

**AGREEMENT BETWEEN**  
**THE**  
**EDUCATIONAL SUPPORT ASSOCIATION**  
**OF**  
**PLANO, I.E.A./N.E.A.**  
**AND THE**  
**BOARD OF EDUCATION**  
**PLANO COMMUNITY UNIT SCHOOL DISTRICT #88**  
**2008-2010**



**Ratified 6/30/08**

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**ARTICLE 1  
RECOGNITION**

- 1.1 The Board of Education of School District No. 88 of Plano, IL, Kendall County hereinafter called "Employer" hereby recognizes the Educational Support Association of Plano, I.E.A./N.E.A. hereinafter called the "Association" as the sole exclusive bargaining representative for all regularly employed full-time and part-time classified Employees, including Custodial Employees, Secretarial Employees, Clerical Assistants, Library Para Professionals, Instructional Assistants, Bus Aides, Bus Drivers, Assistant Mechanics, Food Service Employees, Health Aides and Technology Aides. Excluded are all certified Employees, administrative, confidential, supervisory, managerial and short-term Employees as defined by the Act, including Secretary to the Superintendent, Assistant Superintendent, Administrative Assistant for Construction & Facilities, Building and Grounds Supervisor, Transportation Coordinator, Assistant Transportation Coordinator, Bookkeepers and Administrative Office Clerical Aide.

**ARTICLE 2  
DEFINITIONS**

- 2.1 The term "Employee" as used in this Agreement includes both male and female Employees covered by this Agreement. In addition, wherever in this Agreement the masculine gender is used, it is intended that it will apply to the feminine gender as well.
- 2.2 Days - Days may be defined as mutual working days.
- 2.3 Employee - The term "employee" includes all regularly employed full-time and part-time classified employees.
- 2.4 Full-time employee - A full-time employee is a twelve (12), ten (10), or nine (9) month employee who is scheduled to work thirty-five (35) hours per week.
- 2.5 Part-time employee - A part-time employee is one who works less than thirty-five (35) hours per week.
- 2.6 Probation Period - The probation period for full-time and part-time employees commences from the date of hire for a period of fifty (50) calendar days.
- 2.7 Superintendent - When applied this term refers to the Superintendent or his/her designee.
- 2.8 Access to a benefit for an employee covered by this Agreement is limited by the specific language pertaining to that benefit.

**ARTICLE 3**  
**NEGOTIATION PROCEDURES**

- 3.1 Either party desiring to negotiate a successor Agreement shall give the other party a written notice not later than sixty (60) days before the expiration date of the current Agreement. This notification will serve as a demand to bargain pursuant to the Illinois Educational Labor Relations Act.
- 3.2 Neither party in any negotiations shall have any control over the selection of negotiating team members of the other party.
- 3.3 When the negotiating teams reach Tentative Agreement, it will be reduced to writing and submitted to the Association for ratification within ten (10) days of the date submitted. Following ratification by the Association, it will be presented for ratification by the Board at the next scheduled School Board Meeting.
- 3.4 Within thirty (30) calendar days after the Agreement is signed, copies of the ratified Agreement shall be printed at the expense of the Employer (50%) and the Association (50%) and presented to the President of the ESAP
- 3.5 It is agreed that the parties will jointly request the Federal Mediation and Conciliation Services (FMCS), if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussion as to a replacement. In the event that both parties cannot agree upon a replacement, the Illinois Educator Labor Relations Board shall be notified. Each party shall pay for their own costs associated with mediation.

**ARTICLE 4**  
**MANAGEMENT RIGHTS**

- 4.1 This Agreement supersedes and cancels all previous Agreements, verbal or written or based on alleged past practice, between the Board and the Association, and constitute the entire Agreement between the parties.

The Board and the Association agree that in successor Agreements to meet at reasonable times and negotiate in good faith with respect to wages, hours and other terms and conditions of employment, which does not compel either party to agree to a proposal or require the making of a concession.

It is also agreed that the Association will not require the Board to bargain over matters of inherent managerial policy. e.g. standards of services, its overall budget, the organizational structure and selection of new Employees and the direction of Employees.

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and of the United States of America, including, but without limiting the generality of the foregoing, the right:

- 4.1.1 to the executive management organization and administrative control of the District and its properties and facilities, and the activities of its Employees;
- 4.1.2 to direct the work of its Employees, to assign and distribute work, determine the time and hours and operation and determine the kinds of levels of service to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;
- 4.1.3 to hire all Employees, and, subject to the provisions of law, to determine their qualifications and the conditions of their continued employment, discipline, dismissal or demotion; and to promote, assign, and transfer all such Employees; to assign shifts, workdays, hours of work and work locations;
- 4.1.4 to establish policies, goals, and objectives; to determine staffing patterns and determine the number and kinds of personnel required in order to maintain the efficiency of District operations;
- 4.1.5 to build, move or modify facilities, establish budget procedures and determine budgetary allocation; determine the methods of raising revenues; and take action on any matter in the event of an emergency; (an emergency shall be defined as those unforeseen circumstances arising from natural disaster, national emergencies, riots, police actions, or other incidents which substantially interrupt or threaten to interrupt the normal District operation and require immediate action);
- 4.1.6 to determine the need for a reduction or an increase in the work force and the implementation of any decision with regards thereto;
- 4.1.7 to establish, revise, and implement standards for hiring, classification, promotion, and quality of work, safety, materials, uniforms, appearance, equipment, methods, and procedures. It is jointly recognized that the Employer must retain broad authority to fulfill and implement its responsibilities and may do so by oral and/or written work rules, existing, or future;
- 4.1.8 to determine the need for additional educational courses, training programs, on-the-job training, cross-training, and to determine the methods for development and implementation of such training programs and courses.

