

AGREEMENT BETWEEN

**THE BOARD OF EDUCATION OF
LINDOP SCHOOL DISTRICT 92**

AND

**THE LINDOP SUPPORT STAFF ASSOCIATION,
IEA-NEA**

2025-2028

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ARTICLE I

1.1 Recognition

The Board of Education of School District No. 92, Cook County, Illinois, hereinafter referred to as the Board, recognizes the Lindop Support Staff Association, IEA-NEA, hereinafter referred to as the Association, as the sole negotiating agent for all employees described in Section 1.2. of this Article in accordance with the provisions of the Illinois Educational Labor Relations Act (IELRA).

1.2 Description of Included Employees

For the purposes of this Agreement, the Association shall consist of all full-time and part-time regular employees who are classified as secretaries, health aides, library assistants, teacher assistants, custodians, lunchroom hosts, parent coordinators and crossing guards/lunchroom assistants (not a permanently combined position). The term "paraprofessional" throughout this Agreement is synonymous with the term "teacher assistant" or "instructional assistant."

1.3 Description of Excluded Employees

Specially excluded from the Association are employees classified as the Superintendent's Secretary, the Custodial Supervisor, the Food Service Director, the Business Coordinator, the Accounts Payable Secretary, all supervisors, managerial, confidential employees, substitutes, and seasonal employees as defined under the Illinois Educational Labor Relations Act (IELRA).

1.4 Definitions: Classification of Employees

1. **Employee:** The term Employee when used hereinafter in the Agreement shall refer to all employees represented by the Association.
2. **Full-Time:** A full-time Employee shall mean all employees regularly scheduled to work thirty-five (35) hours per week or more.
3. **Part-Time:** A part-time Employee shall mean all employees regularly scheduled to work less than thirty (30) hours per week.
4. **Substitute:** A substitute Employee shall mean all employees who are employed to fill a full or part-time position on a per diem basis while the regular Association Member is absent or on an approved leave of absence.

5. **Seasonal:** A seasonal Employee shall mean all employees who are hired for specific seasonal work, i.e., during the summer, winter break or spring break of school.
6. **Effect of Employing Substitute and/or Seasonal Employees:** Substitute and seasonal employees shall not be considered full or part-time employees and shall have no rights under this Agreement.

ARTICLE II - MANAGEMENT RIGHTS

All management rights and functions, except those which are elsewhere expressly, clearly, and unmistakably abridged by this Agreement, shall remain vested exclusively in the Board. It is recognized that such rights and functions include, but are not limited to:

1. The control of property and the composition, assignment, direction and determination of the size and type of the staff;
2. The right to determine the work to be done and the standards to be met by the employees covered by the Agreement;
3. The right to change or introduce new programs, methods, processes, means and facilities;
4. The right to hire, establish work schedules, determine hours of employment, assign, transfer, or release (R.I.F.) District employees;
5. The right to determine the qualifications of employees and to suspend, discipline and discharge employees and otherwise maintain an orderly effective and efficient operation; no such management rights and functions shall be in violation of state or federal law.
6. Failing to exercise a right shall not be deemed to prevent the Board from exercising that right in the future. Subject to the other provisions of the Article, exercising a right in a particular manner shall not prevent the Board from exercising that right in a different manner in the future.

ARTICLE III -ASSOCIATION RIGHTS

1. Notice of Board Meetings/Copies of Board Minutes

The President of the Association shall be given written notice of all regular and special meetings of the Board, together with a copy of the agenda of each meeting, at least twenty-four (24) hours prior to the scheduled time of the meeting, or in an emergency meeting when notice is given to the Board. One (1) copy of all approved Board minutes of open sessions shall be placed in the mailbox of the President of the Association.

2. Access to Information

The Board agrees to furnish to the Association, when requested, information and reports which are prepared for public distribution, as well as the current budget, annual audit, annual financial report, and names, addresses, seniority, and salary information of all members of the bargaining unit.

The District shall provide the Association President(s) and Membership Chairperson(s), in an electronically editable format, all bargaining unit members' employee information as specified under 5 ILCS 315/6. The Association shall receive this information by October 1st each school year and monthly thereafter.

3. Communication Rights

The Association shall have use of employee mailboxes, and a bulletin board in the staff lounges for the purpose of internal communications. Additionally, the Association may use the Districts email system in accordance with the Board policy, as may be modified by the Board from time to time, acceptable use of the school computers and technology equipment.

4. Dues Deduction

The Board shall deduct from each Association members pay the current dues of the Association, provided the Board has received and authorization form bearing the signature of the Employee.

5. Administration/LSSA Communication Committee

A committee composed of three (3) LSSA members chosen annually by the Association shall meet with the Administration at mutually agreed upon times to discuss school operations, potential grievances and matters covered by this Agreement.

ARTICLE IV - INDIVIDUAL RIGHTS

1. Personnel File

An employee shall have the right to review the contents of his/her personnel file within five (5) working days of submitting a written notification to the Superintendent, except for confidential material. A representative of the Association may accompany the employee in such review. A representative of the Superintendent's office shall also be present. The employee shall not be permitted to remove any materials from the file.

