

# CLASSIFIED EMPLOYEE WORK AGREEMENT

This collectively bargained Agreement is made between the  
Barrington School Employees Organization, IEA-NEA

and the

Board of Education for Barrington Community Unit School District 220  
of Cook, Kane, Lake, and McHenry Counties of the State of Illinois.



*Inspiring all learners to  
achieve excellence*

This Agreement is effective July 1, 2007 through June 30, 2010.

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## ARTICLE I - RECOGNITION

### **1.01 Definition of Parties**

This agreement is entered into this 7th day of June, 2007, by and between the BOARD OF EDUCATION OF BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220 of Lake, Kane, Cook and McHenry Counties, Illinois (hereinafter referred to as the "Board") and the BARRINGTON SCHOOL EMPLOYEES ORGANIZATION (hereinafter referred to as the "BSEO"). "Employee" as used herein will designate those persons represented by the BSEO.

### **1.02 Association Recognition**

The Board hereby recognizes the BSEO as the sole and exclusive bargaining agent for all employees of the District who are not required by law to hold certificates as a teacher or school administrator, including school principals' secretaries/administrative assistants, but excluding those employees who have the responsibility to hire, assign, promote, discharge, discipline, evaluate, or process grievances of other employees.

Excluded from the BSEO will be the following positions:

- Secretaries for the Office of Superintendent
- Secretaries for the Office of Assistant Superintendent
- Secretaries for the Office of Human Resources
- Secretary for the Office of Associate Superintendent
- Secretary for the Director of Special Services
- Director of Building and Grounds
- Custodial Manager
- Director of Fiscal Services
- Assistant Director of Fiscal Services
- Staff/Community Relations Coordinator
- Director of Information Services
- Network Services Administrator
- Testing Program Coordinator
- Payroll Manager
- Assistant Payroll Manager

## ARTICLE II - GENERAL CONTRACT INFORMATION

### **2.01 Acknowledgement of Bargaining Process**

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 regarding the employees covered by this Agreement. All understandings agreed upon during the negotiation process are set forth in this Agreement. For the duration of this Agreement, the Board and the BSEO each

voluntarily and unqualifiedly agree that the other will not be obligated to bargain collectively with respect to any subject or matter specifically referred to or covered by this Agreement.

**2.02 Amending the Agreement**

The parties mutually agree that the terms and conditions set forth in this Agreement represent full and complete understandings and commitments between the parties. These understandings and commitments may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of both parties through the use of an amendment. This Agreement will not be modified in whole or in part by the parties, except by an amendment in writing duly executed by both parties.

**2.03 Right to Bargain Changes**

Upon the BSEO's request, the Board will be required to bargain collectively any policy changes directly affecting wages, hours and terms and conditions of employment, as well as the impact of such changes.

**2.04 Deletion of Illegal Language**

Should any article, section or clause of this Agreement be illegal, that article, section or clause will be automatically deleted from this Agreement to the extent that it violates the law. Remaining articles, sections and clauses will remain in full force and effect for the duration of this Agreement if they are not affected by the deleted article, section or clause.

**2.05 Board Policy**

This Agreement will be incorporated into the Board's policies.

**2.06 Work Stoppage**

During the term of this Agreement, the BSEO, its members, or any person acting on behalf of the BSEO will not engage in, encourage, or support any strike, slowdown, or other concerted refusal to render full and complete services to the District.

**2.07 Contract Distribution**

Within a reasonable time after the ratification of the Board-BSEO Agreement, the contract language will be on the District's website. Copies of the contract will be given to all administrators and union representatives. A copy of the contract will be furnished upon request. All employees will receive information on how to access the contract on-line.

**ARTICLE III - RIGHTS OF THE UNION**

**3.01 Annual Union Meetings**

The Board will provide two (2) one-hour meeting periods for all BSEO members each year. The first one (1) hour meeting will take place in the fall and the second one (1) hour meeting will take place in the spring.

**3.02 Union Use of Bulletin Boards**

The BSEO will be allowed the reasonable use of bulletin boards in work areas.

**3.03 Union Use of Mail System**

The BSEO will be permitted to use the e-mail system, inter-school mail, and employee mailboxes. In so doing, the BSEO will take care not to place a burden upon the e-mail system, mail service, or those employees who sort and distribute mail.

**3.04 Union Use of School Facilities**

The BSEO will be permitted the use of school facilities at reasonable times for the purpose of meetings. BSEO officials will notify, in advance, the building principal or designee of the building in which a meeting will be held. There will be no charge for such use other than direct costs which may result from the meeting.

**3.05 Union Release Time**

The Board will provide twenty-five (25) days for the school year 2007-2008 and thirty (30) days for the school years 2008-2009 and 2009-2010 at full pay to the BSEO to send representatives to local, state, or national conferences or on other business pertinent to the BSEO. Any days in excess of ten (10) that require a substitute, the BSEO and the Board will share the cost of the substitute. Upon mutual agreement, the BSEO will be granted additional days beyond the twenty-five/thirty (25/30) and the cost of the substitute, if required, will be shared by the BSEO and the Board.

**ARTICLE IV - RIGHTS OF MANAGEMENT**

**4.01 Right to Manage and Direct**

The Board retains the right to manage the District and direct the work of the employees in the manner it determines to be in the best interest of the District. This right includes, but is not limited to, the authority to hire, assign, schedule, promote, demote, transfer, lay off, discipline, and discharge employees; to relieve employees from duty because of lack of work or other legitimate reasons; to determine the work to be performed by employees, the size of the work force, and the manner in which the work is to be performed; and to establish and enforce reasonable rules and regulations applicable to employees, which will neither conflict nor be contrary with the terms and conditions of this Agreement.

**4.02 Right to Classify and Place**

The Board reserves the right to classify employees, to place employees on the wage grid, and to revise the classification system. These rights will neither conflict nor be contrary to the terms and conditions of this Agreement.

**ARTICLE V - LABOR MANAGEMENT COMMITTEE**

**5.01 Participants of Labor-Management Committee**

The Labor Management Committee will meet in conjunction with the BSEO, the Barrington Education Association (BEA), and representation from the Board and the Administration.

### **5.02 Purpose of Labor Management Committee**

The Labor Management Committee is empowered to appoint ad-hoc committees comprised of BSEO members and administrators to study and report upon mutually agreed-upon subjects.

### **5.03 Labor Management Committee Meeting Agenda**

The agenda for Labor Management Committee meetings will be prepared in a manner to be determined by the Labor Management Committee.

## **ARTICLE VI - PAYMENT OF UNION DUES AND FAIR SHARE FEES**

### **6.01 Paycheck Deduction for Membership Dues**

The Board, upon written authorization by an employee, agrees to deduct regular BSEO dues from the employee's earnings. Such check-off authorization will specify the amount to be deducted regularly. The BSEO will notify the Business Office annually of any change in the annual dues to be deducted. The BSEO will notify the Business Office in writing of the name and address of the BSEO official to whom such deductions should be transmitted.

### **6.02 Paycheck Deduction for Fair Share Fees**

Each employee who works twenty-five (25) hours or more weekly and who was initially employed on or after July 30, 1987, will, as a condition of employment, on or before thirty (30) days from that date, be a member of the BSEO or will pay a fair share fee to the BSEO equivalent to the amount of dues uniformly required of members of the BSEO, including any local, state and national dues. In the event such an employee does not pay the fair share fee directly to the BSEO by a certain date established by the BSEO, the Board will deduct the fair share fee from the wages of that employee.

### **6.03 Objection to Fair Share**

An employee objecting to fair share payments based on bona fide religious beliefs which prohibit payment of fair share fees may make arrangements to pay an equal amount to a non-religious charitable organization agreed upon between the objecting employee and the BSEO. The BSEO also will advise all employees of the rebate procedures established by the BSEO, Illinois Education Association (IEA), and National Education Association (NEA).

### **6.04 Legal Responsibility of Fair Share**

The BSEO agrees to comply with the Illinois Education Labor Relations Board's (IELRB) rules concerning fair share agreements. In the event of any legal action against the Board brought in a court or before an administrative agency because of its compliance with this Article, the BSEO agrees to defend such action, at its own expense and through its own counsel, provided the Board gives immediate notice of such action in writing to the BSEO, permits the BSEO intervention as a party if it so desires, and gives full and complete cooperation to the BSEO and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels. The BSEO agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's 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.

#### **6.05 Hire/Separation Notice(s) to BSEO**

The BSEO President will receive copies of letters of hire and separation issued by the District regarding the employment status of classified staff members. All updates provided by the Administration will follow from actions taken by the CUSD 220 School Board at their meetings.

### **ARTICLE VII - GRIEVANCE PROCEDURE**

#### **7.01 Definition of a Grievance**

A grievance is any claim by the BSEO or a classified employee that there has been a violation, misinterpretation, or misapplication of the terms of the Agreement.

#### **7.02 Definition of Grievance Time Limits**

All time limits herein will consist of school days. During the summer months, all time limits will consist of weekdays, exclusive of weekends and holidays.

#### **7.03 Extension of Grievance Time Limits**

Time limits may be extended only with the written consent of the Administration and the BSEO.

#### **7.04 Grievance Procedure**

The grievance procedure will consist of the following five steps:

- Step One (1). An employee and his/her immediate supervisor should first attempt to resolve a grievable problem through free and informal communications. When requested by either party, a BSEO representative may intervene to assist in this resolution. Should such informal processes fail to satisfy the supervisor and/or employee, then a grievance may be processed to Step 2.
- Step Two (2). If the grievance is not resolved in Step 1, the employee must present the grievance in writing within forty-five (45) days after the occurrence of the event giving rise to the grievance. This written grievance is to be presented to the immediate supervisor who will arrange a meeting within ten (10) days and the grievant will be present for the meeting. The supervisor will provide the grievant with a written response to the grievance within ten (10) days. Such response will include the reasons upon which the response is based.
- Step Three (3). In the event a grievance has not been satisfactorily resolved in Step 2, the grievant will file a copy of the grievance with the Superintendent within five (5) days after the supervisor's written response. Within ten (10) days after such written grievance is filed, the grievant, a BSEO representative, the supervisor and the Superintendent or designee will meet to attempt to resolve the grievance. The Superintendent or designee will file a response within ten (10) days of the Step 3 grievance meeting and communicate it in writing to the employee and the supervisor.

