

CONTRACTUAL AGREEMENT

between

**BOARD OF EDUCATION
LOCKPORT TOWNSHIP HIGH SCHOOL
DISTRICT 205**

AND

**AFJROTC INSTRUCTORS, NURSES, PARAPROFESSIONALS, SECURITY OFFICERS,
OFFICE PROFESSIONALS, CUSTODIANS, GROUNDSKEEPERS, MAINTENANCE**

**DISTRICT 205 COUNCIL
AMERICAN FEDERATION OF TEACHERS
LOCAL 604
AFL-CIO**

July 1, 2021 to June 30, 2026

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I. INTRODUCTION

A. AGREEMENT

This Agreement is entered into by and between the Board of Education of Lockport Township High School District 205, hereinafter referred to as the “Board” and the District 205 Council, American Federation of Teachers Local 604, AFL-CIO, hereinafter referred to as the “Union.”

B. UNION RECOGNITION

The Board recognizes the Union as the exclusive and sole collective bargaining representative of Employees in the title of Paraprofessional, Custodian, Custodial Supervisor, Groundskeeper, Grounds Foremen, Maintenance, Maintenance Foreman, School Nurse, Security Officer, Office Professionals, and Air Force Junior ROTC Aerospace Instructor. Excluded from this agreement are the Building Supervisors, Secretary to the Board of Education and Superintendent, and Secretaries to the Assistant Superintendent for Personnel.

C. PAYROLL DEDUCTION

The District shall honor employee’s individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. The Union will notify the Superintendent or designee by the end of the previous school year of the revocation window. In the event that an employee revokes his or her dues in accordance with the terms in which he or she authorized the dues deductions, the Union will notify the Superintendent or Designee after the close of the revocation window.

The District agrees to remit these dues and/or fees to the Union after each payroll that dues/fees are deducted. A list of employees for whom deductions have been made and the amount of each deduction shall accompany each remission. Any changes in personnel will be indicated on the remittance lists.

D. SCOPE

1. It is the intention of this Agreement to provide an effective and continuing means of communication between the Union, the Board and the Administration, as well as to provide for the salary schedule, fringe benefits, and employment conditions of the Employee.
2. The Appendices as noted are integral part of this Agreement and by this reference are incorporated herein.
3. This Agreement and its provisions shall terminate and supersede any and all prior Agreements and practices, rules or regulations concerning subjects covered herein. It shall, in addition, supersede any Board policy that is presently to the contrary.
4. It is believed that through this Agreement significant contributions can be made in the area of student welfare and improvement of the educational atmosphere of District 205.

E. FAIR PRACTICES

The Union agrees to maintain its eligibility to represent all Employees, Union and non-union, by continuing to admit persons to membership without discrimination of the basis of race, creed, color, national origin, sex, sexual orientation or marital status, and to represent equally all Employees without regard to membership or participation in, or association with, the activities of any employee organization.

II. SALARY PROVISIONS AND INSURANCE BENEFITS

A. SALARY

The salary provisions as negotiated by the Board, Administration, and the Union for the years 2021-2026 can be found in Appendices A-F of this Agreement.

B. SUBSTITUTE PAY

1. AFJROTC

If an AFJROTC Instructor possesses a Professional Educator's License (PEL), the Administration may request the use of qualified AFJROTC Instructors as teacher substitutes on a per period basis. In these instances, the AFJROTC. Instructors shall be informed in advance of the substitution request. Pay for any per period substituting shall be the same as that paid to the teaching staff of the district. One-half (1/2) period substitutions will be prorated accordingly.

2. Maintenance

When a Maintenance employee is asked to act as a substitute supervisor, he/she will earn an extra \$3.00 per hour.

3. Custodial

When a Custodial employee is asked to act as a substitute supervisor, he/she will earn an extra \$2.25 per hour.

4. Groundskeeper

When a Groundskeeper is asked to act as a substitute supervisor, he/she will earn an extra \$2.25 per hour.

C. DEDUCTIONS

1. The District Business Office will make payroll deductions upon written request by the Employee on the form provided for Union dues, Canals and Trails Credit Union, and annuity plans. Annuity deductions will be taken on each regular payroll check over twenty-six (26) or twenty-seven (27) pay periods depending upon the calendar.
2. Deduction choices can be made at any time through a written request submitted to the Business Office.

D. PAY PERIODS

1. Employees will be paid bi-weekly over twenty-six (26) or twenty-seven (27) pay periods per year depending upon the calendar as follows:
 - a. **AFJROTC** - Annual salary is spread over twenty-six (26) or twenty-seven (27) pay periods depending upon the calendar from July to June.
 - b. **Paraprofessionals, 10-Month Office Professionals, and Nurses** - Hourly wages are annualized and spread over twenty-six (26) or twenty-seven (27) pay periods depending upon the calendar from August to July. The first payday for these Employees shall be no later than the Friday of the second week of school attendance
 - c. **Security Officers, 12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance** - Hourly wages are paid each pay period based on the actual hours worked during the two weeks prior to the end of the pay date
2. When a regular payday falls on a district holiday, payday for all Employees will be the business day immediately preceding the holiday.
 - 2a. In the event of a shortened payroll week due to calendar holidays (i.e. Thanksgiving week), timesheets for additional duties (i.e. internal subbing, event supervision) may be applied to the following payroll period.
3. When a regular payday falls on a day when school is not in session (winter break, spring break, summer break), Employees may elect to have their paychecks/pay stubs sent to a pre-designated address at the expense of the District.

E. LIFE INSURANCE

1. Group life insurance will be provided by the Board for all Employees while they are employed by the district. This policy shall be in the amount of fifty thousand dollars (\$50,000.00) double indemnity per Employee. The anniversary date of this policy shall be in September of the calendar year.
2. The anniversary dates for this policy shall be the following:
 - a. **AFJROTC Instructors, Nurses, Paraprofessionals, Security Officers**
September 1
 - b. **Office Professionals, Custodians, Groundskeepers, and Maintenance**
July 1

F. HEALTH INSURANCE

1. The Employee's effective start date for health insurance will be the Employee's date of hire as a full-time Employee. Upon termination of employment, the plan coverage will remain in effect through the last day of the month in which termination occurred. Upon death of an Employee, the plan coverage will remain in effect through the last day of the month in which the death occurred.
2. The Board will provide a full, comprehensive traditional PPO plan, a high-deductible PPO plan coupled with an HSA, and an HMO plan. All plans will include physician services and prescription drug services.
3. The Board will contribute 97% toward the cost of single coverage for all Employees. The Board will contribute 95% toward the cost of single plus one (1) dependent, and 93% toward the cost of single plus two (2) or more dependents for the AFJROTC Instructors, Nurses, Security Officers, 12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance workers. The Employee will contribute the balance for each of the aforementioned categories. For subsequent years, if the premium renewal is greater than ten percent (10%) the Board and the Union agree the amount over ten percent (10%) will be shared equally by both the Board and Employee.
4. In addition, for employees that enroll into the high-deductible PPO plan, the Board will contribute to the employee's HSA account according to the table below. Minimum Board HSA Contributions will be spread out over the course of 26/27 paychecks per year. Matching Board Contributions will be deposited into employee HSA accounts in December each calendar year based upon the employee's contributions that calendar year. In the event an employee leaves the District, any matching Board contribution owed to the employee will be deposited into the employee's HSA account in the month the employee's final paycheck is processed.

TABLE A.

Coverage Level	<u>MINIMUM</u> Board Contribution	<u>MAXIMUM ADDITIONAL</u> Contribution Board Will Match Based on Employee's Contribution	<u>TOTAL MAXIMUM</u> Board Contribution Possible
Single (Employee Only)	\$400	\$300	\$700
Employee + Spouse	\$1,050	\$550	\$1,600
Employee + Children	\$1,050	\$550	\$1,600
Family	\$1,050	\$950	\$2,000

5. All newly-hired Employees will only be eligible for the high-deductible PPO Plan coupled with a HSA plan or the HMO plan. Beginning in the fourth year of consecutive full-time employment in District 205, the Employee is then eligible for any of the three plans referenced in section 2 above.

6. Lockport Township High School is currently one of four members of the self-insured Lockport Area Benefit Plan Cooperative. The cooperative meets regularly to review benefits, costs, and other plan components that annually determine the benefit plan's renewal structure. Changes to the plan's copays, deductibles, etc., are thus determined by the Lockport Area Benefit Plan Cooperative during the annual renewal process with each of the four members having one vote.

7. The administration will continue to share the following with the Union: benefit plan financial information, meeting agendas and minutes, and the benefit plan renewal timeline. The administration will communicate with and seek input from the Union when changes to the benefit plan are being considered by the Lockport Area Benefit Plan Cooperative.

G. DENTAL INSURANCE

1. The Employee's effective start date for dental insurance will be the Employee's date of hire as a full time Employee. Upon termination of employment, the plan coverage will remain in effect through the last day of the month in which termination occurred. Upon the death of an Employee, the plan coverage will remain in effect through the last day of the month in which the death occurred.

2. The Board of Education will contribute 97% toward the cost of single coverage for a PPO Dental Plan for all Employees. The Board will contribute 95% toward the cost of single plus one (1) dependent, and 93% toward the cost of single plus two (2) or more dependents for all Employees. The Employee will contribute the balance for each of the aforementioned categories. For subsequent years, if the premium renewal is greater than ten percent (10%) the Board and the Union agree the amount over (10%) will be shared equally by both the Board and Employee.

H. TRAVEL ALLOWANCE

1. Employees who are required to use personal vehicles for approved travel on District business shall be reimbursed for their mileage at the rate allowed by the Internal Revenue Service.
2. Employees must turn in documentation logging the mileage to the Director of Business Services for reimbursement.
3. All travel using personal vehicles must be approved prior to any trip unless a supervisor has made other arrangements with the Employee.

