PROFESSIONAL NEGOTIATIONS AGREEMENT
ENTERED INTO
BETWEEN
THE BOARD OF EDUCATION, SCHOOL DISTRICT #159
AND THE
DISTRICT#159 SUPPORT STAFF ASSOCIATION
IEA-NEA
JULY 1, 2014 - 2017
ARTICLE I—RECOGNITION

Section 1

The Board of Education, School District #159, Cook County, Illinois, hereinafter referred to as the "Board" recognizes the District #159 Support Staff Association, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," the sole negotiating unit for all regularly-employed full-time and regularly-employed part-time support staff including all clerical and secretarial personnel, custodial, computer technicians, instructional assistants, crossing guards, health clerks, student management supervisors, and food service employees (including school breakfast supervisor) excluding employees such as all District Office Clerical and all confidential, supervisory, and managerial employees as defined by the Act, and also excluding any individual having authority in the interest of the Board to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, evaluate, or discipline other employees, or be responsible to direct them or to adjust their grievances or to effectively recommend such action.

Section 2

A. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties, 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.

B. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association within thirty (30) days from the date of commencement of duties or the effective date of this Agreement, the Board shall deduct the fair share fee from the wages of the non-member as Association fees are deducted from members.

C. 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, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection 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.
ARTICLE II—NEGOTIATION PROCEDURES

A. Negotiation Timetable—The Board and the Association agree to meet by November 15th of the final year of this Agreement to discuss the bargaining method to be utilized and the commencement date of negotiations for the successor Agreement.

B. Approval of the Agreement

1. Items tentatively agreed upon by the Negotiating Committee shall be initiated by all members of each team and considered tentatively approved pending action by the Board and the Association. No item tentatively agreed upon shall be submitted for ratification by the membership of the Association and/or Board until tentative agreement has been reached on all items.

2. When the participants reach agreement, the proposed Agreement will be reduced to writing and be submitted to the Board and the membership of the Association for approval within one (1) calendar month following approval by the bargaining team.

3. The Board and the Association shall duly inform each other of its decision within seventy-two (72) hours after decision has been reached.

4. If the tentatively-agreed-to Contract is rejected by either the Board and/or the Association, negotiations shall be re-opened by the negotiating teams within twenty-one (21) days of the vote referred to in Section 2 above. The cause(s) of rejection shall be introduced for further discussion.

C. Official Copies - Each party shall have two (2) permanent signed copies of the approved Contract for their permanent records.

D. No Strike/No Lockout Clause - The Association and its members agree, in accordance with the statutes of the State of Illinois, not to strike, not to engage in work stoppages, and not to picket in any manner which would tend to disrupt the operation of any school programs or administrative offices for the duration of the contract. The Board agrees that it will not lock out any employee(s) except if this Association or its members are on strike.
ARTICLE III—GRIEVANCE PROCEDURE

A. **Definition**—A grievance is any complaint of a violation, misinterpretation, or misapplication of the provisions of the Agreement.

School days, as defined in the grievance procedure, refer to business days when the School District is open and does not mean days when children are present.

B. **Procedure**—A grievance may be brought up by an individual employee, a group of employees, or the Association itself.

**Step 1**—Aggrieved employee, group of employees, or the Association itself must file a grievance in writing with the appropriate Building Principal or immediate supervisor within (10) school days of the date the grievance arises. The written grievance shall state the nature of the grievance detailing the specific facts including the clause or clauses of the Agreement allegedly violated. The Building Principal or immediate supervisor shall confer with the grievant(s) in attempt to resolve the grievance, and he/she shall render a written decision to the grievant(s) within ten (10) school days of the receipt of the written grievance. An Association Representative of District #159 may accompany the employee to assist in the informal resolution of the grievance. Another Administrator of District #159 may be present during the informal resolution of the grievance.

**Step 2**—In the event a grievance had not been satisfactorily resolved at the first step, the grievant(s) may appeal to the Superintendent by filing a copy of the written grievance within ten (10) school days after he/she has received the written decision of the Building Principal or immediate supervisor. Within ten (10) school days after receipt of the written grievance, the Superintendent or designee and the grievant(s) shall hold a conference and a written decision shall be rendered by the Superintendent within ten (10) school days after the conference.

**Step 3**—In the event a grievance has not been satisfactorily resolved at the second step, the grievant(s) may appeal to the School Board by filing a copy of the written grievance within ten (10) school days after he/she has received the written decision of the Superintendent. Within thirty (30) school days after receipt of the written grievance, the Board shall meet with the grievant(s) and render its decision in writing through the Superintendent’s office to the grievant(s).

**Step 4**—If the Association is not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within ten (10) school days of the date for the Step 3 answer, then the grievance shall be deemed withdrawn.

The arbitrator shall have no power to alter the terms of this Agreement.

C. **General Condition**

1. **Bypass to Superintendent**—If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

2. **Bypass to Arbitration**—If the Board and the Association agree, a grievance may be submitted directly to arbitration.

3. **Class Grievance**—If the Association and the Superintendent agree, a class grievance involving one or more employees or one or more supervisors, and grievances involving an administrator above the building
level may be initially filed by the Association at Step 2.

4. **Association Participation/Employees Not Represented**—When an employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

5. **No Reprisals Clause**—No reprisals shall be taken by the Board or the Administration against any employee because of the employee's participation or non-participation in a grievance.

6. **Released Time**—Should the arbitration hearing of any grievance require that an employee or Association Representative be released from their regular assignment, the employee or Association Representative shall be released without loss of pay or benefits. Arbitration hearings shall be held at a time mutually-agreed upon by the Board and the Association.

7. **Filing of Materials**—All records related to a grievance shall be filed separately from the personnel files of the employees.

8. **Grievance Withdrawal**—A grievance may be withdrawn at any level.

9. **Time Lines**—In the event an employee or the Association fails to file or appeal a grievance within the time indicated by the Step, then the grievance shall be deemed withdrawn and all further appeals shall be barred.

10. **AAA Rules**—Upon the agreement of the Board and Association, Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Arbitration Rules.
ARTICLE IV—ASSOCIATION RIGHTS

A. School Facilities—The Association shall be provided the reasonable use of the following: a) school buildings for meetings, b) employee mailboxes where applicable, bulletin boards, inter-school internal communication; and c) school equipment, as long as the Association’s use of any of the foregoing does not interfere with, or disrupt the operations of, the District, and provided that the Association reimburses the District for the cost of all consumable supplies or expenses for such use. No Association business is to be conducted during working hours without prior notice and approval by the supervisor.

B. Board Agenda—The President of the Association shall be given a copy of the agenda at least twenty-four (24) hours prior to the scheduled time of any regular or special Board meeting.

C. Board Meeting Minutes—One (1) copy of all Board Minutes and Classified Personnel Report shall be mailed or given to the President of the Association.

D. New Employees—The names and assignments of newly-hired employees shall be provided to the Association within seven (7) days after their employment.

E. Printing of Contract—Each party shall be responsible for printing its respective copies of the final Collective Bargaining Agreement entered into between the Board and the Association.

F. New Positions—The parties agree that the Board has the right to establish new work positions and classifications. By May 1, or within ten (10) days of a known vacancy or new position, the Superintendent shall provide the support staff president with a list of known vacancies and/or new positions for the next school year and the vacancies that were temporarily filled by the Board in the current year by 1) Posting in each building, 2) Place on the website, 3) Individual email. Any support staff member may bid on any job posted on or before the date stated on the posting.
ARTICLE V—EMPLOYEE RIGHTS

A. Probationary and Continuing Employees

1. A new employee shall be designated a "probationary" employee. The probationary period shall begin on the first day of employment and end ninety (90) days thereafter. Having completed the probationary period, such an employee shall be considered a "continuing" employee. A continuing employee may resign or be laid off only in accordance with the provisions of this Agreement.

2. Seniority is the length of the employee's continuous service starting with the first day on which duties are performed in the District. When two (2) or more employees have the same length of seniority based upon the first day of duties performed, a lottery will be used to determine seniority when all other previous factors have been considered to be equal. Affected employees may exercise the option to be present during the lottery selection process. Seniority credit shall be computed on the basis of the number of months of seniority that an employee accrues according to the following criteria:
   a. Seniority is lost upon the following:
      Resignation
      Dismissal
      Retirement
   b. Seniority is retained but shall not accrue during the following:
      Unpaid Leave of Absence
      Layoff
      Temporary Disability
      Temporary Disability (IMRF) After Exhaustion of Sick Leave
      Worker's Compensation
      Worker's Compensation Absence After Exhaustion of Sick Leave
      or the Employee is Not on Payroll
   c. Seniority continues to accrue during the following: Paid leave of absence
   d. By February 1 each year, the Board shall publish a seniority list which is prepared according to the provisions of law and this Agreement.
   e. Service in a part-time capacity shall be pro-rated in calculating seniority.

