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ARTICLE I – RECOGNITION AND DEFINITIONS

A. RECOGNITION

Pursuant to the Illinois Educational Labor Relations Board (IELRB) certification dated October 16, 1984, the Board of Education of Community Consolidated School District 54, Cook County, Illinois (hereinafter referred to as the “Employer” or the “Board” or the “District”) recognizes the Schaumburg Educational Employees Organization, IEA-NEA (hereinafter referred to as the “Organization” or the “Union” or “SEEO”) as the sole and exclusive bargaining representative for the purpose of negotiations regarding wages, hours and other terms and conditions of employment for all full-time and part-time secretaries, full-time and part-time library resource paraprofessionals, full-time and part-time special education paraprofessionals, full-time and part-time general education paraprofessionals, full-time and part-time early childhood paraprofessionals, full and part-time registered nurses and full and part-time licensed practical nurses referred to as the “employee” or “Bargaining Unit Member,” but excluding all central office secretaries, administrative employees and also excluding supervisors, managerial, confidential and short-term employees, all as defined by the Illinois Educational Labor Relations Act (IELRA), and all employees of the District who are not employed as building secretaries, paraprofessionals, library resource paraprofessionals, registered nurses and licensed practical nurses. Any individual replacing an employee who dies, resigns or is terminated, or an individual filling a newly created position within the bargaining unit shall be a member of the bargaining unit.

B. PART-TIME EMPLOYEES

Persons employed on a regular basis less than full-time but more than twenty-five percent (25%) of a regular, full-time employee (regular part-time) are included in the bargaining unit.

C. DEFINITIONS

1. DAYS

The term “days” when used in this Agreement will, except where otherwise indicated, mean working days.

2. SUPERINTENDENT

The title Superintendent will indicate the Superintendent of Schools or designee.

ARTICLE II – ORGANIZATION RIGHTS

A. BOARD PRESENTATIONS

In accordance with the School Code of Illinois, the Board agrees that the SEEO will have a reasonable opportunity to make presentations to the Board. Requests for a representative of the SEEO to make presentations to the Board at a regular meeting will be approved provided:

1. The matters to be discussed are made known in writing to the Superintendent at least forty-eight (48) hours prior to the regular meeting;
2. The matters are not otherwise addressed by this Agreement; and
3. A reasonable effort has been made to resolve the problem with the Administration prior to presentation to the Board.

All presentations will be subject to the rulings, practices and procedural limitations of the Board while in session.

B. PERTINENT INFORMATION – ORGANIZATION

The Board will make available to the SEEO a copy of its agenda and minutes of all open meetings and will, in response to reasonable written requests, furnish readily available and public information that may be relevant to negotiations or the processing of a grievance or complaint. Nothing herein requires the central administrative staff or other employees of the District or the SEEO to research, assemble or provide information except to the extent that they would otherwise be so obligated pursuant to the IELRA or the Illinois Freedom Of Information Act (IFOIA). The SEEO agrees to furnish copies of any pertinent District information that is generally available to members, as reasonably requested by the Superintendent or the Board.

C. NAMES AND ADDRESSES – NEW EMPLOYEES

Names and addresses of newly hired employees will be provided to the SEEO within fourteen (14) days after their hiring.

D. PRINTING OF CONTRACT, COSTS AND DISTRIBUTION

Within thirty (30) days after the Agreement is signed, copies of this Agreement will be printed and a copy provided to each Bargaining Unit Member.

E. LABOR MANAGEMENT COMMITTEE (LMC)

The Labor Management Committee (LMC) will be composed of representatives designated by the Board/Administration, the SEA and the SEEO.

LMC meetings will be for the purpose of discussing:

1. Implementation of the contract;
2. Topics and areas not covered by the agreement, affecting Bargaining Unit Members, at the insistence of either party.

The LMC will be exclusive of the grievance procedure and matters submitted to the grievance procedure will not be considered.

Subject to the above, the LMC will determine its operating rules.

F. DEVIATIONS, EXCEPTIONS AND WAIVERS COMMITTEE (DEW)

The Board, the SEA and the SEEO agree to establish a Deviations, Exceptions and Waivers Committee (DEW). The Committee will be composed of two members from the SEA, two members from the SEEO and three members from the Administration. The purpose of this Committee shall be for the purpose of considering requests for exceptions to contract language. The Committee will determine its operating rules, and the decisions of the Committee will have the same binding effect as other articles of the contract, but will not set precedent.

G. SUPPORTED EDUCATION

Supported education is a collaborative process among teachers, parents, paraprofessionals, nurses and administrators. This process involves frequent planning and problem solving to effectively meet the needs of a student with supported education. (For purposes of this section, a student with supported education is a student who is eligible for and receives special education services as set forth in an IEP and/or age appropriately placed in the least restrictive environment.)

All core team members as defined above, who provide direct services to students with supported education will be invited to meetings scheduled to resolve issues and discuss provided services.

If scheduling prohibits the paraprofessional or nurse from attending a meeting, the Case Manager will provide directly to the paraprofessional the notes from the meeting with those identified students within 24 hours. If a problem cannot be resolved through this process, the following procedure will be followed:

Step 1: Problem-solving meetings may include members of the core team, the child study team and the building administrator.

Step 2: Problem-solving meetings may include members from the above teams as well as appropriate central office administration and Organization representation upon member request.

Step 3: The Superintendent or Organization will appoint a problem-solving team of individuals who have been in a supported education situation to resolve the issue collaboratively.

This provision can only be grieved and arbitrated to the extent that the grievance affects the employees covered by this contract. Any application of this provision that affects the parent, student or anyone other than the employee shall not be subject to the grievance and arbitration provisions of this contract.

H. ORGANIZATION USE OF DISTRICT FACILITIES AND EQUIPMENT

Subject to Board policies regarding same, the Employer will allow the SEEO to use District facilities.

In addition, the SEEO will have the right to use any and all office equipment upon prior notice and approval by the Superintendent, at reasonable times and when such equipment is otherwise available. The SEEO will pay for the reasonable cost of all materials, supplies and operator (when necessary) incident to such use.

I. BUSINESS BY ORGANIZATION REPRESENTATIVES ON SCHOOL PROPERTY

Representatives of the SEEO will be permitted to transact SEEO business on school property and during non-work time provided that they make their presence known to the proper official upon entering the buildings.

In the event the SEEO desires to use District rooms for a meeting of ten (10) or more persons, the SEEO will so request in writing at least forty-eight (48) hours in advance or otherwise comply with District policies.

An employee has the right to make and receive personal or SEEO communications while on break provided there is no interference with classroom instruction. Telephones and computers will be provided in each building for employee use.

J. BULLETIN BOARD, MAIL FACILITIES AND MAILBOXES

All SEEO members will have their own separate mailboxes. Moreover, the SEEO will have a designated bulletin board in each employee lounge and/or dining room in each school building. The SEEO may use the District's inter-school mail services for distribution purposes.

Each SEEO member will have a secure location to store personal items such as purse and coat.

Each SEEO member will be designated a space to store items needed to work with students.

K. RELEASE TIME

The SEEO may purchase sixty (60) days per year provided that no more than seven (7) days are used consecutively.

1. Such agreement is subject to the District's ability to make suitable arrangements for a substitute and to the SEEO's reasonable notification to the Administration of no less than three (3) working days of its intent to purchase release time.
2. The foregoing provisions will not limit the SEEO and the appropriate administrator from making other mutually acceptable arrangements within the intent of this provision.
3. The purchase price will be the substituting employee's hourly rate.
4. The District shall provide one (1) day per week for the SEEO President to conduct business of the SEEO.

L. TRANSMITTAL OF SEEO MATERIALS

The Board agrees to transmit to newly hired employees, at the time of hire, SEEO- prepared materials relating to the activities of the SEEO provided that the Administration has a reasonable opportunity to review the materials.

M. COMMITTEE REPRESENTATION

The SEA and SEEO will be invited to sit on and be a member of committees to study and make recommendations to the Board on fiscal, budgetary or tax programs; construction programs considered or proposed; annexation or consolidation; and educational programs which are proposed or are under consideration. Every attempt will be made, where appropriate, to have co-facilitators consisting of Administration and SEEO leaders for committees. Nothing herein limits the right of the Board or Administration to establish any staff committees or study groups that they deem necessary.

N. DISTRICT LEADERSHIP TEAM AND SCHOOL LEADERSHIP TEAM (DLT/SLT)

The District shall maintain a District Leadership Team (DLT). The DLT shall be comprised of the SEA President or designee appointed by the SEA President, SEEO President or designee appointed by SEEO President and administrators appointed by the Superintendent or designee. Its purpose is to develop guidelines and support the School Leadership Teams. The DLT must meet monthly unless mutually agreed upon by all parties. The DLT will ensure that SEA/SEEO has representation on all district-level committees and task forces.

The District shall maintain a School Leadership Team (SLT) at each school building. The SLT shall be comprised of at least seven (7) members and must include parents, assistant principal, principal, and a fair and equitable representation proportionate to the number of SEA staff and SEEO staff. An employee who is a parent of a child in the building in which they work cannot fill the parent position on SLT. The term of service for an SLT member is three (3) years with one-third (1/3) of the membership rotating off each year. Upon the completion of a three (3) year term, staff members must take a one (1) year hiatus from the committee before beginning a new term. In the event that no one expresses an interest in filling the vacated position, the outgoing member can volunteer to fill the vacancy for one (1) additional year. Following that one (1) year, they must rotate off for the one (1) year required hiatus. Any staff member may run for an open SLT position. All efforts will be made to have a diverse SLT membership. In the event that a specific association position is not filled, the position remains vacant until someone within that association volunteers or the next election takes place. The principal and assistant principal are the only permanent members of the SLT. The selection and replacement process for staff members must be by an all-school election to be completed by April 15 of each year. The current SLT shall provide minutes and run the election, making results available to all staff members. The purpose of an SLT is to improve communication and to empower each school to better address the unique needs of its students. SLT responsibilities

shall include a review each trimester of the building discretionary funds available to professional development, clubs and such other areas as directly affect staff and discussion of appropriation of funds to responsibly meet the needs of the students, staff and community. This will enable staff, parents and administrators to work collaboratively to create a culture of continuous improvement consistent with the building's School Improvement Plan.

O. ASSAULT AGAINST EDUCATORS

1. Assault or battery on educators by student(s) and/or parent(s) shall be regarded by district authorities as a matter of grave concern. When an assault or battery occurs during the educator's performance of his/her school duties, such assault or battery shall be reported to the building principal and other proper authorities immediately.
 - a. *Assault is a statement or action which carries with it a threat of imminent physical harm to the employee and a reasonable belief by the educator that there is the threat of physical harm.*
 - b. *Battery upon an educator occurs when a student knowingly causes bodily harm to the educator, or makes physical contact of an insulting or provoking nature with an educator; examples may include, but are not limited to: deliberate hitting, pushing, poking, shoving, kicking, pinching, tripping, biting, spitting on, punching, or scratching another person.*
2. In the event of an assault or battery upon an educator by student(s) and/or parent(s), the Board shall render reasonable assistance to the educator in dealing with law enforcement authorities who may investigate such an incident.
3. The educator will be notified of the final action taken by the Board or District concerning the student(s) or parent(s) involved in such an incident. Any affected educator shall be entitled to a conference with the principal before the assaulting student(s) is readmitted to the classroom, or as soon as possible thereafter.
4. This provision shall be applicable to bullying, harassment or intimidation against educators by student(s) and/or parent(s) via websites, social media, e-mail, texting, and other used of the internet, as defined by Board policies.
5. Work time lost by an educator because of an assault or battery by student(s) or parent(s) for time spent meeting with police and participating in court proceedings (unless the educator is suing the party) shall result in no loss of accumulated personal/sick leave. The District will consider requests for reinstatement of an educator's lost sick/personal leave in the three (3) days immediately following the assault or battery on a case by case basis.