I. TRAVELING BETWEEN CAMPUSES (ROTC ONLY)

1. AFJROTC Instructors traveling between campuses in personal vehicles for regularly scheduled classroom instruction shall be reimbursed at the rate of three hundred (\$300) per year. If two (2) one-way trips per day are required, the amount of reimbursement shall be double per amount listed previously.
2. Travel reimbursed by the U.S. Air Force shall not be reimbursed by the District.

J. EXTRA DUTY (PARAPROFESSIONALS)

Any cocurricular events outside the normal work day required of paraprofessionals will be compensated at the established hourly rate in the teacher's contract for event workers.

K. NOTARY FEES

The Board will pay the costs for office professionals who meet eligibility requirements for and are directed by the administration to obtain and/or renew a notary public status.

L. ANNUAL STIPENDS - Office Professionals

An annual stipend of five hundred dollars (\$500) will be paid to all Office Professionals who have an associate or bachelor's degree or higher in their specific position.

An annual stipend of six hundred dollars (\$600) will be paid to an Office Professional who has successfully passed the Certified Professional Secretary examination, has been awarded the Certified Educational Office Employee Level 4 designation or above, or who has earned certification in a specific area related to their field.

An Office Professional may only be eligible for two stipends per year.

M. NEW HIRE SALARY SCHEDULE PLACEMENT

The Administration normally shall place newly hired Office Professionals and Paraprofessionals on Step 1 of the appropriate Salary Schedule. The Administration may place new hires higher than STEP 1 based upon the following factors: 1) the new employee's prior, full-time work experience in a substantially similar position; 2) the difficulty in filling the position with a qualified candidate; and 3) the operational needs of the District. Prior to hiring new office professionals, the Administration will notify the Union when it intends to deviate from an initial Step 1 placement, specifically what the deviation will be, and the reason(s) for its decision to do so.

N. CO-CURRICULAR ASSIGNMENTS

1. The co-curricular program shall be considered an integral part of the educational program and all employees shall be encouraged to participate.

2. Co-curricular positions shall be compensated in accordance with the Co-curricular Salary Schedule, a copy of which can be found in Appendix D of the Teachers Collective Bargaining Agreement. All responsibilities and work of the activity shall be assumed for the complete school year. Year-long activity and club sponsors will be compensated over twenty-one (21) pays commencing with the first regularly scheduled pay period of the school year. Seasonal co-curricular coaches and sponsors will be compensated over the course of their respective season or activity in the form of either seven (7) or fourteen (14) bi-weekly pay periods depending on the duration of the activity.

3. All co-curricular assignments shall be made known to Employees via electronic mail bulletin, through notices placed in a specifically designated location in each building, and at one (1) specific location in the District Office. Positions will be held open for at least five (5) school days.

4. The Superintendent or designee shall make annual assignments, based upon the recommendations of the building principals, as approved by the Board, following the required posting of positions. Employees shall be selected for assignment to a position based on their qualifications for that position and their seniority in that position as they relate to the needs of the district.

5. Co-curricular Assignments shall be made by mutual agreement in writing between the Employee and Administration and must be renewed each year. These agreements shall note the approximate date and amount of payment for the co-curricular activity.

6. To be considered for a co-curricular assignment, the interested Employee shall notify the Principal or designee in writing, by May 1 of the current year. The bottom of said form, when completed and mutually agreed to, will represent a formal approval for the co-curricular position indicated on it.

7. In the event that a co-curricular position is not filled by a qualified Teacher, a *qualified* non-teaching staff member may be hired. *Qualified* refers to possessing appropriate Illinois High School Association (IHSA) required credentials and other qualifications determined essential by the athletic director or activities director. If a non-staff member is chosen for a position over a union member, the administration will notify the union president of the decision. When appropriate, the athletic director or activities director will consult with the co-curricular activity head coach or sponsor prior to making a recommendation to hire an assistant.

8. Based on available information, all Employees shall be notified of the tentative co-curricular assignments for the following school year prior to the end of the regular school year. Changes in assignment(s) subsequent to the above date shall be made when necessary to implement the educational program, and any Employee so affected shall be given prompt, written notification of change.

9. When an Employee is involuntarily released from a co-curricular assignment(s) during the season, the Employee will be provided written notification of this decision and shall be for good cause.

10. A written job description for a co-curricular activity shall be furnished to each Employee who assumes the co-curricular activity.

11. The steps in the co-curricular salary schedule are to be determined by the number of years the Employee is employed in a particular or related co-curricular assignment. Under agreed conditions, prior co-curricular experience will be credited. Disagreements pertaining to placement on the co-curricular schedule will be negotiated with the Union. The following is a listing of positions with related experience to be used in calculating placement on the co-curricular salary schedule:

<u>Position</u>	<u>Related Position</u>
Baseball	Softball
Cross-Country	Track
Swimming	Water Polo
Badminton	Tennis

12. In the event that an Employee is unable to perform their contracted co-curricular duties and a replacement is secured and compensated by the school district, or the co-curricular is suspended due to absence of the moderator, the Employee's compensation for the co-curricular will be adjusted in proportion to the contracted Employee's absence.

13. The person in charge of each activity shall submit an annual report to the Superintendent or designee for the year's activities.

14. Co-curricular event supervision shall be designated as either *specialized* or *crowd control*. *Specialized* positions may be assigned on a season-long basis for continuity and consistency. Employees who are assigned to specialized/staff positions must demonstrate previous experience in the position and/or complete training before assuming those positions. A list of these *specialized* positions as well as the hourly rate of pay for these positions is indicated in the Teacher CBA Appendix D.

15. After teachers are assigned to co-curricular supervisory positions, Employees will be eligible to sign up to work events. Assignments shall be made through an equitable process, with employees being assigned to an equitable number of events. An equitable process for assigning staff to cocurricular supervision assignments will be established by the Athletic Director and Activities Director and will be shared with the union leadership and with all employees. The Athletic Director and the Activities Director reserve the right to assign staff as needed on an emergency basis.

III. MISCELLANEOUS WORKING PROVISIONS

A. RECONSIDERATION OF PRACTICE (AFJROTC ONLY)

Any person requesting reconsideration of the use of instructional materials, methods of instruction, basis of student assignments, or other procedures or practices of an Instructor in performance of the Instructor's duties, curricular or co-curricular, shall follow each step as outlined below:

1. Contact the Principal for possible clarification.
- 2.. If satisfaction is not received from the Principal's explanation, the person(s) claiming improper procedure must fill out a "Request for Reconsideration" form which is obtainable from the Principal. This form will be found in Appendix G and must be completed before proceeding to the following steps. Copies of the completed form must be sent to the Board, The District Office, the Principals, and the Union.
3. Upon receipt of the completed form, the Superintendent may direct the alleged improper procedure discontinued for ten (10) school days, or until the three (3) steps of this section are completed.
4. At the first step, requests will be considered in a meeting of the person(s) making the request, the Instructor, the Department Chairperson/Supervisor, a Union representative if desired by the Instructor, and the Principal and his/her designee. A second step, if necessary, will take the form of a meeting of the Instructor, the Department chairperson, and two members of the Administration to determine the merit of the "Request for Reconsideration." If desired by the Instructor, a Union representative may participate in this meeting. In the event this committee cannot reach a unanimous decision, the third step will follow in which all sides, including the person(s) making the original request, will present their views to the Board.

B. NON-SCHOOL ACTIVITIES

No one shall regulate or govern the Employees' non-school activities except when it has a measurable negative effect on the Employees' ability to perform their jobs.

C. PERSONNEL FILES

1. Upon written request, an Employee shall have the right to review all materials, with the exception of confidential references used by the Employee to secure a position, in the Employee's personnel file. Such review shall take place after an appointment is made with the Personnel office and under the supervision of the designated Administrator. Reproduction of the non-confidential materials will be made by the District, and a nominal fee may be charged for the service.
2. No disciplinary material relating to an Employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the Employee receives a copy of said material and notification that said material is being placed in his/her file.
3. An Employee shall have the right to answer any disciplinary material placed in his/her personnel file within thirty (30) days in writing, and the answer shall be attached to the corresponding file material. An Employee's reply must be specifically related to the particular disciplinary material questioned.
4. A Board member may inspect any Employee's personnel file only if the Board member has been instructed to do so by the Board based upon the reasonable business and management of the Board as the employer, and then only in the presence of the Administrator responsible for the safekeeping of these files.
5. An Employee shall have the right to insert material relevant to his/her service in his/her personnel file and add statements concerning the Employee's qualifications as an Employee.
6. No confidential reference in an Employee's district and building files shall be copied or made known to anyone other than appropriate school officials or through court subpoena either during or after the Employee's service in the district.
7. Upon a written request, a list of contents of each file will be kept on the cover of the file. The Employee will compile the list, and each item on the index will be initialed by the Employee and the District Administrator. The individual pages within the folder will also be initialed by the Employee and District Administrator.

D. PREVENTIVE MEDICINE

The Board will reimburse Employees for the Hepatitis B vaccine series (from the Will County Health Department). Participation by the Employees in this program shall be optional. Employees requesting Hepatitis B vaccine shots must complete the required series of shots after which the Board will pay for the cost.

E. PHYSICAL EXAMINATIONS

The Board requires all new Employees to provide evidence of physical fitness to perform duties assigned and to provide evidence of freedom from communicable disease. Such evidence shall consist of a physical examination made by a licensed physician not more than ninety (90) days prior to assuming duties. The cost of such examination shall rest with the Employee. The Board may require specific examination/x-ray prior to full time employment. If so, the Board will incur such cost.

F. HOLIDAYS

1. The following holidays are granted with full pay for full-time Paraprofessionals, Nurses, and AFJROTC Instructors:

Labor Day	Day following Thanksgiving	Presidents' Day
Columbus Day	Christmas Day	Casimir Pulaski Day
Veterans' Day	New Year's Day	Good Friday
Thanksgiving Day	M.L King's Comm. Day	Memorial Day

2. In accordance with national and local schedules, and in agreement with the current school calendar, the following holidays*** are annually granted with full pay for Security Officers, Custodians, Groundskeepers, and Maintenance, and Office Professionals**. Additionally, when the day following Christmas Day (December 26) falls on a regular work day, it will be granted as a day off with pay.

