

Agreement Between

**BOARD OF EDUCATION,
GREENFIELD COMMUNITY
UNIT DISTRICT #10**

And

**GREENFIELD
EDUCATION
ASSOCIATION
IEA-NEA**

August 1, 2008 – July 31, 2011

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ARTICLE I

Recognition

- 1.1** The Board of Education of Community Unit District #10, Greene County, Illinois (hereinafter referred to as the "Employer" or the "Board"), recognizes the Greenfield Education Association IEA/NEA (hereinafter referred to as the "Association"), as the sole and exclusive bargaining representative for all full-time and part-time certified and non-certified faculty, secretaries, custodians, cooks, bus drivers, library aides, teacher aides, and study hall monitors (hereinafter referred to as "Employees" or "Bargaining Unit Members") exclusive of all supervisory and managerial personnel as defined by the Illinois Educational Labor Relations Act.

Full-time employees shall be those defined as working a minimum of thirty (30) clock hours per week. Bus drivers are considered to be full time employees who are regularly scheduled to work twenty hours (20) a week. Bargaining unit members, working other than a full-time basis, shall be provided all benefits and conditions specified in this agreement on a pro-rata basis based on a thirty (30) clock hour week.

ARTICLE II

Negotiation Procedures

2.1 Except by mutual agreement of both parties, negotiations will not start earlier than March 1 and no later than May 15th with the Association over a Successor Agreement. During negotiations, the Board and the Association shall present relative data, exchange points of view, and make proposals and counter proposals. Each party shall make available to the other, upon request, information within its possession, which is relevant to the subject under discussion. Both parties shall determine and agree upon the negotiation process and establish ground rules at the round table.

The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations, in the capacity of TA's only. Tentative agreements shall be reduced to writing and initialed by the spokesperson of the respective teams at the meeting the tentative agreement is reached. Upon final agreement, the entire contract shall be submitted to the Association for ratification and subsequently to the Board for adoption.

2.2 Dates of the meetings shall be determined by mutual agreement. Meetings shall generally last two (2) hours, except either party may adjourn a session at an earlier time and both parties may mutually agree to extend a session.

2.3 One week prior to the round table both parties will exchange general areas of concern. On a mutually agreed upon date following the round table, both parties shall exchange proposals. Issues not discussed at the round table shall not be allowed during negotiations.

2.4 If the parties go to mediation, the Federal Mediation and Conciliation Services shall be contacted for mediation purposes. If FMCS is unavailable for mediation services, the I.E.L.R.B. shall be notified.

2.5 Either team may caucus when deemed necessary. Prior to the caucus, the requesting team will estimate the time needed during the caucus.

2.6 There shall be two copies of any final agreement. One copy shall be retained by the Employer and one by the Association. Each party will

be responsible for maintaining TA and ratified copy of the final draft.

- 2.7** This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

Grievance Procedure

- 3.1** A grievance shall be any claim by the Association or any employee that there has been an alleged violation, misrepresentation or misapplication of the terms of this agreement.
- 3.2** All time limits consist of school days, except when a grievance is submitted fewer than ten (10) days before the close of the current school term, or when school is not in session. Then time limits shall consist of all week days.
- 3.3** The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, an Association representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

STEP I: The employee or the Association shall present the grievance in writing to the immediately involved supervisor within fifteen (15) school days from the time the employee became aware of the first event giving rise to the grievance, who shall arrange for a meeting to take place within seven (7) days after receipt of the grievance. The Association's representative, the grievant and any immediately involved supervisor shall be present for the meeting. Within seven (7) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response including the reasons for the decision.

STEP II: If the grievance is not resolved at Step I, then the Association or the grievant may refer the grievance to the Superintendent or the Superintendent's official designee within seven (7) days after receipt of the Step 1 answer. The Superintendent shall arrange with the grievant or Association representative, if requested by the grievant, for a meeting to take

place within seven (7) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witness and counselors as it deems necessary. Within seven (7) days of the meeting, the Association and grievant shall be provided with the Superintendent's written response, including the reasons for the decision.

STEP III: If the grievance is not resolved at Step II, then the Association or grievant may refer the grievance to a Board committee (2 person committee) within seven (7) days after receipt of the Step II answer. The Board president or committee chairman shall arrange with the employee and an Association representative for a meeting to take place within seven (7) days of the Board's receipt of appeal. Each party shall have the right to include in its representation such witness and counselors as it deems necessary. Within seven (7) days of the meeting the Association and grievant shall be provided with the Board's, or committee thereof, written response including the reasons for the decision.

STEP IV: If the Association or grievant is not satisfied with the disposition of the grievance at Step III, the Association or grievant may submit the grievance to final and binding arbitration under the voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step III answer, then the grievance shall be deemed withdrawn. Arbitration proceedings shall be conducted by an arbitrator to be selected from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from

the panel until one name shall remain. Expenses for the arbitrator's services will be borne equally by the school district and the Association. The arbitrator's decision shall be binding on all parties.

- 3.4** If the Association and the Superintendent agree, Step I & II of the grievance procedure may be bypassed and the grievance brought directly to Step III.
- 3.5** Class grievances, involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.
- 3.6** The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present.
- 3.7** The Board, Administration and Association shall cooperate mutually in the investigation of any grievance.
- 3.8** No reprisals shall be taken by the Board or the Administration against any employee because of the employee's participation in a grievance.
- 3.81** Any investigation, handling or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.
- 3.82** Should the investigation or processing of any grievance require that an employee or an Association representative be released from their regular assignment, the employee or Association representative shall be released without loss of pay or benefit.
- 3.83** All records related to a grievance shall be filed separately from the personnel files of the employees.
- 3.84** A grievance may be withdrawn at any level without establishing precedent.
- 3.85** If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.
- 3.86** By mutual request, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary

Arbitration Rules.

3.87 The arbitrator shall have no power to alter the terms of this agreement.

3.88 The fees and the expenses of the arbitrator shall be shared equally by the parties.

ARTICLE IV

Employee and Association Rights

4.1 Right to Organize and Participate

Employees shall have the right to organize, join and assist the Association, to participate in negotiation with the Employer through representatives of their own choosing, individually or in concert, for the purpose of establishing, maintaining, protecting or improving conditions of service and the quality of the educational environment.

4.2 Non-Discrimination

The Employer shall not discriminate for reason of race, creed, religion, color, marital status, handicap, age, sex or national origin against an employee or applicant.