4.1.9 to implement new, and to revise or discharge, wholly or in part, old methods, procedures, materials, equipment, facilities, and standards;

4.1.10 to discipline, suspend, demote, or discharge an Employee.

## **ARTICLE 5 ASSOCIATION RIGHTS**

### 5.1 Use of Buildings

Upon prior approval of the building principal, the Association and its representative shall be allowed to use school district buildings for meetings outside of school attendance hours provided that such meetings do not interfere with or interrupt normal school operations. If there are any extraordinary costs incurred as a result of or associated with such Association meetings, including, but not limited to special custodial services, the Association will reimburse the District for the actual additional costs.

### 5.2 Use of Mailboxes

The Association shall have the right to use an Employee's mailbox provided that such mailbox exists and that such usage does not interfere or increase normal District mail operations and incidental postage associated thereto.

### 5.3 Bulletin Boards

The Association to share one (1) bulletin board for Association use with the Education Association of Plano at the location of the present bulletin board, which is placed there at the discretion of the Administration. No materials shall be posted except notices of meetings and elections, results of elections, changes in Association By-laws, notices of Employees social occasions and similar Association Notices, letters, and memoranda. All materials shall be signed by an officer of the Association. The Association will limit the posting of any material on the Employers premises to its bulletin board.

### 5.4 School Supplies/Use of Equipment

The Association shall have the right to use school equipment and supplies for Association business when usage of equipment and supplies has prior approval of the building principal and does not interrupt or interfere with normal school operation. The association shall reimburse the District for the cost of any and all supplies used.

The Association shall reimburse the District for actual costs of damage to equipment when such damage is the direct result of Association use.

#### 5.5 Association Business on Employer Time

No Association member or officer shall conduct any Association business on Employer time or Employer premises unless authorized by the Employer.

#### 5.6 School Board Minutes

The Association shall be provided a copy of the approved general minutes of the prior school board meeting. These approved general minutes shall not include executive meeting minutes. The copy of these general minutes shall be provided to the president of the Association and his/her designee as soon as they have been approved, prepared and are ready for distribution.

#### 5.7 Position Descriptions

Position descriptions for all positions covered by this Agreement shall be provided to the Association President by the Employer as soon as they become available/developed. The Employer assures that each Employee shall have a copy of their position description. Further, it is agreed that the administration shall develop and design job descriptions. The Association will be asked to review the job descriptions and offer recommendations if needed

#### 5.8 Seniority List

The District shall maintain and provide to the Association seniority listings for all Employee classifications covered by this Agreement. These listings shall be given to the Association president by February 1 of each year.

#### 5.9 Labor/Management Meetings

The Superintendent or his/her designee may meet monthly with the Association President and his/her designee at mutually agreed upon times and places for the purpose of reviewing the administration of the contract and to resolve problems that may arise from the administration of the contract. The meetings are not intended to bypass the grievance procedure. Items to be discussed will be indicated in a mutually agreed to Agenda.

**ARTICLE 6**  
**GRIEVANCE PROCEDURE**

6.1 Definition

Any claims made by a non-probationary Employee, group of Employees, or the Association that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement during the term of this Agreement shall constitute a grievance, except for those sections of the Agreement specifically excluded from the grievance procedure.

All time limits contained herein consist of workdays. The failure of an Employee(s) or the association to act within the time limits set forth herein shall act as a bar to any further appeal. The failure to an administrator to render a decision or to meet within the time limits set forth shall permit the Employee(s) or the Association to proceed to the next step. Time limits can only be extended by written, mutual consent. No grievance shall be processed or subject to appeal unless it is submitted within ten (10) days after the incident or occurrence which resulted in the alleged grievance or within ten (10) days of the date the grievant knew or should have known of such incident or occurrence, whichever first occurs.

To constitute an effective filing, a written grievance must contain the following information:

6.1.1 A description of the occurrence giving rise to the grievance, including names, dates and places necessary for a complete understanding of the grievance.

6.1.2 A listing of the specific provisions of this Agreement alleged to have been violated, misinterpreted, or misapplied.

6.1.3 State the remedy required resolving this grievance.

6.2 Procedure

The parties acknowledge that it is usually most desirable for an Employee and his/her immediately involved supervisor to resolve problems through free and informal communication. However, if such informal processes fail to satisfy the Employee, a grievance may be processed as follows:

STEP ONE

The Employee(s) or Association shall present the grievance in writing to the Building Principal or immediate supervisor who will arrange for a meeting to take place with the grievant and a representative of the Association, if any, within ten (10) days of the receipt of the written grievance. Within ten (10) days of the meeting, the principal or immediate supervisor shall provide the grievant with a written decision.

## STEP TWO

In the event the grievance is not satisfactorily resolved at Step One, the grievant(s) may file the grievance with the Superintendent or his/her official designee within ten (10) days of the receipt of the Step One answer, or ten (10) days of the Step One meeting, whichever is later. Upon receipt of the grievance, the Superintendent shall arrange for a meeting with the grievant and the representative of the Association, if any, to take place within ten (10) days. Within ten (10) days of the Step Two meeting, the Superintendent shall provide the grievant with a written decision. Each party shall have the right to have present such witnesses as deemed necessary to establish facts pertinent to the grievance.

