

2017-2021

CLASSIFIED EMPLOYEE WORK
AGREEMENT

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

and the

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



Agreement Effective July 1, 2017 – June 30, 2021

*Updated 7/31/18

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ARTICLE I - RECOGNITION

1.01 Definition of Parties

This agreement, hereinafter referred to as the "Agreement", is entered into this 1st day of May, 2018 between the BOARD OF EDUCATION OF BARRINGTON COMMUNITY UNIT SCHOOL District 220 of Lake, Kane, Cook and McHenry Counties, Illinois (hereinafter referred to as the "Board") and the BARRINGTON SCHOOL EMPLOYEES ORGANIZATION (hereinafter referred to as the "BSEO"). "Employee" as used herein will designate those persons represented by the BSEO.

1.02 Association Recognition

The Board hereby recognizes the BSEO as the sole and exclusive bargaining agent for all Employees of the Barrington CUSD 220 (hereinafter referred to "District") who are not required by law to hold licenses as a teacher or school administrator, including school principals' secretaries/administrative assistants, but excluding those Employees who have the responsibility to hire, assign, promote, discharge, discipline, evaluate, or process Grievances of other employees.

Excluded from the BSEO will be the following positions:

- Administrative Assistants for the Office of Superintendent
- Administrative Assistants for the Office of Assistant Superintendent
- Administrative Assistants for the Office of Human Resources
- Technology and Innovation Coordinator
- Comptroller
- Payroll Manager
- Payroll Clerk
- Technology Support Supervisor
- Administrative Support for Department of Teaching and Learning and HR
- HR Specialist
- Benefits Coordinator
- Employee Development and Temporary Employee Coordinator
- Network Operations Specialist
- Communications Specialist/Print and Web Design Coordinator

ARTICLE II - GENERAL CONTRACT INFORMATION

2.01 Acknowledgement of Bargaining Process

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining regarding the Employees covered by this Agreement. All understandings agreed upon during the negotiation process are set forth in this Agreement. For the duration of this Agreement, the Board and the BSEO each voluntarily and unqualifiedly agree that the other will not be obligated to bargain collectively with respect to any subject or matter specifically referred to or covered by this Agreement.

2.02 Amending the Agreement

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

2.03 Right to Bargain Changes

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

2.04 Deletion of Illegal Language

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

2.05 Board Policy

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

2.06 Work Stoppage

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

2.07 Contract Distribution

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

ARTICLE III - RIGHTS OF THE UNION

3.01 Annual Union Meetings

The Board will provide two (2) one hour meeting periods for all BSEO members each year. The first one (1) hour meeting will take place in the fall and the second one (1) hour meeting will take place in the spring. Except in the case of an emergency, the supervisor/principal will allow Employees one (1) hour of release time to attend these meetings as follows: 2:45 p.m. – ELC, Elementary, Day Custodians; 3:45 p.m. – Middle Schools, BHS, Admin. Center & Night Custodians.

3.02 Union Use of Bulletin Boards

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

3.03 Union Use of Mail System

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

3.04 Union Use of School Facilities

BSEO officials may request, in advance, the use of school facilities at reasonable times for the purpose of meetings. The request will be made to the building principal or designee of the building in which a meeting will be held. The request will be honored depending on the availability of the space. There will be no charge for such use other than direct costs which may result from the meeting.

3.05 Union Release Time

The Board will provide thirty (30) days in each year of the contract, at full pay to the BSEO to send representatives to local, state, or national conferences or on other business pertinent to the BSEO. Any days in excess of ten (10) that require a substitute, the BSEO and the Board will share the cost of the substitute. Upon mutual agreement, the BSEO will be granted additional days beyond the thirty (30) and the cost of the substitute, if required, will be shared by the BSEO and the Board.

ARTICLE IV - RIGHTS OF MANAGEMENT

4.01 Right to Manage and Direct

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

4.02 Right to Classify and Place

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

ARTICLE V - LABOR MANAGEMENT COMMITTEE

5.01 Participants of Labor-Management Committee

The Labor Management Committee will include representatives of the BSEO, Barrington Education Association (hereinafter referred to as "BEA"), Board and the District Administration (hereinafter referred to as "Administration").

5.02 Purpose of Labor Management Committee

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

5.03 Labor Management Committee Meeting Agenda

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

ARTICLE VI - PAYMENT OF UNION DUES AND FAIR SHARE FEES

6.01 Paycheck Deduction for Membership /Fair Share Dues

Each Employee, as a condition of employment, on or before thirty (30) days from their date of hire, will elect to become a member of the BSEO or will pay a fair share fee equivalent to the amount of dues uniformly required of members of the BSEO, including any local, state and national dues. The District agrees to automatically deduct these fees from the Employee's paycheck, after receiving the amount to be deducted from the BSEO. In the event the Employee does not make the election within the thirty (30) days, the District will deduct the fair share fees from that Employee. The BSEO will notify the District annually of any change in the annual dues to be deducted. The BSEO will notify the District in writing of the name and address of the BSEO financial institution to whom such deductions should be transmitted.

6.02 Objection to Fair Share

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

6.03 Legal Responsibility of Fair Share

The BSEO agrees to comply with the Illinois Education Labor Relations Board's (IELRB) rules concerning fair share agreements. In the event of any legal action against the Board brought in a court or before an administrative agency because of its compliance with this Article, the BSEO agrees to defend such action, at its own expense and through its own counsel, provided the Board gives immediate notice of such action in writing to the BSEO, permits the BSEO intervention as a party if it so desires, and gives full and complete cooperation to the BSEO and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels. The BSEO agrees that in any action so defended, it will indemnify and hold harmless the Board, its agents and Employees from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article. It is expressly understood that this save-harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board, its agents and Employees or the Board's imperfect execution of the obligations imposed upon it by this Article.

6.04 Notice of Employment Change

The BSEO President will receive copies of letters of hire and separation issued by the District regarding the employment status of classified staff members. Upon receipt of information regarding any change of hours, number of days of employment or building assignment for a classified Employee, the District office of human resources (hereinafter referred to as “Human Resources”) will notify the BSEO President. All updates provided by the Administration will follow from actions taken by the Board at their meetings.

ARTICLE VII - GRIEVANCE PROCEDURE

7.01 Definition of a Grievance

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

7.02 Definition of Grievance Time Limits

All time limits herein will consist of school days, except when a Grievance is submitted on or after June 1, time limits will consist of all regular work days, exclusive of weekends and holidays.

7.03 Extension of Grievance Time Limits

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

7.04 Grievance Procedure

The Grievance procedure will consist of the following five steps:

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

Grievance. The Superintendent or designee will file a response within ten (10) days of the Step 3 Grievance meeting and communicate it in writing to the Employee and the supervisor.

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

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

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

7.06 Relationship of Grievance Resolution to the Agreement

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

ARTICLE VIII - EMPLOYMENT

8.01 Categories of Classified Personnel

Employees will be categorized in one of six (6) ways based upon the following work year definitions:

- a. A full-time-twelve-(12)-month Employee works eight (8) hours per day.
- b. A part-time-twelve-(12)-month Employee works less than eight (8) hours per day.
- c. A full-time-school-term Employee works more than 175 days but less than twelve (12) months, eight (8) hours per day.
- d. A part-time-school-term Employee works more than 175 days but less than or equal to twelve (12) months, less than eight (8) hours per day.
- e. A temporary Employee works less than 176 days per fiscal year.
- f. Article 8.01 may not apply to Classified Registered Nurses (RNs) and Licensed Practical Nurses (LPNs). School days and hours for RNs and LPNs shall be scheduled by Administration.

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

8.02 Use of Temporary Employees

The Board reserves the right to employ a temporary employee and/or a subcontractor in emergency short-term situations, after giving notice to the BSEO president. A temporary employee works fewer than 176 days per fiscal year. It is not the intent of the Board to fill staffing vacancies with temporary employees. As such, the Board will first explore possible options within the BSEO to fill staffing vacancies throughout the year. In addition, it is not the Board's intention to underestimate classified staffing needs for the coming year when the staffing is approved in the preceding summer. This means that any position included in the staffing which falls vacant before January 1st, and which the Board authorizes to be filled, will be filled as a regular, not a temporary, position.

8.03 Notice of Outsourcing

If the Board proposes to outsource work or services, currently performed in whole or in part by the BSEO, it will do so in compliance with applicable IELRB and School Code requirements. The BSEO President and affected Employee(s) will be given ninety (90) days' notice prior to the signing of an outsourcing agreement. The notice must be given either by certified mail return receipt requested or personal delivery with receipt. The notice must state that the Employee is being honorably dismissed and given the reason for dismissal. In the event that the Employee held previous seniority in another grade structure/job title, they shall be permitted to bump into that respective grade structure/job title. The Employee's date of hire in the District will be used to determine seniority.

8.04 Notice of Employment

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

8.05 On the Job Training

The Board will provide up to three (3) days of on the job training for every Employee hired for or transferred to a new position.

8.06 Physical Examination

Within the specified time frame, designated by Administration during hiring or on-boarding, accepted applicants for Employee positions will have a physical examination. The Board will specify a doctor who will provide this examination at no cost to the applicant. Additional medical laboratory work required by state statute or other state requirement(s) as a condition for continued employment will be paid in full by the Board.

8.07 Probationary Period

Initial employment will be subject to a probationary period of six (6) months. In consultation with the BSEO, the probationary period may be extended for not more than an additional six (6) months. Grievance procedures do not apply in cases of termination during the probationary period.

8.08 Notice of Work Assignment

An Employee will be notified of his/her assignment for the school year in writing no later than August 8th by Human Resources. In the event an assignment change is proposed, the affected Employee will be notified promptly and consulted. The BSEO will be notified in writing of all Employee assignments before the beginning of each school term

8.09 Religious and Political Activities of Employees

The District will not impede on an Employee's rights as a citizen. No religious or political activities of any Employee, or the lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such person, provided such religious and political activities are conducted outside the person's established duty hours, and provided such activities do not result in a criminal conviction.

8.10 Private and Personal Activities of Employees

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

8.11 Current Employees Working in Temporary Assignments

Current Employees assigned to temporary positions will include notification to the BSEO and will include a recommended start and end date for the assignment.

ARTICLE IX - SUPERVISION AND DISCIPLINE OF EMPLOYEES

9.01 Supervisory Process

All Employees will be evaluated in accordance with the supervisory process identified in Appendix B.

9.02 Employee Response to the Supervisory Process

An Employee will receive a copy of, and the opportunity to respond to, any written evaluation of performance or disciplinary action that is placed in the Employee's personnel file.

9.03 Just Cause

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

9.04 Discipline Procedure

In responding to behaviors determined to be in violation of this Agreement, Board policy or procedure, the BSEO and the Board agree to adopt a philosophy of progressive discipline, which includes verbal reprimand, written reprimand, suspension, and termination of employment. The parties agree that in circumstances where a behavior occurs and is of such a significant nature that a lesser consequence is not appropriate, the progressive discipline process may be initiated at a more serious consequence level. When an acceleration of the progressive discipline process is contemplated, the Assistant Superintendent for Human Resources or designee will be involved in the investigation and final decision regarding the appropriate consequence. The BSEO President and/or one of the Executive Officers of the BSEO will be notified of the acceleration of the disciplinary process and in the event of suspension and/or recommendation for termination, Section 9.07 will apply.

9.05 Written Notice of Meeting with Supervisor

Under typical circumstances, an Employee will be given written notification of a disciplinary meeting with the supervisor at least two (2) work days in advance. The written notice will include the reasons for the meeting. When the reason for the meeting is to address a behavior or situation that jeopardizes security, the safety of the Employee, students, or other staff members, the meeting may be held as soon as practicable, with verbal notice to the President of the BSEO, or if the President is not available, one of the executive officers of the BSEO.

9.06 Weingarten Rights

An Employee has the right to have a BSEO representative present when the Employee is called to appear before a supervisor, administrator, or the Board to discuss matters that may lead to disciplinary action against the Employee. Should the Employee waive those rights, the BSEO requires that the Employee and union representative sign a waiver indicating such a decision and forward a copy to the BSEO President.