4.3 Observations/Rights

Informal

- a. The building principal or immediate supervisor may informally observe a teacher or other employee at any time without notice.
- b. Informal observations may be reduced to writing. If reduced to writing, it shall be discussed with the teacher or employee within ten (10) school days following the informal observation. A copy shall be provided to the teacher or other employee and he/she will have the right to a written response.
- c. When any employee is required to appear before an administrator-supervisor, an Employer committee, or Board of Education concerning any matter which could adversely affect the continuation of that Employee in his/her position of employment, his/her salary or any salary pertaining thereto, the Employee shall be given reasonable prior notice of the reasons for such meetings or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

Formal

- d. Employee's right to respond - Following the post formal evaluation conference, the employee shall sign and be given a copy of the

evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the content of the evaluation, only that it has been discussed. An employee may submit additional comments to the written evaluation if he/she so desires. All written evaluations and the employee's comments are to be placed in the employee's personal file. The evaluator will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor. In no case shall a supervisor's signature be construed to mean that he/she necessarily agrees with the content of the response.

4.4 Employee Notification of Assignments

If an employee's assignment is changed, an employee shall be given written notice of his/her assignment for the forthcoming year not later than sixty (60) days preceding the first day of the new school term. In the event changes in such assignments are proposed, the employee affected shall be notified promptly and consulted. In no event shall changes in the employee's assignments be made later than thirty (30) days preceding the commencement of the next school term unless an emergency situation requires the same. In the event of such emergency, the employee shall be allowed to resign.

4.5 Typing, Duplicating and Secretarial Facilities and Services

In each building, typewriters, duplicating machines, and clerical personnel shall be available to aid employees in the proper execution of their assigned duties.

4.6 Association Matters – Notification

The Association shall have the right to speak at any Board meeting. If notified within five (5) days prior to the meeting, the concern will appear under the appropriate section.

4.7 Board Meetings - Notification

The President of the Association or his/her designee shall be given written notice of any regular meeting of the Board at least forty-eight (48) hours or special meeting of the Board at least twenty-four (24) hours prior to the scheduled time of such meeting. A copy of the agenda or statement of purpose will be provided.

4.8 Board Minutes - Association Copies

Two (2) copies of all approved Board minutes shall be mailed or placed in the mailbox of the President of the Association as soon as they have been prepared.

4.9 Business by Association Representatives on School Property

Representatives of the Association shall be permitted to transact Association business on school property provided that they make their presence known to the proper officials upon entering the buildings. Such business shall be conducted before or after school and during duty free lunch periods.

4.91 Bulletin Board - Mail Facilities

The Association shall have the right to use one bulletin board designated by the Board in each attendance center. Such board shall be located in the teacher's lounge. The Association shall have the right to use internal district employee mailboxes.

4.92 District Inter-Office Mail

The Association may use the district's inter-school mail services for distribution purposes.

4.93 Association Use of District Facilities and Equipment

The Employer will allow the Association to use district facilities for committee, general, or building employee meetings, outside of school attendance hours. Prior approval of the Superintendent or his designee is to be secured at least twenty-four (24) hours in advance of such use. The Association agrees to reimburse the district for any costs incurred during major organizational use.

4.94 Association Views - Student Presence

The Association's views on matters relating to Supervisor-Employee or Board-Employee relationships shall not be discussed in the presence of students.

4.95 Names and Addresses - New Employees

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

4.96 Association Leave

The Association shall be granted release time for one Association member, not to exceed an aggregate total of three (3) days during any one school year. The Association shall reimburse the Board for substitute salaries resulting from the granting of release time. No release time shall be granted for less than 1/2 days of an employee's assignment. Notification of a request for release time shall be given to the building principal or worksite supervisor in the same manner as other employees reporting absence. If more than one (1) full day is requested, at least one (1) full day's notice shall be given.

4.97 Printing of Contract, Costs and Distribution

Within thirty (30) days after the Agreement is signed, copies of this agreement shall be printed at the mutual expense of the Employer and Association and presented to each bargaining unit member.

PAYROLL DEDUCTIONS

4.98 Procedures for Membership Authorization

Proper authorization for membership payroll deductions shall be the signature of the employee on an authorization form prepared by the Association and submitted to the Superintendent or his/her designee. Such authorization shall remain effective from year to year unless the employee cancels such authorization by notice in writing to the Superintendent or his/her designee and to the Association prior to September 1st of any school year to be effective for such year.

4.99 Payment to the Association

Any salary deductions to the Association or party thereof shall be made if requested in writing two (2) weeks prior to the September payday.

4.10 Fair Share Agreement

- a. Fair Share is effective for all new employees beginning with the 1991-92 school year and current members and future members of the Association.
- b. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of due uniformly required of members of the Association, including local, state and national dues.

- c. In the event that the bargaining unit member does not pay his/her fair share directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.
- d. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
- e. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - 1) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
 - 2) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
- f. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

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

- g. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

ARTICLE V

Personnel Files

5.1 Conditions and Procedure for Placement of Materials in File

One official file shall be maintained. No evaluative materials shall be placed in the file unless the employee has had an opportunity to read such materials. The only exception shall be confidential college credentials and confidential recommendations of former employers. The employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any materials evaluative in nature which have not been reduced to writing within thirty (30) calendar days following the event or occurrence may not be added to the file.

5.2 Right to Respond to Materials in File

Within thirty (30) school days the employee shall have the right to respond to any material filed and his/her response shall be attached to the file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.

5.3 Right to Examine File

Within one working day of written request by the employee to the Superintendent or designee, he/she shall be permitted to examine his/her files in the presence of a superintendent or designee

5.4 Right to Reproduce Materials in File

Upon request, the Board will reproduce, at the employee's expense, any material in his/her file excluding the exceptions noted in 5.1.

5.5 Locked Files

The files will be kept locked at all times other than regular office hours.

ARTICLE VI

Leaves

6.1 Personal Leave

The Board shall grant up to a maximum three (3) days* leave for all employees working at least thirty (30) hours weekly and all certified staff. Employees working less than thirty (30) hours weekly shall be granted one (1)** personal leave day, two (2)*** personal leave days after twenty (20) years. These days will be granted in one-half ($\frac{1}{2}$) day or full day increments without loss of pay and shall accumulate from year to year as sick leave. All employees prior to June 25, 1999, shall be considered full time employees with 20 clock hours per week. This shall remain in effect until affected employees are no longer employed.

