

**WEST CARROLL COMMUNITY UNIT SCHOOL
DISTRICT NO. 314**

and

**WEST CARROLL EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION, IEA-NEA**

COLLECTIVE BARGAINING AGREEMENT

2009-2012

ARTICLE 1: RECOGNITION AND DEFINITIONS

1.1 Recognition

The Board of Education of West Carroll Community Unit School District #314, Carroll County, Illinois, (hereinafter referred to as the “Employer” or the “Board”) recognizes the West Carroll Educational Support Personnel Association, IEA/NEA (hereinafter referred to as the “Association” or the “Union”) as the sole and exclusive bargaining representative as defined by the Illinois Educational Labor Relations Act for all regularly employed secretaries, clerical employees and payroll/personnel employees, all aides including instructional, non-instructional, health, library, and clerical aides, custodial and maintenance employees, buildings and ground employees, nurses, food service employees and technology Level 1 personnel (hereinafter referred to as “Employee(s)” or “Bargaining Unit Member(s)”) employed by the Employer. All employees who work less than fifteen (15) hours per week, all certified employees, transportation department employees, office manager, bookkeeper, director of food service, director of building and maintenance, director of technology, technology Level 2 and 3 personnel, secretary to the superintendent, and all supervisory, confidential, managerial and short-term employees as defined by the Illinois Educational Labor Relations Act are excluded from the Bargaining Unit.

1.2 Definitions

- A. The term “Employee” includes any person holding a position as included in (1.1) of the Recognition Clause.
- B. The term “Employer” or “Board” includes the collective body or any person holding a position as the Employer or authorized agent thereof.
- C. The term “Association” or “Union” includes the collective body or any person holding a position as the Association or its authorized agent thereof.

ARTICLE 2: FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 Bargaining Notification

The parties shall commence bargaining for a successor agreement as per the Illinois Educational Labor Relations Act and its Rules and Regulations.

2.2 Released Time for Bargaining

When negotiations are conducted during regular work hours, released time shall be provided for the Association’s negotiating committee members.

2.3 Mediation

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this agreement determines that the assistance of a mediator would be necessary. Should FMCS be unavailable, the parties shall immediately commence discussion as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

2.4 Contractual Amendments

The parties may modify or amend this agreement only by mutual consent or through mid-term bargaining rights. Such changes shall be reduced to writing, ratified, and signed by the parties and become an amendment to this contract and considered part of this Agreement.

2.5 Printing of Contract, Costs, and Distribution

Within thirty (30) days after the Agreement is signed, copies of the Agreement shall be printed at the expense of the Employer and presented to the Association for distribution to each Bargaining Unit member now and hereafter employed.

ARTICLE 3: GRIEVANCE PROCEDURE

3.1 Definitions

A grievance shall be any claim by an employee, employees, or the Association that there is an alleged violation, misinterpretation, or misapplication of the terms of this Agreement. Time limits are days when the Central Administrative office is officially open for business. Time limits may be extended by mutual written agreement of the parties.

3.2 Procedural Steps

The parties acknowledge that an employee and the employer may resolve problems through free and informal communications; however, a grievance shall be processed as follows:

- A. Step 1.** The Association or the grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. 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. The grievant, the Association representative, and the immediately involved supervisor shall be present for the meeting. Within ten (10) days of the meeting, the supervisor shall provide the grievant and Association with a written response, including reasons therefore.
- B. Step 2.** If the grievance is not resolved at Step 1, then the Association or grievant may refer the grievance to the Superintendent or the Superintendent's designee within ten (10) days after receipt of the Step 1 answer. The Superintendent shall arrange with the Association representative for a meeting to take place within ten (10) days of the Superintendent's receipt of the Step 2 grievance. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons therefore.

- C. **Step 3.** If the grievance is not resolved by the Superintendent, the Association shall refer it to the Board at their next regularly scheduled meeting, or within thirty (30) calendar days. The Association's representative, the grievant, and the immediately involved administrator shall meet with the Board in closed session to discuss the grievance. Within ten (10) days of the meeting, the Association shall be provided with the Board's written response to the grievance, stating the reasons for its decision.

- D. **Step 4.** If the Association is not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to final and binding arbitration under the American Arbitration Association (AAA) rules and procedures. At the request of the Association, the Expedited Rules of the AAA shall be used instead of the Voluntary Labor Arbitration Rules. Arbitrator fees and expenses shall be shared equally by the parties. If only one party requests a transcript, that party shall bear the cost. If both parties request a transcript, the cost shall be shared equally.

3.3 Other Provisions

- A. **Bypass.** By mutual Agreement any step of the grievance procedure may be bypassed.

- B. **Class Grievance.** Grievances involving more than one employee, more than one supervisor, or an administrator above the building level may be initially filed by the Association at Step 2.

- C. **Non-Reprisal Clause.** No reprisals shall be taken by the employer against any employee because of the Employee's participation or refusal to participate in a grievance. All records related to a grievance shall be filed separately from the personnel files of the Employees.

- D. **Release Time.** Should the investigation or processing of any grievance require that an employee or an Association representative be released from their regular assignment, the employee and/or Association representative shall be released without loss of pay or benefits.

- E. **Failure to Respond.** Failure by the appropriate District representative to communicate his/her decision at any step within the specified time limits shall permit the Association to advance the grievance to the next step of this procedure within the time allotted as though the lower decision had been communicated. This provision shall not be construed as to limit the scope of the District's response to the grievance at any level.

F. Settlements and Withdrawals. A grievance may be withdrawn at any level without establishing prejudice or precedent. By mutual Agreement of the Association and the Employer, a grievance may be settled at any step with or without prejudice or precedent. If both parties agree, the grievance may be treated as though never having been filed.

ARTICLE 4: EMPLOYEE RIGHTS

4.1 Rules and Regulations Governing Employees

Rules and regulations that govern employee work and that are not set forth herein shall be reasonable. Enforcement of employee discipline shall be fair and exercised for just cause. All policies, regulations, and rules of the employer governing employee work, including those affecting only individual buildings, must be published and a copy made available to the Employees; such copies shall be placed in the main office at each of the buildings within the District. Changes in existing policies, regulations and rules shall be placed on the Employees' bulletin board, as well as given to the Association president, prior to enforcement.

