

Triad Community Unit School District No. 2
Board of Education



Agreement with Triad Educational Support
Personnel Association

2025-26

2026-27

2027-28

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Triad Community Unit District No. 2 Negotiating Team

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Triad ESP Negotiating Team

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Triad Community Unit School District No. 2 Negotiation Agreement

with

Triad Educational Support Personnel

2025-26, 2026-27, 2027-28

ARTICLE I

RECOGNITION

1.1 RECOGNITION

The Board of Education of Triad Community Unit School District No. 2 (hereinafter referred to as the Board) recognizes the Triad ESP Association, affiliated with the Illinois Education Association and the National Education Association (hereinafter referred to as the Association), as the sole and exclusive bargaining representative for all full-time and part-time secretaries, all full-time and part-time licenced/non-licenced Paraprofessionals (classroom aides, kindergarten aides, library aides), and Certified Nursing Assistants, and Licensed Practical Nurses exclusive of supervisors, short-term, summertime, managerial and confidential employees as defined under the Illinois Educational Labor Relations Act.

1.2 EXCLUSIVE REPRESENTATION

Unless otherwise provided for in this agreement, or unless mutually agreed upon by the parties during the term of this agreement, the Board agrees not to negotiate or to consult with any other employees' organization, individual employee or group of employees purporting to represent eligible members of the Association's bargaining unit as defined in section 1.1 above.

ARTICLE II

FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 GOOD FAITH BARGAINING

The parties agree to negotiate in good faith in accordance with the terms and procedures of the Illinois Educational Labor Relations Act and its Rules and Regulations.

2.2 BARGAINING NOTIFICATION

Except by mutual agreement to the contrary, the parties shall commence bargaining for a successor agreement no later than 60 nor earlier than 90 days prior to the expiration date of this contract.

2.3 EXCHANGE OF PROPOSALS

Ground rules will be established at the initial negotiating session. A time for exchanging initial proposals and salary items will be established at the initial session. If it is mutually agreeable to both the Association and the Board, the exchange of proposals and salary items may be made at the initial session. No new language items may be proposed after initial proposals have been exchanged unless agreed upon by both parties.

2.4 AGREEMENT

When a tentative agreement is reached on an item, it shall be reduced to writing and initialed by the parties prior to adjournment of the meeting. When a tentative agreement has been reached on all items, it shall constitute a complete tentative agreement and shall be prepared for presentation to the Board and to the Association respectively for ratification. Upon ratification by both parties, the president and secretary of the Association as well as the president and secretary of the Board shall sign the Agreement.

2.5 MEDIATION

The guidelines for mediation as set down in the Illinois Educational Labor Relations Act and its Rules and Regulations shall be the procedures followed by both negotiating parties. It is agreed that, if either party to this agreement calls for mediation, the parties will jointly request the Federal Mediation and Conciliation Service or the Illinois Educational Labor Relations Board (IELRB) to appoint a mediator from its staff, unless the parties mutually agree on the selection of a qualified mediator.

ARTICLE III

MANAGEMENT RIGHTS

3.1 MANAGEMENT RIGHTS

The Board shall retain the sole right and authority to operate and direct the affairs of the district, including but not limited to the functions of an employer, its standards of services, overall budget, organizational structure, selection of new employees and direction of employees as provided under Section 4 of the Illinois Educational Labor Relations Act.

ARTICLE IV

EMPLOYEE AND ASSOCIATION RIGHTS

4.1 USE OF SCHOOL FACILITIES AND EQUIPMENT

- A. The Association shall have the right to hold meetings on school district property after regular school hours provided such meetings in no way interfere with any aspect of the instructional program. Any out-of-pocket expenses to the district resulting from such meetings will be borne by the Association. As appropriate, in keeping with school district policy, such meetings will be scheduled through the district or the school office.

- B. The Association shall have the right to use the district's business equipment, members' school mailboxes and inter-school mail for the purpose of internal communication. The Association shall provide its own supplies for any business equipment it chooses to use. Usage of the district's business equipment shall be done at a time and in such a manner so as not to interfere with the educational or business processes of the district.
- C. The Association shall be provided with bulletin board space in each school. Only authorized representatives of the Association will use the bulletin boards for Association announcements and all material posted will relate only to the Association's official business as the bargaining agent for the educational support staff.

4.2 PERSONNEL FILE

With at least 24 hours advance notice, an employee shall have the right to review the contents of his or her personnel file and to place therein written reactions to any of its contents. (Exceptions: character references, confidential medical reports and confidential job performance references from other employment.) The superintendent or his designee will remove the above material prior to the employee's review. All business related to the provisions of this article must be conducted during regularly scheduled office hours. Upon request of the employee, a representative of the Association may accompany the employee in the review.

Material related to discipline or reemployment, or material derogatory to an employee's service, character, or personality, may not be placed in personnel file unless the employee has been given a copy of such material and given an opportunity to attach a written response. All correspondence placed in the file must be signed by the originator of the correspondence. All other matters pertaining to an employee's personnel file shall be handled in accordance with Illinois Public Act 83-1104.

4.3 JOB RESPONSIBILITIES

The parties agree that employees have the responsibility to perform the tasks assigned to them by the building principal or other administrator as long as the task is consistent with their position as listed on the seniority list.

4.4 DUES DEDUCTION

The Board agrees to honor the terms of an employee's written, voluntary authorization to have Association dues, fees, and political contributions deducted from their wages. The employee shall authorize deductions using a form created and maintained by the Association and signed by the employee in any manner that satisfies the Illinois Uniform Electronic Transaction Act.

The Association will provide the Board with a list of the names of employees who have signed a payroll deduction authorization and the amount that is to be deducted each pay period, as well as any additions or deletions thereafter. The Board shall transmit those deducted amounts to the Association no later than ten (10) days after such deduction. Should the individual employee who has signed an authorization either be

removed from the Board's payroll or otherwise placed on any type of involuntary leave of absence, whether paid or unpaid, the employee's dues deduction shall be continued upon the employee's return to the payroll in a bargaining unit position represented by the Association or restoration to active duty from such as leave of absence.

The Association will provide the Board with an employee's authorization form, or proof of such authorization if signed electronically, only if there is a dispute about the existence or terms of the authorization.

The Board will cease deductions from an employee's wages upon the Association's request. If an employee notifies the Board that they wish to revoke, cancel, or change their payroll deduction authorization, the Board will refer the employee to the Association. Upon an employee's resignation or retirement, the Employer will notify the Association and cease payroll deductions.