ARTICLE III – NO STRIKE

The SEEO hereby agrees not to engage in, encourage or support any cessation of work, slowdown or other concerted refusal to render uninterrupted services in the District during the life of this Agreement. The Board agrees that there will be no lockout of employees during the life of this Agreement.

ARTICLE IV – NON-DISCRIMINATION

In the application and administration of this Agreement, the Board agrees not to discriminate against any employee on the basis of age, race, creed, color, marital status, place of residence, gender or national origin. If an employee elects to pursue a complaint/charge of illegal discrimination before an appropriate federal or state agency, the employee thereby waives any and all rights to grieve a violation

of this Article.

ARTICLE V – DUES DEDUCTION

- A.** The Board agrees to deduct from the salaries of its employees any obligation due the SEEO and to transmit monies to the SEEO within ten (10) working days of collection. Authorizations will be in writing in the appropriate IEA-NEA form, which authorization may only be revoked in accordance with the terms of the signed authorization form.
- B.** The SEEO will certify annually to the Board in writing the current obligation for each affected employee.
- C.** Deductions referred to in Paragraph A above will be made in eighteen (18) equal installments beginning with the fifth (5th) payroll period and continuing for the next seventeen (17) payroll periods. Enrollees signed after the fifth (5th) payroll period will have amounts owed deducted in equal amounts over the remaining payroll periods prior to the close of the school term.
- D.** Employees who leave the District prior to the end of the school term will have an amount equal to dues owed through the end of the month that the employee leaves deducted from their final paycheck.

ARTICLE VI – GRIEVANCE PROCEDURE

A. PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of employees. Both parties agree that proceedings will be kept as informal and confidential as may be appropriate.

B. DEFINITION

A grievance is a claim by an employee, a group of employees or the SEEO that there has been a violation, misinterpretation or misapplication of any of the terms of this Agreement.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step should be considered as maximum, and every effort will be made to expedite this process. The time limits specified may, however, be extended by mutual agreement in writing. In the event a grievance is filed on or after June 1, which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

1. Level One: An attempt will be made to resolve any grievance in an informal discussion between complainant and complainant's immediate supervisor.
2. Level Two: If the grievance cannot be resolved informally, the grievant will file the grievance in writing and, at a mutually agreeable time, discuss the matter with the immediate supervisor. The written grievance will state the nature of the grievance, will note the specific clause or clauses of the Agreement and will state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) days from the date of the occurrence of the event

giving rise to the grievance. The immediate supervisor will make a decision on the grievance and communicate it in writing to the employee and the Superintendent within ten (10) school days after receipt of the grievance.

3. Level Three: If the grievance is not settled at Level Two, or the Level Two time limits expire, it may be referred in writing to the Superintendent within five (5) school days after receipt of the notice in Level Two. Within five (5) school days, the Superintendent will hold a hearing providing an opportunity for the employee to present their view along with others whom the employee may invite to testify. The aggrieved employee may request the SEEO to be present to state its views. The written decision of the Superintendent will be rendered within five (5) school days after the closing of the hearing and submitted to the aggrieved employee, the SEEO, the immediate supervisor and the Board.
 4. Level Four: If the SEEO is not satisfied with the disposition of the grievance at Level Three or the Level Three time limits expire without action, then either the SEEO or the Board may submit the grievance to binding arbitration, pursuant to the rules of the American Arbitration Association. If neither party files a demand for arbitration within thirty (30) calendar days of the date for the Level Three reply, then the grievance will be deemed withdrawn.
- D. The arbitrator, in their decision, will not amend, modify, nullify, ignore or add to the provisions or this Agreement. Their decision will be strictly limited to deciding only the issue or issues presented to them in writing by the Board and the SEEO. However, it is mutually agreed that the arbitrator may award such financial reimbursements as they judge to be proper. Each party will bear the full costs for its side of the arbitration, and will pay one-half (1/2) of the cost for the arbitrator.
 - E. Provided both parties agree, Levels One, Two or Three of the grievance procedure may be bypassed and the grievance brought directly to the next step.
 - F. No disposition of any grievance will be in conflict with any of the terms or conditions of this Agreement.
 - G. If the SEEO or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the District will not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE VII – ASSIGNMENTS, VACANCIES, PROBATION AND TRANSFERS

A. DEFINITION OF VACANCIES

A vacancy is a newly created permanent position within the bargaining unit or a current permanent position that the District desires to fill which has become open by reason of a death, retirement, discharge or resignation. Employees are hired as District employees. Employees can be transferred to different sites as needs arise. Any SEEO position that becomes available or is created after the start of the school year should not restrict the hiring of full-time employees, irrespective of their ability to complete the probationary period within said school year.

B. POSTING OF VACANCIES

Information concerning SEEO vacancies will be provided via electronic communication by the Human Resources Department to all bargaining unit members when new vacancies are posted. The administration will review all internal applications for posted positions. If an SEEO member applies for a vacant position and is not granted an interview, an explanation will be provided to the member upon request.

C. NOTIFICATION TO APPLICANTS

All bargaining unit members who are interviewed will be notified of the final disposition of the vacancy by the Human Resources Department. If requested by the member, specific reasons for the denial will be provided.

D. NO REDUCTION OF SALARY

Except in reference to Article XVII letter O, all SEEO members will receive step movement annually.

E. CONSIDERATION FOR TEACHING POSITION

SEEO members who request to be considered for vacant teaching position(s) that become available during the school term or summer months will be so considered provided the member is certified and qualified for the vacant position(s).

F. EMPLOYEE NOTIFICATION OF ASSIGNMENTS

An employee will be given written notice of assignments for the forthcoming year two (2) weeks prior to the last day of school. Employees must notify the Assistant Superintendent of Human Resources or designee by the last day of the school year of their intent to return to the assigned position. In the event involuntary transfers are necessary, the employee and the SEEO will be notified as soon as the need for an involuntary transfer takes place.

If an employee is required to travel between two (2) schools, the traveling employee's schedule will be prepared so as to provide 30 minutes for travel between schools, not inclusive of breaks or lunch.

Employees required to travel between sites will be compensated for mileage at no less than the federal rate.

G. EARLY CHILDHOOD/SPECIAL EDUCATION PARAPROFESSIONAL/TEACHER

A joint committee, consisting of Administration, SEA and SEEO representation, will be established to develop, review and update a handbook to enhance Early Childhood/Special Education Paraprofessional/Teacher relationships for the classroom every other year.

H. PROBATIONARY ASSIGNMENT

New employees will have a probationary period of one hundred twenty (120) working days beginning with the first (1st) day of work following Board approval.

Existing employees who are assigned to a new classification will have a probationary period of sixty (60) working days beginning with the first (1st) day of work. Such employees will retain their accrued benefits. Prior to the District terminating an employee during the probationary period, the District will consider the employee for any openings that may exist at the time in the employee's former classification. The parties agree that the foregoing probationary period does not apply in cases where the assignment to a new classification is the result of an involuntary transfer.

During the probationary period, employees will be covered and permitted to use the grievance and arbitration procedure concerning only the salary, sick leave and insurance provisions of this Agreement.

I. VOLUNTARY TRANSFERS

A Bargaining Unit Member who desires a change in assignment for the following school year must make a written request to the Assistant Superintendent of Human Resources or designee no later than February 1. The SEEO President will be provided a copy of this list. An interview will be arranged

by the Assistant Superintendent or designee. The interest and aspirations of the employee and the welfare of the children will be considered in all transfers. The final decision, however, is reserved by the Board in all cases. Whenever possible disposition will be made prior to the last day of school.

J. INVOLUNTARY TRANSFERS – MID-YEAR

In the event it becomes necessary to involuntarily transfer an employee mid-year, a volunteer will first be sought from the employees in the affected building. Absent a volunteer, seniority and the needs of the district will prevail. The SEEO President, contract chair and employee shall be notified prior to a transfer and a meeting will be scheduled to discuss rationale regarding placement. The parties agree that the right to transfer based on needs of the district shall not be exercised arbitrarily. Every attempt will be made to return the employee to the original building the following year upon their written request. If this request cannot be honored, the District will notify the SEEO President, contract chair and employee to discuss their rationale.

K. INVOLUNTARY TRANSFERS – END OF YEAR

In the event it becomes necessary to involuntarily transfer employees covered by this agreement, a volunteer will first be sought from employees in the affected building.

Absent a volunteer, seniority and the needs of the District will prevail. If the needs of the District require the District to involuntarily transfer a more senior employee, the District will notify the SEEO President and, if requested, discuss the reasons for such transfer. The parties agree that the right to transfer based on needs of the District shall not be exercised arbitrarily.

A list of available vacancies will be provided to the Union and the employees who are being involuntarily transferred by June 14. Employees will submit their preferences for employment positions to Human Resources by June 21. These preferences will be strongly considered when deciding placements. Employees will be notified by letter of their placement by July 1. The District will provide the Union with a monthly status update of vacancies and placements.

L. INVOLUNTARY TRANSFERS – TRANSITION

Any member transferring to another building may be given up to four (4) hours release time or up to four (4) hours of extra pay in order to transition.

M. In the event of a change of building principal, members may request a transfer for a two (2) week period following the announcement of a new principal. An interview will be arranged by the Assistant Superintendent or designee.

ARTICLE VIII – DISCIPLINE

A. JUST CAUSE DISCIPLINE

No non-probationary employee will be demoted, suspended or discharged without just cause.

B. SUSPENSION AND DISCHARGE ACTION

An employee may be suspended with pay, fringe benefits and all other benefits, pending determination of any disciplinary action by the Superintendent. Suspension without pay and discharge action may be taken only by the Board.

C. REPRESENTATION AT DISCIPLINE MEETINGS

If an Administrator requires an employee to attend a meeting at which the employee might be disciplined, the employee will be notified of the purpose prior to the meeting and will be advised of

their right to representation. Reasonable time will be granted to secure appropriate representation.

ARTICLE IX – SENIORITY

A. DEFINITION OF SENIORITY

Seniority will be defined as length of full-time service within the District as a member of the bargaining unit. Bargaining Unit Members who, from year to year, begin work after the commencement of the school year will be deemed to be employees entitled to the accumulation of seniority as defined herein. Seniority will begin upon the successful completion of the probationary period and be retroactive to the Bargaining Unit Member's first (1st) working day. A paid holiday will be counted as the first (1st) working day in applicable situations. In the event of a tie between one (1) or more Bargaining Unit Members, position on the seniority list be determined first on the basis of bargaining unit experience, then the greatest number of academic college level semester hours completed, which hours relate to the employee's job classification and which are on file with the Assistant Superintendent of Human Resources at the time that a seniority-related decision is recommended, and then by drawing lots.

B. PART-TIME

Part-time Bargaining Unit Members will accrue seniority on a pro-rata basis.

C. CLASSIFICATIONS WITHIN BARGAINING UNIT

Bargaining Unit Members will be placed in one of the following classifications based on their current assignments:

1. Secretaries, full-time;
2. Secretaries, part-time;
3. Library Resource Paraprofessionals, full-time;
4. Library Resource Paraprofessionals, part-time;
5. Special Education Paraprofessionals, full-time;
6. Special Education Paraprofessionals, part-time;
7. General Education Paraprofessionals, full-time;
8. General Education Paraprofessionals, part-time;
9. Early Childhood Paraprofessionals, full-time;
10. Early Childhood Paraprofessionals, part-time;
11. Registered Nurses, full time;
12. Registered Nurses, part time;
13. Licensed Practical Nurses, full time; and
14. Licensed Practical Nurses, part time.