4.2 Employee Representation

Whenever an employee is required to appear before any administrator, supervisor or member(s) of the Board of Education concerning any matter that is evaluative, disciplinary in nature, or could adversely affect terms and conditions of employment, the employee shall be provided at least twenty four (24) hours prior written notice of the reasons for such meeting and be entitled to have a representative of the Association present to advise and represent him/her during the meeting or interview.

4.3 Employee Notification of Assignments

An employee shall be given written notice of any change of his/her assignments for the forthcoming school year no later than ten (10) calendar days after the first day of the new school term. Such notice shall include location(s), work schedule, name of supervisor(s), and job description. However, in the event of an emergency situation both parties agree that this clause may be waived.

ARTICLE 5: ASSOCIATION RIGHTS

5.1 Board of Education Meetings

The Association President or his/her designee shall be given written notice of any regular or special meeting of the Board and a copy of the agenda as well as proposed and approved Board of Education minutes whenever Board members are notified. A copy of the agenda shall be posted on each Employee bulletin board at least twenty-four (24) hours prior to the meeting. The Board shall place on the agenda of each regular Board meeting any matters brought to the Board's attention for consideration by the Association. The Association shall be allowed reasonable time to speak to any other matters considered at the Board of Education meeting whenever those matters occur on the agenda.

5.2 New Employees

Names and addresses of new employees shall be provided to the Association within ten (10) business days after their hiring. The Association and the employer agree that, at the request of the Association, up to one (1) hour will be made available within the first month of employment for orientation of and assistance to a new employee.

First year/school term classified staff employed will be paid by time slip until the start of the second school year of employment for West Carroll CUSD #314. At the start of the second school year, the classified staff employee will be offered payment of 20 or 24 pay periods. In the event an employee is released or resigns employment with the West Carroll CUSD #314, and is then reemployed at a later date, such will be considered a break in employment and that employee shall be treated as a first year/school term employee.

First year/school term custodians will be paid by time slip. At the start of the second school year, a custodian will be offered payment of 24 pay periods or payment by time slip. In the event a custodian is released or resigns from employment with West Carroll CUSD #314, and is then reemployed at a later date, such will be considered a break in employment and that custodian shall be treated as a custodian with beginning work date after April 22, 2007.

5.3 Subcontracting

The Board will attempt to have employees perform Bargaining Unit work where practicable. However, the Board reserves the right to contract out any work it deems necessary in the interest of efficiency and economy. During the term of this Agreement the duties of any employee or the responsibilities of any Bargaining Unit position shall not be transferred to persons not covered by this Agreement without the prior written Agreement of the Association.

5.4 Association Leave

In the event that the Association desires to send representatives to local, state, or national conferences, these representatives shall be excused without loss of salary and benefits to a maximum of fifteen (15) days per contract year provided that no more than three (3) such days may be used on any single day. The Association shall submit a written request for leave to the Superintendent or his/her designee at least one week in advance. The Association agrees to reimburse the District for the cost of a substitute employee that the District hires to perform the duties of the Association employee for these particular days.

5.5 Use of Facilities and Equipment

A. Announcements. Announcements of Association business not directly impacting students may be read over the intercom system in each building. Such announcements shall be made at the times regularly scheduled for announcements and may also be placed in the daily school bulletin and on appropriate bulletin boards.

B. Equipment. The Association shall have the right to use equipment including, but not limited to, telephones, typewriters, duplicating or printing equipment, binding equipment, calculators, audio-visual equipment, and computers at reasonable times when such equipment is not in use. The Association will reimburse the employer for the actual cost of any consumable supplies used by the Association.

C. Mailboxes and Bulletin Boards. The Association shall have the right to distribute printed materials in each district facility and use the employer's mail service as well as employee's mailboxes for communication to employees without interference, censorship, or examination of such communications by the employer. The Association shall have a bulletin board in either the employee lounge, dining room, work area, or main office at each building, subject to the same conditions as mailboxes.

5.6 Dues Deduction

Proper authorization for payroll deduction of membership dues shall be the signature of the employee on an authorization form prepared by the Association and submitted to the employer. Authorization shall remain effective from year to year unless the employee cancels such authorization in writing to the Superintendent and Association prior to September 1, effective for such school year. Authorizations submitted to employer by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods of the school year and remitted to the Association within ten (10) working days following each pay period.

5.7 Fair Share

- A.** Each Bargaining Unit Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay the fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.
- B.** In the event that the Bargaining Unit Member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.
- C.** Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

D. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,
- The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

E. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

F. It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

G. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association.

Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

ARTICLE 6: CALENDAR – WORK LOAD

6.1 Work Day/Work Week

- A. Full-Time Employees.** The standard work week for all full-time employees shall be at least thirty (30) hours a week and six (6) hours a day including at least one fifteen (15) minute paid break every four (4) hours and a duty free lunch and/or dinner break of no less than thirty (30) minutes. Employees shall be permitted to leave the building during lunch.

B. Part-Time Employees. Part-time employees are employees who work less than the standard work week but shall be contracted for at least fifteen (15) hours a week including one fifteen (15) minute break for every four (4) consecutive hours worked and a duty free lunch and/or dinner break of no less than thirty (30) minutes for every six (6) consecutive hours worked. Employees shall be permitted to leave the building during lunch. The District shall attempt to schedule all part-time hours consecutively.

C. Work Week Requirement. Paid leaves, holidays, vacation days and emergency days shall all count towards meeting the above work week requirements.

6.2 Work Year

The work year for all employees shall begin no sooner than July 1 and end no later than June 30. The work year shall include paid leaves, holidays, vacation days and emergency days.

6.3 Paid Holidays

Paid holidays are those days set aside on the calendar when the employees are not required to work, but for which they receive work credit and are paid their regular rate of pay. Any holiday that falls on a Saturday shall be observed on the preceding Friday and any holiday that falls on a Sunday shall be observed on the following Monday. The paid holidays are Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr.'s Birthday, Abraham Lincoln's Birthday or President's Day – whichever the District takes, Memorial Day, and Independence Day. If Casimir Pulaski Day is not waived by the District, then it will be included as a paid holiday.