3. Department—The following departments shall pertain to seniority within the scope of their respective classification:
   a. Custodial
   b. Food Service
   c. Secretarial
   d. Computer Technicians
   e. Instructional Assistants
   f. Student Management Supervisors
   g. Health Clerks
   h. Crossing Guards
B. Discipline and Discharge

1. A probationary employee may be disciplined or discharged without recourse at any time prior to the end of the ninety (90) day probationary period.

2. A continuing employee may be suspended without pay or terminated only for just cause.

3. Continuing employees shall be given written warning, specifically identifying the behavior(s), which, if not remedied, could be the basis for termination. A specified period of time of not less than fifteen (15) working days shall be provided in writing for remediation. Employees will be evaluated at the end of their remediation period, and the evaluation will be discussed with the employee.

4. It is recognized by the Association and the Board that the behavior of a continuing employee(s) can be so disruptive that the speedy termination of employment is necessary. Therefore, the employer may immediately suspend for just cause an employee without pay at any time pending implementation of a discharge notice. Immediate suspension shall only apply when there is an extreme or serious offense by an individual or individuals.

C. Personnel Files

1. The employee’s personnel file shall contain all formal evaluations and any other materials relating to the continued employment of the employee and shall be maintained under the following conditions:

   a. One personnel file shall be kept for each employee.

   b. Each employee shall have the right, upon reasonable written request, in the presence of the Superintendent or his/her designee, to view the contents of his/her own personnel file, in accordance with applicable statute. A representative of the Association may, at the employee’s request, accompany the employee in this review.

   c. Materials related to an employee’s employment status or discipline may not be placed in the employee’s personnel file without notifying the employee of such action. The employee shall sign any such material to acknowledge receipt and shall initial all pages of any multi-page document(s). The employee shall be afforded an opportunity to respond in writing to any material placed in his/her file, and to have such response included in his/her file.

   d. No employee shall remove any materials from his/her file. However, an employee shall have the right to copy any material available to the employee under this section of the agreement or have such copies made by the office personnel at the usual and customary cost.

   e. Confidential material, such as recommendations or evaluations of an employee by a previous employer, shall be a supplement to the employee’s personnel file. There shall be no other personnel file. This clause shall not waive the rights of any employee to review
all materials in his/her personnel file allowable under law.

f. The Board shall not release the contents of an employee's personnel file to a third-party, to a party who is not a part of the Board's organization, or to an independent contractor of the Board without the written consent of the affected employee except as is required by law.

D. **Employee Appraisal**

1. Each continuing employee shall be evaluated at least once during the calendar year. Employees will be appraised by the Building Principal, except for Food Service employees who will be appraised by the Business Manager. Custodial employees will be appraised by the Building Principal and the Director of Buildings and Grounds.

   Job descriptions and the evaluation forms for each job classification shall be standard through the District. Custodial employees shall be given a copy of the evaluation instrument for their job classification applicable to the school year by July 15 of that school year. The remaining employees shall be given a copy of the evaluation instrument for their job classification applicable to the school year by the second week of that school year.

2. Each employee shall be rated using the following scale: Exceeds Expectations, Meets Expectations, Needs to Improve, and Does Not Meet Minimum Standard.

3. The evaluator(s) shall provide written suggestions for improvement in area(s) rated less than Meets Expectations.

4. Each employee shall receive a copy of his/her appraisal form. The evaluator and the employee shall sign the appraisal. The employee's signature on the appraisal shall not signify his/her agreement with the appraisal but merely an acknowledgement of receipt.

5. Employees shall have the right to submit a written response to the performance appraisal, a copy of which shall be attached to the original copy of the appraisal.

E. **Resignation**

1. An employee who is resigning or retiring shall give at least two (2) weeks' written notice of same.

2. If the employee resigns by following the provisions of this Agreement, he/she shall be paid for accrued vacation time, if any, at his/her normal daily rate of pay.

F. **Overtime**

1. Employees shall be guaranteed overtime pay at time and one-half for any assigned or approved time worked which exceeds forty (40) hours per week including holidays. Saturday overtime pay shall be at time and one-half and shall only occur after forty (40) hours of actual work per week. Sunday overtime pay shall be at two times the normal hourly rate after forty (40) hours of actual work per week. If an employee works on a holiday the employee shall be compensated at two times the normal hourly rate. (If an employee does not qualify for holiday pay, then he/she will receive one and one-half times the hourly rate of pay for work on a
holiday as defined above.] For purposes of determining Saturday and/or Sunday overtime pay, approved holidays shall be considered hours of "actual work" and counted as part of the forty (40) hours during the week they occur. Vacation, sick, and personal leave shall not be considered hours of "actual work."

2. When an employee is asked to return after his/her normal work-day, he/she shall be guaranteed at least two (2) hours' work at the appropriate rate.

3. Overtime, wherever possible, will be offered based on a rotation list by seniority within each building. When the need for overtime work is determined, the District will assign the overtime to the employee listed first on the seniority rotation list. If the overtime is accepted, then the employee's name will be moved to the bottom of the rotation list. If the overtime is not accepted, the District will contact the next person on the rotation list. The employee who did not accept the overtime assignment will remain listed first on the rotation list. Failure of the employee to accept an overtime assignment after three (3) consecutive requests to do so will result in the placement of the employee's name at the bottom of the rotation list.

Each employee must provide the District with the phone number he/she wishes to be contacted by for overtime no later than August 1 of the school year. If the District attempts to contact that employee at that number and no actual contact with the person is made, the District may keep a log of that contact and then offer the overtime to the next in seniority or to other District employees if all of the building assigned employees in that job classification, where the overtime exists, have been contacted and declined the overtime. Overtime which is not anticipated due to special weather issues, such as snow removal, before or after a regular shift, or overtime connected with special events which occur during the normal work shift but which may extend the need for a person to work over, are exempt from this paragraph; and the District has sole determination as to overtime assignment in these instances.

4. All overtime pay must be submitted in accordance with business office procedures for processing payroll.

5. Employees who work beyond their normal workday, but not more than forty (40) hours that week, shall be guaranteed pay at their straight-time rate.

6. For custodians regarding alarm emergencies:
   a. A volunteer list for each school of those willing to be called for such overtime will be created.
   b. If no one is on the list for any one school, the director of buildings and grounds will fulfill the responsibilities.
   c. If called the custodian will be paid for two (2) hours work, if called back and told not to come in, one (1) hour compensation will be provided.

7. When custodians are directed by their immediate supervisor to travel between buildings, they will be able to turn in their mileage and be reimbursed at the rate set by the IRS that is current at that time.
8. The District will provide all custodial employees working in extreme weather conditions with suitable outer garment, such as one-piece thermal overalls and thermal gloves. The District will also supply such employees with appropriate equipment, such as rider snow plows and walking snow blowers.

ARTICLE VI—EMPLOYEE ASSIGNMENTS AND HOURS

A. Work Year, Workweek, Workday

1. Work Year

a. The work year for custodians shall be twelve (12) months.

b. The work year for instructional assistants and computer technicians shall be the same as that of the teachers.

   1. The school calendar for instructional assistants is 6.5 hours times 180 days which equals 1170 hours.

   c. Building Secretaries are not twelve (12)-month employees but work the following yearly schedule:

      1. The yearly schedule is 195 days (6.5 hours times 195 days equals 1267.5 hours).

      2. Ten (10) days prior to the first teacher institute day, building secretaries are required to report to work (6.5 hours per day times 10 days equals 65 hours).

      3. After the official last day of school, building secretaries will be required to work five (5) days (6.5 hours times 5 days equals 32.5 hours).

   d. The work year for food service employees shall be the same as that of the teachers except for non-pupil attendance days and days when no student lunches are served (example: half days of pupil attendance). Compensation for food service employees is based upon actual days worked.

      1. The work schedule of the Food service employees as identified above shall include two (2) days after the school year ends and five (5) days before the school year begins with the hours as indicated above. These days before and after the school year are connected sequentially to the school year and are considered required workdays to do appropriate paperwork for the opening and closing of the school year.

2. Workweek

   a. The normal workweek for all employees shall be Monday through Friday. For pay purposes, the week shall begin on Saturday and end on Friday.

   b. Early Release Days— All employees but the custodians, secretaries, and food service employees, on days lunch is served, leave at the end of the student day.
3. Normal Workday

a. The normal workday for Custodians shall be as follows:
   - 1st Shift Custodians shall work from 6:00 a.m. to 2:30 p.m. with a thirty (30)-minute unpaid lunch.
   - 2nd Shift Custodians shall work from 2:00 p.m. to 10:00 p.m. with a thirty (30)-minute paid lunch.
   - Mid-Shift Custodians shall work from 10:00 a.m. to 6:30 p.m. with a thirty (30)-minute unpaid lunch.

There shall be one (1) full-time Custodial Floater who may be assigned to any of the three shifts and who shall work the hours of the shift assigned to.

Additionally, a part-time Custodial Floater shall work twenty (20) hours per week, four (4) hours per day, as assigned.

All associates will be allowed the last twenty (20) minutes of their shift to put away supplies and clean equipment. Associates are not expected to begin putting equipment away or leave the work area for the day before the last twenty (20) minutes of their shift.