- ◇ 2 personal leave days*
- ◇ 1 business leave day*
- ◇ 1 personal leave day**
- ◇ 1 personal leave day***
- ◇ 1 business leave day***

6.2 Business leave is intended to enable the employee to conduct necessary business which cannot be handled other than during school hours. Personal leave may be used at the employee's discretion. Twenty-four (24) hours notice will be given. Less than twenty-four (24) hours notice is subject to administration approval.

6.3 The use of the above leaves the day before or after a school holiday, during teacher institutes or workshops, and/or during the first and last week of school is subject to administrative approval. No more than three (3) certified and three (3) non-certified employees will be permitted personal leave on the same day. Personal and business leave shall be granted subject to approval of the building principal.

6.4 Sick Leave

At the beginning of each work year, each employee shall be credited with ten (10) sick leave days without loss of pay. Sick leave may be taken in hourly increments subject to internal coverage approved by the building administrators. The unused portion of said sick leave shall accumulate to the three hundred forty days (340) for employees. Hours will accumulate until they reach one-half ($\frac{1}{2}$) day increments. Any less than one-half ($\frac{1}{2}$) will round up to one-half ($\frac{1}{2}$) day at the close of the school calendar year.

- a. Sick leave shall be interpreted to mean personal illness, quarantine at home, illness or death in the immediate family or

household. The immediate family, for the purpose of this section shall include: parent , spouse, brother, sister, child, step-child, foster child, grandparent, grandchild, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and legal guardian.

- b. The employee will provide the District Office with a statement from their physician stating that the employee is able to return to work indicating restrictions if any following any prolonged absence due to medical condition or injury.

6.5 Court Duty Leave

When an employee is called for jury duty, the employee shall be granted leave with full pay, but the employee shall pay to the district only money received for actual duty. Leave for jury duty shall not be counted against allowance for personal leave or sick leave.

There shall be no deduction in pay for absence due to attendance in Court in response to a subpoena.

6.6 Maternity Leave

Absence due to pregnancy-related disability shall be treated as sick leave. The Board shall grant requests for a maternity leave of absence. The beginning and termination dates of the leave shall be determined by her physician. An employee who returns from maternity leave shall be reinstated to the former position or its equivalent.

6.7 Accident or Injury Leave

Absence due to injury, accident or illness incurred in the course of the employee's employment shall not be charged against the employee's sick leave days. The Board shall continue the employee's wages and benefits in full until Worker's Compensation payments begin. The Employer shall pay to such employee the difference between his/her contractual salary and all benefits received under the Illinois Worker's Compensation Act for a minimum of thirty (30) days or the employee's number of accrued sick days.

- 6.8** Certified staff members who substitute for other staff members during regularly scheduled duties/hours shall be paid \$7.50 for every nearest half-hour.

- 6.9** The District shall make additional sick days available to teachers who meet the criteria who have had a catastrophic illness; to restore days lost to an

earlier, lower cap; or to grant sick leave days in addition to the normal annual allotment. Any reinstated or granted sick leave days shall be properly posted to the district's sick leave/attendance records to increase the member's accumulated sick leave balance. Granted sick leave days must be granted or reinstated far enough advance so the sick leave days will actually be available for use by a teacher in the event of illness and the district is aware of the potential financial obligation that may be necessary should the teacher use the available days for sick leave. The following formula is to be used to calculate the days to be granted.

1. From the date the sick leave days are added or reinstated, determine the number of paid days remaining until the member's retirement or termination.
2. Subtract the number of sick leave days already on the member's record.
3. The difference is equal to the additional days, if any, that may be added or reinstated.

To be eligible for additional days, an employee must have worked for the District for 15 years, have a minimum of seventy five (75) sick days on record, and have submitted an irrevocable letter of resignation by March 1st that states the employee will retire, at minimum, at the conclusion of the following school year and no later than the conclusion of the second school year following submission of the letter or resignation.

This portion of the contract is placed on hold until both parties may further discuss and research the impact that this language may have upon the district. The initial intent of this language was to not place any undue burden on the district, and as such needs further review.

ARTICLE VII

Conditions of Employment

7.1 All Certified Employees

a. Lunch Period

All employees shall have a duty free lunch period equal to the regular school lunch period, but not less than thirty (30) minutes in each school day.

b. Preparation Period

All employees at the high school shall have an unassigned preparation period of no less than a given period during each workday. It shall be the intent of the Board and Administration that all employees at the elementary school shall have an uninterrupted preparation time of no less than 30 minutes included in a minimum of 175 total minutes during a regular work week. These minutes will be granted while students are in attendance.

ELEMENTARY

Teacher Workday:8:10 – 3:35

The teacher workday is 6 hours and 55 minutes with the exception of additional sponsorship duties, meetings by the administration, assigned supervision and ticket taking.

HIGH SCHOOL

Teacher Workday:8:05 – 3:30

The teacher workday is 6 hours and 55 minutes with the exception of additional sponsorship duties, meetings by the administration, assigned supervision and ticket taking.

c. Class Size

The Board and Association agree that class size shall be closely monitored at each grade level/subject area. Every attempt shall be made to limit class size. Should a need arise, a meeting will be granted to the teacher who requests consideration for an aide.

d. Substitutes

Every attempt shall be made to find a qualified substitute outside of the district staff to replace a regular classroom teacher on sick leave or personal leave.

e. Shut Down

On days when school is dismissed early due to emergency crisis, inclement weather or Acts of God, employees will be allowed to leave ten (10) minutes after the dismissal of students with Superintendent approval. Employees shall not lose pay or benefits when these conditions arise.

7.2 All Non-Certified Employees

a. Employee Termination

The Board may not dismiss any employee for reasons relating to the employee's competence or performance unless it has complied fully with Article VIII of this agreement.

Any employee shall be given written warning, specifically identifying the behavior(s) which, if not remediated, could be the basis for termination.

Prior to the issuance of a written notice of termination, the appropriate administrator will have a conference with the employee, including therein a review of the employee's personnel file. If requested by the employee, an Association representative will be present at the conference.

The Board shall provide the employee with a written notice of the specific charges against the employee. This notice shall include a written statement that a bill of particulars will be provided upon receipt of a written request made by certified or registered mail from the employee or his attorney within ten (10) days of receipt of such notice, and the Board shall provide the bill of particulars, if requested, within five (5) days after receipt of the request. The notice of termination shall be served at least thirty (30) days before the effective date of termination.