6.4 Overtime

A. Regular Overtime. An Employee will be compensated at a rate equal to one and one-half (1-1/2) times his or her regular hourly rate of pay for all hours worked in excess of forty (40) hours in a week. Employees working overtime will be entitled to an additional fifteen (15) minute paid relief time for every two (2) hours worked.

B. Holidays and Weekend Work. No employee shall be required to work on weekends (unless part of the standard work week), or holidays except on a voluntary basis, in which case the weekend and/or holiday work assigned shall be contiguous to the normal work week. All unscheduled work on Saturdays will be compensated at regular overtime rate of pay, and holiday / Sunday work will be compensated at two (2) times the normal rate of pay.

C. Call-Back Work. Call-back work will be compensated at the employee's normal rate of pay unless such call-back exceeds overtime requirements in which case the employee shall be compensated at the overtime rate of pay. All call-back work will be credited at the minimum of two (2) hours.

- D. Overtime Procedures.** Overtime shall first be offered to the most senior employee who is qualified to do the activity within the affected building. If all employees therein refuse the overtime following a second offer, the least senior employee, who is qualified to perform the work, may then be required by the employer to perform the overtime work. Overtime shall thereafter be offered on a rotating basis using the above referenced seniority system, with each pay period being the basis for the rotation e.g .If no employee chooses to do the overtime task it will then go to the least senior qualified person within that particular building. Assuming that there is another overtime assignment during that pay period, and once again no one volunteers to do that particular task then the same person will be assigned that task. The following pay period that person will move to the bottom of the list, and the next in line- in order of seniority for those qualified to do that particular task- will be required to do the particular overtime task. In the event that there is no overtime needed for a particular pay period, the person who is next on the list shall remain next on the list until they are required to perform an overtime duty.
- E. Day/Night Shift Assignment.** An employee shall never be assigned a contiguous night shift and a day shift as part of a regular work week.

ARTICLE 7: WORKING CONDITIONS

7.1 Safety

- A.** Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health or safety. If the employee becomes aware of a potentially unsafe or hazardous condition, the employee should report this situation to his/her immediately involved supervisor who shall promptly investigate. If a potentially unsafe or hazardous condition remains, an employee may refuse any direction(s) that he/she feels could reasonably endanger life, safety, or welfare.
- B.** No employees shall be required to work out-of-doors in extreme cold including wind chills unless specifically required to maintain the safety of the students and/or schools. Indoor work sites shall be not less than 60 degrees F. or greater than 100 degrees F.
- C.** The Employer shall provide each building with first-aid kits. Each kit shall contain rubber gloves, mouth-to-mouth breathers, first-aid book, and basic first-aid supplies.
- D.** The employer or its medical plan shall provide, with no co-pay or deductible, Hepatitis-B vaccine injections for employees.
- E.** The employer shall provide all equipment and supplies necessary for an employee to safely perform his/her job.

7.2 Restrooms and Break Rooms

The employer shall make available in each school, adequate lunchroom and lavatory facilities exclusively for employees' use and at least one appropriately furnished room as an employees' break room.

7.3 Control and Discipline of Students

The employer shall support employees with respect to the control and discipline of students in the employees' assigned work area. The employer shall take steps to relieve the employees of responsibilities in respect to students who are disruptive or who repeatedly violate rules and regulations. Employees may use reasonable physical force with a student as is necessary to protect themselves, a fellow employee, any other employee, a teacher, an administrator or another student from attack, physical abuse or injury, or to prevent damage to district property. Any employee whose presence is necessary to attend a student hearing shall be released from duty with no loss of pay or benefits.

7.4 Employee Responsibility

In the absence of a building supervisor or designee, employees shall not be held accountable for the supervision of the building.

ARTICLE 8: EMERGENCY SCHOOL CLOSING

8.1 Notification Procedure

When an emergency confronts the schools, notifications of the closing of schools will be released over WCCI, the District's Emergency Telephone System, and any other appropriate radio and/or television station as soon as possible. If an Employee(s) reports to his/her work site prior to the notification being released, said Employee(s) shall be paid a minimum of two (2) hours. In the event that school is dismissed early for weather related purposes, the Employees shall receive a full day's pay.

8.2 School Closing – Leave Days

When the schools and/or school offices are officially closed by the Superintendent, no leave days previously arranged by an Employee will be deducted for such emergency days.

8.3 Bomb Threat

Whenever a school official is notified of a bomb threat, all personnel and students shall be evacuated from the building until a search by law enforcement authorities reveals a bomb or lack thereof. No employee shall be required or asked to search for a bomb.

ARTICLE 9: LEAVES

9.1 Sick Leave (Paid Leave)

At the beginning of each work year, each Employee shall be credited with sick leave as follows:

12 month employees	13 days
9 month employees	10 days

Unused sick leave shall accumulate to a maximum of 250 days. Sick leave is interpreted to mean personal illness, quarantine at home, or illness or death in the immediate family or household or **a birth, adoption, or placement for adoption. Up to 30 days of sick leave, as allowed by School Code, may be used for a birth, adoption, or placement for adoption. If requested additional days may be granted for a birth, adoption, or placement for adoption if the Employee can provide medical certification verifying a personal illness or the illness of an immediate family member as defined by School Code.** The employer shall furnish each employee with a written statement each month stating the total accumulated sick leave credit for said employee. Immediate family is defined as parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Sick leave earned as of the effective date of this agreement will be carried forward.

9.2 Personal Leave (Paid Leave)

A New 12 Month Employee upon completion of his/her probationary period (three continuous months) shall be credited with a maximum of 3 personal leave days.

A New 9 Month Employee upon completion of his/her probationary period (three continuous months) shall be credited with a maximum of 2 personal leave days.

Thereafter, at the beginning of each work year, each 12 month employee shall be credited with three (3) Personal Days and each 9 month employee shall be credited with two (2) Personal Days to be used for personal reasons. A personal day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day shall notify his/her supervisor at least one day in advance, except in an emergency. All remaining unused personal leave days will be converted to sick days at the end of each year.