9.07 Suspension of an Employee

An Employee may be suspended with or without pay at the District's sole discretion during an investigation or determination concerning disciplinary action. Such an action will require a meeting of all parties including the BSEO President or designee and the Assistant Superintendent for Human Resources or designee. Such investigation or determination will be completed by the District within five (5) workdays of the suspension, whenever possible. If an extension beyond five (5) workdays is necessary, the Assistant Superintendent of Human Resources or designee will communicate the reason for the need to extend the timeline with the BSEO President. If the District's investigation discloses that no disciplinary action should be taken against the suspended Employee, the Employee will be allowed to return to work and will be promptly paid for any days on suspension for which pay was withheld.

ARTICLE X - HOURS

10.01 Definition of Work Week

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

10.02 Work Calendars

An Employee who works more than 188 and less than 260 days will be notified of their ending date of the current year and their start date of the following school year no later than May 1st by Human Resources. In the event of a calendar change, Employees will receive their new end date as soon as possible. Non-student attendance days an Employee works will be flexible so long as the day(s) and the make up day(s) are previously discussed with their direct supervisor and approved by Human Resources. An Employee who works more than 217 days and works the day prior to and after the Independence Day holiday will be paid for the holiday.

10.03 Definition of Overtime

Overtime must have the pre-approval of the Employee's supervisor before it is worked. Work in excess of forty (40) hours per week will constitute overtime. In such instances, the Employee will be paid at a rate of one and one-half (1-1/2) times the normal hourly rate or may choose to take compensatory time at one and one-half (1-1/2) times the overtime worked when offered by the supervisor. Holidays, vacation time and bereavement days will be counted toward forty (40) hours for overtime purposes. All time worked on the seventh consecutive work day is to be paid at two (2) times the normal hourly rate. Sick and personal days will not be included in the calculation of the seven consecutive work days.

10.04 Snow and Ice Removal

When a buildings and grounds Employee is called in by a supervisor for snow and ice control more than two (2) hours before the start of the regular shift, all hours prior to the start of the regular shift will be paid to the Employee at one and one-half (1-1/2) times their regular hourly rate.

10.05 Compensatory Time

An Employee may be offered up to forty (40) hours of compensatory time off in lieu of overtime pay. Compensatory time may be accrued at time worked for an Employee who works less than forty (40) hours a week and time and a half for an Employee who works over forty (40) hours a week. The supervising administrator shall keep records of such time approved for and used by Employees specifically responsible to him or her in a given fiscal year. To earn and use accrued compensatory time, an Employee must have prior approval from the appropriate administrator. An Employee must take compensatory time as close to the time it was earned as is

practicable insofar as the workload of the department permits and personal plans can be made. Compensatory time will not be accumulated and carried over from one fiscal year to the next except in unusual circumstances and with permission of the supervising administrator and Human Resources. An Employee may not use more than one week (5 days) of compensatory time at any one time. An administrator may not deny use of compensatory time in such a way that it is impossible for the Employee to use it before the end of the fiscal year.

Once forty (40) hours of compensatory time has been accumulated, no additional compensatory time may be accumulated until the total accumulated compensatory time falls below forty (40) hours. Accrued compensatory time must be used before available vacation or personal leave is used. Unused compensatory time at the end of the fiscal year shall be paid to the Employee.

10.06 Holidays

Twelve month Employees will receive thirteen (13) paid holidays per year. Non-twelve month Employees who work six hundred (600) or more hours per year will receive twelve (12) paid holidays per year. Employees who are not scheduled to work on the listed holidays below, will not be paid. The holidays are listed in the chart below. Holidays that fall on a Saturday are observed on Friday. Holidays that fall on a Sunday are observed on Monday.

All newly hired Employees will be eligible for all designated holidays that fall after their official hire date.

Holidays	12 Month	Less than 12 months Employee	188 / 189 Day Employee
New Year's Day	Paid Day Off	Paid Day Off	Paid Day Off
Martin Luther King Birthday	Paid Day Off	Paid Day Off	Paid Day Off
President's Day	Paid Day Off	Paid Day Off	Paid Day Off
Casimir Pulaski Day (Floating Holiday)	May take any non-student attendance day after Casimir Pulaski Day and prior to July 1.	May take any non-student attendance day after Casimir Pulaski Day prior to July 1	Substitute day of pay on the Monday of Spring Break
Good Friday	Paid Day Off	Paid Day Off	Paid Day Off
Memorial Day	Paid Day Off	Paid Day Off	Paid Day Off
Independence Day	Paid Day Off	N/A	N/A

Labor Day	Paid Day Off	Paid Day Off	Paid Day Off
Columbus Day (Floating Holiday)	May take any non-student attendance day after Columbus Day and prior to July 1	May take any non-student attendance day after Columbus Day and prior to July 1	Substitute day of pay during Winter Break (usually first Monday if not a holiday)
Veteran's Day (Floating Holiday)	Substitute Day prior to Thanksgiving	Substitute Day prior to Thanksgiving	Substitute Day prior to Thanksgiving
Thanksgiving	Paid Day Off	Paid Day Off	Paid Day Off
Day Following Thanksgiving	Paid Day Off	Paid Day Off	Paid Day Off
Christmas Day	Paid Day Off	Paid Day Off	Paid Day Off

If one or more of the listed holidays is later designated as a student attendance day a non-temporary Employee will be granted a new holiday ("Floating Holiday") to replace each such holiday converted to a student attendance day.

Such Floating Holiday(s) will be taken on a student non-attendance day mutually agreed upon by the Employee and their supervisor.

For any non temporary Employee who works less than 5 days per week and a holiday falls on their scheduled work day, the Employee will be paid for the hours scheduled for that day of work or the Floating Holiday will be applied accordingly per the chart above.

ARTICLE XI - SENIORITY AND REDUCTION IN FORCE

11.01 Qualifications for Seniority

Seniority will be based on the actual date of hire into a position(s) eligible for seniority, or the date of assignment to a position(s) eligible for seniority. Seniority will apply to the position(s) currently held as well as all other previously held eligible positions. Any Employee who works five (5) hours or more per day and one hundred seventy-six (176) days or more per year will qualify for seniority status. Should the Employee achieve seniority status and subsequently fall below the required a minimum of five (5) hours per day, and 176 days per year, his/her seniority will be retained and frozen until such time as his/her schedule returns to at least five (5) hours per day, and 176 days per year, at which time the individual will begin accruing additional seniority credit. For those

Employees working in more than one part-time position who meet the requirement for accrual of seniority, seniority will accrue equally in each position.

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

When an Employee moves to another position that meets the requirements for accrual of seniority, the seniority accrued in previous positions will transfer to the new position.

11.03 Reduction in Force (RIF)

If the Board decides to make a reduction in force, an Employee to be released will be given either forty-five (45) days' notice or thirty (30) work days severance pay, at the Board's discretion. Previously earned vacation or earned compensation will be paid in addition to the severance pay. Should the Board decide to reduce the number of Employees in a specific category or position, the Employee with the least seniority in that category of position will be honorably dismissed first. Honorably dismissed Employees in one category of position who hold seniority in another category of position can "bump" an Employee in that category that has less seniority.

11.04 Right to Recall

Honorably dismissed Employees will be recalled on the basis of seniority and qualifications for the open position(s). In the event the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be tendered to the Employees so removed or dismissed from that category or any other category of position, so far as they are qualified to hold such position(s) as determined by the Administration. During this period, positions that become vacant may not be offered to a new employee until and unless all appropriately qualified individuals with recall rights have been rehired or have declined recall to an available position.

Recalled Employees will have previous seniority and wage grid placement recognized, except when accepting recall to a different position, the procedure for determining wage grid placement in Sections 18.09 and 18.11 will apply.

ARTICLE XII - BENEFITS

12.01 Eligibility for Benefits

Any Employee hired July 1, 1999 or after who works thirty (30) hours or more weekly is eligible to participate in the District's benefit program. Any Employee hired prior to July 1, 1999 who works twenty-five (25) hours or more weekly is also eligible to participate in the District's benefit program.

12.02 Benefits for Temporary Employees

A temporary Employee is not eligible for any District benefits.

12.03 Availability of Benefit Information

An Employee will have online access to the benefits and IMRF handbooks via a link posted on the District website, and will also have on-line access to information regarding their sick, personal business, personal time off, and vacation units.

12.04 Insurance Deductions

Deductions for insurance will be made throughout the year.

12.05 Change to Insurance Coverage

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

12.06 Medical Insurance and Dental Insurance

The total aggregate cost paid by the District for medical and dental insurance for BSEO members will increase by the lesser of (i) the renewal increase rate, or (ii) 4.6% over the amount paid by the District in the 2015-2016 previous plan year as determined by the NIHIP administrator. Adjustments to plan design, Employee contribution rates, or other modifications will be determined by the District Insurance Committee based on the District contributions defined herein.

12.07 Life Insurance

An eligible Employee will be covered by a fifty thousand dollar (\$50,000) term life insurance policy. The cost of dependent life insurance will be paid by the Board under its current plan. Additional term life insurance in increments of ten thousand dollars (\$10,000) also may be purchased by the Employee in accordance with the terms of the life insurance contract.

12.08 Vision Insurance

An eligible Employee will receive vision insurance at a minimum of fifty percent (50%) of premium cost for single coverage. Family vision coverage and any buy up plans will be available at the Employee's costs. Adjustments to plan design, Employee contribution rates, or other modifications will be determined by the District Insurance Committee based on the District contributions defined herein.

12.09 Flexible Employee Benefit Plan

The Board will establish and maintain a “flexible Employee benefit plan” in compliance with Section 125 of the Internal Revenue Code of 1986.

12.10 Long-Term Disability (LTD)

The District will provide at full premium cost to the District, a long-term Employee disability insurance program to cover seventy percent (70%) from all sources of the Employee's District income payable after sixty (60) consecutive days of health or accident disability absence from duties. The length of the insurance coverage provided an Employee while on disability will be as follows: the shorter of twenty-four (24) months or when the insurance provider deems the Employee is no longer disabled. This benefit shall not exceed \$5,000 per month for a period not to exceed twenty-four (24) months. Adjustments to plan design, Employee contribution rates, or other modifications will be determined by the District Insurance Committee based on the District contributions as defined herein.

12.11 Injury on the Job

In the event an Employee is injured while on the job, the Employee will be transported to the hospital, if necessary, at the District's expense. Within twenty-four (24) hours, or as soon thereafter as practicable, the Employee must report the injury by following District procedures, which includes reporting the injury to the immediate supervisor. In the event an Employee is injured in the course of employment, the Employee may be covered under the Illinois Workers' Compensation Law and will receive the benefits thereof if eligible.

12.12 Service Recognition

An Employee who has at least fifteen (15) years of continuous service and is at least fifty-five (55) years of age is eligible for service recognition. The eligible Employee may choose one of the three options below:

- Five thousand dollars (\$5,000) post-retirement payment, with nine (9) months notification prior to retirement (irrevocable notice of retirement) payable within ninety (90) days of retirement.
- One (1) year increase in base salary of up to 6%. Such increase will be the maximum allowed based on the condition that the Board will not incur a penalty, with fourteen (14) months' notification prior to retirement (irrevocable notice of retirement).
- Two (2) year increase in base salary of up to 6% for each year. Such increase will be the maximum allowed based on the condition that the Board will not incur a penalty in each year, with twenty-six (26) months' notification prior to retirement (irrevocable notice of retirement).

It is the intent of both parties that this provision will NOT result in penalties to the Board.

12.13 Benefits for Retired Employees

If allowed by the District's insurance carrier, any retired Employee may elect to purchase either single or family medical insurance, until the Employee reaches Medicare eligibility, by paying the full premium (Board portion plus Employee portion) cost, as may change from time to time, of such coverage. Adjustments to plan design, Employee contribution rates, or other modifications will be determined by the District Insurance Committee based on the District contributions as defined herein.

12.14 Family and Medical Leave Act (FMLA)

The District will comply with the Family and Medical Leave Act and its regulations for implementation. Information on FMLA benefits is posted in each District building and more detailed information is available from Human Resources.