Fourth of July*	Christmas Eve	Presidents' Day
Labor Day	Christmas Day	Casimir Pulaski
Columbus Day	New Year's Eve	Good Friday
Veteran's Day****	New Year's Day	Day following Easter
Thanksgiving Day	M.L. King Comm. Day	Memorial Day
Day after Thanksgiving		

* 12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance only

**10-Month Office Professionals hired before July1, 2019 will continue to receive the paid holidays as listed in section F.2.

10-Month Office Professionals hired after July 1, 2019 will receive paid holidays as listed in section F.1.

***The part-time office professional shall be paid for six (6) school holidays per year.

**** For all Employees, Veterans Day may be observed on a different calendar day than the traditional date of November 11. Regardless of where the observed holiday falls in the school calendar, it will remain a paid holiday.

3. Guidelines

- a. In the event any of the foregoing holidays fall on days when school is in session, it shall be considered a regular workday but each Office Professional, Custodian, Groundskeeper and Maintenance employee shall receive an extra day's pay for said holiday. If the holiday falls during the normal work week (the five days that constitute the work week for an Office Professional, Custodian, Groundskeeper, Maintenance) when school is not in session, each Employee shall receive the day off with pay.
- b. All Employees must be in attendance the workday before and the workday following a holiday in order to receive pay for that holiday, except with the approval of the employee's supervisor and/or the Assistant Superintendent for Personnel.

G. VACATION (12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance)

1. The following shall be the vacation provisions for 12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance workers:

After one year of service.....	10 days vacation
After five years of service.....	15 days vacation
After fifteen years of service.....	20 days vacation
After twenty years of service.....	25 days vacation

Vacation Days will be allotted yearly on July 1. The assignment of vacation days does not impact seniority with the District.

2. Vacation for the first year of employment will be granted on the first anniversary date of full-time employment. Vacation time for the following year will be prorated and granted on July 1. Vacation time cannot be accumulated. If it is not used, it is forfeited and it must be used within one (1) year of the anniversary date. An Employee cannot choose to work and draw both work and vacation pay simultaneously.

3. Vacation dates will be approved and assigned according to district seniority. The Director of Facilities Management shall have the authority to approve the Custodians, Groundskeepers, and Maintenance workers vacation schedule for the benefit of the District. The 12-Month Office Professionals supervisor shall have the authority to approve an employee's vacation schedule for the benefit of the District.

4. By special request, the administration and/or Director of Facilities Management may consider an Employee's request for vacation without pay.

5. Vacation requests are to be filed through the Director of Facilities Management or through a 12-Month Office Professionals supervisor. Replies to the requests will be provided within a one (1) week following the request. Requests must be stated in Writing.

6. Due to the nature of some office professional positions, there may be certain times during the school year that vacation time is not allowed. For example, for some office professional positions, vacation time may not be taken during the two (2) weeks after the last day of the regular school term or during the two (2) weeks prior to the first day of the regular school term. Supervisors may consider exceptions for unique circumstances.

7. Vacation is earned on a yearly basis which begins with the official date of employment and will be paid on July 1 of each year. When moving from 10-Month to 12-Month employment, vacation time will accumulate as follows: every year of 10-Month service is equal to eighty-three percent (83%) years of 12-Month service for accrual purposes.

8. 12-Month Office Professionals hired before July1, 2019 will continue to earn vacation days per the following table:

After one year of service.....	10 days vacation
After five years of service.....	15 days vacation
After ten years of service.....	20 days vacation
After twenty years of service.....	25 days vacation

12-Month Secretaries hired after July1, 2019 will earn vacation days per the Table in section G.1.

H. JOB DESCRIPTIONS

All new Employees or Employees transferred to a new assignment will receive a copy of their job description.

I. PROFESSIONAL TRAINING

Staff Development opportunities shall be provided so that all Employees may gain new skills in their job-related categories. Institute Days during the school year will include specific training for Paraprofessionals. In addition, Paraprofessionals will attend one day of training prior to the start of the school year. Office Professionals shall be permitted and encouraged to attend secretarial meetings and conferences which are related to their responsibilities, with administrative approval, and with reasonable expenses reimbursed.

J. MAINTENANCE APPRENTICESHIP PROGRAM

1. The Apprenticeship Program is open to any Maintenance employee.
2. The Director of Facilities Management must pre-approve course requests at a college, university, or vocational school in order for an Employee to receive credit towards the Apprenticeship.
3. This Program will be completed in not less than three (3) years. During the course of the program, the Director of Facilities Management will meet with the Employee once a semester to review the Employee's progress in the program. This review is to be separate from the annual review performed by the Building Supervisor. These reviews will provide the Employee with clear guidelines to enable him or her to complete the Apprenticeship Program.
4. Upon successful completion of the Apprenticeship Program, the Employee will move to a Skilled Maintenance position for a minimum of five (5) years. He/She will then be able to request a review by the Director of Facilities Management solely for the purpose of upgrading to an Advanced Maintenance position. It is the Employee's responsibility to provide the Director of Facilities Management evidence of continued education in the maintenance field, increased responsibilities in the maintenance operations, and an increase in practical skills. Determination of movement from Skilled to Advanced will be the decision of the Director of Facilities Management.

K. RETIREMENT BENEFITS

1. **Eligibility** - In order to be eligible for post-retirement benefits, an Employee must meet all of the following requirements:

- a. The Employee must retire with IMRF and be eligible to receive an immediate annuity benefit.
- b. The Employee at the time of retirement from District 205 must have completed at least fifteen (15) consecutive years of full-time employment with Lockport Township High School District 205.
- c. Employees who retire from District 205 without fifteen (15) consecutive years of full-time service with the district shall be allowed to continue their group health insurance coverage by making full premium payments to the district business office until reaching the age of sixty-five (65) or qualifying for Medicare, whichever occurs first.

2. Benefits

a. Health Insurance:

Employees may elect to remain in the group hospitalization plan upon retiring from the District according to the Illinois Insurance Code. The Board will contribute one hundred percent (100%) of the premium cost for managed care (HMO rate) for the period immediately following the employee's retirement and until the employee becomes eligible for Medicare coverage at age 65. Employees that choose to remain in the PPO plan or choose to continue any level of coverage other than single, would be responsible for paying the District for the difference in premium each month.

b. Sick Leave:

Upon retiring from the District, Employees shall receive twenty-two dollars (\$22) per day for unused sick leave up to a maximum of two hundred and ten (210) days that has accumulated and is not used for IMRF retirement service credit.

L. WORK SCHEDULE

1. AFJROTC

- a. The school work year for AFJROTC Instructors shall consist of one hundred seventy-six (176) pupil attendance days, four (4) institute days, two (2) weeks prior to the beginning of the school year, and two (2) weeks after the close of the school year for a total of two hundred (200) days.
- b. The AFJROTC Instructors' workday shall be seven (7) hours and thirty (30) minutes.
- c. The workday will include a thirty (30) minute paid, duty-free lunch.
- d. The Union shall continue to work jointly with the Administration in establishing the working calendar. Five (5) emergency days will be added to the school work calendar. In the event that an emergency day(s) is used in order to make up a missed day, and an AFJROTC Instructor has an unexcused absence for the make-up day, the Instructor will be docked his/her per diem.

2. School Nurse

- a. The school work year for all School Nurses shall consist of one hundred seventy-six (176) pupil attendance days and four (4) institute days for a total of one hundred eighty (180) days.
- b. The School Nurses' workday shall be seven (7) hours and forty-five (45) minutes.
- c. The workday will include a thirty (30) minute paid, duty-free lunch.
- d. The Union shall continue to work jointly with the Administration in establishing the working calendar. Five (5) emergency days will be added to the school work calendar. In the event that an emergency day(s) is used in order to make up a missed day, and a school nurse has an unexcused absence for the make-up day, the School Nurse will be docked his/her per diem.

3. **Security Officer**

- a. The school work year for all Security Officers shall consist of one hundred seventy-six (176) pupil attendance days, four (4) institute days, plus five (5) additional days, for a total of one hundred eighty (185) work days.
- b. The Security Officers' workday shall be eight (8) hours.
- c. The workday will include a thirty (30) minute paid, duty-free lunch.
- d. The Union shall continue to work jointly with the Administration in establishing the working calendar. Five (5) emergency days will be added to the school work calendar. In the event that an emergency day(s) is used in order to make up a missed day, the Security Officer is required to work on those days.

4. **Paraprofessional**

- a. The school work year for all Paraprofessionals shall consist of one hundred seventy-six (176) pupil attendance days and four (4) institute days for a total of one hundred eighty (180) days.
- b. The school work day will be seven (7) hours and forty-five (45) minutes.
- c. The school work day will include a thirty (30) minute paid, duty-free lunch.
- d. The school work day will include two (2) paid duty-free fifteen (15) minute breaks.
- e. The Paraprofessional's designated start time will be determined by his/her Department Chairperson or immediate supervisor.
- f. The Union shall continue to work jointly with the Administration in establishing the working calendar. Five (5) emergency days will be added to the school work calendar. In the event that an emergency day(s) is used in order to make up a missed day, and a Paraprofessional has an unexcused absence for the make-up day, the Paraprofessional will be docked his/her per diem.

g. Paraprofessionals may voluntarily attend one (1) staff development day during the week prior to the start of the school year. Paraprofessionals will be notified prior to the end of the school year of the staff development day for the upcoming school year. Paraprofessionals will notify the Director of Special Education within ten (10) days after receiving this notification stating that they will or will not attend the staff development day. In exchange for attending the staff development day, these Paraprofessionals will be allowed three (3) early release days throughout the school year. Paraprofessionals will be allowed two (2) hour early releases from two (2) work days prior to the start of winter break on days agreed upon by the union leadership and the administration and one (1) early release fifteen (15) minutes after the students are dismissed on the day immediately preceding spring break. The early release time will match the hours spent in the training day. Paraprofessionals not attending the training day may use a personal day for those hours, remain at work on the early release days, or have those hours deducted from their pay. If the Paraprofessionals do not participate in the staff

development day prior to the start of the school year, alternate, applicable staff development may be agreed upon with their immediate supervisor for the aforementioned early release days.