Associates are NOT to punch their time cards before the end of their shift, unless authorized by their Director.

Two (2) paid, fifteen (15)-minute breaks shall be scheduled daily within the normal workday.

b. The normal workday for Building Secretaries shall be as follows:
   - K-5 Building Secretaries shall work from 8:00 a.m. to 3:30 p.m. with a one (1)-hour unpaid lunch.
   - Colin Powell Middle School Secretaries shall work from 7:30 a.m. to 3:00 p.m. and from 8:00 a.m. to 3:30 p.m. with a one (1)-hour unpaid lunch as assigned by the building Principal.

All Building Secretaries shall be given one (1) paid fifteen (15)-minute break within the normal workday.

c. The normal workweek for Food Service Employees shall be as follows:
   - Full-time Food Service Employees (for all buildings) shall work from 7:30 a.m. to 3:00 p.m. with one (1) fifteen (15)-minute break.
   - Part-time Food Service Employees shall work twenty (20) hours per week.

If more time is required of either a full-time or part-time Food Service Employee, it shall be paid on an hourly basis upon pre-approval of the Superintendent.

d. The normal workday for instructional assistants shall be as follows:
K-5 Building Instructional Assistants shall work from 8:10 a.m. to 3:20 p.m. with a forty (40)-minute duty-free lunch. Thirty (30) minutes shall be lunch room supervision.

Colin Powell Middle School Instructional Assistants shall work from 7:35 a.m. to 2:35 p.m. with a thirty (30)-minute duty-free lunch. Thirty (30) minutes shall be lunch room supervision.

(The instructional assistants may waive their above lunch period in lieu of extra-duty compensation.)

e. During Parent – Teacher Conferences and institute days, Instructional Assistants and Health Clerks shall work the same schedule as the teachers in an effort to participate with teachers in these designated workdays.

f. The normal workday for Health Clerks shall be as follows:
   - K-5 Building Health Clerks shall work from 8:10 a.m. to 3:20 p.m. with a forty (40) unpaid lunch.
   - Colin Powell Middle School Health Clerks shall work from 7:35 a.m. to 2:35 p.m. with a thirty (30)-minute unpaid lunch.

The normal workday for Student Management Assistants shall be from 7:35 a.m. to 2:35 p.m. with a thirty (30)-minute unpaid lunch.

h. The normal workday for Crossing Guards shall be ninety (90) minutes at the discretion of the building Principals to meet the needs of the District.

i. If any workday hour changes are contemplated for any employee group within the Association, the District will schedule a meeting with the Association to discuss the impact of this change.

j. Instructional Assistants shall be paid at the rate of BA step one (1) as outlined in the teacher's contract on a pro rata basis for lunch and recess duty.

k. Custodial Call-In Policy

   1. Custodians shall, in all instances, call-in their absences through both the electronic system (AESOP) and by directly contacting their shift supervisors.

   2. Custodians shall, except in cases of emergencies, call in their absences at least two (2) hours prior to the beginning of their shifts. The existence of an emergency does not relieve the custodian of his/her obligation to call-in, the emergency only excuses the time requirement of calling-in at least two (2) hours prior to the beginning of the shift.

B. Summer Hours
1. All custodians' normal summer hours shall be from 6:30 a.m. until 3:00 p.m. and have one-half (1/2) hour unpaid lunch period and two (2), fifteen (15)-minute paid breaks included in summer hours.

2. Any current employee working as a custodian during the summer will be compensated at the full time beginning custodial rate or their current rate (whichever is greater) plus six (6) percent.

C. Assignment Change

1. The Administration shall post notice of vacancies of all positions as they become available by providing the Association President with copies of such notices, as requested and posting notices on employee bulletin boards.

2. An employee requesting consideration for any posted position shall file such request in writing with the Superintendent.

3. All Instructional Assistants shall be informed of their assignments for the following year no later than July 15.

D. Substitute Teaching—Any assistant who holds an ISBE Type 39 substitute and/or standard teaching certificate shall not be required but may volunteer to serve as a substitute teacher and shall be compensated at the current substitute rate.

1. If there is a lack of a substitute teacher, instructional assistants (who currently meet the Illinois State Standards for substitute teaching) shall have the right to accept the class. Employees who hold valid teacher certificates of any sort and provide internal substitution services for periods of forty (40) minutes or more will be compensated at the rate of a BA Step one (1) of the teacher contract on a pro rata basis.

2. Any instructional assistant who currently meets the Illinois State Standards for substitute teaching assumes these responsibilities for a class shall be compensated at the hourly rate of the teacher's current substitute teacher rate in lieu of their regular daily pay for the duration of the contract.

3. Instructional Assistants not possessing a substitute certificate shall not be asked or required to serve as a substitute teacher.

ARTICLE VII—LEAVES

A. Sick Leave

1. Sick leave is defined as:
   a. Inability to work because of personal sickness or injury.
   b. Absence for examination or treatment by a doctor, dentist, or eye specialist, and any other treatment and/or therapy ordered by a health care professional, which cannot be reasonably scheduled during non-school days or hours.
c. Quarantine at home, or serious illness, or death in the immediate family or household, or birth, adoption, or placement for adoption.

d. The immediate family for purpose of this section shall include: parents, spouse, siblings, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, stepchildren, step grandchildren, aunts, and uncle.

2. All full-time employees, except for full-time Food Service employees, who are members of the Association’s bargaining unit, per the certification issued by the Illinois Educational Labor Relations Board, shall be entitled to a total of twelve (12) sick leave days with full pay per school term. Full-time Food Service employees shall be entitled to a total of ten (10) sick leave days with full pay per school term. Each full-time employee is entitled to a maximum of two hundred forty (240) days accumulation of sick days.

3. All part-time employees who are members of the Association’s bargaining unit, per the certification issued by the Illinois Educational Labor Relations Board, shall be entitled to a total of four (4) sick leave days during each year of this agreement.

4. An employee shall be allowed to use thirty (30) workdays of his/her sick leave for the birth of a child. After thirty (30) days of paid sick leave, the District may request medical evidence to support the need for more paid leave.

5. An employee shall be allowed to use up to thirty (30) workdays of his/her sick leave to adopt a child or place a child for adoption. The school board may require that the employee provide evidence that the formal adoption process is underway.

6. If an employee is injured during the course of his/her employment and that injury results in an extended absence, for the first three (3) workdays of absence the employee will automatically be charged for three (3) sick days (or in the case of part-time employees, the number of sick leave days to their credit) and will be paid at a daily rate equal to 100% of his/her salary.

Beginning the fourth (4th) workday the employee will be asked to decide either:

a. To use his/her sick days and, therefore, be paid a daily rate equal to 100% or:

b. To be paid directly from Worker’s Compensation at the prescribed daily rate as provided by law.

If the employee chooses (a), then Worker’s Compensation checks will be sent directly to, and shall become the property of, the School District. The employee will receive his/her normal salary paid at his/her daily rate. The employee’s sick leave shall be credited for the difference between the Worker’s Compensation received and his/her average weekly rate paid. This will result in the deduction of one-third (1/3) of a sick day for each day of such absence. If the employee chooses (b), then Worker’s Compensation checks will be sent to the District and forwarded to the employee. The School District will, in turn, reduce the individual’s pay at a daily rate equal to 100%.

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In either case, the individual must indicate in writing which option he/she chooses. Written notification must be received in the Business Office prior to the issuance of the next regular paycheck.

In the event Worker’s Compensation Insurance reimburses for the first three (3) workdays off, this amount will be reimbursed to the District and two-thirds (2/3) of a sick leave day for each day reimbursed shall be restored to the employee.

B. Personal Business Leave

1. Subject to the approval of the Superintendent, all full-time employees will be granted three (3) paid personal business days annually; days are on a non-cumulative basis. However, all personal business days not utilized by the end of the school year shall be added to the number of sick leave days accumulated. Part-time employees who work twenty (20) to thirty (30) hours per week will be granted three (3) paid personal business days annually; days are on a non-cumulative basis.

2. Personal business leave may not be taken during the week prior to the first day of school, the first week of school, or immediately before or after a holiday or vacation. During these periods, in case of an emergency, a personal business day may be requested and approved at the discretion of the Superintendent or his/her designee. In addition, personal days may not be taken consecutively with other personal days.

3. Employees are not required to give an explanation for their personal leave absence. They may simply say personal leave unless the days need to be used in a case of emergency before or after a holiday. At that time the Superintendent may ask for an explanation.

4. Notice of at least twenty-four (24) hours shall be required.

C. Jury Duty

Employees who are required to serve on jury duty will be excused for the amount of time required to complete the obligation and receive full salary during the periods of such service. The employee shall not be required to remit to the District any wage or expense paid for the jury duty work. Evidence of the completion of jury duty must be attached to the employee’s Absence form.

D. Military Obligation—Employees who are required to be away for military training or emergency duty will receive the difference between their military pay and their regular salary during this period. This military obligation shall apply to short-term military service only, not to conscription.

E. Professional Leave

1. Upon the approval of the Superintendent, professional leave of absence with pay may be extended beyond the one (1) day maximum for a conference, seminar, workshop, or related activity that contributes to professional development.