## STEP THREE

If the grievance is not resolved at Step Two, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed within thirty (30) days of the date of the Step Two decision, the grievance shall be deemed withdrawn. The parties shall jointly request the American Arbitration Association to submit to them a list of eligible arbitrators' names and qualifications in accordance with the American Arbitration Association's Voluntary Labor Arbitration Rules. Either party may reject one list in its entirety and request that another list be submitted. From the final list, the parties shall alternately strike one name, with the party initiating arbitration striking first, until only one name remains. That individual shall serve as the arbitrator. The arbitrator so selected shall be jointly notified of his/her selection and requested to contact the parties with respect to scheduling the hearing. If the individual selected cannot serve, the parties shall request another list and repeat the striking process to determine another arbitrator to serve. Failure of a party to act with regard to striking in turn within thirty (30) days shall constitute a waiver of the right to select an arbitrator. In such a case, the other party shall select an arbitrator from the list and arbitration shall proceed.

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, or modify in any way, any of the conditions of this Agreement. It shall be the function of the arbitrator, and he/she shall be empowered, except as his/her powers are limited below after due investigation, to make decisions in cases of alleged violation of the specific Articles and Sections of this Agreement.

6.2.1 He/she shall have no power to establish salary structures or change any salary.

6.2.2 He/she shall have no power to rule on any of the following:

- a. The termination of services or failure to re-employ any probationary Employee.

- b. The termination of services or failure to re-employ any Employee to a position on the extra-curricular schedule.
- c. Any claim or complaint to which there is another remedial procedure or forth-established law or regulation having the force of law.

6.2.3 He/she shall have no power to change any practice, policy, or rule of the Board, not to substitute his judgment for that of the Board as to the reasonableness of any such practice, policy, rule or any action taken by the Board. His/Her powers shall be limited to deciding whether the Board has violated the expressed Articles or Sections of the Agreement, and he/she shall not imply obligations and conditions binding upon the Board from this Agreement, it being understood that any matter not specifically set forth herein remain in the reserved rights of the Board.

6.2.4 All claims for back wages shall be limited to the amount of wages that an Employee would have otherwise earned, less any unemployment or other compensation that he/she may have received from any source during the period of back pay. No decision in any one case shall require a retroactive wage adjustment in any other case. In any case an award shall not go back further than the beginning date of this Agreement.

Each party shall bear the full cost for its representation in the arbitration. The costs of the arbitrator and the A.A.A. shall be divided equally between the parties. Should the investigation or processing of any grievance during the arbitration phase require that an Employee or a representative be released from his/her regular assignment as requested by the arbitrator to gather additional information, the arbitrator shall order collected, he/she shall be released without loss of pay or benefits. Any grievance occurring during the period between the termination date of this Agreement and the effective date of the successor Agreement shall not be subject to the provisions of the terminated Agreement or the successor Agreement.

### 6.3 Records Filed

All records related to a grievance shall be filed separately from the personnel files of an Employee during the time of grievance.

### 6.4 Step Bypass

By mutual Agreement, any step of the grievance procedure may be bypassed.

### 6.5 Grievance Withdrawal

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

6.6 Court Reporter

The party requesting the presence of a court reporter shall bear the cost of the reporter.

**ARTICLE 7  
LEAVES**

7.1 Sick Leave

Each Employee who is scheduled to work six hundred (600) or more hours in their work year shall receive and be credited with eleven (11) sick leave days per year, the unused portion of which shall accumulate to two hundred and forty (240) days. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or in the household. (Immediate family shall be interpreted to mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law and legal guardians.). Sick leave shall not accrue during leaves of absence without pay or layoffs.

When an Employee is absent due to illness, he must notify the Employer immediately. An Employee may be required to provide a physician's certificate verifying the employee's illness after an absence of three (3) days for personal illness or as the District may deem necessary in other cases.

Absence for part of a day for reasons in accordance with the sick leave provisions shall be charged against accrued sick leave in an amount not less than one-half hour.

7.2 Personal Business Leave

Each non-probationary Employee who is scheduled to work six hundred (600) or more hours in their work year may receive two (2) days personal leave days, upon pre-approval from the immediate supervisor and Superintendent and/or his designee, each year during his regular employment without loss of pay or other benefits for two work (2) days for the purpose of personal business which cannot be accomplished during off hours.

This day shall not be used:

- a. To extend any holiday or vacation period
- b. When illness of staff or students are beyond normal expectations,
- c. Five (5) working days prior to the beginning of school or five (5) working days prior to the end of the Plano school year and shall not be cumulative.
- d. For the purpose(s) of recreation, job interviews or secondary employment,
- e. When personal business or concerns can be conducted outside the employee's regularly scheduled work hours.

No more than one (1) person per building or one (1) bus driver will be allowed personal leave on any particular work day except as otherwise approved by an immediate supervisor and by the Superintendent. Any unused personal day shall be credited to the Employee's regular accumulated sick leave except the Personal day that was carried over and in no event shall an employee have available more than three (3) personal days within a school year. One unused Personal Day may be carried over to the next year.

Personal business leave requests must be submitted to the building principal/immediate supervisor at least three (3) days before the requested leave day. In the event of an emergency, the Superintendent may waive the written request requirement. It shall be up to the Superintendent to determine if an emergency exists.

### 7.3 Jury Duty Leave

Each Employee shall be excused from his regularly assigned duties for jury duty. He shall be paid the difference between the regular base pay and the jury duty pay in order to make the base rate of pay whole. Jury duty time and its consequent remuneration shall not count in overtime pay calculations.

