

**AGREEMENT**

BETWEEN THE

**Effingham Community Unit  
School District Number 40  
Board of Education**

AND THE

**Effingham Education Support  
Professionals Association**

FROM

**July 1, 2021**

THROUGH

**June 30, 2025**

Board: \_\_\_\_\_ Date: \_\_\_\_\_

2021-2025

Union: \_\_\_\_\_ Date: \_\_\_\_\_

**TABLE OF CONTENTS**

ARTICLE I RECOGNITION.....2

ARTICLE II NEGOTIATIONS PROCEDURE.....3

ARTICLE III GRIEVANCE PROCEDURE.....4-5

ARTICLE IV EMPLOYEE RIGHTS.....6

ARTICLE V LEAVES.....7-8

ARTICLE VI DISCIPLINE.....9

ARTICLE VII SENIORITY/LAYOFFS.....10-11

ARTICLE VIII VACANCIES AND POSTING.....12

ARTICLE IX ASSOCIATION RIGHTS.....13

ARTICLE X FRINGE BENEFITS.....14-15

ARTICLE XI PERSONNEL FILE.....16

ARTICLE XII WORKING CONDITIONS.....17-19

ARTICLE XIII EFFECT OF AGREEMENT.....20

APPENDIX A COMPENSATION.....21

MEMORANDUM OF UNDERSTANDING.....22

SALARY SCHEDULES.....23-33

**ARTICLE I**

**RECOGNITION**

- 1.1 The Board of Education of Effingham Community Unit School District #40 of Effingham County recognizes the Effingham Education Support Professionals Association - IEA/NEA as the sole and exclusive bargaining agent for all regularly employed full and part-time non-certified employees including the classified areas of Aides, (including Classroom Teaching Assistant, and One-on-One Teaching Assistant, Nurse Paraprofessional), Custodial, Food Service, Teacher's Resource Library Clerk, Secretarial and Transportation employed by the employer, except Cafeteria Director, Transportation Director, Executive Secretary for the Board of Education and Superintendent, Paymaster, Bookkeeper, Secretaries for the Assistant Superintendents for Business and Curriculum, and Technology Assistant.
  
- 1.2 The Board agrees not to negotiate with any other organization or individual on wages, hours and conditions of employment. Nothing herein shall preclude individual employees or groups of employees from presenting their views and recommendations to the Board or Administrative Staff.

**ARTICLE II**

**NEGOTIATIONS PROCEDURE**

- 2.1 The parties agree to bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations.
- 2.2 If either party determines there is a need for a mediator, the parties will jointly request assistance from the Federal Mediation and Conciliation Service (FMCS). Should FMCS be unavailable, the parties will attempt to agree upon an alternative. In the event the parties cannot agree upon an alternative, the Illinois Educational Labor Relations Board shall be notified.
- 2.3 Within thirty (30) days after the Agreement is signed the Board shall provide a printed copy of the Agreement for each employee and fifteen (15) additional copies for the Association. The Board and the Association will split the cost of the consumables.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

3.1 **DEFINITIONS**

A. Any written claim by an employee or the Association that there has been a violation, misrepresentation or misapplication of the terms of this Agreement shall be a grievance.

B. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the end of the current school term or between school terms, time limits shall consist of week days.

3.1.1 **LIMITATIONS** - A grievance must be filed within thirty (30) days of the occurrence of the event which gave rise to the grievance or from the date the grievant should have had knowledge of the event.

3.2 **PROCEDURES** - The parties acknowledge that it is usually most desirable for an employee and the employee's immediate supervisor to resolve problems through informal and free communications. If, however, the informal process fails to satisfy the employee, a grievance may be processed in the following manner and the grievant may be accompanied by a representative of choice:

A. **STEP 1** - The employee shall file the grievance in writing with the immediate supervisor, who shall certify the date the grievance was received. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which are applicable and shall state the remedy requested. The supervisor shall arrange for a meeting to take place with the grievant within ten (10) days after receipt of the grievance. The supervisor shall make a decision on the grievance and communicate it in writing to the grievant and the Superintendent within ten (10) days of the meeting.

B. **STEP 2** - In the event a grievance has not been satisfactorily resolved at Step One, the grievant may present the grievance within ten (10) days to the Superintendent who will follow the same provisions as established in Step One.

C. **STEP 3** - If the grievance is not satisfactorily resolved at Step Two, the grievance may proceed to binding arbitration. The Association shall submit to the Superintendent a written request on behalf of the Association and the grievant to enter into binding arbitration and within ten (10) school days a joint request shall be submitted to the American Arbitration Association. If a demand for binding arbitration is not filed within ten (10) days of receipt of the Step Two decision then the grievance shall be deemed withdrawn. Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association in accordance with the voluntary labor arbitration rules.. Expenses for the arbitrator's services shall be borne equally by the District and the Association. By mutual agreement, the American Arbitration Association expedited rules will be followed. The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the District and the Association, and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

3.3 **BYPASS** - By mutual agreement, any step of the grievance procedure may be bypassed.

- 3.4 **CLASS GRIEVANCE** - Class grievances involving more than one employee may be filed at step two.
- 3.5 **NO REPRISAL CLAUSE** - No reprisals shall be taken by the employer or the Association against any employee because of the employee's participation or refusal to participate in a grievance.
- 3.6 **RELEASED TIME** - Any investigation or other handling or processing of any grievance shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grievant or of the District's employees. This does not extend to meetings called by the employer or to attendance of the grievant and necessary parties at the arbitration hearing. In those instances the parties shall be released without loss of pay.
- 3.7 **FILING OF MATERIALS** - All records related to a grievance shall be filed separately from the personnel files of the employee except when otherwise needed to discipline an employee.
- 3.8 **GRIEVANCE WITHDRAWAL** - A grievance may be withdrawn at any level without establishing precedent.
- 3.9 **NO WRITTEN RESPONSE** - Failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- 3.10 **COSTS** - The fees and the expenses of the arbitrator shall be shared equally by the parties.
- 3.11 **COURT REPORTER** - If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the other party requests a copy, the full cost will be shared.
- 3.12 **POSTPONEMENT** - If only one party requests the postponement of an arbitration hearing, that party shall bear the cost of such postponement.
- 3.13 **SETTLEMENT** - By mutual agreement, a grievance may be settled at any step without establishing precedent.

**ARTICLE IV**

**EMPLOYEE RIGHTS**

- 4.1 The employer and the Association will not discriminate against any employee for reason of race, creed, religion, national origin, color, marital status, age, sex or for his/her participation in Association activities.
- 4.2 When an employee is required to appear before the Board or any Board Committee concerning any matter which could adversely affect that employee's position of employment, the employee, at his/her own request, shall be entitled to have a personal representative present. If an employee is required to appear before his/her supervisor, the principal or superintendent on a matter which the supervisor, principal or superintendent has already determined will result in no less than a written reprimand, the member, at his/her own request, shall be entitled to have a personal representative present. If the meeting is conducted during the employee's work day, he/she shall suffer no loss of pay.
- 4.3 Employees will be granted meal breaks as provided by *The Illinois School Code*. Meals incurred on extra trips will be reimbursed at actual cost including tip, not to exceed the following:

Breakfast	\$9.00
Lunch	\$11.00
Dinner	\$14.00

4.4 All Paraprofessional employees will be notified of any change in their tentative assignment for the next year by the end of the employee's work year. If a change occurs to the tentative assignment prior to the start of the school year, the employee shall be notified.