5. Custodians, Groundskeepers, Maintenance (12-Month Employees)

- a. The work week shall be forty (40) hours per week, eight (8) hours per day.
- b. The work day will include one (1) paid duty-free fifteen (15) minute break.
- c. Employees working first shift shall be given a thirty (30) minute unpaid duty-free lunch period. Employees working second shift, third shift, or weekends will be given a thirty (30) minute paid lunch and are required to remain on the premises for the duration of his/her shift.
- d. When school is called off because of emergency reasons, all Employees in this group may be required to work the day shift schedule. However, normally at least one (1) Employee per campus will work the regular night shift.

6. Office Professionals (10-Month Employees)

- a. The work year for 10-Month Office Professionals shall consist of one hundred seventy-six (176) pupil attendance days, four (4) institute days, ten (10) days prior to the first day of teacher attendance and ten (10) days after the last day of teacher attendance for a total of two hundred days (200) days.
- b. The work day will be seven (7) hours and forty-five (45) minutes.
- c. The work day will **exclude** a forty-five (45) minute **unpaid**, duty-free lunch.
- d. The work day will include one (1) paid duty-free fifteen (15) minute break.
- e. When school is called off because of emergency reasons, 10-month office professionals will not report to work.

7. Office Professionals (12-Month Employees)

- a. The work week shall be thirty-eight and three quarters (38.75) hours per week, seven (7) hours and forty-five (45) minutes per day. The summer work schedule which goes into effect two weeks after the school term and ends two weeks prior to the next school term is a seven hour day.
- b. The work day will exclude a forty-five (45) minute unpaid, duty-free lunch.
- c. The work day will include one (1) paid duty-free fifteen (15) minute break.
- d. When school is called off because of emergency reasons, 12-month office professionals will receive communication from the administration regarding their reporting status on that day. 12-month office professionals may be required to work on a school emergency day. 12-month office professionals may request to utilize accrued vacation, personal, or sick time when authorized by their supervisor or appropriate compensatory time will be given as needed.

M. OVERTIME

1. Custodians, Groundskeepers, and Maintenance

- a. Employees may be required to work a reasonable amount of overtime on an equitable basis. All overtime must be approved by the Employee's immediate supervisor.
- b. A list, which may also be organized by cards, based on seniority or Employees eligible for overtime, will be maintained by their immediate supervisor at each campus.
- c. Overtime shall first be offered on a rotating basis to an Employee who is qualified to do the activity.
- d. The Employee's supervisor will maintain a list of overtime hours worked.
- e. If an Employee refuses to work any amount of overtime or is absent at the time overtime is offered, his/her card will be moved to the bottom of the overtime list.
- f. Every effort will be made by the Building Supervisor to rotate overtime on an equitable basis. However, the scheduling of all overtime shall remain a management prerogative.
- g. If all Employees within an affected building refuse the overtime, the Supervisor shall have the flexibility of securing assistance from whatever source he or she can, including, but not limited to, 1) personnel from other campuses, 2) substitutes, or 3) Employees from other job classifications.
- h. All Employees who are "Called In" to work an overtime shift shall be compensated at one and one half (1½) times the Employee's normal rate of pay unless such a call in is on Sunday or a school holiday in which case the Employee shall be compensated at two (2) times their normal rate of pay. All "Called In" overtime work will be credited at a minimum two (2) hours.
- i. All Employees who are "Called In" will get the appropriate overtime pay, even in instances when they have taken sick leave, personal leave, or vacation leave prior to being "Called In."
- j. "Called In" events include Weekend Building Checks, snow removal, or other emergency events as deemed necessary by the administration. Employees must clearly indicate they were "Called In" on their overtime timesheet.
- k. Employees working overtime may elect compensatory time in lieu of pay. compensatory time will be allowed to accumulate to a maximum of twenty (20) hours and must be used within one (1) year of earning. Compensatory time will be computed the same as overtime pay.
- l. Except in emergency situations, the Director of Facilities Management shall not perform work activities that by doing so deprives the Employees of overtime opportunities.

2. **Security Officers**

- a. Security Officers may be required to work a reasonable amount of overtime on an equitable basis. Overtime will be offered to each Security Officer on a rotation basis. All overtime hours must be approved by the immediate supervisor.
- b. A list, based on seniority of Employees eligible for overtime, will be maintained
- c. Security Officers shall be paid one and one-half (1 ½) time the regular hourly rate for each hour worked beyond eight (8) hours per day or for each hour worked beyond forty (40) hours per week. Pay for work on a Sunday or a school holiday shall be compensated at two (2) times their normal rate
- d. For any school or non-school event security, the Security Officers may be given first consideration for the job.

3. **Nurses, Paraprofessionals, and Office Professionals**

- a. **Nurses, Paraprofessionals, and Office Professionals** will receive overtime for hours worked in excess of forty (40) hours in a work week. All overtime hours must be approved by the immediate supervisor. Overtime pay is at one and one-half (1 ½) times the regular hourly rate.
- b. Any time worked outside an Employee's normal work day shall be documented on a timesheet.
- c. 12-Month Office Professionals working overtime may elect compensatory time in lieu of pay. Compensatory time will be allowed to accumulate to a maximum of twenty (20) hours and must be used within one (1) year of earning. Compensatory time will be calculated the same as overtime pay.

N. TUITION AND TRAINING REIMBURSEMENT

1. **Custodians, Groundskeepers, and Maintenance workers, and 12-Month Office Professionals** will be eligible for one thousand dollars (\$1,000) per year for tuition reimbursement for approved courses.

2. **Paraprofessionals and 10-Month Office Professionals**

An Employee will be eligible for eight hundred dollars (\$800) per year for coursework and/or training that is job related. This coursework/training may be online but must be through an accredited program. Prior approval from the Assistant Superintendent of Personnel must be given before starting a course or training for reimbursement.

3. School Nurse

An Employee may take up to two (2) classes per year. These classes must be approved by an administrator. Each class will be reimbursed at the Northern Illinois University rate. For every twelve (12) hours of course credit earned in the nursing field, the School Nurse will earn a five hundred dollar (\$500) stipend.

4. Security Officer

A straight-time hourly wage will be paid for those hours spent in court/training during the summer when school is not in session. Also, straight-time will be used to pay for district approved training.

O. TRANSFER AND/OR RELEASE

1. Paraprofessional

- a. Employees who desire a transfer for the next school year to a new assignment shall notify the Assistant Superintendent for Personnel, in writing, no later than March 15.
- b. Employees who are to be transferred to a new assignment shall be notified at least five (5) business days prior to the transfer, if possible.
- c. When dictated by the needs of the District, the Employee with the least length of service, and all other factors are substantially equal, will be transferred.

2. Custodian, Groundskeeper, Maintenance

- a. An Employee may be transferred between buildings (from one campus to another), may be transferred to a different time or shift, or may be transferred to a different job or work classification after consultation with the Employee(s) involved. Employees transferred to a different shift shall be given a two (2) week notice.
- b. The determining factors for transfer will be the needs of the District and the seniority of the Employees involved. The Union will be conferred with in all permanent transfers provided the Employee desires the Union's presence in a conference.
- c. In the event of a transfer, upon request of the Employee, the Director of Facilities Management and the Employee shall meet to communicate the reasons for such a change.
- d. In the event of a shift or run change, upon request of the Employee, the Director of Facilities Management and the Employee shall meet to communicate the reasons for such a change.

3. AFJROTC Instructor

- a. The involuntary transfer or release of an AFJROTC Instructor may be necessitated:
 - I. when there is a reduction in the number of teaching assignments within a department.
 - II. when there is a change in course offerings.
 - III. when there is a reduction in pupil enrollment.
 - IV. when there are other extenuating circumstances.
- b. In such cases, both seniority and other qualifications will be considered. If other qualifications are judged equal by the administration, in consultation with the Department Chairperson, the AFJROTC Instructor with the least seniority will be transferred or released.
- c. The AFJROTC Instructor will have a prior right to return to the original department from which transferred or released, provided that in the judgment of the administration, in consultation with the Department, the AFJROTC Instructor's qualifications are equal to or exceed those of other candidates, and a vacancy exists within one (1) year of the transfer or release.

4. Security Officers

- a. A Security Officer may be assigned between buildings (from one campus to another), and may be transferred to a different time or shift after consultation with the Security Officer involved.
- b. The determining factors for transfer will be the needs of the district and the seniority of the Employees involved. The Union will be conferred with in all permanent transfers provided the Security Officer desires the Union's presence in a conference.

5. Office Professionals

- a. An employee requesting a transfer in order to fill an existing vacancy shall make his/her request known by completing the required application process.
- b. Prior to an involuntary transfer, the administrator will hold a meeting with the affected employee for the specific purpose of discussing the transfer. Reasons for an involuntary transfer may include, but are not limited to, student needs, job responsibilities, job performance, or building needs.
- c. The employee involved in the involuntary transfer shall have the right of Union representation at all meetings provided for in this provision.
- d. Employees who are to be transferred to a new position shall be notified at least five (5) business days prior to transfer, if possible.

P. RELEASE AND RECALL

1. If an Employee is removed or dismissed as a result of a decision of the Board to decrease the number of Employees employed by the Board or to discontinue some particular type of educational support service, written notice shall be mailed to the Employee and also given to the Employee either by certified mail, return receipt requested, or personal delivery with receipt at least thirty (30) days before the Employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.
2. Prior to being released, a consultation will be held with the appropriate supervisory personnel and the Employee whose position is being removed.
3. The Employee with the least district seniority within the affected category of positions "classification" shall be dismissed first.
4. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available within a specific classification for which the Employee is qualified, shall be tendered to the Employees so removed or dismissed in order of classification seniority followed by district seniority.