9.3 Bereavement Leave (Paid Leave)

Employees may use up to three (3) days of their individual sick leave per year for leave connected with the attending of funerals for persons beyond the immediate family as defined in Section 9.1 above, without loss of salary and any other benefits.

9.4 Jury Service and Related Appearances (Paid Leave)

Any employee called for jury duty, subpoenaed to testify, or ordered by the court to attend any judicial or administration matter shall suffer no loss of contractual benefits.

9.5 Leave of Absence Without Pay (Unpaid Leave)

A leave of absence for not more than two (2) years in duration shall be granted to an employee for military service upon written request. The Board will follow all applicable regulations governing Veterans rights as delineated in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Upon request, the Board may grant a leave for any other reasonable purpose. Requests for a leave of absence without pay shall include the reason for said leave and beginning and ending dates of said leave. During an unpaid leave, seniority, wage scale placement, and all other accrued benefits and rights shall be maintained as follows: 1) the date shall commence at the starting date of the leave, 2) resumption of benefits will begin upon the employee's return, 3) an employee returning from a leave of absence shall be reinstated to the same or substantially equivalent position and classification.

9.6 FMLA Leave

Any leave set forth herein shall be in addition to leave under the Family Medical Leave Act.

9.7 Sick Leave Bank

- (a) The Board, in cooperation with the WCESPA, hereby established a sick-leave bank plan. The intent of the plan is to provide extended sick leave to employees who incur a period of extended illness or disability. The sick-leave bank shall be administered by a committee comprised of the Superintendent, or his/her designee and two representatives of the WCESPA. The sick-leave bank committee shall compile an annual report of the total number of days in the sick bank to be made available the first day of the new school year. Eligible employees' participation in the plan shall be on a voluntary basis, subject to the following conditions.
- (b) An employee will be permitted to participate in the plan provided written notice of intent to participate in the plan is given to the Superintendent by October 1, 2009 for all existing employees and by October 1st of each year thereafter for all new employees.
- (c) Eligible new employees who fail to give written notice of intent to participate by October 1st of their first full year of employment will be forever precluded from participation in the plan.
- (d) Donation of Days-Each participating employee upon giving written notice of intent to participate will be required to immediately donate three days of sick leave to the bank.
- (e) The employees will replenish the sick leave bank at the rate of two (2) days each year.
- (f) The plan shall be applicable to the illness or disability of the employee, the plan does not apply to a normal pregnancy and delivery of child(ren).
- (g) The plan shall not be applicable to any illness or disability resulting from a medical procedure which could be safely deferred until a vacation recess or other non-school day(s) or hours. The plan shall not be

applicable to any illness or disability which occurs during an unpaid leave of absence.

- (h) The plan shall not be applicable to any illness or disability for which the employee does not provide the Sick-leave Bank Committee with written evidence which shall indicate the nature of such illness or disability. Such written evidence must be submitted prior to the onset of the use of sick-leave bank days. An employee must be off work a minimum of five days prior to him/her being able to receive benefits from the sick leave bank. After the five days have occurred the benefit time will run from the employee's first missed day. No one shall access the sick leave bank without having first used all of their accumulated sick leave.
- (i) A participating employee, who qualifies, therefore, may draw from the sick-leave bank a maximum of 45 days per school year.
- (j) Termination-A participating employee may voluntarily withdraw from future participation in the plan, provided written notice of intent to withdraw is given to the Superintendent five days prior to the date on which withdrawal is desired. Such withdrawal shall forever preclude such employee from future participation in the plan.
- (k) A participating employee will be withdrawn from participation in the plan upon the termination of such employee's employment as a result of dismissal, resignation, or otherwise.
- (l) In the event a participating employee is withdrawn from the plan, whether voluntarily or involuntarily, such employee shall not be permitted to withdraw any sick-leave days which were previously donated to the plan.
- (m) All unused sick-leave days donated by employees through the bank will be returned to the employees equally if the plan is terminated at the end of the school year.

ARTICLE 10: PERSONNEL FILE

10.1 Placement Of Materials In File

Only one official file shall be maintained. No evaluative materials shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any evaluative materials by signing the copy to be filed. The employee's signature shall mean only that he/she has received and read the contents therein. Any evaluative material not reduced to writing within thirty (30) calendar days following the event may not be added to the file. Any materials not contained in the employee's personnel file may not be used to evaluate or discipline the employee in any manner. Upon request of the employee, the employer will reproduce any materials in the employee's personnel file.

10.2 Right To Respond

The employee shall have the right to respond to any material in, or to be placed in, his/her file and have that response attached to the file copy of the document. The

immediate supervisor will sign the response acknowledging that he/she received and read the material.

10.3 Right To Examine File

An employee shall have the right to examine his/her personnel file within two (2) business days following the Employee's request and to have a representative of the Association accompany him/her in such review.

ARTICLE 11: EMPLOYEE EVALUATION

11.1 Orientation

Before any evaluation is conducted, the supervisor(s) responsible for evaluations shall familiarize each employee with and furnish each employee a copy of the evaluation procedures, standards, instruments, and job description.

11.2 Observations

All monitoring or observation of the work of each employee shall be conducted in person. Each evaluation shall be preceded by at least two (2) on-the-job visits by the evaluator for reasonable periods of time with one (1) week between visits.

11.3 Employee Evaluations

A new employee who works more than fifteen (15) hours in a week shall be termed a "Probationary Employee". The probationary period shall be three (3) continuous months. The discharge of a Probationary Employee shall not be subject to the provisions of Article 3. Upon completion of the probationary period, the employee will be placed on the applicable seniority list and credited with the seniority and service accumulated during the probationary period.

A probationary employee shall be evaluated at least twice with not less than fifteen (15) work days between evaluations. In the final evaluation the supervisor shall make recommendations to the Superintendent regarding the continued employment of that probationary Employee. The report shall contain only information previously disclosed to and discussed with the probationary employee. Non-probationary employees shall be formally evaluated not less than once every other employment year.

11.4 Pre-Evaluation Conference

A pre-evaluation conference between the evaluator and the employee shall be held to review the expectations of the parties, dates and times for observations, etc.