- Step Four (4). If the grievant is not satisfied with the resolution of the grievance in Step 3, or the Step 3 time limit expires without action, then the employee, through the BSEO, may submit the grievance through the Superintendent's office to the Board within ten (10) days of the date by which the Step 3 response is required. The Board will consider the grievance at its next regular Board meeting, so long as it is filed at least seven (7) days prior to that meeting. The Board will have ten (10) days after its meeting in which to provide its written response, including the reason(s) upon which the response is based, to the employee, the supervisor, and the Superintendent.
- Step Five (5). If a grievance is not satisfactorily resolved in Step 4, within thirty (30) days after the Board files its response in Step 4, the BSEO may submit the grievance to final and binding arbitration, at which time the parties will agree upon the method for selecting an arbitrator, a statement of the grievance to be presented to arbitration and the limitations on the authority of the arbitrator. Failing agreement within ten (10) calendar days, the parties will select an arbitrator pursuant to the rules of the American Arbitration Association.

#### **7.05 Bypassing Grievance Steps One (1) and/or Two (2)**

Provided both parties agree, steps one (1) and/or two (2) of the grievance procedures may be bypassed and the grievance brought directly to the next step.

#### **7.06 Relationship of Grievance Resolution to the Agreement**

No resolution of any grievance will be in conflict with any of the terms or conditions of this Agreement.

### **ARTICLE VIII - EMPLOYMENT**

#### **8.01 Categories of Classified Personnel**

Classified employees will be categorized in one of five (5) ways based upon the following work year definitions:

- a. A full-time-twelve-(12)-month employee works eight (8) hours per day.
- b. A part-time-twelve-(12)-month employee works less than eight (8) hours per day.
- c. A full-time-school-term employee works more than 175 days but less than twelve (12) months, eight (8) hours per day.
- d. A part-time-school-term employee works more than 175 days but less than or equal to twelve (12) months, less than eight (8) hours per day.
- e. A temporary employee works less than 176 days per fiscal year.

The above criterion defines classified employees regardless of the funding source of their position.

#### **8.02 Use of Temporary Employees**

The Board and the BSEO recognize the need, on occasion, for temporary employees. It is not the intent of the Board to fill manning vacancies with temporary employees. In addition, it is not the Board's intention to underestimate classified staffing needs for the coming year when the manning is approved in the preceding summer. This means that any position included in the manning which falls vacant before January 1st, and which the Board authorizes to be filled, will be filled as a regular, not a temporary, position.

### **8.03 Notice of Subcontracting**

Whenever the Board proposes sub-contracting work or services, in whole or in part, performed by any employee, the BSEO will be notified no later than thirty (30) calendar days prior to the signing of a contract. The BSEO will then have a right to file a demand to bargain pursuant to the IELRB.

### **8.04 Notice of Employment**

Each new employee will receive a Notice of Employment following ratification of employment by the Board. This Notice will specify the position assigned, its classification, the number of hours constituting the work week, the number of days per year, and the wage rate.

### **8.05 On the Job Training**

Subject to approval, the Board will provide up to three (3) days of on the job training at the request of the employee.

### **8.06 Physical Examination**

Prior to employment, accepted applicants for classified employee positions will have a physical examination. The Board will specify a doctor who will provide this examination at no cost to the applicant. Additional medical laboratory work required by state statute or other state requirement(s) as a condition for continued employment will be paid in full by the Board.

### **8.07 Probationary Period**

Initial employment will be subject to a probationary period of six (6) months. In consultation with the BSEO, the probationary period may be extended for not more than an additional six (6) months during which there will be no recourse to the Grievance Procedures in cases of termination.

### **8.08 Notice of Work Assignment**

An employee will be notified of his/her assignment for the school year in writing no later than August 1<sup>st</sup> by the Human Resource Department. In the event an assignment change is proposed, the affected employee will be notified promptly and consulted. The BSEO will be notified in writing of all employee assignments before the beginning of each school term.

### **8.09 Revision of Job Description**

The current process for review and revision of job descriptions should be completed by March, 2008. A second committee will be formed no later than October, 2007, to design a collaborative process and associated rubric to evaluate positions to determine if a new or modified classification is needed due to revised job responsibilities. This committee will include at least two (2) members of Administration and two (2) members of the BSEO.

### **8.10 Religious and Political Activities of Employees**

An employee will be entitled to full rights of citizenship, and no religious or political activities of any employee, or the lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such person, provided such religious and political activities are conducted outside the person's established duty hours, and provided such activities do not result in a criminal conviction.

**8.11 Private and Personal Activities of Employees**

The private and personal life of any employee is not within the appropriate concern or attention of the Board, unless such has a clearly deleterious impact on the discharge of the employee’s professional duties for the District.

**8.12 Commitment to Racial Diversity**

The Board and the BSEO declare the desirability of employing multi-ethnic personnel.

**ARTICLE IX - SUPERVISION AND DISCIPLINE OF EMPLOYEES**

**9.01 Supervisory Process**

All non-probationary employees will participate in the supervisory process.

**9.02 Employee Response to the Supervisory Process**

An employee will receive a copy of, and the opportunity to respond to, any written evaluation of performance that is placed in the employee’s personnel file.

**9.03 Just Cause**

An employee will be treated fairly and no employee will be disciplined or discharged without Just Cause.

**9.04 Discipline Procedure**

Until such time as the Supervisory Process is developed and implemented, the discipline procedure will include the following four (4) steps for each offense:

- a verbal warning
- a written letter of complaint
- suspension
- termination

**9.05 Written Notice of Meeting with Supervisor**

An employee will be given written notification of a disciplinary meeting with the supervisor at least three (3) work days in advance along with the reasons for the meeting.

**9.06 Weingarten Rights**

An employee has the right to have a BSEO representative present when the employee is called to appear before a supervisor, administrator, or the Board to discuss matters that may, in the employee’s perception, lead to disciplinary action against the employee.

**9.07 Suspension of an Employee**

An employee may be suspended with or without pay at the District's sole discretion during an investigation or determination concerning disciplinary action. Such investigation or determination will be completed by the District within five (5) work days of the suspension. If the District's investigation discloses that no disciplinary action should be taken against the suspended employee, the employee will be allowed to return to work and will be promptly paid for any days on suspension for which pay was withheld.

**ARTICLE X - HOURS**

**10.01 Definition of Work Week**

The normal work week for full-time-twelve-(12)-month employees will be Monday through Friday, or Tuesday through Saturday.

**10.02 Schedule for All Secretaries – K-5, 6-8 and 9-12**

An employee who works more than 188 and less than 260 days will receive a calendar on which he/she will need to identify the days he/she will work beyond the 188 day school year based on their contracted number of days. The non-student attendance days will be flexible as long as it is discussed and approved by their supervisor. An employee who works more than 217 days and works the day prior to and after the Independence Day holiday will be paid for the holiday.

**10.03 Definition of Overtime**

Work in excess of forty (40) hours per week will constitute overtime. In such instances, the employee will be paid at a rate of one and one-half (1-1/2) times the normal hourly rate or may choose to take compensatory time at one and one-half (1-1/2) times the overtime worked. Holidays, vacation time and bereavement days will be counted toward forty (40) hours for overtime purposes. All time worked on the seventh consecutive work day is to be paid at two (2) times the normal hourly rate.

**10.04 Snow Plowing**

When a maintenance employee is called in for snow plowing more than two (2) hours before the start of the regular shift, all hours prior to the start of the regular shift will be paid to the employee at one and one-half (1-1/2) times the regular rate.

**10.05 Overtime Approval**

For an employee to be eligible for overtime pay, the work must have the pre-approval of the immediate supervisor.

**10.06 Holidays**

A non-temporary employee will be granted the day off with pay for regular hours which otherwise would be worked on the following holidays: Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday or President's Day, Casimir Pulaski Day, Good Friday and Memorial Day. When a full-time-school-term or a part-time-school-term employee is

assigned and works a minimum of five (5) hours per day for at least three (3) days during the week before Labor Day, the employee will be paid regular hourly wages for the Labor Day holiday.

Other than Lincoln's Birthday, holidays which fall on Saturday may be observed on Friday; holidays which fall on Sunday may be observed on Monday. Holidays that fall on a weekend and are not celebrated on the previous Friday or following Monday, will be paid.

#### **10.07 Floating Holidays**

If the schools are open as a pupil attendance day on any of the listed holidays, a non-temporary employee hired prior to November 1st of a given school year will be granted a floating holiday to replace each holiday waived. In the event the holiday is not waived or the waiver expires, the floating holiday will revert back to the listed holiday.

The floating holiday(s) will be taken on a pupil nonattendance day mutually agreed upon between the employee and the supervisor. One (1) floating holiday may occur on a specified date mutually agreed upon by the BSEO and the Board.

### **ARTICLE XI - SENIORITY AND REDUCTION IN FORCE**

#### **11.01 Qualifications for Seniority**

Any employee who works five (5) hours per day and one hundred seventy-six (176) days or more per year will qualify for seniority status. Classified employees will hold seniority in one (1) grade structure/job title after two (2) years of experience. Should the employee achieve seniority status and subsequently fall below the required five (5) hours per day, 176 days per year, his/her seniority will be retained and frozen until such time as his/her schedule returns to at least five (5) hours per day, 176 days per year at which time the individual will begin accruing additional seniority credit.

#### **11.02 Effect on Seniority when Employee Changes to Different Grade Structure/Job Title**

In order for an employee to obtain seniority rights in another grade structure/job title, the employee must have two (2) years of full-time experience in another grade structure/job title. Upon earning two (2) years of seniority in a category, the individual's date of hire in the district will be used as the seniority date.

#### **11.03 Reduction in Force (RIF)**

If the Board decides to make a reduction in force, an employee to be released will be given either ninety (90) days notice or thirty (30) work day's severance pay, at the Board's discretion. Previously earned vacation or back pay will be paid in addition to the severance pay. If a reduction in force creates unforeseen inequity, the reduction in force language will be open for negotiations.

## ARTICLE XII - BENEFITS

### **12.01 Eligibility for Benefits**

Any employee hired July 1, 1999 or after who works thirty-two (32) hours or more weekly is eligible to participate in the District's Benefit Program (i.e. medical, dental, vision and life insurance). Any employee hired prior to July 1, 1999 who works twenty-five (25) hours or more weekly is also eligible to participate in the District's Benefit Program.

### **12.02 Benefits for Temporary Employees**

A temporary employee is not eligible for any District benefits.

### **12.03 Availability of Benefit Information**

An employee will receive a copy of the benefits and IMRF handbooks. A non-temporary employee will have on-line access to information regarding their sick, personal business, personal time off, and vacation units.

### **12.04 Insurance Deductions**

Deductions for insurance will be made throughout the year.

### **12.05 Change to Insurance Coverage**

In the event the Board decides to reevaluate, modify or change insurance coverage for employees, it will notify the BSEO. Two (2) BSEO representatives will be permitted to attend any District and Barrington Education Association (BEA) discussion concerning a change in plan administrator.