12.15 Professional Development

It is the intention of the Board to support participation of Employees in District/building-sponsored staff development and professional growth plans and options. The success of these plans depends on the cooperation and mutual confidence of the Employee and the Administration. Therefore, the Administration is encouraged to help facilitate the involvement of classified Employees in all ways practical and possible. When institute day activities are relevant to Employees, they will be encouraged to attend. Employees who are not contracted to work on institute days and are authorized to attend such institute day activities will be compensated at the Employee's regular hourly rate of pay. For professional development to be considered for Board Credit refer to Section 12.16 of this Article.

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

12.16 Board Credit

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

- complete any workshop/course offered by the District for which Board Credit is an option; or,
- complete an individual "Board Credit Plan" (refer to the BSEO Board Credit Plan procedures found on the District internal staff website.
- complete a training or certification course (if approved in advance by direct supervisor and Human Resources)

- complete a college level course if approved in advance by the direct supervisor and Human Resources. (Refer to Section 12.17 College Credit and Tuition Reimbursement.)

Listed below are guidelines for acquiring Board Credit:

- Board Credit may be acquired during the work day under the following circumstances: up to twenty-four (24) hours, or three (3) work days, whichever is met first, per fiscal year, may be acquired during the work day with prior approval from direct supervisor and Human Resources. Employee attendance, student needs, and District operations will be taken into consideration as part of the approval process for acquiring Board Credit during the work day. Board Credit hours acquired during the work day must be acquired in half day or full day increments.
- Board Credit may be acquired outside the work day with prior approval from the direct supervisor and Human Resources.
- For a training or certification course, one (1) Board Credit will represent six (6) hours of time on task.
- For a college level course, one (1) Board Credit will represent (1) hour of college credit. (Refer to Section 12.17 College Credit and Tuition Reimbursement.)
- Fifteen (15) Board Credits are needed to advance one cell on the wage grid. The Employee is required to notify Human Resources when fifteen (15) Board Credits have been earned.
- No Employee can use Board Credits to advance more than one cell per fiscal year.
- Any proposed Board Credit Plan must have prior approval by direct supervisor and Human Resources, the maximum number of Board Credits for any Board Credit Plan-made by an Employee will be fifteen (15), regardless of the number of hours spent to execute the proposal.
- Summer University/In-District Courses Only: In cases where Board Credit or pay is offered, only one will be awarded. It will be the choice of the Employee.
- Repetition of any workshop, course, or proposal will not be awarded Board Credit or pay, unless prior approval from direct supervisor and Human Resources is granted.
- Board Credit is not available for Employees on cell 12 and beyond.

12.17 College Credit and Tuition Reimbursement

Employees will be reimbursed up to thirty (30) hours for non-college degree programs. Employees pursuing a college degree (e.g., Associate, Bachelors, or Masters) will be reimbursed for up to sixty (60) hours for those courses necessary for the attainment of that degree as verified by an official degree plan. Such reimbursements are subject to Administrative approval prior to enrollment in any program;. With such approval, the Board may reimburse an Employee for tuition costs not to exceed one hundred fifty dollars (\$150.00) per credit hour for coursework leading to a completed program.. Proof of an A or B grade must be provided. One (1) Board Credit will represent (1) hour of college credit. (Refer to Article 12.16 Board Credit.)

12.18 Flexible Staff Development Time

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

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

12.19 Required Workshop and Classes

When Employees are required by the District to attend a workshop or other training session including but not limited to certifications and licensure requirements, their time spent in transit and to participate in the training as well as expenses associated with the training will be paid by the District. If the required training results in the Employee being unable to fulfill an extra duty assignment, the Employee will receive pay for that missed extra duty.

12.20 Defined Contribution Programs

All Employees may participate in a defined contribution program at the Employee’s expense. The District will provide all Employees with a list of Board approved providers.

ARTICLE XIV - WORKING CONDITIONS

14.01 Duty Free Lunch

Except in emergency situations, an Employee who works five (5) or more hours per day will be granted a duty-free, unpaid, uninterrupted lunch period of thirty (30) minutes. Travel time necessary to obtain food is included in the 30 minute lunch period.

14.02 Break Period

An Employee will be entitled to a fifteen (15) minute break during each four (4) hour work period at a time agreed upon by the supervisor. Any travel time is included in the fifteen (15) minute break period.

14.03 Use of Personal Automobile

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

14.04 Safe Working Conditions

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

14.05 No Smoking Policy

All Employees will abide by the District's No Smoking Policy.

14.06 Employees Working Through Lunch

"On-Call" Employees who work through their lunch while performing school assigned duties will be paid for their duty-free thirty (30) minute lunch at their regular hourly rate or at their overtime rate when applicable.

On-Call is defined as an Employee who is required by an administrator to remain on duty and is unable to utilize their duty-free thirty (30) minute lunch.

ARTICLE XV - ABSENCE FROM WORK

15.01 Definition of a Unit

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

15.02 Time Not Worked

An Employee is expected to work his/her contracted days and hours per day. Time not worked needs to be accounted for by using one of the following: Personal days, PTO days, sick days, comp time, vacation time (where applicable) or without pay if approved by Assistant Superintendent of Human Resources or designee.

15.03 Payment of a Unit

A non-temporary Employee who works six hundred (600) or more hours per year is eligible for sick, personal business, or personal time off units and will be paid the equivalent of his/her regular daily working hours. As an

example, for an Employee who works four (4) hours per day, one (1) unit = four (4) hours. If an Employee's regular daily working hours change, then all units will be converted appropriately.

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

A non-temporary Employee who works six hundred (600) or more hours per year with less than ten (10) years of service will receive sick and personal business units each fiscal year, as referenced in Sections 15.07 and 15.08 of the Agreement. Sick and personal units for a first year Employee will be prorated based on the Employee's actual start date. After the first year of employment, Employees will receive sick and personal units as of July 1 of each year. Employees who work less than five (5) days per week will also receive a prorated allocation for sick and personal units based on the contractual hours worked. Unused personal business units will be converted into sick units at the end of the fiscal year or upon retirement.

15.05 Use of Personal Business Units for Employees with Less Than 10 Years of Service

A non-temporary Employee who works six hundred (600) or more hours per year with less than ten (10) years of service will receive three (3) personal business units per year (Refer to Sections 15.07 and 15.08). Except in emergencies, notice must be submitted to the immediate supervisor and Human Resources forty-eight (48) hours prior to the day of absence.

Examples of activities that are permissible:

- Religious holidays not observed in the school calendar
- Funeral of a close friend or relative who is not provided for in contract (Refer to Section 15.11)
- Legal hearings
- Appointments requested by civil authorities
- Completion of important contracts
- Weddings of relatives or very close friends
- Graduation ceremonies of a member of the immediate family
- Household emergencies
- Uncontrollable delays in travel

Administration reserves the right to deny the use of personal business units if approval creates an issue in building and/or District operations, safety, or staffing the classrooms/building.

Employees are discouraged from taking personal business units on Mondays and Fridays, on days immediately preceding or following a school holiday and the first and last day of the school calendar. No more than three (3) days can be used at one time for personal business. Unused personal business units will be converted into sick units at the end of the fiscal year or upon retirement

NOTE: For BSEO members who have been employed over ten (10) years, please refer to Section 15.06.

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

A non-temporary Employee who works six hundred (600) or more hours per year with ten (10) or more years of service will receive personal time off units each fiscal year, as noted below. (Refer to Sections 15.07 and 15.08 of the contract.) These units may be used for any purpose. Except in emergencies or for use of sick time units, notice must be submitted to the immediate supervisor and Human Resources forty-eight (48) hours prior to the day of absence. Unused personal time off units will be converted into sick units at the end of the fiscal year or upon retirement.

Administration reserves the right to deny the use of personal time off units if approval creates an issue in building and/or District operations, safety, or staffing the classrooms/building.

Employees are discouraged from taking personal time off on Mondays and Fridays, on days immediately preceding or following a school holiday and the first and last day of the school calendar. No more than three (3) days can be used at one time for personal time off.

NOTE: For BSEO members who have been employed less than 10 (ten) years, please refer to Section 15.05.

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

A full-time-twelve-(12)-month or part-time-twelve-(12)-month Employee who meets the qualifications of Sections 15.04 or 15.06 of the contract will be awarded sick and personal business units or personal time off units as follows:

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

For the purpose of determining the “first year of service” when calculating “years of service” for this table, an Employee hired between July 1 and October 31 will complete their first year of service on June 30 of the current fiscal year.

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

A full-time-school-term or part-time-school-term Employee who meets the qualifications of Sections 15.04 or 15.06 of the contract will be awarded sick and personal business units or personal time off units as follows:

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

For the purpose of determining the “first year of service” when calculating “years of service” for this table, an Employee hired between July 1 and October 31 will complete their first year of service on June 30 of the current fiscal year.

15.09 Use of Sick Units

An Employee may use sick units per the provisions and definitions of the Illinois School Code, Section 24-6. An Employee is required to notify his/her immediate supervisor as soon as possible if he/she is to be absent because of illness or injury. A sick unit is equal to the normal work day of the Employee.

15.10 Use of Sick Units for Adoption

An Employee may use sick units for the purposes of the adoption of a child or foster care initial placement of a child per the provisions and definitions of the Illinois School Code and the Family and Medical Leave Act (FMLA).

15.11 Bereavement Leave

Employees may take up to five (5) days’ leave because of death in the immediate family, up to ten (10) days for the death of an Employee’s child, and up to two (2) days for non-immediate family, per occurrence (hereinafter defined as “Bereavement Leave”). Immediate family will be defined as follows: child, spouse, mother, father, mother or father-in-law, brother, sister, aunt, uncle, grandchildren, grandparent, great-grandparent, step-parent, fiancée, ward, half-brother or -sister, brother- or sister-in-law, stepchild, son- or daughter-in-law, domestic partner, civil union partner step-sister/brother, niece, nephew, cousin or anyone for whom the bargaining unit member is a legal guardian.

Starting July 1, 2018, Employees will receive three (3) paid days per fiscal year for use as Bereavement Leave. Additional Bereavement Leave beyond these three (3) days may be taken from the Employee’s available sick, personal days or PTO units. If paid Bereavement Leave days have been exhausted, the Employee may request

additional Bereavement Leaves days without pay.

15.12 Unpaid Leaves for Medical Purposes

Leaves of absence without pay due to an illness of the Employee may be granted at the discretion of the Superintendent or designee. A non-probationary Employee who uses all sick units and personal business or personal time off units may be eligible for an unpaid leave of absence. The maximum unpaid leave period an Employee may be eligible for, in any one fiscal year, will be determined as follows: four (4) days for each year of service to a maximum of forty (40) days in any one fiscal year. A request for unpaid additional leave beyond the maximum allowable period will be considered on an individual basis by the Superintendent or designee. (Refer to Section 15.02)

15.13 Jury Duty

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

15.14 Sick Leave Bank

All Employees are eligible to participate in the "Sick Leave Bank" by making a one-time contribution of one (1) day from his/her sick leave or personal days or personal time off. Unused Sick Leave Bank days at the end of each fiscal year will carry over, not to exceed the cap as stated below, to the next fiscal year. A committee will be established to act as the governing body for administration of the Bank, consisting of three (3) Employees named by the BSEO Board. The committee will review all Employee applications and make all determinations as to the granting of such Sick Leave Bank days for an Employee's serious illness. In order to be eligible to draw from the Sick Leave Bank, an Employee must be a contributor to the Bank, present a doctor's certification of continuing illness to Human Resources, have used all accumulated sick leave, personal days, or personal time off, and have had deducted from the Employee's pay two (2) days of salary. The maximum use of Sick Leave Bank days by any Employee will be four (4) days for each year of service in the District, to a total of forty (40) days per term of employment. A request for additional access for any Sick Leave Bank day(s), above the maximum allotment, will be considered on an individual basis by the BSEO Board. New members will be automatically enrolled and will donate one (1) day upon hire. Retiring Employees may contribute up to twenty-five (25) sick days in excess of the current IMRF Unused and Unpaid Sick Leave Service Credit amount to the Sick Leave Bank. If the number of days remaining in the Sick Leave Bank ever falls below two hundred (200) days, present members of the Sick Leave Bank will have the option to donate an additional day to the Sick Leave Bank. The total days banked for use in the BSEO Sick Leave Bank shall not exceed four hundred (400) days. If donations to the Sick Leave Bank cause the bank to exceed the indicated cap number of days in this Section of the Agreement, the Bank will be reset to the cap limit of Sick Leave Bank days on July 1st of each year.

