

Agreement Between

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

and

**GREENFIELD
EDUCATION
ASSOCIATION
IEA-NEA**

August 1, 2018 – July 31, 2021

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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 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 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.

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 \$10.00 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 thirty-five (35) 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 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 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	

**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, 2018 and shall continue in effect through July 31, 2021. This Agreement is signed this 25th day of June, 2018, in witness thereof:

For the Greenfield Education Association: Beth Burrow
GEA President

For the Board of Education, Greenfield
Unit Number 10: Elliott Turpin
Board of Education, Vice- 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 & A-1 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 \$480.00 as a monthly premium for a health insurance plan for the 2018-2019 school year. The Board shall pay \$490.00 as a monthly premium for a health insurance plan for the 2019-2020 school year. The Board shall pay \$500.00 as a monthly premium for a health insurance plan for the 2020-2021 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 \$50.00 per year.
- b. The Board will reimburse tuition at a rate of \$120.00 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

2018/2019 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	37242	38529	39818	41107	42394	43684	44971	46261
1	37881	39168	40458	41746	43034	44323	45611	46900
2	38520	39808	41097	42386	43673	44963	46250	47540
3	39160	40447	41737	43025	44313	45602	46890	48179
4	39799	41087	42376	43665	44952	46242	47529	48819
5	40439	41726	43016	44304	45592	46881	48169	49458
6	41078	42366	43655	44944	46231	47521	48808	50098
7	41718	43005	44295	45583	46871	48160	49448	50737
8	42357	43645	44934	46223	47510	48800	50087	51377
9	42997	44284	45574	46862	48149	49439	50726	52016
10	43636	44923	46213	47501	48789	50078	51366	52655
11	44275	45563	46852	48141	49428	50718	52005	53295
12	44915	46202	47492	48780	50068	51357	52645	53934
13	45554	46842	48131	49420	50707	51997	53284	54574
14	46194	47481	48771	50059	51347	52636	53924	55213
15	46833	48121	49410	50699	51986	53276	54563	55853
16	47473	48760	50050	51338	52626	53915	55203	56492
17	48112	49400	50689	51978	53265	54555	55842	57132
18	48752	50039	51329	52617	53905	55194	56482	57771
19	49391	50679	51968	53257	54544	55834	57121	58410
20	50031	51318	52607	53896	55183	56473	57760	59050
21	50670	51957	53247	54535	55823	57112	58400	59689
22	51309	52597	53886	55175	56462	57752	59039	60329
23	51949	53236	54526	55814	57102	58391	59679	60968
24	52588	53876	55165	56454	57741	59031	60318	61608
25	53228	54515	55805	57093	58381	59670	60958	62247
26	53867	55155	56444	57733	59020	60310	61597	62887
27	54507	55794	57084	58372	59660	60949	62237	63526
28	55146	56434	57723	59012	60299	61589	62876	64166

Appendix A

2019/2020 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	37707	39011	40316	41621	42924	44230	45534	46839
1	38354	39658	40964	42268	43572	44877	46181	47487
2	39002	40305	41611	42916	44219	45525	46828	48134
3	39649	40953	42259	43563	44867	46172	47476	48782
4	40297	41600	42906	44211	45514	46820	48123	49429
5	40944	42248	43553	44858	46162	47467	48771	50076
6	41592	42895	44201	45505	46809	48115	49418	50724
7	42239	43543	44848	46153	47456	48762	50066	51371
8	42887	44190	45496	46800	48104	49410	50713	52019
9	43534	44838	46143	47448	48751	50057	51361	52666
10	44181	45485	46791	48095	49399	50704	52008	53314
11	44829	46132	47438	48743	50046	51352	52655	53961
12	45476	46780	48086	49390	50694	51999	53303	54609
13	46124	47427	48733	50038	51341	52647	53950	55256
14	46771	48075	49380	50685	51989	53294	54598	55903
15	47419	48722	50028	51332	52636	53942	55245	56551
16	48066	49370	50675	51980	53283	54589	55893	57198
17	48714	50017	51323	52627	53931	55237	56540	57846
18	49361	50665	51970	53275	54578	55884	57188	58493
19	50008	51312	52618	53922	55226	56531	57835	59141
20	50656	51959	53265	54570	55873	57179	58482	59788
21	51303	52607	53913	55217	56521	57826	59130	60436
22	51951	53254	54560	55865	57168	58474	59777	61083
23	52598	53902	55207	56512	57816	59121	60425	61730
24	53246	54549	55855	57159	58463	59769	61072	62378
25	53893	55197	56502	57807	59110	60416	61720	63025
26	54541	55844	57150	58454	59758	61064	62367	63673
27	55188	56492	57797	59102	60405	61711	63015	64320
28	55835	57139	58445	59749	61053	62358	63662	64968