### **12.06 Medical Insurance**

Eligible classified employees selecting single PPO Plan 1 coverage will pay the premium monthly amount identified annually by the District Insurance Committee. The District will pay the single funding rate for PPO Plan 2. An employee will receive discounts for selecting PPO Plan 3 and the HMO Plan. The PPO prescription co-pay will be ten dollars (\$10.00) for a generic drug and twenty-five dollars (\$25.00) for a name-brand drug. If there is no generic equivalent, the employee pays the lesser amount. For the PPO, there will be a fifty dollar (\$50.00) co-pay for a hospital emergency room visit.

### **12.07 Cap on Insurance Premium Increases**

Monthly premiums for single and family coverage will not exceed a cumulative five percent (5%) increase per year for the length of the contract.

### **12.08 Life Insurance**

An eligible employee will be covered by a twenty-five thousand dollar (\$25,000) term life insurance policy. One-half the cost of dependent life insurance will be paid by the Board under its current plan. Additional term life insurance up to a total of fifty thousand dollars (\$50,000) in increments of twelve thousand five hundred dollars (\$12,500) also may be purchased by the employee.

### **12.09 Dental Insurance**

An eligible employee will receive dental insurance which provides reasonable and customary preventative care and basic care benefits at eighty percent (80%). Major benefits will be provided at fifty percent (50%) of the usual and customary charges to an annual maximum of one thousand five hundred dollars (\$1,500) per year. Except for preventative care, the single deductible will be fifty dollars (\$50) per year.

Family dental coverage will be available at the eligible employee's expense for family members, including children through age eighteen (18) and children nineteen (19) through twenty-two (22) who are full-time students. Orthodontia is available through age eighteen (18) to a lifetime maximum of one thousand five hundred dollars (\$1,500). Except for preventative care, the family deductible is one hundred fifty dollars (\$150) per year.

### **12.10 Vision Insurance**

An eligible employee will receive vision insurance at fifty percent (50%) of premium cost for single coverage. Family vision coverage will be available at the employee's costs.

### **12.11 Flexible Employee Benefit Plan**

The Board will establish and maintain a "flexible employee's benefit plan" in compliance with Section 125 of the Internal Revenue Code of 1986. Prior to each plan year, an employee may elect to have the Board reduce his or her pay and contribute such amounts among the following non-taxable benefits, in accordance with the plan document:

- a. Premiums for the District's health, dental, vision, and life insurance plans, which are not paid by the Board;
- b. Reimbursement for qualified dependent care assistance expenses, in accordance with Section 129 of the Internal Revenue Code of 1986;
- c. Reimbursement of the cost of medical and dental care, as defined in Section 214(d) of the Internal Revenue Code of 1986, to the extent not covered by insurance and incurred by the employee, the employee's spouse and/or the employee's dependents, up to four thousand dollars (\$4,000) per plan year.

In accordance with the Internal Revenue Code, any amounts remaining unpaid after processing all timely requests for reimbursement will be forfeited and not otherwise paid to the employee or carried over to the following plan year. The Board will pay the administrative costs and expenses for maintaining the plan.

### **12.12 Long-term Disability (LTD)**

The District will provide at full premium cost to the District, a long-term employee disability insurance program to cover seventy percent (70%) from all sources of the individual employee's income, payable after sixty (60) calendar days of health or accident disability absence from employment duties. The Board will pay insurance up to twelve (12) months after all benefits are exhausted. Major medical hospitalization insurance and LTD will be identical to the BEA coverage.

### **12.13 Injury on the Job**

In the event an employee is injured while on the job, the employee will be transported at the District's expense to a District-designated doctor, or the paramedic squad will be obtained at the District's expense. Within twenty-four (24) hours, or as soon thereafter as practicable, the injury will be reported by the immediate supervisor to the Chief Financial Officer. In the event an employee is injured in the course of employment, the employee is covered under the Illinois Workers' Compensation Law and will receive the benefits thereof.

### **12.14 Service Recognition**

An employee who has at least fifteen (15) years of continuous service and is at least fifty-five (55) years of age is eligible for service recognition in the amount of five thousand dollars (\$5,000.00) in his/her last year of service. A resignation notice must be given nine (9) months prior to separation. Payment will be spread evenly over the final year. An employee who avails him/herself of the service recognition clause during this contract will receive an additional two (2) sick days for each year of District service, which will be added at the beginning of the employee's final year of service. These additional sick days are cumulative to the maximum number of days allowed for additional service credit with the Illinois Municipal Retirement Fund (IMRF). Full year of service will be defined as hired before November 1<sup>st</sup> of the year hired.

### **12.15 Benefits for Retired Employees**

Any retired employee may elect to purchase either single or family medical and dental insurance at the District group rate until the age of sixty-five (65) years.

### **12.16 Family and Medical Leave Act (FMLA)**

An employee who has been employed by the district for at least twelve (12) months is eligible for benefits provided by the federal Family and Medical Leave Act. The District must grant an eligible employee up to twelve (12) weeks of paid/unpaid leave during any twelve (12) month period for any of the following reasons:

- For the birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

An employee requesting a family or medical leave must provide notice to the Office of Human Resources as soon as practicable. Where the need for a leave is foreseeable, e.g., for the birth of a child or planned medical treatment, the employee must provide thirty (30) days notice. In the event the employee fails to provide thirty (30) days notice for a foreseeable leave, the Superintendent or designee may delay the start of the employee's leave until thirty (30) days after notice is provided.

### **12.17 Professional Development**

It is the intention of the Board to support participation of classified employees in District/building-sponsored staff development and professional growth plans and options. The success of these plans depends on the cooperation and mutual confidence of the employee and the Administration. Therefore, the Administration is encouraged to help facilitate classified employee involvement in all ways practical and possible. When institute day activities are relevant to classified employees,

they will be encouraged to attend. An employee who does not work on institute days who is authorized to attend such activities will be compensated at the curriculum rate of pay.

When funds are available in each year of this contract, the Superintendent or designee will allocate a specified dollar amount to each building for staff development purposes for classified employees. The allocation will be calculated based on the number of classified employees in each building. The description, guidelines, and management procedures for these funds are disseminated through staff development representative(s) in each building. The Superintendent or designee and a BSEO representative will consult on any changes made to the procedures.

#### **12.18 Board Credit**

Board credit will be defined as credit honored only by the District. An employee will be able to acquire board credit in the following ways:

- complete any workshop/course offered by the District for which board credit is an option; or,
- complete an individual board credit plan (contact the Assistant Superintendent for Human Resources for details.)

Listed below are guidelines for acquiring board credit:

- One (1) board credit will represent seven and one half hours (7.5) of time on task beyond the working day.
- Fifteen (15) board credits are needed to advance one cell on the wage grid.
- No employee can use board credits to advance more than one cell annually.
- No employee can use board credits to increase his/her salary more than twenty percent (20%) during the time of employment with the District.
- An employee must submit a rationale supporting a request for board credit for a class or training taken outside of the District.
- The maximum number of board credits for any proposal made by an employee will be six (6), despite the number of hours to execute the proposal.
- In cases where board credit or pay is offered, only one will be awarded. It will be the choice of the employee.
- Board credit or pay will be granted one time upon completion of any workshop, course, or proposal. Repetition of any workshop, course, or proposal will not be awarded board credit or pay.
- Board credit will not be given for any class or training taken outside of the District when the cost of the class/training is being paid by the District.

#### **12.19 Tuition Costs**

Subject to administrative approval prior to enrollment in a program, the Board may reimburse an employee for tuition costs not to exceed one hundred ten dollars (\$110.00) for the school year 2007-2008; one hundred twenty dollars (\$120.00) for the school year 2008-2009; and one hundred twenty-five dollars (\$125.00) for the school year 2009-2010 per credit hour for coursework leading to an Associate degree or towards improvement of job-related skills. Proof of an A or B grade must be provided.

## **12.20 Flexible Staff Development Time**

Flexible Staff Development Time will be available to employees. The Superintendent or designee is responsible for approving requests for Flexible Staff Development Time. Activities that are aligned with the goals of the building/district and that help to reduce the time an employee spends away from his/her job are appropriate uses of Flexible Staff Development Time. Below are the guidelines for Flexible Staff Development Time:

- One (1) block of Flexible Staff Development Time is four and one half hours (4.5) of time on task beyond the working day.
- The rate of pay for one (1) block of Flexible Staff Development Time will be equal to the curriculum rate of pay for the District.
- Pay for Flexible Staff Development Time will be limited to activities that are scheduled in increments of one-half (0.5) blocks. Each half block equals two and one-quarter hours (2.25).
- For budget purposes, the total number of blocks for the District will be calculated by multiplying up to a limit of three (3) times the total number of classified employees. The allocation of blocks will be mutually agreed upon by the Superintendent or designee and a BSEO representative.

## **ARTICLE XIII - NO CHILD LEFT BEHIND (NCLB)**

### **13.01 Highly Qualified Paraprofessionals**

A paraprofessional (as defined under NCLB Act of 2001) is required by the ESEA of 2001, 20 USC 6301 et seq., to meet the requirements of 20 USC 6319(c):

1. A secondary school diploma or its recognized equivalent; and
2. One of the three (3) following options he/she will complete in order to satisfy requirements of 20 USC 6319(c):
  - a. At least sixty (60) credit hours from an institution of higher education;
  - b. An Associate's degree or higher;
  - c. Have met a rigorous standard of quality and demonstrate such through a formal state academic assessment as defined by the Illinois State Board of Education. For additional information on this topic, go to <http://www.isbe.net/nclb/htmls/paraprof.htm>.

### **13.02 Transfer of Paraprofessional Qualification**

If a paraprofessional has been determined by another school district or by the Illinois State Board of Education to have met the requirements of 20 USC 6319(c), then he/she will be considered by the District to have met the requirements of 20 USC 6319(c).

## **ARTICLE XIV - WORKING CONDITIONS**

### **14.01 Duty Free Lunch**

Except in emergency situations, an employee who works five (5) or more hours per day will be granted a duty-free, unpaid, uninterrupted lunch period of thirty (30) minutes.

**14.02 On-Call Lunch for Nurses**

Hourly nurses who remain on-call on the employer’s premises (assigned school) will be paid a thirty (30) minute on-call lunch daily on days students are in attendance. On-call is defined as a nurse who is required to remain on the employer’s premises or so close to the premises that the nurse cannot use the lunch time effectively for his or her own purpose.

**14.03 Break Period**

An employee will be entitled to a fifteen (15) minute break during each four (4) hour work period at a time agreed upon by the supervisor.

**14.04 Use of Personal Automobile**

An employee will be reimbursed for the use of a personal vehicle in the conduct of school business at the rate allowable by the Internal Revenue Service, provided that such usage is approved by the building principal, the Chief Financial Officer, or other appropriate administrator.