4.5 **EVALUATION**

A. Within thirty (30) days of ratification of the contract the Board and the Association shall jointly review job descriptions and any evaluation instruments. Thereafter, evaluation instruments and job descriptions shall be jointly reviewed whenever changes are proposed. The committee reviewing such documents shall be composed of an equal number of Board and Association representatives. Nothing herein abrogates the Board's rights in regard to the development and implementation of new job descriptions and evaluation instruments.

B. Employees will be evaluated at least once every two years by the employee's most immediate supervisor who is not a bargaining unit member.

C. Each employee shall be given a copy of the evaluation within five working days of completion. A meeting between the evaluator and the employee shall be held within five working days of the employee receiving the evaluation. The employee shall have the opportunity to attach a written response to any evaluation within ten working days of the evaluation conference.

## ARTICLE V

### LEAVES

- 5.1 **SICK LEAVE** - Each regularly employed bargaining unit employee shall be granted ten (10) sick leave days per school year. Persons employed for more than the school term shall receive an additional day of sick leave for any portion of a month over the school term, at the rate of one (1) day per month or portion of a month. Unused sick leave shall accumulate to a maximum of 305 days. Sick leave shall be interpreted to mean personal illness, quarantine at home, bereavement, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The immediate family for purposes of this Article shall include: parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and legal guardians. The Board shall make available to each employee a statement setting forth the total accumulated sick leave.

After all personal leave has been exhausted an employee may use up to three (3) sick leave days per year to attend funerals of those outside of the immediate family.

5.2 **PERSONAL LEAVE**

- A. Each regularly employed bargaining unit employee shall be granted two (2) days of personal leave per year without loss of pay or benefits. Employees with fifteen (15) or more years of service shall be granted one (1) additional personal leave day without loss of pay or benefits.
- B. Personal Leave may not be used in an additional occupation.
- C. Advance notice of personal leave shall be given as early as possible in advance of the requested leave and except in emergency situations shall be at least two (2) days prior to the day of the leave.
- D. Personal leave may not be taken during the first five (5) days or the last five (5) days of the school term or on the first working day preceding or following a vacation or holiday period except in emergency situations as approved by the Superintendent.
- E. No more than two (2) employees per category, per building may take personal leave on the same day. Determinations will be made on the basis of the first requests.
- F. Unused personal leave shall accumulate as sick leave.
- G. Unpaid Personal Leave: Each employee with zero (0) to fourteen (14) years of service in Unit 40 shall be entitled to up to three (3) days of unpaid leave in any combination of full days every four (4) years after exhaustion of paid personal leave. Each employee who has completed fourteen (14) or more years of service in Unit 40 shall be entitled to up to two (2) days of unpaid leave per year after exhaustion of paid personal leave.

- 5.3 **ACCIDENT OR INJURY LEAVE** - Absence due to injury or accident incurred in the employee's employment shall be compensated for in the following manner. The employee may choose between compensation paid under Illinois Workers' Compensation Act or sick leave benefits under this contract. No sick leave days will be deducted for days paid under Workers' Compensation.

- 5.4 **PROFESSIONAL LEAVE** - With the approval of the Superintendent, members of the bargaining unit may be permitted one (1) day of leave per year which will contribute to the staff member's professional improvement. These days may be used for any professional purpose, including but not limited to viewing of other school district's techniques or programs, conferences, workshops or seminars conducted by colleges, universities, state agencies, or private consultant groups. The Unit will reimburse registration fees, travel, meals, and related expenses. Professional Development Leave days will be paid leave days for the employee.

- 5.4.1. **PROFESSIONAL DEVELOPMENT** - With prior approval by their immediate supervisor, employees will be reimbursed up to one hundred and fifty dollars (\$150.00) for fees and other costs



related to professional development activities during non-work hours, provided the cumulative amount for all bargaining unit members shall not exceed two thousand dollars (\$2,000.00) per year.

- 5.5 **LEAVE OF ABSENCE** - Leaves of absence for up to one (1) year may be granted by the Board to bargaining unit employees. Except in cases of emergency, a written request for leave shall be made two (2) months in advance. Leaves may be granted without pay for:
1. Child-rearing leave.
  2. Military service.
  3. Unforeseen disabling illness or accidents to an employee or members of the immediate family and which are not covered by sick leave.
  4. Other reasons acceptable to the Board.
  5. Service as an officer of the State or National Association for the entire term of office.

A notice of return from leave of absence for the coming school year shall be supplied in writing to the Board by March 1. Failure to provide such notification shall be treated as a resignation. Upon return from the leave, the employee shall assume an equal position and classification he/she had prior to the leave. For salary purposes, the leave must be less than one-half (1/2) of the employee's work year to count as a year of service. For seniority purposes the period of the leave will be counted. Any insurance program shall be maintained by the District for said employee, providing the employee reimburses the District for the insurance costs, if any.

- 5.6 **ASSOCIATION LEAVE** - In the event the Association desires to send representatives to local, state or national conferences, these representatives shall be excused without loss of salary or benefits providing the Association reimburses the District for the cost of the substitute if one is hired. The Association shall be granted an aggregate of eight (8) Association days per year. Written notice of Association leave shall be submitted to the Superintendent by the Association President no less than ten (10) days prior to the date the leave is to commence. The District Paymaster shall be notified by the Association President within ten (10) working days when the Association leave has been used. The District Paymaster shall then submit the bill for payment of substitute reimbursement to the Association treasurer no later than 60 days after completion of the authorized leave, along with a copy of the substitute's time sheet covering the period of Association leave and the substitute's wage.

- 5.7 **JURY SERVICE** - Any employee summoned to jury duty or issued a court subpoena shall be paid full salary for each working day of absence, provided the employee pays the District the jury fee or witness fee. This provision is not applicable if the employee is a witness against the School District, the Board of Education or its representatives as a result of any legal action(s) commenced by or on behalf of the National Education Association, the Illinois Education Association, the Effingham Education Support Professionals Association, the Effingham Teacher Association, its agents or members, or as a result of any legal actions arising from collective negotiations between the Effingham Education Support Professionals Association and the Board of Education.

- 5.8 **SNOW DAYS** – Employees who are required to work on a snow day, if, after consultation with the immediate supervisor, have determined that it is unsafe to travel to work, may use either an unpaid leave day, personal day or vacation day at the employee's discretion. Employees must notify their immediate supervisor as soon as reasonably possible of their absence.

**ARTICLE VI**

**DISCIPLINE**

- 6.1 An employee may be discharged and/or suspended only with just cause. Grounds for discharge and/or suspension shall include, but not be limited to, drunkenness or drinking or carrying intoxicating beverages on the job, possession or use of any controlled and/or illegal drug, dishonesty, insubordination, incompetency or negligence in the performance of duties.
- 6.2 A conference with the employee shall be held prior to any suspension and/or discharge. The employee will be allowed Association representation at this meeting.
- 6.3
- A. No employee will be videotaped, photographed, electronically monitored, or recorded without his/her knowledge. This prohibition shall not be applicable to the District's use of security systems.
  - B. Material resulting from videotaping, recording or photographing will be viewed only by those with an official "need-to-know" and will be erased or destroyed as soon as there is no longer a need.
  - C. Should any videotape, recording or photograph be considered for commercial or promotional use, employees will be asked to sign a release and compensated at a mutually agreed upon rate.
  - D. Videotapes, recordings or photographs may be used as evidence in the discipline (suspension or dismissal) of an employee only for serious infractions. They may be used for purposes of helping employees improve performance or correct mistakes. The concept of progressive discipline will apply.
  - E. An employee may voluntarily review videotapes for purposes of self-evaluation.
- 6.4 **PROBATIONARY PERIOD** –All newly hired employees shall be considered probationary employees for the first one-hundred (120) work days of their employment. The Board shall have the right to discharge any employee in such status and no grievance shall arise therefrom. After members have completed the probationary period, they shall be placed on the seniority list and their seniority shall start from the date of hiring.