### 7.4 Bereavement Leave

All Employees' shall be granted one bereavement day leave each fiscal year, which is non-bereavement leave days are subject to prior approval of the Superintendent for funerals or visitations occurring during the employee's assigned work shift.

### 7.5 Association Leave

The Association shall be granted an aggregate number of leave days equal to five (5) regular school days to send representatives to Local, State or National conferences or on other business directly related to the Association. If substitutes are needed, the Association shall reimburse the District for the cost of substitutes.

The need for the substitute is at the sole discretion of the employer. If the District determines that it cannot find a suitable replacement, the Employee shall not take the leave.

### 7.6 Family and Medical Leave

#### 7.6.1 Leave Description

7.6.1.1 Eligible Employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks for each year. The year shall be defined as the period of time beginning with the first day of school for students in any academic year and ending with the day before the first day of school for students in the

following academic year.

7.6.1.2 Other available paid vacation, personal or family leave will be substituted for family and medical leave necessitated by birth, adoption/foster care placement, or a family member's serious health condition. Other available paid vacation, personal or sick leave will be substituted for family and medical leave necessitated by a family member's or Employee's own serious health condition. Any substitution required by this section will count against the Employee's family and medical leave entitlement. The District will pay family leave or sick leave only under circumstance permitted by the applicable leave plan. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the Employee's leave beyond 12 weeks, provided that use of family and medical leave shall not serve to extend such other unpaid leave.

7.6.1.3 Family and medical leave is available in one or more of the following instances:

- a. The birth and first year care of a son or daughter;
- b. The adoption or foster placement of a child;
- c. The serious health condition of an Employee's spouse, parent, or child, and
- d. The Employee's own serious health condition.

7.6.1.4 Employees may take an intermittent or reduced-hour family and medical leave when the reason for the leave is (c) or (d), above, with certain limitations provided by law.

Within 15 calendar days after the Superintendent makes a request, an Employee must support a request for a family and medical leave when the reason for the leave is (a) or (b), above, with a certificate completed by the Employee's or family member's health care provider. Failure to provide the certification may result in a denial of the leave request.

If both spouses are employed by the District, they may together take only 12 weeks for family and medical leaves when the reason for the leave is (a) or (b), above, or to care for a sick parent.

#### 7.6.2 Eligibility

To be eligible for family and medical leave, an Employee must have been employed by the District for at least 12 consecutive months and have been employed for at least 1250 hours of service during the 12 month period immediately before the beginning of the leave.

#### 7.6.3 Notice

If possible, Employees must provide at least 30 days notice to the District of the date when a leave is to begin. If 30 days notice is not practical, the notice must be given within 2 business days of when the need becomes known to the Employee. Employees shall provide at least verbal notice sufficient to make the District aware that he or she needs a family and medical leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in a delay in granting the requested leave until at least 30 days after the date the Employee provided notice.

#### 7.6.4 Continuation of Health Benefits

During a family and medical leave, Employees are entitled to continuation of health benefits that would have been provided if they were working.

#### 7.6.5 Return-to-Work

An Employee returning from a family and medical leave will be given an equivalent position to his or her position, pay and benefits as they held before the leave, subject to the District's reassignment policies and practices.

#### 7.7 Attendance

Employees are expected to attend work regularly, to report to work on time, to report absences in a timely fashion, and to follow proper procedures for seeking approval for time off.

### **ARTICLE 8 WORKING CONDITIONS**

#### 8.1 Vacations

8.1.1 only twelve (12) month Employees who work forty (40) or more hours per week shall have access to vacation time.

8.1.2 Requests for vacations must be made in writing to the appropriate supervisor and approved by the supervisor and Superintendent.

8.1.3 Vacation leave is earned and shall accrue as follows for twelve (12) month Employees:

<u>Completed Years of Continuous Full-Time Satisfactory Service</u>	<u>Vacation Leave Allotment</u>
1-2*	5 days
3-8	10 days
9-18	15 days
18+	20 days

\* Effective with each individual employee's employment anniversary date, each full-time, 12-month employee will be entitled to the annual vacation allotment set forth above based upon their attainment of the minimum number of years of continuous full-time satisfactory service.

8.1.4 Vacation accrued during the first twelve (12) months of continuous service shall not be credited as earned vacation until and unless the Employee completes the first twelve (12) months of continuous service. Vacation is non-cumulative and if not taken is lost unless approved otherwise by the Superintendent.

8.1.5 A full-time Employee who works twelve (12) months in a school year and forty (40) hours or more per week shall be compensated for accrued and unused vacation leave upon termination provided the employee's vacation pay shall be prorated based upon the amount of unused vacation leave which has accrued as of the employee's termination date.