**14.05 Safe Working Conditions**

An employee will not be required to work under unsafe conditions or to perform tasks which endanger health, safety or well-being.

**14.06 No Smoking Policy**

All employees will abide by the District’s No Smoking Policy.

**ARTICLE XV - ABSENCE FROM WORK**

**15.01 Definition of a Unit**

One (1) unit of sick, personal business, vacation, or personal time off is the equivalent of an employee’s regular working hours per day.

**15.02 Time Not Worked**

An employee is expected to work his/her contracted days and hours per day. Time not worked needs to be accounted for by using one of the following:

Personal days, PTO days, sick days, comp time, vacation time (where applicable) or without pay if approved by immediate supervisor.

**15.03 Payment of a Unit**

A non-temporary employee who works six hundred (600) or more hours per year is eligible for sick, personal business, or personal time off units and will be paid the equivalent of his/her regular daily working hours. As an example, for an employee who works four (4) hours per day, one (1) unit = four (4) hours. If an employee’s regular daily working hours change, then all units will be converted appropriately.

**15.04 Sick and Personal Business Units for Employees with Less than Ten Years of Service**

A non-temporary employee who works six hundred (600) or more hours per year with less than ten (10) years of service will receive sick units each fiscal year, as noted below. (Refer to Sections 15.06 and 15.07 of the contract.) Sick units for a first year employee will be prorated. All others will receive sick units up-front as of July 1 of each year. In addition, an employee with one (1) to nine (9) years of service will receive three (3) personal business units per year. Unused personal business units will be converted into sick units at the end of the fiscal year or upon retirement.

**15.05 Personal Time Off Units for Employees with Ten or More Years of Service**

A non-temporary employee who works six hundred (600) or more hours per year with ten (10) or more years of service will receive personal time off units each fiscal year, as noted below. (Refer to Sections 15.06 and 15.07 of the contract.) These units may be used for any purpose. Advance notice for personal business and personal time off will be given to the immediate supervisor as early as possible. Unused personal time off units will be converted into sick units at the end of the fiscal year or upon retirement.

**15.06 Unit Data Table for Full-Time-Twelve-(12)-Month or Part-Time-Twelve-(12)-Month Employees**

A full-time-twelve-(12)-month or part-time-twelve-(12)-month employee who meets the qualifications of Sections 15.04 or 15.05 of the contract will be awarded sick and personal business units or personal time off units as follows:

Years of Service	Number of Units per Year	
1-5 years	11 sick	3 personal business
6-9 years	12 sick	3 personal business
10-15 years	16 personal time off	
16-20 years	17 personal time off	
21 or more years	18 personal time off	

**15.07 Unit Data Table for Full-Time-School-Term or Part-Time-School-Term Employees**

A full-time-school-term or part-time-school-term employee who meets the qualifications of Sections 15.04 or 15.05 of the contract will be awarded sick and personal business units or personal time off units as follows:

Years of Service	Number of Units per Year	
1-5 years	10 sick	3 personal business
6-9 years	11 sick	3 personal business
10-15 years	15 personal time off	
16-20 years	16 personal time off	
21 or more years	17 personal time off	

#### **15.08 Use of Sick Units**

An employee may use sick units per the provisions and definitions of the Illinois School Code, Section 24-6. An employee is required to call his/her immediate supervisor as soon as possible if he/she is to be absent because of illness or injury. Sick units are to be used for reasons of personal illness, illness in the family, or the adoption of a child.

#### **15.09 Use of Sick Units for Adoption**

Sick units for adoption will be limited to fifteen (15) units and require prior approval by the Superintendent or designee.

#### **15.10 Bereavement Leave**

The Board will provide up to five (5) days' leave with pay because of death in the immediate family, and up to two (2) days for non-immediate family. Immediate family will be defined as follows: child, spouse, mother, father, mother or father-in-law, brother, sister, aunt, uncle, grandchildren, grandparent, great-grandparent, step-parent, fiancée, ward, half-brother or -sister, brother- or sister-in-law, stepchild, son- or daughter-in-law, domestic partner, stepsister/brother, niece, nephew, cousin or anyone for whom the bargaining unit member is a legal guardian. These days are deductible from sick units.

#### **15.11 Unpaid Leaves**

Leaves of absence without pay may be granted at the discretion of the Superintendent. An employee who uses all sick units will be guaranteed a minimum leave of absence based on years of service in the District.

#### **15.12 Jury Duty**

An employee required to serve on a jury will be entitled to leave. The reimbursement will be full pay less the pay received for jury duty, excluding travel expenses received in connection with jury duty.

#### **15.13 Sick Leave Bank**

In any school year, an employee may participate in the Sick Leave Bank by contributing one (1) day from his/her sick leave or personal time off. Unused sick bank days at the end of the first year will carry over to the next fiscal year. A committee will be established to act as the governing body for administration of the bank, consisting of two (2) employees named by the BSEO and one (1) administrator named by the Board. The committee will review all employee applications and make all determinations as to the granting of such sick bank leave days for serious illness. In order to be eligible to draw from sick leave bank, an employee will be a contributor to the bank, present a doctor's certification of continuing illness, have used all accumulated sick leave or personal time off, and have had deducted from the employee's pay two (2) days of salary. The maximum use in any one (1) fiscal year by any employee will be four (4) days for each year of service in the District, to a total of forty (40) days.

#### **15.14 Good Attendance Incentive for All Employees**

An employee using only three (3) full sick units/PTO or less in one fiscal year will be given one hundred dollars (\$100.00) incentive pay at the end of the fiscal year.

Bereavement days will not be counted against sick units for the purpose of the good attendance incentive.

**15.15 Eligibility for Vacation**

A full-time-twelve-(12)-month and part-time-twelve-(12)-month employee who is employed at least twenty (20) hours weekly will receive paid vacation.

**15.16 Computation and Accumulation of Vacation**

Vacation is computed as of July 1<sup>st</sup> of each year and will not be accumulated. Vacation is earned in arrears and therefore will be awarded on July 1<sup>st</sup> at the end of the work year.

**15.17 Data Table for Computation of Vacation**

An eligible employee will be granted paid vacation in accordance with the following schedule:

Years of Service	Vacation Units
1-5 years of service	10 units
6-10 years of service	15 units
11-13 years of service	18 units
14-20 years of service	20 units
21 years	21 units
22 years	22 units
23 years	23 units
24 years	24 units
25 years or more	25 units

**15.18 Vacation Schedule Placement for Employee who Transfers to Twelve-(12)-Month Position**

In the event an employee is permanently transferred to a twelve-(12)-month position, his/her placement on the vacation schedule will be determined by dividing by twelve (12) the total number of months worked by the employee since his/her date of hire.

**15.19 Vacation Calendar**

Vacations will be taken between the close of school in June and return to regular duties in August. An eligible employee may arrange vacations at other times during the school year with supervisory approval and work load permitting.

**15.20 Holiday During Vacation**

When a holiday occurs during an eligible employee's vacation period, that day will not be counted as a vacation unit.

**15.21 Payment for Unused Vacation**

An eligible employee will be paid for any unused accrued vacation from the current fiscal year upon termination of employment.

### **15.22 Workers' Compensation and Vacation**

While on Workers' Compensation, an eligible employee will accumulate vacation units at one-half the regular rate, up to a maximum of three hundred sixty-five (365) days.

### **15.23 Adjusted Date of Hire**

Effective July 1, 2008, all current and future employees hired between July 1 and October 31 in their year of hire will have a recognized starting date of July 1 for the purposes of calculating sick time, personal days, PTO days, vacation days, longevity, and salary adjustments.

All adjustments to benefits are subject to completion of the probationary period.

## **ARTICLE XVI - EMERGENCY DAYS**

### **16.01 Payment for Work when Sent Home**

An employee who is sent home after the start of a regular work day because of emergency conditions, such as tornado watches or power failures, will be paid for his/her regular day's work.

### **16.02 Closing of Individual Building**

When an individual building is closed prior to the start of the regular work day, but other schools are open, an employee will have the opportunity to be temporarily reassigned to another building that day. If the employee chooses not to be reassigned, the employee will not be paid for the day(s) the building is closed.

### **16.03 Reporting to Work when School is Cancelled**

When an all-District closing becomes necessary, a full-time twelve (12) month and a part-time twelve (12) month employee is required to report to work unless otherwise notified. A full-time school-term and a part-time school-term employee are not required to report to work on such days. When less than a normal statute-mandated, minimum school year is observed as a result of inclement weather or other emergency condition, the employee will suffer no loss of pay as a result. Staff who are required and do report to work will be paid double time for all hours worked in association with that given day.

## **ARTICLE XVII - JOB VACANCIES**

### **17.01 Posting of Job Vacancies**

All job vacancies will be posted on bulletin boards in all schools, at the Administrative Center, and on the District's website. The Board will post all known vacancies for a period of ten (10) days prior to filling any vacancy. Notices will be posted as far in advance as possible, ordinarily for at least one (1) week before public advertisements are placed.

### **17.02 Summer Posting of Job Vacancies**

For the summer, a summary posting covering all District vacancies may be used provided none of the vacancies are for positions new to the bargaining unit.

**17.03 Emergency Job Vacancy Posting**

In the event of an emergency, two (2) days notice to the President of the BSEO will be sufficient.

**17.04 Job Posting for a Temporary Position**

A posting for a temporary position will indicate that it is temporary.

**17.05 Filling a Vacancy Temporarily**

Vacancies may be filled on a temporary basis while selection procedures are underway. The occupant of such a position is to be apprised of the temporary nature of the appointment. If a position is vacated and the administration decides to reallocate those hours to another position, the BSEO will be notified in writing by Human Resources within five (5) working days.

**17.06 Employee Application to New Job Vacancy**

An employee who desires to apply for a vacancy will submit his/her application in writing to the Office of Human Resources. The employee will be guaranteed an interview if he/she meets the criteria for the vacant position as established by the Board.

**17.07 Decision to Fill Vacancy**

Vacancies will be filled on the basis of qualifications for the vacant post. When two (2) or more applicants are equally competent and qualified, seniority in the District will be considered. The Board’s decision with respect to the selection will not be subject to the Grievance Procedures.

**ARTICLE XVIII - WAGES**

**18.01 Mode of Payment**

Regular wages for all classified employees will be equally divided over the number of pay checks identified below:

- a. Employees who work two hundred sixty (260) days per year will be paid over twenty-four (24) pay checks commencing with the first payment on July 15<sup>th</sup> of each fiscal year excluding the 2007-2008 fiscal year in which payment will commence June 30, 2007, thus resulting in twenty-five (25) pay checks for the 2007-2008 fiscal year. Each year thereafter, the pay check total will equal twenty-four (24).
- b. Employees who work between two hundred (200) and two hundred fifty-nine (259) days will be paid over twenty-two (22) pay checks commencing with the first payment on August 15<sup>th</sup> of each fiscal year.
- c. Employees who work one hundred ninety-nine (199) days or less will be paid over twenty (20) pay checks commencing with the first payment on August 31<sup>st</sup> of each fiscal year.