## ARTICLE VII

### SENIORITY/LAYOFFS

7.1 Seniority shall be defined as the length of continuous service within the District in a position currently in the bargaining unit. Seniority shall be measured from the first day for which salary was earned, with the earliest hired holding greatest seniority. If more than one (1) employee was hired on the same day, the following will be used to break any ties:

- A. Length of continuous regular employment in the bargaining unit;
- B. Any other documented regular employment in the District (i.e., substitute, and temporary service shall not count);
- C. In the presence of both an Association and a Board representative, by lot.

7.2 Employees will be placed in the employment category in which they are currently assigned.

Seniority in a category will be retained in any category in which the employee has worked in the last five (5) years prior to February of each school year. Employees promoted from cook to head cook; mechanic assistant to mechanic, or custodian to head custodian shall remain on the original category seniority list with their original date of hire. The head cook, head custodian, and mechanic's list will list the first date working in that category. The categories are as follows:

- 1. Custodian
- 2. Head Custodian
- 3. Maintenance
- 4. Maintenance Assistant
- 5. Head Cook
- 6. Cook
- 7. Bus Driver
- 8. Mechanic
- 9. Mechanic Assistant
- 10. Special Education Bus Aide
- 11. Paraprofessional
- 12. Nurse Paraprofessional
- 13. Secretary/Library Clerk
- 14. Supply/Warehouse

7.3 The Board shall prepare annually a seniority list showing the seniority rank of employees in each job category. Said seniority list shall be prepared by February 1 of each school year.

- 7.4
- A.
    - 1. Employees who are dismissed due to a reduction in numbers or a discontinuation of some type of Educational Support Service must receive notice of honorable dismissal by certified mail at least thirty (30) days before the effective date of the dismissal.
    - 2. A reduction in hours shall also be a reduction in force.
    - 3. If the elimination of a position results in the need to reduce staff, the least senior employee with the same number of hours will be dismissed and the employee whose position has been eliminated will be transferred to the position of the dismissed employee subject to such employee being qualified to fill the position. If part-time positions exist, the least senior full-time employee will be transferred to the part-time position and the part-time employee will be dismissed.

4. Employees will be subject to lay-off or reduction in force if the student is removed from the District's rolls.

B. If the Board has any vacancies in the current or following school term, or within one (1) calendar year from the beginning of the following school term, the position(s) becoming available within a specific category of position shall be tendered to the employee(s) so removed or dismissed from such category or position. If positions still remain available, such position(s) shall be offered to the other dismissed employee(s) in reverse order of seniority to the extent such employee(s) is qualified to fill the position(s). The employee must respond within ten (10) days of delivery of the notice of recall to his/her last reported address. Failure to respond or rejection of the position shall be deemed a forfeiture of the position unless the position is in another category than the one the employee was dismissed from.

7.5 **PARAPROFESSIONAL SENIORITY LISTS** – A single seniority list will be developed for Paraprofessionals (Classroom and One-on-One Aides). The single seniority list under this provision is not applicable to Nurse Paraprofessionals, each of which has their own separate, respective seniority lists. Recall will be in the order of seniority, except that no employee will be recalled to a position when assignment of that employee to a student would be contrary to the student's IEP or the rights of handicapped students. Examples of such situations are where a vacancy may exist for a One-on-One Teaching Assistant position, but the position requires a male Assistant to help toilet a male student, but the most senior Teaching Assistant is a female, or where a position requires a Spanish-speaking Assistant to help with an English-as-a-Second-Language student, but the most senior Teaching Assistant does not speak Spanish (or another applicable language). In foreign language situations, the Board reserves the right to determine which Teaching Assistant is most qualified/fluent.

**RIGHTS OF TEACHING ASSISTANTS AND ONE-ON-ONE AIDES**– Teaching Assistants, Shared Aides, and One-on-One Aides shall be considered as one employee category for seniority and assignments. When recalling RIF'd employees to fill vacancies, the Board will determine to which position an employee is assigned.

**ARTICLE VIII**

**VACANCIES AND POSTING**

- 8.1 A vacancy shall be defined as a permanent position which has been newly created or which has previously existed and has been vacated due to promotion, resignation, retirement, death, termination, or transfer. Nothing contained herein shall alter the power of the Superintendent or his/her designee to make assignments of personnel. The term vacancy shall not apply to any position from which an employee is absent due to leave.
- 8.2 The Superintendent shall have posted in all school buildings and on the District's web site a notice of all full-time and part-time vacancies within five (5) days of the date they are approved by the board. The Superintendent will mail a copy of the notice to the President of the Association.
- 8.3 Except in cases deemed by the Superintendent to be an emergency, no vacancy defined above shall be filled until such vacancy has been posted for five (5) office workdays. No position will be filled by a substitute at substitute pay for more than thirty (30) days.

**ARTICLE IX**

**ASSOCIATION RIGHTS**

- 9.1 The President of the Association shall be given written notification, including agenda or purpose of all regular and special meetings of the Board at the same time Board members are notified.
- 9.2 The President of the Association shall be given one (1) copy of the minutes of all Board meetings within two (2) days after they have been approved.
- 9.3 Upon request, the Board will provide the President of the Association with a copy of the Adopted Budget and the Annual Financial Report.
- 9.4 A. The Association shall have the right to reasonable use of school buildings, provided the areas have not been previously booked; prior notice has been given to the Superintendent at least twenty-four (24) hours in advance of the meeting; and there is no interruption of the educational program. The Association will reimburse the District for actual expenses incurred resulting from the use of the building.
- B. The District shall designate at least one (1) bulletin board in each building for use by the Association in posting official notices of its activities and matters of Association concern; however, the principal may direct the removal of any items posted on the bulletin board which in the principal's judgment may be offensive to other staff members, in poor taste or not appropriate for display.
- C. The Association may use employee mailboxes for internal Association communication.
- 9.5 A. Proper authorization for membership payroll deductions shall be the signature of the employee on an authorization form prepared by the Association and submitted to the Superintendent or his/her designee. Such authorization shall remain effective from year to year unless the employee cancels such authorization by notice in writing to the Superintendent and the Association by September 1.
- B. Authorization submitted to the Superintendent or his/her designee 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 and remitted to the Association within ten (10) working days following each pay period.
- 9.6 Names and addresses, job category and salary category of newly hired employees shall be provided to the Association within fourteen (14) days after employment.

