

COLLECTIVE BARGAINING AGREEMENT

between

The Meridian Education Association

and

The Meridian Community Unit School

District#101

2013-2014

2014-2015

2015-2016

2016-2017

2017-2018

ARTICLE I-RECOGNITION

1.1 The Board of Education of District 101, Pulaski County, Mounds, Illinois, hereinafter referred to as the "Board", hereby recognizes the Meridian Education Association, IEA-NEA, hereinafter referred to as the "Association", as the exclusive and sole negotiation agent for all regularly employed full-time and part-time certified personnel, and non-certified personnel covered by this Agreement; excluded are the following: the Superintendent, Principals, Central Office Professional Staff, Teacher Aides, Bookkeeper, Assistant Bookkeeper, Superintendent's Secretary, Tech Support Specialist, and personnel hired through grants to solely perform services after school; all confidential, supervisory, managerial, and short-term personnel as defined by the Illinois Labor Relations Act (IELRA).

1.2 Definitions:

A. The term employee and/or bargaining unit member shall refer to all persons covered by this Agreement.

B. Part-time employees shall be defined as any employee who regularly works twenty (20) hours or less per week.

Part-time employees shall be covered by the provisions of this Agreement, with the exception of salaries and benefits which shall be based upon their fractionalized employment status.

C. Certified Personnel: Employees in a position requiring licensure by the Illinois State Board of Education

D. Non-certified Personnel: Employees in a position not requiring licensure issued by the Illinois State Board of Education

E. Chain of Command: An employee's immediate supervisor followed by the Principal, Superintendent, and the Board.

F. Probationary employee shall mean a certified employee who has not acquired tenure in the District, or a non-certified employee who has completed less than ninety (90) workdays of employment.

G. Non-Probationary employee shall mean a certified employee who has acquired tenure in the District; or a non-certified-employee who has completed ninety (90) or more workdays of employment.

H. Supervisor is a person who oversees the work of others.

- 1.3 The Board agrees not to negotiate with any collective bargaining organization other than the Meridian Education Association regarding the terms of this agreement and the employees covered by this Agreement unless the Association loses its status as exclusive bargaining representative.

The Board further agrees not to negotiate individually with any employee covered by this Agreement regarding any matters concerning wages, hours, terms, and conditions of employment.

ARTICLE II-RESPONSIBILITIES AND RIGHTS

- 2.1 The Executive Committee of the MEA shall meet monthly with the Superintendent and /or designee.
- 2.2 The Board and Administration require all employees to discuss with their immediate supervisor problems of mutual interest and/or concerns, providing that such problems are not a subject for negotiations. The employee will follow the Chain of Command.
- 2.3 The rights granted to the Association and bargaining unit members in this Agreement shall not be abridged by the Board in a manner which is arbitrary, capricious or discriminatory.
- 2.4 The Board agrees that its rules and regulations governing employee conduct shall be reasonable and fair, and that dismissal of non-probationary employees shall be for just cause except as otherwise specifically provided for in this Agreement. The parties further agree that the Board and the Superintendent, as well as the Association and all employees covered by this Collective Bargaining Agreement, will treat each other in a professional manner at all times.

ARTICLE III-COLLECTIVE BARGAINING PROCEDURES

- 3.1 Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- 3.2 The parties shall commence bargaining for a successor Agreement between March 1 and May 1 of the final year of the Agreement.
- 3.3 The first meeting shall be devoted to a general discussion of issues, the establishment of "ground rules" and dates for the negotiations, and if possible, the presentation of proposals from either team.
- 3.4 When negotiations are conducted during regular work hours as a result of mutual agreement of the parties, release time shall be provided to the Association's Negotiating Committee members.
- 3.5 Tentative Agreements

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and seek tentative agreements.

All tentative agreements shall be written and initialed by the spokesperson of the respective teams at the meeting during which the tentative agreement is reached. Initialed copies shall be given to each negotiating team.

After the Association and Board negotiating teams have reached tentative agreement on all matters negotiated, the Agreement shall be submitted to the Association membership and the Board for ratification as soon as practicable.

3.6 Contractual Amendments

The parties may modify or amend this agreement by mutual consent. Such changes shall be reduced to writing, ratified and signed by the parties and become an amendment to this contract.

ARTICLE IV-GRIEVANCE PROCEDURE

4.1 Definitions

- A. A grievance is limited to a claim by the Association or an employee to matters pertaining to a violation of the Collective Bargaining Agreement or Board policy.
- B. All references to days shall mean school days, except that between the end of the school year and the beginning of the next school year, and during winter break and spring break, days shall mean days when the District's Administrative Office is open.
- C. Nothing contained herein shall be construed as a limitation upon the right of an individual employee or group of employees to present grievances to their employer and have them resolved without intervention of the Association as long as the resolution is not inconsistent with the terms of this Agreement and the Association has been given the right to be present prior to final resolution of the grievance.

4.2 Procedure

The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

- A. The grievant shall present the grievance in writing within thirty (30) days of the occurrence of the event giving rise to the grievance, specifying the article and clause alleged to have been violated and the remedy sought, to his/her building Principal. The Principal shall arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Principal shall provide a written response to the grievance within ten (10) days after the meeting. The response shall state reasons if the grievance is denied.
- B. If the grievance is not resolved at Step A, the grievant may refer the grievance to the Superintendent or official designee within ten

(10) days after the receipt of the Step A response. The Superintendent or official designee shall arrange for a meeting to take place within ten (10) days after receipt of the appeal. Within ten (10) days after the meeting, the grievant will be provided with the written response from the Superintendent or official designee. The response shall state reasons if the grievance is denied.

- C. If grievant is not satisfied with the disposition of the grievance at Step B, or the time limits expire without issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration within thirty (30) days to the American Arbitration Association, which shall act as the administrator of the proceedings.

4.3 A. Time Limits

Failure of an employee or the Association to act on any grievance within the prescribed time limits will bar any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.

B. Investigation

Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or other employees are not interrupted.

C. Bypass

Step 4.2,A of the grievance procedure may be bypassed and the grievance brought directly to Step 4.2,B if mutually agreed upon by the employee and the Superintendent.

D. Class Grievance

Class grievances involving two or more employees or supervisors and grievances involving an administrator above the building level may be initially filed by the Association at Step 4.2,B

E. Right to Representation

The Board acknowledges the right of the employee to have an Association Representative present, if the grievant requests one, at Step 4.2,B. No employee shall be required to discuss a grievance without the presence of an Association Representative, provided that one is requested.

F. Reprisal Clause

No reprisals shall be taken by the Board or the Administration against an employee because of his/her participation in a grievance.