Full- and Part-Time 12-month employees:	24 pay periods
11-month or more than school term employees:	22 pay periods
10-month or school term employees:	20 pay periods

Payroll shall be distributed no later than the fifteenth (15<sup>th</sup>) and last day of each month, except when such date occurs on a holiday or a weekend. In such instance, the nearest previous District business day shall be the pay day.

**18.02 Involuntary Transfer**

The Board recognizes that any employee being involuntarily transferred will not have his/her hourly salary, contracted days and hours per day reduced or frozen, excluding reduction in force and disciplinary purposes. Excluding disciplinary purposes, an employee who is transferred involuntarily will be considered for all vacancies which may exist for which the employee may qualify.

**18.03 Lunchroom and Lunch Recess Supervision**

Paid extra-duty lunchroom supervisory assignments will be posted each school year. An employee may apply for the duty in writing to the building principal or designee. Staff can voluntarily use their allotted lunch break time for paid extra-duty lunch supervisory assignments. Only lunchroom supervision and lunch recess are considered extra duty during the regular school day. The rate of pay for lunchroom supervision and lunch recess for the duration of this contract will be as follows:

School Year	Rate/Minute
2007-2008	\$ 0.41
2008-2009	\$ 0.43
2009-2010	\$ 0.45

**18.04 Wage Grids**

The wage grids for the 2007-2008, 2008-2009, and 2009-2010 school years are listed at the end of this contract in Appendix D through G.

**18.05 Annual Salary Increase**

Any employee will be eligible for an annual salary increase on July 1 provided they were hired and began work on or before November 1. Any employee hired after November 1 will be eligible for an annual salary increase the day after their one-year anniversary of employment in the District.

**18.06 Placement of New Employee on the Wage Grid**

A new employee may be placed on the wage grid on an increment which takes into consideration creditable job experience, subject to approval of the Board. In granting experience credit to a new employee for the purpose of placement on the wage grid, the Administration will seek to be consistent with experience credit granted to continuing employees. If a new employee is placed in a cell higher than cell four (4), the Administration will notify the Association and be prepared to provide written rationale for the placement if requested by the Association. Any subsequent cell movement will be in accordance with the Agreement.

**18.07 Summer School Rate of Pay**

The rate of pay for any employee working the summer school program will remain the same as their current school year rate of pay. The rate of pay for the following school year will be established upon completion of the summer school program in advance of the upcoming school year.

**18.08 Temporary Reassignment of Employee to Higher Salary Classification**

An employee who is temporarily reassigned for a minimum of one (1) full day to a position in a higher cell will be paid at the rate appropriate to the higher classification during the temporary assignment. The rate of pay for a temporary assignment will be determined by moving to the equal or next higher cell of the new position, whichever is lower, plus two cells.

**18.09 Permanent Reassignment of Employee to Higher Salary Classification**

An employee permanently reassigned to a position in a higher salary classification will not lose credit for service in the District. For permanent assignments, the rate of pay will be determined by moving to the equal or next higher cell of the new position, whichever is lower, plus two cells.

**18.10 Classroom Assistant Covering for Building Secretary**

A classroom assistant who covers for a building secretary will receive the assistant to the secretary's rate of pay immediately.

**18.11 Voluntary Transfer of Employee to Lower Salary Classification**

If an individual volunteers for a position in a lower salary classification, then the employee will not receive a rate past the twelfth cell of the new position.

**18.12 Longevity Pay**

Longevity pay will be awarded to a non-temporary employee who has completed a minimum of ten (10) years of cumulative service in the District. Pay will be based on one flat rate annual increase up to twenty-five (25) years of service. An employee who has obtained twenty-five (25) or more years of service will remain at the year twenty-five (25) rate through the term of this contract.

**18.13 Data Table for Longevity Pay**

All references will be made to longevity service grid as follows:

Cumulative Years of Service	Annual Payment
10 years	\$375
11 years	\$400
12 years	\$425
13 years	\$450
14 years	\$475
15 years	\$500
16 years	\$525
17 years	\$550
18 years	\$575
19 years	\$600
20 years	\$625
21 years	\$650
22 years	\$675
23 years	\$700
24 years	\$725
25 or more years	\$750

**18.14 Extra-Curricular Activity Payment**

Payment for extra-curricular activities will be paid upon completion of the activity.

**18.15 Direct Deposit of Pay**

Any employee hired before July 1, 2007 has the option to voluntarily participate in the Direct Deposit of Pay program or continue to receive a printed pay check. Any employee hired after July 1, 2007 will be required to participate in the District's Direct Deposit of Pay program effective immediately upon their date of hire.

**18.16 Compensation Adjustments**

Any employee who may have been overpaid or underpaid will have any adjustment made as soon as possible once the error has been discovered. The adjustment or correction will be for the current fiscal year only and no claim by the Board of Education for repayment or claim by the employee for additional payment will be made except for the current fiscal year adjustment.



## **APPENDIX A - LETTERS OF UNDERSTANDING**

1. A joint committee made up of a minimum of two (2) members of the BSEO and two (2) members of the Administration will be established by October 1, 2007. The committee will develop a new evaluation tool which will be presented to both parties for approval by May 1, 2008 for implementation for the 2008-2009 school year.
2. A committee will be formed to design a collaborative process to review all job descriptions during the contract term. The committee will include members of the Administration, BSEO representatives, and employees from each job classification. Ideally, the committee will begin no later than October 2007 and complete its work by October 2008. The job description review will include a review of job description language, work year definition, and salary grade. Two items that will be addressed immediately will be to research, create a job description and recommend placement for those employees who do some form of reading intervention. Secondly, the committee will research and recommend any possible changes for those classroom aides who currently are receiving an additional \$2.00 per hour stipend for hours worked. Based on the findings, any salary adjustment will be retroactive to the beginning of the current fiscal year.
3. Recognizing that there is a growing concern regarding the number of students needing to be supervised by school office personnel, both parties would suggest that the elementary principals and elementary administrative assistants meet to discuss and explore options for supervision on a building-by-building basis.

APPENDIX B  
Classified Personnel Performance Appraisal

**Name of Employee:** \_\_\_\_\_

**Location/Department:** \_\_\_\_\_

**Classification/Title:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

This evaluation tool is to be used with each classified staff member on an annual basis. Use of the rating Does Not Meet Expectations is to include comments providing suggestions for improvement. Positive comments may be included to support the Meets Expectations or the Exceeds Expectations ratings.

Criteria				Comments
	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	
<b>COMPETENCY</b> - possesses required knowledge and skills for the job.				
<b>QUALITY OF WORK</b> - completed work is accurate, neat, well-organized, and thorough.				
<b>PRODUCTIVITY</b> - efficiently and effectively performs duties of the job.				
<b>RELIABILITY</b> - dependable, punctual, and has a positive attendance record.				
<b>RESOURCEFULNESS</b> – is a self-starter; presents new ideas and completes assigned responsibilities with minimal supervision.				
<b>INTERPERSONAL RELATIONS</b> – demonstrates the ability to cooperate, communicate, and work with staff, coworkers, supervisors, students, and the community.				

**Comments – Areas of Professional Strength:**

**Comments – Areas of Professional Growth and Development:**

**Performance Objectives:**

**Employment Recommendations:**

**Continued Employment**

**Remediation**  
(Remediation Plan to be developed)

**Termination**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

cc: Office of Human Resources (original), Employee

## APPENDIX C

### Classified Personnel Performance Appraisal - Self-Assessment

Name of Employee:

Location/Department:

Classification/Title:

Date of Hire:

1. Which area(s) of my job performance do I consider the strongest?
2. Which area(s) of my job performance do I believe need strengthening?
3. What area of my job performance have I tried to improve since my last evaluation? Please explain.
4. What have I done to develop myself professionally this year? (Travel, study, reading, conferences, professional meetings/workshops.)
5. What talents do I have that I am willing to share within the District?

cc: Office of Human Resources (original)  
Employee

**APPENDIX D  
C SCALE WAGE GRID**

2007-2008						
C/A	C/B	C/C	C/D	C/E	C/F	C/G
\$ 24.63	\$ 21.36	\$ 20.18	\$ 18.07	\$ 15.39	\$ 13.85	\$ 12.61
\$ 25.13	\$ 21.79	\$ 20.58	\$ 18.44	\$ 15.71	\$ 14.12	\$ 12.86
\$ 25.63	\$ 22.21	\$ 21.00	\$ 18.81	\$ 16.02	\$ 14.41	\$ 13.11
Hire Line \$ 26.15	\$ 22.66	\$ 21.42	\$ 19.18	\$ 16.34	\$ 14.70	\$ 13.38 Hire Line
\$ 26.80	\$ 23.23	\$ 21.96	\$ 19.66	\$ 16.75	\$ 15.07	\$ 13.71
\$ 27.47	\$ 23.80	\$ 22.50	\$ 20.15	\$ 17.17	\$ 15.44	\$ 14.06
\$ 28.15	\$ 24.41	\$ 23.06	\$ 20.65	\$ 17.60	\$ 15.82	\$ 14.41
\$ 28.85	\$ 25.01	\$ 23.64	\$ 21.17	\$ 18.04	\$ 16.22	\$ 14.76
\$ 29.73	\$ 25.77	\$ 24.35	\$ 21.81	\$ 18.57	\$ 16.71	\$ 15.21
\$ 30.61	\$ 26.54	\$ 25.07	\$ 22.46	\$ 19.13	\$ 17.21	\$ 15.67
\$ 31.53	\$ 27.33	\$ 25.83	\$ 23.13	\$ 19.71	\$ 17.72	\$ 16.14
\$ 32.79	\$ 28.43	\$ 26.86	\$ 24.05	\$ 20.49	\$ 18.43	\$ 16.78

**GRADE A**

Media Support Assistant  
Occupational Therapy Assistant  
Oral/Sign Language Interpreter  
Physical Therapy Assistant

**GRADE B**

District Media Cataloguer  
Document Systems Coordinator  
Lead Athletic Trainer  
Network Operations Coordinator  
Security Communications Technician