D. MAINTAINING AND POSTING OF SENIORITY LISTS

The Employer will prepare, maintain and post the seniority list. A copy of the seniority list and subsequent revisions will be furnished to the SEEO by February 1 of each year.

E. TERMINATION OF SENIORITY

Seniority will be terminated upon any of the following:

- 1. Resignation;
- 2. Dismissal for cause;
- 3. Retirement;
- 4. Failure to notify the Employer of intent to return to work as provided for in Article XI. L.; or
- 5. Termination of recall rights.

F. NON-BARGAINING UNIT EXPERIENCE

Seniority will not be lost but shall not accrue while an employee serves in a position excluded from the bargaining unit for a period not greater than two (2) years.

ARTICLE X – LAYOFFS AND RECALL

A. GENERAL PROCEDURES FOR LAYOFFS AND REDUCTION IN FORCE (RIF)

The Board will determine whether layoffs are necessary, which decision will not be made in an arbitrary or capricious manner. If it is determined that layoffs are necessary, employees will be laid off in the following order:

- 1. Probationary employees;
- 2. Employees in an affected job classification in seniority order.

B. NOTICE OF LAYOFF AND RIF

The Employer agrees to provide to the SEEO and affected employees as much advance notice of the Board’s decision to lay off as possible. Except in cases of emergency, such notice will be at least thirty (30) calendar days and will include numbers and position classification(s) involved.

C. LAID OFF EMPLOYEES – SUBSTITUTION

A laid off Bargaining Unit Member will, upon application and at the member’s option, be granted priority status on the job classification substitute list according to their seniority.

D. RECALL OF LAYOFF’S AND RIF

In cases where all full-time employees have been recalled, part-time employees with letters of interest in a full-time position per Article VII will be called to fill any remaining position. Recall of part-time employees to full-time positions will occur in order of hire date among those part-time employees with a letter of interest on file. Affected employees will be notified via certified mail plus any other modes of communication deemed appropriate by the District.

In cases where all part-time employees have been recalled, full-time employees with letters of interest in a part-time position per Article VII will be called to fill any remaining position. Recall of full-time employees to part-time positions will occur in order of hire date (earliest first) among those full-time employees with a letter of interest on file.

In all cases of recall, the district is required to offer only one (1) position to any one (1) employee in accordance with this section of the agreement.

An employee has a two- (2) week period during the summer and three- (3) day period during the

school year to respond to a recall notice. All positions shall be held open until June 1 to facilitate placing displaced employees in a like category first, employees returning from leave second, and Reduction in Force (RIF) employees third.

E. FRINGE BENEFITS – LAID OFF EMPLOYEES

Laid off Bargaining Unit Members may continue their health, dental and life insurance benefits by paying the regular monthly, per subscriber, group rate premium for such benefits to the Employer for the recall period.

ARTICLE XI – LEAVES

A. SICK LEAVE

1. Fourteen (14) school days of sick leave are provided all employees each year. Up to five (5) may be used for business days. Sick and business leave will be pro-rata for all part-time employees. No limit shall be placed on the number of accumulated sick days. At the time of retirement, an employee will have the option to donate any accumulated sick leave days not used toward service credit with IMRF to the Sick Leave Bank.
2. The annual allotment of sick leave days are earned at the rate of two (2) days per month for the first four (4) months, and one (1) day per month thereafter. If employment with the District terminates prior to the end of the employee’s contracted school year (June 30), and the number of sick leave days used exceeds one (1) day per month or the number of accumulated unused days, then those days not earned as sick leave days will be salary-deducted from the employee’s final paycheck.
3. A certificate from an employee’s doctor may be requested to ensure that the employee has sufficiently recovered and may to return to work.
4. Sick leave cannot be used for any purpose other than personal injury or illness, or injury/illness in the immediate family as defined in Paragraph F.
5. Employees must inform the District office or current substitute system of every day of sick leave. The District office will then notify the building or department involved to inform them properly of the person’s absence.
6. Sick leave is a form of insurance provided by the Board for the employee’s protection while employed by the District.

B. INAPPROPRIATE USE OF SICK LEAVE

Each employee is responsible for the appropriate use of sick leave. Inappropriate use occurs when an employee uses leave for unauthorized purposes or misrepresents the actual reason for the absence.

Inappropriate use may also occur when an employee establishes a pattern of sick leave without approved documentation:

- The day before or after a holiday/school break;
- The following specific days: In-service Days, Institute Days, and the last day of school.

Upon the third (3rd) such occasion, the sick leave will only be approved upon the receipt of written documentation by a licensed health care provider, as defined by Illinois School Code Section 5/24-6,

identifying the date the member was treated or other written documentation that the Superintendent or designee deems acceptable relating to the length of the absence. This documentation must be provided to the District within fourteen (14) calendar days of the absence. The District shall reimburse the employee for the expense incurred that is not covered by insurance to obtain this documentation. If the employee does not satisfy the requirements contained in this paragraph, the absence shall be unpaid.

C. SICK LEAVE FOR INJURED EMPLOYEES

An SEA/SEEO member injured during the work day who seeks medical treatment for that injury that day or the following work day shall not be deducted a sick day for such time. If an individual's sick or personal days are used to seek medical treatment due to an injury caused by a student or as a direct result of working within the scope of their employment, those days will not be counted against any monetary incentive offered by the district.

D. SICK LEAVE BANK

1. The Board, in cooperation with the SEEO, will establish a Sick Leave Bank on a voluntary basis. Only members of this bargaining unit are eligible to participate. The Sick Leave Bank can be used only by employees who have completed the probationary period.
2. The executive board of the SEEO will administer the Sick Leave Bank.
3. To be eligible, a new employee must authorize the donation of one (1) sick day to the bank on the form provided, by September 30. New employees must authorize a donation of one (1) sick day by September 30 or within three (3) weeks of signing a contract of employment with the District. This will be a ONE-TIME opportunity at the beginning of their employment in District 54.
4. The intent of this plan is to provide extended sick leave, as limited by the Sick Leave Bank provisions, to Sick Leave Bank members who, by reason of personal illness or disability, exceed their available sick leave days.
5. An employee withdrawing from membership in the bank will not be able to withdraw the contributed days.
6. A member who has contributed will not be able to withdraw from the bank until after the member's own accrued sick leave days have been depleted and a two- (2) day deduction period has transpired for each extended illness. Should a single extended illness exceed ten (10) days, the deduction will not apply. Persons on disability are not covered by this Section.
7. A member is entitled to a lifetime maximum of ninety (90) days from the Sick Leave Bank; however, grants for days are limited to twenty (20) work days per request, and the initial request and any subsequent request must be verified, in writing, by the member's physician.
8. The SEEO may request that contributing members donate an additional day to the Sick Leave Bank should the number of days in the bank drop below three hundred (300).
9. Employees withdrawing sick leave days from the bank will not have to replace these days except as a regular, yearly contributing member of the bank.
10. When necessary, a representative from the SEEO will communicate to the Assistant Superintendent of Human Resources or designee for the purpose of providing current information about use of the Sick Leave Bank.
11. Should a member have any additional sick days upon retirement, the member may choose to donate them back to the Sick Leave Bank.

12. Employees who have exhausted their accumulated sick leave and have a permanent or temporary disability can apply for disability benefits from the Illinois Municipal Retirement Fund (IMRF) if the IMRF qualifications are met.
13. Employees may return to work half days with a doctor's note for a maximum of ten (10) consecutive half days. These days must be taken immediately subsequent to full day sick days and immediately prior to full day employment.
14. Sick leave bank days may be used intermittently with ongoing treatment related to a catastrophic illness or injury in both full and half-day increments, A doctor's note will be required.
15. Members receiving Workers' Compensation are ineligible for sick bank leave, nor can they use sick leave bank days in place of Workers' Compensation.

E. BUSINESS LEAVE

Each full-time employee may use five (5) days, no more than three (3) days consecutively, of leave each year for emergencies or other urgent and compelling business that cannot be conducted during non-school hours or days. These business days will be deducted from sick leave. However, such deduction is not intended to deprive the employee of the minimum number of sick days as provided in the school code. Written requests for such use may be approved in advance by the Superintendent or designee, except in cases of emergency. If more than three (3) days are needed consecutively, the employee will make a written request to both the Superintendent or designee and the SEEO President for review.

Business leave shall not be granted on days immediately preceding or following holidays/school breaks, specific or unique work days (as defined in Paragraph B of this article). Emergencies or special circumstances that occur on these days requiring an absence from work must be documented and approved by the Superintendent or designee. Days not approved will be deducted from the employee's salary.

Unused business days will not accumulate as business days. All unused business days will accumulate as sick days.

F. BEREAVEMENT LEAVE

In the event of death in the immediate family of an employee, the employee will be granted absence without loss of pay for three (3) days. Approval must come from the Superintendent or designee. Such absence will not be deducted from an employee's sick leave. Upon written request by the employee to the Superintendent setting forth the extenuating circumstances, the Superintendent, in the Superintendent's sole discretion, may grant two (2) additional bereavement days without loss of pay and without such days being deducted from the employee's sick leave. If additional time is needed, the employee may be given up to five (5) additional days to be taken from the employee's sick leave. For the purpose of this provision, immediate family includes: parents, spouse, civil union partner/domestic partner, children, brothers, sisters, grandparents, great-grandparents, grandchildren, great-grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-children, step-siblings, grandparents-in-law, step-parents, daughters in-law, sons in-law, cousins, aunts, uncles, nieces or nephews.

G. JURY DUTY

An employee called for jury duty will be granted special leave to fulfill such duty and will receive a regular salary during this time.

H. JUDICIAL HEARING LEAVE

Any employee who is subpoenaed to appear before legal or quasi-legal review panels as a witness in a proceeding in which the employee is not involved as a principal will be provided leave and shall receive no pay deduction.

I. RESERVE DUTY

An employee who is regularly a member of an armed services reserve unit and who is called for special duty may be granted special leave of up to thirty (30) days to fulfill such duty. The District will, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such a period of leave.

J. MILITARY SERVICE LEAVE OF ABSENCE

A military leave of absence shall be granted to any employee who is mobilized to active duty. The employee shall continue to receive the same regular base salary plus any health insurance benefits received at the time of mobilization and other benefits the employee was receiving or accruing at that time, minus the amount of base pay received for military service for the duration of the employee's employment contract with the District.

K. UNAUTHORIZED ABSENCE

Unauthorized absence will result in loss of pay on a per diem basis and does constitute basis for dismissal. Absence from work for two (2) or more consecutive days without notifying the District will constitute basis for dismissal.

Authorized absences without pay may be approved by the Assistant Superintendent of Human Resources or designee.

L. GENERAL LEAVES OF ABSENCE

The Employer may grant a leave of absence upon the written request of a non-probationary employee. If granted, such leave will be without pay or benefits. The employee is eligible to participate at the employee's expense in the District insurance programs. Requests for leave will include the reason for leave in addition to the beginning and ending dates for said leave. Upon returning from leave, an employee will be reinstated to a comparable position within the same classification held at the time of leave without loss of seniority, accumulated benefits or other rights under the contract.

An employee may elect to return from leave prior to the expiration date provided the same or a comparable position is available.

The employee may return from leave only at the beginning of a regular work year unless otherwise specifically agreed to by the Superintendent. If approved, an employee may return from leave prior to the expiration date provided the same or a comparable position is available. As a condition of leave, the employee will sign a document (see Addendum VII) stating that it is their responsibility to notify the Superintendent no later than February 1 or as of the commencement of the leave, whichever is later, of the employee's intention to return to work at the beginning of the next work year. The Administration will notify the employee by December 15 of the forthcoming February 1 deadline.