**ARTICLE X**

**FRINGE BENEFITS**

- 10.1 **PAYROLL DEDUCTIONS** - Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any bargaining unit member, and make appropriate remittance monthly for the following items:
- A. U.S. Savings Bonds
  - B. Tax-Sheltered Annuities
  - C. Health, Accident and Life Insurance
  - D. Illinois Educators Credit Union
  - E. United Way Fund

- 10.2 **HEALTH INSURANCE AND DENTAL INSURANCE** - The Board shall contribute toward the cost of the group hospitalization and major medical insurance coverage of each full-time employee. Full time is defined as being compensated a minimum of four (4) hours per school day and being eligible for the Illinois Municipal Retirement Fund. Payment will be made in accordance with the following schedule:

<b>Individual</b>	<b>Ind. +1</b>	<b>Family</b>
\$632	\$639	\$822

District will pay a one-time, separate payment to each employee paying towards health insurance costs as of September 1<sup>st</sup> of each year of contract as listed below:

<b>Year</b>	<b>Bonus</b>
2021	\$175.00
2022	\$225.00
2023	\$275.00
2024	\$275.00

These amounts reflect the Board contribution to the respective group hospitalization and major medical coverage of each insured member of the bargaining unit.

Board contributions toward the premiums shall be as listed above or as the actual cost of the premiums, whichever is less.

The Board shall establish a group dental plan at no cost to the Board.

Twelve (12) month employees' insurance contributions shall be deducted in twenty-six (26) equal installments starting with the first full pay in September. All other employee insurance contributions for the year shall be deducted in 18 equal installments starting with the first full pay period in September.

The Association will be allowed to appoint two (2) members to any District wide insurance advisory committee.

- 10.3 **LIFE INSURANCE** - The Board will provide and pay for a group life insurance policy for each full time employee (as defined in 10.2) in the sum of \$10,000 with the annual premium for each employee not to exceed \$40.00 per year.
- 10.4 **BUS ROUTES** - All bus drivers shall be paid a minimum of two (2) hours for all regularly scheduled bus routes. Summer school, before-school program and after-school program routes shall be considered “regular” routes with respect to pay and the two-hour minimum. Bus drive time shall not overlap with other Unit 40 summer employment, unless there are not enough applicants to fill positions singularly.
- 10.5 **PHYSICAL EXAM** - Any employee required to take drug or Tuberculosis tests will be reimbursed the full cost. Any other required physical will be reimbursed up to seventy-five dollars (\$75).
- 10.6 **COMPENSATION** - Compensation rates for each job category are included in Appendix A.
- 10.7 **FRINGE BENEFITS** – Upon retirement into the IMRF System, employees with ten (10) or more years of service with Unit 40 shall be compensated Fifty Four and 00/100 Dollars (\$54.00) per day for unused sick days over and above those days reported to IMRF for retirement purposes, but not to exceed fifty-two (52) days. To be eligible for payment, the employee must provide their final IMRF credible service report which shows the amount of sick days used for retirement purposes. Payment for these days shall be paid as a lump sum amount post retirement. Employees not vested in the IMRF system shall be compensated at 75% of their daily wage for unused sick leave upon retirement, not to exceed fifty-two (52) days.
- 10.8 **CALL IN PAY**- If an employee is called in to work by their supervisor they shall be paid for a minimum of two (2) hours. If employees report and school is cancelled after the start of their regular work day, they shall be paid a minimum of one (1) hour pay.
- 10.9 **PARAPROFESSIONAL LICENSE/LICENSURE RENEWAL** – All paraprofessionals shall be reimbursed the fee for the initial and/or timely renewal license/licensure per ISBE upon submittal of a copy of the documentation or confirmation of said paraprofessional license/licensure.
- 10.10 **FOOD HANDLER’S LICENSE** – All cooks shall be reimbursed the fee for the initial and/or timely renewal license upon submittal of a copy of the documentation or confirmation of said food handler license.



**ARTICLE XI**

**PERSONNEL FILE**

- 11.1 Upon twenty-four (24) hour notice each employee may review his/her personnel file. Information deemed privileged by statute shall be specifically exempted from such a review. An Association representative may accompany the employee if requested.
- 11.2 The Superintendent or his/her designee shall maintain the employee's personnel file.
- 11.3 The employee may attach a written response to any materials inserted in the file within ten (10) working days of the date the material is delivered or presented to the employee.
- 11.4 Upon request the Board will reproduce one (1) copy of any material in the personnel file. The cost paid by the employee will be actual copy cost not to exceed ten (10) cents per sheet.
- 11.5 When any written documentation of a disciplinary or evaluative nature, and not specifically exempt from review by statute is added to, or changed in, the personnel file of an employee, the administration shall mail a copy of the same to the employee within fifteen (15) working days. For the purposes of this provision, a day shall be defined as a day that the District Office is open for business.

**ARTICLE XII**  
**WORKING CONDITIONS**

12.1 **OVERTIME** - Any work beyond forty (40) hours/week will be paid at one and one-half (1 1/2) times the regular rate or take compensatory time off. If an employee is required to work beyond their regular workday, they will be paid at their regular rate up to 40 hours. If more than one vehicle (van or activity bus) is required to transport students to any one extracurricular or sports event, the work shall be assigned to the bargaining unit bus driver unless no qualified bargaining unit bus driver is available. Overnight trips of only one night will be offered to EESPA bargaining unit bus drivers.

12.2 **HOLIDAYS**

- A. Twelve (12) month employees shall receive the following paid holidays: New Year's Eve Day, New Year's Day, Martin Luther King Jr's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. In the event that Casimir Pulaski Day is a non-attendance day for students, said day will be a regular workday for all twelve-month employees. In the event that a paid holiday falls on a weekend, the twelve-month employee shall be paid for such a holiday(s), and shall work the following Monday.
- B. Nine (9), and ten (10) month employees shall not be required to work on the following holidays: New Year's Day, Martin Luther King Jr's Birthday, President's Day, Good Friday, Memorial Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. Employees in this category shall receive the following paid holidays: Good Friday, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day. Employees required to work on holidays shall be paid one and one-half (1 1/2) of the normal rate.

There is an understanding that no waiver would subtract from any holiday allotment. The provisions of this Article are subject to the continuation of the statutory waiver provisions applicable to school holidays as found in The Illinois School Code.

12.3 **VACATIONS**

- A. **Eligibility** - Bargaining unit employees employed on a twelve (12) month basis, earn paid vacations. Employees are eligible for ten (10) working days vacation after one (1) fiscal year, fifteen (15) working days after ten (10) fiscal years of continuous employment, and twenty (20) working days' vacation after fifteen (15) fiscal years of continuous employment.
- B. **Approval** - Vacation must be approved by the Superintendent in advance. Unless approved by the Superintendent, no more than ten (10) consecutive working days may be taken during the summer. Unused vacation days do not accumulate.
- C. **Implementation** - Vacation time of a new employee shall be pro-rated from the date of initial employment to the end of that fiscal year. For example, if employed in June, pro-rated vacation to the end of the fiscal year would be six (6) days vacation to be taken the next fiscal year. Ten (10) days would be available at the end of the second fiscal year of employment. Accumulation of years of service shall begin July 1, after the date employed to apply toward the ten (10) and fifteen (15) year plateaus. Employees shall not be reduced in accrued vacation days due to implementation of the change from calendar year to fiscal year for vacation accrual.