If an employee requests a review of his/her termination, the review shall be made through the grievance procedure. Within thirty (30) days after receipt of the bill of particulars, the employee shall file a written notification with the Board of Education of intent to grieve the termination.

b. Unsafe, Hazardous Conditions

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

c. Shut Down

On days when emergency crisis, weather or Acts of God prevent school from opening or early dismissal results, the employee will clear all absence with the building administrator. The custodial employee may choose to have the absence classified as a vacation day, personal day, or a dock day.

d. Resignation

An employee who is resigning from his/her position shall give at least two (2) weeks notice.

e. Staff Development

When a full-time employee is required to attend a staff development or continuing education program during his/her personal time, the employee shall be paid at the employee's normal rate. After 40 hours per week, the employee shall be paid 1 ½ times their normal rate.

f. Breaks

Full-time employees working twenty (20) hours or more shall be entitled to two (2) fifteen minute breaks each day or shift. Part-time employees employed for four (4) consecutive hours shall be entitled to one (1) fifteen (15) minute break each day or shift. The break times shall be mutually agreed upon by the employee and immediate supervisor.

g. Cafeteria Duties

Any non-certified employee who performs cafeteria-related duties shall receive a free lunch.

h. Car Allowance

Any employee using his/her motor vehicle with prior authorization for job-related activities shall be paid twenty-five (25) cents per mile and shall receive said payment on a monthly basis.

i. Employee Work Day

For purposes of computing overtime compensation, the normal work day shall be as follows:

1. Custodians

Full-time, 8 hours per day
Minimum forty (40) hours per week

2. Secretaries

Secretary, High School
8 hours with 1/2 hour lunch
All overtime must be given approval by the District

Superintendent.

This schedule shall consist of 213 paid days:

- ◇ 176 student attendance days
- ◇ 4 teacher inservice/workshop days
- ◇ 10 days before school begins*
- ◇ 15 days after school is out*
- ◇ 8 days*

(With Superintendent approval, these * (33) days may become "floating.")

Secretary, Elementary School

7 1/2 hours with 1/2 hour lunch

All overtime must be given approval by the District Superintendent.

This schedule shall consist of 200 paid days:

- ✧ 176 student attendance days
- ✧ 4 teacher inservice/workshop days
- ✧ 10 days before school begins*
- ✧ 10 days after school is out*

(With Superintendent approval, these * (20) days may become "floating.")

3. Cooks

Seven (7) hours (10) minutes per day to include one-half (1/2) hour paid lunch.

This schedule shall consist of 181 paid days:

- ✧ 176 student attendance days
- ✧ 5 days *

(With Superintendent and head cook approval, these * (5) days may become "floating")

In addition, compensation will be given during the school term at the regular rate of pay for actual hours worked up to forty (40) hours per week.

4. Bus Drivers

This schedule shall consist of 178 paid days (student attendance days).

Two (2) hours in the a.m.

Two (2) hours in the p.m.

(Current bus drivers will not loose any compensation due to this adjustment in days worked. The 178 days will consist of the 176 student attendance days and the opening and closing district workshop days.)

.....5. Support Staff

Deleted: ¶

- Library Aide - 8:05 a.m. - 3:35 p.m. with 30 minute lunch
- Study Hall Monitor -8:08 a.m. - 3:10 p.m. with 30 minute lunch
- H.S. Teachers Aides -8:08 a.m. - 3:10 p.m. with 30 minute lunch
- Elem. Teachers Aides - 8:20 a.m. - 3:10 p.m. with 30 minute

lunch

j. New Staff

It shall be the intent of the District to make the wisest choice possible when

employing new staff. Prior experience, either within the District or outside,

shall be recognized and given full consideration.

7.3 Extra Trip Policy

1. All trips during the school day (departure time before 4:30 p.m.) other than all-day field trips will be taken by substitute drivers. It will be the Bus Superintendent's right to use his discretion as to what regular driver on a rotating basis shall take all-day field trips based on safety and possible unusual conditions.
2. School trips after 4:30 p.m. will be offered first to regular drivers on a rotating basis then to substitute drivers if all regular drivers fail to take the trip.

7.31 Within fourteen (14) days of the start of school, the Board shall provide each driver with a list of those students who have health conditions causing concern (i.e. severe allergy to bee stings, epilepsy, asthma, etc.). The employee and Association agree to keep such lists confidential.

7.32 Laid off bargaining unit member(s) shall be granted top priority as a substitute on a regular route. He/she also shall be placed on the rotating substitute list for extra trips.

ARTICLE VIII
Discipline or Dismissal

8.1 Just Cause Discipline

No employee shall be disciplined without just cause. Discipline includes, but is not limited to, warnings, reprimands, suspensions, reductions in rank, loss of professional advantage, and discharges (of non-probationary employees). At the time such action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the employee.

8.2 Just Cause Procedure

Demotion, discipline or the involuntary change in the employment status of any employee shall be for just cause and preceded by:

- a. A faithful execution of the evaluation procedure and the honoring of all employee's rights included in this agreement and applicable statutes.
- b. A conference with the employee by the appropriate administrator or supervisor prior to taking any action.
- c. A written explanation for the action to the employee.
- d. A complete review of the employee's personnel file with the employee and his/her representative.

8.3 Evidence Restrictions

Evidence not previously recorded in the employee's personnel file prior to the notification of the demotion, discipline or other involuntary change in the employment status shall not be used by the Board as a basis for its action.

8.4 Suspensions

An employee may be suspended without pay, fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action, demotion or other involuntary change in his/her employment status. Should the decision be in favor of employee, pay, fringe benefits and all other benefits will be retroactive to time of suspension.

8.5 Representation at Discipline/Evaluation Meetings

In the event an administrator, supervisor or Board of Education requires an employee to attend a meeting for the purpose of disciplining said employee, the employee, upon request, may have an Association representative present. The employee shall be given prior written notice of the reasons for such a meeting two

(2) days in advance.