4.5 NOTICE OF MEETINGS/DISTRIBUTION OF MINUTES

Prior to each regular and special meeting of the Board of Education, the agenda will be made available online for all association members. The President or the President's designee will also be emailed the official minutes of such meetings once they have been approved by the Board.

4.6 INFORMATION FOR NEW EMPLOYEES

The Union shall have the right to meet with newly hired employees without charge to pay or leave time of the employees or agents of the Union, as follows. It shall occur on the District's premises or at a location mutually agreed to by the District and Union. It shall be limited to no more than one hour. It shall occur within the first two weeks of employment in the bargaining unit or at a later date and time mutually agreed upon by the district and Union. The meeting time is subject to mutual agreement. During the tenure of this agreement, an Association member can make a copy of this Agreement, using District equipment.

4.7 ASSOCIATION LEAVE

The Association may be granted a maximum of 2 days leave per school term for Association business provided that a substitute can be secured and provided that the Association reimburses the district for the cost of the substitute.

4.8 DISTRIBUTION OF AGREEMENT

Within 45 days of ratification of the Agreement, the Board shall make an electronic copy of the Agreement available for the Association and all of its members. The Board will agree to allow the Association to use school equipment and supplies to make copies available for its members.

4.9 RIGHT TO ORGANIZE

Employees shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, terms and conditions of employment for reasons of membership in the Association, participation in negotiations with the Board or the institution of any grievance, complaint or proceeding under this Agreement.

4.10 DOCUMENTS

The Board agrees to post the “District Board Policy Manual” on the district’s website for the use of all of its employees. Policy additions, deletions or modifications will be entered into the online “Policy Manual” within two weeks of the adoption by the Board of Education.

4.11 NAMES OF EMPLOYEES

The names, building assignment, position of employment, and hours of all employees in the bargaining unit will be provided to the President of the Association or his or her designee by September 30 of each year.

4.12 PROFESSIONAL COURTESY

- A. When a bargaining unit member is required to appear before the Board, superintendent, or administrator for a formal discussion concerning the continuation of that member in his or her position, the member shall be entitled to have a representative of the Association present.
- B. The Triad School District expects the workplace environment to be productive, respectful, and free of harassment. All employees are to be treated with respect and professional courtesy and are subject to Board Policy prohibiting intimidation, threats, harassment, or bullying. Employees who believe this provision has been violated may seek redress by way of the district’s uniform grievance procedure (see Board Policy 2:260). Violations of this section are not subject to the grievance procedure in the contract. An employee shall not be reprimanded publicly and not in the presence of students, other employees, parents, or at public gatherings.

4.13 NOTIFICATION OF WAIVER APPLICATION

The Board shall provide the President of the Association with written notice at least 30 days prior to the day the Board shall consider a waiver application of the school code that affects the bargaining unit. The notice shall include the substance of the waiver application.

4.14 NON-RIF DISMISSAL

Prior to an employee’s termination for reasons or causes other than reduction-in-force, the employee’s supervisor or other district administrator shall schedule a meeting with the employee to inform the employee of the reason(s) for his or her dismissal and to give the employee an opportunity to respond to such reason(s) except where the circumstances of dismissal (e.g. the nature of the offense or the unavailability of the employee) do not warrant such a conference.

Such employee may appeal a decision to terminate to the superintendent whose decision is subject to approval of the Board of Education in its sole discretion. Pending Board review, the superintendent may suspend such employee without pay for up to 30 days.

4.15 RIGHT OF REPRESENTATION

When an employee is required to appear before the Board or Superintendent concerning any matter that could adversely affect his or her employment, the employee shall be entitled to have a representative of the Association present.

ARTICLE V

GRIEVANCE PROCEDURE

5.1 DEFINITIONS

- A. Any claim by the Association, an employee or group of employees that there has been an alleged violation, misrepresentation or misapplication of the terms of this agreement, shall be processed as a grievance.
- B. The lodging of any grievance shall be the right of the individual employee, a group of employees or the Association, hereafter defined as the grievant.
- C. All time limits shall consist of workdays - excluding Saturdays, Sundays, and holidays.
- D. A grievant may be accompanied by a representative from the Association.

5.2 STATEMENT OF BASIC PRINCIPLES

- A. Every employee covered by this agreement shall have the right to present grievances in accordance with these provisions. Nothing contained in this article or elsewhere in this agreement shall be construed to prevent any individual employee from discussing a problem with the administration and having it adjusted without intervention or representation of Association representatives. The parties hereto acknowledge that it is usually most desirable for an employee to resolve problems through free and informal communications with the immediately involved supervisor.
- B. The failure of a grievant or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievance to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- C. Hearings and conferences with employees related to a grievance being considered under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school

hours or during non-working time of the personnel involved. When the Board, administrator, and arbitrator agree to schedule such hearings and conferences during school hours, all employees whose presence is required shall be excused, without loss of pay, for that purpose.

5.3 PROCEDURE

- A. Step One: An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her immediate supervisor.
- B. Step Two: If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing within 25 days of the occurrence of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated and shall state the remedy requested. Within 15 days of receipt of the grievance, the immediately involved supervisor will arrange for a meeting to take place with the grievant and, if desired, a local Association representative. The immediate supervisor who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the employee and superintendent within 15 days after the Step Two meeting with the employee.
- C. Step Three: In the event a grievance has not been satisfactorily resolved at Step Two, the aggrieved employee shall within 10 days of the immediate supervisor's written decision or answer at Step Two, file a copy of the grievance with the superintendent. The aggrieved employee may send a copy of such grievance to the Association president. Failure to file an appeal within 10 days shall be deemed a waiver of the right to appeal. Within 10 days after such written grievance is filed, the aggrieved, a representative of the aggrieved as desired, the principal and the superintendent or his designee, shall meet to resolve the grievance. The superintendent or his designee shall file an answer within 10 days of the Step Three grievance meeting and communicate it in writing to the employee, the immediate supervisor, and the Association president.
- D. Step Four: If the grievance is not resolved at Step Three, the grievant may refer the grievance to the Board of Education within 10 days after receipt of the Step Three answer. Failure to file an appeal within 10 days shall be deemed a waiver of the right to appeal. The grievance shall be placed on the agenda of the next regular Board meeting, at which time the Board shall meet with the grievant, the association representative (if so requested by the grievant), and the appropriate administrator(s). Within 10 days of this meeting the grievant and the Association (if so requested by the grievant) shall be provided with the Board's written response including the reasons for the decision.
- E. Step Five: If the grievant is not satisfied with the disposition of the grievance at Step Four, the grievant or the Association, at the grievant's request, may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the employer within 10 days of the date of the Step Four answer, the grievance shall be deemed withdrawn. If, within 20 days of the filing of the demand with the employer, the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association, which shall act as the administrator of the proceedings.
- F. Bypass to Superintendent: If the Association and the superintendent agree, Step Two of the grievance procedure may be bypassed and the grievance brought directly to Step Three.