- 12.4 **ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS** - Bargaining unit employees have the right to use such force as given by statute or court cases decided thereunder to protect himself, another employee or student from physical assault or injury. The employer shall support the bargaining unit members with respect to the maintenance of control of students so long as the bargaining unit member has acted with legal justification.
- 12.5 **EMPLOYEE ENDANGERMENT** - Employees will not be expected to search for threatened bombs.
- 12.6 **MILEAGE REIMBURSEMENT** - Employees shall be paid mileage reimbursement at the rate approved by the Internal Revenue Service for all approved mileage to perform their assigned duties.
- 12.7 **UNIFORMS** - If the District requires uniforms for employees, it will pay the cost of the uniform.
- 12.8 **PAY DATE OPTION** - All employees will be paid bi-weekly. In the event that the payday falls on a weekend or holiday, employees will be paid on the last day the unit office is open that is most immediately preceding the payday.
- 12.9 **EARLY DISMISSALS, ETC** - Cooks will suffer no loss of pay due to early dismissal. All teacher assistants will work the first day of teacher attendance and will suffer no loss of pay for one (1) day and one-half (1/2) day due to early dismissals.

All one-on-one teacher assistants who are required by the administration to attend IEP meetings beyond the regular school year will be paid their regular hourly rate. Time shall be rounded to the nearest quarter of an hour.

- 12.10 All employees will be paid regular or overtime hourly rate as applicable for required attendance at any meeting and/or training outside work hours (includes the State-required bus driver refresher course and sanitation certification course for cooks).
- 12.11 A. The minimum amount paid for driving a field trip shall be one hour of pay at the appropriate regular or overtime rate.
- B. Drivers may update their individual driver extra trip consideration request form the first working day of each month.
- 12.12 In the event it is anticipated a Head Cook is absent, a regular Cook from the same building, or in case of a one- (1) cook building, a Cook from another building will be assigned Head Cook and paid accordingly. A substitute will be hired for the regular Cook. A substitute may not be hired as a Head Cook, except in the case of an emergency as defined by the Administration.

In the event it is anticipated a Head Custodian will be absent for more than five (5) consecutive days, the most senior Custodian from the same building or in case of a one (1) custodian building, a custodian from another building will be assigned Head Custodian and paid accordingly for the duration of the absence. A substitute will be hired for the regular custodian. A substitute may not be hired as a Head Custodian except in the case of an emergency as defined by the Administration. If, in the opinion, of the Administration, the most senior employee is not suitable for the position, the Administration will select the next most senior employee in the building for the work or in case of a one (1) custodian building, a custodian from another building will be assigned the position. A custodian must be accorded at least one opportunity to attempt to perform the position of Head Custodian prior to be excluded.

- 12.13 Full-time secretaries will work either a ten (10) or twelve (12) month work year.
- 12.14 Bus Drivers who train new drivers will be paid their regular rate for the hours spent in training activities.
- 12.15 Secretaries who work in a one-secretary building will be paid their regular rate for their lunchtime, unless they take a duty-free lunch period.

12.16 **DUES DEDUCTION**

- A. Any member of the bargaining unit who is a member or has applied for membership in the Association shall sign and deliver to the Board an authorization for continual dues deduction. A continual authorization shall remain in effect unless the employee revokes such authorization in writing between September 1 and September 15 of any year.
- B. The Board shall provide the Association a list of all bargaining unit members and the anticipated hours and days that they work prior to September 1<sup>st</sup> of each year.
- C. The Association shall certify to the Board the amount to be deducted for each employee by September 15 of each year in an electronic format prescribed by the School District.
- D. Local dues shall be deducted from the first paycheck in October. Thereafter the remaining dues shall be deducted in equal amounts over pay checks from October through May.
- E. The Board will remit deducted dues to the Association within ten (10) days following the pay period.

12.17 **EXTRA WORK**

The parties agree that for offering extra work (e.g., extra bus trips, extended custodial work), a forty-hour “cap” to minimize overtime will be a primary consideration.

12.18 **SAFETY MEETING**

In an effort to reduce workers compensation claims, the Association agrees to attend one safety meeting per year. The meeting will be conducted at reasonable times and will not exceed one hour in duration.

12.19 **SUPPORT STAFF – DAYS PER YEAR (minimum)**

The table below indicates the minimum number of required work days in each individual employee category per fiscal year.

<b><u>Employee Type</u></b>	<b><u>Days/Year</u></b>		<b><u>Employee Type</u></b>	<b><u>Days/Year</u></b>
Bus Aide	176		Custodian	260
Food Service	176		Maintenance	260
Library Clerk	176		Mechanic	260
Professional	176		Mechanic Asst.	260
Parapro Nurse	176		Secretary (12 mo.)	260
Bus Driver	177		Warehouse	260
Secretary	200			

**ARTICLE XIII**

13.1 **EFFECT OF AGREEMENT**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

13.2 **WAIVER OF ADDITIONAL BARGAINING**

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

13.3 During the term of this Agreement, the Board agrees that it will not employ, on a regular basis, any private concern to perform the overall work normally performed by the bargaining unit employees. However, the Board reserves the right, as the needs of the School District require, to employ private concerns on a short term basis to deal with certain items that may or may not be performed by bargaining unit employees. Overtime opportunities will not be withheld on the basis of salary level of employees.

13.4 Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that Article, Section or Clause shall be deleted from the Agreement to the extent that it violates the law. The remaining Articles, Sections and Clauses shall remain in full force and effect.

13.5 **NO STRIKE**

- A. During the term of this Agreement and any extension thereof, the Association shall not authorize, instigate, or engage in any strike or any other concerted effort to refuse to render full and complete services to the Board.
- B. Should any members of the bargaining unit independently engage in the above listed activities, the Association will disavow any support to an illegal strike.
- C. Violations of this provision shall be handled in conformance with the Illinois Educational Labor Relations Act and rules from the Illinois Educational Labor Relations Board.

13.6 **DURATION**

This Agreement shall become effective on July 1, 2021, and shall continue in effect until June 30, 2025. Dated this \_\_\_ day of \_\_\_\_\_, 2021

BOARD OF EDUCATION EFFINGHAM  
COMMUNITY UNIT SCHOOL DISTRICT #40

EFFINGHAM EDUCATION SUPPORT  
PROFESSIONALS ASSOCIATION-IEA/NEA

\_\_\_\_\_  
Robin Klosterman, President

\_\_\_\_\_  
Michael Lambton, President

**APPENDIX A**  
**COMPENSATION**

1. To receive credit on the salary schedule for a year of service, an employee's first day of work must be no later than December 31.
2. Bus Driver's Extra Trips \$19.00/hour  
No Show Hourly rate for one hour
3. Should a Cook substitute for or be promoted to Head Cook, her/his salary will be increased \$1.75/hour for the life of the agreement.
4. Employees transferring to new categories will be placed on the salary schedule in accordance with their experience in the new category.
5. New hires will have to participate in direct deposit.
6. An employee that moves to the top pay of the salary schedule (i.e. greater than 30 years) will receive the hourly rate for step 30. After employee completes last step the salary matrix, they will start on the pay scale in which they reached step 30. When/if the salary matrix changes the employee will move to the new salary matrix.

**Head Custodian/Head Cook Stipend (per hour)**

	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
EHS	\$2.50	\$2.50	\$2.50	\$2.50
EJHS	\$2.35	\$2.35	\$2.35	\$2.35
CENTRAL	\$2.25	\$2.25	\$2.25	\$2.25
SOUTH SIDE	\$1.50	\$1.50	\$1.50	\$1.50
ELC	\$1.50	\$1.50	\$1.50	\$1.50
EAST SIDE	\$1.50	\$1.50	\$1.50	\$1.50

**MEMORANDUM OF UNDERSTANDING**

A Labor Management Committee consisting of the Superintendent and two (2) administrators and the Association President and two (2) employees named by the Association will be established. This committee will meet as needed to discuss and resolve safety concerns and other issues brought to them by employees and administrators.