15.15 Good Attendance Incentive for All Employees

An Employee who is absent from work for only three (3) full days or less in one fiscal year will be given one hundred dollars (\$100.00) incentive pay at the end of the fiscal year. Bereavement and vacation days will not be counted against the good attendance incentive.

15.16 Eligibility for Vacation

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

15.17 Computation and Accumulation of Vacation

Effective July 1, 2017, vacation units are computed as of July 1st of each year. Employees in their first three (3) years, will earn vacation units on a prorated monthly basis which will be available for use on the last day of each month. A vacation unit is equal to the normal work day of the Employee.

15.18 Data Table for Computation of Vacation

For the purpose of determining the “first year of service” when calculating “years of service” for this table, an Employee will complete his/her first year of service on June 30 of the current fiscal year.

Table A: An eligible Employee will be granted paid vacation in accordance with the following schedule:

Years of Service	Vacation Units (per fiscal year)
0-3	0.83 days per month
4-5 years of service	10 units
6-10 years of service	15 units
11-13 years of service	18 units
14-20 years of service	20 units
21 years	21 units
22 years	22 units
23 years	23 units
24 years	24 units
25 years or more	25 units

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

In the event an Employee is permanently transferred to a twelve-(12)-month position, the following formula for determining his/her placement on the vacation schedule will apply and may begin using any earned, approved vacation time immediately upon starting the twelve-(12)-month position.

- 1.) If years of service are less than five (5), Article 15.17 will apply
- 2.) If years of service are more than five (5), the total number of months worked by the Employee since the date

of hire will be divided by twelve (12).

15.20 Vacation Calendar

An eligible Employee may request vacations time with supervisory approval and workload permitting. Vacation units must be used by December 31 of the following fiscal year.

15.21 Holiday During Vacation

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

15.22 Payment for Unused Vacation

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

15.23 Workers' Compensation and Vacation

While on Workers' Compensation leave, an eligible Employee will accumulate vacation units at one-half the regular rate. After a period of twelve (12) months, Employees can no longer accumulate vacation units while on Workers' Compensation leave.

ARTICLE XVI - EMERGENCY DAYS

16.01 Payment for Work when Sent Home

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

16.02 Closing of Individual Building

When an individual building is closed prior to the start of the regular work day, but other schools are open, an Employee may be temporarily reassigned to another building that day. If the Employee chooses not to be reassigned, time not worked must be accounted for by use of one of the following as appropriate: personal day, PTO day, sick day, comp time, vacation time (where applicable) or without pay.

16.03 Reporting to Work When School is Cancelled

When an all-District closing becomes necessary, a full-time twelve (12) month and a part-time twelve (12) month Employee is required to report to work unless otherwise notified. A full-time school-term and a part-time school-term Employee is not required to report to work on such days. When less than a normal statute-mandated,

minimum school year is observed as a result of inclement weather or other emergency condition, the Employee will suffer no loss of pay as a result.

The District may determine that all twelve (12) month Employees should not report to work. If the District so notifies twelve (12) month Employees to not report to work, but certain essential twelve (12) month Employees are still requested to report to work (i.e. for snow removal, tech issues, etc.), those essential Employees will be paid double time for all hours worked in association with that given day.

ARTICLE XVII - JOB VACANCIES

17.01 Posting of Job Vacancies

All job vacancies will be posted on the District's website. The Board will post all known vacancies for a period of ten (10) days prior to filling any vacancy. In the event of an emergency or urgent need, a vacancy may be posted for a minimum of two (2) days, with notice to the BSEO President provided by Human Resources. Notices will be posted as far in advance as possible.

17.02 Job Posting for a Temporary Position

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

17.03 Filling a Vacancy Temporarily

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

17.04 Employee Application to New Job Vacancy

An Employee who desires to apply for a vacancy will submit his/her application on-line. The Employee will be guaranteed an interview for any BSEO vacancy if he/she meets the criteria for the vacant position as established by the Board and submits his/her on-line application by the closing date specified in the posting.

17.05 Decision to Fill Vacancy

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

ARTICLE XVIII - WAGES

18.01 Mode of Payment

Regular wages for all classified Employees will be equally divided over the number of paychecks identified below:

Employees who are employed in a position working two hundred sixty (260) days per year will be paid on the basis of twenty-four (24) paychecks. Employees who are employed in a position working between one hundred ninety-six (196) and two hundred fifty-nine (259) days will be paid on the basis of twenty-two (22) paychecks. Employees who are employed in a position working between one hundred eighty-eight days (188) and one hundred ninety-five (195) days will be paid on the basis of twenty (20) paychecks.

Full- and Part-Time 12-Month (260 Days) Employees:	24 Pay Periods
Full- and Part-Time Employees Working 196-259 days:	22 Pay Periods
Full- and Part-Time Employees Working a School Term Calendar and Up To 195 Days:	20 Pay Periods

If the official start date for a new Employee is five (5) or more business days prior to a pay date, a new Employee's first paycheck will be in alignment with the Employee's position start date and the payroll schedule. If the official start date for a new Employee is less than five (5) business days prior to a pay date, the first wages will be issued on the second (2nd) payroll date following the Employee's official start date. The official start date will be determined by Human Resources following the completion of the required employment paperwork and Board approval.

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

18.02 Involuntary Transfer

The Board recognizes that any Employee being involuntarily transferred will not have his/her hourly salary, contracted days and hours per day reduced or frozen for the remainder of the Employee's current fiscal year's contracted days, excluding reduction in force or disciplinary purposes. In the event the Employee is reassigned to a lower classification (Refer to Section 18.11), the new rate of pay will align with the assigned position effective the first day of the new fiscal year. In the event the Employee is reassigned to a higher salary classification, the new rate of pay will align with the assigned position immediately (Refer to Section 18.09). Excluding disciplinary

purposes, an Employee who is transferred involuntarily will be considered for all vacancies which may exist for which the Employee may qualify at the time of the involuntary transfer.

18:03 Co-Curricular Stipends and Extra Duty

Co-Curricular Stipends

Employees will not be granted adjustments in their contractual work day in order to participate in a co-curricular assignment unless prior approval by their direct supervisor and Human Resources has been granted. Co-curricular stipends will be paid as follows:

- Year 1 Coaches or sponsors in their first year coaching or sponsoring.
- Year 2 Coaches or sponsors in their second year in the activity.
- Year 3 Coaches or sponsors in their third year in the activity.
- Year 4 Coaches or sponsors in their fourth year in the activity.
- Year 5 Coaches or sponsors in their fifth year in the activity.
- Year 6+ Coaches or sponsors in their sixth or beyond year in the activity.

The Board retains the right to review and revise lane assignments. A BSEO representative will be encouraged to participate as a member of the “Co-Curricular Committee”, which discusses co-curricular matters. Stipend lane assignments can be found on the District internal staff website.

Co-Curricular Stipend Compensation

Co-Curricular Compensation									
Years	A	B	C	D	E	F	G	H	Z
1	\$ 7,322	\$ 6,507	\$ 5,654	\$ 4,878	\$ 3,851	\$ 3,037	\$ 1,832	\$ 1,514	\$250
2	\$ 8,045	\$ 7,163	\$ 6,160	\$ 5,317	\$ 4,184	\$ 3,297	\$ 1,976	\$ 1,600	\$250
3	\$ 8,768	\$ 7,814	\$ 6,734	\$ 5,823	\$ 4,541	\$ 3,557	\$ 2,121	\$ 1,702	\$250
4	\$ 9,491	\$ 8,464	\$ 7,303	\$ 6,324	\$ 4,902	\$ 3,818	\$ 2,265	\$ 1,827	\$250
5	\$ 10,214	\$ 9,120	\$ 7,876	\$ 6,835	\$ 5,259	\$ 4,078	\$ 2,410	\$ 1,991	\$250
6+	\$ 10,937	\$ 9,775	\$ 8,455	\$ 7,341	\$ 5,620	\$ 4,338	\$ 2,564	\$ 2,198	\$250

Extra Duty Compensation

Assignment	Rate of Pay
K-5 Overnight Outdoor Education	Number of hours worked will be compensated at an Employee’s regular hourly rate of pay. (For a maximum of 18 hours per day unless otherwise approved by direct supervisor)
K-12 Extra Duty Supervision: Security, Scorekeeper, Timer, Announcer, Pass-Gate Keeper, Chaperone, Pool	\$20/Hour

Supervision, but not limited to.	
----------------------------------	--

18.04 Wage Grids

The wage grids for July 1, 2017 through June 30, 2021 are listed in Appendix D through G.

Year 1: Each Employee will receive a base increase of 1.5% for the first year of the Agreement (July 1, 2017 - June 30, 2018).

Year 2: Employees in Cell 4 and above on the wage grid will receive a base increase of 2.1% for the second year of the Agreement. Employees in Cell 1, 2, or 3 who were hired before July 1, 2018, will move to Cell 4 on the wage grid for the second year of the Agreement (July 1, 2018 - June 30, 2019).

Year 3: Each Employee will receive a base increase of 2.1% for the third year of the Agreement (July 1, 2019 - June 30, 2020).

Year 4: Employees in Cells 1-11 on the wage grid will receive a one Cell increase for the fourth year of the Agreement (July 1, 2020 - June 30, 2021).

Employees in Cell 12 and beyond the wage grid during the third year of the Agreement will remain in their current Cell and receive a base increase of 2% for the fourth year of the Agreement (July 1, 2020 - June 30, 2021).

18.05 Annual Salary Increase

Any Employee will be eligible for an annual salary increase on July 1. The rate of pay for an Employee working a summer position will remain at the same rate for the entire summer period.

18.06 Placement of New Employee on the Wage Grid

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

18.07 Summer Rate of Pay

The rate of pay for any Employee working a summer position will be the rate of pay for the position worked. The Employee’s cell placement on the wage grid for the previous school year will be the same cell placement for the summer position. The rate of pay for the following school year will be established upon completion of the summer position in advance of the upcoming school year.

18.08 Temporary Reassignment of Employee and Substituting for Only Lunch/Recess Duty

An Employee who is temporarily reassigned to a position at a higher hourly rate on the wage grid will be paid at the rate appropriate to the higher classification during the temporary assignment. The rate of pay for a temporary assignment will be determined by moving to the equal or next higher cell on the wage grid of the new position, whichever is lower, plus five (5) percent. An Employee who is temporarily reassigned to a position in a lower hourly rate on the wage grid will be paid at his/her regular rate of pay plus five (5) percent.

An Employee who is assigned to substitute for only lunch/recess duty will be paid at his/her regular rate of pay plus five (5) percent. Time worked for lunch/recess duty does not extend the employee's regular contractual day, unless approved by the supervisor.

18.09 Permanent Reassignment of Employee to Higher Salary Classification

An Employee permanently reassigned to a position in a higher salary classification will not lose credit for service in the District. For permanent assignments, the rate of pay will be determined by moving to the equal or next higher cell of the new position, whichever is lower, plus a minimum of three (3) cells.

18.10 Assistant to the Administrative Assistant Covering for an Administrative Assistant

An Assistant to the Administrative Assistant who covers for an Administrative Assistant will receive the Administrative Assistant rate of pay immediately. The rate of pay for this assignment will be determined by moving to the equal or next higher cell of the wage grid of the new position, whichever is lower, plus two cells.

18.11 Voluntary Transfer of Employee to Lower Salary Classification

If an individual volunteers for a position in a lower salary classification, the Employee's rate of pay for this assignment will be determined by moving to the equal or next higher cell of the wage grid of the new position. The Employee will not receive a rate of pay past the twelfth cell of the new position.

18.12 Longevity Pay

Longevity pay will be awarded to a non-temporary Employee who has completed a minimum of ten (10) years of full- or part-time cumulative service in the District. Pay will be based on one flat rate annual increase up to thirty-five (35) years of full- or part-time service. An Employee who has obtained thirty-five (35) or more years of full- or part-time service will remain at the year thirty-five (35) rate through the term of this contract.