- G. Board-Administration Cooperation: Provided there are no excessive costs in time or money, the Board and the administration shall cooperate with the Association in collecting data.
- H. Grievance Withdrawal: A grievance may be withdrawn at any level without establishing past practice and /or precedent.
- I. Bypass to Arbitration: If the Association and the superintendent agree, a grievance may be submitted directly to arbitration.
- J. Filing of Materials: A grievance shall be filed separately from the personnel file of the employee.
- K. Arbitrator Expenses: Fees and expenses of an arbitrator shall be shared equally by both parties.
- L. Recorder Fees: Fees and expenses of a court recorder shall be shared equally by both parties.
- M. Postponement: If only one party requests postponement of an arbitration hearing, that party shall bear the cost of such postponement.

ARTICLE VI

JOB SECURITY AND WORKING CONDITIONS

6.1 DEFINITION OF SENIORITY

Seniority shall be the length of service within a specific category within the bargaining unit. If an employee leaves a specific category to take another position within the bargaining unit and later returns to his or her previous job category due to reduction in force, he or she shall retain accumulated years of service earned in that category. Said service shall be computed from the first day of current, uninterrupted employment within the District. The "first day" shall be defined as the day upon which duties are first performed as long as that person is subsequently employed as other than a substitute at the next regular meeting of the Board of Education. In the case of two or more employees beginning work on the same day, seniority shall be determined by names drawn from a hat.

6.2 TRANSFERS AND SENIORITY

Employees who transfer out of the bargaining unit and subsequently return to the bargaining unit without a break in service to the district shall have their seniority computed from their return date of employment into the Bargaining Unit. Step Placement on the salary scale is addressed in Section 9.2 of the collective bargaining agreement.

6.3 SENIORITY LISTS

A. On or before February 1 of each year, the Board shall develop a support staff seniority list. The seniority list shall be categorized pursuant to categories of:

1. Secretaries
2. Paraprofessionals (Licensed)
3. Paraprofessionals (Non-licensed)
4. Certified Nurse Assistant/Licensed Practical Nurse

The categories for secretaries shall be full-time (Category A) and part-time (Category B). The category for Paraprofessionals. Category C shall include all licensed paraprofessionals. Category D shall include all non-licensed paraprofessionals. Category E shall include all Certified Nurse Assistants and Licensed Practical Nurse. The paraprofessionals that have teaching certification will be so designated on the list with an asterisk. When the Board is filling positions that require a paraprofessional with a teaching certificate, only the employee designated with an asterisk will be considered.

*Please note that categories (2) Paraprofessionals (Licensed), (3) Paraprofessionals (Non-licensed), & (4) Certified Nurse Assistant/Licensed Practical Nurse are referenced together as a group in this contract as “paraprofessionals and medical assistants”, “paraprofessional or medical assistant”, etc.

CATEGORY DEFINITION:

Category A: Secretaries who work a minimum of 7 hours per day or 35 hours per week, exclusive of a duty-free unpaid lunch period.

Category B: Secretaries who work less than 7 hours per day or 35 hours per week, exclusive of a duty-free unpaid lunch period.

Category C: Licensed Paraprofessionals with and without teaching certification. Paraprofessionals that hold a registered teaching certificate will have an asterisk following his or her name on the seniority list.

Category D: Non-licensed Paraprofessionals who work up to 7 hours per day or 35 hours per week.

Category E: Certified Nurse Assistants with proper certification and Licensed Practical Nurses with proper certification

The seniority list developed pursuant to the above categories shall first list the employee with the greatest seniority in each category of position, along with date of hire in the district, followed by the other employees in each category in order of seniority.

B. One copy of the lists shall be made available for the Association by February 1 of each year. That copy will be emailed to the Association president. Other copies of the lists may be posted in each building. The Association shall have until March 1 of each year to file exceptions to the seniority list. Exceptions should be filed with the superintendent. After March 1, the lists will not change for the remainder of the year.

6.4 DUTY-FREE LUNCH PERIOD

All employees who work 4 or more hours a day or shift shall be entitled to a 30 minute unpaid, duty-free lunch period.

6.5 RESIGNATIONS

An employee who resigns from his or her position shall give 2 weeks written notice.

6.6 PARAPROFESSIONALS AND MEDICAL ASSISTANTS ASSIGNED TO SPECIFIC STUDENTS

If a paraprofessional or medical assistant who is assigned to a specific student is not notified by his or her immediate supervisor or designee that he or she should not report to work prior to his or her arrival at school, then the paraprofessional or medical assistant will be allowed to work and earn his or her normal day's earnings through a reassignment.

If the immediate supervisor knows that the paraprofessional or medical assistant assigned to a specific student is not needed for the student due to administrative decisions based upon reasons other than the student's absence, then the paraprofessional or medical assistant will be given a reassignment.

6.7 EARLY DISMISSAL

Days designated on the school calendar as half day attendance (or 3 hour attendance days) shall be treated as regular full attendance work days. All bargaining unit members will work their regular hours. On an early dismissal day of one hour or less prior to any school holiday, or due to inclement weather, all bargaining unit members shall receive full day's pay, yet will be allowed to leave work when all other building staff are allowed to leave or after all students in attendance that day are dismissed and all buses are departed.

6.8 PHYSICAL EXAMS

The Board may, from time to time, require an examination of any bargaining unit member by a physician licensed to practice medicine in any of its branches in either Illinois or Missouri. The Board shall bear the expense of any examination so required.

All bargaining unit members determined by the Board to be in an "at risk" position shall be offered hepatitis vaccinations. The Board will make the arrangements for the vaccinations to be given to the designated bargaining unit members.

6.9 IN-SERVICE

On opening institute day(s), paraprofessionals and medical assistants will work 6 hours at their regular rate of pay for building meetings and mandatory in-service training.

When an employee is required to attend an institute, training session or in-service program during work

time, the employee shall suffer no loss of pay or benefits for said time. When an employee is required to attend any such program during her or his personal time, the employee shall be paid at the employee's normal hourly rate of pay.

6.10 EVALUATIONS

The primary purpose of an employee evaluation shall be the improvement of employment skills and job performance. Employee evaluations shall be conducted annually. Principals or other supervisors shall be solely responsible for evaluations.