This leave may be granted for the purpose of service as an officer of the Illinois Education Association, National Education Association, or public office, serious illness (which may include personal or immediate family), or advanced study. Each school year, requested leaves to serve in these capacities

may be extended by mutual agreement.

M. PARENTAL LEAVE

Sick leave may be used for the birth, adoption, or placement for adoption of a child as set forth in section 24-6 of the School Code of Illinois.

Each staff member may choose one of the following options listed below for leave following the birth or adoption of a child and will notify the District Human Resources Department as to which option they are choosing. Members may take up to 60 sick days or twelve work weeks, whichever is greater.

1. **Paid Sick Leave:** The staff member may take paid sick leave, using previously accumulated sick days. In the absence of medical indications to the contrary, the period of disability resulting from childbirth shall be assumed to be 30 working days (40 working days for a C-Section) commencing with the birth of the child. According to Illinois Public Act 102-0275,

“Teachers and other employees to which this Section applies are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Paid sick leave because of the birth of a child may be used absent medical certification for up to 30 working school days, which days must be any time within the 12-month period following the birth of the child. The use of up to 30 working school days of paid sick leave because of the birth of a child may not be diminished as a result of any intervening period of non-working days or school not being in session, such as for summer, winter, or spring break or holidays, that may occur during the use of the paid sick leave. For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the school board may require that the teacher or other employee to which this Section applies provide evidence that the formal adoption process or the formal foster care process is underway, and such sick leave is limited to 30 days unless a longer leave has been negotiated with the exclusive bargaining representative. Paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.”

This option is available to both full-time and part-time staff members. By choosing this option, the staff member is then entitled to only six (6) weeks of FMLA leave, if otherwise eligible, for that child in that twelve- (12) month period.

Members may take up to sixty (60) sick days for Parental Leave.

2. **Unpaid Family Medical Leave Act (FMLA) Leave:** If eligible, the staff member may take up to twelve (12) weeks unpaid FMLA Leave. These twelve (12) weeks are work weeks, and may be separated by vacation or recess periods. When using FMLA Leave, complete work weeks are calculated if at least one day is worked during that week. For example, a staff member will take three (3) weeks at the end of one school year, and nine (9) weeks at the beginning of the following school year. The Board pays the employer portion of medical insurance premiums during this twelve (12) week period. Part-time staff members who do not meet FMLA requirements may take up to twelve (12) weeks of unpaid leave under the same terms and conditions as full-time staff members so that a half-time staff member would be able to

take up to sixty (60) half-days of this leave.

3. Combination of Sick and FMLA Leave: The staff member, after consulting with the District, may combine sick leave and, if eligible, unpaid FMLA Leave sequentially, for a maximum of twelve (12) weeks. The staff member will use their available sick leave to cover paid time, plus subsequent work weeks of unpaid FMLA Leave, as described in (2), to bring the total to twelve (12).

For example, a staff member whose child was born or adopted in early December could use their 36 days of sick leave before using FMLA. Since FMLA is used to cover part of this time, the total leave time results in twelve (12) work weeks, not including winter break. Therefore, the remaining weeks, up to twelve (12) total work weeks, would result in twenty (20) unpaid days covered by FMLA.

An employee desiring extended unpaid parental leave must notify the Superintendent or designee at least thirty (30) days prior to the anticipated birth of the child or date of adoption.

Such leave will commence upon 1) the date agreed upon by the Superintendent and the employee, 2) the actual date of delivery, or 3) the date on which the employee is required to leave or cease employment because the employee is unable to perform their duties, whichever occurs first.

Any current actively employed member is entitled to parental leave for the remainder of the school year in which the leave commences as a result of the birth or adoption of a child.

The leave can be extended for one (1) additional school year upon the member's request.

The employee may return from parental leave only at the beginning of a regular work year unless otherwise specifically agreed to by the Superintendent or designee. Upon returning from leave, an employee will be reinstated to a comparable position within the same classification held at the time of leave without loss of seniority, accumulated benefits or other rights under the contract. As a condition of extended unpaid parental leave, the employee will sign a document (see Addendum VII) stating that it is their responsibility to notify the Superintendent no later than February 1 or as of the commencement of the leave, whichever is later, of their intention either to return to work at the beginning of the next work year or to extend the leave. The Administration will notify the employee by December 15 of the forthcoming February 1 deadline.

Sick leave benefits are paid only for necessary absence of the child-bearing female due to physician-certified, pregnancy-related disability of an employee who does not take parental leave under the provisions of this section.

Upon reinstatement, the employee will be paid according to the salary schedule in effect. No experience credit on the salary schedule will be given for the period of leave.

The employee will not lose seniority (but shall not accrue it during the period of the leave), years of experience credited prior to the leave or non-probationary status.

N. RELIGIOUS OBSERVANCE LEAVE

Pursuant to applicable state law, employees who decide not to use their business days and who need to take time off from work in order to practice religious beliefs will be permitted to engage in work during hours other than the employee's regular working hours, consistent with the operational needs of the District, and in order to compensate for work time lost for religious reasons. The employee and direct supervisor will develop a plan to make up this time, keeping in mind student/school needs and employee needs with work that closely aligns to the employee's job description.

In order for an employee to take time off from work to practice religious beliefs, the employee must give the Assistant Superintendent of Human Resources or designee written notice at least five (5) calendar days prior to the day the employee intends to take off.

- O.** Grievances alleging violations of this Section may be processed through the arbitration step of the grievance procedure in this Agreement only if the grievant signs a waiver that the grievant will accept the arbitrator's decision as final and binding, that the grievant will not file a claim with any federal or state anti-discrimination and administrative agency arising out of the same or any related matter; and that the grievant agrees to withdraw all claims, if any, previously filed with any said agency. Said waivers are set forth below. Grievances alleging violation of this Section may be processed only through Step 3 of the said grievance procedure if the grievant does not sign said waiver.

WAIVER

I would like to have my claim of discrimination in my grievance dated _____ submitted to arbitration by the SEEO. If the SEEO decides to seek arbitration, I understand and voluntarily agree to accept the final decision rendered by the arbitrator concerning said grievance as final and binding on me and all parties. I further voluntarily agree not to file any claim based on the facts set forth in my grievance or any related circumstances before the Equal Employment Opportunity Commission (EEOC) or the Illinois Department of Human Rights (IDHR) once arbitration has been agreed to by the parties. I will withdraw any claims I previously have filed before the EEOC or IDHR.

Signature

Date

Print Name

SEEO Representative

Date

ACKNOWLEDGMENT

I hereby state that I do not wish to have SEEO invoke the arbitration procedure under our collective bargaining agreement because I wish to pursue my case through the Equal Employment Opportunity Commission and/or the Illinois Department of Human Rights.

Signature

Date

Print Name

SEEO Representative

Date

The SEEO will not advise or represent employees before any federal or state anti-discrimination administrative agency where the employee's claim has been arbitrated under the grievance procedure of this Agreement.

P. TEMPORARY REPLACEMENTS

Persons who replace an employee on leave as a daily substitute will be designated as temporary employees and are not members of the bargaining unit. This does not pertain to members of the bargaining unit subbing for SEA or SEEO members.

Q. SALARY DEDUCT TIME

An employee shall be granted a reasonable amount of salary deduct time with administration approval. Written requests must be submitted in advance.

R. JOB-SHARING LEAVE

An employee who has two (2) consecutive years of full-time service may, at the discretion of the Board, obtain a leave to participate in a district job-sharing arrangement. Job-sharing arrangements may continue from year to year provided that the employee requests and the Board approves an annual extension and further provided that a job share is not split between two (2) school years.

An employee in a job-sharing position may return to full-time employment only at the beginning of a school year, provided the employee has notified the District in writing of the desire to do so prior to February 1. In the event that one of the job share partners resigns or is unable to fulfill the contract for the year, the other employee will fulfill both components of the job share position. The District will actively seek to find a replacement for the vacated position.

The responsibilities of an assignment by two (2) job sharers may be divided according to a plan designed by the job sharers, with the concurrence of the receiving principal or, if there is none, the appropriate administrator. This plan will include, but not be limited to, work-related responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, district meetings, parent-teacher conferences and field trips.

Employees on job share are required to attend institute days, in-service programs and parent-teacher conference days. All other part-time employees are required to attend only appropriate institute days, in-service and parent-teacher conferences.

Participants in job-sharing positions will be placed appropriately on the salary schedule and salaries will be prorated according to the time worked. Employees in job-sharing positions will receive salary step movement following the accumulation of the equivalency of one (1) year of full-time service.

Participants in job-sharing positions will receive a pro-rated amount of insurance and leave benefits. Contributions to the IMRF will be proportionate to the time worked.

During the period of time spent in a job-sharing position, seniority credit of the employee(s) will accrue in proportion to the time worked.

The application and proposed plan for a job-sharing leave must be acted upon by the Principal, and submitted to the Superintendent or designee by February 1, preceding the school year for which the leave is requested.

Any employee whose request for job-sharing leave is denied, may, upon request, receive the rationale for such denial in writing from the Administration.

S. FAMILY AND MEDICAL LEAVE ACT (FMLA) AND THE VICTIMS' ECONOMIC SAFETY AND SECURITY ACT (VESSA)

The Board agrees to provide leave under the Family and Medical Leave Act (FMLA) and the Victims' Economic Safety and Security Act (VESSA) to all full-time SEEO employees as outlined in Board Policy

and specified in the law.

ARTICLE XII – SCHOOL CALENDAR

No later than November 1, representatives of the SEEO and SEA will meet with the Superintendent or designee in an effort to determine the school calendar.

ARTICLE XIII – EMPLOYEE HOURS AND CONDITIONS OF EMPLOYMENT

A. REGULAR WORK DAY – SECRETARIES AND LIBRARY RESOURCE PARAPROFESSIONALS

1. The regularly scheduled work day for full-time secretaries and library resource paraprofessionals will be seven (7) hours and forty-five (45) minutes, which will include two (2) fifteen- (15) minute breaks, but exclude a duty-free lunch period of at least thirty (30) minutes or the lunch period provided in the building, whichever is longer. With the approval of the building administrator, one (1) break per day may be used to extend the lunch hour.
2. The regularly scheduled work day for less than full-time secretaries and library resource paraprofessionals will be pro-rated to the full-time work day for each three and three-fourths (3-3/4) hours of work time. A part-time employee is entitled to one (1) fifteen- (15) minute break.

B. REGULAR WORK DAY – EARLY CHILDHOOD/SPECIAL EDUCATION/GENERAL EDUCATION PARAPROFESSIONALS

1. The regularly scheduled work week for full-time Early Childhood/Special Education/General Education paraprofessionals will be six (6) hours and thirty (30) minutes Mondays, Tuesdays, Thursdays, Fridays and seven (7) hours and fifteen- (15) minutes on Wednesdays. Each day will include two (2) fifteen- (15) minute breaks, but exclude a duty-free lunch period of at least thirty (30) minutes or the lunch period provided in the building, whichever is longer. With the approval of the building administrator, one (1) break per day may be used to extend the lunch hour.
2. The regularly scheduled work day for less than full-time Early Childhood/Special Education/General Education paraprofessionals will be pro-rated. During each three (3) hours of work time, the employee is entitled to one (1) fifteen- (15) minute break.
3. If the employee is unable to take a break due to special circumstances, flex time will be granted upon request within the pay period.
4. The purpose of prep time is to allow the paraprofessional sufficient time to be properly prepared to work effectively with identified students. All Paraprofessionals will be allowed one hundred (100) prep time minutes per week based upon a five- (5) day work week to review, prepare and adjust the planned lessons for their identified students. Minutes will be prorated for work weeks less than five (5) days. The schedule for preparation time will be determined by the Principal with input from the Paraprofessional and Teacher. Prep time will be scheduled in increments of not less than twenty (20) minutes and will not conflict with other professional duties.
5. During special education teacher planning time, the paraprofessional will remain with the students as directed by the principal.
6. Early Childhood/Special Education/General Education Paraprofessionals are not expected to work on the Monday or Tuesday of parent-teacher conferences. These days are not scheduled work days.