2. Job Descriptions

Each current employee and each newly hired employee shall be provided with a comprehensive job description developed by the District. An employee who believes his/her job description is incomplete or inaccurate may discuss the matter with his/her supervisor.

3. Evaluation

Each employee's job performance shall be evaluated by his/her principal or direct supervisor. An employee who works in more than one job classification shall be evaluated in each classification. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification and day-to-day appraisals.

Supervisors shall provide a copy of the completed evaluations to the employee and shall provide an opportunity to discuss it no later than May 1 each year. The evaluation shall be signed by both the employee and the principal or supervisor. The employee may add comments as an addendum to the evaluation within ten (10) business days after receipt of the evaluation by the employee. The evaluation and addendum, if any, shall be placed in the employee's personnel file.

Lunchroom staff shall be supervised by the District's Food Service Provider and such supervisors and personnel of District's Food Service Provider shall follow the evaluation process set forth above.

As appropriate, supervisors should discuss job performance issues that require attention with employees.

4. Progressive Discipline

A. Definition

Progressive discipline shall be defined as verbal warnings, written warnings, suspension, with or without pay, and discharge for cause.

B. Statement of Basic Principles

The Board embraces the concept of progressive and corrective discipline for Employees. The Board encourages its managers and supervisors to use progressive discipline when they believe that an Employee is amenable to correcting their misconduct.

Progressive discipline is a systematic approach to correct unwanted behavior and deter its occurrence by administering disciplinary actions based upon various factors, including but not limited to: (1) the seriousness of the offense; (2) the number of times it has occurred; (3) prior acts of misconduct; (4) the length of time between infractions (5) the attitude and cooperation of the Employee; (6) the Employee's work history; and (7) the totality of the circumstances.

While the Board encourages the use of progressive discipline, circumstances dictate that it cannot be used for every act of misconduct. Therefore, the Board uses progressive discipline at its discretion and does not solely rely on this concept in every instance when taking disciplinary action.

C. Disciplinary Steps

1. When, in the judgment of the Superintendent, the circumstances of a particular case and/or the seriousness of the offense make the application of progressive discipline inappropriate, the disciplinary steps outlined below may be bypassed. The LSSA President or their designee and the Assistant Superintendent/ Human Resources will be informed of any situation resulting in progressive discipline. The steps for employee discipline are outlined below:

a. **Verbal Warning:** This warning, issued by the employee's immediate supervisor, will be summarized in writing and given to the employee within two (2) working days after the meeting to document the verbal warning. This written summary will not be

placed in the employee's personnel file, but a recall of the conversation will be sent to the LSSA President, Superintendent, and Human Resources representative.

b. **Written Warning:** This warning, issued by the Superintendent or their designee, will be summarized in writing and given to the employee within two (2) working days after a meeting where the employee has had the opportunity to respond to the information presented at the meeting. This written summary will be placed in the employee's personnel file. Upon the employee's written request, and if approved by the Superintendent following their review, the document will be removed from the employee's personnel file after four (4) years from the date of the written warning, assuming no similar disciplinary infraction has occurred during this time.

c. **Suspension Without Pay Up To 3 Days:** In the event of disciplinary action involving possible suspension for up to three (3) work days. The employee will be informed in writing twenty-four (24) hours in advance of the meeting with the Superintendent or their designee. A suspension letter, if warranted, will be given to the employee within two (2) working days after a meeting where the employee has had the opportunity to respond to the information presented. This suspension letter will be placed permanently in the employee's personnel file.

d. **Suspension Without Pay for More than 3 Days or Discharge:** In the event of disciplinary action involving possible suspension for three or more days or discharge for cause, the employee shall be informed in writing twenty-four (24) hours in advance of the meeting with the Superintendent or their designee to discuss. When an administrator calls for a meeting with an employee which might lead directly to dismissal, the following provisions shall apply:

i. Except in circumstances warranting immediate action (including but not limited to actions resulting in criminal charges; physical threats against other personnel, students, or parents; or sexual conduct with or harassment of a minor), the employee shall be informed twenty-four (24) hours in advance, in writing, as to the purpose of the conference.

ii. Except in circumstances warranting immediate action (including but not limited to actions resulting in criminal charges; physical threats against other personnel, students or parents; or sexual conduct with or harassment of a minor), the administrator will not take disciplinary action against the employee without first allowing the employee to respond to the matter being discussed.

D. **Right to Representation:** The paraprofessional has the right to be accompanied by an

LSSA representative at any disciplinary conference.

5. **Probationary Period**

- a. A new employee covered under the terms and conditions of this agreement shall be considered a probationary employee. An employee's probationary period shall begin on his/her first day of work and shall end one hundred twenty (120) workdays following his/her first workday. The new employee shall be evaluated at least once during his/her probationary period. Assuming the probationary employee is then employed, the first evaluation shall occur at least forty-five (45) workdays prior to the expiration of the probationary period.
- b. If the probationary employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal no less than ten (10) days from the effective date of dismissal. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period notwithstanding the provision of written notice of dismissal to the probationary employee.
- c. Probationary employees shall not receive sick days until the conclusion of the probationary period.