G. Release Time

As not to interrupt the educational process, the Association and Board will implement after school grievance meetings without any payment to the Association Representative or the employee. In the event that a meeting must be held during the regular school day, the grievant and Association Representative shall be released from his/her regular assignment without the loss of pay or benefits to attend the meetings scheduled with the Administration related to the grievance procedure as specified in 4.2, A-C.

H. Filing of Materials

All records related to a grievance shall be filed separately from the personnel files of the employee.

I. Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

J. Election of Remedies

If the Association or any employee files any formal claim or complaint other than under the grievance procedure of this Agreement, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE V-EMPLOYEE RIGHTS

- 5.1 In accordance with the applicable provisions of the School Code of Illinois, the Board shall provide indemnification or protection to bargaining unit members. Copies of applicable insurance policies shall be given to the Association President.
- 5.2 The Board shall not issue individual contracts or employment agreements which are inconsistent with the terms of this agreement.
- 5.3 When an employee is required to meet with an administrator or the Board and the employee reasonably fears the meeting could result in disciplinary action, the employee shall be entitled to have an Association Representative present upon request. For the purpose of this section, "disciplinary action" shall mean a written reprimand, dismissal or suspension. This section shall not permit representation during evaluation processes in the District.
- 5.4 In any case of assault upon an employee within the scope of his/her employment, the employee shall report the incident to his/her immediate supervisor/principal verbally and in writing as soon as practicable. The supervisor/principal will notify the district's worker's compensation insurance carrier of the incident and, if requested, will assist the employee with filing a claim.
- 5.5 The Board shall post a copy of the current Board policy manual and personnel handbook on the District website and update those postings following Board action amending those documents.

ARTICLE VI-ASSOCIATION RIGHTS

6.1 Use of Bulletin Boards

The Board agrees that bulletin boards shall be provided for the exclusive use of the Association in each school building for posting notices of activities and other matters of Association concern. The Association may use employee school mailboxes for Association matters.

6.2 Use of Buildings and Facilities

The Association shall have the right, upon approval of the Building Principal or Superintendent, to use the school buildings for meetings at a time when school is not in session provided that such meetings do not interfere with instructional and extracurricular programs. All meeting areas shall be approved by the Superintendent. Whenever special custodial service is required, the Board may make a reasonable charge for this service.

6.3 Use of Public Information

The Association shall be furnished upon request all regularly and routinely prepared public information concerning the financial condition of the school, including the annual financial statements and adopted budget. In addition, the Board and the Administration will grant reasonable requests for any other readily available and pertinent public information which may be relevant to negotiations or grievances. Nothing herein shall require the central administration staff to research and assemble information. The Association will furnish copies of any pertinent information as reasonably requested by the Superintendent or Board.

6.4 Agendas and Minutes of Board Meetings

- A. Copies of the minutes of all Board meetings along with attachments, as well as minutes, relating to the development and amendment of Board policy shall be sent to the Association President no later than ten (10) days following the Board meeting at which they are officially approved.

- B. Informational packets which are prepared for the Board members to conduct the business of the designated meeting(s) shall be provided to the local Association President prior to the meeting. The contents of such packets shall include public information provided to the Board members, including, but not limited, to the meeting agenda, minutes of the previous meeting and financial reports. Within one (1) week of each Board meeting, the local Association President shall be provided with an update of items presented at said meeting and the results of any action taken on these items.

6.5 Association Leave

In the event that the Association desires to send a representative to a state or national conference or for official Association business, a representative(s) of the Association shall be excused without loss of salary or benefits in accordance with the following:

- A. The total maximum number of days shall not exceed eight (8).
- B. The President of the Association shall submit a written request to the Superintendent at least one (1) week in advance of anticipated usage.
- C. No more than four (4) representatives shall be excused at any one time and no more than two (2) employees from any one building will be excused at any given time.
- D. The frequency of such meetings shall not impair the quality of classroom instruction or job performance of an employee.
- E. Additional days up to a maximum of six (6) may be purchased by the Association reimbursing the district at the substitute rate.
- F. Any business that requires union officials or representatives attention. These days are included in the fourteen (14) days.

6.6 When a selection-interview committee is appointed by the Board to interview and recommend employment of an administrator, the President or President-elect of the Meridian Education Association shall serve as a member.

6.7 School Calendar

The Superintendent shall submit the proposed school calendar to the Association President for input and discussion prior to its submission to the Board for adoption. The final decision regarding all issues related to the school calendar shall be left to the discretion of the Board.

ARTICLE VII-MANAGEMENT RIGHTS

The Board, on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Illinois, including the Illinois Educational Labor Relations Act, and of the United States, including but without limiting the generality of the foregoing, the right:

- 7.1. To the executive management and administrative control of the school system and its properties and facilities, including functions of the district, standards of services, its overall budget, and organizational structure.
- 7.2. To hire all employees and subject to the provisions of the law, to determine qualifications and the conditions for their continued employment or dismissal, transfer or demotion; and to promote and direct all such employees; and to determine the need for lay-off of employees, and to carry out said determination.
- 7.3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- 7.4. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to written Board policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
- 7.5. To determine the duties and standards of performance for non-certified employees and certified employees; and whether non-certified employees or certified employees adequately perform such duties and meets such standards.
- 7.6. To determine class schedules and the duties, responsibilities and assignments of certified employees as well as the scheduling of duties, responsibilities and assignments of non-certified employees.
- 7.7. To determine job classifications, as well as the curriculum, policies, procedures, objectives, goals and programs.

The Board agrees that the above mentioned rights will not be exercised in violation of the expressed terms of this Agreement.

ARTICLE VIII-WORKING CONDITIONS

8.1 Non-Certified Employees' Workday Hours/Work Year

The normal workday hours and work year for full-time non-certified employees follow, with the exception that an employee's workday hours and/or work year may be reduced under a reduction in force (RIF):

Position	Hours per Day	Days
Food Service	7 hours 35 minutes	177 per school year
Pre-K Parent/Teacher Coord.	7 hours 35 minutes	180 per school year
Custodians	8 hours	260 per fiscal year
Secretaries	8 hours	260 per fiscal year*

* includes student attendance, workshop, in-service, institute and parent/teacher conference days

An employee's workday hours/work year may be modified based on the following exceptions:

1. Meetings scheduled by the administration.
2. Other emergencies which, in the opinion of the administration, affect the health, safety or welfare of the students.
3. Parent/teacher or student/teacher conferences.
4. Extracurricular assignments.

8.2 Certified Employees' Workday Hours/Work Year

The normal work year will include 180 workdays and no more than seven hours (7) and thirty-five (35) minutes, with the following exceptions:

1. Meetings scheduled by the administration.
2. Parent/teacher or student/teacher conferences.
3. Extracurricular assignments.
4. Other emergencies which, in the opinion of the administration, affect the health, safety or welfare of the students.
5. Other circumstances in which teachers utilize their professional judgment to determine that their presence is required beyond the normal work day.