## 8.2 Holiday Pay

Full-time Employees who work twelve (12) months or more in a school year and thirty-five (35) hours or more per week shall receive pay for the following Holidays within their work schedule:

**July 4<sup>th</sup>** (if July 4th falls on Saturday, Friday will be taken as a paid Holiday, if it falls on Sunday, Monday will be granted off);

**Labor Day;**

**Columbus Day** (if observed as a school holiday on Monday through Friday);

**Thanksgiving Day and the Friday after Thanksgiving Day;**

**Christmas Eve** December 24th (if Christmas Eve falls on a Saturday or Sunday, Friday will be taken as a paid Holiday);

**Christmas Day** (if Christmas Day falls on Saturday or Sunday, Monday will be taken as a paid Holiday);

**New Year's Eve Day** (if New Year's Eve falls on a Saturday Sunday, Friday will be taken as a paid Holiday);

**New Year's Day** (if New Year's Day falls on Saturday or Sunday, Monday will be taken as a paid Holiday);

**Martin Luther King Day** (on the day observed by the school);

**Lincoln's Birthday or Presidents' Day** (if observed as a school holiday on Monday through Friday);

**Casmir Pulaski's Birthday**;

**Memorial Day** (on the day observed by the school);

**Board Designated Day** (a day designated by the Board of Education).

### 8.3 Lunch Break

Each Employee who works four (4) hours or more is entitled to take an assigned duty-free 30 minute lunch break, without pay, and a 15 minute rest break morning or afternoon without pay at the convenience of his supervisor and such time shall not be considered as part of employed time and not computed as time for pay.

### 8.4 Vacancies

Notification of opening shall be made known to all Employees in the bargaining unit through internal posting. A copy of a vacancy notice shall be posted on the bulletin board designated for Educational Support Association of Plano.

### 8.5 Transfers

Employees requesting a transfer from one classification to another shall put the request in writing to the Superintendent stating the reason for the request. If the Superintendent approves the employee's voluntary transfer to a different job classification, the employee's hourly wage rate will not be subject to reduction as a result of the transfer. The employee will begin to accrue seniority in the new job classification after completion of the probationary period as provided in Section 8.1 of this agreement.

### 8.6 Involuntary Transfer

When an Employee is involuntarily transferred, the District will give the Employee five (5) working days prior notification except for a temporary placement or an emergency placement.

### 8.7 Bus Drivers

The Board of Education and the Association agree that a Handbook of Operations for Bus Drivers and Transportation Workers be developed and voted on by the Board no later than

September 1<sup>st</sup> or other mutually agreed upon date of each school year. A committee will be formed of equal representation to develop said Handbook.

The District will reimburse bus drivers certain costs as described below:

- 8.7.1 C.D.L. - Up to current cost and upon receipt of a copy of the renewed Commercial Driver's License. The Employee will then be reimbursed.
- 8.7.2 Drug Test - Upon receipt of adequate documentation of the bill and results of the test then the bill will be paid up to \$100.00, provided the test was submitted to a laboratory listed on the National Institute for Drug Abuse.
- 8.7.3 TB Test - All Employees will be reimbursed for the cost of the TB Test that is required by the District.
- 8.7.4 All parking and toll fees will be reimbursed. Receipts required if available.

Any driver who must appear in court due to a motorist violation will be reimbursed for any scheduled bus routes the driver could not complete due to the mandatory court appearance, provided, however the driver was not issued a traffic citation. C.D.L. Annual two (2) hour Refresher Course (required). Bus Drivers shall be compensated two (2) hours of their hourly pay.

8.7.8 Physical Examinations

When the District requires an employee, (bus driver or other employee) to have a post employment or pre-employment physical examination as a result of a continuing condition of employment then the District will pay up to \$125.00 for such an exam and reimburse the employee upon presentation to the Superintendent proper documentation and the results of the exam.

8.7.9 Extra-Curricular Pay

8.7.9.1 Field trips that extend beyond 4:00 pm will be paid at the designated trip rate plus the hourly rate for any hours after 4:00 pm on a prorated basis.

8.7.9.2 Athletic trips will be paid at the designated hourly rate.

## 8.8 Dues Deductions

Upon written authorization from an Employee to the District and to the Association, dues payroll deductions shall be made. Such authorization shall remain effective from year to year, unless the Employee cancels the authorization by notice in writing to the District's business office and to the Association. These authorizations will be submitted to the business office on or before September 1 or the first of any month thereafter with the deductions being made the next pay period or not later than ten (10) days after having received the authorization.

When any new Employee becomes a member of the ESAP the President of the Association shall certify to the District Business Office, in writing, the name of the individual who wishes to participate in the dues deduction program at least ten (10) days prior to a payroll. For all existing members the President of the Association shall certify the list of member Employee's for dues deduction that they have a current authorization card, ten (10) days prior to July 1 of each fiscal year.

The amount of dues to be assessed will be certified by the President of the Association according to the hours worked per week as follows:

0-11 hours	No dues are deducted
12-20 hours	1/4 time dues are deducted
21-34 hours	1/2 time dues are deducted
35+ hours	Full time dues are deducted

Dues for new employees will be pro-rated by the Association according to date of hire.

The Association shall indemnify and hold harmless the Board of Education and its agents in the implementation of this dues deduction program.

## 8.9 Aprons

Cafeteria Employees and all other employees who handle food in any way shall have a District supplied full covering white bib apron.

## 8.10 No Child Left Behind

The Association and the Board agree to gradually implement any future changes dictated by the reauthorization of Elementary and Secondary Education Act (ESEA) "No Child Left Behind."

Instructional aides are required to have paraprofessional certification. The Board and Association will promote and develop accountability for all aides working in a classroom with children.

### 8.11 In-Service Training

The Board and Association agree that the employees covered by this Agreement may from time to time suggest in-service opportunities to the Superintendent for the classified staff. Employees may also make a request in writing to the appropriate supervisor and Superintendent for permission to attend a workshop or training. Such requests will be granted at the discretion of the Superintendent. If the training is required by the district, it will be at district expense.