11.5 Post-Evaluation Conference

All evaluations shall be written and given to the employee within ten (10) days after the final observation. At the request of the employee or supervisor the parties shall meet to discuss the evaluation within five (5) days thereafter. The employee shall sign the evaluation and be given a copy by the evaluator. In no case shall the

employee's signature be construed to mean that he/she agrees with the contents of the evaluation but only that the evaluation has been discussed.

11.6 Right To Respond

An employee may submit a written response to his/her evaluation and have that response attached to the file copy of the evaluation. All written evaluations and the attached employee's comments are to be placed in the employee's personnel file. The immediate supervisor will sign the employee's response acknowledging receipt of the material and give the employee a signed copy.

11.7 Recommendations

If a supervisor believes an employee is doing unsatisfactory work, the supervisor shall state the reason(s) therefore in specific terms, specific steps the employee must undertake to improve, and any assistance to be given the employee towards that improvement.

11.8 Right To Representation

All employees shall have the right to have Association representation present at any evaluation conference.

11.9 Public Complaints

Complaints against employees that may result in a negative evaluation or other disciplinary action shall be subject to the procedures set forth in Article 11.

ARTICLE 12: DISCIPLINE OR DISMISSAL

No employee shall be disciplined or dismissed without just cause. Disciplinary action shall be progressive wherever appropriate and afford an Employee substantive and procedural due process. A suspension with pay and benefits is permitted pending final determination of any disciplinary action by the employer.

ARTICLE 13: SENIORITY

13.1 Seniority

Seniority shall be defined as the length of employee employment in the district and shall accumulate from the employee's first working day. Part-time Employees accrue seniority pro rata. In the event that more than one individual employee has the same starting date, seniority list position shall be determined by drawing lots. The drawing of lots to determine seniority shall be done with the President of the WCESPA, or his/her designee, present. District Seniority shall be unaffected by a change of job classification.

13.2 Seniority List

The Board shall prepare, maintain and post the seniority list. The initial seniority list shall be posted on the employee bulletin board at all work sites within thirty (30) work days after ratification of this Agreement. Revisions shall be prepared and

posted annually thereafter by January 1. The initial seniority list and subsequent revisions shall be furnished to the Association President. Any employee disagreeing with seniority placement shall notify the Superintendent and Association President in writing within thirty (30) work days after the posting.

13.3 Loss Of Seniority

Seniority is lost by (a) resignation, (b) dismissal for cause, (c) retirement, (d) after the exhaustion of recall rights, or (e) employment in a position excluded from the bargaining unit.

13.4 Seniority Classifications In The Bargaining Unit

For the purposes of this Agreement, all employees shall be placed in one of the following seniority classifications based on their current assignments:

- A. Secretarial
- B. Clerical
- C. Custodial & Maintenance
- D. Building & Grounds
- E. Instructional Aides
- F. Non-Instructional Aides
- G. Food Service
- H. Technical
- I. Nurse

In the event of a Reduction in Force (RIF), an employee shall maintain all accrued years of service to the District.

ARTICLE 14: STAFF REDUCTION AND RECALL

14.1 Layoff Procedure

No employee(s) shall be laid off through a Reduction in Force (RIF) unless said employee(s) shall have been notified at least sixty (60) days prior to the effective date of the layoff. No new individual shall be employed while there are laid-off employees qualified for a vacant position. In the event of a necessary Reduction in Force (RIF), the employer shall first lay off probationary employees by seniority, then the least senior non-probationary Employee(s).

14.2 Laid-Off Employees

Employees whose positions have been eliminated due to Reduction in Force (RIF) or who have been affected by a layoff /elimination of position shall have the right to assume any vacant position for which they are qualified. Laid-off employees shall, upon application, be granted priority status on the substitute list in order of seniority. Laid-off employees may continue their health and life insurance benefits by paying the regular monthly premium to the employer.

14.3 Recall Rights

Laid-off employees shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified. Any employees who have served more than thirty (30) working days in a classification shall be

deemed qualified for any position therein. Notices of recall stating the time and date when the employees must report to work shall be sent by certified mail to the last address reported by the employees to the employer.

ARTICLE 15: VACANCIES AND TRANSFERS

15.1 Definition of Vacancy

A vacancy shall be defined as a position within the bargaining unit presently unfilled as a result of a resignation, termination, promotion, or creation of a new position, except that a vacancy shall not be defined to include a mere redeployment of personnel due to a reduction in force. Open positions created because of a Leave of Absence shall not be considered a vacancy unless the Leave of Absence exceeds one (1) year.

15.2 Definition of Transfer

Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including changes in classification, buildings, shifts, and changes of positions within the same building with a different job description.

15.3 Posting of Vacancies

Vacancies shall be posted on a designated bulletin board in each building and on the District web site along with a copy of such posting sent to the Association. Vacancies shall be posted at least ten (10) school days prior to being filled. Summer postings shall be for a period of fourteen (14) calendar days. Such posting shall list the type and location of the work, starting date, relevant pay information, hours, job description, and minimum skills required.

15.4 Voluntary Transfers

Interested employees may apply in writing to the Superintendent or designee within the posting period.

15.5 Filling Vacancies

- A. A vacancy will be filled first by qualified employees returning from leave of absence to the vacated position, next by laid-off employees in order of seniority, then by voluntarily transferred employees, and finally by involuntary transfers.
- B. Employees who have applied for a vacancy shall receive a written notification from the employer whenever an applicant has been selected to fill a posted position.

15.6 Trial Period

A voluntarily transferred employee shall be given a thirty (30) work day trial period to demonstrate his/her ability to perform the new job. The employer shall give the employee any necessary training and assistance. If the employee fails to perform the required work during a trial period, the employee shall be returned to his/her previous assignment.

15.7 Involuntary Transfers

When it is necessary to involuntarily transfer employees within a building or a classification, all qualified volunteers shall first be utilized, if possible. When volunteers are not obtainable, involuntary transfers shall be made on the basis of the least seniority. Exceptions to seniority will be made when (1) an employee is the only employee who is certified and/or qualified for a specific position, (2) an employee has been transferred for disciplinary reasons, or (3) a new building is being initially staffed after volunteers have first been utilized. Provided an employee has not been transferred for a stated exception, the Superintendent will notify an involuntarily transferred employee of any vacancy in accordance with Section 15.5. If there is more than one (1) involuntarily transferred employee, the most senior involuntarily transferred employee shall have first right to claim the vacancy. An involuntary transfer shall not result in a loss of pay except for disciplinary reasons.