ARTICLE IX

Seniority

9.1 District Seniority

- a. "Seniority" shall be defined as the length of an employee's continuous service within District No. 10. Said service shall be computed from the first day of employment within the district. The "first day" shall be defined as the day upon which duties are first performed under contract. Less than full-time employment shall be counted on a pro-rata basis.
- b. Seniority will not accrue during any authorized leave of absence without pay except military service leave or absence. Seniority will not be interrupted due to excused absence or illness.
- c. Current bargaining unit members who are promoted or transferred out of the bargaining unit and subsequently returned to the bargaining unit without a break of service shall have their seniority computed from their first day of original employment.
- d. Employees who have had their continuous service interrupted by RIF shall, upon reinstatement, have their past seniority computed from the first day of original employment excluding any time which the employee is on layoff.
 1. Employees rehired on a full-time basis shall have their seniority computed as per this section.
 2. Employees rehired on less than a full-time basis shall have their seniority computed proportionate to the amount of time employed.
- e. In the event District No. 10 seniority is equal, the following procedures are to be utilized in order:
 1. Consider previous work experience credit inside Dist. #10.
 2. Consider previous work experience credit allowed on the salary schedule outside Dist. #10.
 3. Any further ties shall be determined by administration and board prerogative to choose the best candidate.
- f. The Employer shall prepare, maintain and post the initial seniority list. The initial seniority list shall be prepared and posted conspicuously in each school building by February 1st of each year. The Association shall have until February 26th of each year to meet and in cooperation with the Board and/or the designee to make necessary corrections/adjustments. A final list shall then be posted noting said corrections/adjustments as soon as possible, but in no

case more than five (5) additional days beyond February 26th of each year.

- 9.2** The source of the funding of a teacher's salary shall not affect tenure status.

ARTICLE X
Assignment, Vacancies, Promotions and Transfers

10.1 Vacancies

- a. A vacancy shall be defined as a permanent position which has been newly created or which has previously existed and has been vacated due to transfer, promotion, reassignment, resignation, retirement, death or termination. The term "vacancy" shall not apply to any position from which an employee is absent due to leave.
- b. Whenever a vacancy occurs or is anticipated, the district office shall, within three (3) working days of when vacancies occur or are anticipated, post a vacancy notice in all school buildings and work sites and mail a copy to the Association.
- c. All vacancies that occur in bargaining unit or non-bargaining unit positions shall be posted in each building and work site for a minimum of five (5) work days before the position is filled on a permanent basis.
- d. Nine (9) or ten (10) month employees who are away from their assignments during the summer months may request in writing that the district office mail to them a copy of vacancy notices to their addresses on file in the unit office.
- e. An interview shall be given to any bargaining unit member who makes application for a position for which he/she is qualified.
- f. All vacancy notices shall contain the qualifications for the position, its duties, rate of compensation and the deadline for making application.
- g. A bus driver will be notified and consulted if a change in assignment is made. Opening of a new route or the opening of a route due to another driver's leaving will be opened up to consideration by seniority before the assignment is made.

10.2 Promotions

- a. All qualified employees shall be given adequate opportunity to make application and no position shall be permanently filled until all properly submitted applications have been considered.
- b. An employee may submit an application for a promotional position at any time; and, if no position is open, he/she may indicate the type

and kind of position desired.

10.3 Transfers

- a. When it is necessary to involuntarily transfer or reassign employees, to the extent possible, all qualified volunteers shall be first considered.
- b. Where an adequate number of qualified volunteers are not obtainable, such transfers shall be made on the basis of district seniority.
- c. If an employee was not willing to accept the transfer, the employee would have the right to resign, without prejudice, two (2) weeks from the date informed of the transfer.

10.4 Ticket Taking

The Superintendent and a representative of the Association shall meet to develop a District ticket taking method prior to July of each year to be presented for final approval at the July Board meeting.

ARTICLE XI

Reduction in Forces

11.1 Reduction in Staff

- a. When the Board decides it is necessary to reduce the number of certified employees in the district because of decreased enrollment, lack of funds or other reasons, the Association will be notified of such reduction in staff in advance of any public announcement. The Association shall be given the opportunity to discuss any aspect of the reduction, if the Association requests such opportunity within one (1) week of Board notification.
- b. If the number of positions must be reduced, the certified employees who are subject to removal shall receive notice at least sixty (60) days before the end of the school term together with a statement of honorable dismissal and the reason therefore. The non-certified employees who are subject to removal shall receive at least thirty (30) days notification together with a statement of honorable dismissal and the reason therefore. Employees shall be dismissed on the basis of district seniority.
- c. An employee who is dismissed due to reduction in force and who becomes certified or qualified for additional positions shall retain his/her district seniority rights for the positions available over any other R.I.F.'d employee who has less district seniority.

11.2 Re-employment

- a. If the Board increases the number of employees or has an employee resign after the lay-off(s), the Board shall first offer employment for any available position for which the employee is qualified to the employee laid off in reverse of the lay-off.
- b. An employee's failure to respond affirmatively within fifteen (15) calendar days after receipt of the Board's letter sent by certified mail to the employee's address on file with the Board recalling such employee shall result in the termination of the employee's rights of recall.
- c. If an employee is removed or dismissed from employment with the district because of a decrease in the number of employees employed by the district, or because of the discontinuance of a particular type of service, and if the Board, within one (1) calendar year thereafter, increases the number of employees, reinstates the positions so

discontinued, or vacancies occur, the positions thereby becoming available shall be tendered to the employees so removed so far as they are qualified.

11.3 Procedure for Layoff

No bargaining unit member shall be laid off pursuant to a necessary reduction in the work force unless said bargaining unit member shall have been notified of said lay off at least sixty (60) days prior to the effective date of the lay off. In the event of a necessary reduction in work force, the Employer shall first lay off probationary bargaining unit members then the least senior bargaining unit members. In no case shall a new employee be employed by the Employer while there are laid off bargaining unit members who are qualified for a vacant or newly-created position. Bargaining unit members whose positions have been eliminated due to reduction in work force or who have been affected by a lay off/elimination of position shall have the right to assume a position, regardless of classification, for which they are qualified which is held by a less senior bargaining unit member.

a. Fringe Benefits / Laid Off Employees

Laid off bargaining unit members may continue their health and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer, pursuant to agreement by the insurance carrier.

b. Recall Rights and Procedures

Laid off bargaining unit members shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified. Any bargaining unit member who has served more than one (1) year in a classification shall be deemed qualified for any position in that classification. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the bargaining unit member is to report back to work.

c. Employee's Obligation to Respond to Recall

An employee's failure to respond affirmative within fifteen (15) calendar days after receipt of the Board's letter sent by certified mail to the employee's address on file with the Board recalling

such employee shall result in the termination of the employee's rights of recall.