2. Active Association members may draw days from a collective Association Leave Bank, to total six (6) days, renewable, though non-cumulative each year, for purposes of attending the IEA or NEA Representatives' Assembly, the Winter Advocacy Conference, participating in lobbying activities or participating in other Association related training or instructional activities. Allocation of days from this bank will be determined by the Association president, who will notify the
Superintendent when days should be deducted from the bank’s total. If a substitute is needed, the Association will compensate the District for the days used.

F. Parental Leave

1. Pursuant to the conditions set forth herein, parental leave of absence without pay shall be granted to all continuing employees upon their written request for such leave. The request for absence shall be accompanied by a certificate of pregnancy signed by a qualified physician giving the expected day of delivery certifying that the employee or the employee’s spouse or civil union partner is pregnant. Application for parental leave shall be made in writing to the Superintendent at least one hundred twenty (120) calendar days prior to the anticipated birth of the child. After consultation with the continuing employee, the Superintendent shall determine the commencement and termination of such leave, taking into consideration maintenance of organizational continuity and medical factors to the maximum possible degree, and the pertinent time factors related thereto. The leave shall not exceed six (6) months.

2. Written notification of intent to return to a position shall be provided by the continuing employee to the Superintendent at least thirty (30) days prior to his/her return to the vacated position.

3. Such leave shall be granted without loss of seniority status, if any, and accumulated sick leave shall be restored upon the continuing employee’s return to duty; however, the period of the leave shall not be counted toward seniority. Any continuing employee granted parental leave who has completed six (6) months of the affected employee’s applicable work year prior to his/her leave shall be considered to have completed a full year for purposes of advancement on the salary schedule.

4. When the continuing employee on parental leave returns to duty, he/she shall be assigned to a similar position covered within her job description unless said employee is the subject of a reduction-in-force program. Upon return to duty, the continuing employee shall be accorded those benefits which have accrued to his/her as of the time he/she had been granted such leave.

5. Nothing in this Section shall be construed as requiring any continuing employee to apply for a parental leave. A continuing employee may utilize accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child. Such a continuing employee shall return to work immediately following certification from her doctor of her ability to return to work.

6. A continuing employee adopting a child shall, upon written application to the Superintendent, be granted a leave of absence without pay subject to the same terms and conditions applicable to a pregnant employee, spouse, or civil union partner. Such leave shall commence upon receipt of the child or on such date as the adoptive agency shall require, whichever shall first occur. Such application shall be made as soon as possible, but in no event (except in an emergency) less than sixty (60) calendar days prior to the onset of the leave.

G. Insurance Option During Leave—All employees shall have the option to remain under and to be included in the District’s group health and/or dental insurance
program for the following reasons and subject to the following restrictions:

1. Insurance company must approve.

2. For retiring personnel who have attained the age of 55 and have worked in District #159 for a minimum of twenty (20) years until eligible for Medicare, Medicaid, or a national health insurance program, whichever should occur earlier.

The Board shall be paid in advance monthly for the cost of this coverage by the person applying for such coverage.

H. Family Medical Leave Act

1. Definition

As used in this section:

a. "Eligible Employee" means an employee who has been employed with the District for at least twelve (12) months and has at least one thousand two hundred fifty (1,250) hours of service with the District during the twelve (12) months which precede the period of the requested leave.

b. The term "academic term" means that portion of the school year, July 1 to the following June 30, when school is in actual session.

c. The term "equivalent position" shall mean a position that is virtually identical to the employee's former position in terms of pay, benefits, and working conditions, including privileges, perquisites, and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority.

d. Other terms shall be defined in the Family and Medical Leave Act (29 U.S.C. 2601, et seq.) and rules and regulations as promulgated by the United States Department of Labor.
Leaves

a. Eligible employees shall be granted a total of up to twelve (12) work-weeks of unpaid leave (subject to the requirements of Section 2.c. of this Article) during any twelve (12)-month period (as defined in subsection b herein) for one or more of the following reasons:

1. the birth of a child and to care for the newborn child within one (1) year of birth;
2. the adoption of a child or the placement of a child for adoption or foster care;
3. to care for an adopted or foster child with a serious health condition;
4. to care for a spouse, son, daughter, or parent who has a serious health condition;
5. a serious health condition that makes the employee unable to perform his/her job functions.

b. For purposes of this leave section, a twelve (12)-month period measured forward from the date any eligible employee's first FMLA leave begins.

c. An eligible employee shall substitute accrued paid sick leave and personal leave days for unpaid leave days taken under Sections 2.a.3. and 2.a.4. of this Article.

3. Notification—If leave is requested under either sub-para-graphs 2.a.1. or 2.a.2., the eligible employee shall provide the Superintendent or his/her designee with thirty (30) calendar days’ written notice before the date the leave is to begin. Where, due to unforeseen circumstances, such notice is not practicable, said employee shall provide as early notice as practicable.

When leave is requested under either sub-paragraphs 2.a.3 or 2.a.4, the eligible employee shall make every reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider. The eligible employee shall provide the Superintendent or his/her designee with not less than thirty (30) calendar days’ written notice before the date the leave is to begin. Where, due to unforeseen circumstances, such notice is not practicable, the employee shall provide as early notice as practicable. An eligible employee requesting leave under subparagraphs 2.a.3. or 2.a.4. shall, concurrent with the required notification, provide written certification from a health care provider of the reasons for the employee's request for family and medical leave.

4. FMLA—Military Family Leave shall be granted in accordance with the applicable provisions of the law.

5. End of Academic Term—If an eligible instructional employee begins leave:

a. more than five (5) weeks prior to the end of a semester, the Superintendent can require the leave to extend to the end of the
semester if the leave is of at least three (3) weeks' duration and the return to employment would occur within three (3) weeks of the end of the semester; or

b. less than five (5) weeks prior to the end of a semester for a purpose other than the employee’s own serious health condition, the Superintendent can require the leave to extend to the end of the semester if the leave is of at least two (2) weeks' duration and the return to employment would occur within two (2) weeks of the end of the semester, or

c. less than three (3) weeks prior to the end of the semester, for a purpose other than the employee’s own serious health condition, the Superintendent can require the leave to extend to the end of the semester if it is greater than five (5) working days.

6. Repealer—In the event the Family and Medical Leave Act is repealed, then this section of this Article shall, as of the date of repeal, no longer be in force and effect.

I. Bereavement Leave

1. A maximum of three (3) days per year of paid bereavement leave shall be granted for the death of a member of the employee’s immediate family (as that term is defined in this Agreement) or household. No employee shall be entitled to bereavement leave beyond three (3) days per year without the express prior approval of the Superintendent. In the event of such approval, the employee shall use sick days or personal days. In no event shall bereavement days roll over from one school year to the next.

J. Unpaid Leave of Absence for Student Teaching

Employees shall be eligible for an unpaid leave of absence for the purpose of student teaching in District 159. A request for a leave of absence hereunder shall be made in writing to the Superintendent or his/her designee. The Superintendent or his/her designee shall make a recommendation to the Board of Education regarding the request. The Board of Education shall have the sole, non-grievable discretion in granting all requests hereunder. A leave granted pursuant to this provision shall be for a maximum of one semester. Employees on such leaves will retain but not accrue seniority. In no event shall more than three (3) employees per school year be granted an unpaid leave of absence for student teaching. Employees granted leave shall remain responsible for payment of their share of the insurance premiums. Provisions under Article XIV- Salaries, shall apply when determining salary increases for the following year.

K. Sick Leave Bank

The sick leave bank (SLB) shall be administered by the District #159 Support Staff Association Sick Leave Bank Committee, which shall be composed of District #159 Support Staff Association Executive Board (President, Vice President, Secretary, and Treasurer). The Sick Leave Bank Committee may establish such rules as are necessary to maintain the SLB for the benefit of all its members, so long as such rules are consistent with the terms of relevant sections of the current Agreement. The Sick Leave Bank Committee shall make reports to the Association President and the Superintendent each school year and shall report the disposition of each request to withdraw days from the SLB.
Membership in the SLB shall be limited to District #159 Support Staff Association members as defined in this agreement, and such membership shall be voluntary on the part of each employee. The district shall notify all new classified staff of this benefit at the beginning of each new school year and, for new employees, upon being hired.

At the beginning of the school year, but no later than October 1st, each new SLB member may designate one (1) sick day to be added to the SLB. New SLB members must complete an SLB Membership Application. Membership shall continue from year to year unless terminated as provided for herein. A member withdrawing from the SLB, or leaving District 159, shall forfeit days previously contributed. Members who retire from the District may donate to the sick leave bank any accumulated sick leave days, which have not been used by the employee. A member leaving the district may not withdraw sick bank days or count any of the donated days for retirement credit.

Every member must complete a SLB Membership Application form (Appendix 1) to join the sick bank. A special account will be set up in the AESOP system for the Support Staff Association SLB, and one (1) day will be deducted from each member’s accrued sick time and transferred to this account. The Human Resources Department will maintain all required records for the maintenance of the SLB. Reports on the current status of the SLB will be supplied to the committee within three (3) days upon request.