C. REGULAR WORK DAY – REGISTERED NURSES AND LICENSED PRACTICAL NURSES

1. The regularly scheduled work day for Registered Nurses and Licensed Practical Nurses (LPN's) will be six (6) hours and thirty (30) minutes Mondays, Tuesdays, Thursdays, Fridays and seven (7) hours and thirty (30) minutes on Wednesdays. This includes two (2) fifteen- (15) minute breaks but excludes a duty-free lunch period of at least thirty (30) minutes or the lunch period provided in the building, whichever is longer. With the approval of the building administrator, one (1) break per day may be used to extend the lunch hour.
2. Registered Nurses and LPN's are not expected to work on the Monday or Tuesday of parent-teacher conferences. These days are not scheduled work days.
3. All school nurses will meet with their building administration to determine a lunch period of at least 30 minutes or the lunch period of the building, whichever is greater. If for extenuating circumstances a nurse is not able to take lunch, a time sheet will be completed, and compensation will be provided for working during said duty-free time.

D. WORK WEEK AND OVERTIME

1. The regular work week for full-time secretaries and library resource paraprofessionals will be thirty-eight (38) hours and forty-five (45) minutes per week (pro-rata for less than full-time) and thirty-three (33) hours and fifteen (15) minutes per week for all full-time paraprofessionals (pro-rata for less than full-time). The regular work week for full-time registered nurses and LPN's will be thirty-three (33) hours and thirty (30) minutes per week (pro-rata for less than full-time).
2. All members will have a duty-free lunch period of at least 30 minutes as provided in the School Code of Illinois, or the lunch period of the building, whichever is greater. The District will strive to schedule lunch between 11:00 a.m. and 1:00 p.m.
3. All hours worked upon specific direction or approval of the employee's building administrator in excess of the scheduled number in D.1 will be paid at the employee's regular hourly rate up to forty (40) hours per week. All hours worked upon specific directions or approval of the employee's supervisor in excess of forty (40) hours per week will be paid at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay.
4. No principal will request or require an employee to work on a Saturday, Sunday or paid holiday unless compensated at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay for each overtime hour worked.
5. When employees covered under this contract are hired for jobs in their classification for time beyond the normal work year, said employee will be paid at least the amount of their current salary.
6. Before/after school supervision is a shared building responsibility by the certified and classified staff (exclusive of building secretaries, registered nurses and LPN's) and should be handled in a professional manner. Before/after school supervision shall be part of the regular work day or week, as appropriate, and will not extend the regular work day or week.
7. If any SEEO employees are required to attend any activities outside of contracted hours, they will be paid their hourly rate.
8. One (1) day per week, students will be released thirty (30) minutes early. Employees will stay for one and one-half (1-1/2) hours after students are dismissed for professional development.
9. Before-school, during lunch and after-school meetings, other than those on Wednesdays, will not

be required. However, the parties encourage staff to participate voluntarily in activities, which may occur on days other than Wednesdays.

E. STARTING AND ENDING TIMES

1. Starting and ending times either on a daily or weekly basis may vary from building to building or by job classification. It is the SEEO member's responsibility to notify their administrator regarding any hardship or conflict current starting and ending times may create. Accommodations may be made to the starting and ending times with principal approval. Notification of starting and ending times will be provided to each employee by the building administrator by the second week of the school year.
2. Secretaries and Library Resource Paraprofessionals will be allowed early thirty- (30) minute dismissal on conference days and student non-attendance days, provided that dismissal is not earlier than pupil dismissal or interferes with staff development or in-services. The parties agree that student non-attendance days do not include scheduled work days during the students' summer vacation (i.e., scheduled work days before and after the school year).

F. NORMAL WORK YEAR – INCLUDING PAID HOLIDAYS

The length of the work year for building secretaries will be ten (10) days prior to certificated staff's first (1st) day until five (5) days after certificated staff's last day provided that the total work year will not exceed two hundred seven (207) days. Should the building secretary start date fall in the month of July, building secretaries have the option of working the July dates or floating any July dates not worked to a different date on the calendar. Building principals must approve any reassigned work days in this circumstance. The work year for Library Resource Paraprofessionals will be six (6) days longer than the certificated staff's year. The use of those six (6) days will be determined by the principal with input from the Library Resource Paraprofessional provided that the total work year will not exceed one hundred ninety-eight (198) days. The work year for registered nurses and LPN's will begin five (5) days before the certificated staff's first (1st) day for a total of one hundred ninety-five (195) days. The work year for all Paraprofessionals will be one hundred ninety (190) days.

The employees will be paid for eleven (11) holidays. The Administration and SEEO leadership will determine the specific dates by June 1 of the prior year.

G. IN-SERVICE

1. The District will schedule in-service activities, which will include, but not be limited to, familiarity with employee responsibilities and/or liability for student care and discipline. The SEEO will be involved in the planning of District-wide in-service activities.
2. When it is the requirement of an administrator that an employee attend a professional activity, the District will pay the total cost of registration for that activity.
3. If part-time employees are required to attend full-day District-sponsored in-services beyond their normal work day, they will be compensated at their hourly rate.
4. SEEO Bargaining Unit Members will be notified of courses eligible for salary lane credit provided that SEEO recognizes that SEA has first priority to such offerings. Members can earn one (1) salary lane credit hour for every fifteen (15) clock hours to be applied to college stipends. "College courses" shall be defined as courses completed at a nationally accredited college and/or university (refer to Addendum I).
5. The Board may require the first (1st) year probationary staff member to train and in-service for up to four (4) days after employment begins. The days will be used to acquaint the first (1st) year

staff members with district policies, procedures, professional development and building activities. The SEEO and SEA will have input into the planning and evaluation of the program.

H. SUBSTITUTES

In the event an employee is absent, the District will make reasonable efforts to secure a substitute to cover the hours of the employee from the District substitute list.

The Administration agrees to make every attempt to secure a substitute for a two- (2) day maximum overlap period in instances of extended absences of all job categories.

I. PERSONNEL FILE

Each employee will have the right to examine any documents in their personnel file, in the presence of the Assistant Superintendent of Human Resources or designee, after making a request to Human Resources.

J. DISPENSING OF MEDICINE/MEDICAL PROCEDURES

Registered Nurses and LPN's dispensing medication and/or employees performing medical procedures in accordance with Board Policy 7:270/7:270-AP will be held harmless from liability.

K. STUDENT PERSONAL CARE NEEDS

Staff who are required to handle personal care needs are not required to complete this work independently. Assistance by another staff member, if requested, will be granted.

L. EVALUATION PROCEDURES

1. The probationary employee and administrator will meet to have the opportunity to share information about job performance during the probationary period.
2. Following the probationary period of employment, each employee will receive an initial evaluation by May 15. Every other year thereafter, each employee will be evaluated by May 15. No formal observations shall be scheduled during the first two (2) weeks and the last two (2) weeks of any school year.
3. Evaluations must be completed by the appropriate administrator.
4. At the beginning of a new contract, a joint committee consisting of SEEO personnel and appropriate Administration will convene to review and revise as necessary job descriptions and evaluations for all SEEO categories.
5. All monitoring and observation of the SEEO member performance will be conducted openly and with full knowledge of the member. Video/photographic images will not be used as evaluation evidence by the administration. Information received that cannot be substantiated shall not be used as evaluation evidence. All information concerning the performance of a SEEO member in their assigned duties that might relate to any subsequent discipline or termination will be placed in the member's personnel file with a copy of such document to be given to the member at the time the document is placed in the file. A member may request to have documents removed from the file upon review and agreement by Administration, Member and the Organization.

M. INSTRUCTIONAL INITIATIVES

In implementing instructional initiatives, consideration shall be given to:

- staff talents and interests;
- instructional goals of each site;

- student population;
- space limitations; and
- the level of professional development of the staff member.

Then, in developing site-based staffing plans, input shall be collected from all staff regarding the above criteria. The Board, while reserving the right to employ and make assignments at its discretion, recognizes the importance of not making unreasonable demands in regard to assignments outside of areas of an employee’s professional and personal competence or training.

Finally, the Board, Administration and staff will continue to assess every program with relation to its indicators of success. These assessments need to include input from parents, staff, students and Administration.

The Board recognizes the relationship of class size to student success. The Board will strive to achieve class size of twenty-eight (28) students per class and twenty (20) students per early childhood class. This clause is not subject to the grievance procedure.

When necessary, the District Leadership Team (DLT) will discuss ways to quantify the needs of each student and determine the best class size and balance with appropriate staff.

N. ELECTRONIC DEVICE

Every reasonable attempt will be made to provide SEEO members an electronic device for the school year that will allow them to input student data, create student supports, access student records, district e-mail, and other educational programs necessary to ensure student success.

ARTICLE XIV – EXTRA DUTY

- A. SEEO Bargaining Unit Members will have priority over staff from other buildings for extra duty opportunities within their building. SEEO personnel who are chosen for such duties will be paid at the stipend provided for in Addendum IV.
- B. SEEO Bargaining Unit Members will be given priority over other applicants for summer employment opportunities in the District.

ARTICLE XV – PROFESSIONAL DEVELOPMENT

- A. The purpose of professional development is improved instruction leading to increased student achievement and enhancing personal and professional skills for all SEEO members. Professional development must address district goals, site goals and school improvement plans. On Wednesday of each week, students will be released thirty (30) minutes early. All SEEO members will stay for one and one-half (1½) hours after students are dismissed and be engaged in professional development.
- B. The School Leadership Team directs Wednesday Professional Development Time. The staff development calendar will be provided to staff prior to the first of the month with times designated for team plan time. In elementary and the ELC, at least the first thirty (30) minutes of each Wednesday professional development will be scheduled to be used as team plan time. These thirty (30) minutes do not begin until fifteen (15) minutes after the dismissal bell. Once a month, schools may be given the flexibility to use the entire time for professional development (except in cases when report cards are due to building administrators). Any team time that is used will be added to another Wednesday professional development within thirty (30) school days.

- C. The first (1st) Wednesday of each month will be used to provide an opportunity for job-alike meetings. A committee comprised of SEEO and Administration will be created to develop a menu of professional development resources available for member access. The member has the option to choose from the menu of job-alike topics or participate in their building professional development.
- D. Nurses wishing to designate the third Wednesday of the month as an additional team plan time would be allowed to do so without submitting a DEW.
- E. The second, third, fourth and fifth Wednesdays of each month can be used to reinforce skills gained from previous activities or to plan, facilitate or attend alternate professional development opportunities with the third Wednesday set aside for the Partners Program.

ARTICLE XVI – PARTNERS PROGRAM

The Board commits at least \$5,000 annually for a Partners Program.

ARTICLE XVII – ECONOMICS

All employees will be paid over twenty-six (26) bi-weekly pay periods. Direct deposit will be provided to employees.

A. SALARY SCHEDULES

- 1. Building Secretaries’ Salary Schedule, attached as Addendum I.
- 2. Early Childhood/Special Education/General Education Paraprofessionals’ Salary Schedule, attached as Addendum I.
- 3. Library Resource Paraprofessionals’ Salary Schedule, attached as Addendum I.
- 4. Registered Nurses’ Salary Schedule, attached as Addendum I.
- 5. Licensed Practical Nurses’ Salary Schedule, attached as Addendum I.