8.3 LUNCH and/or BREAKS

- A. Certified and non-certified employees whose duties require attendance at the school for four or more clock hours in any school day shall be entitled to a duty free lunch period equal to the regular lunch period but not less than thirty (30) minutes in each school day. Employees will be allowed to eat lunch in their rooms during their duty free lunch period. Lunch brought from home or cafeteria may be permitted. Children are not to be present during this time. If trays or food are found to be continually left in the rooms, the Principal may cancel this privilege.
- B. All full-time Non-Certified Employees shall have two (2) duty free flexible fifteen (15) minute breaks per day. The Principal will set breaks with input from the non-certified employee and supervisor.

8.4

TIME SHEETS

- A. Non-certified employees will be required to submit a weekly time sheet reflecting hours worked each day. See Appendix D.
- B. Overtime may only be worked upon pre-approval of a non-certified employee's immediate supervisor. Non-certified employees will not be required to work on weekends or holidays, except on a voluntary basis and as follows:
 - 1. All work over and above forty (40) hours per week shall be compensated at a rate of one and one-half times (1½) their hourly rate of pay in accordance with the Fair Labor Standards Act. Leave, such as vacation, holiday and paid leave, shall not be used to calculate eligibility for overtime pay.
- C. School Closings [Non-Certified Employees]
 - 1. Twelve month employees are expected to report to work in the event of any emergency shutdown. If such employee is unable to report for work due to emergency, crisis, weather, or acts of God, she/he shall not be disciplined but

shall have the option of substituting vacation or personal leave days so as not to lose pay, time, or benefits.

2. Partial year employees (9 and 10 month employees) who are not expected to report for work on student non-attendance days or as indicated on their work classification's calendar shall not lose pay or benefits when buildings are shut down for emergency, crisis, weather, or acts of God provided that the school calendar is amended to restore those days. Those employees who are expected to work when buildings are shut down for emergency, crisis, weather, or A c t of God shall make every reasonable effort to report to work. The Superintendent or his designee shall establish procedures for notifying employees of emergency shutdown.

8.5 STAFF MEETINGS

The Administration may schedule meetings as deemed necessary and determine employees needed. The Administration recognizes the value of restricting such meetings to those actually necessary.

8.6 REQUISITIONS

Each certified employee shall be given the opportunity to submit requisitions for materials and supplies (other than text books) needed for the daily teaching responsibilities for the following school term. The Administrator/Principal will determine when requisitions are to be submitted allowing teachers at least four (4) weeks to complete. When possible the Administrator/Principal will inform employees the amount allocated for expenditures.

Certified employees shall be informed of the Administration's decision on those requests no later than the end of the fiscal year (June 30).

8.7 MEETINGS BETWEEN PARENTS AND TEACHERS

Meetings between parents and teachers may be held before school, during teacher preparation time or after school. Certified employees shall receive advance notice of any parent request for a meeting. A date and time that is mutually agreeable to both the parent and certified employee will be scheduled. Impromptu meetings will not be conducted during the regular school day unless the Administrator deems it necessary and is present during the meeting.

8.8 GRADES

Certified employees shall maintain the right and responsibility to determine grades and assessments of students, with proper documentation, and in accordance with the district grading scale and grading criteria adopted by the Board. The Administration shall not change such grades or assessment results without consulting the certified employees.

ARTICLE IX-IN-SERVICE/STAFF DEVELOPMENT PROGRAMS

- 9.1. In-service/staff development programs scheduled within the District shall be a collaborative effort planned by the Administration and Curriculum Council based on the needs of the District. A calendar of programs for the school year shall be set. Circumstances may necessitate a deviation from the scheduled program and programs will be scheduled accordingly.

ARTICLE X-LEAVE OF ABSENCE

10.1 Leave of Absence without pay, for not more than one year, may be granted to non-probationary employees according to the following conditions:

- A. Written request for a leave of absence without pay should be made at least three (3) months before the leave is desired, subject to final approval of the Board. In the case of an emergency or other urgent circumstance, the Board may waive the required three-month notice.
- B. Dates of departure, return, and notification of intent to return shall be determined by the employee and the Superintendent prior to initiating the request to the Board.
- C. Leaves may be granted for:
 - 1. Advanced study leading to a degree at an approved university.
 - 2. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel shall improve the educational program.
 - 3. Military service.
 - 4. Maternity/Adoption/Child care leave/Eldercare leave for a member of the immediate family as set forth in the Illinois school code provisions regarding sick leaves.
 - 5. Other reasons acceptable to the Board which will improve the educational program in the district.
- D. An employee who is on approved leave of absence prior to March 1 of any school term shall notify the Superintendent by March 1 of his/her intention to return to work at the start of the next school term.

The date of notice for an employee granted leave after March 1 of any school term shall be sixty (60) days before the start of the next school term. The Board shall notify the employee in writing

by certified mail of the requirements no less than fifteen (15) days prior to the required date of notice.

ARTICLE XI-EVALUATION

Certified Employees

- 11.1 All Certified Employees shall be evaluated consistent with the Illinois Performance Evaluation Reform Act and its implementing regulations, Illinois Administrative Code, Part 50. The evaluation plan/procedures will be posted on the District website.
- 11.2 Certified Employees shall not have the right to grieve their final evaluation rating, but shall have the right to file a grievance over any alleged evaluation procedural error.

Non-Certified Employees

- 11.3 Non-Certified Employees will be formally evaluated at least annually by an immediate supervisor who has knowledge of the Non-Certified Employee's performance.

The formal evaluation will be discussed with the Non-Certified Employee in a post-evaluation conference. A copy of the evaluation will be given to the Non-Certified Employee and one copy will be placed in the Non-Certified Employee's personnel file. Upon request, Non-Certified Employees may respond to the evaluation in writing and have it attached to the evaluation.

ARTICLE XII PERSONNEL RECORDS

12.1 Each employee shall have the right to review the contents of his/her personnel records subject to the following conditions:

- A. The Board shall provide the employee with the inspection opportunity within three (3) working days after the employee makes the request.
- B. The employee shall not be entitled to inspect or review any materials exempted from such inspections under Section 10 of the Illinois Personnel Records Review Act.
- C. The employees review of his/her personnel records shall take place during the normal working hours of the central unit office building. The Superintendent and/or his designee reserve(s) the right to be present at such review.
- D. The employee shall not be entitled to remove any part of his/her personnel records.
- E. The Board shall grant at least two (2) inspection requests per employee in a calendar year.
- F. If the employee disagrees with any information contained in his/her personnel records, the employee may submit a written statement explaining the employee's position. Said statement shall be attached to the disputed portion of the personnel record. Such attachment does not create any presumption that the Board agrees with its contents.
- G. After the employee has reviewed the contents of his/her personnel records, the employee may request that copies be made of specified information contained in the records. The Board shall charge ten cents per page for the cost of reproduction.
- H. The employee's personnel record shall be maintained in a confidential manner and its contents disclosed only in accordance with the Illinois Personnel Record Review Act

- I. The employee shall be notified of any Freedom of Information Request (FOIA) as related to information in the employee's personnel file before any documents are released to a third party. Such notification will include the name of the party making the request and a copy of documents released.