Evaluations shall be based upon knowledge of the performance of assigned duties and observations of the work area. A conference to discuss the evaluation will be scheduled at a time which is mutually agreeable to the evaluator(s) and the employee. In no case shall the employee's signature on the evaluation be construed to mean that he or she agrees with the contents of the evaluation - only that it has been discussed. An employee may submit additional written comments to the evaluation. The written comments submitted by an employee will be attached to the supervisor's written evaluation and maintained in the employee's personnel file. The immediate supervisor will sign the employee's response acknowledging that he or she has read the material.

The building principal or immediate supervisor shall conduct an orientation for each employee under his or her supervision to fully inform him or her of the evaluation procedures and instrument(s) to be used. The evaluation instrument will be the same for all educational support personnel throughout the District.

The parties agree to form a joint committee to study and make recommendations for modifications to the current evaluation process and related instruments. Each party shall be responsible for selecting its respective representatives. Recommendations shall be provided in time for successor bargaining, unless, by mutual agreement, they agree to implement the new plan during the term of this Agreement. The current process and instruments remain in place until the updated process is activated.

6.11 REDUCTION IN FORCE

In the event that it becomes necessary to honorably dismiss employees at the end of the school year due to cutbacks in the program or due to the uncertainty of the number of positions which may be available for the next year, then employees will be honorably dismissed in the inverse order of the seniority list by category. No full-time secretaries will be honorably dismissed before part-time secretaries.

Those employees who have been released shall be recalled in their category in reverse order of their layoff. The only exception would be when an aide's position requires teacher certification. However, these positions would be reduced or filled according to where those people holding said certification fall on the seniority list.

Employees who were honorably dismissed shall be eligible for recall for a period of 2 years from the date of layoff. However, if the employee should refuse any full time job offers at the beginning of the following year, then his or her name shall be removed from the seniority list.

6.12 MILEAGE ALLOWANCE

Subject to prior approval of the administration, the Board shall reimburse employees at the prevailing Internal Revenue Service rate per mile for use of their personal vehicle for district business.

6.13a SECRETARIAL WORKDAY DEFINED

The workday of all full-time secretaries will consist of a minimum of 7 hours per day, exclusive of a 30 minute unpaid duty-free lunch period. All full-time secretaries will have two 10 minute breaks per day as arranged by their building principal.

The workday of all part-time secretaries will consist of at least 2 hours but less than 7 hours per day, exclusive of a 30 minute duty-free lunch period which will be provided to all employees working more than a 4 hour day. For every three and one-half hours worked, all part-time secretaries will be entitled to one 10 minute break as arranged by their building principal.

6.13b PARAPROFESSIONALS AND MEDICAL ASSISTANTS WORKDAY DEFINED

The workday of all paraprofessionals and medical assistants will consist of at least 1 hour but less than 8 hours per day, exclusive of a 30 minute unpaid duty-free lunch period, which will be provided to all employees working more than a 4 hour day.

All paraprofessionals and medical assistants will be entitled to one 10 minute break as arranged by the classroom teacher or nurse with whom they are working.

6.14 PARAPROFESSIONALS AND MEDICAL ASSISTANTS HONORABLY DISMISSED DURING THE SCHOOL YEAR

On the basis of seniority, paraprofessionals and medical assistants who are honorably dismissed before March 15 of the school year will be offered the next available vacancy for which they are qualified for each vacant position within their job classification during the remainder of that school year. These paraprofessionals and medical assistants will not lose their place on the seniority list if they refuse the next available vacancy or subsequent offers. However, if the paraprofessional or medical assistant should refuse all job offers at the beginning of the following year then his or her name shall be removed from the seniority list.

Mid-Year reductions in force will be completed in accordance with the Illinois School Code.

6.15 VOLUNTARY TRANSFER REQUEST

At the conclusion of each school year all bargaining unit members may indicate a preference in assignment for the forthcoming school year by submitting a request via an electronic form provided by Central Office to the Office of the Superintendent. All preferences will be given consideration.

6.16 FIRST-AID RESPONSIBILITIES

Secretaries, paraprofessionals and medical assistants will neither be expected to perform emergency

first-aid nor will they be expected to make decisions when it is thought that emergency care is needed. Paraprofessionals and licensed medical assistants are expected to follow student health care plans for which they are aware and trained to perform.

6.17 USE OF VIDEO CAMERAS IN AND NEAR SCHOOL BUILDINGS

The intent of the use of video cameras is to maintain a safe environment for students and employees. The content of video recordings is confidential and is subject to district policies and procedures and only those people with a legitimate educational or administrative purpose may view the recordings. If the content of any video recording becomes the subject of an employee disciplinary hearing, the employee and the Association may, upon request, have access to any parts of the recording that pertain to the disciplinary hearing. Within the first month of school, bargaining unit members will receive training on where video cameras are located on their home school campus.

6.18 PROBATIONARY PERIOD

All new Educational Support Personnel employees hired shall be considered probationary employees for the first ninety (90) days and subject to discharge by the Board of Education without recourse by the Association or the employee to the grievance procedure. Pending Board review, the superintendent may suspend such employee without pay for up to 30 days. If the superintendent feels additional time is necessary to evaluate a new employee, he/she can request an extension of the probationary period from the Association.

6.19 E-LEARNING DAY

E-Learning days are designated to serve as official school attendance days when students stay home due to weather or safety-related emergency situations. In the event E-learning days are utilized as official school attendance days, non-certified staff contracted days and hours will not be reduced.

6.20 ESP SAFETY

The Board and Association agree that safety is a dual responsibility of both parties. In the case of a possible aggravated assault or battery on an ESP during the scope of employment, immediate steps shall be taken to protect the safety of the individuals involved. The incident should be promptly reported to the building principal or his/her designee who should inform the superintendent immediately. If the incident involves a student attending the school, the principal or designee shall enact the building Threat Assessment Team to assist in determining the level and response to the threat.

In the case of an aggravated assault or battery on an ESP during the scope of employment, the ESP or representative must report the incident to the Superintendent in writing within 48 hours. Upon receipt of a written report from an ESP, the Superintendent shall report all incidents of aggravated assault or battery to local law enforcement as soon as practicable, in accordance with the District's reciprocal reporting agreement. Aggravated assault or battery shall be defined by the Illinois State Board of Education School Incident Reporting System.