18.13 Data Table for Longevity Pay

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

Cumulative Years of Service	Annual Payment
10 years	\$475
11 years	\$500
12 years	\$525
13 years	\$550
14 years	\$575
15 years	\$600
16 years	\$625
17 years	\$650
18 years	\$675
19 years	\$700
20 years	\$800
21 years	\$825
22 years	\$850
23 years	\$875
24 years	\$900
25 years to 29 years	\$1,000
30 years to 34 years	\$1,250
35 years or more	\$1,500

For the purpose of determining the “first year of service” when calculating “years of service” for this table, an Employee hired between July 1 and October 31 will complete their first year of service on June 30 of the current fiscal year.

18.14 Extra-Curricular Activity Payment

Payment for co-curricular activities will be paid throughout the duration of the co-curricular activity.

18.15 Compensation Adjustments

Any compensation errors will be adjusted as soon as possible once the error is discovered. The adjustment will be for the current fiscal year only. In the event an error is discovered at the end of the current fiscal year, such error must be reported to Human Resources no later than 30 days into the following fiscal year.

18.16 Employee Substituting for Licensed Teacher

An Employee substituting for a licensed teacher will receive his/her current rate of pay plus a per day stipend of fifty dollars (\$50.00) prorated hourly/per period for the substitution assignment.

ARTICLE XIX – DURATION OF AGREEMENT

This Agreement to approve the 2017-2021 BSEO Collective Bargaining Agreement for a four year period ending 2020-2021 is signed this 1st day of May 2018. This Agreement will be in effect from July 1, 2017 through June 30, 2021.

In Witness Whereof:

FOR THE BOARD OF EDUCATION OF
COMMUNITY UNIT SCHOOL District 220
KANE, COOK, & McHENRY COUNTIES, ILLINOIS

FOR THE BARRINGTON SCHOOL
EMPLOYEES ORGANIZATION, IEA-NEA



Board of Education President



BSEO President



Board of Education Secretary



BSEO Secretary or designee

APPENDIX A

LETTER OF UNDERSTANDING

Job Reclassification Committee

- Create a planning committee comprised of three (3) BSEO representatives and 3 Administrative representatives.
- Complete design/planning process by October 15, 2020.
- Plan to include following components:
 - Composition of Job Reclassification Review Committee
 - Criteria/forms/rubrics
 - Timeline/deadlines
 - Submission of initial reclassification request
 - Review of reclassification requests
 - Notification of decision
 - Effective date

Plan must be approved by the Board of Education and BSEO leadership prior to implementation. Final decision lies with the Board of Education and is not subject to the Grievance process. Any approved reclassification requests will be implemented July 1 of the next school year.

Letter of Understanding for Section 18.01 Mode of Payment

Both parties, BSEO and the Board of Education for Barrington Community Unit School District 220 of Cook, Kane, Lake, and McHenry Counties of the State of Illinois, agree to continue working, as a team, to finalize the language and payment schedule for Article XVIII- Wages Section 18.01 Mode of Payment of this Agreement to complete the following:

- To determine the amount of pay periods for all Employees for the 2019-2020 and 2020-2021 school years.
- To determine the payroll schedule for all Employees for the 2019-2020 and 2020-2021 school years.
- To determine the transition plan for said change in pay periods for the 2019-2020 school year.

Timeline: No later than November 1, 2018 for completion of language and payment schedule.

Plan must be approved by the Board and BSEO leadership prior to implementation.



MEMORANDUM OF UNDERSTANDING

The Board of Education of Community Unit School District 220 and the Barrington School Employees' Organization agree as follows:

Currently, 4 (four) BSEO employees fall under the position of Classroom Assistant At-Risk. The position of Classroom Assistant At-Risk will be eliminated. Employees working as Classroom Assistants At-Risk will be reclassified into the position of Special Service Assistant. These employees will keep their current step and will be placed on the Teaching Support Wage Grid on Column T/AAA.


The Board and BSEO agree that the language above will be in effect on July 1, 2018 and remain in effect through June 30, 2021.

AGREED:

BOARD OF EDUCATION
OF COMMUNITY UNIT
SCHOOL DISTRICT 220

BARRINGTON SCHOOL
EMPLOYEES ORGANIZATION

By: 
Its President

By: 
Its President

Date: 7-17-18

Date: 7-3-18

APPENDIX B

BSEO Evaluation Process

1. The evaluation tool and process will be made known to the Employee by the end of September in the evaluation year, or within two weeks of employment if hired after October 1st.
2. Employees will be evaluated twice in the first year of employment, with the first evaluation conference occurring at least two weeks prior to the end of the probationary period. After the first year of employment the Employee will be evaluated at least every other school year.
3. The evaluation will be completed by the end of May for school year Employees; by the end of June for twelve month Employees.
4. Use of the “Does Not Meet Expectations” rating must be accompanied by comments/suggestions for improvement.
 - If a “Does Not Meet” rating results in a recommendation for “Remediation”, a meeting will be held within five (5) business days of the classified performance evaluation conference and will include the Employee, a representative from the BSEO, and the Assistant Superintendent for Human Resources.
 - If a “Does Not Meet” rating results in a recommendation for “Termination”, a meeting will be held within five (5) business days of the classified performance evaluation conference and will include the Employee, a representative from the BSEO, and the Assistant Superintendent for Human Resources.
5. Use of the “Meets Expectations” or “Exceeds Expectations” rating may be accompanied by comments.
6. The evaluation should include comments/suggestions to help the Employee improve his/ her job performance. In the case of a “Does Not Meet” rating where a supervisor feels remediation could be recommended, remediation procedures are to be followed.
7. The “Self-Assessment” may be completed by the Employee prior to the summative evaluation conference.

Classified Personnel Performance Appraisal - Self-Assessment

Name of Employee:

Location/Department:

Classification/Title:

Date of Hire:

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

cc: Office of Human Resources (original)
Employee

Classified Personnel Performance Appraisal

Name of Employee: _____ Location/Department _____

Classification/Title: _____ Date of Hire: __

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

Criteria	E x c e e d s E x p e c t a t i o n s	M e e t s E x p e c t a t i o n s	D o e s N o t M e e t E x p e c t a t i o n s	Comments
COMPETENCY Possesses required knowledge and skills for the job.				
QUALITY OF WORK Completed work is accurate, neat, well-organized, and thorough.				
PRODUCTIVITY Efficiently and effectively performs duties of the job.				
RELIABILITY Dependable, punctual, and has a positive attendance record.				
RESOURCEFULNESS Is a self-starter; presents new ideas and completes assigned				

responsibilities with minimal supervision.				
INTERPERSONAL RELATIONS Demonstrates the ability to cooperate, communicate, and work with staff, coworkers, supervisors, students, and the community.				

Comments – Areas of Professional Strength:

Comments – Areas of Professional Growth and Development:

Performance Objectives:

Employment Recommendations:

- Continued Employment
- Termination

- Remediation

Requires meeting with BSEO Representation

Requires meeting with BSEO Representation and

completion of Remediation Plan

Signature of Employee

Date

Signature of Supervisor

Date

*Signing of form does not constitute acceptance, but does acknowledge receipt.

cc: Office of Human Resources (original)
Employee

Remediation Plan Guidelines for Non-probationary, Support Staff Employees

The remediation process is intended to apply to situations in which a supervisor has concerns about an Employee's failure to meet job performance standards and should not be used to address disciplinary issues.

A. Initial Remediation Process

1. The supervisor will provide written notice to the Employee of the time, place, and reason for the initial remediation meeting at least five (5) days in advance of such meeting. Copies of the notice will be provided to the Employee, BSEO and the Assistant Superintendent for Human Resources.
2. At the meeting, the supervisor will inform the Employee of the nature of the performance deficiencies and the actions necessary to improve them.
3. A follow-up evaluation meeting will be scheduled with the Employee, BSEO and Assistant Superintendent of Human Resources which allows for a minimum of thirty (30) days for the Employee to improve the performance deficiencies.
4. The supervisor will prepare a remediation plan no later than five (5) work days after the meeting summarizing the performance deficiencies and the courses of action required to improve them, and include the tentative date for the follow-up meeting. A copy of this summary will be provided to the Employee who will acknowledge receipt of the document with his/her signature. A signed copy will also be provided to the BSEO and the Assistant Superintendent for Human Resources.

B. Follow-up Meeting to the Initial Remediation Plan

1. If, at the time of the follow-up remediation meeting, performance is deemed to be satisfactory, the supervisor shall indicate such on the remediation plan document and the remediation process shall cease. The Employee, BSEO and the Assistant Superintendent for Human Resources will receive a copy.
2. If at the time of the follow-up remediation meeting performance is not deemed to be satisfactory, the supervisor will so inform the Employee. The supervisor also will inform the Employee of the reasons performance is unsatisfactory and that the remediation process may continue.
3. If at the end of the remediation period the evaluations indicate that sufficient improvement in performance has not taken place, a written recommendation for termination may be prepared by the supervisor.

Barrington School Employee Organization Remediation Plan

Name of staff member:

Name of evaluating supervisor:

Area(s) of Remediation and Date Initiated
(specific)

Anticipated Completion Date
(minimum 30 working days)

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Expected Outcome

Specific Performance Objectives

Projected Review Dates:

Evaluator's signature

Date

Staff Member's signature

Date

Remediation outcome:

Continued Employment

Termination of Employment

**APPENDIX D
C SCALE WAGE GRID**

2017-2018								
STEP	C/AA	C/A	C/B	C/C	C/D	C/E	C/F	C/G
1	\$33.09	\$30.60	\$26.53	\$25.07	\$22.44	\$19.12	\$17.19	\$15.67
2	\$33.70	\$31.21	\$27.06	\$25.56	\$22.90	\$19.51	\$17.54	\$15.98
3	\$34.33	\$31.84	\$27.59	\$26.09	\$23.37	\$19.90	\$17.88	\$16.29
4	\$34.96	\$32.47	\$28.14	\$26.60	\$23.83	\$20.30	\$18.26	\$16.62
5	\$35.78	\$33.29	\$28.85	\$27.27	\$24.41	\$20.81	\$18.72	\$17.03
6	\$36.61	\$34.12	\$29.57	\$27.94	\$25.02	\$21.34	\$19.18	\$17.47
7	\$37.44	\$34.96	\$30.32	\$28.63	\$25.65	\$21.85	\$19.66	\$17.88
8	\$38.33	\$35.84	\$31.07	\$29.36	\$26.30	\$22.40	\$20.14	\$18.33
9	\$39.44	\$36.93	\$32.00	\$30.25	\$27.09	\$23.07	\$20.75	\$18.89
10	\$40.50	\$38.01	\$32.98	\$31.15	\$27.90	\$23.76	\$21.38	\$19.46
11	\$41.66	\$39.17	\$33.95	\$32.08	\$28.73	\$24.48	\$22.02	\$20.04
12	\$43.21	\$40.72	\$35.30	\$33.36	\$29.87	\$25.45	\$22.90	\$20.84

GRADE AA

Classified Registered Nurse

GRADE A

Data Assistant/Information Services
Day Care Director
Maintenance Foreman (Days/Nights)
Occupational Therapy Assistant
Physical Therapy Assistant
Central Registrar
Accounting and Purchasing Coordinator

GRADE B

Assistant DayCare Director
District Cataloguer
District Translator
Document Systems Coordinator
Family Educator

GRADE B cont'd

HVAC Technician
Lead Athletic Trainer
Skilled Maintenance Technician – II
Electrical Technician

GRADE C

Translator

GRADE D

GRADE E

Licensed Practical Nurse

GRADE F

Certified Nursing Assistant

GRADE G

Health Clerk

**APPENDIX D
C SCALE WAGE GRID**

2018-2019								
STEP	C/AA	C/A	C/B	C/C	C/D	C/E	C/F	C/G
1	\$33.78	\$31.24	\$27.09	\$25.60	\$22.91	\$19.52	\$17.56	\$16.00
2	\$34.41	\$31.87	\$27.63	\$26.09	\$23.38	\$19.92	\$17.91	\$16.31
3	\$35.05	\$32.51	\$28.17	\$26.63	\$23.86	\$20.32	\$18.26	\$16.63
4	\$35.69	\$33.15	\$28.73	\$27.16	\$24.33	\$20.73	\$18.64	\$16.96
5	\$36.53	\$33.99	\$29.45	\$27.85	\$24.92	\$21.24	\$19.11	\$17.39
6	\$37.38	\$34.84	\$30.19	\$28.53	\$25.55	\$21.78	\$19.59	\$17.83
7	\$38.23	\$35.69	\$30.95	\$29.23	\$26.19	\$22.31	\$20.07	\$18.26
8	\$39.13	\$36.59	\$31.72	\$29.98	\$26.85	\$22.87	\$20.56	\$18.72
9	\$40.27	\$37.70	\$32.68	\$30.88	\$27.66	\$23.56	\$21.18	\$19.29
10	\$41.35	\$38.81	\$33.67	\$31.80	\$28.49	\$24.26	\$21.82	\$19.87
11	\$42.53	\$39.99	\$34.66	\$32.76	\$29.34	\$25.00	\$22.48	\$20.46
12	\$44.12	\$41.58	\$36.04	\$34.06	\$30.50	\$25.98	\$23.38	\$21.28