ARTICLE XIII-CURRICULUM COUNCIL

- 13.1 Curriculum advisory council shall be appointed annually, for the elementary school and the senior high school to assist in developing and maintaining curriculum structure and to propose amendments/changes in format, scope and sequence, of the curricula, and to discuss anticipated changes in the curriculum.

The purpose of the Curriculum Council will be to study possible improvements in the curricula at each school, and system wide, to participate in the selection of textbooks and instructional materials, and to develop recommendations to be channeled through the curriculum advisory council-building principal-Superintendent.

- 13.2 The membership of the curriculum council will be as follows:

- The Superintendent will select 3 administrators/board members to serve on the committee;
- The Association will select 4 certified employees to serve on the committee.
- The Superintendent or designee may also invite other people to the meetings as needed.

- 13.3 The Curriculum Council will meet once during the school year unless the Superintendent or designee determines a need for additional meetings.

- 13.4 The Superintendent shall be provided an opportunity to review all proposals of the Curriculum Council prior to submission to the Board.

- 13.5 The Superintendent/Board shall not in any manner be bound by recommendations presented by the council.

ARTICLE XIV-PARENT/STUDENT COMPLAINTS

- 14.1 If the administration receives a complaint regarding an employee, the complainant shall be encouraged to talk to the employee involved. In the event the administration initiates any action regarding the complaint, the employee shall be notified. The individual employee involved shall then be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

ARTICLE XV

REDUCTION IN FORCE

15.1 **CERTIFIED EMPLOYEES** - Whenever the Board deems it necessary to reduce certified employees, the reductions shall be made in accordance with this Article.

A. When a reduction in force has been determined by the Board, the Meridian Education Association Executive Committee will be consulted in advance of any individual or public announcement. The Association shall be given the opportunity to discuss the number of employees not to be employed and alternatives to such reduction in force.

B. The Administration will provide the MEA President with the Certified Employee Honorable Dismissal list no later than 75 calendar days before the end of the school year, which shall include the certified employees' name, positions qualified to teach as of May 10 of the prior year, and RIF Group number.

C. Seniority

Seniority shall be defined as the number of consecutive years of continuous service to the District. The following criteria shall be used in determining seniority:

1. The employee shall begin accumulating district seniority on their first day of employment in the District.
2. Employees employed on less than a full-time basis will have their seniority pro-rated.
3. Continuous service shall not be deemed interrupted by any period of authorized leave of absence, but any unpaid leave of absence of ninety (90) consecutive school days or more shall not be counted in computing total district seniority.

D. Recall

All certified employee reductions in force shall comply with the Illinois School Code, 105 ILCS 5/24-12(b). Certified employees shall have recall rights consistent with the Illinois School Code.

An employee's failure to respond affirmatively within seven (7) calendar days after receipt of the Board's letter sent by registered mail to the employee, shall result in abrogation of the employee's rights or recall under this article.

No involuntary transfer will be made solely to create a position for an employee on recall.

15.2 NON-CERTIFIED EMPLOYEES

A. Whenever a non-certified employee is removed or dismissed as a result of a decision by the Board to decrease the number of employees in a specific category of position or to discontinue some particular type of service in a specific category or position, written notice shall be given to the employee by registered mail in accordance with the requirements and timelines set forth in the School Code, together with a statement of honorable dismissal and the reasons therefore. The least senior non-certified employee within the category of position in which there is a decrease in the number of employees shall be dismissed first.

B. Seniority

1. Seniority shall be defined as the length of continuous service to the district within the category of position for which the employee is employed. Upon employment, each non-certified employee shall receive a seniority date which is the first day of actual work. If two or more employees in the same category have the same seniority date, the Superintendent and Association President will draw lots, with the first name drawn to be the most senior employee. Employee's working eight (8) hours but less than twelve (12) months shall have seniority prorated. Seniority only

accrues during the time the employee is employed in a specific category and if the employee transfers to a different category, seniority shall start over in the new category but shall not be lost in his/her previous category.

2. Continuous Service is broken only by one of the following:
 - a. Voluntary resignation;
 - b. Discharge for proper cause;
 - c. Failure of the employee to return to work at the expiration date of an approved leave of absence; or
 - d. Failure to respond affirmatively within seven (7) calendar days after receipt of the Board's letter offering a recall to work following a reduction in force.
3. Continuous service shall not be broken during an approved leave of absence, if less than a year. Nor shall continuous service be broken during lay-off, or disability. If disability occurs on the job, continuous service will also accumulate.
4. A seniority list within categories shall be prepared annually by the employer and delivered to the MEA President no later than February 1 of each school year. Any movement from one category to another depends upon prior certification, if necessary.

C. Recall

Employees shall have recall rights consistent with the Illinois School Code, with the most senior employee to be recalled first so long as he/she meets the qualifications for the position.

An employee's failure to respond affirmatively within seven (7) calendar days after receipt of the Board's letter sent by registered mail to the employee, shall result in loss of the employee's rights ~~or~~ to recall under this Article.

In the event an employee who has been released due to RIF is rehired within the following school year, the accumulated leave days will be reinstated upon rehire.

ARTICLE XVI - TRANSFERS, ASSIGNMENTS AND VACANCIES

16.1 Involuntary Transfers

Involuntary transfers shall not be made without the prior knowledge of the employee involved. Any employee affected by involuntary transfer shall be entitled to a private conference with the Principal and/or Superintendent to discuss the transfer and the reasons for said transfer. In the event that a non-probationary employee is to be involuntarily transferred, the Board/Administration may consider length of service in the district as one factor in the decision making process. The Board/Administration may also consider whether there are any suitable volunteers for the position available. In all cases, however, the Board/Administration may make such transfers when it is necessary to best utilize the staff or when the Board considers it in the best interest of the students and the district.

16.2 Voluntary Transfer

Any non-probationary employee may apply for transfer to another building or for a reassignment when a vacancy exists. Such applications shall be in writing to the Superintendent or his designee. In filling such vacancies, the Board shall select the applicant to fill the position consistent with the Illinois School Code. If requested by the employee, the Superintendent or his designee shall meet with the employee to discuss the denial of such a request.