Q. NOTICE OF VACANCIES

The Union President and all Employees shall be notified electronically, prior to filling positions on a permanent basis, of all District vacancies as established by the Board. All positions will be available for application for a minimum of three (3) days. Written notification must be submitted to the Personnel office and/or designee. Employees may request to be contacted in the event an opening occurs while they are away on vacation. It is the responsibility of the Employee to provide his/her contact information with the Personnel office and/or the Director of Facilities Management his/her supervisor prior to them leaving on vacation.

R. RECORDINGS

1. Upon the consent of all parties present, recordings may be made at any confidential meeting.
2. If such a recording is made, and if either party designates that recording as confidential, the custody of this recording will be the responsibility of the Superintendent. No third party will have access to the recording without the mutual written consent of the Superintendent and the Union President. Recordings may be destroyed, after a reasonable time, by the mutual consent of the Superintendent and the Union President.

S. SENIORITY

1. Paraprofessionals, School Nurses, Security Officers, AFJROTC Instructors

- a. The official date of employment shall be the date when employed on a full-time basis in that classification by Board action.
- b. District seniority is defined as the length of service with the District and shall accumulate from the date of original hire into the District on a full-time basis. In the event two (2) or more Employees within a classification are employed on the same date, seniority will be determined by a) employment in the district b) overall IMRF creditable service, and c) a coin flip.
- c. The Personnel Office shall maintain an up-to-date listing of all Employees according to classification seniority.

2. Custodian, Groundskeeper, Maintenance

- a. The official date of employment of an Employee shall be that date when employed on a full-time basis as a Custodian, Groundskeeper, or Maintenance employee by Board action.
- b. District seniority is defined as the length of service with the District and shall accumulate from the date of original hire into said district on a full time basis. In the event two (2) or more Custodians, Groundskeepers, or maintenance workers are employed on the same date, seniority will be determined by a coin flip.
- c. Classification seniority is defined as the length of full-time service in one of the classifications listed in the Appendix of this Agreement.
- d. The Personnel Office shall maintain an up-to-date listing of all Custodians, Groundskeepers, and Maintenance employees according to classification seniority.
- e. All promotions to a higher salaried classification shall be on the basis of the qualifications of the Employee and the Employee's desire for a promotion. All promotions within classifications shall be on the basis of required skills possessed by the Employee, by classification seniority, and the Employee's desire for the promotion.
- f. Any test for promotion may have a written as well as a practical application.

3. Office Professionals

- a. The official date of employment shall be the date when employed on a full-time basis in one of the classifications of Office Professionals by Board action. Part-Time Office Professionals will be included on the seniority list.
- b. District seniority is defined as the length of service with the District and shall accumulate from the date of original hire into the District on a full-time basis. In the event two (2) or more Employees within a classification are employed on the same date, seniority will be determined by a) employment in the district b) overall IMRF creditable service, and c) a coin flip.
- c. The Personnel Office shall maintain an up-to-date listing of all Employees according to classification seniority. Copies of the list shall be distributed to the exclusive employee representative or bargaining agent on or before February 1 of each year. An Office Professional must report any errors regarding their placement on the seniority list no later than March 1.

T. PROBATIONARY PERIOD

Each new Security Officer, Paraprofessional, Office Professional, Custodian, Groundskeeper, or Maintenance Employee hired on a full-time basis shall be subject to a probationary period of six (6) months, during which time the new Employee may be discharged by the Board without grievance.

The Maintenance probationary period shall include time spent by an Employee in custodial or grounds probationary time.

The probationary period may be extended for up to an additional (30) work days if deemed necessary by the principal or designee, the Director of Special Education, or the Director of Facilities Management.

During the probationary period, the employee shall meet quarterly with their evaluator/supervisor to discuss areas of strength and/or areas which need improvement. If there are areas of an employee's job performance which need improvement, the employee will receive written documentation in these areas.

U. UNIFORMS

1. Security Officers

Provisions for allowance and cleaning of bulletproof vest will be agreed upon with the City of Lockport per current arrangement with the police officers. Said property shall remain the exclusive property of District 205. The District will pay for one (1) pair of uniform shoes each year and will provide three hundred dollars (\$300) per year for uniform accessories. All receipts for purchase must be sent to the business office by June 1 of each year.

2. Custodians, Groundskeepers, and Maintenance

The District shall provide each full-time Employee with three (3) uniforms per year. Based on the judgment of the Building Supervisor, Employees will be provided with coveralls when the job requires this type of clothing.

In addition, Groundskeepers will be provided two hundred dollars (\$200) per year for additional necessary clothing. All purchases must have prior approval from the Director of Facilities Management in order to be reimbursed. All receipts must be sent to the business office by June 1 of each year.

V. STATISTICAL DATA

1. The union president may regularly examine current information concerning the financial position of the school district which shall include:
 - a. A copy of the annual audit report.
 - b. A monthly statement of financial position
2. Upon request, the Union president may regularly examine the following information, when available:
 - a. Notice of laws passed by the legislature that will bring additional funds into the district
 - b. Notice of additional revenue received or loss thereof
 - c. Notice of any other information which might be relevant to negotiations or necessary for the proper enforcement of this Agreement
3. The Superintendent or designee will give the Union president information containing the name, mailing address (unless an employee has specifies that such remain confidential), salary, years of experience, job title, and worksite of each employee and all public information, except confidential personnel items, that is available to each Board member.——
4. The Union president shall supply the Superintendent or designee with information pertinent to the execution of this agreement and the negotiation of future agreements. This information shall include a current Union membership roster, Union committee assignments, and other general communiques.

W. COMMUNICATION

1. At the beginning of the school year, traditionally during an institute day, the Union shall schedule a meeting with newly-hired bargaining unit employees during their duty-free lunch.
2. The Union shall be notified of the District's response to a Freedom of Information Act (FOIA) request that asks for information about any bargaining unit member, including, but not limited to, names, email addresses, any part of a home address, or list of members of the union, and dues.

X. PROFESSIONAL MEMBERSHIPS (Office Professionals Only)

Annual membership dues in one (1) local, state, or national professional association related to the office professional's position shall be paid by the Board up to a total of four hundred dollars (\$400.00).

IV. LEAVE OF ABSENCE PROVISIONS

A. SICK LEAVE

1. All Employees must contact their immediate supervisor or designee at least one (1) hour before their scheduled start time. Procedures for appropriate communication regarding sick leave will be established for each classification of employee by their supervisor and communicated to all Employees.
2. Employees will be allowed sick leave days without loss of pay for illness, injury, or quarantine as per the chart below*:

Paraprofessional:	Twelve (12) days per year
Security Officer:	Twelve (12) days per year
Nurse:	Twelve (12) days per year
AFJROTC:	Twelve (12) days per year
Part-time Office Professional*:	Twelve (12) days per year
10-Month Office Professionals:	Twelve (12) days per year
12-Month Office Professionals:	Fifteen (15) days per year
Custodian:	Fifteen (15) days per year
Groundskeeper:	Fifteen (15) days per year
Maintenance:	Fifteen (15) days per year

*Part-time Office Professional's day is 7 hours per day.

3. All unused sick days assigned to the Employee by the District shall have unlimited accumulation for internal sick leave purposes. Unused sick leave days shall accumulate up to a total of two hundred forty (240) for purposes related to IMRF.
4. A doctor's or practitioner's certificate may be required by the Superintendent or the Superintendent's designee for any sick leave which is adjoined to or extends a holiday or school break, occurs on a district institute day, of three (3) days or more, or in the case of the birth of a child, leave which exceeds thirty (30) consecutive school days or as the Board may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days for personal illness, the Board shall pay from school funds the expenses incurred by the employees in obtaining the

certificate. For adoptions or placements for adoptions, the Superintendent or the Superintendent's designee may require evidence that the formal adoption process is underway

5. An Employee shall use sick leave in the case of absences occasioned by personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The maximum amount of sick leave to be used for adoption or placement for adoption is thirty (30) days. The immediate family shall be defined as parents, spouse, children, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law or legal guardians. An Employee shall use sick leave in the case of funerals for father, mother, spouse, civil-union partner, sister, brother, children, grandparents, grandchildren, uncle, aunt, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or grandparents-in law.

6. An Employee who exceeds his/her total accumulated sick leave shall be docked this/her hourly rate of pay for each hour absent.

7. The Board will consider extended illness or emergency cases to determine the extent of relief to be given.

*Probationary Employees will be allowed ten (10) sick days upon hire. After the probationary period, the remaining sick days will be allowed. Sick days thereafter will be prorated and allowed on July 1st each year for 12-Month Office Professionals, Custodians, Groundskeepers, and Maintenance, on the first scheduled day of work for 10-Month Office Professionals, and on the first day of the school year for Paraprofessionals, and Security Officers.

B. PERSONAL LEAVE

1. Each Employee shall be allowed a maximum of three (3) days paid leave per year*, cumulative for retirement, for personal, moral, or business reasons which cannot ordinarily be attended to while school is in session. The Principal or designee shall be notified by application form five (5) days prior to the anticipated leave day, when possible. An Employee may request a one-day personal leave without providing a reason. However, a valid reason must be provided if the requested day is during the first two (2) or last two (2) weeks of a semester, is used to extend vacation and/or holiday periods or used in conjunction with late starts and/or early release days. Under extraordinary circumstances, the administration reserves the right to limit the number of approved personal days. Emergency situations will be considered for approval by the Superintendent or designee. In these instances, a documented reason must be provided.

2. Unused personal leave days will be converted to sick days at the end of each school year.
3. Personal leave may be used by Union officials, as recommended by the Union President, to attend state and national Union meetings, if approved by the Superintendent or designee.

*Probationary Employees will be allowed one and one half (1.5) personal days upon hire. After six (6) months, the remaining one and one half (1.5) personal days will be allowed. Personal days thereafter will be prorated and allowed on July 1st each year.