ARTICLE V- GRIEVANCE PROCEDURE

1. Definitions

- a. Any claim by the Association, an employee, or group of employees, that there has been a violation of the express terms of this Agreement shall be a grievance.
- b. As used herein, the term "days" shall mean days on which the school business office is open.

2. Informal Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's appropriate administrator to resolve problems through free and normal communications. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

3. Formal Procedure

- a. **Step one** - The employee or the Association may present the grievance in writing to the appropriate administrator, who will arrange for a meeting to take place within ten (10) days of filing the grievance. Within ten (10) days of the meeting, the employee and the Association shall be provided with the administrator's written response.
- b. **Step Two** - If the grievance is not resolved at Step One, then the Association may refer the grievance in writing to the Superintendent or designee within ten (10) days of receipt of the Step One answer. The Superintendent or designee shall arrange for a meeting to take place within ten (10) days of receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the written response of the Superintendent or designee.
- c. **Step Three** - If the grievance is not resolved at Step Two, or if the Superintendent fails to respond within the time limits set forth in 3b above, the Association may refer the grievance to the Board of Education. If the appeal to the Board is submitted at least eight (8) days prior to a regular Board meeting, it will be scheduled for a grievance meeting at that Board meeting. If the appeal is submitted with less than eight (8) days' notice before the Board's regularly scheduled meeting, then the grievance meeting shall be scheduled for the following regular Board meeting. The Board may determine in its sole discretion to schedule a grievance appeal at a special Board meeting.
- d. **Step Four** - If the Association is not satisfied with the disposition of the grievance at Step Three, the Association may submit the grievance to binding arbitration. The

American Arbitration Association shall act as the administrator of the proceedings. If a written demand for arbitration is not filed within twenty (20) days of the date of the Step Three answer, then the grievance shall be deemed withdrawn. Each party shall have the right to present in the arbitration hearing such witnesses and documents as deemed necessary to develop facts pertinent to the grievance.

The arbitrator shall consider and decide only the specific issues(s) submitted to him/her in writing and the decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

4. General Provisions

- a. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association.
- b. The grievant is allowed representation of his/her choosing at any step of the process.
- c. If an employee is required by the arbitrator and/or the Board to be present at the arbitration hearing during school hours, he/she shall be excused for such purposes without loss of pay. When an employee is not represented by the Association, the Association may be present as an observer in all hearing and shall receive copies of the grievance and decisions.
- d. The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.
- e. A grievance may be withdrawn at any level without establishing precedent and if withdrawn, shall be treated as though never having been filed.
- f. The failure of the employee or Association to act within the time limits set forth shall preclude presentation or further appeal of the grievance. Upon failure of the Superintendent or Principal to meet the time limits prescribed in this Article, the grievance may be advanced to the next highest step.
- g. If the Association and Superintendent agree, Step One of the grievance procedures may be bypassed and the grievance brought directly to Step Two.
- h. No reprisals will be taken for the processing or participation in any grievance.
- i. Relevant materials needed to process a grievance, which are reasonably available, and which are not privileged or otherwise prohibited from disclosure by law, shall be

provided by the Board or Administration by request. The Board shall have the same right to relevant materials from the Association.

ARTICLE VI - WORKING CONDITIONS

1. Work Year and Work Day

a. **Twelve (12) Month Employees**

- 1) The work year for twelve (12) month employees shall be July 1 through June 30.
- 2) The standard work day for twelve (12) month employees shall be eight and one-half (8 1/2) hours, which includes an unpaid thirty (30) minute duty-free lunch and/or dinner break. In the event an employee is not permitted to leave the building during his/her duty-free lunch and/or dinner break, lunch and/or dinner time shall be paid.

b. **School Term Employees**

- 1) The work year for school term employees shall be one hundred seventy-eight (178) days, which includes four (4) institute days and all school improvement (SIP) days. Any additional days beyond this shall be paid at the regular hourly rate.
- 2) The standard work day for the library aide and health aide shall be eight (8) hours, which includes a paid thirty (30) minute, duty-free lunch
- 3) The standard work day for all other paraprofessionals shall be eight (8) hours, which includes a paid thirty (30) minute, duty-free lunch.
- 4) Paraprofessionals are required to attend all monthly staff meetings and other staff meetings as directed by the principal or designee. Paraprofessionals are hourly employees and will be paid at the appropriate hourly rate for attending these meetings.
- 5) Paraprofessionals are encouraged to join and actively participate in school and/or District committees.

c. **Part-Time Employees**

- 1) The work year for lunch program employees and crossing guard employees shall be the days on which student attendance is required. Part-time employees are expected to attend the morning of the first institute day of the school year. Part-time employees will not attend the second institute day.
- 2) The standard work day shall be scheduled based on need and shall not include a lunch break. The work day shall not be less than two (2) hours.

d. Breaks

Employees shall be entitled to one (1) fifteen (15) minute paid break for every four (4) hours worked. The first break for an employee shall be scheduled no sooner than 1 hour after the start of the employees' workday

2. **Overtime**

- a. Regular Overtime - All work over and above forty (40) hours per week, including Sundays, will be compensated at a rate of one and one-half (1 1/2) time the employee's normal rate of pay for positions covered under the Fair Labor Standards Act. Overtime must be approved in advance by the building principal and/or Superintendent.
- b. Holiday Overtime - All work over and above forty (40) hours per week required to be performed on a paid holiday as defined in Section 4 below will be compensated at the rate of two (2) times the employee's normal rate of pay for positions covered under the Fair Labor Standards Act. Overtime must be approved in advance by the building principal and/or Superintendent.
- c. Sunday/double time – Any custodian required to work on a Sunday shall be paid double time for hours worked.