B. GROUP HEALTH INSURANCE

- 1. Full-time employees who are at a one hundred percent (100%) full-time equivalency (FTE) shall be eligible to enroll in group health insurance (either the Preferred Provider Organization (PPO) Plan Option or the Health Maintenance Organization (HMO) plan options provided below), group dental insurance, group life insurance, group long-term disability insurance, and group vision insurance as specified below. Part-time employees who are at least fifty percent (50%) FTE, as well as employees in job-sharing positions pursuant to Article XI, R, shall be eligible to enroll in group health insurance, group dental insurance, group life insurance, group long-term disability insurance, and group vision insurance as specified below. For part-time employees, the Board’s share of the applicable premium shall be pro- rated based on the employee’s full-time equivalency rate.
- 2. The cost of the medical insurance program is shared through Board and employee contributions. Any medical insurance benefit changes (including insurance provider, plan design or rates) shall be reviewed annually by the Benefits Committee. The Benefits Committee will be updated regularly of medical insurance experience, pertinent information and projected impact on the benefit plan. The medical plan is described in Addendum VIII and any changes proposed by the benefit committee must be approved by the Association leadership and the Board before

implementation.

3. The Board agrees to pay the full premium for individual employee coverage or fifty- five percent (55%) family coverage for a year-round group health insurance plan during the life of the Agreement.

The Benefits Committee may recommend changes to the plan related to deductibles, out-of-pocket limits and co-payment levels aimed at containing costs for employees and District.

4. See Addendum VIII for a summary of the plan design.
5. Employees on a Board approved leave of absence may continue group coverage at their own expense.
6. The SEEO will be provided with advance copies of proposed notifications to staff regarding insurance benefits (including the Plan Book) prior to distribution and will be given a reasonable opportunity to propose modifications.

C. BENEFITS COMMITTEE

During the term of this contract, the Benefits Committee will continue and operate in accord with its established practice and custom.

D. LIFE INSURANCE

The Board will provide each full-time Employee with \$50,000 group term life insurance; a part-time Employee of at least .5 FTE will be provided \$25,000 group term life insurance. All policy terms and conditions apply, including, but not limited to, attained age benefit reductions, which may result in a lower benefit amount.

E. DENTAL INSURANCE

The Board will pay a monthly premium equal to single dental coverage. Employees on leave of absence may continue group coverage at their own expense.

F. TEMPORARY DISABILITY

During a period of temporary disability leave, for a disability approved by the Illinois Municipal Retirement Fund guidelines, an employee's dental and health insurance benefits, as currently paid by the Board, will be continued by the District for a maximum period not to exceed five (5) years.

G. LONG-TERM DISABILITY COVERAGE

The Board agrees to provide long-term disability coverage for full-time employees a maximum benefit of sixty percent (60%) of total salary including IMRF and Social Security disability benefits, if any. Part-time employees of at least .5 FTE will have prorated benefits based on the Employee's full-time equivalency rate. All policy terms and conditions apply which may result in a lower benefit amount.

H. EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program (EAP) will be available to employees. The SEEO will be provided with an annual report of the activities provided by the program.

I. SECTION 125 FLEXIBLE SPENDING PLAN

A section 125 Flexible Spending Plan will be continued for the term of the contract.

J. BENEFITS SUMMARY SHEET

A “Benefits Summary Sheet” will be disseminated.

K. VISION PLAN

Employees may participate in a Vision Plan at their own expense. Specific information will be made available during enrollment periods.

L. PART-TIME EMPLOYEES

A full-time employee hired prior to July 1, 1982 who changes to a one-half (½) time position, is eligible for insurance benefits of full-time employees.

A full-time employee required to change to a part-time employee will continue to have their insurance benefits treated as full-time employees until the end of the school year.

M. SALARY SCHEDULE PLACEMENT

For the purpose of salary schedule placement, credit will be given for all District bargaining unit experience on a yearly basis or a greater portion thereof.

N. HEARING AND VISION LICENSE RE-CERTIFICATION FEES

The District will pay for Registered Nurses hearing and vision license re-certification fees.

O. UNSATISFACTORY SUMMATIVE RATING

An employee who receives an overall rating of “unsatisfactory” on a summative evaluation shall not receive step movement.

P. DAMAGE TO PERSONAL PROPERTY

The District shall reimburse SEEO Bargaining Unit Members for reasonable costs of replacing or repairing eyeglasses and/or hearing aids not covered by Workers’ Compensation which are damaged or destroyed as a direct result of any documented incident sustained in the discharge of the employee’s duties within the scope of their employment, provided such damage or destruction was not due to the employee’s negligence. Damage to the glasses and/or hearing aids must be documented in writing on Form 4017 (see Addendum VI) and submitted to the building principal within twenty-four (24) hours of the incident for consideration of payment.

Q. PERSONAL LIABILITY

The District shall, in compliance with and to the extent required by law, indemnify and protect all SEEO Bargaining Unit Members in matters resulting from acts committed in the scope of their employment and/or under the direction of the Board. The District will not cover SEEO Bargaining Unit Members for willful or wanton misconduct or other intentional acts committed outside the scope of their employment.

ARTICLE XVIII – VOLUNTARY RETIREMENT PROGRAM

A. ELIGIBILITY FOR POST-RETIREMENT INSURANCE PROGRAM

1. In order to be eligible to receive the Retirement Benefit, employees must be eligible for retirement through the Illinois Municipal Retirement Fund, have completed at least fifteen (15) years of continuous full-time employment in District 54 (exclusive of authorized leaves which do not constitute a break in employment, but do not count as years of employment) with the District

immediately preceding retirement. Part-time years will accrue on a pro-rata basis to meet the requirement of full-time employment. The employee must be at least fifty-five (55) years of age by June 30 of the year of retirement; and must submit an irrevocable letter of commitment to retire to the Assistant Superintendent of Human Resources or designee prior to April 1 of the last full year of employment or October 1 for a partial succeeding year. Any SEEO member who has submitted an irrevocable letter of commitment to retire shall have the right to withdraw their letter in writing within 30 calendar days of ratification of this Agreement.

2. The Human Resources Department will review the irrevocable letter of commitment to retire to verify whether an employee is eligible to participate. The irrevocable letter may be rescinded up until the date of retirement for “life-changing events” upon the agreement of the Superintendent or designee and an available position. Once the decision to retire under this retirement program has been rescinded, the employee may not be eligible to apply for any District retirement benefits in the future.

B. RETIREMENT INCENTIVE PROGRAM BENEFIT – POST-RETIREMENT INSURANCE

The District shall pay, on behalf of the retiree, the cost of the individual premium under the employee’s current health insurance plan offered by the District for three (3) years after the effective date of the employee’s retirement depending upon the retiree’s years of continuous equivalent full-time employment with District 54, as follows:

1. Retirees with fifteen (15) to nineteen (19) years of equivalent full-time employment with District 54 shall be reimbursed seventy-five (75%) of the rate;
2. Retirees with twenty (20) plus years of equivalent full-time employment with District 54 shall be reimbursed one-hundred percent (100%) of the rate.

If the retiree desires to be insured through the PPO plan upon retirement they must be enrolled in the PPO plan for at least five (5) consecutive years prior to the retirement. The same will apply for HMO coverage. The family premium is at the cost of the retiree. In the alternative, an employee may elect to remain in the District’s PPO health insurance plan or the District’s HMO-Illinois plan for a period of three (3) years after the effective date of the employee’s retirement. The payment made by the District for such coverage shall not exceed the cost of the individual premium under the employee’s current health insurance plan offered by the District, and any family premium shall be at the cost of the retiree. Regardless of which option above is chosen, the retiree must apply for Medicare benefits as soon as eligible.

C. RETIREMENT INCENTIVE PROGRAM BENEFIT – POST-RETIREMENT PAYMENT

1. Retirements Effective the entire length of contract: The amount of the retirement payment will be determined by multiplying two and one-half percent (2.5%) of the highest annual scheduled salary times years of service within the District, not to exceed thirty (30) years of service. The annual scheduled salary shall include base salary in addition to agreed-upon stipend or extra-duty payment. This amount will be paid (without interest) over three (3) fiscal years beginning in the fiscal year following retirement. Payment will be made on the current District payroll schedule. The amount will be paid as a non-elective employer contribution to the employee’s 403(b) account.

D. OTHER

1. In the event of the death of the retiree while receiving retirement benefits, the unpaid portion

of such payments shall continue to the designated beneficiary, but health insurance/dental premium payments terminate.

2. This Program expires by its terms on June 30, 2028, and no bargaining unit employee should rely upon its continuance beyond that date. Unless the parties agree to continue this Program, the foregoing benefits will be denied to those who theretofore have not applied for retirement effective on or before June 30, 2028 in that this Program creates no vested right to benefits.

ARTICLE XIX – FEDERAL AND STATE LEGAL REQUIREMENTS

The SEEO and Administration shall establish a committee to review and discuss the impact of Federal and State legal requirements on local programs. The committee shall consist of Administration and Organization leaders. The SEEO representatives shall be designated by the SEEO President. The committee may bring options for discussion to the respective groups. Any suggested changes shall be brought to the Labor Management Committee and DEW Committee.

ARTICLE XX – EFFECT OF AGREEMENT, BOARD POLICY AND PAST PRACTICES

A. LAW AND THE CONTRACT

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, will be amended from this Agreement to the extent that it violated the law. The remaining Article, sections and clauses will remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

B. MANAGEMENT RIGHTS

The Board reserves its complete authority to take action with respect to the policies and administration of the school system, which authority it exercises under the School Code, provided, however, that such action will not be contrary to the terms and conditions of this Agreement.

C. FINALITY AND EFFECT OF AGREEMENT

This Agreement constitutes the entire Agreement between the parties concerning salaries and terms and conditions of employment for the duration of the Agreement. The parties hereby agree that this Agreement terminates and supersedes any and all prior written agreements concerning any subjects covered herein and is in full settlement of all outstanding issues between the parties; however, the parties may at any time amend this Agreement in writing by mutual consent.

ARTICLE XXI – NEGOTIATIONS AND DURATION

A. NEGOTIATIONS PROCEDURE

Negotiations will begin no later than February 1, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.

B. IMPASSE


Should tentative agreement not be reached on all issues within ninety (90) days of the start of negotiations, either party may declare that an impasse exists, which declaration will be considered a joint declaration by the parties. Pursuant to such declaration, the parties will seek to appoint a mutually acceptable mediator. Absent appointment of a mutually acceptable mediator within ten (10) days following the declaration of impasse, the IELRB will be asked to provide a mediator.

C. DURATION

This Agreement will be effective July 1, 2022 and will continue in effect until June 30, 2028 and from day to day thereafter unless either party serves the other with a written notice of termination at least six (6) calendar days prior to the effective termination date. This Agreement may be modified or amended only by mutual consent of the parties. Such amendment will be reduced to writing, ratified and signed prior to becoming an amendment to the Agreement.