If an ESP is injured as a result of an aggravated assault or battery during the course and scope of the ESP's work responsibilities and is required to be absent from work as a result of an appointment with a medical professional related to that injury, no deduction shall be made in salary, accumulated sick leave, or seniority to a maximum of three (3) paid administrative leave days. One of these three paid administrative leave days may be requested without a scheduled medical professional appointment.

ARTICLE VII

VACANCIES AND ASSIGNMENTS

7.1 VACANCIES AND POSTINGS

A vacancy will be defined as a permanent position which has been newly created, or which has previously existed and has been vacated due to transfer, promotion, reassignment, resignation, retirement, death or termination. The term "vacancy" will not apply to any position from which an employee is absent due to leave.

Bargaining unit work will not be permanently transferred to a non-bargaining unit member unless the Board first files a unit clarification petition.

Whenever a vacancy occurs within the bargaining unit and the District intends to fill the position, the Office of the Superintendent shall post a vacancy notice on the Triad website and email the Association President and a designee, and post a vacancy notice within each school building (during the school year and summer) for a minimum of 7 calendar days. (Exception: paraprofessionals hired to fill the requirements of 6th day enrollment or paraprofessionals or medical assistant required by IEP's for new students). The Association will then accept the responsibility to see that the Association members are aware of the newest openings.

In the event the District considers not filling a vacancy, the Association President will be notified in writing and the Association will have the opportunity to bargain the decision and impact to impasse. The District will not be required to post a vacancy that it determines not to fill following negotiations with the Association.

Postings for all positions will state the date of posting, job description, qualifications needed, job classification, length of employment day, length of employment year, pay scale, and benefits.

All qualified employees will be given an opportunity to make an application. No position will be filled until all properly submitted applications have been considered.

7.2 PARAPROFESSIONALS AND MEDICAL ASSISTANTS ASSIGNMENTS

At least 12 days prior to the beginning of the school year, and/or after registration, any paraprofessional or medical assistant who has not been subject to reduction in force the prior year, and who will not be

reassigned to the same position held the previous year due to the elimination of the position (displaced) or to a voluntary (request change) or involuntary transfer, will be asked to come in to the central office and meet with the assistant superintendent or his/her designee and a union representative. Times will be scheduled in order of seniority for paraprofessionals or medical assistants receiving a satisfactory or above on each component of his or her previous year's evaluation. If an employee qualifies for the call back day, the previous year's evaluation will be considered. Paraprofessionals or medical assistants with below satisfactory ratings on their evaluations will be assigned a position.

Each paraprofessional or medical assistant will receive an email stating the date and time for his/her appointment for this process. This email will designate a 15-minute window of time for the paraprofessional or medical assistant to stop in or call the assistant superintendent or designee. At the assigned time, the paraprofessional or medical assistant will be allowed to choose an assignment for the upcoming school year from a list of all remaining positions (including hours and specific building). It is noted, however, that the Administration has the managerial right to deny, without explanation, any requested assignment(s) believed to be unsuitable for that paraprofessional or medical assistant. At least 24 hours prior to call back day the assistant superintendent shall give a list of all open positions via email to the Association officers.

If a paraprofessional or medical assistant does not call or come in at the designated time, the assistant superintendent or designee will call the paraprofessional or medical assistant to choose an available position. If the paraprofessional or medical assistant is not available, the assistant superintendent or designee will assign that paraprofessional or medical assistant to a position with some consideration being given to his/her input sheet.

At least 12 days prior to the beginning of the school year, any paraprofessionals or medical assistants who have not been subject to reduction in force the prior year, and who will be reassigned to the same position for the upcoming year, will be notified of their assignment by email.

At least 7 days prior to the beginning of the school year and/or registration any paraprofessional or medical assistant who had been subject to reduction in force the prior year, and for whom a position is now available, and receiving a satisfactory or above on each component of his or her previous year's evaluation will be called in order of seniority by the assistant superintendent or designee to be offered a position. Paraprofessionals or medical assistants with below satisfactory ratings on their evaluations will be assigned a position. If the paraprofessional or medical assistant declines the first position offered, the assistant superintendent or designee will offer a second position if one is available. If the paraprofessional or medical assistant declines the second position offered, the paraprofessional or medical assistant will remain on the seniority list until February 1 of that school year.

Library aides will be exempt from the process described above.

If a paraprofessional or medical assistant vacancy occurs during the school year, paraprofessional or medical assistant that have been dismissed due to changes in IEP needs or teacher contract agreement provisions shall be offered the new position in order of seniority.

7.3 INVOLUNTARY TRANSFERS

When it is necessary to involuntarily transfer or reassign employees, to the extent possible all volunteers shall first be considered.

7.4 PROMOTIONS

All vacancies for promotional positions in the secretarial categories shall be posted in accordance with the procedures enumerated in Section 7.1.

All qualified employees shall be given an opportunity to make application. No position shall be permanently filled until all properly submitted applications have been considered.

7.5 JOB COACH POSITION

The “Job Coach” position is a paraprofessional position within the Triad ESP bargaining unit.

The employee filling the Job Coach position accrues and maintains seniority on the paraprofessional seniority list.

The workday for the Job Coach shall be 6 1/2 hours. Upon obtaining a CDL license, the Job Coach shall be paid at the rate of a substitute bus driver for two hours per day on days involving the transportation of students to and from activities. They will also receive the appropriate paraprofessional rate for their step for the remaining four and a half hours per day.

The District agrees to pay the cost of the annual CDL license and the employee physical.

7.6 PROGRAM AIDE

A Program Aide is defined as a Paraprofessional that works in a K-12 Behavior Development or Cross-Categorical classroom. All Program Aides, as defined above, will receive a \$2,500 stipend at the conclusion of the school year.

Program Aides who are hired after the first day of the school year will receive a prorated stipend if they finish the school year. In the event that a Program Aide goes onto workers compensation or FMLA, they will receive the full stipend for the school year.

This stipend must not increase an employee’s twelve-month salary to more than 106% of their earnings from the previous twelve months in the year of retirement, as doing so will result in a penalty to the district. Any stipend amount which causes the overall salary to exceed the 106% threshold in the year of retirement will still be paid to the employee, but as a post-retirement, non-creditable to IMRF payment issued within two months after the employee’s final paycheck.

ARTICLE VIII

LEAVES

8.1 SICK LEAVE

Each full-time secretary shall be entitled to 16 sick leave days per year without loss of pay. Unused sick leave may accumulate to 240 days for retirement purposes. All paraprofessionals and certified nurse assistants that qualify for IMRF shall be entitled to 11 sick leave days. All contracts less than a full year will be prorated based on length of service. Sick leave may be taken in quarter-day increments. All other part-time employees who do not qualify for IMRF are not entitled to sick leave without loss of pay. Sick leave shall be interpreted to mean personal illness or serious illness, mental or behavioral health complications, or death in the immediate family or household, or birth, adoption or placement for adoption, acceptance of a child in need of foster care as per Illinois law. Immediate family members include the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, step-parent, or such other family member as determined by the superintendent within his/her discretion.