<b>BUS AIDE</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$15.00	\$15.50	\$16.00	\$16.00
2	\$15.25	\$15.75	\$16.25	\$16.25
3	\$15.50	\$16.00	\$16.50	\$16.50
4	\$16.00	\$16.50	\$17.00	\$17.00
5	\$16.25	\$16.75	\$17.25	\$17.25
6	\$16.50	\$17.00	\$17.50	\$17.50
7	\$17.00	\$17.50	\$18.00	\$18.00
8	\$17.25	\$17.75	\$18.25	\$18.25
9	\$17.50	\$18.00	\$18.50	\$18.50
10	\$18.00	\$18.50	\$19.00	\$19.00
11	\$18.25	\$18.75	\$19.25	\$19.25
12	\$18.50	\$19.00	\$19.50	\$19.50
13	\$19.00	\$19.50	\$20.00	\$20.00
14	\$19.25	\$19.75	\$20.25	\$20.25
15	\$19.50	\$20.00	\$20.50	\$20.50
16	\$20.00	\$20.50	\$21.00	\$21.00
17	\$20.25	\$20.75	\$21.25	\$21.25
18	\$20.50	\$21.00	\$21.50	\$21.50
19	\$21.00	\$21.50	\$22.00	\$22.00
20	\$21.25	\$21.75	\$22.25	\$22.25
21	\$21.50	\$22.00	\$22.50	\$22.50
22	\$22.00	\$22.50	\$23.00	\$23.00
23	\$22.25	\$22.75	\$23.25	\$23.25
24	\$22.50	\$23.00	\$23.50	\$23.50
25	\$23.00	\$23.50	\$24.00	\$24.00
26	\$23.25	\$23.75	\$24.25	\$24.25
27	\$23.50	\$24.00	\$24.50	\$24.50
28	\$24.00	\$24.50	\$25.00	\$25.00
29	\$24.25	\$24.75	\$25.25	\$25.25
30	\$24.50	\$25.00	\$25.50	\$25.50



<b>BUS DRIVER</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$19.00	\$19.50	\$20.50	\$20.50
2	\$19.25	\$19.75	\$20.75	\$20.75
3	\$19.50	\$20.00	\$21.00	\$21.00
4	\$20.00	\$20.50	\$21.50	\$21.50
5	\$20.25	\$20.75	\$21.75	\$21.75
6	\$20.50	\$21.00	\$22.00	\$22.00
7	\$21.00	\$21.50	\$22.50	\$22.50
8	\$21.25	\$21.75	\$22.75	\$22.75
9	\$21.50	\$22.00	\$23.00	\$23.00
10	\$22.00	\$22.50	\$23.50	\$23.50
11	\$22.25	\$22.75	\$23.75	\$23.75
12	\$22.50	\$23.00	\$24.00	\$24.00
13	\$23.00	\$23.50	\$24.50	\$24.50
14	\$23.25	\$23.75	\$24.75	\$24.75
15	\$23.50	\$24.00	\$25.00	\$25.00
16	\$24.00	\$24.50	\$25.50	\$25.50
17	\$24.25	\$24.75	\$25.75	\$25.75
18	\$24.50	\$25.00	\$26.00	\$26.00
19	\$25.00	\$25.50	\$26.50	\$26.50
20	\$25.25	\$25.75	\$26.75	\$26.75
21	\$25.50	\$26.00	\$27.00	\$27.00
22	\$26.00	\$26.50	\$27.50	\$27.50
23	\$26.25	\$26.75	\$27.75	\$27.75
24	\$26.50	\$27.00	\$28.00	\$28.00
25	\$27.00	\$27.50	\$28.50	\$28.50
26	\$27.25	\$27.75	\$28.75	\$28.75
27	\$27.50	\$28.00	\$29.00	\$29.00
28	\$28.00	\$28.50	\$29.50	\$29.50
29	\$28.25	\$28.75	\$29.75	\$29.75
30	\$28.50	\$29.00	\$30.00	\$30.00

<b>COOK</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$15.50	\$16.00	\$17.00	\$17.00
2	\$15.75	\$16.25	\$17.25	\$17.25
3	\$16.00	\$16.50	\$17.50	\$17.50
4	\$16.50	\$17.00	\$18.00	\$18.00
5	\$16.75	\$17.25	\$18.25	\$18.25
6	\$17.00	\$17.50	\$18.50	\$18.50
7	\$17.50	\$18.00	\$19.00	\$19.00
8	\$17.75	\$18.25	\$19.25	\$19.25
9	\$18.00	\$18.50	\$19.50	\$19.50
10	\$18.50	\$19.00	\$20.00	\$20.00
11	\$18.75	\$19.25	\$20.25	\$20.25
12	\$19.00	\$19.50	\$20.50	\$20.50
13	\$19.50	\$20.00	\$21.00	\$21.00
14	\$19.75	\$20.25	\$21.25	\$21.25
15	\$20.00	\$20.50	\$21.50	\$21.50
16	\$20.50	\$21.00	\$22.00	\$22.00
17	\$20.75	\$21.25	\$22.25	\$22.25
18	\$21.00	\$21.50	\$22.50	\$22.50
19	\$21.50	\$22.00	\$23.00	\$23.00
20	\$21.75	\$22.25	\$23.25	\$23.25
21	\$22.00	\$22.50	\$23.50	\$23.50
22	\$22.50	\$23.00	\$24.00	\$24.00
23	\$22.75	\$23.25	\$24.25	\$24.25
24	\$23.00	\$23.50	\$24.50	\$24.50
25	\$23.50	\$24.00	\$25.00	\$25.00
26	\$23.75	\$24.25	\$25.25	\$25.25
27	\$24.00	\$24.50	\$25.50	\$25.50
28	\$24.50	\$25.00	\$26.00	\$26.00
29	\$24.75	\$25.25	\$26.25	\$26.25
30	\$25.00	\$25.50	\$26.50	\$26.50

<b>CUSTODIAN</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$15.50	\$16.00	\$17.00	\$17.00
2	\$15.75	\$16.25	\$17.25	\$17.25
3	\$16.00	\$16.50	\$17.50	\$17.50
4	\$16.50	\$17.00	\$18.00	\$18.00
5	\$16.75	\$17.25	\$18.25	\$18.25
6	\$17.00	\$17.50	\$18.50	\$18.50
7	\$17.50	\$18.00	\$19.00	\$19.00
8	\$17.75	\$18.25	\$19.25	\$19.25
9	\$18.00	\$18.50	\$19.50	\$19.50
10	\$18.50	\$19.00	\$20.00	\$20.00
11	\$18.75	\$19.25	\$20.25	\$20.25
12	\$19.00	\$19.50	\$20.50	\$20.50
13	\$19.50	\$20.00	\$21.00	\$21.00
14	\$19.75	\$20.25	\$21.25	\$21.25
15	\$20.00	\$20.50	\$21.50	\$21.50
16	\$20.50	\$21.00	\$22.00	\$22.00
17	\$20.75	\$21.25	\$22.25	\$22.25
18	\$21.00	\$21.50	\$22.50	\$22.50
19	\$21.50	\$22.00	\$23.00	\$23.00
20	\$21.75	\$22.25	\$23.25	\$23.25
21	\$22.00	\$22.50	\$23.50	\$23.50
22	\$22.50	\$23.00	\$24.00	\$24.00
23	\$22.75	\$23.25	\$24.25	\$24.25
24	\$23.00	\$23.50	\$24.50	\$24.50
25	\$23.50	\$24.00	\$25.00	\$25.00
26	\$23.75	\$24.25	\$25.25	\$25.25
27	\$24.00	\$24.50	\$25.50	\$25.50
28	\$24.50	\$25.00	\$26.00	\$26.00
29	\$24.75	\$25.25	\$26.25	\$26.25
30	\$25.00	\$25.50	\$26.50	\$26.50