**GRADE C**

Assistant Director, Day Care  
Registered Nurse  
Translator

**GRADE D**

**GRADE E**  
Licensed Practical Nurse

**GRADE F**  
Certified Nursing Assistant

**GRADE G**  
Health Clerk

**APPENDIX D  
C SCALE WAGE GRID**

2008-2009						
C/A	C/B	C/C	C/D	C/E	C/F	C/G
\$ 25.86	\$ 22.42	\$ 21.19	\$ 18.97	\$ 16.16	\$ 14.54	\$ 13.24
\$ 26.38	\$ 22.88	\$ 21.61	\$ 19.36	\$ 16.49	\$ 14.83	\$ 13.51
\$ 26.91	\$ 23.32	\$ 22.05	\$ 19.75	\$ 16.82	\$ 15.13	\$ 13.77
<b>Hire Line</b> \$ 27.45	\$ 23.79	\$ 22.49	\$ 20.14	\$ 17.15	\$ 15.44	\$ 14.05 <b>Hire Line</b>
\$ 28.14	\$ 24.39	\$ 23.05	\$ 20.64	\$ 17.58	\$ 15.82	\$ 14.40
\$ 28.84	\$ 24.99	\$ 23.63	\$ 21.16	\$ 18.03	\$ 16.21	\$ 14.76
\$ 29.56	\$ 25.63	\$ 24.21	\$ 21.69	\$ 18.48	\$ 16.61	\$ 15.13
\$ 30.30	\$ 26.26	\$ 24.82	\$ 22.23	\$ 18.94	\$ 17.03	\$ 15.50
\$ 31.21	\$ 27.06	\$ 25.57	\$ 22.90	\$ 19.50	\$ 17.54	\$ 15.98
\$ 32.14	\$ 27.87	\$ 26.33	\$ 23.58	\$ 20.09	\$ 18.07	\$ 16.45
\$ 33.11	\$ 28.70	\$ 27.12	\$ 24.29	\$ 20.69	\$ 18.61	\$ 16.95
\$ 34.43	\$ 29.85	\$ 28.20	\$ 25.25	\$ 21.51	\$ 19.36	\$ 17.62

**GRADE A**

Media Support Assistant  
Occupational Therapy Assistant  
Oral/Sign Language Interpreter  
Physical Therapy Assistant

**GRADE D**

**GRADE B**

District Media Cataloguer  
Document Systems Coordinator  
Lead Athletic Trainer  
Network Operations Coordinator  
Security Communications Technician

**GRADE E**

Licensed Practical Nurse

**GRADE C**

Assistant Director, Day Care  
Registered Nurse  
Translator

**GRADE F**

Certified Nursing Assistant

**GRADE G**

Health Clerk

**APPENDIX D  
C SCALE WAGE GRID**

2009-2010						
C/A	C/B	C/C	C/D	C/E	C/F	C/G
\$ 26.90	\$ 23.32	\$ 22.04	\$ 19.73	\$ 16.81	\$ 15.12	\$ 13.77
\$ 27.44	\$ 23.79	\$ 22.47	\$ 20.13	\$ 17.15	\$ 15.42	\$ 14.05
\$ 27.99	\$ 24.25	\$ 22.93	\$ 20.54	\$ 17.50	\$ 15.73	\$ 14.32
<b>Hire Line</b> \$ 28.55	\$ 24.74	\$ 23.39	\$ 20.95	\$ 17.84	\$ 16.05	\$ 14.61 <b>Hire Line</b>
\$ 29.26	\$ 25.36	\$ 23.98	\$ 21.46	\$ 18.29	\$ 16.45	\$ 14.97
\$ 30.00	\$ 25.99	\$ 24.57	\$ 22.00	\$ 18.75	\$ 16.86	\$ 15.35
\$ 30.74	\$ 26.66	\$ 25.18	\$ 22.55	\$ 19.22	\$ 17.28	\$ 15.73
\$ 31.51	\$ 27.31	\$ 25.81	\$ 23.12	\$ 19.70	\$ 17.71	\$ 16.12
\$ 32.46	\$ 28.14	\$ 26.59	\$ 23.81	\$ 20.28	\$ 18.24	\$ 16.61
\$ 33.42	\$ 28.99	\$ 27.38	\$ 24.53	\$ 20.89	\$ 18.79	\$ 17.11
\$ 34.43	\$ 29.85	\$ 28.21	\$ 25.26	\$ 21.52	\$ 19.35	\$ 17.62
\$ 35.80	\$ 31.04	\$ 29.33	\$ 26.26	\$ 22.37	\$ 20.13	\$ 18.32

**GRADE A**

Media Support Assistant  
Occupational Therapy Assistant  
Oral/Sign Language Interpreter  
Physical Therapy Assistant

**GRADE D**

**GRADE B**

District Media Cataloguer  
Document Systems Coordinator  
Lead Athletic Trainer  
Network Operations Coordinator  
Security Communications Technician

**GRADE E**

Licensed Practical Nurse

**GRADE C**

Assistant Director, Day Care  
Registered Nurse  
Translator

**GRADE F**

Certified Nursing Assistant

**GRADE G**

Health Clerk

**APPENDIX E  
MAINTENANCE/TECHNICAL WAGE GRID**

		<b>2007-2008</b>									
		<b>M/AA</b>	<b>M/A</b>	<b>M/B</b>	<b>M/C</b>	<b>M/D</b>	<b>M/E</b>	<b>M/F</b>	<b>M/G</b>		
		<b>\$ 20.18</b>	<b>\$ 18.31</b>	<b>\$ 16.72</b>	<b>\$ 15.46</b>	<b>\$ 14.35</b>	<b>\$ 13.45</b>	<b>\$ 12.63</b>	<b>\$ 10.17</b>		
		<b>\$ 20.58</b>	<b>\$ 18.68</b>	<b>\$ 17.05</b>	<b>\$ 15.76</b>	<b>\$ 14.64</b>	<b>\$ 13.72</b>	<b>\$ 12.88</b>	<b>\$ 10.37</b>		
		<b>\$ 21.00</b>	<b>\$ 19.06</b>	<b>\$ 17.40</b>	<b>\$ 16.08</b>	<b>\$ 14.93</b>	<b>\$ 14.00</b>	<b>\$ 13.14</b>	<b>\$ 10.58</b>		
<b>Hire Line</b>		<b>\$ 21.42</b>	<b>\$ 19.44</b>	<b>\$ 17.75</b>	<b>\$ 16.40</b>	<b>\$ 15.23</b>	<b>\$ 14.27</b>	<b>\$ 13.40</b>	<b>\$ 10.79</b>	<b>Hire Line</b>	
		<b>\$ 21.96</b>	<b>\$ 19.92</b>	<b>\$ 18.19</b>	<b>\$ 16.81</b>	<b>\$ 15.61</b>	<b>\$ 14.63</b>	<b>\$ 13.73</b>	<b>\$ 11.07</b>		
		<b>\$ 22.50</b>	<b>\$ 20.42</b>	<b>\$ 18.64</b>	<b>\$ 17.23</b>	<b>\$ 16.00</b>	<b>\$ 15.07</b>	<b>\$ 14.15</b>	<b>\$ 11.34</b>		
		<b>\$ 23.06</b>	<b>\$ 20.93</b>	<b>\$ 19.11</b>	<b>\$ 17.66</b>	<b>\$ 16.40</b>	<b>\$ 15.45</b>	<b>\$ 14.50</b>	<b>\$ 11.62</b>		
		<b>\$ 23.64</b>	<b>\$ 21.45</b>	<b>\$ 19.58</b>	<b>\$ 18.10</b>	<b>\$ 16.81</b>	<b>\$ 15.83</b>	<b>\$ 14.87</b>	<b>\$ 11.92</b>		
		<b>\$ 24.35</b>	<b>\$ 22.09</b>	<b>\$ 20.17</b>	<b>\$ 18.65</b>	<b>\$ 17.31</b>	<b>\$ 16.31</b>	<b>\$ 15.31</b>	<b>\$ 12.27</b>		
		<b>\$ 25.07</b>	<b>\$ 22.75</b>	<b>\$ 20.78</b>	<b>\$ 19.20</b>	<b>\$ 17.83</b>	<b>\$ 16.80</b>	<b>\$ 15.77</b>	<b>\$ 12.64</b>		
		<b>\$ 25.83</b>	<b>\$ 23.44</b>	<b>\$ 21.40</b>	<b>\$ 19.78</b>	<b>\$ 18.36</b>	<b>\$ 17.30</b>	<b>\$ 16.24</b>	<b>\$ 13.02</b>		
		<b>\$ 26.86</b>	<b>\$ 24.37</b>	<b>\$ 22.25</b>	<b>\$ 20.56</b>	<b>\$ 19.10</b>	<b>\$ 17.99</b>	<b>\$ 16.90</b>	<b>\$ 13.54</b>		

**GRADE AA**

Apple Technician/Classroom Instructional Support  
Computer Service Technician  
Maintenance Foreman – Days/Nights

**GRADE A**

Auditorium Manager  
Computer Service Associate  
Senior Technology Support Assistant  
Foreman Groundsperson

**GRADE B**

Skilled Maintenance Worker  
Technology Support Assistant  
Warehouse Clerk

**GRADE C**

AV Technician  
Head Custodian (Middle School)  
Maintenance Worker

**GRADE D**

Head Custodian (Elementary)

**GRADE E**

District Delivery Driver  
Groundsperson

**GRADE F**

Custodian

**GRADE G**

**APPENDIX E  
MAINTENANCE/TECHNICAL WAGE GRID**

		2008-2009							
		M/AA	M/A	M/B	M/C	M/D	M/E	M/F	M/G
		\$ 21.19	\$ 19.23	\$ 17.55	\$ 16.23	\$ 15.07	\$ 14.12	\$ 13.26	\$ 10.68
		\$ 21.61	\$ 19.61	\$ 17.90	\$ 16.55	\$ 15.37	\$ 14.41	\$ 13.53	\$ 10.89
		\$ 22.05	\$ 20.01	\$ 18.27	\$ 16.88	\$ 15.68	\$ 14.70	\$ 13.79	\$ 11.11
Hire Line		\$ 22.49	\$ 20.41	\$ 18.63	\$ 17.22	\$ 15.99	\$ 14.98	\$ 14.07	\$ 11.33
		\$ 23.05	\$ 20.91	\$ 19.10	\$ 17.65	\$ 16.39	\$ 15.36	\$ 14.42	\$ 11.62
		\$ 23.63	\$ 21.44	\$ 19.57	\$ 18.09	\$ 16.80	\$ 15.82	\$ 14.86	\$ 11.91
		\$ 24.21	\$ 21.97	\$ 20.07	\$ 18.54	\$ 17.22	\$ 16.22	\$ 15.23	\$ 12.20
		\$ 24.82	\$ 22.52	\$ 20.56	\$ 19.01	\$ 17.65	\$ 16.63	\$ 15.61	\$ 12.51
		\$ 25.57	\$ 23.20	\$ 21.18	\$ 19.58	\$ 18.18	\$ 17.12	\$ 16.07	\$ 12.89
		\$ 26.33	\$ 23.89	\$ 21.82	\$ 20.16	\$ 18.72	\$ 17.64	\$ 16.56	\$ 13.27
		\$ 27.12	\$ 24.61	\$ 22.47	\$ 20.77	\$ 19.28	\$ 18.17	\$ 17.06	\$ 13.67
		\$ 28.20	\$ 25.59	\$ 23.36	\$ 21.59	\$ 20.06	\$ 18.89	\$ 17.74	\$ 14.21