16.3 Notification of Assignments/Vacancy Notices

- A. The Administration shall notify employees of their tentative assignments for the following school year at least twenty (20) days prior to the end of the academic school year. In the event changes in such assignments are made after that date, the employee shall be notified as soon as possible.
- B. The Superintendent shall send the MEA President e-mail notice and will make an announcement via All Call of any certified employee, non-certified employee, and administrative vacancies that occur during the school year. Such notices shall also be posted in the staff workroom for a minimum of seven (7) calendar days before the position is filled. During the summer break the Superintendent shall e-mail notices to the MEA President and will make an announcement of the vacancy via All Call.

ARTICLE XVII-EMPLOYEE COMPENSATION AND FRINGE BENEFITS

- 17.1 Salary - See Appendix A (Certified)
See Appendix B (Non-Certified)

The parties acknowledge the certified and non-certified employees were not eligible for any salary increases for the 2013-2014 and 2014-2015 contract years.

Employees were placed on the new salary schedules commencing in the 2015-2016 school year and will be eligible for one step movement in 2016-2017 and one step movement in 2017-2018.

- 17.2 Extra Curricular Schedule(s): See Appendix C

17.3 Retirement

- A. IMRF: Non-Certified Employees
The non-certified employee is responsible for paying 4.5% rate for IMRF or what the law requires.

- B. TRS: Certified Employees
The Meridian Board will continue to pay the TRS of all certified employees in full under the following:

The factor 10.3753 is in effect as of July 1, 2008. This is based on the current TRS rate of 9.4%.

The MEA and Board agree to increase the amount of TRS factor to cover up to 0.5% (1/2 percent) increase in the TRS rate contribution.

If the state raises the TRS contribution rate more than 0.5% (1/2 percent), the district will only be obligated to 0.5% (1/2 percent) for the current school year.

The following year(s), the district will add up to an additional 0.5% (1/2 percent), and every additional year thereafter until the TRS rate is caught up with in full.

- C. Early Retirement Option (ERO)

Certified Employees may elect to use ~~of~~ the Early Retirement Option ("ERO"), but only with the mutual agreement of the Association and Board.

17.4 Leave Days

A. Certified Employee Leave Days:

Each certified employee shall be entitled to a total of thirteen (13) leave days, per school year, with full pay. These days may be used for reasons as the employee may choose, including, but not limited to, those included in Section 24-6 of the School Code of Illinois (sick leave, personal leave and bereavement days). The thirteen (13) leave days shall be available for use by the employee beginning the first day of the school year. The days may be accumulated without limit. The only restriction on the use of these days is that they may not be used to gain additional compensation through other employment, used in conjunction with any type of strike or other concerted withholding of services, or any illegal activity. In addition, the Board agrees to buy back leave days at the rate of \$60.00 per day, to a maximum of 15 days per year provided that the employee does not reduce their accumulated sick leave to less than 170 days. However, the 15 buy back days may be reduced to fewer buy back days to ensure an employee's creditable earnings does not exceed a 6% increase over the previous year's creditable earnings. The "buy back benefit" only applies to those employed on or before July 1, 2008. Anyone hired after this date, shall not be eligible to cash in leave days.

B. Non-Certified Employee Leave Days:

During the first year of employment, non-certified employees will receive their days as follows:

- After month one of employment-----three (3) days will be credited and available for use.
- After two months of employment-----four (4) additional days will be credited and available for use.

- After three months of employment---six (6) additional days will be credited and available for use.
 - Upon reaching the second year of employment, non-certified employees_will receive thirteen (13) leave days at the beginning of the fiscal year.
- C. It is agreed that sick leave days, as required by Section 24-6 of the School Code of Illinois, are included in the thirteen (13) annual days with unlimited accumulation.
- D. The Board agrees to buy back leave days at the rate of \$60.00 per day, to a maximum of 15 days per year provided that the employee does not reduce their accumulated sick-leave to less than 170 days. However, the 15 buy back days may be reduced to fewer buy back days to ensure an employee's creditable earnings do not exceed a 6% increase over the previous year's creditable earnings. The "buy back benefit" only applies to those employed on or before July 1, 2008. Anyone hired after this date, shall not be eligible to cash in leave days.
- E. Leave Day Records
Employees shall be provided an updated record of accrued leave days within thirty (30) days after the beginning date of school.
- F. In the event of a death of a currently enrolled student or Meridian employee, -an attempt will be made with local funeral directors to hold funerals that may be attended with a 1:30 P.M. dismissal. In the event ~~it~~ this cannot be done, buses will run to the funeral for Meridian employees and students with return to school after the funeral. Any part of the day remaining will be finished upon return of the buses.

17.5. Death Benefits:

In case of the death of a non-certified or tenured certified employee who has successfully completed five (5) full years of service with the district, the Board shall, within thirty (30) calendar days of said employee's death; pay to the employee's legal beneficiary, an amount equal to said employee's unused sick leave accumulation multiplied by \$60.00. The District will also pay a deceased employee's beneficiaries the employee's earned

but unused vacation pay within thirty (30) calendar days of the employee's death.

17.6 Severance Pay:

An employee who has successfully completed five (5) years of service with the district who voluntarily terminates his/her employment with the district, shall receive an amount equal to said employee's unused leave accumulation multiplied by \$60.00. The severance payment cannot be issued to a certified employee until the certified employee's last day of work and after the teacher receives his/her last regular payroll check, whichever occurs last. The severance payment cannot be issued to a non-certified employee until the 65th day after the employee's last day of work. The severance pay benefit applies only to those employed on or before July 1, 2008. Anyone hired after this date, shall not be eligible for severance pay.

17.7 Retirement (Certified and Non-Certified Employees):

Pursuant to TRS and IMRF, the District will report to TRS/IMRF the total number of unused leave days accumulated by the employee on his/her last day of employment. The employee will receive a retirement payment for any leave days reported to TRS/IMRF that are not subsequently used for service credit. The retirement payment will be calculated and paid as follows:

- A. Days awarded to the employee will be paid at \$60.00 per day for each leave day not used for service credit.
- B. The retirement payment will be paid to a certified employee after TRS determines how many leave days are not used for service credit. Additionally, the payment cannot be issued to the certified employee until after the certified employee's last day of work and after the employee receives his/her last regular payroll check, whichever occurs last.
- C. The retirement payment will be paid to a non-certified

employee after IMRF determines how many leave days are not used for service credit. Additionally, the payment cannot be issued to the employee until the 65th day after the employee's last day of work.

- D. Any employee (certified or non-certified) that receives the retirement pay for accumulated leave days is not eligible for the Severance Pay for accumulated leave days.