<b>MAINTENANCE</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$18.00	\$18.50	\$19.50	\$19.50
2	\$18.25	\$18.75	\$19.75	\$19.75
3	\$18.50	\$19.00	\$20.00	\$20.00
4	\$19.00	\$19.50	\$20.50	\$20.50
5	\$19.25	\$19.75	\$20.75	\$20.75
6	\$19.50	\$20.00	\$21.00	\$21.00
7	\$20.00	\$20.50	\$21.50	\$21.50
8	\$20.25	\$20.75	\$21.75	\$21.75
9	\$20.50	\$21.00	\$22.00	\$22.00
10	\$21.00	\$21.50	\$22.50	\$22.50
11	\$21.25	\$21.75	\$22.75	\$22.75
12	\$21.50	\$22.00	\$23.00	\$23.00
13	\$22.00	\$22.50	\$23.50	\$23.50
14	\$22.25	\$22.75	\$23.75	\$23.75
15	\$22.50	\$23.00	\$24.00	\$24.00
16	\$23.00	\$23.50	\$24.50	\$24.50
17	\$23.25	\$23.75	\$24.75	\$24.75
18	\$23.50	\$24.00	\$25.00	\$25.00
19	\$24.00	\$24.50	\$25.50	\$25.50
20	\$24.25	\$24.75	\$25.75	\$25.75
21	\$24.50	\$25.00	\$26.00	\$26.00
22	\$25.00	\$25.50	\$26.50	\$26.50
23	\$25.25	\$25.75	\$26.75	\$26.75
24	\$25.50	\$26.00	\$27.00	\$27.00
25	\$26.00	\$26.50	\$27.50	\$27.50
26	\$26.25	\$26.75	\$27.75	\$27.75
27	\$26.50	\$27.00	\$28.00	\$28.00
28	\$27.00	\$27.50	\$28.50	\$28.50
29	\$27.25	\$27.75	\$28.75	\$28.75
30	\$27.50	\$28.00	\$29.00	\$29.00

<b>MECHANIC</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$18.00	\$18.50	\$19.50	\$19.50
2	\$18.25	\$18.75	\$19.75	\$19.75
3	\$18.50	\$19.00	\$20.00	\$20.00
4	\$19.00	\$19.50	\$20.50	\$20.50
5	\$19.25	\$19.75	\$20.75	\$20.75
6	\$19.50	\$20.00	\$21.00	\$21.00
7	\$20.00	\$20.50	\$21.50	\$21.50
8	\$20.25	\$20.75	\$21.75	\$21.75
9	\$20.50	\$21.00	\$22.00	\$22.00
10	\$21.00	\$21.50	\$22.50	\$22.50
11	\$21.25	\$21.75	\$22.75	\$22.75
12	\$21.50	\$22.00	\$23.00	\$23.00
13	\$22.00	\$22.50	\$23.50	\$23.50
14	\$22.25	\$22.75	\$23.75	\$23.75
15	\$22.50	\$23.00	\$24.00	\$24.00
16	\$23.00	\$23.50	\$24.50	\$24.50
17	\$23.25	\$23.75	\$24.75	\$24.75
18	\$23.50	\$24.00	\$25.00	\$25.00
19	\$24.00	\$24.50	\$25.50	\$25.50
20	\$24.25	\$24.75	\$25.75	\$25.75
21	\$24.50	\$25.00	\$26.00	\$26.00
22	\$25.00	\$25.50	\$26.50	\$26.50
23	\$25.25	\$25.75	\$26.75	\$26.75
24	\$25.50	\$26.00	\$27.00	\$27.00
25	\$26.00	\$26.50	\$27.50	\$27.50
26	\$26.25	\$26.75	\$27.75	\$27.75
27	\$26.50	\$27.00	\$28.00	\$28.00
28	\$27.00	\$27.50	\$28.50	\$28.50
29	\$27.25	\$27.75	\$28.75	\$28.75
30	\$27.50	\$28.00	\$29.00	\$29.00

<b>MECHANIC ASSISTANT</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$16.00	\$16.50	\$17.50	\$17.50
2	\$16.25	\$16.75	\$17.75	\$17.75
3	\$16.50	\$17.00	\$18.00	\$18.00
4	\$17.00	\$17.50	\$18.50	\$18.50
5	\$17.25	\$17.75	\$18.75	\$18.75
6	\$17.50	\$18.00	\$19.00	\$19.00
7	\$18.00	\$18.50	\$19.50	\$19.50
8	\$18.25	\$18.75	\$19.75	\$19.75
9	\$18.50	\$19.00	\$20.00	\$20.00
10	\$19.00	\$19.50	\$20.50	\$20.50
11	\$19.25	\$19.75	\$20.75	\$20.75
12	\$19.50	\$20.00	\$21.00	\$21.00
13	\$20.00	\$20.50	\$21.50	\$21.50
14	\$20.25	\$20.75	\$21.75	\$21.75
15	\$20.50	\$21.00	\$22.00	\$22.00
16	\$21.00	\$21.50	\$22.50	\$22.50
17	\$21.25	\$21.75	\$22.75	\$22.75
18	\$21.50	\$22.00	\$23.00	\$23.00
19	\$22.00	\$22.50	\$23.50	\$23.50
20	\$22.25	\$22.75	\$23.75	\$23.75
21	\$22.50	\$23.00	\$24.00	\$24.00
22	\$23.00	\$23.50	\$24.50	\$24.50
23	\$23.25	\$23.75	\$24.75	\$24.75
24	\$23.50	\$24.00	\$25.00	\$25.00
25	\$24.00	\$24.50	\$25.50	\$25.50
26	\$24.25	\$24.75	\$25.75	\$25.75
27	\$24.50	\$25.00	\$26.00	\$26.00
28	\$25.00	\$25.50	\$26.50	\$26.50
29	\$25.25	\$25.75	\$26.75	\$26.75
30	\$25.50	\$26.00	\$27.00	\$27.00