FOR THE ORGANIZATION



FOR THE BOARD

This contract was bargained by:

SEEO BARGAINING TEAM MEMBERS

Kathy Jesuit
Patricia Kazeos
Irene Kempf
Jacqueline Kowalewski
Sunita Mani-Sriram

Clara Arnold
Renee Femrite
Janet Green
Lisa Hyland

ADMINISTRATIVE BARGAINING TEAM MEMBERS

Andrew DuRoss
Ric King
Erin Knoll
Nick Myers

IEA UNISERV DIRECTOR

Benjamin Gray

LEGAL COUNSEL

Darcy Kriha

RECORDER

Jennifer DiGioia

SEEO 2022-2023 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	28,475	17.75					33,891	26.00	25,418	19.50
2	29,514	18.40					35,111	26.94	26,333	20.20
3	30,615	19.08					36,365	27.90	27,273	20.92
4	31,737	19.78	21,012	16.65	25,549	16.65	37,681	28.91	28,261	21.68
5	32,921	20.52	21,781	17.26	26,483	17.26	39,030	29.94	29,272	22.46
6	34,145	21.28	22,565	17.88	27,436	p17.88	40,443	31.03	30,332	23.27
7	35,392	22.06	23,382	18.53	28,431	18.53	41,903	32.15	31,427	24.11
8	36,722	22.89	24,232	19.20	29,463	19.20	43,411	33.30	32,558	24.98
9	38,071	23.73	25,114	19.90	30,537	19.90	44,965	34.50	33,724	25.87
10	39,860	24.85	26,269	20.82	31,941	20.82	47,034	36.08	35,275	27.06
11	41,833	26.08	27,570	21.85	33,522	21.85	49,362	37.87	37,021	28.40
12	42,858	26.72	28,824	22.84	35,048	22.84	50,621	38.83	37,966	29.13
13	43,458	27.09	29,424	23.32	35,779	23.32	51,221	39.29	38,416	29.47
14	44,762	27.90	30,307	24.02	36,852	24.02	52,757	40.47	39,568	30.36
15	46,105	28.74	31,216	24.74	37,958	24.74	54,340	41.69	40,755	31.27
Off Schedule	47,488	29.60	32,153	25.48	39,096	25.48	55,970	42.94	41,978	32.20

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	301	301
30 Hours (or LTA)	602	903
60 Hours	801	1,704
90 Hours	200	1,903
120 Hours or BA	149	2,053
Sub-Total	2,053	2,053
Master's Degree	148	2,201
Total	2,201	
RN IEP Designation	2,500	2,500

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

SEEO 2023-2024 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	29,187	18.19					34,738	26.65	19.99	26,054
2	30,251	18.86					35,989	27.61	20.71	26,992
3	31,380	19.56					37,274	28.60	21.45	27,955
4	32,530	20.28	21,538	17.07	26,188	17.07	38,623	29.63	22.22	28,967
5	33,744	21.03	22,325	17.69	27,145	17.69	40,006	30.69	23.02	30,004
6	34,999	21.82	23,129	18.33	28,122	18.33	41,454	31.80	23.85	31,090
7	36,277	22.61	23,967	18.99	29,141	18.99	42,950	32.95	24.71	32,213
8	37,640	23.46	24,838	19.68	30,199	19.68	44,497	34.14	25.60	33,372
9	39,023	24.32	25,742	20.40	31,300	20.40	46,090	35.36	26.52	34,567
10	40,857	25.47	26,926	21.34	32,740	21.34	48,210	36.98	27.74	36,157
11	42,879	26.73	28,259	22.39	34,360	22.39	50,596	38.82	29.11	37,947
12	43,930	27.38	29,545	23.41	35,924	23.41	51,886	39.81	29.85	38,915
13	44,530	27.76	30,145	23.89	36,654	23.89	52,486	40.27	30.20	39,365
14	45,866	28.59	31,049	24.60	37,753	24.60	54,061	41.47	31.11	40,546
15	47,242	29.45	31,981	25.34	38,886	25.34	55,683	42.72	32.04	41,762
Off Schedule	48,659	30.33	32,940	26.10	40,053	26.10	57,353	44.00	33.00	43,015

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	310	310
30 Hours (or LTA)	620	930
60 Hours	825	1,755
90 Hours	206	1,961
120 Hours or BA	153	2,114
Sub-Total	2,114	2,114
Master's Degree	152	2,266
Total	2,266	
RN IEP Designation	2,575	2,575

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

SEEO 2024-2025 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	29,917	18.65					35,607	27.32	26,705	20.49
2	31,008	19.33					36,889	28.30	27,666	21.22
3	32,165	20.05					38,205	29.31	28,654	21.98
4	33,344	20.78	22,076	17.49	26,843	17.49	39,589	30.37	29,691	22.78
5	34,587	21.56	22,883	18.13	27,824	18.13	41,006	31.46	30,754	23.59
6	35,874	22.36	23,707	18.79	28,825	18.78	42,490	32.60	31,868	24.45
7	37,184	23.18	24,566	19.47	29,870	19.47	44,024	33.77	33,018	25.33
8	38,581	24.05	25,459	20.17	30,954	20.17	45,609	34.99	34,207	26.24
9	39,998	24.93	26,386	20.91	32,082	20.91	47,242	36.24	35,431	27.18
10	41,878	26.10	27,599	21.87	33,558	21.87	49,415	37.91	37,061	28.43
11	43,951	27.40	28,966	22.95	35,219	22.95	51,861	39.79	38,896	29.84
12	45,028	28.07	30,283	24.00	36,822	24.00	53,183	40.80	39,888	30.60
13	45,628	28.44	30,883	24.47	37,552	24.47	53,783	41.26	40,338	30.95
14	46,997	29.30	31,810	25.21	38,678	25.21	55,397	42.50	41,548	31.87
15	48,407	30.17	32,764	25.96	39,839	25.96	57,059	43.77	42,794	32.83
Off Schedule	49,859	31.08	33,747	26.74	41,034	26.74	58,771	45.09	44,078	33.82

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	319	319
30 Hours (or LTA)	639	958
60 Hours	850	1,808
90 Hours	212	2,020
120 Hours or BA	158	2,178
Sub-Total	2,178	2,178
Master's Degree	157	2,335
Total	2,335	
RN IEP Designation	2,652	2,652

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

SEEO 2025-2026 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	30,665	19.11					36,497	28.00	27,373	21.00
2	31,783	19.81					37,811	29.01	28,358	21.76
3	32,969	20.55					39,161	30.04	29,370	22.53
4	34,177	21.30	22,628	17.93	27,514	17.93	40,578	31.13	30,434	23.35
5	35,452	22.10	23,456	18.59	28,519	18.59	42,031	32.24	31,523	24.18
6	36,771	22.92	24,300	19.26	29,546	19.25	43,552	33.41	32,664	25.06
7	38,114	23.76	25,180	19.95	30,617	19.95	45,125	34.62	33,844	25.96
8	39,545	24.65	26,095	20.68	31,728	20.68	46,749	35.86	35,062	26.90
9	40,998	25.56	27,045	21.43	32,885	21.43	48,423	37.15	36,317	27.86
10	42,925	26.76	28,289	22.42	34,397	22.42	50,650	38.86	37,988	29.14
11	45,050	28.08	29,690	23.53	36,100	23.53	53,157	40.78	39,868	30.59
12	46,154	28.77	31,041	24.60	37,742	24.60	54,513	41.82	40,885	31.37
13	46,754	29.14	31,641	25.07	38,472	25.07	55,113	42.28	41,335	31.71
14	48,156	30.02	32,590	25.82	39,627	25.82	56,766	43.55	42,575	32.66
15	49,601	30.92	33,567	26.60	40,815	26.60	58,469	44.86	43,852	33.64
Off Schedule	51,089	31.85	34,574	27.40	42,040	27.40	60,223	46.20	45,168	34.65

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	329	329
30 Hours (or LTA)	658	987
60 Hours	876	1,863
90 Hours	218	2,081
120 Hours or BA	163	2,244
Sub-Total	2,244	2,244
Master's Degree	162	2,406
Total	2,406	
RN IEP Designation	2,732	2,732

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

SEEO 2026-2027 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	31,432	19.59					37,409	28.70	28,057	21.52
2	32,577	20.31					38,756	29.73	29,067	22.30
3	33,793	21.06					40,140	30.79	30,105	23.10
4	35,032	21.84	23,194	18.38	28,202	18.38	41,593	31.91	31,195	23.93
5	36,338	22.65	24,042	19.05	29,232	19.05	43,082	33.05	32,311	24.79
6	37,690	23.49	24,908	19.74	30,285	19.74	44,641	34.25	33,481	25.69
7	39,066	24.35	25,809	20.45	31,382	20.45	46,253	35.48	34,690	26.61
8	40,534	25.27	26,747	21.19	32,521	21.19	47,918	36.76	35,938	27.57
9	42,023	26.19	27,721	21.97	33,707	21.97	49,633	38.08	37,225	28.56
10	43,998	27.43	28,997	22.98	35,257	22.98	51,917	39.83	38,937	29.87
11	46,176	28.78	30,432	24.11	37,002	24.11	54,486	41.80	40,865	31.35
12	47,308	29.49	31,817	25.21	38,686	25.21	55,876	42.87	41,907	32.15
13	47,908	29.86	32,417	25.69	39,416	25.69	56,476	43.33	42,357	32.49
14	49,345	30.76	33,389	26.46	40,598	26.46	58,170	44.63	43,628	33.47
15	50,825	31.68	34,391	27.25	41,816	27.25	59,915	45.96	44,936	34.47
Off Schedule	52,350	32.63	35,422	28.07	43,071	28.07	61,713	47.34	46,284	35.51

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	339	339
30 Hours (or LTA)	678	1,017
60 Hours	902	1,919
90 Hours	225	2,144
120 Hours or BA	168	2,312
Sub-Total	2,312	2,312
Master's Degree	167	2,479
Total	2,479	
RN IEP Designation	2,814	2,814

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

SEEO 2027-2028 SALARY SCHEDULE

	Building Secretary		EC/Special Ed/Gen Ed Paraprofessional		Library Resource Paraprofessional		Registered Nurse		LPN	
	<i>1604.25 hours</i>	Hourly rate	<i>1262 hours</i>	Hourly rate	<i>1534.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate	<i>1303.5 hours</i>	Hourly rate
1	32,217	20.08					38,345	29.42	28,758	22.06
2	33,392	20.81					39,725	30.48	29,794	22.86
3	34,638	21.59					41,143	31.56	30,857	23.67
4	35,907	22.38	23,773	18.84	28,907	18.84	42,633	32.71	31,974	24.53
5	37,247	23.22	24,643	19.53	29,963	19.53	44,159	33.88	33,119	25.41
6	38,632	24.08	25,530	20.23	31,042	20.23	45,757	35.10	34,318	26.33
7	40,043	24.96	26,455	20.96	32,167	20.96	47,409	36.37	35,557	27.28
8	41,547	25.90	27,416	21.72	33,334	21.72	49,116	37.68	36,837	28.26
9	43,074	26.85	28,414	22.52	34,549	22.52	50,874	39.03	38,156	29.27
10	45,098	28.11	29,721	23.55	36,139	23.55	53,214	40.82	39,911	30.62
11	47,331	29.50	31,193	24.72	37,927	24.72	55,849	42.85	41,886	32.13
12	48,490	30.23	32,612	25.84	39,653	25.84	57,273	43.94	42,955	32.95
13	49,090	30.60	33,212	26.32	40,383	26.32	57,873	44.40	43,405	33.30
14	50,563	31.52	34,208	27.11	41,595	27.11	59,609	45.73	44,707	34.30
15	52,080	32.46	35,235	27.92	42,842	27.92	61,397	47.10	46,048	35.33
Off Schedule	53,642	33.44	36,292	28.76	44,128	28.76	63,239	48.51	47,429	36.39

Educational Stipends	Stipend Increment	Cumulative Stipend
15 Hours	349	349
30 Hours (or LTA)	698	1,047
60 Hours	929	1,976
90 Hours	232	2,208
120 Hours or BA	173	2,381
Sub-Total	2,381	2,381
Master's Degree	172	2,553
Total	2,553	
RN IEP Designation	2,898	2,898

Educational stipends will increase 3% annually for the length of the contract.

Once a staff member moves off schedule, they will receive a 3.0% non-cumulative longevity increase the first year. Each subsequent year they will receive a percentage increase equivalent to the subsequent year's salary schedule base increase of 2.5%.

Sick Leave Bank Application

To be used by employees represented by the Schaumburg Educational Employees Organization, IEA-NEA (SEEO) and a part of the bargaining unit as set forth in the collective bargaining agreement. Remember that all of your sick and personal days must be used prior to using the sick bank. You must have fulfilled your (one hundred-twenty) 120 work day probationary period to begin using sick bank.