**GRADE AA**

Apple Technician/Classroom Instructional  
Support  
Computer Service Technician  
Maintenance Foreman – Days/Nights

**GRADE A**

Auditorium Manager  
Computer Service Associate  
Senior Technology Support Assistant  
Foreman Groundsperson

**GRADE B**

Skilled Maintenance Worker  
Technology Support Assistant  
Warehouse Clerk

**GRADE C**

AV Technician  
Head Custodian (Middle School)  
Maintenance Worker

**GRADE D**

Head Custodian (Elementary)

**GRADE E**

District Delivery Driver  
Groundsperson

**GRADE F**

Custodian

**GRADE G**

**APPENDIX E  
MAINTENANCE/TECHNICAL WAGE GRID**

		<b>2009-2010</b>									
		<b>M/AA</b>	<b>M/A</b>	<b>M/B</b>	<b>M/C</b>	<b>M/D</b>	<b>M/E</b>	<b>M/F</b>	<b>M/G</b>		
		\$ 22.04	\$ 20.00	\$ 18.25	\$ 16.88	\$ 15.67	\$ 14.69	\$ 13.79	\$ 11.11		
		\$ 22.47	\$ 20.40	\$ 18.62	\$ 17.21	\$ 15.98	\$ 14.99	\$ 14.07	\$ 11.33		
		\$ 22.93	\$ 20.81	\$ 19.00	\$ 17.55	\$ 16.30	\$ 15.28	\$ 14.34	\$ 11.56		
<b>Hire Line</b>		\$ 23.39	\$ 21.22	\$ 19.38	\$ 17.91	\$ 16.63	\$ 15.58	\$ 14.63	\$ 11.79	<b>Hire Line</b>	
		\$ 23.98	\$ 21.75	\$ 19.86	\$ 18.36	\$ 17.05	\$ 15.97	\$ 15.00	\$ 12.09		
		\$ 24.57	\$ 22.30	\$ 20.35	\$ 18.82	\$ 17.47	\$ 16.45	\$ 15.46	\$ 12.38		
		\$ 25.18	\$ 22.85	\$ 20.87	\$ 19.29	\$ 17.91	\$ 16.87	\$ 15.83	\$ 12.69		
		\$ 25.81	\$ 23.43	\$ 21.38	\$ 19.77	\$ 18.36	\$ 17.29	\$ 16.24	\$ 13.01		
		\$ 26.59	\$ 24.12	\$ 22.03	\$ 20.36	\$ 18.91	\$ 17.81	\$ 16.72	\$ 13.40		
		\$ 27.38	\$ 24.85	\$ 22.69	\$ 20.97	\$ 19.47	\$ 18.35	\$ 17.22	\$ 13.81		
		\$ 28.21	\$ 25.59	\$ 23.37	\$ 21.60	\$ 20.05	\$ 18.90	\$ 17.74	\$ 14.22		
		\$ 29.33	\$ 26.61	\$ 24.30	\$ 22.46	\$ 20.86	\$ 19.64	\$ 18.45	\$ 14.78		

**GRADE AA**

Apple Technician/Classroom Instructional  
Support  
Computer Service Technician  
Maintenance Foreman – Days/Nights

**GRADE A**

Auditorium Manager  
Computer Service Associate  
Senior Technology Support Assistant  
Foreman Groundsperson

**GRADE B**

Skilled Maintenance Worker  
Technology Support Assistant  
Warehouse Clerk

**GRADE C**

AV Technician  
Head Custodian (Middle School)  
Maintenance Worker

**GRADE D**

Head Custodian (Elementary)

**GRADE E**

District Delivery Driver  
Groundsperson

**GRADE F**

Custodian

**GRADE G**

**APPENDIX F  
SUPPORT SERVICE WAGE GRID**

2007-2008						
S/AA	S/A	S/B	S/C	S/D	S/E	S/F
\$ 17.23	\$ 15.39	\$ 13.85	\$ 12.61	\$ 11.53	\$ 10.66	\$ 9.87
\$ 17.58	\$ 15.71	\$ 14.12	\$ 12.86	\$ 11.76	\$ 10.88	\$ 10.07
\$ 17.92	\$ 16.02	\$ 14.41	\$ 13.11	\$ 11.99	\$ 11.09	\$ 10.27
Hire Line \$ 18.28	\$ 16.34	\$ 14.70	\$ 13.38	\$ 12.23	\$ 11.31	\$ 10.48 Hire Line
\$ 18.74	\$ 16.75	\$ 15.07	\$ 13.71	\$ 12.54	\$ 11.59	\$ 10.74
\$ 19.22	\$ 17.17	\$ 15.44	\$ 14.06	\$ 12.85	\$ 11.94	\$ 11.07
\$ 19.69	\$ 17.60	\$ 15.82	\$ 14.41	\$ 13.17	\$ 12.24	\$ 11.34
\$ 20.18	\$ 18.04	\$ 16.22	\$ 14.76	\$ 13.50	\$ 12.55	\$ 11.62
\$ 20.79	\$ 18.57	\$ 16.71	\$ 15.21	\$ 13.90	\$ 12.93	\$ 11.97
\$ 21.41	\$ 19.13	\$ 17.21	\$ 15.67	\$ 14.32	\$ 13.31	\$ 12.33
\$ 22.06	\$ 19.71	\$ 17.72	\$ 16.14	\$ 14.75	\$ 13.71	\$ 12.71
\$ 22.94	\$ 20.49	\$ 18.43	\$ 16.78	\$ 15.34	\$ 14.26	\$ 13.21

**GRADE AA**

Accounting Associate (Payroll)  
Accounting Supervisor  
Crisis Intervention Aide  
Secretary/Employee Benefits  
Admin. Assist. to Principal (El., HS, MS)  
Graphic Arts Copy Center Assistant

**GRADE C**

Activity Accounts Clerk  
Guidance Resource Coordinator  
Office Clerk/Accounting  
Secretary/Advisory Pilot  
Secretary/Department  
Secretary/Director of Facilities & Services

**GRADE A**

Purchasing Coordinator  
Signing Interpreter  
Secretary/Associate or Assistant Principal  
Secretary/Curriculum Systems Developer/Gifted  
Secretary/Information & Instructional Services  
Secretary/Instructional Systems Developer  
Secretary/Sp. Services – H.S. & J.S.

**GRADE D**

Accounts Payable Clerk  
Attendance Data Processor  
Building Clerk  
Parent Coordinator  
Service Center Clerk

**GRADE B**

Assistant to Secretary/Principal  
Community Connections Coordinator  
Data Processing Clerk  
Registrar (HS)  
Secretary/Athletic Director  
Secretary/Dean  
Secretary/College Counselor  
Receptionist/Online Secretary-Guidance  
Secretary/Department Library  
Senior Data Processing Associate  
Testing Assistant  
Volunteer Coordinator

**GRADE E**

Substitute Dispatcher  
Switchboard Receptionist  
Testing Center Supervisor

**GRADE F**

**APPENDIX F  
SUPPORT SERVICE WAGE GRID**

		2008-2009								
		S/AA	S/A	S/B	S/C	S/D	S/E	S/F		
		\$ 18.09	\$ 16.16	\$ 14.54	\$ 13.24	\$ 12.11	\$ 11.19	\$ 10.36		
		\$ 18.46	\$ 16.49	\$ 14.83	\$ 13.51	\$ 12.35	\$ 11.42	\$ 10.57		
		\$ 18.82	\$ 16.82	\$ 15.13	\$ 13.77	\$ 12.59	\$ 11.64	\$ 10.78		
Hire Line		\$ 19.19	\$ 17.15	\$ 15.44	\$ 14.05	\$ 12.84	\$ 11.87	\$ 11.00	Hire Line	
		\$ 19.68	\$ 17.58	\$ 15.82	\$ 14.40	\$ 13.16	\$ 12.17	\$ 11.28		
		\$ 20.18	\$ 18.03	\$ 16.21	\$ 14.76	\$ 13.49	\$ 12.54	\$ 11.62		
		\$ 20.67	\$ 18.48	\$ 16.61	\$ 15.13	\$ 13.83	\$ 12.86	\$ 11.91		
		\$ 21.19	\$ 18.94	\$ 17.03	\$ 15.50	\$ 14.18	\$ 13.17	\$ 12.20		
		\$ 21.83	\$ 19.50	\$ 17.54	\$ 15.98	\$ 14.60	\$ 13.57	\$ 12.57		
		\$ 22.48	\$ 20.09	\$ 18.07	\$ 16.45	\$ 15.04	\$ 13.98	\$ 12.94		
		\$ 23.16	\$ 20.69	\$ 18.61	\$ 16.95	\$ 15.49	\$ 14.40	\$ 13.34		
		\$ 24.09	\$ 21.51	\$ 19.36	\$ 17.62	\$ 16.11	\$ 14.97	\$ 13.87		

**GRADE AA**

Accounting Associate (Payroll)  
Accounting Supervisor  
Crisis Intervention Aide  
Secretary/Employee Benefits  
Admin. Assist. to Principal (El., HS, MS)  
Graphic Arts Copy Center Assistant

**GRADE C**

Activity Accounts Clerk  
Guidance Resource Coordinator  
Office Clerk/Accounting  
Secretary/Advisory Pilot  
Secretary/Department  
Secretary/Director of Facilities & Services

**GRADE A**

Purchasing Coordinator  
Signing Interpreter  
Secretary/Associate or Assistant Principal  
Secretary/Curriculum Systems Developer/Gifted  
Secretary/Information & Instructional Services  
Secretary/Instructional Systems Developer  
Secretary/Sp. Services – H.S. & J.S.