3. **Call-Back Pay**

Employees called back to work, outside his/her regularly scheduled work shift, and shall be guaranteed a minimum of two (2) hours at the employee's regular rate of pay unless the provisions of Section 2 of this Article apply. An employee called back to work may be required to work for the entire two-hour period.

4. **Paid Holidays**

Full-time employees will be paid for, but will not be required to work on the following holidays, if the holiday falls within the employee's regular work year and work days:

| | |
|------------------|---------------------------|
| Labor Day | Friday after Thanksgiving |
| Columbus Day | Memorial Day |
| Veterans' Day | M.L. K's Birthday |
| Thanksgiving Day | Presidents' Day |

In addition, full-time twelve (12) month employees will be paid for, but will not be required to work on the following holidays:

Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Fourth of July

If a holiday falls on a Sunday, it will be observed on the following Monday.

If a holiday falls on a Saturday, it will be observed on the Friday before. In order to be eligible for holiday pay at the straight time rate, an employee must have worked both the scheduled work day immediately before and after the holiday, unless the employee is on approved vacation or bereavement leave and must have been employed at least 3 months.

5. Vacation

After the first year of continuous employment, full-time twelve (12) month employees shall be eligible for a vacation on the basis of complete fiscal quarter years worked. The vacation accumulation shall be 2 days per quarter (10 working days per year.) After an employee has completed 5 years of continuous employment, he/she shall be eligible for 15 working days of vacation per year. After an employee has completed 20 years of continuous employment, he/she shall be eligible for 20 working days of vacation per year. Vacation time earned in one fiscal year (July 1 through June 30) shall be used by the end of the fiscal year in which it is earned and shall not therefore be taken or compensated after that time period.

Request for vacation shall be submitted to the employee's supervisor two (2) weeks in advance for three (3) days or longer and forty-eight (48) hours' notice for one (1) or two (2) days vacation, except in cases of emergency or extenuating circumstances and must be approved by the Superintendent. With the exception of a black-out period during the month of August, spring break and winter break, every effort shall be made to meet the desires of the employee and the needs of the school district in establishing vacation dates.

6. Seniority and Reduction-In-Force

A seniority list shall be used to determine the order of dismissal if a decision is made to reduce the number of employees or discontinue some type of educational support service. The seniority list, categorized by positions, shall show the length of continuing service within the district of each full and part-time employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Written notice will be given to the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, together with a statement of honorable dismissal and the reason therefore.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term shall be offered to the employees so removed or dismissed

from that category of position on a seniority basis, provided the employee is qualified to hold such position.

7. **Notification of Assignment**

Each paraprofessional shall be notified in writing of his/her tentative for the school year by August 1st. If the tentative assignment changes, an employee shall be given 48 hours' notice prior to implementing such change.

Except in cases of emergency, custodians will be given one week's notice of any permanent or long-term change in their regular work schedule.

8. **Uniforms**

The District shall provide three (3) pairs of pants and three (3) shirts the first year of this contract or first year of employment; one shirt and one pair of pants each year thereafter, as needed for employees who are required to wear a uniform at work.

The District shall provide 3 smocks the first year of this contract or first year of employment, and one smock each year thereafter for cafeteria workers and the health aide.

9. **Extra-Curriculars/Extra Duties**

Employees performing extra duties outside of their regularly scheduled workday will be paid at their regular hourly rate of pay if the hours fall within the forty (40) hours workweek. Any time over forty (40) hours will be paid as overtime per the Fair Labor Standards Act.

In the event that no certified staff have applied for or have not been assigned to the extra duties, including extra-curricular activities, support staff personnel may apply and will be considered by the Administration in its discretion for the assignment based on their qualifications. Employees must receive written approval from the building principal prior to performing extra pay duties.

The building principal will regularly evaluate the performance of each extra duty. Unsatisfactory performance may result in the forfeiture of the duty at any time during the school year.

These duties shall be held on a yearly basis unless otherwise designated at the time of assignment or unless the employee leaves employment in the District or is dismissed from the duty assignment through the principal's evaluation procedures. In the event that duties are held for less than a full year, payment for such duties shall be prorated.

In the event that no single employee applies for an extra duty assignment, a number of employees may apply for this same duty and may divide the responsibilities.