Days remaining in the bank at the end of the year shall not be returned to contributing members but rather shall be retained in the bank. A minimum number of days in the bank of no less than ten (10) days shall be maintained. The SLB will be audited annually (more often if necessary) by a representative of the Board, a representative of the Association, and the Superintendent. A complete list of SLB participants will be maintained by the Association. The annual audit shall be completed by June 30th.

In the event that all sick days in the SLB are used and the bank is, therefore, depleted, each member of the SLB will be informed and have the option of contributing one (1) additional sick leave day, deducted from his/her accumulated sick leave. In the event that a member chooses to not contribute at such a time, their membership in the SLB shall be terminated.

In the event that a decision is made to dissolve the SLB, any days remaining in the SLB shall be distributed to members who are then members of the SLB in a way to be determined by the Sick Leave Bank Committee.

Members may apply to withdraw days from the SLB for personal illness or for the illness of immediate family members as defined in this contract by completing a SLB Request for Days Form (Appendix 2). The illness, which underlies the request to withdraw days from the SLB, must be verified in writing by a physician and must be of sufficient seriousness that the member is expected, but is not required, to be absent from work for a total of at least ten (10) working days from the onset of the illness. Nothing shall prohibit the Sick Leave Bank Committee from investigating an application for sick leave days either before the granting of said days, or during the period the member is drawing from the SLB. Under no circumstances shall withdrawals from the SLB be use to extend a participant’s sick leave beyond the school year in which the leave first commenced.

Prior to withdrawing any days from the SLB, a member must have exhausted his/her own sick and vacation leave, including any sick and vacation leave days
accumulated during previous years. The maximum number of days a member may withdraw from the SLB in any given year will be:

<table>
<thead>
<tr>
<th>Years of District Service</th>
<th>Available Sick Bank Days During Those Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>10</td>
</tr>
<tr>
<td>6-10</td>
<td>20</td>
</tr>
<tr>
<td>11-15</td>
<td>30</td>
</tr>
<tr>
<td>16+</td>
<td>50</td>
</tr>
</tbody>
</table>

If more than thirty (30) days are requested, the request will be subject to review and approval by the Sick Leave Bank Committee on a case-by-case basis.
ARTICLE VIII—HOLIDAYS AND VACATIONS

A. Holidays—No employee shall be required to work on state legal public school holidays that are adopted by the School Board as part of the annual school calendar as legal school holidays.

1. Full-Time and Part-Time Custodians In addition to the ten (10) legal school holidays listed below, all full-time custodians and all part-time custodians shall be granted one (1) day off work ("floater") to be used either on Christmas Eve, or New Year’s Eve, Thanksgiving Friday or July 4th for a total of eleven (11) paid holidays annually. Such employees shall be paid at their normal rate for all the aforementioned Board-approved legal school holidays and the floater adopted in the annual school calendar of District #159 in which pupils are not in attendance, provided that the employee is in attendance for work on the regularly-scheduled workday before and after the holiday unless the employee is absent due to sickness as defined in Article VIII.

2. Full-Time Ten Month Employees (Building Secretaries, Instructional Assistants, Health Clerks, Food Service Workers, and Student Management Supervisor) All full-time ten (10) month employees shall be annually granted the ten (10) legal school holidays listed below. Such employees shall be paid at their normal rate for the ten (10) aforementioned Board-approved legal school holidays adopted in the annual school calendar of District #159 in which pupils are not in attendance, provided that the employee is in attendance for work on the regularly-scheduled workday before and after the holiday unless the employee is absent due to sickness as defined in Article VIII.
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Columbus Day</td>
<td>Monday, October 13, 2014</td>
<td>Monday, October 12, 2015</td>
<td>Monday, October 10, 2016</td>
</tr>
<tr>
<td>Veterans' Day</td>
<td>Tuesday, November 11, 2014</td>
<td>Wednesday, November 11, 2015</td>
<td>Friday, November 11, 2016</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday, November 27, 2014</td>
<td>Thursday, November 26, 2015</td>
<td>Thursday, November 24, 2016</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>Thursday, January 1, 2015</td>
<td>Friday, January 1, 2016</td>
<td>Sunday, January 1, 2017</td>
</tr>
<tr>
<td>Casimir Pulaski Day</td>
<td>Monday, March 2, 2015</td>
<td>Monday, March 7, 2016</td>
<td>Monday, March 6, 2017</td>
</tr>
</tbody>
</table>

B. Vacations

1. All full-time and part-time custodians shall receive paid vacations according to the following schedule at their normal rate of pay:

   During Year 1                  | 5 days
   During Years 2-5              | 10 days
   During Year 6                 | 11 days
   During Year 7                 | 12 days
   During Year 8                 | 13 days
   During Year 9                 | 14 days
   During Year 10                | 15 days
   During Year 11                | 16 days
   During Year 12                | 17 days
   During Year 13                | 18 days
   During Year 14                | 19 days
   During Year 15 and each year after | 20 days

   a. Custodians may take vacation in half-day or full-day increments.
   b. Custodians may schedule but may not use vacation time before it is earned.
   c. Custodians shall not be permitted to accumulate a negative balance of more than one (1) negative vacation day.
   d. Each custodian's anniversary date shall serve as the basis for the accrual of vacation days. Custodians shall accrue vacation days throughout the year based upon their years of service in the amounts set forth in this Agreement.
   e. Custodians may not carry over more than five (5) vacation days from one year to the next.
2. "Non-Probationary" custodians may request "earned" vacation time throughout the school year (according to the guidelines below) with the earned days being prorated based on the contract calendar (July 1-June 30).
   a. A maximum of five (5) custodian, District-wide, at a time may use "earned" vacation days when school is in session.
   b. A maximum of five (5) custodians will be approved for the same vacation time when school is "not" in session.
   c. Vacation time may not be taken one (1) weeks prior to the start of school.
   d. Vacation requests will be approved on a first-come basis.
   e. All vacation requests will be approved by the Superintendent.
   f. Custodians may be reassigned to different duties and/or buildings in the discretion of the Supervisor of custodians to cover assignments of vacationing custodians.
ARTICLE IX—WORKING CONDITIONS

A. Custodians
   1. Uniforms
      a. For those employees required to wear uniforms at work, the Board shall provide two (2) uniforms at the beginning of each school year. The Board shall provide replacements as reasonably required. The employee shall be responsible for maintaining and laundering the uniforms so provided so long as they are wash and wear.
      b. The Board shall provide, at each school, outerwear (either insulated coverall or parka) for use by those required to work outdoors.

B. Health and Safety
   The Board shall provide an "emergency device" (minimum one (1) per building) which would activate an alarm to provide for an emergency response.

C. Medical Services
   1. Secretaries, food service personnel, and special education instructional assistants shall provide basic first aid as needed in emergencies. The Board shall provide annual first aid training session(s) to secretaries, food service personnel, and special education aides these employees which shall include training in universal precautions. In addition, secretaries shall receive training in CPR.
   2. In addition, special education Instructional assistants (assistants assigned to special education programs) shall provide the following personal assistance to pupils as designated in the child's Individualized Educational Program:

   Eating:
   - Full Physical Assistance
   - Lip Closure
   - Jaw Control
   - Oral Facilitation/Stimulation
   - Transferring (Transferring refers to the movement of the pupil or equipment from one physical location to another.)

   Toileting:
   - Diapering
   - Wiping
   - Dressing/Undressing
   - Cleansing
   - Transferring
   - Catheterization

   Menstrual Hygiene:
   - Pad Change
   - Cleansing
   - Tampon Change
   - Transferring
Other:  
Saliva Control  
Mucus Control

Special education instructional assistants shall receive the necessary training to perform such personal pupil assistance as needed.

D. **Professional Growth**

1. Training and professional development for Education Support Professionals shall occur on opening institute day and at other times during the school year as scheduled.

2. Through surveys, Instructional Assistants shall provide input for the planning of their in-service on institute days.

3. Every effort shall be made to provide Instructional Assistants and Health Clerks with the same training as teachers on institute days. When necessary, training will be provided that is specific to their respective job category.

4. When there are multiple documented absences on institute days, the District reserves its right to request a doctor's note before the employee can return to work. In the event of multiple absences on institute days, the bargaining unit member shall receive a written warning and shall be subject to the progressive discipline provision of the Agreement.

E. **Emergency Conditions**

If a custodian reports to work for his/her normal work shift and the Superintendent or his/her designee determines that emergency conditions exist that custodians should not be at work and the custodian is sent home, that custodian will receive his/her entire daily pay for that day regardless of hours worked. If the Superintendent or his/her designee determines that conditions exist whereby custodians should not report to work for their regular shift, custodians will be notified before the shift start time as follows:

Each custodian will provide the Director of Buildings and Grounds the specific phone number and/or pager number where they can be reached prior to their work shift. It is the responsibility of the custodian to update this number as needed.