### 8.12 Annual Review

Employees' performance will be reviewed by their supervisor for the purpose of providing recognition and growth enhancing feedback for the employee. The annual review should be conducted in a climate of trust, openness, collaboration and support.

## **ARTICLE 9 SENIORITY**

### 9.1 Definition

9.1.1 Seniority is determined by the length of an Employee's continuous service in a job classification with the school district. Employees must complete an entire probationary period.

A full-time bus driver's seniority shall accrue from the day he/she receives the CDL license as a driver for the district.

Seniority is defined for Reduction-in-force only.

Full time for purposes of seniority is thirty (30) hours starting July 1, 2003

### 9.2 Seniority List Posting

The Employer shall post a copy of the seniority list by February 1st of each year.

### 9.3 Seniority Loss

An Employee shall lose all seniority credit in the event of the following:

9.3.1 Voluntary or involuntary termination;

9.3.2 Expiration of the employee's RIF recall period extending one (1) calendar year from the beginning of the school year following the employee's RIF layoff.

- 9.3.3 Transfer to a non-bargaining unit position;
  - 9.3.4 An Employee fails to give a written notice of intent to return to work within three (3) days of a notice for recall;
  - 9.3.5 An Employee is absent from work for three (3) days without advising the Employer, or without a reason acceptable to the Employer;
  - 9.3.6 The Employee is retired;
  - 9.3.7 The Employee engages in work stoppage or other concerted job actions against the Employer during the term of this Agreement.
- 9.4 No seniority shall accrue during a leave of absence.
- 9.5 An Employee's seniority shall entitle such Employee only to such rights as are specifically provided for in this Agreement.
- 9.6 Seniority shall start for probationary Employees at the time the Employee has successfully completed his probationary period and shall be retroactive to the date of hire.
- 9.7 Seniority Calculation for Reduction-in-force purposes:
- 9.7.1 Classification seniority shall be calculated and determined as follows:
    - 9.7.1.1 Length of continuous service in the school district provided however that:
      - (a) Regular part-time service shall be computed on a pro-rata basis; based on the following calculations; less than 15 hours per week equals  $\frac{1}{4}$  year; 15.1 to 29.9 hours per week equals  $\frac{1}{2}$  year; 30 or greater hours per week equals one year.
      - (b) Unpaid leaves of absence and period of employment in a non-bargaining unit position shall not be counted in determining seniority; and
      - (c) Leaves of absence shall not constitute an interruption or break in continuing service for seniority purposes.
  - 9.7.2 If the years of total continuous service in the job classification are equal between two or more employees, then seniority shall be determined by total continuous service in the school district.

9.7.3 If the years of total continuous service in the District are equal between two or more employees, then seniority shall be determined by total service in the District, whether or not continuous.

9.7.4 If two or more employees remain equal after application of the factors set forth in Subparagraph 3) above, the employee having the greater seniority shall be determined by lot.

## **ARTICLE 10 DISCIPLINE PROCEDURE**

10.1 Except for any oral warnings, the employee will receive written notice of any disciplinary action and the reason for such action. An employee shall have the right to be represented by the Association during any disciplinary conference at anytime upon request.

10.2 Discipline may occur when an Employee breaches any Work rule, Board Policy, Building Rule or Regulation, District Rule or Regulation, or any behavior that is deemed by the Board of Education not to be in the best interest of the District or behavior that poses a potential danger or threat to the health, safety and welfare to students or other staff. As a member of the District, the Employee must conduct himself/herself on the job in a manner so as to bring credit upon the Employer.

10.3 No non-probationary Employee shall be dismissed or suspended without just cause. Written notice of the reasons for such dismissal or disciplinary action shall be provided to the Employee.

The Board recognizes the desirability of establishing and utilizing a system of progressive discipline. Disciplinary action will be progressive when appropriate, and will follow the steps outlined below.

### 1. Verbal Warning

A verbal warning will be given to the Employee for misconduct or poor performance which does not warrant a written warning, dismissal or suspension as the initial disciplinary action. This warning will be issued by the Supervisor and/or Superintendent. The specific grounds for any oral reprimand or other discipline shall be given to an Employee in writing within twenty-four (24) hours after the request by the employee, with a copy to the Association President. A record of a verbal warning will be placed in the personnel file but will expire one (1) year after issuance.

## 2. Written Warning

A written disciplinary action for misconduct and or poor performance shall be placed in the Employee's personnel file. It shall contain information gathered by the Supervisor and/or Superintendent after an investigation. A copy of such warning shall be sent to the Association President and will remain part of the employee's personnel file.

## 3. Suspension/Dismissal

Before an Employee is disciplined by suspension with or without pay, removed from any job or dismissed, the Supervisor and/or Superintendent shall conduct an investigation of the problem to determine the facts and the Employee shall be given a pre-disciplinary conference with the Supervisor and/or Superintendent. The Employee shall be given twenty-four (24) hours prior written notice of the reasons for such a meeting or interview and shall be entitled to have an Association representative present to advise and represent him/her.

Any additions, revisions, or other modifications to the disciplinary rules and regulations set forth in the ESAP Contract will be distributed to Employees. ESAP leadership will have input prior to administrative approval.

## **ARTICLE 11 PERSONNEL FILES**

- 11.1 Every Employee shall have the right to review any non-confidential document in his/her personnel file in accordance with the Illinois Personnel Records Review Act.

No disciplinary material may be placed in an Employee's personnel file unless the Employee has received a copy. The Employee shall have the right to respond to any material filed, and his/her response shall be submitted to the supervisor and forwarded to the District Personnel Office, where it shall be attached to the file within fifteen (15) working days.