**GRADE D**

Accounts Payable Clerk  
Attendance Data Processor  
Building Clerk  
Parent Coordinator  
Service Center Clerk

**GRADE B**

Assistant to Secretary/Principal  
Community Connections Coordinator  
Data Processing Clerk  
Registrar (HS)  
Secretary/Athletic Director  
Secretary/Dean  
Secretary/College Counselor  
Receptionist/Online Secretary-Guidance  
Secretary/Department Library  
Senior Data Processing Associate  
Testing Assistant  
Volunteer Coordinator

**GRADE E**

Substitute Dispatcher  
Switchboard Receptionist  
Testing Center Supervisor

**GRADE F**

**APPENDIX F  
SUPPORT SERVICE WAGE GRID**

		2009-2010						
Hire Line	S/AA	S/A	S/B	S/C	S/D	S/E	S/F	Hire Line
	\$ 18.82	\$ 16.81	\$ 15.12	\$ 13.77	\$ 12.59	\$ 11.64	\$ 10.78	
	\$ 19.19	\$ 17.15	\$ 15.42	\$ 14.05	\$ 12.84	\$ 11.88	\$ 11.00	
	\$ 19.57	\$ 17.50	\$ 15.73	\$ 14.32	\$ 13.09	\$ 12.11	\$ 11.21	
	\$ 19.96	\$ 17.84	\$ 16.05	\$ 14.61	\$ 13.36	\$ 12.35	\$ 11.44	
	\$ 20.47	\$ 18.29	\$ 16.45	\$ 14.97	\$ 13.69	\$ 12.66	\$ 11.73	
	\$ 20.98	\$ 18.75	\$ 16.86	\$ 15.35	\$ 14.03	\$ 13.04	\$ 12.09	
	\$ 21.50	\$ 19.22	\$ 17.28	\$ 15.73	\$ 14.38	\$ 13.37	\$ 12.38	
	\$ 22.04	\$ 19.70	\$ 17.71	\$ 16.12	\$ 14.75	\$ 13.70	\$ 12.69	
	\$ 22.70	\$ 20.28	\$ 18.24	\$ 16.61	\$ 15.18	\$ 14.11	\$ 13.07	
	\$ 23.38	\$ 20.89	\$ 18.79	\$ 17.11	\$ 15.64	\$ 14.54	\$ 13.46	
	\$ 24.09	\$ 21.52	\$ 19.35	\$ 17.62	\$ 16.11	\$ 14.97	\$ 13.87	
	\$ 25.05	\$ 22.37	\$ 20.13	\$ 18.32	\$ 16.75	\$ 15.57	\$ 14.42	

**GRADE AA**

Accounting Associate (Payroll)  
Accounting Supervisor  
Crisis Intervention Aide  
Secretary/Employee Benefits  
Admin. Assist. to Principal (El., HS, MS)  
Graphic Arts Copy Center Assistant

**GRADE C**

Activity Accounts Clerk  
Guidance Resource Coordinator  
Office Clerk/Accounting  
Secretary/Advisory Pilot  
Secretary/Department  
Secretary/Director of Facilities & Services

**GRADE A**

Purchasing Coordinator  
Signing Interpreter  
Secretary/Associate or Assistant Principal  
Secretary/Curriculum Systems Developer/Gifted  
Secretary/Information & Instructional Services  
Secretary/Instructional Systems Developer  
Secretary/Sp. Services – H.S. & J.S.

**GRADE D**

Accounts Payable Clerk  
Attendance Data Processor  
Building Clerk  
Parent Coordinator  
Service Center Clerk

**GRADE B**

Assistant to Secretary/Principal  
Community Connections Coordinator  
Data Processing Clerk  
Registrar (HS)  
Secretary/Athletic Director  
Secretary/Dean  
Secretary/College Counselor  
Receptionist/Online Secretary-Guidance  
Secretary/Department Library  
Senior Data Processing Associate  
Testing Assistant  
Volunteer Coordinator

**GRADE E**

Substitute Dispatcher  
Switchboard Receptionist  
Testing Center Supervisor

**GRADE F**

**APPENDIX G  
TEACHING SUPPORT WAGE GRID**

2007-2008						
T/AA	T/A	T/B	T/C	T/D	T/E	T/F
\$ 12.76	\$ 11.34	\$ 10.20	\$ 9.24	\$ 8.24	\$ 7.79	\$ 7.18
\$ 13.01	\$ 11.57	\$ 10.40	\$ 9.42	\$ 8.41	\$ 7.95	\$ 7.33
\$ 13.27	\$ 11.80	\$ 10.61	\$ 9.61	\$ 8.77	\$ 8.11	\$ 7.48
Hire Line \$ 13.53	\$ 12.03	\$ 10.82	\$ 9.80	\$ 8.95	\$ 8.26	\$ 7.62 Hire Line
\$ 13.87	\$ 12.34	\$ 11.09	\$ 10.05	\$ 9.17	\$ 8.47	\$ 7.81
\$ 14.22	\$ 12.64	\$ 11.36	\$ 10.30	\$ 9.40	\$ 8.73	\$ 8.05
\$ 14.57	\$ 12.97	\$ 11.64	\$ 10.55	\$ 9.63	\$ 8.95	\$ 8.25
\$ 14.94	\$ 13.28	\$ 11.94	\$ 10.82	\$ 9.87	\$ 9.17	\$ 8.46
\$ 15.39	\$ 13.68	\$ 12.30	\$ 11.14	\$ 10.16	\$ 9.44	\$ 8.72
\$ 15.86	\$ 14.09	\$ 12.66	\$ 11.48	\$ 10.47	\$ 9.72	\$ 8.98
\$ 16.33	\$ 14.52	\$ 13.05	\$ 11.82	\$ 10.78	\$ 10.02	\$ 9.24
\$ 16.98	\$ 15.09	\$ 13.57	\$ 12.30	\$ 11.21	\$ 10.42	\$ 9.61

**GRADE AA**

ESL/Bilingual Teaching Assistant  
High School Guided Study Coordinator  
Lead Campus Activities Attendant  
Special Services Aide 1:1

**GRADE B**

Remedial Reading Aide

**GRADE C**

**GRADE A**

Aqua Aide  
Campus Activities Attendant  
Classroom Assistant  
Day Care Assistant  
Library Media Assistant  
Science Coordinator Aide  
Special Services Asst./E.C. Sp. Ed.  
Special Services Assistive Tech. Aide  
Special Services Vision Itinerant Clerk/Aide

**GRADE D**

**GRADE E**

**GRADE F**

**APPENDIX G**

**TEACHING SUPPORT WAGE GRID**

2008-2009						
T/AA	T/A	T/B	T/C	T/D	T/E	T/F
\$ 13.40	\$ 11.91	\$ 10.71	\$ 9.70	\$ 8.65	\$ 8.18	\$ 7.54
\$ 13.66	\$ 12.15	\$ 10.91	\$ 9.89	\$ 8.83	\$ 8.35	\$ 7.70
\$ 13.94	\$ 12.39	\$ 11.14	\$ 10.09	\$ 9.21	\$ 8.51	\$ 7.85
<b>Hire Line</b> \$ 14.21	\$ 12.63	\$ 11.36	\$ 10.29	\$ 9.39	\$ 8.68	\$ 8.00 <b>Hire Line</b>
\$ 14.56	\$ 12.95	\$ 11.64	\$ 10.55	\$ 9.62	\$ 8.90	\$ 8.20
\$ 14.93	\$ 13.27	\$ 11.93	\$ 10.82	\$ 9.87	\$ 9.16	\$ 8.46
\$ 15.30	\$ 13.62	\$ 12.23	\$ 11.08	\$ 10.11	\$ 9.39	\$ 8.67
\$ 15.69	\$ 13.95	\$ 12.54	\$ 11.36	\$ 10.36	\$ 9.62	\$ 8.89
\$ 16.16	\$ 14.37	\$ 12.91	\$ 11.70	\$ 10.67	\$ 9.91	\$ 9.15
\$ 16.65	\$ 14.80	\$ 13.30	\$ 12.05	\$ 10.99	\$ 10.21	\$ 9.43
\$ 17.14	\$ 15.25	\$ 13.70	\$ 12.41	\$ 11.32	\$ 10.52	\$ 9.70
\$ 17.83	\$ 15.85	\$ 14.25	\$ 12.91	\$ 11.78	\$ 10.94	\$ 10.09

**GRADE AA**

ESL/Bilingual Teaching Assistant  
 High School Guided Study Coordinator  
 Lead Campus Activities Attendant  
 Special Services Aide 1:1

**GRADE B**

Remedial Reading Aide

**GRADE C**

**GRADE A**

Aqua Aide  
 Campus Activities Attendant  
 Classroom Assistant  
 Day Care Assistant  
 Library Media Assistant  
 Science Coordinator Aide  
 Special Services Asst./E.C. Sp. Ed.  
 Special Services Assistive Tech. Aide  
 Special Services Vision Itinerant Clerk/Aide

**GRADE D**

**GRADE E**

**GRADE F**



**APPENDIX G  
TEACHING SUPPORT WAGE GRID**

2009-2010							
	T/AA	T/A	T/B	T/C	T/D	T/E	T/F
	\$ 13.93	\$ 12.38	\$ 11.13	\$ 10.09	\$ 9.00	\$ 8.51	\$ 7.84
	\$ 14.21	\$ 12.64	\$ 11.35	\$ 10.29	\$ 9.18	\$ 8.68	\$ 8.00
	\$ 14.49	\$ 12.89	\$ 11.58	\$ 10.49	\$ 9.57	\$ 8.85	\$ 8.16
Hire Line	\$ 14.78	\$ 13.14	\$ 11.81	\$ 10.70	\$ 9.77	\$ 9.02	\$ 8.32
	\$ 15.15	\$ 13.47	\$ 12.11	\$ 10.97	\$ 10.01	\$ 9.25	\$ 8.53
	\$ 15.52	\$ 13.81	\$ 12.41	\$ 11.25	\$ 10.26	\$ 9.53	\$ 8.79
	\$ 15.91	\$ 14.16	\$ 12.72	\$ 11.52	\$ 10.51	\$ 9.77	\$ 9.01
	\$ 16.32	\$ 14.50	\$ 13.04	\$ 11.81	\$ 10.78	\$ 10.01	\$ 9.24
	\$ 16.81	\$ 14.94	\$ 13.43	\$ 12.17	\$ 11.10	\$ 10.31	\$ 9.52
	\$ 17.31	\$ 15.39	\$ 13.83	\$ 12.53	\$ 11.43	\$ 10.62	\$ 9.80
	\$ 17.83	\$ 15.86	\$ 14.25	\$ 12.91	\$ 11.78	\$ 10.94	\$ 10.09
	\$ 18.54	\$ 16.48	\$ 14.82	\$ 13.43	\$ 12.25	\$ 11.38	\$ 10.50

**GRADE AA**

ESL/Bilingual Teaching Assistant  
Lead Campus Activities Attendant  
Special Services Aide 1:1

**GRADE B**

Remedial Reading Aide

**GRADE C**

**GRADE A**

Aqua Aide  
Campus Activities Attendant  
Classroom Assistant  
Day Care Assistant  
Library Media Assistant  
Science Coordinator Aide  
Special Services Asst./E.C. Sp. Ed.  
Special Services Assistive Tech. Aide  
Special Services Vision Itinerant Clerk/Aide

**GRADE D**

**GRADE E**

**GRADE F**