Support staff personnel who are assigned to perform extra duties shall receive the hourly extra duty rate as stated in the LTA contract for performing the extra duty. Support staff personnel may not be assigned extra duty assignments that result in them working more than 40 hours in a standard work week without prior administrative approval.

Among employees handling a single duty, payment will be divided equally. Each employee shall receive his/her share in his/her regular monthly check.

ARTICLE VII- LEAVES

1. Sick Leave

Newly hired employees who are eligible to participate in IMRF under the IMRF 600 hours standards, will receive ten (10) paid sick leave days per year. Twelve-month employees will receive twelve (12) paid sick leave days per year. All other current full - time employees will receive ten (10) paid sick leave days per year. Unused sick leave shall accumulate with no maximum imposed. Sick leave may not be used in increments of less than one-half (1/2) day.

Part-time employees shall receive five (5) sick days per year.

Sick leave includes personal illness, quarantine at home, or serious illness or death in the immediate family or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The immediate family shall include parents, spouse, brothers, sisters, children, sons-in law, and daughters-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Superintendent and/or a designee shall monitor the use of sick leave.

After 3 days absence for personal illness or thirty (30) days for birth, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual advisor's certificate of treatment as a basis of pay.

2. Personal leave

Full-time employees will receive three (3) personal leave days per year. The use of a personal day is subject to the following conditions.

- a. Except in cases of emergency or unavoidable situations, a personal leave request is to be submitted to the building principal five (5) days before the requested date.
- b. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last fifteen (15) days of the school year, unless prior approval is granted by the Superintendent.
- c. Personal leave may not be used in increments of less than one-half (1/2) day.
- d. Personal leave is subject to any necessary replacement's availability.
- e. Personal leave may not be used on an in-service training day.

f. Personal leave may not be used when the employee's absence would create an undue hardship.

Unused personal leave days will be credited as unused sick leave at the end of each year.

3. **Bereavement Leave**

Full-time employees may use up to three (3) days each year in order to attend a funeral for an immediate family or household member.

Pursuant to the Illinois Family Bereavement Leave Act, teachers are allowed up to ten (10) unpaid bereavement leave days when there has been a death in the immediate family as defined in Section A of this Article. An employee may substitute up to three (3) days of paid bereavement leave for a portion of these ten (10) unpaid bereavement leave days. Such paid leave shall be without deduction from available sick or personal leave when there has been a death in the immediate family (as defined in Section 3 A of this Article), a miscarriage, or a stillbirth.

Additionally, an employee may substitute up to seven (7) paid sick leave days for all or a portion of the remaining unpaid bereavement leave days when there has been a death in the immediate family (as defined below), a miscarriage, or a stillbirth.

Any paid bereavement days not used during the school year granted shall be forfeited and shall not be converted to sick leave.

Immediate family shall include parents, spouse, brothers, sisters, children, sons-in-law, daughters-in-law, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

Leave under the Illinois Family Bereavement Leave Act must be taken within sixty (60) days of receiving notice of covered family members death or experiencing a qualifying pregnancy or reproductive loss.

4. **Leave of Absence for Court/Jury Duty**

An employee on jury duty or who has been called to appear in court or for a deposition on a school-related matter pursuant to a subpoena will be paid full salary. Employees shall not be paid when the court appearance is required because of a personal, non-school related matter, or in any proceeding in which the employee is a claimant against the District. If the employee receives compensation for court duty/witness fee only (no additional reimbursable expenses) he/she will sign the check over to the District in exchange for his/her full day's salary. When possible, an employee should give at least five days' prior notice of a pending court appearance or jury duty to the Superintendent.

5. **Conferences and Visitations**

After application to, and with the approval of, the Superintendent or designee, employees may be released with full pay to attend conventions, professional meetings, or workshops, visit exemplary programs, or participate in other professional growth activities. At the time of approval, the Superintendent shall indicate which expenses, if any shall be provided by the District.

6. **Leaves Without Pay**

A. Family and Medical leave (FMLA)

Support staff employees may take a leave of absence pursuant to the Family and Medical Leave Act ("FMLA" or the "Act") and in accordance with Board Policy 5:185. The Board shall inform support staff employees of their rights and obligations under the FMLA.

a) **Leave Description**

An eligible support staff employee may use unpaid family and medical leave for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year. While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. FMLA leave is available in one or more of the following instances:

1. the birth and first-year care of a son or daughter;
2. the adoption or foster placement of a child;
3. to care for a spouse, a child (who is under 18 years of age or incapable of self-care due to a disability) or parent (not parent-in-law) with a serious health condition; and
4. the employee's own serious health condition which renders the employee unable to perform his or her job;
5. because of any qualifying exigency arising out of the fact that the support staff employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; or
6. to care for a covered service member with a service injury or illness of the employee who is the spouse, son, daughter, parent, or next of kin of the service member.

c) **Eligibility**

To be eligible for leave under the FMLA, a support staff employee must have been employed by the District for at least 12 months (the 12 months need not be consecutive) and have worked for at least 1000 hours of service during the 12-month period immediately before the beginning of

the leave.

d) Requesting Leave

If the need for leave is foreseeable, a support staff employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advanced notice is not practicable, the notice must be given as soon as practicable.

e) Return to Work

If returning from FMLA leave is occasioned by the support staff employee's own serious health condition, the support staff employee is required to obtain and present certification from the support staff employee's health care provider that he or she is able to resume work.