Any bargaining unit member who is employed as of the first day of school and who is entitled to sick leave as provided in Paragraph 1 of this section, shall receive a bonus as follows:

For the duration of this contract, any bargaining unit member who is employed at the first day of school and who is entitled to sick leave as provided in Paragraph 1 of this section, shall receive the following additional stipend with their final fiscal year paycheck based on the number of sick/personal/unpaid days used during each school year:

0 days: \$250

0.25-3 days used: \$200

3.25-6 days used: \$100

Pregnancy shall be treated as any other physical disability. Bargaining unit members shall use accumulated sick leave days during the period of actual disability. The employee may use sick leave days for 6 weeks after the delivery without special certification from a physician. A physician must recommend use of sick leave days in excess of these periods.

The Board agrees to furnish each employee with a copy of his or her accumulated sick leave record at the beginning of each school year. Upon retirement through IMRF, support staff personnel shall receive compensation of \$40.00 per day to a maximum of 60 days for the remaining accumulated sick leave days after purchase of credit for time in the IMRF.

8.2 ACCUMULATED SICK LEAVE

1. This section shall apply only when an employee is reassigned (whether voluntary or involuntary) to another position that results in a change in the length of the employee's workday of at least 1 hour.
2. When an employee's job assignment change results in an increase or decrease in the number of hours worked during the workday, there shall be no automatic conversion of previously accumulated sick leave

hours and days (e.g., a 5 hour per day employee with 10 days of accumulated sick leave who is reassigned to a 6 hour per day position shall be permitted to carry forward 10 sick leave days/50 sick leave hours). If such an employee utilizes sick leave, he or she will be paid for the number of hours missed in his or her current assignment. The sick leave hours paid to the employee will then be deducted from the employee's available sick leave hours and a corresponding deduction will be made from the employee's available sick leave days. If an employee's absence exceeds his or her current years sick leave grant and the employee begins utilizing previously accumulated sick leave time, the employer shall deduct a sick leave day and/or whatever fraction thereof is necessary to reflect the hour value of the employee's accumulated sick leave day (e.g., if an employee working a 4 hour per day position is reassigned to an 8 hour per day position and subsequently begins to utilize sick leave that was accumulated during the period that the employee held the 4 hour per day assignment, the employee will receive 8 hours of sick leave pay (if available) for each day of absence (based on the employee's current assignment). The employer shall then deduct 8 hours from the employee's accumulated sick leave hours and two 4 hour days from the employee's accumulated sick leave days, as illustrated in the example below.)

Example: Employee A

<u>School Year</u>	<u># of Sick Leave Days Granted</u>	<u>Employee's Regular Workday</u>	<u>Sick Leave Hours</u>
1999-2000	10 days	4 hours	40 hours
2000-2001	10 days	4 hours	40 hours
2001-2002	<u>15 days</u> 35 days	8 hours	<u>120 hours</u> 200 hours

If employee A was absent for the first time in 2001-2002 and missed 20 days of work, he or she would receive 8 hours pay for each day of absence. As a result, 160 hours would be deducted from A's available sick leave hours and fifteen 8 hour days and ten 4 hour days would be deducted from A's available sick leave days.

- Any employee who is reassigned between a 7 and an 8 hour position shall not be subject to any pro-rations or adjustments or sick leave resulting from the 7 to 8 hour reassignment. Any sick leave hours that may have been accumulated by such an employee while working less than 7 hours, however, will continue to be subject to paragraph 1.

8.3 PERSONAL LEAVE

Employees who qualify for IMRF shall be granted two (2) personal leave days each year without loss of pay if the employee must attend to a matter that cannot be scheduled on a non-working day.

These personal days are separate and will not be deducted from sick leave upon use. Personal Leave may be granted only in full or half day segments. An electronic request for such leave must be entered into an absence reporting system determined by the board. The request should be made at least 2 days in advance whenever possible. No more than one person per building per day shall be entitled to such leave without

the approval of the superintendent immediate supervisor or building administrator. Part-time employees that qualify for IMRF will receive personal leave on a pro-rated basis. Part-time employees who do not qualify for IMRF are not entitled to personal leave without loss of pay. Up to two personal days may be rolled over to the following school year. Employees who exhaust their personal leave days will not be allowed to take additional days off from school as unpaid days except in extraordinary circumstances as approved by the Superintendent. If an employee calls off work without such approval, the employee may be disciplined for such actions. The maximum number of personal days that any bargaining unit member can accumulate at any time is four.

For employees who accumulate more than four personal days, the additional time may be converted to sick days.

8.4 UNPAID LEAVE

The Board of Education may grant employees a leave of absence without pay or Board-paid benefits. Leave shall be for a period of not more than 1 year. During the time of the leave, the employee shall not advance on the salary schedule, but may continue hospitalization insurance coverage (when applicable) at his or her own expense by making timely payments of all premiums which may be due to the Central Office or elsewhere pursuant to its direction. Requests for leaves of absence are to be made in writing to the superintendent for his or her presentation and recommendation to the Board of Education. An employee returning from a leave of absence shall be reinstated to a position within the same classification that they held prior to leave.

8.5 JURY DUTY

Employees called to jury duty shall be excused from work without loss of pay or benefits. Employees should notify their building principal of pending jury duty at least five days prior to service. The employee should make arrangements to endorse the fee check to the district or the employee's salary will be reduced in the amount of remuneration from the court excluding transportation reimbursement.

8.6 SICK LEAVE DONATION

Any bargaining unit member with accumulated sick leave may donate sick leave to another bargaining unit member who suffers from an injury or illness and meets the following conditions:

1. The employee must have been unable to work for no less than 45 consecutive school days.
2. The employee must not be receiving any disability under the Illinois Municipal Retirement Fund retirement system or Worker's Compensation at the time of application. If the Employee applies for and receives IMRF disability or Workers Compensation, the employee will not be eligible for donated days from the date of receipt of such compensation.
3. The employee must have exhausted all of his/her sick leave days prior to application for donated days.