17.8 Insurance Contribution

- A. The Board contribution to medical and/or dental insurance shall be a maximum of \$400.00 per employee per month.
- B. Each full-time employee shall be offered a term life insurance policy of \$15,000. The full cost of the premiums will be underwritten by the Board.

17.9 Credit Union Deductions

Employees may request credit union payroll deductions in accordance with the following:

- A. A request for deduction must first be submitted to the Superintendent in writing. The request may be submitted at any time during the school year. The deduction will be enacted within one (1) month of request.
- B. The deduction request shall contain the amount of the requested standard deduction and shall designate by name the credit union and address to which the deduction is to be forwarded.
- C. Once a deduction request is approved by the Superintendent, the amount of the requested standard deduction shall be forwarded to the designated credit union.

- D. An employee may cancel a deduction request by notification in writing to the Superintendent at any time after a deduction is approved. Such cancellation will be made as soon as possible after receipt of the cancellation request.
- E. The Board shall assume no liability with regard to credit union deductions except its duty to make approved deductions in the amount requested by the employee and to forward such deductions to the designated credit union.

17.10 Tutoring/Overload

- A. When it becomes necessary to establish “after school” tutoring, committee meetings, workshops, screenings, parent/child activities, etc. and a certified employee is asked by administration to perform such services, the employee will receive a stipend of \$20.00 per hour. Extra duty pay provided by State and Federal programs will be reimbursed at \$20.00 per hour or the hourly rate set forth in the federal/state grant, whichever is higher.
- B. Overload Class: When a 7-12th grade teacher is assigned an additional instructional class in lieu of a planning period, the teacher will be compensated an additional 1/7th of their annual salary based on a 7 period schedule.

17.11 Pay Periods

- A. Paydays will be on the tenth (10th) and twenty-fifth (25th) of the month. All employees will be paid in 24 pay periods. When the pay date falls on Saturday or Sunday checks/payments will be issued on the last business day prior to the pay date. When pay dates fall during a holiday break, checks/payments will be issued the last day school is in session or the last day of work for the accounting department ---whichever date is nearer the actual pay date.
- B. Direct deposit will be made available to employees.

17.12 Extra-Curricular Assignments

Whenever feasible, extra-curricular assignments shall be made on a voluntary basis. If the Board finds it necessary to make an extra-curricular assignment on an involuntary basis, the assignment shall be considered temporary until the Board finds a suitable volunteer. In the event that an involuntary assignment of an extra-curricular activity is made, the Board will make every effort to find a suitable replacement as soon as possible. This does not apply to ball game worker assignments.

17.13 Ball Game Assignments

Employees assigned as ball game workers shall be paid at the rate of \$30.00 per day up to two games and \$45.00 for tournament over two games. If the Administration is unable to fill assignments on a volunteer basis, they retain the right to assign such duties.

17.14 Hepatitis B Vaccine

The Hepatitis B Vaccine will be made available to employees based on availability of the vaccine and the completion of required vaccinations at the beginning of each school year.

17.15 Tuition Reimbursement

The Board will reimburse the tuition cost(s) for full-time, regularly employed, employees based on the following guidelines:

1. Maximum reimbursement is \$130 per credit hour, \$390 per fiscal year.
2. Courses completed and college/university credits earned must be from a fully accredited NCATE or equivalent institution.
3. Courses completed and credits earned must relate directly to education.
4. The Superintendent, or designee, must approve the course(s) prior to enrollment.
5. Employees who have taken additional coursework which will result in tuition reimbursement must present to the Superintendent official proof of completed work by October 1 of the current school year.

17.16 Attendance Incentive

Employees who have exhibited exemplary attendance will be eligible for a monetary bonus. Eligibility for the bonus will be based on the following formula for absences during a fiscal year (July 1 – June 30). The bonus will be paid once the employee's attendance record is determined.

<u>NUMBER PAID LEAVE</u> <u>DAYS USED</u>	<u>BONUS</u>
Zero	\$500.00
.25-1	\$400.00

17.17 Loss of Planning Periods

"Planning Period" is defined as duty-free time on a normal student attendance day for certified employees to plan, prepare, and fulfill position responsibilities. This does not include lunch, recess, or passing times.

- A. Certified employees will not be assigned to teach during their planning period, or required to fill in for a certified employee who is absent, unless the Administrator is unable to secure a substitute or volunteer to fill in for a certified employee who is absent. If no substitute or volunteer can be secured, then the Administrator may involuntarily assign the duty to a certified employee. A certified employee who volunteers or is involuntarily assigned by an Administrator to teach or monitor a class during his/her planning period will be paid at the rate of \$20.00 per period.
- B. When a certified employee is required by administration to use his/her planning period to perform extra instructional and/or supervisory duties, to attend mandatory meetings or to engage in other activities which take away from normal plan period usage, the certified employee will be compensated at the rate of \$20.00 per period or prorated portion thereof.

17.18 Vacation Days (12-month non-certified employees)

- A. Twelve month non-certified employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment	
From	To
end of year 1 -15	10 days per year
beginning of year 16	15 days per year

- B. Vacation is to be taken with the prior approval of the Superintendent or appropriate supervisor. Vacation shall be with full pay. Vacation days may be accumulated without limit. All vacation days accumulated over twenty (20) days may be sold back to the district at the current daily rate of pay at the time of sale. Upon termination of employment or retirement, all accumulated days will be paid to the employee at the current daily rate of pay. This "buy back benefit" shall only be available to those employed on or before July 1, 2008. Anyone hired after this date, shall not be eligible for the vacation "buy back benefit." Any payment to an employee for unused vacation days that would cause the employee to exceed a 6% increase in creditable earnings over the previous year's earnings will be paid to the employee on the 65th day after the employee's last day of work.
- C. If a holiday falls within a vacation period, that holiday will not be counted against the number of earned days of vacation. Vacation shall be calculated as earned days, plus any holidays recognized in this contract that fall within the vacation period.

17.19 Paid Holidays

Unless the District receives a waiver or modification of The School Code pursuant to section 2-3.25g, allowing it to schedule school

on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Day	Martin Luther King Jr.'s Birthday
Abraham Lincoln's Birthday	Casimir Pulaski's Birthday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

The District may require non-certified employees to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Scheduling of vacation time requires the prior approval of the Superintendent or the supervisor for the non-certified employee.

17.20 Summer School

A. Certified Employees

If the Board chooses to hold a summer school program, certified employees who desire to teach summer school shall apply for an assignment by April 1 preceding the summer session unless extended by the Administration. In filling such vacancies, the Board shall select the applicant to fill the position consistent with the Illinois School Code. The certified employee shall be compensated at a minimum of \$20 per hour. If the district receives a grant for summer school funding, certified employees will be compensated using the wage provided by the grant if that amount exceeds the formula computations.