A support staff employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: 1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and 2) the District's reassignment policies and practices.

Support staff employees may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

f) Insurance

During FMLA leave, support staff employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the support staff employee before taking the leave, must continue to be paid by the support staff employee during FMLA leave. Employees who do not comply with premium payment obligations during the leave period may be dropped from plan coverage until such time as the leave period terminates and they return to work.

The District is not obligated to maintain life insurance or other benefits during the leave period.

B. Maternity leave

Support staff employees may take a leave of absence in accordance with the Family and Medical Leave Act (FMLA or "the Act"). Employees taking leave under the Act must use available paid personal and sick leave during the leave.

An employee with at least four consecutive years of full-time service in the District at the time of application shall be eligible for additional, unpaid maternity/childrearing leave subject to the following conditions:

1. Application for such leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) calendar days prior to the anticipated birth or adoption of the child.
2. After consultation with the employee, the Superintendent or designee shall prepare a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. If the leave begins in the first semester, the leave shall not exceed the balance of the school year in which it commences. If the leave begins in the second semester, it shall not exceed the balance of that school year. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. Such leave shall commence at a reasonable date that is agreeable to the Superintendent and that takes into account the employee's consultation with her doctor and the doctor's recommendation. In the event the employee is required to leave or cease employment because she is unable to perform her duties due to disability related to pregnancy, she may elect to commence the agreed-upon leave immediately or, alternatively, to use any accumulated sick leave until said sick leave is exhausted, or until the commencement date of the agreed-upon leave, whichever shall first occur. To the extent this leave qualifies as leave eligible under the Family and Medical Leave Act (FMLA), the employee must exhaust all sick leave in conjunction with the FMLA leave. The Superintendent or designee may waive any of the provisions of this section in his/her sole discretion, and any such waiver shall not be precedential in any respect.
3. The Board will pay the health and life insurance premiums for an employee for the remainder of the year in which the leave commences. In the event an employee qualifies for an additional period of maternity leave, the employee will be solely responsible for the payment of health and life insurance premiums. The District may recover from the employee the premiums paid by the District during the leave to maintain the employee's group health and life insurance coverage if the employee does not return to the District following the leave.
4. Sick leave shall not be applicable during the period of the maternity/child-rearing leave, except when FMLA is applicable. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.
5. Any employee desiring adoption leave as a result of becoming an adoptive parent shall notify the Superintendent or designee, in writing, upon the initiation of such adoption

proceedings. Leave shall be granted upon written notification to the Superintendent or designee of the date the child is expected to be received. It shall be the responsibility of the applying employee to keep the Superintendent or designee informed of the status of the proceedings, and, as soon as known, the expected date of the arrival of the child. Except as otherwise stated, adoption leave shall be subject to the same terms and conditions as the maternity leave.

6. If the pregnancy shall not result in a live birth, the employee may apply in writing to the Superintendent or designee for the cancellation of the balance of the leave and the Board shall seek to affect the return of such employee to employment if a position is available for which the employee is qualified in the sole judgment of the Board.
7. Anything in this section to the contrary notwithstanding, an employee who has been granted a maternity/child-rearing or adoptive leave of absence shall not become eligible for a subsequent maternity/child-rearing or adoptive leave unless and until such employee has returned to full-time service for at least two (2) complete school years, provided under exceptional circumstances the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave shall be without precedential effect.
8. Nothing in this section shall be construed as requiring any employee to apply for a maternity/child-rearing or adoption leave. However, all maternity/adoption leave that is eligible leave under the Family and Medical Leave Act (FMLA) will be considered FMLA leave and administered pursuant to the requirements of the FMLA, and the District's FMLA policy.
9. A male employee who has entered upon contractual continued service shall be entitled to a child-rearing leave of absence. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in this section. Eligibility for such leave shall arise upon the anticipated birth of a child, which the support staff employee has fathered, or upon his planned adoption of a child.
10. The Board shall make a reasonable effort to assign the employee returning from leave to the same or similar position held prior to the onset of the leave.
11. An employee on leave shall be credited with a year of seniority and with vertical advancement on the compensation schedule, provided the employee has worked in the District for one hundred twenty (120) or more employment days during the school year for which such credit is sought and further provided that the employee has complied in all other respects with any other provisions which may be applicable regarding

advancement on the compensation schedule as set forth in this Agreement.

12. Any leave taken for the birth or care of a child or the placement of a child for adoption or foster care must be completed within one year after the date of birth or placement.

C. Other Leaves Without Pay

Leaves of absences without pay may be granted to employees who have rendered satisfactory full-time service to the District for at least one (1) school year and who desire to return to service to the District for at least one (1) school year and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District as determined by the Board.

