHOOL DISTRICT #131 SECRETARIAL/CLERICAL ASSISTANT EVALUATION

APPENDIX G

Name of Employee: _____

Date of Employment: _____

Building: _____ Position: _____

School Year _____

Directions: Read each skill area below. Check the category which most accurately describes the Secretary/Clerical Support person. Please utilize the space provided for additional comments. A comment is required if an area is checked unsatisfactory.

SKILL AREA		Needs					Comments:
		Excellent (E)	Satisfactory (S)	Improvement (NI)	Unsatisfactory (U)	Does Not Apply (N/A)	
Performance Qualities:							
Follows directions and tasks as requested		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is proficient with:	computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	keyboard skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	general bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	data entry skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Able to prioritize and complete tasks on time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Works independently and follows through on assigned tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs assigned tasks in a well-organized, efficient and effective manner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates accurate:							
	written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support to Students							
Communicates and delivers student support in an effective, appropriate, and helpful manner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal Skills/Personal Qualities							
Communicates effectively and appropriately with:							
	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses common sense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperative, works well with others		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SKILL AREA	Needs					Comments:
	Excellent (E)	Satisfactory (S)	Improvement (NI)	Unsatisfactory (U)	Does Not Apply (NA)	
Maintains a professional relationship:						
in personal contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
in telephone contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professionalism						
Is dependable - seldom late or absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uses confidential information discreetly and appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains appearance and actions appropriate for work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Willing to continually improve job skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follows all district and school policies/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL EVALUATION (Related to Job Description)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STRENGTHS:

AREAS NEEDING IMPROVEMENT:

SUGGESTIONS FOR IMPROVING JOB PERFORMANCE:

EMPLOYEE'S COMMENTS:

I have discussed this evaluation with my principal/supervisor and I understand my signature below does not necessarily indicate agreement.

Employee Signature

Date

Principal/Building Administrator's Signature

APPENDIX F-1

**East Aurora School District - #131
Office Staff Informal Observation**

Office Staff Employee: Evaluator: Date of Observation: Start Time: End Time:	School/Program: Room/Location:
Evaluator completes and gives to office staff employee following informal observation. Office staff employee signs and returns copy to evaluator.	

A. Observation Summary:

B. Commendations/Recommendations:

Evaluator's Signature: _____

Date: _____

Office Staff Employee's Signature: _____

Date: _____

APPENDIX G

OFFICE OVERTIME FORM (20.1.D.) in the CBA

NAME: _____
(Please print)

HOURS WORKED: _____ SCHOOL : _____

HOURS WORKED: _____ TOTAL HOURS: _____

REASON FOR OVERTIME*: _____

School Building Office Employee Signature Date

Principal Signature Date

Assistant Superintendent for Human Resources Signature Date

Service Center Office Employee Date

Supervisor Date

* Time and one-half work hours exceeding a 40 hour work week

OVERTIME FORMS MUST BE SUBMITTED TO PAYROLL SUPERVISOR WITHIN 3 DAYS OF THE DATE(S) WORKED IN ORDER TO
PROCESSED FOR THE FOLLOWING PAYROLL.