B. Non-Certified Employees

Non-certified employees who work during summer school will be compensated at their regular hourly wage or the wage provided in the grant program, whichever is higher.

ARTICLE XVIII-FAIR SHARE AGREEMENT

- 18.1 Each bargaining unit member who is currently a member of the Association or who subsequently joins the Association and any new hires, as a condition of his/her employment, on or before thirty days (30) days from the date of this agreement, whichever is later, shall join the Association or pay a 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.
- 18.2 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.
- 18.3 Such fee shall be paid to the Association by the Board no later than ten (10) days following the deduction.
- 18.4 In the event of any legal action against the Board brought in a court or administrative agency because of this compliance with this article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
- A. The Board gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires; and
 - B. The Board gives 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.
- 18.5 The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's non-negligent compliance with this article.
- A. It is expressly understood that this safe 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

ARTICLE XIX-EFFECT OF AGREEMENT

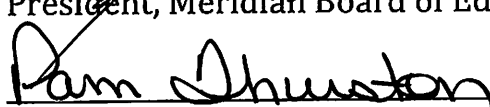
- 19.1 The Association agrees not to strike during the term of this Agreement.
- 19.2 The Agreement shall be in effect from the first day of the 2015-2016 school term until the first day prior to the 2018-2019 school year.
- 19.3 In addition, the Board and Meridian Education Association agree to discuss language items in this Agreement as needed and/or requested by either party.
- 19.4 The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.
- 19.5 Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, and the parties will meet within sixty (60) days of the effective date of said action to modify the provisions of such article, section, or clause. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

IN WITNESS THEREOF:

FOR THE MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT 101



President, Meridian Board of Education



President, Meridian Education Association

Signed this 21st day of July, ~~2015~~ ²⁰¹⁶

the Board or if the Board does not faithfully discharge obligations imposed upon it by this article.

- 18.6 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 of 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.

Appendix A

Certified Employee Salaries

2015-2016 Certified Teacher Salary Schedules

STEP	BS	BS+16	MS	MS+16	MS+32
1	31000	32000	33500	35000	36500
2	31400	32400	33900	35400	36900
3	31800	32800	34300	35800	37300
4	31975	33200	34700	36200	37700
5	32300	33600	35050	36600	38100
6	32850	34050	36150	37650	39150
7	33700	34800	36900	38100	39800
8	34700	35550	37000	38300	40600
9	35550	36300	38250	39050	41350
10	36300	37050	39200	39800	42100
11	37450	38400	40100	41500	43000
12	38200	39400	40900	43150	44400
13	39350	40200	41700	44150	45400
14	40200	41200	42700	45150	46400
15	41200	42200	43700	46150	46900
16	42125	43000	44800	47200	47900
17	43050	44000	45700	48100	48900
18	45530	46500	48000	49650	51400
19	47100	48100	49600	52000	53900
20	48700	49700	51700	53900	56400
21	50400	52100	53900	57400	58900
22	52520	54100	56400	58900	61400
23		56250	58400	60900	62900
24			60575	62000	64450

2016-2017 Certified Teacher Salary Schedules

STEP	BS	BS+16	MS	MS+16	MS+32
1	31000	32000	33500	35000	36500
2	31500	32500	33900	35400	37400
3	31900	32800	34300	35800	37700
4	32300	33200	34700	36200	37900
5	32475	33700	35200	36600	38200
6	32800	33800	35650	37000	38500
7	33450	34650	36150	3650	39150
8	34300	35300	36750	38100	39600
9	35300	36300	37300	38900	41200
10	36150	37150	38850	39650	41950
11	37050	38050	39950	40900	42700
12	38200	39200	40850	41500	43000
13	38950	39400	41000	42300	44400
14	40100	40600	41700	43300	45400
15	40900	41600	42700	44300	46400
16	41500	42400	43900	45300	46400
17	43025	44125	45700	46800	47900
18	43950	45050	46600	47800	48900
19	46430	47300	48000	49000	51400
20	47700	48100	49500	51000	52400
21	48700	49700	51400	53100	55400
22	52200	52100	53900	55000	56500
23	53620	54100	55100	56600	58100
24		57350	59550	60700	62200
Topped Out			61725	63250	65770

2017-2018 Certified Teacher Salary Schedules

STEP	BS	BS+16	MS	MS+16	MS+32
1	31000	32000	33500	34500	36000
2	31500	32500	33900	35500	37000
3	32000	33000	34400	36000	37700
4	32400	33400	34900	36300	37700
5	32800	33800	34900	36500	37900
6	33225	34450	35200	36600	38200
7	33550	33800	36400	37000	38500
8	34200	35400	36150	37650	39150
9	35050	36050	36750	38100	39600
10	36050	36550	37750	39650	41950
11	37100	38150	39800	40500	42500
12	38150	39150	40900	41800	42700
13	39150	39600	41800	42500	43000
14	39900	40100	42100	43200	44400
15	41050	42100	43000	44200	45400
16	41500	42500	43500	44600	46800
17	42500	43500	44600	45600	46800
18	43975	45100	46650	46900	47900
19	44900	47500	47550	47800	48900
20	47380	47300	48000	49000	51400
21	47700	48100	49500	51000	52400
22	48700	49700	51400	53100	55400
23	52200	52100	53900	55000	56500
24	54524	54100	55100	56600	58100
25		53800	60500	60700	62200
Tapped Out			62675	64200	66750

Appendix B

Non- Certified Employee Salaries

Cafeteria Staff 2015-2016

Step	Hourly Rate
1	10.31
2	10.56
3	10.81
4	11.06
5	11.31
6	12.31
7	12.56
8	12.61
9	13.31
10	13.56
11	13.76
12	13.96
13	14.16
14	14.36
15	14.56
16	14.76
17	15.00
18	15.25
19	15.75

Cafeteria Staff 2016-2017

Step	Hourly Rate
1	10.31
2	10.57
3	10.82
4	11.08
5	11.34
6	11.59
7	12.62
8	12.87
9	12.93
10	13.64
11	13.90
12	14.10
13	14.31
14	14.51
15	14.72
16	14.92
17	15.13
18	15.38
19	15.63

Cafeteria Staff 2017-2018

Step	Hourly Rate
1	10.31
2	10.57
3	10.83
4	11.09
5	11.36
6	11.62
7	11.88
8	12.93
9	13.20
10	13.25
11	13.98
12	14.25
13	14.46
14	14.67
15	14.88
16	15.09
17	15.30
18	15.51
19	15.76

Secretarial Staff 2015-2016

Step	Hourly Rate
1	10.00
2	10.25
3	10.50
4	10.75
5	11.00
6	12.00
7	12.42
8	12.72
9	13.02
10	13.32
11	13.57
12	13.87
13	14.17
14	14.47
15	14.82
16	15.22
17	15.62
18	16.02
19	16.42
20	16.82