4. The employee may be granted no more than 40 donated sick leave days per fiscal year, which will be allocated in increments of 20 sick days per application

All applications for donated sick leave days shall be submitted to the Association President who will notify the Superintendent of the request for donated sick leave days. Within 48 hours the Superintendent or his/her designee will notify the Association President if the applicant meets the criteria to receive extra sick days. If the applicant meets the criteria, the Association President will notify members of the bargaining unit that an application for donated sick leave days has been received and will distribute a form that allows each bargaining unit member to donate up to 5 sick leave days per application.

The employee contribution form shall be submitted to the Superintendent within 10 days of the application. The Superintendent or his/her designee shall make the appropriate debits and credits of sick leave. Contribution of sick leave days shall be strictly voluntary. If initially contributed days are insufficient, then this process may be repeated once.

The Association shall hold harmless and indemnify the school district, its Board of Education and its administrators regarding the administration of the Sick Leave Donation System.

ARTICLE IX

COMPENSATION AND BENEFITS

9.1 PARAPROFESSIONALS AND MEDICAL ASSISTANTS REIMBURSEMENT

All paraprofessionals and medical assistants that have been employed for five years or more may submit proof of obtaining renewal of his/her paraprofessional endorsement, educator license, or certified nurse assistant certification and will be reimbursed the receipted current cost of licensure and fees. The reimbursement may occur a maximum of once every five years.

9.2 SALARY

The Board and Association have agreed to a 3 year compensation package that is described on the "Salary and Benefits Schedule". All employees shall advance on "Step" on the Salary and Benefits Schedule for each school year of this Agreement, subject to the provisions of this Article 9.2.

Full-time secretaries (6 hours or more per day/30 hours per week) shall advance one step on the salary schedule provided they were employed on or before September 1 and worked continuously to the end of their employment period.

All paraprofessionals and medical assistants and/ or part-time secretaries who work more than 17 hours per week in the bargaining unit shall advance one step on the salary schedule provided that they work at least 600 hours within the bargaining unit during the previous year.

All paraprofessionals and medical assistants and part-time secretaries who work 17 hours or less per week within the bargaining unit will be allowed to accumulate these hours to 600 hours to advance 1 full step on the salary schedule. This movement would only take place at the beginning of the next school year following the accumulation of 600 hours.

Accumulated years of service as a secretary, licensed or non-licensed paraprofessional, or medical assistant shall allow for step advancement as follows: employees with five (5) or more years of service within a different bargaining unit category shall be placed on Step Three of any category. Employees with two to four years of service within a different bargaining unit category shall be placed on Step Two of any category. New employees who are hired from outside school districts with commensurate school experience within the same position or medical experience in the case of medical assistants, may also benefit from this step placement. Current employees who transition from within the bargaining unit during a school year shall earn a full year of service credit on the salary schedule, provided they were employed by the district on or before the first day of the school year.

New employees will be placed at the bottom of the seniority list, regardless of the step they are placed on.

Upon advancement at the beginning of the next year, the employee will begin a new accumulation cycle to continue this process of advancement. Secretaries will continue to advance until they reach step 12 and paraprofessionals/medical assistants will continue to advance until they reach step 13 of the Salary and Benefits Schedule.

Upon obtaining a CDL license any ESP member who will commit to driving substitute bus routes for the district will receive a stipend of \$50 for each trip/route driven. In addition, members shall be paid at the rate of a first step bus driver for the hours per day involved with the transportation of students to and from school or extra-curricular activities. The District also agrees to pay the cost of the annual CDL license. The Job Coach will only receive the \$50 stipend if it is outside regular work hours.

9.3 OVERTIME

All full-time employees shall be compensated at a rate equal to one and one-half times their regular hourly rate for all work in excess of 40 hours per week. Overtime hours require prior administrative approval.

All full-time employees who work in excess of 35 hours but less than 40 hours per week shall be entitled to an equivalent amount of time off with pay, provided that the extra hours or days had been pre-approved by the administration. The employee and the administration shall mutually agree upon a time that this compensation time will be used. Furthermore all accumulated hours or days must be used during the current contract year.

When requested or approved by the building principal, all library aides who work beyond their normal workday will be paid their hourly wage for the hours worked.

9.4 PAYDAYS

Employees shall receive their paychecks on a semi-monthly basis. (Total of 24 paydays)

9.5 HOLIDAY PAY - SECRETARIES

All secretaries who work 30 hours or more per week shall receive regular compensation for the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Labor Day, Veteran's Day, Columbus Day, Martin Luther King Jr. Day, Lincoln's Birthday, Presidents' Day, Good Friday, Memorial Day, and Independence Day. If the school calendar should not designate the above-mentioned days as school holidays, then full-time employees shall be given holiday pay for days during the summer when they are not working equal to the number of holidays removed from the calendar. In order to receive holiday pay, the employee must work during the payroll period in which the holiday occurs. If an employee is on sick leave when an above listed holiday is observed then that day shall not be counted as sick leave.

9.6 HOLIDAY PAY – PARAPROFESSIONALS AND MEDICAL ASSISTANTS

All paraprofessionals and medical assistants who work 25 hours per week, will receive their regular compensation for Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Labor Day.

All part-time employees that work less than 25 hours per week, will receive their regular compensation for Christmas Day.

These days will be granted only if these days are non-attendance days for students. Employees will receive holiday pay based upon their straight time rate and the number of hours worked per day. The employee must work during the payroll period in which the holiday occurs.

In the event any of the above holidays occur when school is in session, the employee shall receive 2 times their regular rate of pay for said holiday. To receive double time rate, the employee must be in attendance during the above mentioned work days. If an employee uses a sick or personal day on these holidays, the employee will be compensated at the regular rate of pay.

9.7 EMPLOYEE RETIREMENT BENEFIT

An employee who gives the Board a letter of resignation before the October school board meeting in the year of the intended retirement will receive \$100.00 for each year of service in the district. Retirement benefit, accumulated personal days, accumulated sick days, and July paycheck will be paid over the remaining 4 months of the school year, March through June of the retirement year. The following criteria must also be met:

1. The employee must have worked a minimum of 10 years in District to qualify.
2. The employee must be of legal age to retire as determined by the IMRF.

In no event shall the combination of pay for unused sick leave, vacation days and years of service be allowed to increase the employee's immediate past twelve month's salary beyond 106% of his or her

earnings in the prior twelve-month period. Any pay to which the employee is entitled beyond the 106% calculation will not be lost but will be paid to the employee as a post retirement, non-creditable to IMRF, amount within two months of the employee's final paycheck.

