

Agreement Between

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

and

**GREENFIELD
EDUCATION
ASSOCIATION
IEA-NEA**

August 1, 2021 – July 31, 2024

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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.

1.2 The laws of the State of Illinois supersede this contract.

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 immediate supervisor within (10) ten 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.

4.3 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, copy 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 e-mailed to 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 with the advance notice and approval of the superintendent.

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. GEA items posted shall be approved by the Superintendent in advance of posting.

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.

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.

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 employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.

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 during a time that will not disrupt the educational process.

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.

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.

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

6.2 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 and the superintendent.

6.3 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 TRS allowable amount (340 days) and the IMRF allowable amount (240 days). 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, step-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, domestic partner, and legal guardian. Other sick days may be used for bereavement upon superintendent approval.
- 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. A prolonged absence is considered three (3) or more absences. The district may request a doctor's note after three (3) consecutive days of absences.

6.4 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.

6.5 FMLA Leave

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 work weeks per rolling year. While FMLA leave is normally unpaid, the District may substitute an employee's accrued paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. For further information reference Board Policy 5:185 – Family Medical Leave of Absence.

6.6 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.

6.7 Certified staff members who substitute for other staff members during regularly scheduled duties/hours shall be paid \$12.00 for every nearest half-hour.

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: 8:05 – 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.

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

No employee will be dismissed without just cause.

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

Upon the issuance of a written notice of termination, the employee will be given a bill of particulars. If an employee requests a review of his/her termination, the review shall be made through the grievance procedure.

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. Employees shall be obligated to report unsafe or hazardous conditions to their immediate supervisor or administrator as soon as practicable.

Reference: Form I—Unsafe Practices and Hazardous Conditions Report

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.

f. Breaks

Full-time employees working twenty (20) consecutive 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. Mileage Reimbursement

Any employee using his/her motor vehicle with prior authorization for job-related activities shall be paid fifty-six (56) cents per mile and shall receive said payment on a monthly basis. Superintendent must give prior consent.

h. Employee Work Day

Overtime should be paid at one and one-half times regular pay only on actual hours worked over 40-hour week. Vacation, holiday time, time off without pay, and personal days are not considered "hours worked." A member of management must authorize overtime. 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 in-service/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 in-service/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 thirty (30) minutes per day to include 30 minute 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. Cooks shall be reimbursed \$50 per year to purchase appropriate work attire upon presentation of receipt.

- Part-time cook will be at four (4) hours per day.

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 lose 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

Teacher aides-- 6.5 hour work day with a 30 minute lunch

Schedule to be determined by building principal

i. 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
Certified Staff 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 conference with the employee by the appropriate administrator or supervisor prior to taking any action.
- b. A written explanation for the action to the employee.
- c. 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. If possible, the employees shall be given prior written notice for such a meeting. All parties understand that some incidents require the immediate attention of a supervisor or administrator.

ARTICLE IX

Seniority

9.1 District Seniority

- a. If any provision of this article is inconsistent with Section 24-12 of the Illinois School Code, Illinois School Code shall prevail.
- b. "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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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 e-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 e-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 name of the position, rate of compensation or stipend, and the deadline for making application. The vacancy notice will also state that job descriptions are available at the district office.
- g. The bus supervisor will make all bus route assignments. The opening of new routes will be opened up to considerations 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. Administration has the right to transfer or reassign employees to best meet the needs of the students and of the district. Only qualified personnel will be transferred or reassigned.
- b. 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 ticket taking lottery will be held at the beginning of the school year in the high school LMC. The superintendent and a representative of the Association will be responsible to begin the process.

ARTICLE XI

Reduction in Forces

The provisions of the Illinois School Code shall control the procedures for reduction in forces.

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 for 12-month custodians:

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	Memorial Day
Good Friday	Juneteenth

**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

Employee Evaluations

13.1 Certified Employee Evaluation

The provisions of the Illinois School Code shall control the procedures for certified employee evaluations.

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, 2021 and shall continue in effect through July 31, 2024. This Agreement is signed this 17th day of June, 2021, 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 C 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 B 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. All employees are encouraged to utilize Direct Deposit.

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. If possible, but employees are encouraged to utilize Direct Deposit for payroll.

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 \$500.00 as a monthly premium for a health insurance plan for the 2021-2022 school year. The Board shall pay \$505.00 as a monthly premium for a health insurance plan for the 2022-2023 school year. The Board shall pay \$510.00 as a monthly premium for a health insurance plan for the 2023-2024 school year. All full time employees, including full time bus drivers will receive full individual benefits. The committee will provide a recommendation to the board and the board has the final say in approving the health insurance carrier and health 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

- a. For non-certified staff, required recertification expenses will be reimbursed not to exceed \$60.00 per year.
- b. The Board will reimburse tuition at a rate of \$150.00 per semester hour. Reimbursement will be dependent upon a grade of B (3.0) or better and the teacher must show acceptance into an approved masters' degree program or leading toward additional certification or endorsement, with the superintendent's approval. 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.