ARTICLE XII

Vacations (Non-certified) Holidays (Non-certified)

12.1 Vacation (Non-certified)

- a. Vacation for those employed on a 12-month basis shall be provided as follows. The specific time for the vacation will be agreed upon between the Superintendent and the employee involved.

2 weeks - after one (1) year of service
3 weeks - after ten (10) years of service

- b. At the termination of employment by the employee for any reason, the employee or his/her beneficiary shall receive, at the daily rate of pay, compensation for all unused vacation.

12.2 Holidays—Secretaries and Custodians

- a. Secretaries and custodians shall be permitted to observe all state and federal holidays recognized in the school calendar during the school year along with declared school holidays.
- b. The following days shall be considered to be paid holidays:

December 24th	Independence Day
December 31st	Labor Day
New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving
Lincoln's Birthday or	The day after Thanksgiving
Presidents Day	Christmas Day
**Casimir Pulaski Day	
Good Friday	
Memorial Day	

**Custodians will work ½ day on Pulaski Day with time arrangements to be determined by custodians and supervisors.

If an employee is on sick leave or vacation when an above-listed holiday is observed, that day (s) shall not be counted as sick leave or vacation.

- c. For 12-month employees, if a legal holiday falls on a weekend, the employee will be given a floating holiday with the date to be approved by the Superintendent.

ARTICLE XIII

Certified Employee Evaluation

13.1 Prior to Formal Evaluation

- a. A district evaluation instrument will be developed by the administration. Input from a voluntary teacher committee will be considered throughout this process. The instrument, its results and procedures are not considered part of this agreement.
- b. The instrument will meet all guidelines as outlined by the Illinois State Board of Education.
- c. Evaluators will meet with certified employees prior to their evaluations. The process and items to be evaluated will be discussed.
- d. All data used for the current year's evaluation will be reduced to writing and shared with the employee.
- e. Employees will be given space on the final evaluation form to respond as they deem fit.
- f. Tenured certified employees will be evaluated every other year. Non-tenured certified employees will be evaluated as many times as the administration deems appropriate, but not less than once a semester.
- g. Employees will have a pre-observation conference before each formal evaluation. Informal evaluations do not require prior contact but must be reduced to writing if used as evaluation data.
- h. Each formal observation shall be conducted between thirty (30) minutes and sixty (60) minutes, except when the lesson has not been completed within that time frame. The formal observations will occur after the first month of student attendance and prior to April 20th unless another time is mutually agreed upon by both parties.
- i. Summative evaluation of the employee shall be determined by classroom artifacts, formal observation and informal observations.
- j. Any employee found unsatisfactory will begin the remediation process as outlined by the Illinois State Board of Education.

- k. Association agrees to change the rating scale on the evaluation instrument itself from a point system to satisfactory, unsatisfactory, and excellent, with the understanding if the individual is rated “unsatisfactory” in two or more areas, the over-all evaluation will be unsatisfactory.

13.2 Non-Certified Employee Evaluation

All District non-certified employees will be evaluated annually. The evaluation instrument, its results and procedures are not considered part of this agreement.

ARTICLE XIV
Effect of Agreement

14.1 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

14.2 Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts of employment agreements. (Hours of work, overtime provisions, etc.)

14.3 Savings Clause

Should any Article, Section or Clause of this Agreement be declared illegal by a court or competent jurisdiction, then that Article, Section or Clause shall be deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections or Clauses shall remain in full force and effect. Within ten (10) days of receipt of notification of such findings by a court or competent jurisdiction, negotiations shall commence for the purpose of reaching agreement to the affected manner.

14.4 No Strike

During the term of this Agreement, members of the bargaining unit shall not strike.

14.5 Terms of Agreement

This Agreement shall be effective August 1, 2008 and shall continue in effect through July 31, 2011. This Agreement is signed this 13th day of August, 2008, in witness thereof:

For the Greenfield Education Association:

GEA President

For the Board of Education, Greenfield
Unit Number 10:

Board of Education President

ARTICLE XV

Salary and Economic Benefits **(Certified/Non-Certified Employees)**

15.1 Salary

The salary schedule for all certified employees shall be set forth in Appendix A and for non-certified employees in Appendix B which is attached and incorporated in this Agreement.

15.2 Supplemental Extra Duty Stipends

The supplemental extra duty stipends for all employees shall be set forth in Appendix A-1 which is attached and incorporated in this Agreement. Class sponsors are removed from the responsibility of making floats.

15.3 Payroll Installments

Employees shall receive their pay in twelve monthly installments.

15.4 Pay Days - Specified

Pay days shall be on the 20th day of each calendar month.

15.5 Pay Days - School Not In Session

If a regular pay date during the school term falls on a day when school is not in session, employees shall receive their checks on the last day that school is in session prior thereto. During the summer and any school vacations, checks shall be mailed allowing delivery to the employee on the 20th.

15.6 Placement on Salary Schedule

All certified employees shall be placed on the certified salary schedule according to all teaching experience and educational qualifications. Teaching experience shall include, but not be limited to, teaching experience in Illinois, U.S., or Department of Defense overseas schools. All public and private school experience shall be evaluated and considered for credit placement.

15.7 Insurance

The Board shall pay \$435.16 as a monthly premium for a health insurance plan for the 2008-2009 school year. For the 2009-2010 school year, the Board will pay a maximum of \$450.00 as a monthly premium and in the 2010-2011 school year, the Board will pay a maximum of \$475.00. All full time employees, including full time bus drivers will receive full individual benefits. Insurance carriers and plans shall be selected from a joint committee of board and association with equal voting power on the selection of future health insurance plans. The School Board will pay for insurance in proportion to the employee's employment. Term life insurance comparable to 2002-2003 shall be provided by the Board.

15.8 Activities Pass

Each non-certified employee shall receive a yearly pass to admit said employee and spouse to school activities.

15.9 Physical Exams - Bus Drivers

After the date of employment, the district will directly pay the billing party 100% of the total cost of the physical examination, drug screening, and fingerprinting.

15.10 Presentation of Certificates and Transcripts

Teachers shall present all certificates and transcripts of courses completed on or before September 1st of each school year. Grade reports would be sufficient for professional growth and recognition on the salary schedule. By October 10th an official transcript would be required for all advanced degrees received and should be so indicated on the transcript

15.11 Tuition Reimbursement

The Board will reimburse tuition at a rate of \$65.00 per semester hour with prior approval of the Superintendent for any district personnel. Reimbursement will be dependent upon a grade of B (3.0) or better. The District will reimburse at the same rate for any course they request an employee to take, but will reimburse at 100% of tuition costs for any course the District requires an employee to take.