C. INCENTIVE LEAVE DAY – Custodians, Groundskeepers, and Maintenance, and Full-Time 12-Month Office Professionals

One (1) compensatory day is to be awarded to any 12-Month Office Professionals, Custodians, Groundskeepers, or Maintenance workers during Christmas Break if the total sick leave and personal leave used does not exceed three (3) days for the year preceding (July 1- June 30)

D. CIVIC DUTY LEAVE

1. Any Employee shall be paid the Employee's regular salary for the period of any absences for serving jury duty less the amount received for jury duty.
2. School employees who receive a subpoena to appear as a witness in a school-related trial, or give a deposition in any school-related matter or case involving their role as a mandated reporter in court, shall make such an appearance without a loss in salary. The Board may make a deduction from the salary equal to per diem fees the Employee receives for complying with the subpoena.

E. FAMILY MEDICAL LEAVE ACT

Eligible Employees will be entitled to FMLA leave pursuant to the District's FMLA policy which can be found on the District's website.

F. DISABILITY LEAVE

Eligible Employees will be entitled to disability leave pursuant to the District's disability policy which can be found on the District website.

G. CHILD CARE LEAVE – School Nurse

1. The Board and Union agree that there shall be no discrimination due to pregnancy.
2. A pregnant School Nurse shall be allowed to continue working as long as she is medically certified as capable of performing her duties. Notification that she is no longer capable of performing her duties shall be provided by the School Nurse.
3. Sick leave may be used for a temporary illness that occurs during the time the School Nurse is actively employed. Sick leave provisions of the contractual agreement shall apply.
4. Any School Nurse who becomes pregnant shall be permitted a child care leave of absence without compensation and shall be permitted to return to active employment at the conclusion of the leave under the following conditions:
 - a. The School Nurse shall not accrue seniority or advance on the salary schedule while on such leave.
 - b. Any School Nurse desiring a child care leave of absence must request a leave at least thirty (30) days prior to the birth/adoption of the child.
 - c. The child care leave shall be for a period of up to one (1) year and shall be requested by semesters. Child care leave must conclude within one (1) year of the birth/adoption of the child or by the end of the school year immediately following the birth/adoption of a child.
5. Insurance coverage will be provided by the Board until the leave of absence begins. All insurance may be kept in effect by the School Nurse by paying the full premium to the district during the leave period.
6. A School Nurse may return at any time through a mutually agreeable arrangement between the School Nurse and the Board. A School Nurse granted a child care leave must request reinstatement within the leave period and at least ninety (90) days prior to the beginning of the first semester and sixty (60) days prior to the beginning of the second semester. School Nurse contractual rights will be honored until July 1.
7. The School Nurse shall be eligible for re-employment at the end of the leave period if the School Nurse is medically certified as capable of performing the required duties, and the School Nurse shall provide notification of this certification.

8. All provisions included in this section shall apply for the legal adoption of a child six (6) months of age or younger. The Board will consider a child care leave request for the adoption of a child between the ages of six (6) months and six (6) years.
9. Nothing in this section is intended to diminish or expand the rights of any Nurse under the Family Medical Leave Act.

H. EXTENDED ABSENCES

The Board will consider extended illness cases to determine the extent of relief to be given. In cases of quarantine, court attendance, and other unusual conditions, deductions shall be made unless exempted by Board action.

I. WORKERS COMPENSATION

Workers' Compensation information is available in each building or by contacting the Business Office. Please refer to the Staff Handbook for more information on workplace injury.

If follow-up doctor appointments or therapy appointments of any kind are required after a doctor has released an employee to active work status, the employee will attempt to schedule such appointments after work hours. If this is not possible, then sick leave will be used.

J. EMPLOYEE PHYSICAL INJURY CAUSED BY A STUDENT

Absence due to physical injury incurred in the course of employment shall not be charged against sick leave or any other leave if caused by a student as a result of aggressive physical contact during the school day or during a school sponsored event. This is intended to address situations where an employee is injured as a result of a student altercation or reckless student behavior, intentional or accidental.

For the period of such absence, the Board shall continue to pay the employee's regular salary (base salary and contractual stipends). Nothing herein shall be construed as requiring an employee to break up a fight when the employee's safety is in danger. For purposes of safety and security, physical interaction is deemed to be the action of last resort.

K. QUARANTINE

If an employee has been directed to be quarantined by Federal, State, or Local health departments or a physician's orders, that employee will not be charged sick days for the duration of the quarantine, as long as the employee can perform all assigned duties professionally and without disruption in a remote location. The Supervisor and Employee will discuss the job responsibilities and the tasks that can be completed at home while in quarantine in order to obtain approval to work from home.

Professional duties include, but are not limited to: having access to a fast, reliable, and secure internet connection with backup, participating in all required meetings, maintaining all student records, remaining easily accessible to district/school administration, colleagues, parents, and students during regular contractual hours, and maintaining professional and appropriate communication with students, parents, other staff members and the administration.

If an employee is quarantined due to personal illness, and cannot perform all assigned duties professionally and without disruption, then the employee shall use accumulated sick days for their absences.

In all pre-referenced quarantine instances, the quarantine shall be limited to the duration that a physician or the health department designates. Complete documentation from a physician or the health department is required.

L. SCHOOL NURSE

In the event that the Board requests that a school nurse administer or otherwise distribute a vaccination to other District 205 staff members, the Board shall ensure that the school nurse receives proper training, shall provide all required personal protective equipment (PPE), and shall receive support to meet the job requirements of the position.

V. EVALUATIONS

A. EVALUATIONS

1. The evaluation procedure system is designed to help define, measure and improve the quality of work performance. All Employees will be evaluated and recognition will be given for services provided or constructive criticism and notice for lack of satisfactory work.
2. All Employees will be provided with a written evaluation and an end of the year meeting to discuss the evaluation.
3. The signature on the evaluation merely signifies the Employee has received a copy of the evaluation.
4. All Employees have the thirty (30) days to write a written rebuttal which will be attached to the evaluation.

Position	Date Completed	Evaluator
Paraprofessional	1-May*	Principal/DC/Designee
Security Officer	1-Jun*	Assistant Principal
10-Month Office Professional	15-Jun*	Supervisor
12-Month Office Professional	30-Jun*	Supervisor
Custodian/Groundskeeper/ Maintenance	1-Aug*	Supervisor/Director of Facilities
Nurse	1-May	Principal/DC/Designee
ROTC	1-May	Principal/DC/Designee

*Probationary Employees will be evaluated prior to the end of the probationary period.

B. DISCIPLINE AND DISCHARGE

1. The Board agrees with the tenets of progressive and corrective discipline. Disciplinary action may be imposed upon an Employee for just cause as deemed appropriate by the Administration. Disciplinary action or measures may include, but not necessarily be limited to the following:

- Oral reprimand
- Written reprimand
- Corrective Training
- Suspension without pay (notice to be given in writing)
- Discharge (notice to be given in writing)

2. The Administration shall make every effort to resolve these matters informally when appropriate. Except for cases of serious offenses, whenever possible, disciplinary measures shall be viewed as corrective, not punitive.

3. Pre-Disciplinary Meeting - Prior to disciplinary action being taken against an Employee, the Administration shall conduct a complete investigation. As a part of the investigation, the Administration shall meet with the Employee and inform him/her of the reason for any contemplated disciplinary action. The Employee shall be given the opportunity to represent the Employee's side of the incident and to rebut any testimony as a part of the District's fact-finding investigation. The Employee may have Union representation or any other representation as provided for in the Weingarten Rights.

VI. GRIEVANCE PROCEDURES

The steps in this grievance procedure apply to matters related to this contract as well as issues related to Title IX and Section 504.

A. GENERAL

1. **Grievance Definition** - A grievance shall mean a complaint that contends:
 - a. That there has been an alleged violation, misinterpretation, or misapplication of any of the provisions of this Agreement.
 - b. That an Employee has been treated unfairly or inequitably by reason of any act or condition which is contrary to the Contractual Agreement.
 - c. Any grievance must be filed within a forty-five (45) business days time limit of the alleged violation with the exception of a grievance that pertains to salary which will be limited to five years.
 - d. Only one (1) grievance per alleged violation will be permitted.
2. **Grievance Purpose** - The primary purpose of this procedure is to secure, at the lowest level, an equitable solution to the problems of all parties involved.
3. **Grievance Principles** - Every Employee shall have the right to present grievances and not be subjected to reprisal because of it. Discussions shall be confidential during the procedural stages of the grievance. Upon the consent of all parties involved, tape recordings may be made at any step of the grievance procedure. If such a tape recording is made and if either party designates that recording as confidential, the custody of this recording will be the responsibility of the Superintendent. No third party will have access to this recording without the mutual written consent of the Superintendent and the Union president.
4. The Union Executive Board has the right to withdraw from any grievance.
5. The attorney for either party shall be permitted to be present at the various steps of the grievance and arbitration procedures provided that notification of this is given to the other party twenty-four (24) hours in advance.

B. GRIEVANCE STEPS

1. **STEP ONE:** A complaint shall first be discussed with the complainant, the building administration, and the person(s) against whom the complaint is registered and a designee if desired, with the objective of resolving the matter informally. The Union grievance committee representative may attend the meeting if desired by the complainant. Both parties shall initial a statement that this meeting was held.

2. STEP TWO: If the grievance is not satisfactorily resolved in Step One, a meeting shall be held within ten (10) business days of the meeting described in Step One. A request for the meeting shall be made in writing by the complainant to the building Principal or his/her designee at least three (3) business days prior to the Step Two meeting, and the grievance shall be specifically stated on the grievance form. A copy of said form can be found in Appendix F of this Agreement. Present at this meeting shall be the complainant, his immediate supervisor, the person(s) against whom the complaint is registered, the Principal of that building, a designee of the building Principal if so desired, and Union grievance committee representatives (maximum of four), if so desired.

3. STEP THREE: In the event the matter is not resolved informally, the complainant shall, within ten (10) business days of the meeting described in Step Two, file a written appeal to the Superintendent, who shall be excluded from Steps One and Two. A meeting shall be held within ten (10) business days after receipt of this letter by the Superintendent. Present at this meeting shall be the Superintendent, the building Principal or his/her designee, the complainant, the person(s) against whom the complaint is registered, and Union representatives (maximum of four), if so desired by the complainant, with the objective of resolving the matter. Within ten (10) business days of the meeting in Step Three, the Superintendent shall communicate his decision, in writing, together with supporting reasons, to all participants in Step Three of the process and the Union President.