GRADE AA

Classified Registered Nurse

GRADE A

Data Assistant/Information Services
Day Care Director
Maintenance Foreman (Days/Nights)
Occupational Therapy Assistant
Physical Therapy Assistant
Central Registrar
Accounting and Purchasing Coordinator

GRADE B

Assistant DayCare Director
District Cataloguer
District Translator
Document Systems Coordinator
Family Educator

GRADE B cont'd

HVAC Technician
Lead Athletic Trainer
Skilled Maintenance Technician – II
Electrical Technician

GRADE C

Translator

GRADE D

GRADE E

Licensed Practical Nurse

GRADE F

Certified Nursing Assistant

GRADE G

Health Clerk

**APPENDIX D
C SCALE WAGE GRID**

2019-2020								
STEP	C/AA	C/A	C/B	C/C	C/D	C/E	C/F	C/G
1	\$34.49	\$31.90	\$27.66	\$26.13	\$23.39	\$19.93	\$17.92	\$16.34
2	\$35.13	\$32.54	\$28.21	\$26.64	\$23.87	\$20.34	\$18.28	\$16.65
3	\$35.78	\$33.19	\$28.76	\$27.19	\$24.36	\$20.75	\$18.64	\$16.98
4	\$36.44	\$33.85	\$29.33	\$27.73	\$24.84	\$21.16	\$19.03	\$17.32
5	\$37.30	\$34.70	\$30.07	\$28.43	\$25.45	\$21.69	\$19.51	\$17.75
6	\$38.16	\$35.57	\$30.82	\$29.13	\$26.08	\$22.24	\$20.00	\$18.21
7	\$39.03	\$36.44	\$31.60	\$29.85	\$26.74	\$22.78	\$20.49	\$18.64
8	\$39.95	\$37.36	\$32.39	\$30.61	\$27.41	\$23.35	\$20.99	\$19.11
9	\$41.12	\$38.49	\$33.36	\$31.53	\$28.24	\$24.05	\$21.63	\$19.69
10	\$42.22	\$39.63	\$34.38	\$32.47	\$29.09	\$24.77	\$22.28	\$20.28
11	\$43.42	\$40.83	\$35.39	\$33.45	\$29.95	\$25.52	\$22.95	\$20.89
12	\$45.04	\$42.45	\$36.80	\$34.78	\$31.14	\$26.53	\$23.87	\$21.72

GRADE AA

Classified Registered Nurse

GRADE A

Data Assistant/Information Services
Day Care Director
Maintenance Foreman (Days/Nights)
Occupational Therapy Assistant
Physical Therapy Assistant
Central Registrar
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GRADE B

Assistant DayCare Director
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Document Systems Coordinator
Family Educator

GRADE B cont'd

HVAC Technician
Lead Athletic Trainer
Skilled Maintenance Technician – II
Electrical Technician

GRADE C

Translator

GRADE D

GRADE E

Licensed Practical Nurse

GRADE F

Certified Nursing Assistant

GRADE G

Health Clerk

**APPENDIX D
C SCALE WAGE GRID**

2020-2021								
STEP	C/AA	C/A	C/B	C/C	C/D	C/E	C/F	C/G
1	\$34.49	\$31.90	\$27.66	\$26.13	\$23.39	\$19.93	\$17.92	\$16.34
2	\$35.13	\$32.54	\$28.21	\$26.64	\$23.87	\$20.34	\$18.28	\$16.65
3	\$35.78	\$33.19	\$28.76	\$27.19	\$24.36	\$20.75	\$18.64	\$16.98
4	\$36.44	\$33.85	\$29.33	\$27.73	\$24.84	\$21.16	\$19.03	\$17.32
5	\$37.30	\$34.70	\$30.07	\$28.43	\$25.45	\$21.69	\$19.51	\$17.75
6	\$38.16	\$35.57	\$30.82	\$29.13	\$26.08	\$22.24	\$20.00	\$18.21
7	\$39.03	\$36.44	\$31.60	\$29.85	\$26.74	\$22.78	\$20.49	\$18.64
8	\$39.95	\$37.36	\$32.39	\$30.61	\$27.41	\$23.35	\$20.99	\$19.11
9	\$41.12	\$38.49	\$33.36	\$31.53	\$28.24	\$24.05	\$21.63	\$19.69
10	\$42.22	\$39.63	\$34.38	\$32.47	\$29.09	\$24.77	\$22.28	\$20.28
11	\$43.42	\$40.83	\$35.39	\$33.45	\$29.95	\$25.52	\$22.95	\$20.89
12	\$45.04	\$42.45	\$36.80	\$34.78	\$31.14	\$26.53	\$23.87	\$21.72

GRADE AA

Classified Registered Nurse

GRADE A

Data Assistant/Information Services
Day Care Director
Maintenance Foreman (Days/Nights)
Occupational Therapy Assistant
Physical Therapy Assistant
Central Registrar
Accounting and Purchasing Coordinator

GRADE B

Assistant DayCare Director
District Cataloguer
District Translator
Document Systems Coordinator
Family Educator

GRADE B cont'd

HVAC Technician
Lead Athletic Trainer
Skilled Maintenance Technician – II
Electrical Technician

GRADE C

Translator

GRADE D

GRADE E

Licensed Practical Nurse

GRADE F

Certified Nursing Assistant

GRADE G

Health Clerk

**APPENDIX E
MAINTENANCE/TECHNICAL WAGE GRID**

2017-2018								
STEP	M/AA	M/A	M/B	M/C	M/D	M/E	M/F	M/G
1	\$25.07	\$22.75	\$20.77	\$19.20	\$17.82	\$16.71	\$15.69	\$12.64
2	\$25.56	\$23.20	\$21.17	\$19.57	\$18.18	\$17.05	\$16.01	\$12.89
3	\$26.09	\$23.67	\$21.61	\$19.97	\$18.54	\$17.39	\$16.31	\$13.14
4	\$26.60	\$24.14	\$22.05	\$20.37	\$18.91	\$17.72	\$16.64	\$13.42
5	\$27.27	\$24.75	\$22.59	\$20.89	\$19.40	\$18.17	\$17.06	\$13.75
6	\$27.94	\$25.36	\$23.15	\$21.41	\$19.87	\$18.72	\$17.59	\$14.09
7	\$28.63	\$25.99	\$23.74	\$21.94	\$20.37	\$19.19	\$18.01	\$14.43
8	\$29.36	\$26.65	\$24.32	\$22.49	\$20.89	\$19.67	\$18.46	\$14.80
9	\$30.25	\$27.44	\$25.06	\$23.16	\$21.51	\$20.26	\$19.01	\$15.25
10	\$31.15	\$28.27	\$25.80	\$23.85	\$22.15	\$20.88	\$19.58	\$15.71
11	\$32.08	\$29.11	\$26.58	\$24.56	\$22.81	\$21.50	\$20.17	\$16.17
12	\$33.36	\$30.27	\$27.65	\$25.55	\$23.73	\$22.34	\$20.99	\$16.82

GRADE AA

District Tech Support Tier 3
Transportation Specialist
District Assessment & Tech Specialist

GRADE A

Auditorium Manager
Computer Service Assistant
Library Tech Asst. LTA
District Tech Asst. DTA
Foreman Groundsperson

GRADE B

Skilled Maintenance Worker
Warehouse Clerk
District Tech Support Tier 2

GRADE C

Head Custodian (Middle School)

GRADE D

Head Custodian (Elementary)
District Tech Support Tier 1

GRADE E

District Delivery Driver
Groundsperson

GRADE F

Custodian

GRADE

**APPENDIX E
MAINTENANCE/TECHNICAL WAGE GRID**

2018-2019								
STEP	M/AA	M/A	M/B	M/C	M/D	M/E	M/F	M/G
1	\$25.60	\$23.22	\$21.20	\$19.61	\$18.20	\$17.06	\$16.02	\$12.90
2	\$26.09	\$23.69	\$21.62	\$19.98	\$18.56	\$17.41	\$16.34	\$13.16
3	\$26.63	\$24.17	\$22.06	\$20.38	\$18.93	\$17.75	\$16.65	\$13.42
4	\$27.16	\$24.64	\$22.51	\$20.80	\$19.31	\$18.09	\$16.99	\$13.70
5	\$27.85	\$25.27	\$23.07	\$21.33	\$19.80	\$18.55	\$17.42	\$14.04
6	\$28.53	\$25.90	\$23.64	\$21.86	\$20.29	\$19.11	\$17.96	\$14.38
7	\$29.23	\$26.54	\$24.24	\$22.41	\$20.80	\$19.60	\$18.38	\$14.74
8	\$29.98	\$27.21	\$24.83	\$22.96	\$21.33	\$20.08	\$18.85	\$15.11
9	\$30.88	\$28.01	\$25.59	\$23.65	\$21.96	\$20.68	\$19.41	\$15.57
10	\$31.80	\$28.86	\$26.34	\$24.35	\$22.61	\$21.32	\$19.99	\$16.04
11	\$32.76	\$29.72	\$27.14	\$25.08	\$23.29	\$21.95	\$20.59	\$16.51
12	\$34.06	\$30.90	\$28.23	\$26.08	\$24.23	\$22.81	\$21.43	\$17.17

GRADE AA

District Tech Support Tier 3
Transportation Specialist
District Assessment & Tech Specialist

GRADE A

Auditorium Manager
Computer Service Assistant
Library Tech Asst. LTA
District Tech Asst. DTA
Foreman Groundsperson

GRADE B

Skilled Maintenance Worker
Warehouse Clerk
District Tech Support Tier 2

GRADE C

Head Custodian (Middle School)

GRADE D

Head Custodian (Elementary)
District Tech Support Tier 1

GRADE E

District Delivery Driver
Groundsperson

GRADE F

Custodian

GRADE G

**APPENDIX E
MAINTENANCE/TECHNICAL WAGE GRID**

2019-2020								
STEP	M/AA	M/A	M/B	M/C	M/D	M/E	M/F	M/G
1	\$26.13	\$23.71	\$21.65	\$20.02	\$18.58	\$17.42	\$16.36	\$13.17
2	\$26.64	\$24.19	\$22.07	\$20.40	\$18.95	\$17.78	\$16.69	\$13.44
3	\$27.19	\$24.67	\$22.53	\$20.81	\$19.33	\$18.12	\$17.00	\$13.70
4	\$27.73	\$25.16	\$22.98	\$21.24	\$19.71	\$18.47	\$17.34	\$13.99
5	\$28.43	\$25.80	\$23.55	\$21.78	\$20.22	\$18.94	\$17.79	\$14.34
6	\$29.13	\$26.44	\$24.13	\$22.31	\$20.72	\$19.51	\$18.34	\$14.69
7	\$29.85	\$27.10	\$24.75	\$22.88	\$21.24	\$20.01	\$18.77	\$15.05
8	\$30.61	\$27.79	\$25.35	\$23.45	\$21.78	\$20.51	\$19.25	\$15.43
9	\$31.53	\$28.60	\$26.12	\$24.15	\$22.42	\$21.12	\$19.82	\$15.89
10	\$32.47	\$29.47	\$26.90	\$24.86	\$23.09	\$21.76	\$20.41	\$16.38
11	\$33.45	\$30.35	\$27.71	\$25.61	\$23.78	\$22.41	\$21.02	\$16.86
12	\$34.78	\$31.55	\$28.82	\$26.63	\$24.74	\$23.29	\$21.88	\$17.53