Each approved leave of absence shall be the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of employment duties. Such leaves of absence are subject to the following conditions:

1. Written requests for such leaves of absence without pay must be made at least three (3) months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be acceptable to the Superintendent and determined prior to initiating the request.
3. Leaves may be granted at the discretion of the Superintendent for:
 - (a) advanced study leading to a degree in an approved university;
 - (b) educationally-related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - (c) military service;
 - (d) other reasons approved by the Board.
4. The Board shall not pay for medical, life and other benefits while the employee is on leave. Employees who wish to continue such benefits may do so by reimbursing the District for the pro-rata costs of benefits they receive.
5. An employee on leave shall be credited with a year of seniority and with vertical advancement on the compensation schedule, provided the employee has worked in the District for one hundred twenty (120) or more employment days during the school year for which such credit is sought.
6. The granting or withholding of any leave pursuant to this section is within the sole discretion of the Board and any granting or withholding of leave pursuant to this

section is non-precedential with regard to any future applications for leave pursuant to this section.

ARTICLE VIII - COMPENSATION and BENEFITS

All newly hired employees will start at no less than the following hourly rates for the term of this agreement:

| | |
|------------------------------|----------------------------|
| Custodian | \$20.00 per hour |
| Paraprofessional (60 hours) | \$20.00 per hour |
| Paraprofessional (Bachelors) | \$22.00 per hour |
| Health Aide | \$20.00 per hour |
| Parent Coordinator | \$20.00 per hour 2025-2026 |

All employees will receive a pay raise of 4.5%

2026-2027

All employees will receive a pay raise of 4%.

2027-2028

All employees will receive a pay raise of 3.5%

The Superintendent may in her or his discretion grant new hires an additional \$0.10 an hour above the starting rate based on the employee's prior experience up to a maximum of \$1.20 greater than the stated starting rate.

1. Health Insurance

All employees will be covered by a health insurance plan. The Board will pay \$600.00 per month plus the amount the Board contributes to the Employee's single premium toward dependent health coverage for employees electing to take HMO or PPO dependent health coverage. Employees who elect to take PPO coverage shall pay 3% of the monthly insurance premium costs, not to exceed \$20 per month. The Board shall pay the remaining monthly premium costs for employees. The Board shall continue to pay the entire employee cost for those employees who elect to take HMO coverage. However, in the event the premium cost for the HMO exceeds the cost of the PPO, the employee shall pay 3% of the monthly insurance premium costs, not to exceed \$20 per month and the Board shall pay the remaining monthly premium costs for employees.

The premium and co-payment options of any insurance plan are subject to change,

amendment or modification by the insurance carrier. The failure of any insurance carrier(s) or plan administrator(s) to provide any benefit for which it has contracted or is obligated shall result in non-liability to the District, nor shall such failure be considered a breach by the District, or a unilateral change of any obligation undertaken under this or any other Agreement. The District will provide notice to the Association as soon as it is notified of proposed changes. Part-time employees are not eligible for District-provided insurance benefits.

2. Life Insurance

All full-time employees will be covered by \$25,000 term life insurance.

3. Insurance Committee

Any joint insurance committee formed to review the District insurance plan (s) in terms of existing coverage and benefits and to consider possible alternatives and cost containment measures will include at least one (1) representative selected by the Association.

4. Tuition Reimbursement

The Board will reimburse employees for one-half of the tuition cost for successfully completed, pre-approved college coursework or \$75 per credit hour, whichever is less, that will enhance their work performance in their present job assignment or in another related educational field. The total reimbursement amount for each individual employee is not to exceed a maximum reimbursement of \$500 within a school year. Tuition reimbursement for the total members of the Association will not exceed the maximum amount of \$5, 000 per year. In order to be eligible for tuition reimbursement and employee must have completed two (2) continuous years of service with the District.

If the Superintendent chooses to invest in an employee who he/she believes will make a quality candidate for a hard-to-fill position, he/she can opt to increase the reimbursement amount up to one-half of the tuition cost, not to exceed the maximum reimbursement amount of \$1,000 within a school year. The Superintendent will have the option of exceeding the maximum amount of dollars set aside for the Association.

If eligible, the employee must enroll in an accredited degree or endorsement program that meets with the Superintendent's approval and must inform the Superintendent of the total cost of the program. For those employees completing a degree or endorsement program that was supported by District 92 for two entire school years following the school year in which they completed the program. (The first day of student attendance would be defined as the beginning of the new school year.) An employee who fails to fulfill this commitment

will be required to reimburse the Board pro rata for the value of the tuition reimbursement within thirty (30) days after leaving the district. The Board may deduct any amount due from the employee's remaining paychecks and/or pursue legal actions against the employee.

5. Tuition Reimbursement for Paraprofessionals to Become Teachers

The Board will reimburse paraprofessionals who have already earned a Bachelors degree for one-half of the tuition cost up to twelve (12) semester hours each year for successfully completed, pre-approved college course work, up to \$443 per credit hour (the average semester hour cost at the beginning of this contract of four local public universities: Governors' State University, Northeastern Illinois University, Northern Illinois University and the University of Illinois – Chicago) to a maximum of \$2,659 per year per paraprofessional. The maximum total expenditure by the Board of Education for reimbursement for employees covered by this Agreement will not exceed \$8,000 annually. Money allotted in one year does not roll into the subsequent year. Each school year the tuition rate and maximum per paraprofessional allotment will be readjusted to reflect the average per semester hour rate in effect at that time for the universities listed above. Each year by July 1st the District will provide written notice to paraprofessionals regarding the updated rate and maximum allotment for the subsequent school year.