Each custodian will receive one (1) notification call on the number in paragraph 1 above before their assigned work shift from their supervisor. This notification call does not guarantee contact but simply that the call was made.

In addition, the supervisor will establish an emergency custodian closing notification phone tree for each work shift and will start the tree at least before the start of the work shift that is to be cancelled due to an emergency. All custodians on the tree will cooperate with contacting their next to call custodian.

If the above notification occurs due to an emergency situation, custodians will be paid for the entire day regardless if they attempt to report to work or not. However, if the custodian does not report to work when the supervisor has not determined an emergency situation, the custodian will not be paid for that day. NOTE: THIS DOES NOT REFER TO THE CLOSING OF SCHOOL FOR PUPILS AND TEACHERS. THIS IS A DESIGNATED NOTIFICATION FROM
THE SUPERINTENDENT AS EXPLAINED ABOVE.

ARTICLE X—FRINGE BENEFITS

A. Life Insurance

1. Full-time custodians shall be provided a $40,000 life insurance policy paid by the Board.

2. Secretaries and instructional assistants shall be provided a $30,000 life insurance policy paid by the Board.

3. An employee shall be allowed to purchase additional life insurance at the group rate up to the face value on his/her policy when a group of five (5) or more employees elect to do so.

B. Health/Major Medical Insurance

1. The Board shall be responsible for 95% of the insurance premium cost for the term of this agreement (July 1, 2014, – June 30, 2017) for single or family coverage (as selected by the employee) for all building secretaries, all full-time custodians, instructional assistants, health clerks, student management supervisors, and full-time food service workers.

2. In lieu of the coverage provided in Section 1 above, an employee may waive Board-provided insurance and receive a cash payment of $1500 per year, in equal monthly installments instead.

3. For the term of this agreement (July 1, 2014, – June 30, 2017), the Board shall provide single coverage, health/major medical insurance for full-time food service employees, pursuant to the same terms and conditions set forth above in paragraph B 1 of this Article X.

4. The Union has chosen prescription co-pay options #4 for PPO and #3 for HMO as presented by Gallagher Bassett in its proposal.

5. During the term of this agreement (July 1, 2014, – June 30, 2017) the deductibles will be no greater than the deductible paid by members at the conclusion of the 2013-2014 school year.

6. In an effort to improve coverage and effectively manage costs, an insurance committee shall be formed to review existing carriers and coverage. The committee shall include representation from the administration, educational support staff, and certified staff from each of the District schools. All committee members will vote and final recommendations shall be presented by the committee to the Board for approval.

C. Dental Coverage

1. The Board shall provide single or family coverage for secretaries, all full-time custodians, instructional assistants, Health clerks, student management supervisors, and full-time food service workers who choose such coverage.

2. Part-time food employees, computer technicians, and part-time
custodians shall be allowed to purchase dental coverage at their own expense.

D. Tax Sheltered Annuity

All employees governed under this agreement may participate in a Tax Sheltered Annuity Plan via salary reduction with an approved Board vendor.
ARTICLE XI—RETIREMENT

For the Education Support Professionals electing to retire under this option, the Board shall reimburse to the Education Support Professionals up to a maximum of $1,200.00 per year, and up to age sixty-five (65) of the cost of the Education Support Professional's and his/her family's health insurance premium for a maximum of five (5) years after retirement.
ARTICLE XII—MANAGEMENT RIGHTS

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

A. To maintain executive management and administrative control of the School District and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.

B. To hire all employees and, subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, their assignment, and to promote and transfer all such employees.

C. To establish programs and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.

D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, and the utilization of teaching aids of all kinds.

E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, and the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement.
ARTICLE XIII—TERMS OF AGREEMENT

A. The Agreement shall be in effect from July 1, 2014, and shall continue in effect through June 30, 2017.

B. If any article, paragraph, sentence, or clause of this Agreement is held invalid or unconstitutional, such decision shall not affect the remaining portion of this Agreement or any article or part thereof.

C. Any provision required by law, subsequent to the execution of this Agreement, changing or otherwise redefining procedures or operations in this Agreement, shall be incorporated as an addendum to the Agreement and become part of it thereafter.

D. The Association recognizes that the School District, in accordance with the provisions of the School Code of the State of Illinois, shall be governed by the Board of Education and that the Board of Education cannot lawfully delegate its authority with reference to any decision affecting the school system.

E. The parties acknowledge that during the negotiations which resulted in this Agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily waive any and every right which might exist under law, practice, or custom to negotiate any further agreements, items, or topics effective for or during the terms of this Agreement.
ARTICLE XIV—SALARIES

A. A three percent (3%) increase in salary for the first year of this Agreement (July 1, 2014, – June 30, 2015) shall be granted to all current hourly employees at the execution of this contract. All eligible employees shall receive a paycheck retroactive to July 1, 2014, representing the three percent (3%) increase. All hourly employees shall receive a three percent (3%) increase in salary for the second year of this Agreement (July 1, 2015, – June 30, 2016) and an additional three percent (3%) increase in salary for the final year of this Agreement (July 1, 2016, – June 30, 2017).

B. The following starting rates of pay for all full-time and part-time employees with the exception of Instructional Assistants, Secretaries, Health Clerks, and Student Management Supervisors are effective for the term of this agreement. The Parties understand and agree that no employee shall be entitled to an increase in his/her hourly rate upon the attainment of an associate's degree and/or bachelor's degree, except as set-forth in subsection D (Educational Incentive) of this Article XIV.

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Full-Time and Part-Time (Hourly Rate)</td>
<td>$11.62</td>
<td>$11.97</td>
<td>$12.33</td>
</tr>
<tr>
<td>Computer Technician (Daily Rate)</td>
<td>$77.55</td>
<td>$79.88</td>
<td>$82.28</td>
</tr>
</tbody>
</table>

C. Instructional Assistants, Secretaries, Health Clerks, and Student Management Supervisors pay:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma</td>
<td>$13.09</td>
<td>$13.48</td>
<td>$13.88</td>
</tr>
<tr>
<td>High School Diploma &amp; 30-60 College Hours or Associate's Degree</td>
<td>$15.87</td>
<td>$16.35</td>
<td>$16.84</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>$18.22</td>
<td>$18.77</td>
<td>$19.33</td>
</tr>
</tbody>
</table>
D. Educational Incentive

Upon the attainment of an Associate's Degree and/or Bachelor's Degree, earned from course work that received pre-approval of the Superintendent or designee and will benefit the District, employees shall be entitled to a one-time $500 increase in the employees' base pay.

Notwithstanding anything in this agreement to the contrary, under no circumstances whatsoever shall an employee be entitled to an annual increase in creditable earnings (as defined by IMRF) in excess of 6% or the maximum amount allowed by law that would not require payment of an employer penalty. The creditable earnings of any bargaining unit member shall be reduced to comply with this provision.
E. Eligibility for Pay Increases

An employee who has worked and/or received salary for 50% or more of the previous work year shall be eligible for the full salary increase. An employee who has worked and/or received salary for less than 50% of the work year shall be eligible for a portion, according to the following terms, of the salary increase granted to the employees discussed in the preceding sentence:

<table>
<thead>
<tr>
<th>MONTHS WORKED</th>
<th>PERCENT OF RAISE TO BE PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8.33%</td>
</tr>
<tr>
<td>2</td>
<td>16.67%</td>
</tr>
<tr>
<td>3</td>
<td>25.00%</td>
</tr>
<tr>
<td>4</td>
<td>33.33%</td>
</tr>
<tr>
<td>5</td>
<td>41.67%</td>
</tr>
</tbody>
</table>

F. Direct Deposit

All employees governed under this agreement are to receive all monetary compensation via direct deposit.

G. Extra Duty/Extra Schedule

Support staff employees shall be considered for extra duty/extra schedule assignments not filled by teachers in the District according to the following procedure:

1. All employees will be given, on an annual basis, a list of all teacher extra-duty/extra-schedule positions in the District. Support Staff employees may notify the Building Principal or his/her designee in writing of the positions for which they desire to be considered. When any extra-duty/extra-schedule position has not been filled by teachers at the school, the Building Principal or his/her designee will interview for the position those support staff employees who have submitted a written notification of their desire to be considered for the position and who are qualified to hold it. Employees who are interviewed for extra-duty/extra-schedule positions shall be notified in writing of the decision of the Building Principal or his/her designee, which shall be final.

2. Support Staff employees shall be compensated for the extra-duty/extra-schedule assignments at the appropriate stipend rate as designated in the MEA/Board of Education Agreement.
ARTICLE XV—SUPPLEMENTAL PAY

The Supplemental Pay Schedule set forth in Appendix B which is attached to and incorporated into this Agreement. Supplemental jobs are defined as any assignments that are in addition to the normal work schedule and/or that exceed the normal workday. These assignments may be made only with the consent of the employee. During the term of this contract, supplemental pay positions may be added or subtracted from this list with the Agreement of the Association.

For supplemental pay assignments that encompass an entire school year, i.e. music, etc., compensation shall be paid twice a year, by the end of the semester, in two equal installments. For coaching and other shorter term assignments, compensation shall be paid at the conclusion of the season or after the event has taken place.