15.12 Retirement Incentives

Should state proposed retirement incentives become available, the Board and Association will reopen for negotiations to discuss those incentives.

APPENDIX A

2008-2009 SALARY TABLE

YRS	BS 0	BS 8	BS 16	BS 24	MS 0	MS 8	MS 16	MS 24
0	32,039	33,148	34,257	35,365	36,474	37,582	38,691	39,800
1	32,595	33,703	34,812	35,921	37,029	38,138	39,246	40,355
2	33,150	34,259	35,367	36,476	37,585	38,693	39,802	40,910
3	33,705	34,814	35,923	37,031	38,140	39,249	40,357	41,466
4	34,261	35,369	36,478	37,587	38,695	39,804	40,913	42,021
5	34,816	35,925	37,033	38,142	39,251	40,359	41,468	42,577
6	35,371	36,480	37,589	38,697	39,806	40,915	42,023	43,132
7	35,927	37,035	38,144	39,253	40,361	41,470	42,579	43,687
8	36,482	37,591	38,699	39,808	40,917	42,025	43,134	44,243
9	37,038	38,146	39,255	40,363	41,472	42,581	43,689	44,798
10	37,593	38,702	39,810	40,919	42,027	43,136	44,245	45,353
11	38,148	39,257	40,366	41,474	42,583	43,691	44,800	45,909
12	38,704	39,812	40,921	42,030	43,138	44,247	45,355	46,464
13	39,259	40,368	41,476	42,585	43,694	44,802	45,911	47,019
14	39,814	40,923	42,032	43,140	44,249	45,358	46,466	47,575
15	40,370	41,478	42,587	43,696	44,804	45,913	47,022	48,130
16	40,925	42,034	43,142	44,251	45,360	46,468	47,577	48,686
17	41,480	42,589	43,698	44,806	45,915	47,024	48,132	49,241
18	42,036	43,144	44,253	45,362	46,470	47,579	48,688	49,796
19	42,591	43,700	44,808	45,917	47,026	48,134	49,243	50,352
20	43,146	44,255	45,364	46,472	47,581	48,690	49,798	50,907
21	43,702	44,810	45,919	47,028	48,136	49,245	50,354	51,462
22	44,257	45,366	46,474	47,583	48,692	49,800	50,909	52,018
23	44,813	45,921	47,030	48,138	49,247	50,356	51,464	52,573
24	45,368	46,477	47,585	48,694	49,802	50,911	52,020	53,128
25	45,923	47,032	48,141	49,249	50,358	51,466	52,575	53,684
26	46,479	47,587	48,696	49,805	50,913	52,022	53,130	54,239
27	47,034	48,143	49,251	50,360	51,469	52,577	53,686	54,794
28	47,589	48,698	49,807	50,915	52,024	53,133	54,241	55,350

2008-2009 @4%

2009-2010 SALARY TABLE

YRS	BS 0	BS 8	BS 16	BS 24	MS 0	MS 8	MS 16	MS 24
0	33,321	34,474	35,627	36,780	37,933	39,086	40,239	41,392
1	33,898	35,051	36,204	37,357	38,510	39,663	40,816	41,969
2	34,476	35,629	36,782	37,935	39,088	40,241	41,394	42,547
3	35,054	36,207	37,360	38,513	39,666	40,819	41,971	43,124
4	35,631	36,784	37,937	39,090	40,243	41,396	42,549	43,702
5	36,209	37,362	38,515	39,668	40,821	41,974	43,127	44,280
6	36,786	37,939	39,092	40,245	41,398	42,551	43,704	44,857
7	37,364	38,517	39,670	40,823	41,976	43,129	44,282	45,435
8	37,941	39,094	40,247	41,400	42,553	43,706	44,859	46,012
9	38,519	39,672	40,825	41,978	43,131	44,284	45,437	46,590
10	39,097	40,250	41,403	42,556	43,709	44,862	46,015	47,167
11	39,674	40,827	41,980	43,133	44,286	45,439	46,592	47,745
12	40,252	41,405	42,558	43,711	44,864	46,017	47,170	48,323
13	40,829	41,982	43,135	44,288	45,441	46,594	47,747	48,900
14	41,407	42,560	43,713	44,866	46,019	47,172	48,325	49,478
15	41,984	43,137	44,290	45,443	46,596	47,749	48,902	50,055
16	42,562	43,715	44,868	46,021	47,174	48,327	49,480	50,633
17	43,140	44,293	45,446	46,599	47,752	48,905	50,058	51,211
18	43,717	44,870	46,023	47,176	48,329	49,482	50,635	51,788
19	44,295	45,448	46,601	47,754	48,907	50,060	51,213	52,366
20	44,872	46,025	47,178	48,331	49,484	50,637	51,790	52,943
21	45,450	46,603	47,756	48,909	50,062	51,215	52,368	53,521
22	46,027	47,180	48,333	49,486	50,639	51,792	52,945	54,098
23	46,605	47,758	48,911	50,064	51,217	52,370	53,523	54,676
24	47,183	48,336	49,489	50,642	51,795	52,948	54,101	55,254
25	47,760	48,913	50,066	51,219	52,372	53,525	54,678	55,831
26	48,338	49,491	50,644	51,797	52,950	54,103	55,256	56,409
27	48,915	50,068	51,221	52,374	53,527	54,680	55,833	56,986
28	49,493	50,646	51,799	52,952	54,105	55,258	56,411	57,564