Upon reasonable advance request to review the file, the Employee shall do so during normal business hours and may be accompanied at such review by a representative of his/her choice. Nothing shall be permanently removed from the personnel file except with the consent of the Superintendent or his/her designee. An Employee shall have the right to copy material in the personnel file.

**ARTICLE 12**  
**REDUCTION IN FORCE**

- 12.1 In the event of a reduction in force or lay off for any reason, Employees shall be laid off in the inverse order of their seniority in their classification. A reduction in force or lay off out of the inverse order of seniority may be made if, in the Employer's judgment, retention of special job skills is required.

An employee subject to layoff pursuant to a reduction-in-force shall receive written notice of the layoff by first class mail and certified mail, return receipt requested, or personal delivery with receipt at least thirty (30) days before the employee's final work day.

- 12.2 Employees shall be called back from lay off according to seniority in the classification from which they were laid off unless, in the Employer's judgment, special skills are required.
- 12.3 Employees on lay off who have been offered re-employment to the classification from which they had been laid off and have declined shall be removed from the recall list and terminated.
- 12.4 Lay off status shall not extend for more than one (1) year.

If the District has any vacancies in regular full-time or part-time positions for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific job classification shall be tendered to the employee previously subject to layoff from the job classification, provided the employee is qualified to hold such position.

- 12.5 Benefits shall not accrue during lay off.

An employee on layoff pursuant to a reduction-in-force shall not accrue fringe benefits or additional seniority until reinstatement after issuance of a notice of recall. An employee on layoff shall retain existing seniority until expiration of the RIF recall period as provided in Section 8.3.2 of this Agreement. An employee subject to reduction-in-force will continue to receive any previously received health insurance benefits during the 60-day COBRA election period after the effective date of layoff.

- 12.6 Nothing in this Agreement or any part of this Agreement is intended to restrict the necessity of service reduction, the form of the reduction, and the duration of the lay off.
- 12.7 Reduction-in-force  
Only when reduction-in-force becomes necessary shall employees have bumping rights within their classification.

## **ARTICLE 13 INSURANCE**

### 13.1 Health and Hospitalization

For each regularly employed Plano ESAP employee who is scheduled to work at least thirty-five (35) hours each week during the school year, the Board shall pay the single premium cost for hospitalization, dental, and major medical insurance. All new hire support employees will be offered single HMO health/hospitalization premiums for their first four (4) years of employment with the District. The employee may choose PPO coverage during the first four (4) years of employment with the difference in premiums to be paid by the employee. During the fifth year of employment, and thereafter, the employees will be offered a choice between single HMO or PPO health/hospital premiums. There is no reimbursement to the employee for any difference in premium between the HMO and PPO plan. All employees hired and working prior to, or during, the 2005-06 school year shall be grandfathered under the District insurance plan indicated in the 2003-07 Negotiated Agreement.

Subject to any limitations or restrictions imposed by the District's insurance provider, any full-time employed support staff member is entitled to elect dependent hospitalization, major medical, and/or dental insurance under the District's group insurance plans at the employee's expense.

Any full-time employed support staff member is entitled to elect dependent hospitalization, major medical, and/or dental insurance under the District's group insurance plan, and may apply the single premium amount towards the cost of the family insurance premium amount, subject to the rules of the carrier.

### 13.2 Employer's Insurance Carrier Rights

Nothing in this Agreement or Article shall limit the Employer's right to select or change insurance carriers when they determine that action to be in the best interest of the District.

### 13.3 Term Life Insurance

All full-time Employees shall be provided a term life insurance policy equal in the amount of \$20,000.00. Said policy shall have attached an accidental death and dismemberment clause. The premium is to be provided in full by the school district and shall cease at the time the Employee leaves the employment of the District or is reduced in force or laid off.

### 13.4 Section 125 Pre Tax Program

The Board shall offer a Section 125 Pre Tax Program to individuals covered by this Agreement. Such program offerings shall be uniform for all employees of the district.

## **ARTICLE 14 COMPENSATION**

### 14.1 Overtime Definition

Overtime shall be defined as pre-authorized work performed in excess of the regular workweek as designated below. All overtime must be authorized by the appropriate supervisor. Over 40 hours per work week (defined as actual hours worked in any seven (7) day period) constitutes overtime and will be paid time and one half his/her regular base salary. Overtime is to be computed on the base rate of pay only and only full-time employees are eligible for overtime pay.

### 14.2 Pyramiding or Duplicating

Whenever two (2) or more overtime or premium rates of pay may appear applicable to the same hour or hours worked by an Employee, there shall be no pyramiding or adding together of such overtime or premium rates and only the higher of the applicable rates shall apply.

### 14.3 Payroll Periods

Employees shall be responsible for recording their time on the time card and submitting the time card for necessary approval in accordance with District policy.

Twelve month Employees shall be paid every two (2) weeks. Employees who work less than twelve months shall have a twenty (20) pay period plan unless they notify the Business Office within one week of the first day of employment that they want to be paid over twenty-six (26) pay periods.

### 14.4 Fair Share

Each Bargaining Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

In the event that the Bargaining Unit Member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,
2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

#### 14.5 Mileage Reimbursement

Employees shall be reimbursed at the allowable rate established by the I.R.S. per mile on all trips approved by the Superintendent.