Appendix A

2020/2021 Salary Table

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	38084	39401	40719	42037	43354	44672	45989	47308
1	38738	40055	41373	42691	44008	45326	46643	47962
2	39392	40709	42027	43345	44661	45980	47297	48615
3	40046	41362	42681	43999	45315	46634	47951	49269
4	40700	42016	43335	44653	45969	47288	48605	49923
5	41354	42670	43989	45307	46623	47942	49258	50577
6	42008	43324	44643	45961	47277	48596	49912	51231
7	42662	43978	45297	46614	47931	49250	50566	51885
8	43315	44632	45951	47268	48585	49904	51220	52539
9	43969	45286	46605	47922	49239	50558	51874	53193
10	44623	45940	47259	48576	49893	51211	52528	53847
11	45277	46594	47912	49230	50547	51865	53182	54501
12	45931	47248	48566	49884	51201	52519	53836	55155
13	46585	47902	49220	50538	51855	53173	54490	55809
14	47239	48556	49874	51192	52508	53827	55144	56462
15	47893	49209	50528	51846	53162	54481	55798	57116
16	48547	49863	51182	52500	53816	55135	56452	57770
17	49201	50517	51836	53154	54470	55789	57106	58424
18	49855	51171	52490	53808	55124	56443	57759	59078
19	50509	51825	53144	54461	55778	57097	58413	59732
20	51162	52479	53798	55115	56432	57751	59067	60386
21	51816	53133	54452	55769	57086	58405	59721	61040
22	52470	53787	55106	56423	57740	59058	60375	61694
23	53124	54441	55759	57077	58394	59712	61029	62348
24	53778	55095	56413	57731	59048	60366	61683	63002
25	54432	55749	57067	58385	59702	61020	62337	63656
26	55086	56403	57721	59039	60355	61674	62991	64309
27	55740	57056	58375	59693	61009	62328	63645	64963
28	56394	57710	59029	60347	61663	62982	64299	65617

Appendix A-1

**2018/2019 Salary Table
For Certified Employees Hired After 8/1/2013**

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	33808	34920	36032	37144	38256	39368	40480	41593
1	34361	35473	36585	37698	38809	39921	41033	42146
2	34914	36027	37138	38251	39362	40474	41586	42699
3	35467	36580	37691	38804	39915	41027	42140	43252
4	36020	37133	38244	39357	40469	41580	42693	43805
5	36573	37686	38798	39910	41022	42133	43246	44359
6	37127	38239	39351	40463	41575	42687	43799	44912
7	37680	38792	39904	41017	42128	43240	44352	45465
8		39346	40457	41570	42681	43793	44906	46018
9		39899	41010	42123	43235	44346	45459	46571
10			41564	42676	43788	44899	46012	47124
11			42117	43229	44341	45452	46565	47678
12				43782	44894	46006	47118	48231
13				44336	45447	46559	47671	48784
14					46000	47112	48225	49337
15					46554	47665	48778	49890
16						48218	49331	50444
17						48771	49884	50997
18							50437	51550
19							50990	52103
20								52656
21								53209
22								
23								
24								
25								
26								
27								
28								

Appendix A-1

**2019/2020 Salary Table
For Certified Employees Hired After 8/1/2013**

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	34230	35357	36482	37609	38734	39860	40986	42113
1	34790	35917	37042	38169	39294	40420	41546	42673
2	35350	36477	37602	38729	39854	40980	42106	43233
3	35910	37037	38162	39289	40414	41540	42666	43793
4	36471	37597	38723	39849	40974	42100	43226	44353
5	37031	38157	39283	40409	41535	42660	43787	44913
6	37591	38717	39843	40969	42095	43220	44347	45473
7	38151	39277	40403	41529	42655	43780	44907	46033
8		39837	40963	42089	43215	44340	45467	46593
9		40397	41523	42649	43775	44900	46027	47153
10			42083	43210	44335	45461	46587	47714
11			42643	43770	44895	46021	47147	48274
12				44330	45455	46581	47707	48834
13				44890	46015	47141	48267	49394
14					46575	47701	48827	49954
15					47135	48261	49387	50514
16						48821	49948	51074
17						49381	50508	51634
18							51068	52194
19							51628	52754
20								53314
21								53875
22								
23								
24								
25								
26								
27								
28								