ARTICLE 16: COMPENSATION AND RELATED PROVISIONS

16.1 Insurance/Annuity

- A. Term Life / Accidental Death and Dismemberment.** The Board shall pay for each full time employee the premium for a \$25,000 term life insurance policy with a double accidental death and dismemberment (AD&D) feature. The policy incorporates an age reduction schedule which reduces the \$25,000 term policy to 65% at age 65 and to 50% at age 70.
- B. Health Insurance.** The Board shall provide a fully-paid twelve (12) month hospitalization, major medical, and prescription drug plan for each full-time employee. The benefits and levels of coverage shall be consistent with the prevailing insurance carrier's health plan.
- C. Health Insurance Option Plan.** All employees of record as of June 30, 2006 who received \$116.55 per month in lieu of the district health insurance plan shall now receive a payment of \$175.00 per month until the employee resigns, retires, is terminated or chooses to accept the District's health insurance plan consistent with the prevailing insurance carrier's health plan.

16.2 Mileage

Employees shall be paid approved mileage at the rate allowed by the Internal Revenue Service. Such mileage will include, but not necessarily be limited to,

travel from school to school, attending any approved inservice training, and various other work related travel.

16.3 Pay Periods

Each employee shall be paid in equal installments on the 10th and 25th of each month. If a regular pay date falls on a day when the schools are not open for business, then the employee shall receive pay on the last work day preceding the scheduled pay date. During the shutdown periods, checks shall be mailed to the designated address of the employee in a timely fashion to be received by the pay date.

16.4 Wages

- A. Salary Schedule.** The salary schedules shall be as set forth in Appendix A, which is attached to and incorporated in this Agreement. The work year on which each schedule is based is indicated on the schedule.
- B. Temporary Duties.** Any employee who temporarily assumes the duties of another Employee for a period of time which exceeds five (5) consecutive days will be paid the regular rate for those duties. An Employee's pay rate shall not be reduced as the result of any temporary change in duties.
- C. Shift Differential.** Employees who work traditional "second" and "third" shifts shall be paid an additional twenty-five cents (\$.25) per hour.
- D. Miscellaneous Pay Schedule.** Other miscellaneous wages and stipends shall be as set forth in the Appendix B, which is attached to and incorporated in this Agreement.

ARTICLE 17: EMPLOYEE RETIREMENT

17.1 Retirement with 20 years of District Service at age 55

To recognize the contributions and service of employees, the Board, during each of the two (2) school years or the last year immediately preceding retirement, agrees to pay each employee with twenty (20) years in the district an additional five percent (5%) above his/her salary. To be eligible, the employee must have reached age 55 and submitted to the Superintendent by March 1st a letter of intention to retire. An employee shall have the right, at the employee's expense, to continue district health insurance or a Medicare supplement through the district, whichever is applicable and consistent with the prevailing insurance carrier's health plan, until such coverage is available through the Illinois Municipal Retirement Fund.

17.2 Retirement with 20 or more years of District Service

In recognition of District service, in addition to the benefits provided in section 17.1, the Board will provide a payment of \$25.00 per day for up to 100 days of remaining unused sick leave days not used for additional IMRF service credit to a retiring employee with 20 or more years of district service. To be eligible to receive this benefit an employee must retire under the provisions of the Illinois Municipal Fund (IMRF). The payment will be made within thirty (30) days following the last official day of employment with the District. Any remaining sick leave days (days not needed for an IMRF contribution, or the “up to 100 days” benefit) will be an employee contribution to the WCESPA Sick Leave Bank.

ARTICLE 18: NO STRIKE, NO LOCKOUT PROVISION

The Association agrees that it will not strike during the period of this Agreement. The employer agrees that it will not lockout any employees during the term of this Agreement.

ARTICLE 19: EFFECT OF AGREEMENT

19.1 Contract Amendments

This Agreement may be altered, changed, added to, deleted from, or modified through the voluntary, mutual consent of these parties in a written and signed amendment to this Agreement.

19.2 Application Of Agreement

This Agreement shall supersede any rules, regulations, or practices of the employer that are contrary to or inconsistent with the terms herein. Both parties agree that the provisions of this Agreement shall not be applied in a manner that is arbitrary, capricious, or discriminatory.

19.3 Savings Clause

If any provision or application of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law; however, all other provisions or applications shall be continued in full force and effect.

19.4 Statutory Changes

Statutorily mandated changes in wages, hours, and other terms and conditions of employment created by the amendment or addition of guarantees now provided in Illinois or federal law shall be incorporated into this Agreement. Any other legislation that affects wages, hours, and other terms and conditions of employment shall obligate the parties to bargain such changes or the impact of such changes. Bargaining shall be conducted in accordance with the Illinois Educational Labor Relations Act

ARTICLE 20: JOB DESCRIPTION AND CLASSIFICATION

We agree to the formation of a joint subcommittee to discuss this topic with the understanding that the results of that subcommittee, upon approval of both parties, will then be made a part of this agreement.

ARTICLE 21: VACATIONS

21.1 Vacation Days

- A. Full-year employees shall receive paid vacation. Employees, when possible, should take a continuous vacation of at least one (1) week during each fiscal year. Continuous vacations of more than three (3) weeks must be approved by the appropriate supervisor.
- B. Employees may take vacation at dates of their choosing except when more than one employee requests the same date(s) and work demands reasonably prohibit all requesting employees from being absent. In such instances, the employee who first applied for the date(s) shall be granted his/her vacation request. Ties on the date of the vacation application shall be determined by granting the most senior employee his/her preference(s). Vacation time may not be taken prior to the completion of probation unless approved by the appropriate supervisor.
- C. If the denial of a vacation request causes the employee to lose vacation days, the employee will be paid at his/her per diem wage for lost vacation days.