4. STEP FOUR: Within ten (10) business days after receiving the Superintendent's written decision, an appeal may be made to the Board, who shall be excluded from all previous steps in the Grievance process. This appeal shall be in writing and shall be accompanied by a copy of the appeal and decision at Step Three. Within ten (10) business days following receipt of the appeal, the Board shall meet on the matter. Those entitled to be present and participate at this meeting shall be the Board, Board Counsel, the Superintendent, the Assistant Superintendent for Personnel, the building Principal or his/her designee, the complainant, the person(s) against whom the complaint is registered, the Union grievance committee representatives (maximum of four), and counsel. Within ten (10) business days after the meeting on the appeal, the Board shall communicate its decision, in writing, together with supporting reasons, to the building Principal, the Superintendent, the Union grievance committee, the Union President, the complainant, and the person(s) against whom the complaint is registered.

C. IMPASSE PROVISIONS

1. If a decision is made by the Union to take a case to impasse, a letter specifying this intent shall be filed with the Board within ten (10) business days of the receipt of the Board's decision at Step Four of the grievance procedure.

2. If the grievance is not resolved at Step Four, the Union may submit the grievance to mediation by giving the Board and Superintendent or Designee written notice within ten (10) business days of receipt of the Step Four response. The parties shall select the mediator within ten (10) business days of such notice. If the parties cannot agree to a mediator within ten (10) business days of the mediation demand, the Federal Mediation and Conciliation Service will be requested to provide a panel of mediators. The mediation shall be considered non-binding.
3. If mediation does not adequately solve the impasse, then within ten (10) business days, the Board and the Union shall request arbitration from the American Arbitration Association. The selection of the arbitrator shall follow the standard operating procedures set forth by the American Arbitration Association.
4. The American Arbitration Association will be asked to make an administrative appointment, binding on both parties, if the Board and Union cannot agree on an arbitrator within twenty (20) business days after the original proposed list of arbitrators is received.
5. The arbitrator shall within sixty (60) business days after the conclusion of the arbitration issue a decision, in writing, to all parties involved in Step Four of the grievance procedure.
6. The arbitrator's opinion shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority will be strictly limited to deciding only the issue(s) presented in writing by the Board and the Union, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of this Agreement.
7. The decision of the arbitrator, if made in accordance with the arbitrator's jurisdiction and authority under this Agreement, will be accepted as final.
8. Expenses for the arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

VII. CONFORMITY TO LAW SAVING PROVISIONS

1. It is the function of the District, as a public employing agency, to determine the mission of the agency, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations.
2. The Union recognizes that the authority of the administration of the schools is vested in the Board except as limited by the provisions of this Agreement.
3. In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of the Agreement shall continue in effect. The provision in question then shall be performed or enforced only to the extent permitted by law and any substitute action shall be subject to appropriate consultation and negotiation with the Union.

VIII. DURATION OF AGREEMENT

1. This Agreement shall be effective as of July 1, 2021, and shall continue in full force and effect through June 30, 2026. However, the Board and Union may, at any time, amend this Agreement by mutual consent.
2. Items to be negotiated for the next Agreement shall be submitted by either the Board or the Union by February 1, 2026, and negotiations shall commence on or before March 1, 2026, and shall continue until a new or revised Agreement is reached.

IX. NO WORK STOPPAGE PROVISION

During the life of this Agreement, there shall be no work stoppage or any other action taken to impede the operation of the Lockport Township High School District 205 by the District 205 Council, American Federation of Teachers, Local 604.

X. RATIFICATION OF AGREEMENT

Ratification of this Agreement shall be accomplished by the simple majority vote of the Board and the simple majority vote of the Union.

XI. EXECUTION OF AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative.

DATED this 17th day of May, 2021

FOR THE DISTRICT 205 COUNCIL
A.F.T. LOCAL 604

FOR THE BOARD OF EDUCATION
LOCKPORT TOWNSHIP HIGH SCHOOL
DISTRICT 205

Carin Cooper, President

Ann Lopez-Caneva, President

APPENDICES

APPENDIX A - SCHOOL NURSE SALARY SCHEDULE

APPENDIX B - AFJROTC INSTRUCTOR SALARY SCHEDULE

APPENDIX C - SECURITY OFFICER SALARY SCHEDULE

APPENDIX D - PARAPROFESSIONAL SALARY SCHEDULE

APPENDIX E - MAINTENANCE, CUSTODIANS & GROUNDS SALARY SCHEDULE

APPENDIX F - OFFICE PROFESSIONAL SALARY SCHEDULE

APPENDIX G - GRIEVANCE FORM

APPENDIX H - REQUEST FOR RECONSIDERATION

FORMS AVAILABLE

All applicable forms can be found on the district website: www.lths.org

APPENDIX A
SCHOOL NURSE SALARY SCHEDULE

	Year 1	Years 2+
2021-22	\$30.00/hour	2020-21 hourly rate + 5%
2022-23	\$30.00/hour	2021-22 hourly rate + 5%
2023-24	\$30.00/hour	2022-23 hourly rate + 5%
2024-25	\$30.00/hour	2023-24 hourly rate + 4%
2025-26	\$30.00/hour	2024-25 hourly rate + 4%

APPENDIX B
AFJROTC SALARY SCHEDULE

ROTC Commander-Instructor

	Year 1	Years 2+
2021-22	Minimal Instructional Pay (MIP) + 5%	2020-21 hourly rate + 5%
2022-23	Minimal Instructional Pay (MIP) + 5%	2021-22 hourly rate + 5%
2023-24	Minimal Instructional Pay (MIP) + 5%	2022-23 hourly rate + 5%
2024-25	Minimal Instructional Pay (MIP) + 5%	2023-24 hourly rate + 4%
2025-26	Minimal Instructional Pay (MIP) + 5%	2024-25 hourly rate + 4%

ROTC Assistant Instructor(s)

	Year 1	Years 2+
2021-22	Minimal Instructional Pay (MIP) + 3%	2020-21 hourly rate + 5%
2022-23	Minimal Instructional Pay (MIP) + 3%	2021-22 hourly rate + 5%
2023-24	Minimal Instructional Pay (MIP) + 3%	2022-23 hourly rate + 5%
2024-25	Minimal Instructional Pay (MIP) + 3%	2023-24 hourly rate + 4%
2025-26	Minimal Instructional Pay (MIP) + 3%	2024-25 hourly rate + 4%

APPENDIX C
SECURITY OFFICER SALARY SCHEDULE

	Year 1	Years 2+
2021-22	\$25.00/hour	2020-21 hourly rate + 5%
2022-23	\$25.00/hour	2021-22 hourly rate + 5%
2023-24	\$25.00/hour	2022-23 hourly rate + 5%
2024-25	\$25.00/hour	2023-24 hourly rate + 4%
2025-26	\$25.00/hour	2024-25 hourly rate + 4%

APPENDIX D
PARAPROFESSIONAL SALARY SCHEDULE

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$16.16	\$16.62	\$17.10	\$17.42	\$17.74
2	\$16.49	\$16.96	\$17.45	\$17.78	\$18.11
3	\$16.83	\$17.31	\$17.81	\$18.15	\$18.49
4	\$17.18	\$17.67	\$18.18	\$18.53	\$18.87
5	\$17.54	\$18.04	\$18.56	\$18.91	\$19.26
6	\$17.90	\$18.41	\$18.94	\$19.30	\$19.66
7	\$18.27	\$18.79	\$19.33	\$19.70	\$20.07
8	\$18.65	\$19.18	\$19.73	\$20.11	\$20.49
9	\$19.04	\$19.58	\$20.14	\$20.53	\$20.92
10	\$19.43	\$19.99	\$20.56	\$20.96	\$21.35
11	\$19.83	\$20.40	\$20.99	\$21.40	\$21.79
12	\$20.24	\$20.82	\$21.43	\$21.84	\$22.24
13	\$20.66	\$21.25	\$21.88	\$22.29	\$22.70
14	\$21.09	\$21.69	\$22.33	\$22.75	\$23.17
15	\$21.53	\$22.14	\$22.79	\$23.22	\$23.65
16	\$21.98	\$22.60	\$23.26	\$23.70	\$24.14
17	\$22.44	\$23.07	\$23.74	\$24.19	\$24.64
18	\$22.91	\$23.55	\$24.23	\$24.69	\$25.15
19	\$23.39	\$24.04	\$24.73	\$25.20	\$25.67
20	\$23.88	\$24.54	\$25.24	\$25.72	\$26.20
21	\$24.38	\$25.05	\$25.77	\$26.26	\$26.75
22	\$24.89	\$25.57	\$26.31	\$26.81	\$27.31
23	\$25.41	\$26.10	\$26.86	\$27.37	\$27.88

***Paraprofessionals move diagonally through the salary schedule. For example, a Paraprofessional on Step 5 for the 2021-22 school year will move to Step 6 for the 2022-23 school year.**

APPENDIX E
MAINTENANCE, CUSTODIANS & GROUNDS SALARY SCHEDULE

Maintenance Apprentice						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Maintenance/Apprentice	\$24.60	\$25.83	\$27.12	\$28.48	\$29.62	\$30.80
Maintenance Employees						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Maintenance/Skilled	\$37.26	\$39.12	\$41.08	\$43.13	\$44.86	\$46.65
Maintenance/Advanced	\$40.37	\$42.39	\$44.51	\$46.74	\$48.61	\$50.55
Maintenance/Foreman - Central	\$44.37	\$44.37	\$46.59	\$48.92	\$50.88	\$52.92
District Supervisor of Buildings						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
District Supervisor of Buildings	\$30.15	\$31.66	\$33.24	\$34.90	\$36.30	\$37.75
Supervisor of Grounds - District						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Supervisor of Grounds - District	\$25.54	\$31.82	\$33.41	\$35.08	\$36.48	\$37.94
Grounds Employees						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Grounds Employees	\$21.60	\$22.68	\$23.81	\$25.00	\$26.00	\$27.04