A Supplemental Pay Committee shall be formed and convened over the summer of 2012. The Association and the Board agree that a review of the supplemental pay schedule shall constitute the initial action of this committee, which will be comprised of teachers, administrators, and support staff. The committee will be charged with determining pay rates; creating evaluation, application, and assignment guidelines; establishing qualifications for each position; making recommendations regarding which activities will be included on the schedule; formulating a job description for each included activity; establishing procedures for adding new activities to the schedule, and continue to meet quarterly, henceforth, in order to consider and act upon matters germane to the supplemental pay schedule. The intention is for the committee’s initial work and all other guidelines listed above to be implemented at the beginning of the 2012-2013 school year.

For the term of this agreement:

- Assignments for all Supplemental Pay Positions (SPP) shall be under the consent of the employee.
- Supplemental Pay Positions shall be given to the most qualified staff member as noted in the job description.
- Annually, the Administration shall solicit staff members whose qualifications adhere to the Supplemental Pay Job Description to fill said positions.
- Selection of staff will be conducted at the building level involving appropriate administration. In the event that more than one (1) applicant applies for any one (1) vacancy, the Administration shall select a staff member who is most qualified for the position based on said qualifications.
- Any vacancy for an established Supplemental Pay Position or any new position shall be posted in each of the school buildings within twenty (20) school days of the date which the vacancy or new position becomes official. Staff will have ten (10) school days from the first date of posting to apply for a vacant or new position.
- Notice that the Board of Education is considering addition, deletion, or restructuring of Supplemental Pay Positions shall be provided to the Association at least ten (10) school days before such addition, deletion, or reconstruction becomes official. Nothing contained herein shall be construed as a waiver of the Association’s right to bargain the impact of such a decision. Discretion will be provided to the Superintendent of Schools to add academic Supplemental Pay Positions that support Board of Education goals related to student achievement.
- All individuals serving in Supplemental Pay Positions shall be evaluated annually. Evaluations shall be completed within thirty (30) school days of the conclusion of the activity. Evaluations for spring and yearlong activities shall be conducted during the month of May in a timely manner and prior to the close of the school year.
- The evaluation instrument shall be developed by a Supplemental Pay Committee.
- No individual shall be dismissed from a Supplemental Pay Position without appropriate due process and
without having first been evaluated.

- Each individual assuming a Supplemental Pay Position shall be provided with a job description and is expected to fulfill the responsibilities of the position as determined in that job description. Supplemental Pay Positions and their related job descriptions shall be on file with the appropriate administrator and a copy given to the individual involved in the activity.

- Administration and individual staff assigned to the Supplemental Pay Position shall review and recommend to a job description committee any changes pertaining to the job description within thirty (30) calendar days following the conclusion of the activity as part of the evaluation process as needed.

- All SPP positions and their respective job descriptions will be reviewed annually with recommended changes being present to the SPP Committee in June annually for review and action for the coming school term based on Superintendent and Board of Education approval.
<table>
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Position: ___________________________ Certified _____ Support Staff____ Both _____

Rationale for Activity:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Benefit of Activity to Student and School:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Grade Level for Activity: ________________ Boys____ Female____ Coed____

Qualifications/Experience of Moderator:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Moderator Reports to:
________________________________________________________________________

Responsibilities entailed by position:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Activity Calendar: Begin date: ____________ End date: ________________________

Anticipated Number of Contract Hours with Participants: ________________________

Number of Participants for Activity: _________________________________________

Season of Activity: Fall ____ Winter ____ Spring ____ Year Round ____
ARTICLE XVI—DURATION

This Agreement shall be effective on the July 1, 2014 and shall remain in full force and effect until June 30, 2017.

Signatures:

[Signatures of Board President, Association President, Board Secretary, Association Secretary]
MEMORANDUM OF AGREEMENT
COMMITTEE TO CREATE AN ALTERNATIVE SHIFT FOR CUSTODIAL WORKERS

The Board of Education for Matteson School District 159 and Local 359 Matteson Support Staff Association have agreed to form a committee related to the creation and implementation of an alternative shift for custodial workers.

This committee will be made up of three (3) members from the Board's side and three (3) members from the Association's side. The committee will meet during the first semester of the 2006-2007 school year with implementation of this new shift no later than the second semester of the 2006-2007 school year. The proposal for the alternative shift will be brought back to their respective sides for approval.

Any change to the normal working conditions of the custodian assuming this position shall be impact bargained at that time.

For the Board of Education
Elementary School District 159

For the District 159 Support Staff Association, IEA-NEA

Date

Date
MEMORANDUM OF AGREEMENT
CHILD WELFARE ASSISTANT (LEVEL 1)

Whereas, the Board of Education, Elementary School District 159 hereinafter referred to as the BOARD has created the position of Child Welfare Assistant (Level 1), it is hereby agreed by and between the BOARD and the District 159 Support Staff Association, IEA, NEA (hereinafter referred to as the ASSOCIATION) that the following terms and conditions shall apply to the position of Child Welfare Assistant:

1. Except as otherwise provided herein, for all purposes under the Professional Negotiations Agreement between the BOARD and the ASSOCIATION, the Child Welfare Assistant (Level 1) shall be classified as an instructional assistant as part of the Support Staff of the District.

2. Under the general supervision of the teacher and in collaboration with the school nurse/registered nurse, the Child Welfare Attendant will perform services to identified students whose health impairments and physical needs require specialized care throughout the school day. Specialized care services include, but are not limited to:
   - Assistance with feeding and toileting of student
   - Gastric tube feeding as needed
   - Catheterization scheduling as needed
   - Special positioning for services, cleaning and toileting
   - Other health care activities as required by the student's IEP
   - Assistance during student's transportation to/from school as deemed needed
   - Collaboration with school nurse
   - Collaboration with individual therapy providers as needed
   - Support student and classroom teacher in all academic areas

3. Certification of CNA and/or LPN to perform duties of job as noted above.
   - Related experience in the field of medicine as job requires
   - Certification in the area of CPR and First Aid through American Red Cross
   - Ability to lift a minimum of 150 pounds
   - Prior experience with specialized population

Other duties as assigned by the Director of Pupil Services. In recognition of the additional duties performed by the support staff personnel, this position shall command a pay differential of $2.50 per hour, until such time as the aforementioned additional duties need no longer be performed. The salary shall be paid in addition to the normal salary for a classroom aide based on education and work experience.

This Agreement is not intended to set a precedent regarding the employment of any other personnel.

For the Board of Education,
Elementary School District 159

Date

For the District 159 Support Staff Association, IEA-NEA

Date
Elementary School District 159
Performance Appraisal for Building Secretaries
2014-2017 School Year

Employee Name: ____________________________  Position: ____________________________
Evaluator's Name: __________________________  Position: ____________________________

Using the following scale:

4 – Exceeds Expectations  3 – Meets Expectations  2 – Needs Improvement  1 – Does Not Meet Minimum Standards

Please check the box that most aptly describes the employee.

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<td>Greets visitors promptly/Deals with their issues effectively</td>
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<td></td>
<td></td>
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<tr>
<td>Cooperates/Relates well with public/staff</td>
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<tr>
<td>Is courteous on the phone and in person</td>
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<tr>
<td>Is able to observe and report on required information for the administrator</td>
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<tr>
<td>Is proficient in oral communication</td>
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<tr>
<td>Is proficient in written communication; utilizes standard vocabulary, grammar, and spelling skills</td>
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<thead>
<tr>
<th>Office Efficiency</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritizes Task</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates good work habits (follows procedures)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates knowledge of common office practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processes purchase orders efficiently</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates and Accepts Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercises Good Judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapts to Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is Dependable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to School Board Policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains Confidentiality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develops new ideas and suggestions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains calm attitude under pressure and stressful situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wears appropriate office attire</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remains current with professional development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits knowledge of office equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses software effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manages appropriate database</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance /Punctuality</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Evaluator's Comments:


Employee's Comments (Optional):


OVERALL APPRAISAL OF PERFORMANCE

- Exceed Expectations
- Meets Expectations
- Needs to Improve
- Does Not Meet Minimum Standards

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Employee's Signature ___________________________ Date _________

Building Principal Signature ___________________________ Date _________
Elementary School District 159  
Performance Appraisal for Custodians  
2014-2017 School Year

Employee Name: ____________________________  Position: ____________________________
Evaluator's Name: ____________________________  Position: ____________________________

Using the following scale:

4 – Exceeds Expectations  3 – Meets Expectations  2 – Needs Improvement  1 – Does Not Meet Minimum Standards

Please check the box that most aptly describes the employee.