Secretarial Staff 2016-2017

Step	Hourly Rate
1	10.15
2	10.25
3	10.51
4	10.76
5	11.02
6	11.28
7	12.30
8	12.73
9	13.04
10	13.35
11	13.65
12	13.91
13	14.22
14	14.52
15	14.83
16	15.19
17	15.60
18	16.01
19	16.42
20	16.83

Secretarial Staff 2017-2018

Step	Hourly Rate
1	10.20
2	10.40
3	10.51
4	10.77
5	11.03
6	11.29
7	11.56
8	12.61
9	13.05
10	13.36
11	13.68
12	13.99
13	14.26
14	14.57
15	14.89
16	15.20
17	15.57
18	15.99
19	16.41
20	16.83

Custodial Staff 2015-2016

Step	Hourly Rate
1	9.00
2	9.20
3	9.40
4	9.60
5	9.80
6	10.10
7	10.40
8	10.70
9	11.00
10	11.30
11	11.65
12	12.00
13	12.35
14	12.70
15	13.05

Custodial Staff 2016-2017

Step	Hourly Rate
1	9.00
2	9.23
3	9.43
4	9.64
5	9.84
6	10.05
7	10.35
8	10.66
9	10.97
10	11.28
11	11.58
12	11.94
13	12.30
14	12.66
15	13.02

Custodial Staff 2017-2018

Step	Hourly Rate
1	9.10
2	9.23
3	9.46
4	9.67
5	9.88
6	10.09
7	10.30
8	10.61
9	10.93
10	11.24
11	11.56
12	11.87
13	12.24
14	12.61
15	12.98

Appendix C

Extra Duty Pay

Percentage of Base Salary of \$30,220	
HIGH SCHOOL	
Position	Percent
FCCLA	3%
IND TECH/FFA	2.5%
BAND/CHORUS	11.3%
SUB CALLER	Flat Amount \$500
YEARBOOK	6.75%
HS BETA	4.00%
ST COUNCIL	4.00%
SCHOLAR BOWL	7.5%
JR. CLASS	4.00%
JR. CLASS	4.00%
SR. CLASS	4.00%
SPEECH/DRAMA	3.75%
FORENSICS/MOCK TRIAL	3.75%
ENG CLUB	2.5%
SPEC OLYMP	2.5%
HEAD BASEBALL	11.5%
ASS'T BASEBALL	4.25%
ASS'T BASEBALL	4.25%
SOFTBALL	5.75%
ASS'T SOFTBALL	4.25%
HEAD VOLLEYBALL	6.00%
ASS'T VOLLEYBALL	4.00%
CROSS COUNTRY	3.90%
GIRLS BASKETBALL	3.00%
GIRLS ASS'T B'BALL	10.00%
BOYS BASKETBALL	13.00%
ASS'T BOYS B'BALL	10.00%
ASS'T TRACK	6.00%
CHEERLEADERS	6.00%
SYSTEMS AD	18.04%
MIDDLE SCHOOL	
Position	Percent
MS BASEBALL	6.00%
ASS'T MS BASEBALL	4.00%
MS SOFTBALL	6.00%
ASS'T MS SOFTBALL	4.00%
HEAD MS GIRLS BB	9.50%
ASS'T MS GIRLS BB	6.00%
HEAD MS BOYS BB	9.50%
ASS'T MS BOYS BB	6.00%
HEAD MS VOLLEYBALL	6.00%

ASS'T MS VOLLEYBALL	4.00%
MS CHEERLEADERS	5.50%
HEAD MS TRACK	6.00%
ASS'T MS TRACK	4.00%
SPECIAL OLYMPICS	2.50%
MS SUB CALLER	Flat Amount \$500
MS SUB CALLER	Flat Amount \$500
MS SCIENCE CLUB	2.5%
MS CIVIC BOBKITS	2.5%
MS BETA CLUB	4.00%
MS STUDENT COUNCIL	4.00%
BAND/CHORUS	7.00%

Appendix D

Non-Certified Employee Time Sheet Procedures

TIME SHEET POLICY AND PROCEDURES

Non-Certified Employees will be required to use a time sheet on a daily basis to record hours worked.

Time Sheet Procedures:

- A. All Non-Certified Employees must maintain a record of the total hours worked each day. These hours must be recorded accurately on a time sheet provided by the Payroll Office.
- B. Employees shall not complete time sheets in advance. The time sheet must be completed on a daily basis. Time sheets shall include the time the employee reported to work, the time the employee departed for lunch, the time the employee returned from lunch and the time the employee departed work.
- C. Employees may not sign in to work any earlier than 15 minutes prior to the start of their scheduled shift. Employees signing in prior to the start of their shift shall not perform or start work until their shift begins. Employees will not be compensated for waiting time.
- D. Employees shall sign in/out for their duty free lunch on their time sheet. Employees are not authorized to perform any work during their duty free lunch and are required to depart their work area
- E. Employees must complete and sign his/her weekly time sheet to verify that reported hours worked are complete and accurate. The time sheet must accurately reflect all regular and pre-approved overtime hours worked, any leave days, late arrivals, and early departures.
- F. Employees must submit his/her weekly time sheet to their respective building secretary, Linda Blake (HS) or Bev Palmisano (Elementary) no later than the 15th and last day of the month.
- G. The District cannot pay hourly Non-Certified Employees that do not submit their completed time sheet by the appropriate due date. The employee will be paid on the next pay date provided the Payroll Office receives the completed time sheet by the due date for processing the next payroll.
- H. The District makes every effort to ensure Non-Certified Employees are paid correctly. Employees should review their pay stubs to make sure they are correct. Improper

deductions from pay are prohibited. If an employee believes that a deduction from pay has been made improperly, the employee should contact the Payroll Office. The Superintendent and/or designee will investigate the matter and make a decision with respect to the deduction from pay. Employees will be reimbursed for any deduction determined to have been made improperly.

- I. Non-Certified Employees are prohibited from working any hours that are not authorized in advance by their supervisors. An employee may not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless he/she is authorized in advance to do so and that time is recorded on the time sheet. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work performed but not recorded on the time sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.
- J. It is a work rule violation for any employee to falsify a time sheet; or to record or alter another employee’s time sheet. It is also a serious work rule violation for any employee to instruct another employee to report incorrectly or falsify hours worked, or to alter another employee’s time sheet to under or over-report hours worked. If a supervisor instructs an employee to (1) incorrectly or falsely under or over-report hours worked, or (2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked, the employee should report it immediately to the Superintendent, as failure to do so could result in immediate termination of employment.