21.2 Annual and Accumulated Vacation Days

Upon termination of employment, an employee shall be paid for all unused vacation time based upon his / her current rate of pay on the date of termination. Vacation time shall be computed on the basis of the following:

<u>Years of employment</u>	<u>Vacation Days</u>
9 months – 1 year	5
2 – 5	10
6 – 10	15
11- 20	20

ARTICLE 22: DURATION

This Agreement shall be effective from 12:00 a.m. July 1, 2009 and shall continue in effect through 11:59 p.m. of June 30, 2012.

This Agreement is signed this _____ day of _____, 2009.

In witness thereof:

For the Association:

For the Board:

West Carroll Community Unit District No. 314

List of West Carroll Community Unit District No. 314 Employees Participating in the Cash Opt Option instead of Board Paid Health Insurance

As of July 1, 2009

Atherton, Beverly
Atherton, Sharon
Bellich Renita
Biederman, Laurie
Chadwick, Diane
Cole, Dawnette
Cottral, Debbie
Falls, Shelley
Gallentine, Debora
Green, Ramona

Hartman, Michelle
Holmes, Juanita
Houzenga, Judy
Johnson, Ruby
Lopez, Angela
Myers, Deb
Phelps, Dawn
Randall, Roberta
VanBrocklin, Kathy
Wurster, Lori

WC Educational Support Personnel Association Salary Schedule 2009-2010							2.25% 7/6/09
Level	Longevity Factors:	0 Years Exp	1 - 5 Yrs Exp	6 - 10 Yrs Exp	11 - 15 Yrs Exp	16 - 20 Yrs Exp	21+ Yrs Exp
		1.0	1.1	1.3	1.5	1.6	1.7
Position							
A	Secretarial Staff						
3	Head Building Secretary	\$10.04	\$11.04	\$13.05	\$15.06	\$16.06	\$17.07
2	Building Secretary	\$9.28	\$10.21	\$12.06	\$13.92	\$14.85	\$15.78
1	Clerical Aide	\$8.81	\$9.69	\$11.45	\$13.22	\$14.10	\$14.98
B	Custodial & Maintenance Dept						
2	Head Building Custodial/Maintenance	\$11.52	\$12.67	\$14.98	\$17.28	\$18.43	\$19.58
1	Building Custodial/Maintenance	\$9.57	\$10.53	\$12.44	\$14.36	\$15.31	\$16.27
C	Building & Grounds Dept						
2	Head Building & Grounds	\$10.80	\$11.88	\$14.04	\$16.20	\$17.28	\$18.36
1	Building & Grounds Keeper	\$8.76	\$9.64	\$11.39	\$13.14	\$14.02	\$14.89
D	Food Services Dept						
3	Cafeteria Site Manager	\$10.25	\$11.28	\$13.33	\$15.38	\$16.40	\$17.43
2	Full Time Cook	\$8.76	\$9.64	\$11.39	\$13.14	\$14.02	\$14.89
1	Cafeteria Cook Assistant	\$8.26	\$9.09	\$10.74	\$12.39	\$13.22	\$14.04
E	Health Services Dept						
1	District Nurse	\$15.92	\$17.51	\$20.70	\$23.88	\$25.47	\$27.06
F	Technology Services Dept						
1	Technology Technician	\$12.13	\$13.34	\$15.77	\$18.20	\$19.41	\$20.62
G	Educational Support Staff (Aides)						
2	Instructional Aide	\$8.60	\$9.46	\$11.18	\$12.90	\$13.76	\$14.62
1	Non-Instructional Aide	\$8.26	\$9.09	\$10.74	\$12.39	\$13.22	\$14.04

WC Educational Support Personnel Association Salary Schedule 2010-2011							2.25% 7/6/09
Level	Longevity Factors:	0 Years Exp	1 - 5 Yrs Exp	6 - 10 Yrs Exp	11 - 15 Yrs Exp	16 - 20 Yrs Exp	21+ Yrs Exp
		1.0	1.1	1.3	1.5	1.6	1.7
Position							
A	Secretarial Staff						
3	Head Building Secretary	\$10.27	\$11.30	\$13.35	\$15.41	\$16.43	\$17.46
2	Building Secretary	\$9.49	\$10.44	\$12.34	\$14.24	\$15.18	\$16.13
1	Clerical Aide	\$9.01	\$9.91	\$11.71	\$13.52	\$14.42	\$15.32
B	Custodial & Maintenance Dept						
2	Head Building Custodial/Maintenance	\$11.78	\$12.96	\$15.31	\$17.67	\$18.85	\$20.03
1	Building Custodial/Maintenance	\$9.79	\$10.77	\$12.73	\$14.69	\$15.66	\$16.64
C	Building & Grounds Dept						
2	Head Building & Grounds	\$11.04	\$12.14	\$14.35	\$16.56	\$17.66	\$18.77
1	Building & Grounds Keeper	\$8.96	\$9.86	\$11.65	\$13.44	\$14.34	\$15.23
D	Food Services Dept						
3	Cafeteria Site Manager	\$10.48	\$11.53	\$13.62	\$15.72	\$16.77	\$17.82
2	Full Time Cook	\$8.96	\$9.86	\$11.65	\$13.44	\$14.34	\$15.23
1	Cafeteria Cook Assistant	\$8.45	\$9.30	\$10.99	\$12.68	\$13.52	\$14.37
E	Health Services Dept						
1	District Nurse	\$16.28	\$17.91	\$21.16	\$24.42	\$26.05	\$27.68
F	Technology Services Dept						
1	Technology Technician	\$12.40	\$13.64	\$16.12	\$18.60	\$19.84	\$21.08
G	Educational Support Staff (Aides)						
2	Instructional Aide	\$8.79	\$9.67	\$11.43	\$13.19	\$14.06	\$14.94
1	Non-Instructional Aide	\$8.45	\$9.30	\$10.99	\$12.68	\$13.52	\$14.37