APPENDIX E CONT.
MAINTENANCE, CUSTODIANS & GROUNDS SALARY SCHEDULE

Custodians Hired After July 1, 2018						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1st & 2nd Shift	\$15.40	\$16.17	\$16.98	\$17.83	\$18.54	\$19.28
3rd Shift	\$15.90	\$16.70	\$17.54	\$18.42	\$19.16	\$19.93
Custodians Hired After July 1, 1997 but Before July 1, 2018						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1st & 2nd Shift	\$20.64	\$21.67	\$22.75	\$23.89	\$24.85	\$25.84
3rd Shift	\$21.08	\$22.13	\$23.24	\$24.40	\$25.38	\$26.40
2nd Shift Custodial Foreman-Central	\$22.14	\$23.25	\$24.41	\$25.63	\$26.66	\$27.73
Custodians Hired Before July 1, 1997						
Position	Current 2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
3rd Shift Supervisor-East	\$29.72	\$31.21	\$32.77	\$34.41	\$35.79	\$37.22

APPENDIX F
OFFICE PROFESSIONAL SALARY SCHEDULE

Step	2021-22			2022-23			2023-24		
	A	B	C	A	B	C	A	B	C
1	\$13.97	\$16.69	\$18.87	\$14.35	\$17.22	\$19.52	\$14.77	\$17.78	\$20.21
2	\$14.29	\$16.99	\$19.16	\$14.67	\$17.52	\$19.81	\$15.07	\$18.08	\$20.50
3	\$14.63	\$17.30	\$19.47	\$15.00	\$17.84	\$20.12	\$15.40	\$18.40	\$20.80
4	\$14.97	\$17.63	\$19.78	\$15.36	\$18.17	\$20.44	\$15.75	\$18.73	\$21.13
5	\$15.33	\$17.97	\$20.11	\$15.72	\$18.51	\$20.77	\$16.13	\$19.08	\$21.46
6	\$15.70	\$18.31	\$20.44	\$16.10	\$18.87	\$21.12	\$16.51	\$19.44	\$21.81
7	\$16.08	\$18.67	\$20.79	\$16.49	\$19.23	\$21.46	\$16.91	\$19.81	\$22.18
8	\$16.46	\$19.05	\$21.14	\$16.88	\$19.60	\$21.83	\$17.31	\$20.19	\$22.53
9	\$16.87	\$19.43	\$21.50	\$17.28	\$20.00	\$22.20	\$17.72	\$20.58	\$22.92
10	\$17.28	\$19.81	\$21.88	\$17.71	\$20.40	\$22.58	\$18.14	\$21.00	\$23.31
11	\$17.70	\$20.21	\$22.27	\$18.14	\$20.80	\$22.97	\$18.60	\$21.42	\$23.71
12	\$18.13	\$20.61	\$22.66	\$18.59	\$21.22	\$23.38	\$19.05	\$21.84	\$24.12
13	\$18.57	\$21.02	\$23.05	\$19.04	\$21.64	\$23.79	\$19.52	\$22.28	\$24.55
14	\$18.99	\$21.42	\$23.43	\$19.50	\$22.07	\$24.20	\$19.99	\$22.72	\$24.98
15	\$19.44	\$21.80	\$23.80	\$19.94	\$22.49	\$24.60	\$20.48	\$23.17	\$25.41
16	\$19.86	\$22.21	\$24.20	\$20.41	\$22.89	\$24.99	\$20.94	\$23.61	\$25.83
17	\$20.28	\$22.62	\$24.59	\$20.85	\$23.32	\$25.41	\$21.43	\$24.03	\$26.24
18	\$20.70	\$23.02	\$24.97	\$21.29	\$23.75	\$25.82	\$21.89	\$24.49	\$26.68
19	\$21.13	\$23.42	\$25.36	\$21.74	\$24.17	\$26.22	\$22.35	\$24.94	\$27.11
20	\$21.55	\$23.80	\$25.76	\$22.19	\$24.59	\$26.63	\$22.83	\$25.38	\$27.53
21	\$21.99	\$24.21	\$26.15	\$22.63	\$24.99	\$27.05	\$23.30	\$25.82	\$27.96
22	\$22.41	\$24.61	\$26.53	\$23.09	\$25.42	\$27.46	\$23.76	\$26.24	\$28.40
23	\$22.83	\$25.01	\$26.91	\$23.53	\$25.84	\$27.86	\$24.24	\$26.69	\$28.83
24	\$23.28	\$25.42	\$27.30	\$23.97	\$26.26	\$28.26	\$24.71	\$27.13	\$29.25
25	\$23.70	\$25.83	\$27.70	\$24.44	\$26.69	\$28.67	\$25.17	\$27.57	\$29.67
26	\$24.12	\$26.22	\$28.09	\$24.89	\$27.12	\$29.09	\$25.66	\$28.02	\$30.10
27	\$24.55	\$26.62	\$28.48	\$25.33	\$27.53	\$29.49	\$26.13	\$28.48	\$30.54
28	\$24.97	\$27.01	\$28.86	\$25.78	\$27.95	\$29.90	\$26.60	\$28.91	\$30.96
29	\$25.82	\$27.85	\$29.70	\$26.22	\$28.36	\$30.30	\$27.07	\$29.35	\$31.40
30	n/a	n/a	n/a	\$27.11	\$29.24	\$31.19	\$27.53	\$29.78	\$31.82
31	n/a	n/a	n/a	n/a	n/a	n/a	\$28.47	\$30.70	\$32.75
32	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
33	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

APPENDIX F CONT.
OFFICE PROFESSIONAL SALARY SCHEDULE

Step	2024-25			2025-26		
	A	B	C	A	B	C
1	\$15.06	\$18.19	\$20.73	\$15.36	\$18.62	\$21.27
2	\$15.36	\$18.49	\$21.02	\$15.66	\$18.92	\$21.56
3	\$15.67	\$18.80	\$21.32	\$15.97	\$19.23	\$21.86
4	\$16.02	\$19.14	\$21.63	\$16.30	\$19.55	\$22.17
5	\$16.38	\$19.48	\$21.98	\$16.66	\$19.91	\$22.50
6	\$16.78	\$19.84	\$22.32	\$17.04	\$20.26	\$22.86
7	\$17.17	\$20.22	\$22.68	\$17.45	\$20.63	\$23.21
8	\$17.59	\$20.60	\$23.07	\$17.86	\$21.03	\$23.59
9	\$18.00	\$21.00	\$23.43	\$18.29	\$21.42	\$23.99
10	\$18.43	\$21.40	\$23.84	\$18.72	\$21.84	\$24.37
11	\$18.87	\$21.84	\$24.24	\$19.17	\$22.26	\$24.79
12	\$19.34	\$22.28	\$24.66	\$19.62	\$22.71	\$25.21
13	\$19.81	\$22.71	\$25.08	\$20.11	\$23.17	\$25.65
14	\$20.30	\$23.17	\$25.53	\$20.60	\$23.62	\$26.08
15	\$20.79	\$23.63	\$25.98	\$21.11	\$24.10	\$26.55
16	\$21.30	\$24.10	\$26.43	\$21.62	\$24.58	\$27.02
17	\$21.78	\$24.55	\$26.86	\$22.15	\$25.06	\$27.49
18	\$22.29	\$24.99	\$27.29	\$22.65	\$25.53	\$27.93
19	\$22.77	\$25.47	\$27.75	\$23.18	\$25.99	\$28.38
20	\$23.24	\$25.94	\$28.19	\$23.68	\$26.49	\$28.86
21	\$23.74	\$26.40	\$28.63	\$24.17	\$26.98	\$29.32
22	\$24.23	\$26.85	\$29.08	\$24.69	\$27.46	\$29.78
23	\$24.71	\$27.29	\$29.54	\$25.20	\$27.92	\$30.24
24	\$25.21	\$27.76	\$29.98	\$25.70	\$28.38	\$30.72
25	\$25.70	\$28.22	\$30.42	\$26.22	\$28.87	\$31.18
26	\$26.18	\$28.67	\$30.86	\$26.73	\$29.35	\$31.64
27	\$26.69	\$29.14	\$31.30	\$27.23	\$29.82	\$32.09
28	\$27.18	\$29.62	\$31.76	\$27.76	\$30.31	\$32.55
29	\$27.66	\$30.07	\$32.20	\$28.27	\$30.80	\$33.03
30	\$28.15	\$30.52	\$32.66	\$28.77	\$31.27	\$33.49
31	\$28.63	\$30.97	\$33.09	\$29.28	\$31.74	\$33.97
32	\$29.61	\$31.93	\$34.06	\$29.78	\$32.21	\$34.41
33	n/a	n/a	n/a	\$30.79	\$33.21	\$35.42

APPENDIX G
GRIEVANCE FORM

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

This form is to be completed and presented to the Building Principal before Step Two and all subsequent steps outlined in the Grievance Procedure.

Name

Date

Building

Nature of the Grievance:

Explain the specific nature of the grievance including the section(s) of this agreement that are in question and the date(s) on which the alleged violation(s) occurred.

APPENDIX H
REQUEST FOR RECONSIDERATION

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

Request Initiated By: _____

Phone Number: _____

Address: _____

Initiator Represents: Self _____
Organization _____

Request is in Regard to: Central Campus _____ East Campus _____ Both _____

Staff Member Involved in Request: _____

Date of Occurrence if Applicable: _____

(Questions below refer to “practice.” This word is meant to include the use of any materials, including books, files, records, pictures etc.as well as assignments, speakers, procedures, etc.)

1. Specifically, to what practice are you objecting?

2. What concerns do you have as a result of the practice?

3. Have you spoken to a staff member or administrator regarding this request? If so, please include the staff member you spoke with and the date of the discussion.

4. What would you like to see occur regarding this request?

The practice ceasing to occur in its entirety

My child being excused from participating in the practice

Refer this practice to the appropriate department for reconsideration

An appropriate school staff member discuss this practice with me

Other (Please explain)

Signature

Date