Appendix A

2021/2022 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	38655	39992	41330	42668	44004	45342	46679	48018
1	39319	40656	41994	43331	44668	46006	47343	48681
2	39983	41320	42657	43995	45331	46670	48006	49344
3	40647	41982	43321	44659	45995	47334	48670	50008
4	41311	42646	43985	45323	46659	47997	49334	50672
5	41974	43310	44649	45987	47322	48661	49997	51336
6	42638	43974	45313	46650	47986	49325	50661	51999
7	43302	44638	45976	47313	48650	49989	51324	52663
8	43965	45301	46640	47977	49314	50653	51988	53327
9	44629	45965	47304	48641	49978	51316	52652	53991
10	45292	46629	47968	49305	50641	51979	53316	54655
11	45956	47293	48631	49968	51305	52643	53980	55319
12	46620	47957	49294	50632	51969	53307	54644	55982
13	47284	48621	49958	51296	52633	53971	55307	56646
14	47948	49284	50622	51960	53296	54634	55971	57309
15	48611	49947	51286	52624	53959	55298	56635	57973
16	49275	50611	51950	53288	54623	55962	57299	58637
17	49939	51275	52614	53951	55287	56626	57963	59300
18	50603	51939	53277	54615	55951	57290	58625	59964
19	51267	52602	53941	55278	56615	57953	59289	60628
20	51929	53266	54605	55942	57278	58617	59953	61292
21	52593	53930	55269	56606	57942	59281	60617	61956
22	53257	54594	55933	57269	58606	59944	61281	62619
23	53921	55258	56595	57933	59270	60608	61944	63283
24	54585	55921	57259	58597	59934	61271	62608	63947
25	55248	56585	57923	59261	60598	61935	63272	64611
26	55912	57249	58587	59925	61260	62599	63936	65274
27	56576	57912	59251	60588	61924	63263	64600	65937
28	57240	58576	59914	61252	62588	63927	65263	66601

Appendix A

2022/2023 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	39428	40792	42156	43521	44884	46249	47612	48978
1	40105	41469	42833	44198	45561	46926	48289	49655
2	40783	42146	43511	44875	46238	47603	48967	50331
3	41460	42822	44188	45552	46915	48280	49644	51008
4	42137	43499	44865	46229	47592	48957	50321	51685
5	42814	44176	45542	46906	48269	49634	50997	52362
6	43491	44853	46219	47583	48946	50311	51674	53039
7	44168	45530	46896	48259	49623	50989	52351	53717
8	44844	46208	47573	48937	50300	51666	53028	54394
9	45521	46885	48250	49614	50977	52343	53705	55071
10	46198	47562	48927	50291	51654	53019	54382	55748
11	46875	48239	49603	50968	52331	53696	55059	56425
12	47552	48916	50280	51645	53008	54373	55736	57102
13	48229	49593	50957	52322	53685	55050	56413	57779
14	48907	50270	51635	52999	54362	55727	57091	58455
15	49584	50946	52312	53676	55039	56404	57768	59132
16	50261	51623	52989	54353	55716	57081	58445	59809
17	50938	52300	53666	55030	56393	57758	59122	60486
18	51615	52977	54343	55707	57070	58435	59798	61163
19	52292	53654	55020	56383	57747	59113	60475	61841
20	52968	54332	55697	57061	58424	59790	61152	62518
21	53645	55009	56374	57738	59101	60467	61829	63195
22	54322	55686	57051	58415	59778	61143	62506	63872
23	54999	56363	57727	59092	60455	61820	63183	64549
24	55676	57040	58404	59769	61132	62497	63860	65226
25	56353	57717	59081	60446	61809	63174	64537	65903
26	57031	58394	59759	61123	62486	63851	65215	66579
27	57708	59070	60436	61800	63163	64528	65892	67256
28	58385	59747	61113	62477	63840	65205	66569	67933

Appendix A

2023/2024 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	40217	41608	43000	44391	45782	47174	48565	49958
1	40908	42298	43690	45082	46473	47865	49255	50648
2	41598	42989	44381	45773	47162	48555	49946	51338
3	42289	43679	45071	46463	47853	49246	50637	52028
4	42979	44369	45762	47154	48544	49936	51327	52719
5	43670	45060	46453	47844	49234	50627	52017	53410
6	44361	45750	47143	48535	49925	51318	52707	54100
7	45051	46441	47834	49225	50615	52008	53398	54791
8	45741	47132	48525	49915	51306	52699	54089	55481
9	46432	47822	49215	50606	51997	53390	54779	56172
10	47122	48513	49906	51297	52687	54079	55470	56863
11	47813	49204	50595	51987	53378	54770	56161	57553
12	48503	49894	51286	52678	54069	55460	56851	58244
13	49194	50585	51977	53368	54759	56151	57542	58935
14	49885	51275	52667	54059	55449	56842	58232	59624
15	50575	51965	53358	54750	56139	57532	58923	60315
16	51266	52656	54048	55440	56830	58223	59614	61005
17	51957	53346	54739	56131	57521	58914	60304	61696
18	52647	54037	55430	56822	58211	59604	60994	62387
19	53338	54728	56120	57511	58902	60295	61684	63077
20	54027	55418	56811	58202	59593	60985	62375	63768
21	54718	56109	57502	58892	60283	61676	63066	64459
22	55409	56799	58192	59583	60974	62366	63756	65149
23	56099	57490	58882	60274	61664	63056	64447	65840
24	56790	58181	59572	60964	62355	63747	65138	66530
25	57481	58871	60263	61655	63046	64437	65828	67221
26	58171	59562	60954	62346	63735	65128	66519	67911
27	58862	60251	61644	63036	64426	65819	67210	68601
28	59552	60942	62335	63727	65116	66509	67900	69292