Send to: The SEEO Sick Bank Chair

Name: _____

Home phone number: _____

School: _____

Position: _____ Part time _____ Full Time _____

Date of employment: _____

Beginning Date of Illness (first workday absence): _____

1. Number of accumulated SICK LEAVE DAYS available for use (This information can be found on the employee portal or current substitute system.) _____

2. Dates of two salary deduction days (ONLY if total days absent will be less than ten (10) working days) _____

3. Date expected to begin sick leave _____

4. Date expected to return to work _____

5. Has your doctor stated a medical reason for your absence? _____ Yes _____ No

6. Reason: _____

7. Have you ever applied for sick bank before this time? _____ Yes _____ No

8. If so, when, how many times, and how many days were used? _____

9. Has your name changed since you were hired? If so, what was your previous name? _____

Employee signature

Date

ATTACH DOCTOR'S VERIFICATION (note)

A doctor's verification of a medical need for sick leave will be necessary and should be attached to this form. This note will be good for the first twenty (20) sick days of your leave.

Any subsequent request must be verified, in writing, by the member's physician. Grants for days are limited to twenty (20) sick days per request.

Please note: A two (2) to five (5) day pay deduction may apply.

Internal use only

Approval request _____ Date _____

Reviewed _____

LEAVE REQUEST FORM

TO: Assistant Superintendent – Human Resources

TODAY'S DATE: _____

EMPLOYEE ID NO.: _____

Date Requested: _____

Day of Week: _____

Substitute Needed: All Day: _____

Partial Day: (List Times) _____

Substitute Not Needed: _____

Each full time non-administrative employee may use five (5) days (no more than three (3) days consecutively) of leave each year for **emergencies or other urgent and compelling business** which cannot be conducted during non-school hours or days. Honeymoon and vacations are usually not considered sufficient reasons for a business day. Days used for business leave will be deducted from the employee's sick leave. Unused business days will not accumulate as business days. **Requests for business leave of three (3) days or less do not require this form and should be reported by the employee to** the current substitute system. *In lieu of taking a Personal Business Day for religious observances, employees may choose to work additional day(s) after the conclusion of the school year. Please send a letter to Human Resources with your request prior to the religious observance day(s).

_____ **BUSINESS LEAVE (More than three (3) consecutive days-letter attached)**

If more than three (3) days are needed consecutively, the employee may make that request to both the Superintendent or designee and the Association President for consideration. Written requests for such use should be approved in advance, except in cases of emergency. Written requests for extended business leave are to be submitted on this form to the building principal who will forward them to Human Resources.

_____ **BUSINESS LEAVE**

Business leave shall not be granted on days immediately preceding or following holidays/school breaks and on specific or unique work days (as defined in the Business Leave section of the SEA and SEEO Contracts). Emergencies or special circumstances that occur on these days requiring an absence from work must be documented and approved by the Superintendent or designee. Days not approved will be deducted from the employee's salary.

_____ **BEREAVEMENT LEAVE (Please circle the immediate family member)**

In the event of death in the immediate family member of an employee, that employee will be granted absence without loss of pay for three (3) days. Approval must come from the Superintendent or designee. Such absence will not be deducted from an employee's sick leave. If additional time is needed, the employee must secure the Superintendent or designee's approval. If such a request is granted, the employee may be given up to five (5) additional days to be taken from the employee's sick leave. For the purpose of this provision, immediate family includes parents, spouse, civil union partner and/or domestic partner, children, brothers, sisters, grandparents, great-grandparents, grandchildren, great-grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, stepchildren, stepsiblings, grandparents-in-law, stepparents, daughters-in-law, sons-in-law, cousins, aunts, uncles, nieces or nephews.

PRINT EMPLOYEE NAME

Signature of Employee

Grade/Subject/Assignment

Base School(s) or Facility Served on Day of Absence

Signature of Appropriate Administrator

Approved by Assistant Superintendent, Human Resources

Consider this request approved unless you receive a call to the contrary. Request will be placed in your personnel file.
Fax : 847-357-5004 or email form to Human Resources and to the Association President.

Extra Duty Pay Schedule
2022-2028

Professional	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
PBIS Coordinator	1,278	1,305	1,330	1,356	1,383	1,411
Professional Development Presenter	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
Junior High Department Chair/Field Leader	3,861	3,938	4,017	4,097	4,179	4,263
CST Coordinator	3,861	3,938	4,017	4,097	4,179	4,263
Mentoring Year 2	602	614	626	639	652	664
Website Coordinator Webmaster	1,183	1,207	1,231	1,256	1,281	1,306
Social Media Coordinator	1,183	1,207	1,231	1,256	1,281	1,306
Instructional						
Junior High Coaches	3,621	3,693	3,767	3,843	3,919	3,998
Grades K-8 Educational Clubs	575,514	587,024	598,765	610,740	622,955	635,414
Grades 5-6 Instrumental Music	3,619	3,691	3,765	3,840	3,917	3,996
Extra Class at Grades 7-8	1/9 salary	1/9 salary	1/9 salary	1/9 salary	1/9 salary	1/9 salary
Junior High Lunch Supervision	2,344	2,394	2,442	2,491	2,540	2,591
Elementary Lunch Supervision	19.50/hour	20.50/hour	21.50/hour	22.50/hour	23.50/hour	24.50/hour
Head Lunch Supervisor	23.50/hour	24.50/hour	25.50/hour	26.50/hour	27.50/hour	28.50/hour
Grades K-6 Patrol Supervisor	1,721	1,755	1,789	1,826	1,853	1,900
Homebound Tutor, Technology Troubleshooter or similar activities	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
Curriculum Writing, Summer School, Summer Camps, Internal Subbing	48/hour	49/hour	50/hour	51/hour	52/hour	53/hour
District Initiated Club Offerings	596	608	620	632	645	658
Non-Instructional						
Chaperone/ Supervision Rate	30/hour	31/hour	32/hour	33/hour	34/hour	35/hour
Athletic Director/ Assignment of Officials	7,643	7,796	7,952	8,111	8,273	8,438
Interpreting – SEA/SEEO	40/hour	41/hour	42/hour	43/hour	44/hour	45/hour

Extra-duty positions are available as “equal opportunities” to all SEA & SEEO members.

AMOUNT:

(for office use)

Club Sponsor Request Form

By May 1st of each school year, staff members interested in sponsoring a club must submit this form to their building principal.

By September 15th of each school year, building principals will work collaboratively with their School Leadership Team to review all submitted club sponsorship requests, finalize building club stipend allocations, and share school club stipend allocations and assignments with their staff as a whole.

Clubs will start upon a signed agreement with the club sponsor.

Staff Member(s) Name:	
Name of Club:	
Description of Club:	
Maximum Number of Students Participating Each Session:	
Number of Total Sessions:	
Targeted Grade Levels:	
Preferred Meeting Dates & Times:	
Preferred Location:	
<p>Stipend amounts for each club will be established by:</p> <ul style="list-style-type: none"> • The total number of approved club hours for the entire building; • Dividing the total club stipend allocation amount provided to the school from the district by the total number of approved club hours for the entire building; and • Multiplying this number by the total number of approved hours allocated for each individual club. <p>The approved stipend allocation per club will be divided equitably if multiple staff members are sponsoring a club.</p>	

Principal's Signature: _____

Employee's Signature: _____ **ID Number:** _____



SCHOOL DISTRICT 54

Ensuring Student Success

524 East Schaumburg Road
Schaumburg, Illinois 60194

Phone 847/357-5035
FAX 847/357-5004
TTY 847/357-5076
<http://sd54.org>

Andrew D. DuRoss
Superintendent of Schools

FORM 4017 – Damaged Personal Property Report

Name: _____

School: _____ Job Title: _____

Date of Incident: _____ Date Reported: _____

Who was involved? _____

Witnesses: _____

Damaged item: _____

Briefly describe incident: _____

Employee Signature Date

Principal Signature Date

This form must be completed within twenty-four (24) hours of incident.

**FORM FOR EMPLOYEES GRANTED AN UNPAID LEAVE OF ABSENCE
PURSUANT TO ARTICLE XI – LEAVES**

I understand and agree that, pursuant to Article XI of the Agreement between the Schaumburg Educational Employees Organization and the Schaumburg District 54 Board of Education, it is my responsibility to advise the Superintendent or designee no later than February 1 or as of the commencement of the leave, whichever is later, of my intention to return to work. I also understand that my failure to so notify the Superintendent or designee will be deemed and hereby is a resignation from employment in the District.

I also understand that the administration will send a reminder to me at my last address on file in the District's office no later than the December 15 preceding the February 1 deadline.

Signed,

Employee

Witness

Superintendent or designee

Dated: _____

Note: For Leave Request Form, see ADDENDUM III

Medical Plan

Carrier Network Benefit Highlights	HMO Illinois HMO In Network Only	PPO Plan Participating Provider Organization (PPO)		PPO Plan Pharmacy as of 3/1/18		
		PPO	Non PPO	Preferred Pharmacy Network		
Individual Annual Deductible	N/A	\$750	\$2,000	Walgreens Walmart Sam's Club Albertson's (Osco) Affiliated Independent Network		
Family	N/A	\$2,250	\$6,000			
Coinsurance	100%	80%	60%			
Individual Out of Pocket Max*	\$3,000	\$3,750	\$7,500	Non-Network as of March 2018		
Family	\$6,000	\$7,000	\$11,250	CVS (including Target CVS)		
Claim Size to meet Out of Pocket Max	N/A	\$15,750 to meet OPX	\$15,750 to meet OPX	All Other Pharmacies		
Hospital & Physician Services	No Deductible	Unless otherwise noted, all services subject to Deductible		Non-Preferred Pharmacies		
Hospitalization	\$150 per day copay for the first 3 days; then 100%	80%	60%	Rates		
Outpatient Surgery	\$100 copay	80%	60%	HMO	2022	2023-2028
Office Visits ~ PCP / Specialist	\$20 / \$30	80%	60%	Employee	\$679	<i>Rates will be determined annually by benefit committee with increases limited to 0%-4% annually</i>
Preventive Care	100%	100%; No Deductible	60%	Employee + children	N/A	
Emergency Room	\$200 copay	\$200/visit copay	\$200/visit copay	Employee + 1	\$1,210	
Urgent Care Visit	\$50/visit	\$50/visit copay	60%	Family	\$1,422	
Mental Health/Substance Abuse	Per Type of Service	50 Inpatient days and 52 Outpatient Treatment visits per calendar year (combined for MH/SA)		PPO	2022	2023-2028
Prescription Drug Benefits**	No Deductible	Deductible does not apply to Rx copays; Preferred / Non-Preferred		Employee	\$763	<i>Rates will be determined annually by benefit committee with increases limited to 0%-4% annually</i>
Retail ~ In Network	\$0/\$10/\$20/\$40/\$75/\$100	\$0 / \$10 / \$40 / \$60 / \$75 / \$100 Non-Preferred = +\$10-\$15		Employee + children	N/A	
Mail Order	2x Retail	3-month supply for 2x Copay		Employee + 1	\$1,464	
Out of Pocket Maximum - RX	\$1,200 Individual; \$3,000 Family	\$1,500 Individual; \$3,000 Family		Family	\$1,677	

*Out of Pocket maximums include Deductible

** Prescription Drug copays: If a generic drug is available, you may be required to pay the cost difference if you select a brand name drug.

This summary is for illustration purposes only. For detailed policy information, please contact your benefit plan administrator or refer to the official certificate of coverage policy booklet. In the event there is a discrepancy between this illustration and the official certificate of coverage provided by the carrier, the official certificate of coverage will prevail.