<b>PARAPROFESSIONAL</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$16.00	\$16.50	\$17.50	\$17.50
2	\$16.25	\$16.75	\$17.75	\$17.75
3	\$16.50	\$17.00	\$18.00	\$18.00
4	\$17.00	\$17.50	\$18.50	\$18.50
5	\$17.25	\$17.75	\$18.75	\$18.75
6	\$17.50	\$18.00	\$19.00	\$19.00
7	\$18.00	\$18.50	\$19.50	\$19.50
8	\$18.25	\$18.75	\$19.75	\$19.75
9	\$18.50	\$19.00	\$20.00	\$20.00
10	\$19.00	\$19.50	\$20.50	\$20.50
11	\$19.25	\$19.75	\$20.75	\$20.75
12	\$19.50	\$20.00	\$21.00	\$21.00
13	\$20.00	\$20.50	\$21.50	\$21.50
14	\$20.25	\$20.75	\$21.75	\$21.75
15	\$20.50	\$21.00	\$22.00	\$22.00
16	\$21.00	\$21.50	\$22.50	\$22.50
17	\$21.25	\$21.75	\$22.75	\$22.75
18	\$21.50	\$22.00	\$23.00	\$23.00
19	\$22.00	\$22.50	\$23.50	\$23.50
20	\$22.25	\$22.75	\$23.75	\$23.75
21	\$22.50	\$23.00	\$24.00	\$24.00
22	\$23.00	\$23.50	\$24.50	\$24.50
23	\$23.25	\$23.75	\$24.75	\$24.75
24	\$23.50	\$24.00	\$25.00	\$25.00
25	\$24.00	\$24.50	\$25.50	\$25.50
26	\$24.25	\$24.75	\$25.75	\$25.75
27	\$24.50	\$25.00	\$26.00	\$26.00
28	\$25.00	\$25.50	\$26.50	\$26.50
29	\$25.25	\$25.75	\$26.75	\$26.75
30	\$25.50	\$26.00	\$27.00	\$27.00

<b>NURSE PARAPROFESSIONAL</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$18.50	\$19.00	\$19.50	\$19.50
2	\$18.75	\$19.25	\$19.75	\$19.75
3	\$19.00	\$19.50	\$20.00	\$20.00
4	\$19.50	\$20.00	\$20.50	\$20.50
5	\$19.75	\$20.25	\$20.75	\$20.75
6	\$20.00	\$20.50	\$21.00	\$21.00
7	\$20.50	\$21.00	\$21.50	\$21.50
8	\$20.75	\$21.25	\$21.75	\$21.75
9	\$21.00	\$21.50	\$22.00	\$22.00
10	\$21.50	\$22.00	\$22.50	\$22.50
11	\$21.75	\$22.25	\$22.75	\$22.75
12	\$22.00	\$22.50	\$23.00	\$23.00
13	\$22.50	\$23.00	\$23.50	\$23.50
14	\$22.75	\$23.25	\$23.75	\$23.75
15	\$23.00	\$23.50	\$24.00	\$24.00
16	\$23.50	\$24.00	\$24.50	\$24.50
17	\$23.75	\$24.25	\$24.75	\$24.75
18	\$24.00	\$24.50	\$25.00	\$25.00
19	\$24.50	\$25.00	\$25.50	\$25.50
20	\$24.75	\$25.25	\$25.75	\$25.75
21	\$25.00	\$25.50	\$26.00	\$26.00
22	\$25.50	\$26.00	\$26.50	\$26.50
23	\$25.75	\$26.25	\$26.75	\$26.75
24	\$26.00	\$26.50	\$27.00	\$27.00
25	\$26.50	\$27.00	\$27.50	\$27.50
26	\$26.75	\$27.25	\$27.75	\$27.75
27	\$27.00	\$27.50	\$28.00	\$28.00
28	\$27.50	\$28.00	\$28.50	\$28.50
29	\$27.75	\$28.25	\$28.75	\$28.75
30	\$28.00	\$28.50	\$29.00	\$29.00



<b>SECRETARY/LIBRARY CLERK</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$16.00	\$16.50	\$17.50	\$17.50
2	\$16.25	\$16.75	\$17.75	\$17.75
3	\$16.50	\$17.00	\$18.00	\$18.00
4	\$17.00	\$17.50	\$18.50	\$18.50
5	\$17.25	\$17.75	\$18.75	\$18.75
6	\$17.50	\$18.00	\$19.00	\$19.00
7	\$18.00	\$18.50	\$19.50	\$19.50
8	\$18.25	\$18.75	\$19.75	\$19.75
9	\$18.50	\$19.00	\$20.00	\$20.00
10	\$19.00	\$19.50	\$20.50	\$20.50
11	\$19.25	\$19.75	\$20.75	\$20.75
12	\$19.50	\$20.00	\$21.00	\$21.00
13	\$20.00	\$20.50	\$21.50	\$21.50
14	\$20.25	\$20.75	\$21.75	\$21.75
15	\$20.50	\$21.00	\$22.00	\$22.00
16	\$21.00	\$21.50	\$22.50	\$22.50
17	\$21.25	\$21.75	\$22.75	\$22.75
18	\$21.50	\$22.00	\$23.00	\$23.00
19	\$22.00	\$22.50	\$23.50	\$23.50
20	\$22.25	\$22.75	\$23.75	\$23.75
21	\$22.50	\$23.00	\$24.00	\$24.00
22	\$23.00	\$23.50	\$24.50	\$24.50
23	\$23.25	\$23.75	\$24.75	\$24.75
24	\$23.50	\$24.00	\$25.00	\$25.00
25	\$24.00	\$24.50	\$25.50	\$25.50
26	\$24.25	\$24.75	\$25.75	\$25.75
27	\$24.50	\$25.00	\$26.00	\$26.00
28	\$25.00	\$25.50	\$26.50	\$26.50
29	\$25.25	\$25.75	\$26.75	\$26.75
30	\$25.50	\$26.00	\$27.00	\$27.00

<b>SUPPLY/WAREHOUSE</b>				
<b>Step</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
1	\$15.00	\$15.50	\$16.00	\$16.00
2	\$15.25	\$15.75	\$16.25	\$16.25
3	\$15.50	\$16.00	\$16.50	\$16.50
4	\$16.00	\$16.50	\$17.00	\$17.00
5	\$16.25	\$16.75	\$17.25	\$17.25
6	\$16.50	\$17.00	\$17.50	\$17.50
7	\$17.00	\$17.50	\$18.00	\$18.00
8	\$17.25	\$17.75	\$18.25	\$18.25
9	\$17.50	\$18.00	\$18.50	\$18.50
10	\$18.00	\$18.50	\$19.00	\$19.00
11	\$18.25	\$18.75	\$19.25	\$19.25
12	\$18.50	\$19.00	\$19.50	\$19.50
13	\$19.00	\$19.50	\$20.00	\$20.00
14	\$19.25	\$19.75	\$20.25	\$20.25
15	\$19.50	\$20.00	\$20.50	\$20.50
16	\$20.00	\$20.50	\$21.00	\$21.00
17	\$20.25	\$20.75	\$21.25	\$21.25
18	\$20.50	\$21.00	\$21.50	\$21.50
19	\$21.00	\$21.50	\$22.00	\$22.00
20	\$21.25	\$21.75	\$22.25	\$22.25
21	\$21.50	\$22.00	\$22.50	\$22.50
22	\$22.00	\$22.50	\$23.00	\$23.00
23	\$22.25	\$22.75	\$23.25	\$23.25
24	\$22.50	\$23.00	\$23.50	\$23.50
25	\$23.00	\$23.50	\$24.00	\$24.00
26	\$23.25	\$23.75	\$24.25	\$24.25
27	\$23.50	\$24.00	\$24.50	\$24.50
28	\$24.00	\$24.50	\$25.00	\$25.00
29	\$24.25	\$24.75	\$25.25	\$25.25
30	\$24.50	\$25.00	\$25.50	\$25.50