GRADE AA

District Tech Support Tier 3
Transportation Specialist
District Assessment & Tech Specialist

GRADE A

Auditorium Manager
Computer Service Assistant
Library Tech Asst. LTA
District Tech Asst. DTA
Foreman Groundsperson

GRADE B

Skilled Maintenance Worker
Warehouse Clerk
District Tech Support Tier 2

GRADE C

Head Custodian (Middle School)

GRADE D

Head Custodian (Elementary)
District Tech Support Tier 1

GRADE E

District Delivery Driver
Groundsperson

GRADE F

Custodian

GRADE G

**APPENDIX E
MAINTENANCE/TECHNICAL WAGE GRID**

2020-2021								
STEP	M/AA	M/A	M/B	M/C	M/D	M/E	M/F	M/G
1	\$26.13	\$23.71	\$21.65	\$20.02	\$18.58	\$17.42	\$16.36	\$13.17
2	\$26.64	\$24.19	\$22.07	\$20.40	\$18.95	\$17.78	\$16.69	\$13.44
3	\$27.19	\$24.67	\$22.53	\$20.81	\$19.33	\$18.12	\$17.00	\$13.70
4	\$27.73	\$25.16	\$22.98	\$21.24	\$19.71	\$18.47	\$17.34	\$13.99
5	\$28.43	\$25.80	\$23.55	\$21.78	\$20.22	\$18.94	\$17.79	\$14.34
6	\$29.13	\$26.44	\$24.13	\$22.31	\$20.72	\$19.51	\$18.34	\$14.69
7	\$29.85	\$27.10	\$24.75	\$22.88	\$21.24	\$20.01	\$18.77	\$15.05
8	\$30.61	\$27.79	\$25.35	\$23.45	\$21.78	\$20.51	\$19.25	\$15.43
9	\$31.53	\$28.60	\$26.12	\$24.15	\$22.42	\$21.12	\$19.82	\$15.89
10	\$32.47	\$29.47	\$26.90	\$24.86	\$23.09	\$21.76	\$20.41	\$16.38
11	\$33.45	\$30.35	\$27.71	\$25.61	\$23.78	\$22.41	\$21.02	\$16.86
12	\$34.78	\$31.55	\$28.82	\$26.63	\$24.74	\$23.29	\$21.88	\$17.53

GRADE AA

District Tech Support Tier 3
Transportation Specialist
District Assessment & Tech Specialist

GRADE A

Auditorium Manager
Computer Service Assistant
Library Tech Asst. LTA
District Tech Asst. DTA
Foreman Groundsperson

GRADE B

Skilled Maintenance Worker
Warehouse Clerk
District Tech Support Tier 2

GRADE C

Head Custodian (Middle School)

GRADE D

Head Custodian (Elementary)
District Tech Support Tier 1

GRADE E

District Delivery Driver
Groundsperson

GRADE F

Custodian

GRADE G

**APPENDIX F
SUPPORT SERVICE WAGE GRID**

2017-2018							
STEP	S/AA	S/A	S/B	S/C	S/D	S/E	S/F
1	\$21.41	\$19.12	\$17.19	\$15.67	\$14.32	\$13.24	\$12.27
2	\$21.82	\$19.51	\$17.54	\$15.98	\$14.61	\$13.52	\$12.51
3	\$22.26	\$19.90	\$17.88	\$16.29	\$14.89	\$13.77	\$12.75
4	\$22.71	\$20.30	\$18.26	\$16.62	\$15.19	\$14.05	\$13.01
5	\$23.28	\$20.81	\$18.72	\$17.03	\$15.57	\$14.39	\$13.34
6	\$23.86	\$21.34	\$19.18	\$17.47	\$15.96	\$14.83	\$13.75
7	\$24.45	\$21.85	\$19.66	\$17.88	\$16.36	\$15.21	\$14.09
8	\$25.07	\$22.40	\$20.14	\$18.33	\$16.78	\$15.58	\$14.43
9	\$25.81	\$23.07	\$20.75	\$18.89	\$17.27	\$16.05	\$14.87
10	\$26.59	\$23.76	\$21.38	\$19.46	\$17.78	\$16.53	\$15.31
11	\$27.39	\$24.48	\$22.02	\$20.04	\$18.32	\$17.03	\$15.78
12	\$28.49	\$25.45	\$22.90	\$20.84	\$19.06	\$17.71	\$16.40

GRADE AA

Admin. Asst. to Principal (El., HS, MS)
 Crisis Intervention Assistant
 Admin. Asst./Graphic Arts
 Infinite Campus/Business Office Liaison
 Materials and Scheduling Specialist
 Budgeting & Grant Specialist
 Prof Dev, Research & Design Specialist
 Admin. Asst./College Counselor

GRADE A

Admin. Asst./Athletic Director
 Admin. Asst./Associate or Assistant Principal
 Admin Asst/Dir of Fine, Visual & Performing. Arts
 Admin. Asst./Director of Instructional Tech
 Asset Control Specialist
 Registrar-H.S.
 Sec/Community Outreach
 Admin.Asst./DH/Guidance
 Admin. Asst./Director of Facilities & Services

GRADE B

Accounting and Benefits Clerk
 Admin. Asst./College Counselor
 Admin. Asst./Dean
 Assistant to Admin. Asst./Principal
 Community Connections Coordinator
 Data Processing Clerk
 Lead Campus Activities Attendant (eff. 14/15)
 Receptionist/Online Admin. Asst.-MS Guidance
 Admin. Asst./DH/Foreign Language

GRADE C

Activity Accounts Clerk
 Guidance Resource Coordinator
 Recept./Online Admin. Asst. – Guidance – H.S.
 Admin. Assist./Department
 Substitute Clerk - HS

GRADE D

Accounts Payable Clerk
 Attendance Data Processor

Building Clerk – K-5
Parent Coordinator

GRADE F

GRADE E

Switchboard/Building Receptionist

**APPENDIX F
SUPPORT SERVICE WAGE GRID**

2018-2019								
STEP	S/AA	S/A	S/B	S/C	S/D+	S/D	S/E	S/F
1	\$21.86	\$19.52	\$17.56	\$16.00	\$15.79	\$14.62	\$13.51	\$12.53
2	\$22.28	\$19.92	\$17.91	\$16.31	\$16.11	\$14.91	\$13.80	\$12.78
3	\$22.73	\$20.32	\$18.26	\$16.63	\$16.42	\$15.20	\$14.06	\$13.02
4	\$23.18	\$20.73	\$18.64	\$16.96	\$16.75	\$15.51	\$14.34	\$13.29
5	\$23.77	\$21.24	\$19.11	\$17.39	\$17.17	\$15.90	\$14.69	\$13.62
6	\$24.36	\$21.78	\$19.59	\$17.83	\$17.59	\$16.29	\$15.14	\$14.04
7	\$24.96	\$22.31	\$20.07	\$18.26	\$18.04	\$16.71	\$15.53	\$14.38
8	\$25.60	\$22.87	\$20.56	\$18.72	\$18.50	\$17.13	\$15.91	\$14.74
9	\$26.35	\$23.56	\$21.18	\$19.29	\$19.04	\$17.63	\$16.38	\$15.18
10	\$27.15	\$24.26	\$21.82	\$19.87	\$19.61	\$18.16	\$16.88	\$15.63
11	\$27.97	\$25.00	\$22.48	\$20.46	\$20.20	\$18.71	\$17.39	\$16.11
12	\$29.09	\$25.98	\$23.38	\$21.28	\$21.02	\$19.46	\$18.08	\$16.75

GRADE AA

Admin. Asst. to Principal (El., HS, MS)
Crisis Intervention Assistant
Graphics Arts Copy Asst.
Infinite Campus/Business Office Liaison
Materials and Scheduling Specialist
Budgeting & Grant Specialist
Prof Dev, Research & Design Specialist
Admin. Asst./College Counselor

GRADE A

Admin. Asst./Athletic Director
Admin. Asst./Associate or Assistant Principal
Admin Asst/Dir of Fine, Visual & Performing. Arts
Admin. Asst./Director of Instructional Tech
Admin. Asst./Sp. Services – H.S. & J.S.
Asset Control Specialist
Registrar-H.S.
Sec/Community Outreach
Admin.Asst./DH/Guidance
Admin. Asst./Director of Facilities & Services

GRADE B

Accounting and Benefits Clerk
Admin. Asst./College Counselor
Admin. Asst./Dean
Assistant to Admin. Asst./Principal
Community Connections Coordinator
Data Processing Clerk
Lead Campus Activities Attendant
Receptionist/Online Admin. Asst.-MS Guidance
Admin. Asst./DH/Foreign Language

GRADE C

Activity Accounts Clerk
Guidance Resource Coordinator
Recept./Online Admin. Asst. – Guidance – H.S.
Admin. Assist./Department
Substitute Clerk - HS

GRADE D+

Building Clerk – K-5

GRADE D

Accounts Payable Clerk
Attendance Data Processor
Parent Coordinator
Switchboard/Building Receptionist

GRADE E

GRADE F

Receptionist Attendant BHS

**APPENDIX F
SUPPORT SERVICE WAGE GRID**

2019-2020								
STEP	S/AA	S/A	S/B	S/C	S/D+	S/D	S/E	S/F
1	\$22.31	\$19.93	\$17.92	\$16.34	\$16.12	\$14.93	\$13.80	\$12.79
2	\$22.75	\$20.34	\$18.28	\$16.65	\$16.44	\$15.23	\$14.09	\$13.05
3	\$23.20	\$20.75	\$18.64	\$16.98	\$16.76	\$15.52	\$14.36	\$13.29
4	\$23.67	\$21.16	\$19.03	\$17.32	\$17.11	\$15.84	\$14.64	\$13.56
5	\$24.27	\$21.69	\$19.51	\$17.75	\$17.53	\$16.23	\$15.00	\$13.90
6	\$24.88	\$22.24	\$20.00	\$18.21	\$17.96	\$16.63	\$15.46	\$14.34
7	\$25.49	\$22.78	\$20.49	\$18.64	\$18.42	\$17.06	\$15.86	\$14.69
8	\$26.13	\$23.35	\$20.99	\$19.11	\$18.89	\$17.49	\$16.24	\$15.05
9	\$26.91	\$24.05	\$21.63	\$19.69	\$19.44	\$18.00	\$16.73	\$15.50
10	\$27.72	\$24.77	\$22.28	\$20.28	\$20.02	\$18.54	\$17.24	\$15.96
11	\$28.56	\$25.52	\$22.95	\$20.89	\$20.63	\$19.10	\$17.75	\$16.45
12	\$29.70	\$26.53	\$23.87	\$21.72	\$21.46	\$19.87	\$18.46	\$17.10

Admin. Asst./Director of Facilities & Services

GRADE AA

Admin. Asst. to Principal (El., HS, MS)
Crisis Intervention Assistant
Graphics Arts Copy Asst.
Infinite Campus/Business Office Liaison
Materials and Scheduling Specialist
Budgeting & Grant Specialist
Prof Dev, Research & Design Specialist
Admin. Asst/College Counselor

GRADE A

Admin. Asst./Athletic Director
Admin. Asst./Associate or Assistant Principal
Admin Asst/Dir of Fine, Visual & Performing. Arts
Admin. Asst./Director of Instructional Tech
Admin. Asst./Sp. Services – H.S. & J.S.
Asset Control Specialist
Registrar-H.S.
Sec/Community Outreach
Admin.Asst./DH/Guidance

GRADE B

Accounting and Benefits Clerk
Admin. Asst./College Counselor
Admin. Asst./Dean
Assistant to Admin. Asst./Principal
Community Connections Coordinator
Data Processing Clerk
Lead Campus Activities Attendant
Receptionist/Online Admin. Asst.-MS Guidance
Admin. Asst./DH/Foreign Language

GRADE C

Activity Accounts Clerk
Guidance Resource Coordinator
Recept./Online Admin. Asst. – Guidance – H.S.
Admin. Assist./Department
Substitute Clerk - HS

GRADE D+

Building Clerk – K-5

GRADE E

GRADE D

Accounts Payable Clerk
Attendance Data Processor
Parent Coordinator
Switchboard/Building Receptionist