<table>
<thead>
<tr>
<th>Attendance/Punctuality</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dressed and prepared to work at beginning of scheduled shift</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gives adequate notice and contacts proper supervisor when ill</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appearance</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neat, clean, and follows dress code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses proper hygiene and maintains same throughout the day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Manner</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pleasant, helpful, and cooperative with staff, students, and parents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicates deficiencies, problems, and events to supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participation/Team Spirit</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains calm attitude under pressure and stressful situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits overall concern for schools and associated school property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge of Job</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has complete job description and general knowledge of schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of whom to contact in emergency that cannot be handled by himself/herself</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of alarms, general mechanical equipment and tools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Judgment</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knows when to contact supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows when to contact emergency assistance (911)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses care when working around students, locks all doors, and sets all alarms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Aptitude/ Job Skills</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---</td>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Patience and determination to solve problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowing when to obtain outside assistance or assistance from co-workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performing without re-occurring problems</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ability to anticipate what materials and tools are needed for completion of task, work schedule, economy of time (his/hers and other)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership Qualities</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written reports for all occurrences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisition for all supplies and materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to train employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizes work and provides leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Performance</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete knowledge of chemical usage and dilution ratio</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of blood borne pathogen procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keeps working area clean and organized</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance of new ideas and policies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self – Direction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator's Comments:

Employee's Comments (Optional):

OVERALL APPRAISAL OF PERFORMANCE

- Exceed Expectations
- Meets Expectations
- Needs to Improve
- Does Not Meet Minimum Standards

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Employee's Signature ___________________________ Date __________
Building Principal Signature ___________________________ Date __________
Elementary School District 159  
Performance Appraisal for Health Clerk  
2014-2017 School Year

Employee Name: ___________________________  
Position: ___________________________

Evaluator's Name: ___________________________  
Position: ___________________________

Using the following scale:

4 – Exceeds Expectations  3 – Meets Expectations  2 – Needs Improvement  
1 – Does Not Meet Minimum Standards

Please check the box that most aptly describes the employee.

<table>
<thead>
<tr>
<th>Communications</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greets visitors promptly/Deals with their issues effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperates/Relates well with public/staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is courteous on the phone and in person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is able to observe and report on required information for the administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is proficient in oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is proficient in written communication; utilizes standard vocabulary, grammar, and spelling skills</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

| Develops new ideas and suggestions; Takes responsibility for routine decisions |   |   |   |   |

<table>
<thead>
<tr>
<th>Personal Qualities Cont.</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follows directions; Manages tasks through to completion; Reliable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is honest, open, and straightforward in conduct, speech, etc.; Trustworthy; Maintains confidentiality of student information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness to accept responsibility and associated actions</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses discretion in all situations; Recognizes and solves problems; Exhibits resourcefulness and makes appropriate decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective in required oral and written communication; utilizes correct vocabulary, grammar and spelling skills when requested</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Ability to adjust to unexpected situations |   |   |   |   |
| Cooperative, helpful, courteous, tactful, and professional |   |   |   |   |
| Maintains calm attitude under pressure and stressful situations |   |   |   |   |
| Daily and Annual attendance record reviewed |   |   |   |   |
| Involved in self-improvement; Attends workshops; Participates in job related organizations and activities |   |   |   |   |
| Wears appropriate office attire |   |   |   |   |
Evaluator's Comments:


Employee's Comments (Optional):


OVERALL APPRAISAL OF PERFORMANCE

- Exceed Expectations
- Meets Expectations
- Needs to Improve
- Does Not Meet Minimum Standards

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Employee's Signature ___________________________ Date _________

Building Principal Signature ___________________________ Date _________
Elementary School District 159
Performance Appraisal for Instructional Assistants
2014-2017 School Year

Employee Name: ___________________________________ Position: __________________________
Evaluator's Name: ________________________________ Position: __________________________

Using the following scale:

4 – Exceeds Expectations  3 – Meets Expectations  2 – Needs Improvement  1 – Does Not Meet Minimum Standards

Please check the box that most aptly describes the employee.

<table>
<thead>
<tr>
<th>Job Knowledge</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide group/individual instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide assistance support for students in other learning environments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide assistance with classroom management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to observe and report on required information for the teacher/administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform assigned tasks effectively and without continual direction and supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates a willingness to pursue solutions to problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates the use of technology in meeting District goals and responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courtesy</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits the appropriate demeanor and language for the assigned work area and professional task</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates a courteous and helpful attitude in the learning environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adaptability</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepts changing conditions following appropriate direction and in-service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates versatility, self-confidence, and resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improves job skills through continued training, in-service, and other professional growth activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of Work</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produces acceptable work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates a knowledge of work duties, classroom procedures, and protocols and their relationship to the learning environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participates in new training, new procedures, programs, and operations conducive to the learning environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accountability</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates and maintains efficiency in reporting to work in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates and maintains efficiency in reporting to designated areas in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates the abilities to effectively complete job duties and responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diplomacy/Discretion</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Exhibits an understanding of District agreements, policies, and procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As appropriate, maintains confidentiality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understand and respects the need for confidentiality of correspondence, records, and other information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accountability</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates and maintains efficiency in reporting to work in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates and maintains efficiency in reporting to designated areas in a timely manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates the abilities to effectively complete job duties and responsibilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator’s Comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Employee’s Comments (Optional):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
OVERALL APPRAISAL OF PERFORMANCE

- Exceed Expectations
- Meets Expectations
- Needs to Improve
- Does Not Meet Minimum Standards

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Employee's Signature ___________________________ Date ___________

Building Principal Signature ___________________________ Date ___________
Elementary School District 159  
Performance Appraisal for Student Management Supervisors  
2014-2017 School Year

Employee Name: ____________________________  Position: _______________
Evaluator's Name: __________________________  Position: _______________

Using the following scale:

   4 – Exceeds Expectations  3 – Meets Expectations  2 – Needs Improvement  
   1 – Does Not Meet Minimum Standards

Please check the box that most aptly describes the employee.

<table>
<thead>
<tr>
<th>Job Competence</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takes pride in work; Gives attention to detail; Accuracy in task; Is competent in all aspects of job.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completes proper volume of work; Carries proper share of workload; Efficient.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Gives maximum effort to the job throughout.</td>
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<td>Utilizing time effectively; Organizes work day around high priority items while maintaining normal routines; Completes work and other assigned task.</td>
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<td>Is proficient in oral communication.</td>
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<td>Appropriately assist in managing behavior of students.</td>
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<td>Able to observe and report on required information for the administration in a timely manner.</td>
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<thead>
<tr>
<th>Personal Qualities</th>
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<tr>
<td>Uses discretion in all situations; Recognizes and solves problems; Exhibits resourcefulness and makes appropriate decisions</td>
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<td>Develops new ideas and suggestions; takes responsibility for routine decisions.</td>
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Follows directions; Manages tasks through to completion; Reliable

Is honest, open and straightforward in conduct speech, etc.; Trustworthy; Maintains confidentiality of student information

Willingness to accept responsibility and associated actions

Ability to adjust to unexpected situations

Cooperative, helpful, courteous, tactful, and professional towards Administrative/Supervisor Staff.

Cooperative, helpful, courteous, tactful, and friendly towards Students, Staff, Parents/Guardians.

Maintains calm attitude under pressure and stressful situations

Daily and Annual attendance record reviewed

Neat. Clean, and follows dress code.

Involved in self-improvement; Attends workshops; Participates in job related organizations and activities.
OVERALL APPRAISAL OF PERFORMANCE

- Exceed Expectations
- Meets Expectations
- Needs to Improve
- Does Not Meet Minimum Standards

Your signature below certifies that you have had the opportunity to read and discuss this Appraisal with your supervisor. Your signature does not imply that you agree or disagree with this Appraisal. Refusal of the employee to sign this document will in no way invalidate this report.

Employee's Signature _____________________________ Date __________

Building Principal Signature ___________________________ Date __________
Appendix 1

District 159 Support Staff Association
Sick Leave Bank Membership

Membership in the Sick Leave Bank requires the donation of one (1) day of accrued sick leave upon submission of this application. In consideration for being permitted to participate in the Sick Leave Bank of the Support Staff Association of Elementary School District 159, Cook County, IL, I hereby release and hold harmless the Board of Education of Elementary School District No. 159, Cook County, IL, and its board members, administrators, and employees from any and all liabilities and claims arising from my participation in and/or the administration of the Sick Leave Bank.

I agree to join the Sick Leave Bank.

Print Name

Signed

Date

I waive my rights to join the Sick Leave Bank at this time.

Print Name

Signed

Date
Appendix 2

District 159 Support Staff Association
Sick Leave Bank Request for Days

I, __________________________, am a support staff member of Elementary District 159, and a member of the District 159 Support Staff Association Sick Leave Bank (SLB). I wish to withdraw days from the SLB for personal illness or the illness of an immediate family member as defined in the contract. I understand that the illness must be verified in writing by a physician and the SLB Committee reserves the right, at its discretion, to investigate my application either before granting of said days or during the period I am withdrawing from the SLB.

Prior to withdrawing any days from the SLB, I understand that I must use all of my sick and personal leave, including any days accumulated during previous school years.

Print Name

Signed

Date

_____ Days Approved

Association Officer (Print Name)

Signed

Date