## 14.6 Salary Schedule Information

14.6.1 New hires. New Employees to the District may be given up to and including three (3) steps in recognition of outside experience but no salary shall be higher than a person who is on step three in the same job classification.

14.6.2 Salary Schedule - See Appendix "A" (page 29)

## **ARTICLE 15 NO STRIKE**

### 15.1 No Strike

The Board and the Association recognize that strikes and other forms of work stoppage by members of the exclusive bargaining unit are contrary to the continuity of educational programs. The Board and Association subscribe to the principle that differences shall be resolved by peaceful and appropriate means, and Agreements shall result from good faith negotiations. The Association therefore, agrees that there shall be no strike, work stoppage, refusal to perform work assignments, or interference with District operations during the term of this Agreement.

The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all Employees to do so.

In the event of any strike or other concerted action which interferes with the operation of the District, the Board shall take whatever affirmative action is necessary and within its authority to bring about the termination of such interference.

It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing, or other concerted action on school property or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

**ARTICLE 16**  
**TECHNICAL CLAUSES**

16.1 Severability

Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that Article, Section or Clause shall be deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections, and Clauses shall remain in full force and effect.

The parties will meet in an effort to reach Agreement on a modification that will be in compliance with the law.

16.2 New Contract Negotiation

Upon receipt of a written demand to bargain, negotiations for a new contract shall begin no earlier than during April of the year in which the Agreement is to terminate. Upon the expiration of this Agreement, neither the experience step increases nor lane increases in the salary schedule shall be granted during contract negotiations for a successor contract after expiration of the Agreement.

16.3 Obligations of the Parties

This Agreement shall benefit and be obligatory upon the parties hereto and members of the ESAP employed by the Board during the term of this Agreement.

16.4 Individual Contracts

Individual contracts or employment Agreements shall be consistent with the terms and conditions of this Agreement.

**ARTICLE 17**  
**COMPLETE UNDERSTANDING**

- 17.1 The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, this Agreement constitutes the sole, entire existing Agreement between the parties hereto, supersedes all prior Agreements, oral and written, expressed or implied, between the District and the Employee representative and expresses full and without reservation all obligation and restrictions imposed upon each of the respective parties during the term of this Agreement.

Therefore, this Agreement constitutes the entire Agreement between the parties except as modified in this agreement, and supersedes all prior Agreements between the District and the exclusive representative.

All prior charges, complaints, grievances, discharges, or reprimands, known or unknown, before signing of this Agreement are not subject to this Agreement.

**ARTICLE 18**  
**DURATION AND EFFECT OF AGREEMENT**

18.1 This Agreement shall be effective as of July 1, 2008 and shall continue in full force and effect through June 30, 2010. Such sections are identified in the text of this Agreement.

This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2008. In witness thereof:

FOR THE EDUCATIONAL SUPPORT  
SUPPORT ASSOCIATION OF PLANO-  
IEA/NEA

FOR THE BOARD OF EDUCATION  
PLANO COMMUNITY UNIT  
SCHOOL DISTRICT NO. 88

\_\_\_\_\_  
President

\_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX "A"

### Custodians

1	10.50
2	10.90
3	11.30
4	11.70
5	12.10
6	12.50
7	12.90
8	13.30
9	13.70
10	14.10
11	14.50
12	14.90

Differentials: .50 for Head Custodian, .25 for 2nd Shift, .50 for 3rd Shift

### Clerical Aides, Food Service, Recess Aides, Mail Transport, Tech Aides, Instructional Aides w/o certification, Library Aides w/o certification,

1	9.75
2	10.15
3	10.55
4	10.95
5	11.35
6	11.75
7	12.15
8	12.55
9	12.95
10	13.35
11	13.75
12	14.15

Differential: .75 for Head Cook

### Secretaries, Health Aides, Instructional Aids and Library Aides with proper certification

1	10.25
2	10.65
3	11.05
4	11.45
5	11.85
6	12.25
7	12.65
8	13.05
9	13.45
10	13.85
11	14.25
12	14.65

### Maintenance

1	15.00
2	15.40
3	15.80
4	16.20
5	16.60
6	17.00
7	17.40
8	17.80
9	18.20
10	18.60
11	19.00
12	19.40

## APPENDIX "A"

### Bus Drivers

	Reg. Route	Hourly
1	20.90	12.50
2	21.10	12.70
3	21.30	12.90
4	21.50	13.10
5	21.70	13.30
6	21.90	13.50
7	22.10	13.70
8	22.30	13.90
9	22.50	14.10
10	22.70	14.30
11	22.90	14.50
12	23.10	14.70

Differential: \$1/hour for special routes equal or longer than 4 hours

### Bus Aides

1	19.55
2	19.65
3	19.75
4	19.85
5	19.95
6	20.05
7	20.15
8	20.25
9	20.35
10	20.45
11	20.55
12	20.65

### 2008-2009

#### Longevity All Categories 2008-2009:

13 & 14 years experience= .25  
 15 & 16 years experience= .50  
 17 & 18 years experience= .75  
 19 & 20 years experience= 1.00

**Raises will be a minimum of .40 and a maximum of 1.25 for 2008-2009.**

### 2009-2010 and Subsequent Years

**Longevity All Categories 2009-2010 and Subsequent School Years: .25**

**Raises will be a maximum of 1.25 for 2009-2010 and subsequent years.**

**IMRF Employees will be paid for Thanksgiving, Christmas, and New Years starting in 2009-2010.**

### All Years

**Step placement will advance one step for each year of service commencing prior to January 1**