2009-2010 @4%

2010-2011 SALARY TABLE

YRS	BS 0	BS 8	BS 16	BS 24	MS 0	MS 8	MS 16	MS 24
0	34,654	35,853	37,052	38,251	39,450	40,649	41,848	43,047
1	35,254	36,453	37,653	38,852	40,051	41,250	42,449	43,648
2	35,855	37,054	38,253	39,452	40,651	41,851	43,050	44,249
3	36,456	37,655	38,854	40,053	41,252	42,451	43,650	44,849
4	37,056	38,255	39,455	40,654	41,853	43,052	44,251	45,450
5	37,657	38,856	40,055	41,254	42,453	43,653	44,852	46,051
6	38,258	39,457	40,656	41,855	43,054	44,253	45,452	46,651
7	38,858	40,058	41,257	42,456	43,655	44,854	46,053	47,252
8	39,459	40,658	41,857	43,056	44,256	45,455	46,654	47,853
9	40,060	41,259	42,458	43,657	44,856	46,055	47,254	48,454
10	40,660	41,860	43,059	44,258	45,457	46,656	47,855	49,054
11	41,261	42,460	43,659	44,858	46,058	47,257	48,456	49,655
12	41,862	43,061	44,260	45,459	46,658	47,857	49,056	50,256
13	42,462	43,662	44,861	46,060	47,259	48,458	49,657	50,856
14	43,063	44,262	45,461	46,660	47,860	49,059	50,258	51,457
15	43,664	44,863	46,062	47,261	48,460	49,659	50,858	52,058
16	44,265	45,464	46,663	47,862	49,061	50,260	51,459	52,658
17	44,865	46,064	47,263	48,463	49,662	50,861	52,060	53,259
18	45,466	46,665	47,864	49,063	50,262	51,461	52,661	53,860
19	46,067	47,266	48,465	49,664	50,863	52,062	53,261	54,460
20	46,667	47,866	49,065	50,265	51,464	52,663	53,862	55,061
21	47,268	48,467	49,666	50,865	52,064	53,263	54,463	55,662
22	47,869	49,068	50,267	51,466	52,665	53,864	55,063	56,262
23	48,469	49,668	50,867	52,067	53,266	54,465	55,664	56,863
24	49,070	50,269	51,468	52,667	53,866	55,065	56,265	57,464
25	49,671	50,870	52,069	53,268	54,467	55,666	56,865	58,064
26	50,271	51,470	52,670	53,869	55,068	56,267	57,466	58,665
27	50,872	52,071	53,270	54,469	55,668	56,867	58,067	59,266
28	51,473	52,672	53,871	55,070	56,269	57,468	58,667	59,866
				2010-2011				
				4%				

**APPENDIX A-1
SUPPLEMENTAL EXTRA DUTY STIPENDS**

Activity	Stipend		
HIGH SCHOOL	2008-2009	2009-2010	2010-2011
Athletic Director	3121	3401	3681
Asst AD	2283	2488	2693
Head Boys			
Basketball	3724	4058	4392
Asst Boys			
Basketball	2162	2356	2550
Head Girls			
Basketball	3724	4058	4392
Asst Girls			
Basketball	2162	2356	2550
Head Football	4265	4648	5031
Asst FB #1	2763	3011	3259
Asst FB #2	2583	2814	3045
Asst FB #3	2283	2488	2693
Head VB	3485	3798	4111
Asst VB	1653	1801	1949
Boys Track	2223	2422	2621
Girls Track	2223	2422	2621
Asst Track			
(boys/girls)	1101	1116	1131
Baseball	2763	3011	3259
Asst. Baseball	1200	1304	1408
Softball	2763	3011	3259
Asst. Softball	1200	1304	1408
Cheerleader Sponsor	1562	1702	1842
Pom Pons	1357	1372	1387
Student Council	841	916	991
Scholastic Bowl	841	916	991
Dramatic Play	984	999	1014
Style Show Head	272	296	320
Music	68	72	76
Scenery	68	72	76
FHA	661	720	779
FBLA	465	507	549
FFA	1021	1112	1203
Yearbook	661	720	779
Speech Team	755	823	891

NHS	661	720	779
Soph Class Sponsor	240	261	282
Asst #1	120	131	142
Asst #2	120	131	142
Jr Class Sponsor	480	523	566
Asst #1	240	261	282
Asst #2	240	261	282
Sr Class Sponsor	60	65	70
Asst #1	30	32	34
Asst #2	30	32	34
Fr Class Sponsor	0	0	0
Asst #1	0	0	0
Asst #2	0	0	0

JR HIGH

Head Boys			
Basketball	2373	2586	2799
Asst. Boys			
Basketball	1502	1637	1772
Head Girls			
Basketball	2373	2586	2799
Asst. Girls			
Basketball	1502	1637	1772
Head VB	1953	2127	2302
Asst. VB	1322	1441	1560
Boys Track	1502	1637	1772
Girls Track	1502	1637	1772
Pee Wee Basketball	1202	1310	1418
Asst	301	328	355
Girls Intramural VB	600	654	708
Girls Intramural BB	787	857	927
Student Council	661	720	779
Literary	600	654	708
Cheerleader Sponsor	901	982	1063
Elementary Music	233	254	275
Head Cook	1502	1637	1772

**APPENDIX A-1
SUPPLEMENTAL EXTRA DUTY STIPENDS**

DISTRICT

Ticket Taker.....	\$	30
Supervisor		25
Computer Coordinator		655
Summer Band		1,500

APPENDIX B
NON-CERTIFIED EMPLOYEES SALARY SCHEDULE
2008-2009
BASE SALARIES:

Custodians:	Base rate is \$9.00 per hour
Secretaries:	Base rate is \$9.00 per hour
Cooks:	Base rate is \$9.00 per hour
Teacher Aide:	Base rate is \$9.10 per hour
Bus Drivers:	Base rate is \$9.50 per hour

ANNUAL INCREASES: The annual hourly increase for non-certified employees

2008-2009	\$.45 cents
2009-2010	\$.45 cents
2010-2011	\$.45 cents

Teacher's Aides:

2008-2009	\$ 1.00
2009-2010	\$.45 cents
2010-2011	\$.45 cents

Longevity: Non-certified employees working twenty (20) hours or more per week will receive career increments for uninterrupted service as follows*: Effective date for career increments for Teachers aides shall begin August 1, 2002.

After:	2 years	=	4 cents per hour
	4 years	=	8 cents per hour
	6 years	=	12 cents per hour
	8 years	=	16 cents per hour
	10 years	=	20 cents per hour

BUS DRIVERS

1. EXTRA TRIP PAY: Special trips will be paid as follows:

2 hours:	Driver's Regular Rate
All other hours:	\$7.50 per hour

2. If the driver is not notified that a trip is cancelled prior to reporting to the bus barn, the driver will be paid for one hour's time.

3. Drivers will be paid for meals, at a rate of \$5.00, if extra trip requires them to

be gone from 11:00 a.m.-2:00 p.m. and/or an evening trip departure time is before 5:00 p.m.