GRADE F

Receptionist Attendant BHS

**APPENDIX F
SUPPORT SERVICE WAGE GRID**

2020-2021								
STEP	S/AA	S/A	S/B	S/C	S/D+	S/D	S/E	S/F
1	\$22.31	\$19.93	\$17.92	\$16.34	\$16.12	\$14.93	\$13.80	\$12.79
2	\$22.75	\$20.34	\$18.28	\$16.65	\$16.44	\$15.23	\$14.09	\$13.05
3	\$23.20	\$20.75	\$18.64	\$16.98	\$16.76	\$15.52	\$14.36	\$13.29
4	\$23.67	\$21.16	\$19.03	\$17.32	\$17.11	\$15.84	\$14.64	\$13.56
5	\$24.27	\$21.69	\$19.51	\$17.75	\$17.53	\$16.23	\$15.00	\$13.90
6	\$24.88	\$22.24	\$20.00	\$18.21	\$17.96	\$16.63	\$15.46	\$14.34
7	\$25.49	\$22.78	\$20.49	\$18.64	\$18.42	\$17.06	\$15.86	\$14.69
8	\$26.13	\$23.35	\$20.99	\$19.11	\$18.89	\$17.49	\$16.24	\$15.05
9	\$26.91	\$24.05	\$21.63	\$19.69	\$19.44	\$18.00	\$16.73	\$15.50
10	\$27.72	\$24.77	\$22.28	\$20.28	\$20.02	\$18.54	\$17.24	\$15.96
11	\$28.56	\$25.52	\$22.95	\$20.89	\$20.63	\$19.10	\$17.75	\$16.45
12	\$29.70	\$26.53	\$23.87	\$21.72	\$21.46	\$19.87	\$18.46	\$17.10

GRADE AA

Admin. Asst. to Principal (El., HS, MS)
 Crisis Intervention Assistant
 Graphics Arts Copy Asst.
 Infinite Campus/Business Office Liaison
 Materials and Scheduling Specialist
 Budgeting & Grant Specialist
 Prof Dev, Research & Design Specialist
 Admin. Asst/College Counselor

GRADE A

Admin. Asst./Athletic Director
 Admin. Asst./Associate or Assistant Principal
 Admin Asst/Dir of Fine, Visual & Performing. Arts
 Admin. Asst./Director of Instructional Tech
 Admin. Asst./Sp. Services – H.S. & J.S.
 Asset Control Specialist
 Registrar-H.S.
 Sec/Community Outreach
 Admin.Asst./DH/Guidance

Admin. Asst./Director of Facilities & Services

GRADE B

Accounting and Benefits Clerk
 Admin. Asst./College Counselor
 Admin. Asst./Dean
 Assistant to Admin. Asst./Principal
 Community Connections Coordinator
 Data Processing Clerk
 Lead Campus Activities Attendant
 Receptionist/Online Admin. Asst.-MS Guidance
 Admin. Asst./DH/Foreign Language

GRADE C

Activity Accounts Clerk
 Guidance Resource Coordinator
 Recept./Online Admin. Asst. – Guidance – H.S.
 Admin. Assist./Department
 Substitute Clerk - HS

GRADE D+
Building Clerk – K-5

GRADE F
Receptionist Attendant BHS

GRADE D
Accounts Payable Clerk
Attendance Data Processor
Parent Coordinator
Switchboard/Building Receptionist

GRADE E

**APPENDIX G
TEACHING SUPPORT WAGE GRID**

2017-2018							
STEP	T/AA	T/A	T/B	T/C	T/D	T/E	T/F
1	\$15.84	\$14.09	\$12.66	\$11.48	\$10.24	\$9.68	\$8.92
2	\$16.16	\$14.37	\$12.91	\$11.71	\$10.43	\$9.87	\$9.10
3	\$16.48	\$14.67	\$13.17	\$11.94	\$10.88	\$10.07	\$9.28
4	\$16.82	\$14.94	\$13.44	\$12.17	\$11.11	\$10.26	\$9.47
5	\$17.22	\$15.33	\$13.77	\$12.47	\$11.39	\$10.53	\$9.70
6	\$17.65	\$15.71	\$14.12	\$12.80	\$11.67	\$10.84	\$10.01
7	\$18.10	\$16.10	\$14.46	\$13.10	\$11.96	\$11.11	\$10.25
8	\$18.56	\$16.49	\$14.83	\$13.44	\$12.27	\$11.39	\$10.51
9	\$19.12	\$16.99	\$15.28	\$13.83	\$12.63	\$11.73	\$10.83
10	\$19.69	\$17.51	\$15.73	\$14.25	\$13.00	\$12.08	\$11.15
11	\$20.28	\$18.05	\$16.21	\$14.69	\$13.41	\$12.44	\$11.48
12	\$21.09	\$18.75	\$16.86	\$15.28	\$13.94	\$12.95	\$11.95

GRADE AA
 Classroom Assistant/At Risk
 Day Care Assistant
 ESL/Bilingual Teaching Assistant
 H.S. ARC Coordinator
 H.S. Guided Study Coordinator
 Special Services Assistant
 Campus Activities Attendant Level 2
 Behavior Intervention Specialist
 In-School Student Support
 Testing Center Supervisor
 Unassigned Support Aide

Aqua Aide
 Classroom Assistant
 Campus Activities Attendant Level 1

GRADE B

GRADE C

GRADE D

GRADE E

GRADE F

GRADE A

**APPENDIX G
TEACHING SUPPORT WAGE GRID**

2018-2019									
STEP	T/AAA	T/AA	T/A+	T/A	T/B	T/C	T/D	T/E	T/F
1	\$17.15	\$16.18	\$15.82	\$14.38	\$12.92	\$11.72	\$10.46	\$9.89	\$9.11
2	\$17.49	\$16.50	\$16.14	\$14.67	\$13.18	\$11.96	\$10.65	\$10.07	\$9.30
3	\$17.84	\$16.83	\$16.47	\$14.97	\$13.45	\$12.19	\$11.11	\$10.28	\$9.47
4	\$18.20	\$17.17	\$16.78	\$15.25	\$13.72	\$12.43	\$11.35	\$10.48	\$9.67
5	\$18.64	\$17.59	\$17.21	\$15.65	\$14.06	\$12.74	\$11.63	\$10.75	\$9.91
6	\$19.10	\$18.02	\$17.65	\$16.04	\$14.42	\$13.07	\$11.92	\$11.07	\$10.22
7	\$19.59	\$18.48	\$18.08	\$16.44	\$14.77	\$13.38	\$12.21	\$11.35	\$10.47
8	\$20.09	\$18.95	\$18.52	\$16.84	\$15.14	\$13.72	\$12.53	\$11.63	\$10.73
9	\$20.70	\$19.52	\$19.08	\$17.35	\$15.60	\$14.12	\$12.89	\$11.98	\$11.06
10	\$21.31	\$20.10	\$19.66	\$17.88	\$16.06	\$14.55	\$13.28	\$12.33	\$11.39
11	\$21.95	\$20.71	\$20.27	\$18.43	\$16.55	\$15.00	\$13.69	\$12.71	\$11.72
12	\$22.83	\$21.53	\$21.05	\$19.14	\$17.21	\$15.60	\$14.23	\$13.22	\$12.20

GRADE AAA

Special Services Assistant
ESL/Bilingual Teaching Assistant
Kindergarten Assistant

Unassigned Support Aide

GRADE A+

Classroom Assistant

GRADE AA

Day Care Assistant
H.S. ARC Coordinator
H.S. Guided Study Coordinator
Campus Activities Attendant Level 2
Behavior Intervention Specialist
In-School Student Support
Testing Center Supervisor

GRADE AA cont'd

GRADE A

Aqua Aide
Campus Activities Attendant Level 1

GRADE B

GRADE C

GRADE D

GRADE E

GRADE F

**APPENDIX G
TEACHING SUPPORT WAGE GRID**

2019-2020									
STEP	T/AAA	T/AA	T/A+	T/A	T/B	T/C	T/D	T/E	T/F
1	\$17.51	\$16.52	\$16.15	\$14.69	\$13.19	\$11.97	\$10.68	\$10.09	\$9.30
2	\$17.86	\$16.84	\$16.48	\$14.98	\$13.46	\$12.21	\$10.88	\$10.28	\$9.49
3	\$18.21	\$17.18	\$16.82	\$15.29	\$13.73	\$12.44	\$11.34	\$10.50	\$9.67
4	\$18.58	\$17.53	\$17.13	\$15.57	\$14.01	\$12.69	\$11.59	\$10.70	\$9.87
5	\$19.03	\$17.96	\$17.57	\$15.98	\$14.36	\$13.00	\$11.87	\$10.97	\$10.12
6	\$19.50	\$18.40	\$18.02	\$16.38	\$14.72	\$13.34	\$12.17	\$11.30	\$10.43
7	\$20.00	\$18.87	\$18.46	\$16.78	\$15.08	\$13.66	\$12.46	\$11.59	\$10.69
8	\$20.51	\$19.35	\$18.91	\$17.19	\$15.46	\$14.01	\$12.79	\$11.87	\$10.95
9	\$21.13	\$19.93	\$19.48	\$17.71	\$15.92	\$14.42	\$13.16	\$12.23	\$11.29
10	\$21.76	\$20.53	\$20.08	\$18.25	\$16.40	\$14.86	\$13.55	\$12.59	\$11.63
11	\$22.41	\$21.14	\$20.69	\$18.81	\$16.90	\$15.31	\$13.98	\$12.97	\$11.97
12	\$23.31	\$21.99	\$21.50	\$19.54	\$17.57	\$15.92	\$14.53	\$13.50	\$12.45

GRADE AA cont'd

GRADE AAA

Special Services Assistant
ESL/Bilingual Teaching Assistant
Kindergarten Assistant

GRADE AA

Day Care Assistant
H.S. ARC Coordinator
H.S. Guided Study Coordinator
Campus Activities Attendant Level 2
Behavior Intervention Specialist
In-School Student Support
Testing Center Supervisor
Unassigned Support Aide

GRADE A+

Classroom Assistant

GRADE A

Aqua Aide
Campus Activities Attendant Level 1

GRADE B

GRADE C

GRADE D

GRADE E

GRADE F

**APPENDIX G
TEACHING SUPPORT WAGE GRID**

2020-2021									
STEP	T/AAA	T/AA	T/A+	T/A	T/B	T/C	T/D	T/E	T/F
1	\$17.51	\$16.52	\$16.15	\$14.69	\$13.19	\$11.97	\$10.68	\$10.09	\$9.30
2	\$17.86	\$16.84	\$16.48	\$14.98	\$13.46	\$12.21	\$10.88	\$10.28	\$9.49
3	\$18.21	\$17.18	\$16.82	\$15.29	\$13.73	\$12.44	\$11.34	\$10.50	\$9.67
4	\$18.58	\$17.53	\$17.13	\$15.57	\$14.01	\$12.69	\$11.59	\$10.70	\$9.87
5	\$19.03	\$17.96	\$17.57	\$15.98	\$14.36	\$13.00	\$11.87	\$10.97	\$10.12
6	\$19.50	\$18.40	\$18.02	\$16.38	\$14.72	\$13.34	\$12.17	\$11.30	\$10.43
7	\$20.00	\$18.87	\$18.46	\$16.78	\$15.08	\$13.66	\$12.46	\$11.59	\$10.69
8	\$20.51	\$19.35	\$18.91	\$17.19	\$15.46	\$14.01	\$12.79	\$11.87	\$10.95
9	\$21.13	\$19.93	\$19.48	\$17.71	\$15.92	\$14.42	\$13.16	\$12.23	\$11.29
10	\$21.76	\$20.53	\$20.08	\$18.25	\$16.40	\$14.86	\$13.55	\$12.59	\$11.63
11	\$22.41	\$21.14	\$20.69	\$18.81	\$16.90	\$15.31	\$13.98	\$12.97	\$11.97
12	\$23.31	\$21.99	\$21.50	\$19.54	\$17.57	\$15.92	\$14.53	\$13.50	\$12.45

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Special Services Assistant
ESL/Bilingual Teaching Assistant
Kindergarten Assistant

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Day Care Assistant
H.S. ARC Coordinator
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Behavior Intervention Specialist
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Classroom Assistant

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Aqua Aide
Campus Activities Attendant Level 1

GRADE B

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