Appendix A-1

**2020/2021 Salary Table
For Certified Employees Hired After 8/1/2013**

YRS	BS + 0	BS + 8	BS + 16	BS + 24	MS + 0	MS + 8	MS + 16	MS + 24
0	34572	35710	36847	37985	39121	40258	41396	42534
1	35138	36276	37413	38550	39687	40824	41962	43099
2	35704	36842	37978	39116	40253	41390	42527	43665
3	36270	37407	38544	39682	40819	41955	43093	44231
4	36835	37973	39110	40248	41384	42521	43659	44797
5	37401	38539	39675	40813	41950	43087	44224	45362
6	37967	39104	40241	41379	42516	43652	44790	45928
7	38532	39670	40807	41945	43081	44218	45356	46494
8		40236	41372	42510	43647	44784	45922	47059
9		40801	41938	43076	44213	45349	46487	47625
10			42504	43642	44778	45915	47053	48191
11			43070	44207	45344	46481	47619	48756
12				44773	45910	47046	48184	49322
13				45339	46475	47612	48750	49888
14					47041	48178	49316	50453
15					47607	48744	49881	51019
16						49309	50447	51585
17						49875	51013	52150
18							51578	52716
19							52144	53282
20								53848
21								54413
22								
23								
24								
25								
26								
27								
28								

APPENDIX B

**SUPPLEMENTAL EXTRA DUTY STIPENDS
2018-2019, 2019-2020, 2020-2021
HIGH SCHOOL**

2017-2018

Athletic Director.....	4190
Assistant Athletic Director	3093
Basketball Boys Head Coach.....	4982
Basketball Boys Assistant #1	2933
Basketball Girls Head Coach	4982
Basketball Girls Assistant #1	2933
Football Head Coach	5694
Football Assistant #1	3721
Football Assistant #2.....	3484
Football Assistant #3.....	3091
Volleyball Head Coach.....	4616
Volleyball Assistant #1	2355
Track - Boys.....	3042
Track - Girls	3042
Baseball Coach.....	3721
Baseball Assistant Coach	1661
Softball Coach.....	3721
Softball Assistant Coach	1661
Cheerleader Sponsor.....	2134
Cheerleader Assistant Sponsor	1051
Student Council.....	1193
Scholastic Bowl.....	1193
Dramatic Play.....	1109
Style Show Head	355
Style Show – Music.....	84
Style Show – Scenery.....	84
FCCLA	961
FFA.....	1433
Yearbook	961
Speech Team.....	891
National Honor Society	961

HIGH SCHOOL

2017-2018

Freshman Head Class Sponsor0
Freshman Class Assistant #10
Freshman Class Assistant #20

Sophomore Class Head Sponsor.....313
Sophomore Class Assistant #1 157
Sophomore Class Assistant #2..... 157

Junior Class Head Sponsor629
Junior Class Assistant #1313
Junior Class Assistant #2.....313

Senior Class Head Sponsor.....78
Senior Class Assistant #138
Senior Class Assistant #238

JUNIOR HIGH

Basketball Boys Head Coach.....3209
Basketball Boys Assistant Coach.....2066
Basketball Girls Head Coach3209
Basketball Girls Assistant Coach2066
Volleyball Head Coach.....2656
Volleyball Assistant Coach.....1831
Track - Boys.....2066
Track – Girls.....2066
Basketball – Boys Pee Wee Head Coach.....1672
Basketball – Boys Pee Wee Assistant Coach524
Volleyball – Girls Intramural882
Basketball – Girls Pee Wee Head Coach1672
Basketball – Girls Pee Wee Assistant Coach.....524
Student Council.....961
Literary882
Cheerleader Sponsor.....1063
Elementary Music400
Elementary Yearbook410

DISTRICT

Ticket Taker30
Supervisor.....25
Summer Band1500
Head Cook.....1872

APPENDIX C

NON-CERTIFIED EMPLOYEES SALARY SCHEDULE

2018-2019, 2019-2020, 2020-2021

BASE SALARIES:

Custodians:	Base rate is \$11.50 per hour
Secretaries:	Base rate is \$11.50 per hour
Cooks:	Base rate is \$11.50 per hour
Teacher Aide:	Base rate is \$11.50 per hour
Bus Drivers:	Base rate is \$11.50 per hour

ANNUAL INCREASES:

Annual increases for anyone not affected by the base change:

2018-2019	\$.40 cents + longevity
2019-2020	\$.30 cents + longevity
2020-2021	\$.30 cents + 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	=	6 cents per hour
	4 years	=	10 cents per hour
	6 years	=	14 cents per hour
	8 years	=	18 cents per hour
	10 years	=	22 cents per hour
	12 years	=	24 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:	\$10.00 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 \$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.