APPENDIX B

SUPPLEMENTAL EXTRA DUTY STIPENDS 2021-2022, 2022-2023, 2023-2024 HIGH SCHOOL

	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Athletic Director	4232	4274	4317
Assistant Athletic Director	3124	3155	3187
Basketball Boys Head Coach	5032	5082	5133
Basketball Boys Assistant #1	2962	2992	3022
Basketball Girls Head Coach	5032	5082	5133
Basketball Girls Assistant #1	2962	2992	3022
Football Head Coach	5751	5809	5867
Football Assistant #1	3758	3796	3834
Football Assistant #2	3519	3554	3590
Football Assistant #3	3122	3153	3185
Volleyball Head Coach	4662	4709	4756
Volleyball Assistant #1	2379	2403	2427
Track – Boys	3072	3103	3134
Track – Girls	3072	3103	3134
Baseball Coach	3758	3796	3834
Baseball Assistant Coach	1678	1695	1712
Softball Coach	3758	3796	3834
Softball Assistant Coach	1678	1695	1712
Cheerleader Sponsor	2155	2177	2199
Cheerleader Assistant Sponsor	1062	1073	1084
Student Council	1205	1217	1229
Scholastic Bowl	1205	1217	1229
Dramatic Play	1120	1131	1142
HS Music	2000	2020	2040
HS Art Show	350	354	358
FCCLA	971	981	991
FFA	1447	1461	1476
Yearbook	971	981	991
National Honor Society	971	981	991

HIGH SCHOOL

	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Freshman Head Class Sponsor	0	0	0
Freshman Class Assistant #1	0	0	0
Freshman Class Assistant #2	0	0	0

Sophomore Class Head Sponsor	316	319	322
Sophomore Class Assistant #1	159	161	163
Sophomore Class Assistant #2	159	161	163

Junior Class Head Sponsor	635	641	647
Junior Class Assistant #1	316	319	322
Junior Class Assistant #2	316	319	322

Senior Class Head Sponsor	79	80	81
Senior Class Assistant #1	39	40	41
Senior Class Assistant #2	39	40	41

JUNIOR HIGH

Basketball Boys Head Coach	3241	3273	3306
Basketball Boys Assistant Coach	2087	2108	2129
Basketball Girls Head Coach	3241	3273	3306
Basketball Girls Assistant Coach	2087	2108	2129
Volleyball Head Coach	2683	2710	2737
Volleyball Assistant Coach	1849	1868	1887
Track – Boys	2087	2108	2129
Track – Girls	2087	2108	2129
Basketball – Boys Pee Wee Head Coach	1689	1706	1723
Basketball – Boys Pee Wee Assistant Coach	529	534	539
Volleyball – Girls Intramural	891	900	909
Basketball – Girls Pee Wee Head Coach	1689	1706	1723
Basketball – Girls Pee Wee Assistant Coach	529	534	539
Student Council	971	981	991
Literary	891	900	909
Elementary Music	404	408	412
Elementary Yearbook	414	418	422

DISTRICT

Ticket Taker	31	32	33
Supervisor	26	27	28
Head Cook	1891	1910	1929

APPENDIX C

NON-CERTIFIED EMPLOYEES SALARY SCHEDULE

2021-2022, 2022-2023, 2023-2024

BASE SALARIES:

Custodians:	Base rate is \$12.00 per hour
Secretaries:	Base rate is \$12.00 per hour
Cooks:	Base rate is \$12.00 per hour
Teacher Aide:	Base rate is \$12.00 per hour
Bus Drivers:	Base rate is \$12.00 per hour

(Base rate for 2022-2023 will be \$13.00 and for 2023-2024 will be \$14.00)

ANNUAL INCREASES:

Annual increases for anyone not affected by the base change:

2021-2022	\$ 75 cents + longevity
2022-2023	\$ 1.00 + longevity
2023-2024	\$ 1.00 + longevity

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	=	8 cents per hour
	4 years	=	12 cents per hour
	6 years	=	16 cents per hour
	8 years	=	20 cents per hour
	10 years	=	24 cents per hour
	12 years	=	26 cents per hour
	16 years	=	32 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:	Base Rate of new hire (\$12 in 21-22, \$13 in 22-23 and \$14 in 23-24)

- 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.
- Drivers will be paid for meals, at a rate of \$10.00, 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.