9.8 SECRETARIAL VACATION DAYS

Full-time secretaries shall receive compensation for vacation days according to the schedule below. For the purpose of accruing vacation days, a year is defined as the secretary's work year, from the first day of work prior to the beginning of the school year to the last day of work after the end of the school year. The compensation for the vacation days will be included in the calculation of the annual salary on each individual secretary's salary determination sheet at the beginning of each work year.

Any secretary hired after the opening day of school shall, for the following school year, be credited with a prorated portion of vacation days based upon the number of days worked that year divided by the number of days in the secretary's job assignment. For example, a secretary hired for a 10-month position (200 days) who works 150 days in the first year of employment, will be awarded 3.75 days (75% of 5) of vacation for the following year.

Once secretaries have worked a full year, they will receive the full allotment of vacation days as per the schedule below at the beginning of the following year.

VACATION DAYS SCHEDULE

1 year but less than 2 years.....	5 days
2 years but less than 8 years.....	9 days
8 years but less than 15 years.....	13 days
15 years but less than 20 years.....	17 days
20 years or more.....	18 days

9.9 HOSPITALIZATION AND MAJOR MEDICAL/FULL TIME EMPLOYEES

An employee must work a minimum of 6 paid hours per day or 30 paid hours per week, exclusive of overtime, lunch, etc., in order to be classified as full-time and thus qualify for full-time benefits. The Board agrees that all full time employees may elect to receive \$600 per month for the individual hospitalization premium for FY26, \$650 for FY27, and \$700 for FY28. Furthermore, for those who elect family insurance, the Board will provide up to an additional \$75.00 per month toward the family hospitalization premium. Each member requesting this benefit will have the remaining cost of the hospitalization premium deducted from his/her pay and the district will forward said payment to the carrier.

All bargaining association members hired before September 2006 and all who currently receive the \$116 cash benefit in lieu of the health insurance benefit as of July 1, 2016 may continue to receive the benefit until he or she chooses to receive the ~~\$325 per month~~ individual hospitalization premium benefit or is no longer employed with Triad Community Unit School District. This benefit is subject to the District's

Section 125 Plan.

Full-time employees, defined as employees working 30 hours a week, will be provided an orthodontic reimbursement by following the Claim Procedures and Coordination of Benefits defined in the Triad District Direct Reimbursement Orthodontics Plan. The district will pay 80% of a covered individual's orthodontics, with a lifetime maximum reimbursement amount of \$1,000 per covered individual. Dependent coverage is available to employees at the same benefit levels with the same maximum lifetime reimbursement per covered individual. Reimbursement must be requested within one year of the orthodontic services in order to receive the reimbursement. A covered individual or dependent is defined as someone who is enrolled in the district dental plan.

ARTICLE X

EFFECT AND DURATION OF AGREEMENT

10.1 TERM OF AGREEMENT

This agreement shall be effective upon signatures and shall continue in effect until June 30, 2028.

10.2 AMENDMENT

This agreement constitutes the full and complete agreement of the parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written, signed amendment to this agreement.

10.3 SAVINGS CLAUSE

Should a court of competent jurisdiction declare any article, section, or clause of this Agreement illegal, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The provisions declared unenforceable shall not be deleted until all appeals are exhausted. The remaining articles, sections, and clauses shall remain in full force and effect.

10.4 NO STRIKE

The Association agrees not to strike for the duration of this Agreement.

10.5 NO LOCKOUT

The Board agrees that it will not lock out any bargaining unit member during the term of this Agreement.

For the Triad Educational Support Personnel Association

President _____

Secretary _____

For the Board of Education, Triad Community Unit School District No. 2

President _____

Secretary _____

Appendix A: Salary and Benefits Schedule

Contract Year	2025-26	2026-27	2027-28
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<u>Step</u>	<u>Years</u>	<u>Secretarial and Medical Assistant Schedule</u>		
0	Less than 1 year	\$18.87	\$20.01	\$21.01
1	1 Year but Less than 2 Years	\$19.22	\$20.37	\$21.39
2	2 Years but Less than 3 Years	\$19.63	\$20.80	\$21.84
3	3 Years but Less than 4 Years	\$19.76	\$20.94	\$21.99
4	4 Years but Less than 5 Years	\$20.04	\$21.24	\$22.30
5	5 Years but Less than 6 Years	\$20.23	\$21.45	\$22.52
6	6 Years but Less than 7 Years	\$20.58	\$21.81	\$22.90
7	7 Years but Less than 8 Years	\$20.92	\$22.18	\$23.29
8	8 Years but Less than 9 Years	\$21.27	\$22.54	\$23.67
9	9 Years but Less than 10 Years	\$22.52	\$23.87	\$25.07
10	10 Years but Less than 11 Years	\$23.42	\$24.82	\$26.07
11	11 years but less than 12 years	\$24.41	\$25.88	\$27.17
12	12 years or more	\$26.17	\$27.74	\$29.13

<u>Step</u>	<u>Years</u>	<u>All Paraprofessionals</u>		
0	Less than 1 year	\$17.37	\$18.41	\$19.33
1	1 Year but Less than 2 Years	\$17.46	\$18.51	\$19.43
2	2 Years but Less than 3 Years	\$17.58	\$18.63	\$19.56
3	3 Years but Less than 4 Years	\$17.79	\$18.86	\$19.80
4	4 Years but Less than 5 Years	\$18.13	\$19.22	\$20.18
5	5 Years but Less than 6 Years	\$18.28	\$19.38	\$20.34
6	6 Years but Less than 7 Years	\$18.62	\$19.74	\$20.73
7	7 Years but Less than 8 Years	\$18.75	\$19.88	\$20.87
8	8 Years but Less than 9 Years	\$19.36	\$20.52	\$21.55
9	9 Years but Less than 10 Years	\$19.98	\$21.18	\$22.24
10	10 Years but Less than 11 Years	\$22.52	\$23.87	\$25.07
11	11 Years but Less than 12 Years	\$23.42	\$24.82	\$26.07
12	12 years but less than 13 years	\$24.41	\$25.88	\$27.17
13	13 years or more	\$26.17	\$27.74	\$29.13

TRIAD STAFF EMPLOYEE EVALUATION FORM

Name of Employee:

Position:

Building:

Year:

Good

Satisfactory

Needs Improvement

Unsatisfactory

1. Punctuality

2. Attendance

3. Performance

a. Competence in performing assigned duties

b. Willingness and competence in following instructions

4. Cooperation – relationship with:

a. Co-workers

b. Supervisor/Administrator

c. Teachers

d. Students

e. Parents/Visitors

Comments:

Signed: _____, Supervisor _____ Date

Signed: _____, Employee _____ Date

(Signature indicates only that the employee has received the evaluation)