WC Educational Support Personnel Association Salary Schedule 2011-2012							2.25% 7/6/09
Level	Longevity Factors:	0 Years Exp	1 - 5 Yrs Exp	6 - 10 Yrs Exp	11 - 15 Yrs Exp	16 - 20 Yrs Exp	21+ Yrs Exp
		1.0	1.1	1.3	1.5	1.6	1.7
Position							
A	Secretarial Staff						
3	Head Building Secretary	\$10.50	\$11.55	\$13.65	\$15.75	\$16.80	\$17.85
2	Building Secretary	\$9.70	\$10.67	\$12.61	\$14.55	\$15.52	\$16.49
1	Clerical Aide	\$9.21	\$10.13	\$11.97	\$13.82	\$14.74	\$15.66
B	Custodial & Maintenance Dept						
2	Head Building Custodial/Maintenance	\$12.05	\$13.26	\$15.67	\$18.08	\$19.28	\$20.49
1	Building Custodial/Maintenance	\$10.01	\$11.01	\$13.01	\$15.02	\$16.02	\$17.02
C	Building & Grounds Dept						
2	Head Building & Grounds	\$11.29	\$12.42	\$14.68	\$16.94	\$18.06	\$19.19
1	Building & Grounds Keeper	\$9.16	\$10.08	\$11.91	\$13.74	\$14.66	\$15.57
D	Food Services Dept						
3	Cafeteria Site Manager	\$10.72	\$11.79	\$13.94	\$16.08	\$17.15	\$18.22
2	Full Time Cook	\$9.16	\$10.08	\$11.91	\$13.74	\$14.66	\$15.57
1	Cafeteria Cook Assistant	\$8.64	\$9.50	\$11.23	\$12.96	\$13.82	\$14.69
E	Health Services Dept						
1	District Nurse	\$16.65	\$18.32	\$21.65	\$24.98	\$26.64	\$28.31
F	Technology Services Dept						
1	Technology Technician	\$12.68	\$13.95	\$16.48	\$19.02	\$20.29	\$21.56
G	Educational Support Staff (Aides)						
2	Instructional Aide	\$8.99	\$9.89	\$11.69	\$13.49	\$14.38	\$15.28
1	Non-Instructional Aide	\$8.64	\$9.50	\$11.23	\$12.96	\$13.82	\$14.69

West Carroll Schools

High School Extra- Duty Increments	Incremental Per Cent	Years of Experience in Activity	Experience Factor
HS Athletic Director	18.00%	0	1
HS Cheerleader Advisor	4.00%	1	1.04
HS Flag Corps Advisor	4.00%	2	1.08
HS Head Varsity Athletic Coach	12.00%	3	1.12
HS Assistant Athletic Coach	8.00%	4	1.16
HS Varsity Academic Bowl	3.50%	5	1.2
HS Assistant Academic Bowl	2.50%	6	1.24
HS Yearbook Advisor	5.00%	7	1.28
HS Student Council	6.00%	8	1.32
9th Grade Class Advisor	3.00%	9	1.36
10th Grade Class Advisor	3.00%	10	1.4
11th Grade Class Advisor	4.00%	11	1.44
12th Grade Class Advisor	3.00%	12	1.48
		13	1.52
		16	1.56
		19	1.6
		22	1.64
		25	1.68
		28	1.72
		31	1.76
		34	1.8
Clubs and Organizations Approved by the Board			
An Approved High School Club	1.00%		
Rotary Interact	1.00%		
Science Club	1.00%		
Spanish Club	1.00%		
HS National Honor Society	2.00%		
FCCLA 3%	3.00%		
FCCLA 4% with a State Officer	4.00%		
FCCLA 5% with a National Officer	5.00%		
FFA 4%	4.00%		
FFA 5% with a State Officer	5.00%		
FFA 6% with a National Officer	6.00%		
Industrial Arts Maintenance	1.50%		
Head of a Drama / Play (Per Production)	2.00%		
Assistant of a Drama / Play (Per Production)	1.00%		
Head of a Musical (Per Production)	4.00%		
Assistant of a Musical (Per Production)	2.00%		
HS Instrumental Music	9.00%		
HS Vocal Music	7.50%		

2008-2009	Base:	\$26,070.28
2009-2010	Base:	\$26,461.33
2010-2011	Base:	\$26,990.56

Middle / Intermediate School Extra-Duty Increment	
MS Athletic Director	9.00%
An Approved Middle or Intermediate School Club	1.00%
MS Cheerleader Advisor	3.00%
MS Dance Advisor	3.00%
MS Athletic Coach	6.00%
MS Academic / Quiz Bowl	2.00%
MS Student Council	3.00%
MS Vocal Music	3.50%
MS Instrumental Music	5.00%
Intermediate Instrumental Music	5.00%
Intermediate School ECO Meet Sponsor	\$300.00

Student Supervisor

Saturday School Supervision (Per Hour)	\$15.00
Additional Teacher Assigned as an Event Chaperone (Per Hour)	\$12.00
Additional Assigned Extra-Duty Outside School Day (Per Hour)	\$12.00

Payment for Extra-Duty Increments

- 1 Extra-Duty salary is calculated as the Experience Factor multiplied by the Base Salary multiplied by the Incremental Per Cent.
- 2 Extra-Duty increments will be paid in one lump sum at the end of the season, activity, production, or school year.
- 3 An Employee receiving an Extra-Duty increment as a sponsor of the FFA, FCCLA, Instrumental or Vocal Music may have the option of receiving his/her increment split equally throughout the year and must notify the District Business Office of his/her selection no later than the second day of student attendance.

The "Years of Experience in Activity" will be computed based on the number of years supervising or coaching the activity. Each activity is grouped together and separated by a line above. Experience in the above "grouped" activities will be transferred from one "group" activity to another activity (e.g. if an employee is a 9th Grade Class Advisor for 5 years and then becomes the 12th Grade Advisor then that employee will receive credit for his/her time as a 9th Grade Class Advisor and his/her "Years of Experience in Activity" in his/her first year as a 12th Grade Advisor will be 5 or if an employee is the Golf Assistant Coach for 5 years and then becomes the Head Golf Coach his/her Year of Experience in Activity his/her first year of Head Golf Coach will be 5 years). However, in respect to coaching experience, the experience does not cross over to other sports (e.g. 5 years of Assistant Golf Coach will not transfer if that employee then becomes the Head Football Coach).