- a. An eligible paraprofessional must complete the Pre-Approval for Training form and submit it to the Principal, who will return one copy to the paraprofessional indicating whether the course has been approved.
- b. When the course has been successfully completed with a grade of "B" or higher, the eligible paraprofessional must provide the District with an official transcript and the receipt for payment of tuition costs.
- c. Eligible paraprofessionals will be reimbursed within sixty (60) days of submitting transcripts or certificates of completion to the District.
- d. To be eligible for reimbursement, paraprofessionals must submit a course pre-approval form prior to the start of the class. Reimbursement for tuition is made upon completion of the pre-approved and successfully completed coursework. Paraprofessionals who receive reimbursement must remain employed for two (2) school years following the school year in which reimbursement was received. However, paraprofessionals receiving tuition reimbursement in November shall only be required to remain employed for one (1) additional school year following the school year in which reimbursement was made.
- e. When a paraprofessional voluntarily resigns his or her employment with the District (except when they resign in lieu of termination) within two (2) school years following the school year in which tuition reimbursement has been made, before the District issues his or her final regular paycheck, the paraprofessional shall freely, knowingly, and voluntarily give express written consent for the District to withhold and deduct 100% of the amount of such reimbursement from his/her final

compensation. Alternatively, the paraprofessional shall repay to the School District 100% of the reimbursement no later than thirty (30) days from the date of his or her last day of employment. Paraprofessionals receiving tuition reimbursement before November 30th shall only be required to remain employed for one (1) additional school year following the school year in which reimbursement was made. For example, a paraprofessional who receives tuition reimbursement in November 2022 must remain employed in the District for the remainder of the 2022-2023 school year plus the 2023-2024 school year. A paraprofessional who receives tuition reimbursement in April 2023 must remain employed in the District for the entire 2023-2024 and 2024-2025 school years.

- f. Official transcripts for course work for salary schedule advancement shall be submitted to the Superintendent or designee by September 30th or the last work day prior to September 30th each year.
- g. Paraprofessionals are not eligible for participation in the tuition reimbursement program in their first year of employment. Paraprofessionals may not receive reimbursements under this program for the same coursework for which they have been reimbursed under the regular tuition reimbursement program at Article VIII.4.

6. Paraprofessionals

- a. Substitute teaching: In the event a paraprofessional with the appropriate licensure is assigned to substitute or accepts a substitute teaching assignment, he or she shall be paid time and one-half for each period they substitute.
- b. Salary rate: To qualify for the Bachelors salary rate a paraprofessional must possess a valid teaching license or a valid substitute teaching license.

ARTICLE IX - NEGOTIATIONS PROCEDURES

1. Negotiations on a successor contract shall begin not earlier than March 1 and not later than May 1 in the year in which this contract terminates.
2. If agreement is not reached on all items within 45 days of the commencement of the school term and all items sought to be negotiated had been thoroughly explored without reasonable expectation of reaching agreement, either party may call for the appointment of a mediator in accordance with Section 3 of this Article. If the Illinois Educational Labor Relations Board invokes mediation within 15 days of the scheduled start of the school term, the mediator shall be appointed in accordance with Section 3 of this Article.
3. When either party calls for the appointment of a mediator or the Illinois Education Labor Relations Board invokes mediation pursuant to Section 2 of this Article, a mediator shall be appointed by the Federal Mediation and Conciliation Service after receipt of a letter requesting their services. If the FMCS is unable for any reason to provide a mediator within a reasonable time after being so requested, the parties may seek a mediator from the staff of the American Arbitration Association. The cost of the mediator, if any, shall be shared equally by the Board and the Association.

ARTICLE X- EFFECT AND DURATION OF AGREEMENT

1. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from collective bargaining and that the understandings and agreements arrived at by the parties after the exercised of that right and opportunity are set forth in this Agreement. Therefore, the Board and Association for the life of this Agreement each voluntarily and unqualifiedly waives any right which may otherwise exist to negotiate over and matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any subject or matter, whether or not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

2. Effect of Agreement

Any individual contract between the Board and individual bargaining unit member hereto and hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

3. No Strike


During the term of this Agreement and any extension thereof, no employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association, shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to render full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.

In the event of any violation or violations of the provision of this section by the Association, its members, or representatives, or by any employee:

- a. Any violating employee shall be subject to discipline or discharge as determined appropriate in the sole and unilateral discretion of the Board.
- b. The Association shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and make every other reasonable effort to end any violation(s).

Duration of Agreement

This Agreement shall be effective as of July 1, 2025 and shall be in effect through June 30, 2028.



FOR THE BOARD OF EDUCATION:

Date: 11/18/2025



FOR THE LSSA, IEA-NEA:

Date: 11/18/2025