

BROOKFIELD-LAGRANGE PARK

SCHOOL DISTRICT #95

COLLECTIVE BARGAINING AGREEMENT

2015-2016

2016-2017

2017-2018

2018-2019

2019-2020

BETWEEN THE

BROOKFIELD EDUCATIONAL SERVICE PERSONNEL/

(IEA-NEA) AND THE

BOARD OF EDUCATION

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ARTICLE I
TERMS OF AGREEMENT AND RECOGNITION

1.1 RECOGNITION

The Board of Education of District #95 Brookfield, Cook County, Illinois, (hereinafter referred to as the "Employer" or the "Board") recognizes the Brookfield Educational Service Personnel/IEA-NEA (hereinafter referred to as the Association or the Union), as the sole and exclusive bargaining representative for those non-certified employees, hereinafter referred to as the "Employee" or "Bargaining Unit Member," exclusive of supervisors, as defined by the Illinois Educational Labor Relations Act.

1.2 DEFINITIONS

A. Employee

The term "Employee" or "Bargaining Unit Member" may include an Employee or group of Employees who are similarly affected by this Agreement.

1. The term Employee or Bargaining Unit Member when used hereinafter in this Agreement shall refer to all Employees represented by the Association.
2. Any individual replacing an Employee who resigns, and/or who fills a newly created position shall be a member of the Bargaining Unit.
3. Full-time – Bargaining Unit Members who is employed at least thirty (30) hours per week as either a 12-month employee or school year employee.
4. School Year Bargaining Member/Employee - Bargaining Unit Members employed to work at least one-hundred seventy-five (175) days and whose employment follows the student attendance days and one institute day.
5. 10 Month Employee-Bargaining Unit Members whose employment follows the 175 student attendance days, all institute days, and 20 summer work-days as assigned by the superintendent.
6. The Superintendent's Secretary, the District Bookkeeper, the Assistant Superintendent's Secretary, and the Director of Building and Grounds are exempt from Association membership.

B. Days

The term "days" when used in this Agreement shall, except where otherwise indicated, mean working days.

C. Principal or Superintendent

The term "Principal" or "Superintendent" when used in this Agreement may also refer to a "designee."

ARTICLE II

FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 BARGAINING NOTIFICATION

The parties shall commence bargaining for a successor Agreement on or before March 1, 2020 and shall bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations.

2.2 RELEASED TIME FOR BARGAINING

When negotiations are conducted during regular work hours, released time shall be provided for the Association's negotiating committee members.

2.3 MEDIATION

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if both parties to this Agreement determine that the assistance of the regular mediator would be helpful. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

2.4 PRINTING OF CONTRACT, COSTS, DISTRIBUTION

Within thirty(30) days after the Agreement is signed, copies of this Agreement shall be printed and presented to each Bargaining Unit Member now or hereafter employed, as well as each current member of the Board. Any cost incurred shall be discussed and agreed upon in advance, and shall be shared equally by the Board and the Association.

2.5 CONTRACTUAL AMENDMENTS

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of these parties in written and signed amendments to the Agreement.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 DEFINITIONS

Any claim by an Employee, or the Association on behalf of some named Employee, that there has been a violation, misrepresentation, and misapplication of the terms of this Agreement.

The written information contained in the filed grievance shall include:

- A. A description of the specific grounds of the grievance, including names, dates and places necessary for complete understanding of the grievance.
- B. A listing of the provisions of the Agreement, which are alleged to have been violated, misrepresented, or misapplied.
- C. A listing of the specific actions requested of the Board or its designee, which will remedy the grievance.

All of the time limits consist of school days. When a grievance is submitted fewer than ten (10) days before the close of the current school term, then time limits shall consist of all weekdays.

3.2 PROCEDURES

Any Employee may at any time, present grievances to the Administration without the intervention of the Association, provided that the Association has been given the opportunity to be present at all meetings beyond the building level.

Any grievance must be filed within twenty (20) days from the time of the original occurrence.

The failure of an Employee or the Association to act within the time limits will prevent any further appeal; and an Administrator's failure to render a written decision (except at the informal conference level), or meet within the time limits set forth shall permit the Employee or the Association to proceed to the next step. Time limits may be extended only by mutual written Agreement.

A grievance may be withdrawn at any level without establishing precedent.

Hearings and conferences held under this procedure shall be conducted by mutual consent. If the grievant and the Superintendent agree, Step #1 of this grievance procedure may be bypassed and the grievance brought directly to Step #2.

3.3 INFORMAL CONFERENCE

The parties hereto acknowledge that it is most desirable for an Employee and the Building Principal (Director of Building and Grounds, if applicable) 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 the informal process fails to satisfy the Employee, a grievance may be processed as follows:

3.4 A GRIEVANCE SHALL PROCEED AS FOLLOWS:

STEP I

The Employee or the Association may present the grievance in writing to the Building Principal (Director of Buildings and Grounds, if applicable) who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Building Principal, the Association's representative, and the grievant, (and the Director of Buildings and Grounds, if applicable) shall be present for the meeting.

The Principal shall make a decision and communicate it, including the reason, in writing within five (5) days after the meeting to the Employee, the Superintendent, the Board President, and the Association.

STEP II

In the event the grievance has not been satisfactorily resolved at the first step, the Employee and the Association representative will file, within five (5) days of the receipt of the written decision, a letter to the Superintendent requesting a meeting.

Within five (5) days after such request is received by the Superintendent, the Employee, the Principal (Director of Buildings and Grounds, if applicable) and the Superintendent will meet to resolve the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. The Superintendent will file an answer within five (5) days, and will communicate it in writing to the Employee, Principal, Director of Buildings and Grounds, Association President, and Board President.

STEP III

In the event the grievance is not settled at the Superintendent's level, the Association shall have the right to appeal such grievance to the Board of Education by filing a written request, for review within ten (10) days following the receipt of the Superintendent's response or ten (10) days following the date on which the Superintendent was required to respond. The Board of Education may decide to hear the appeal or may designate one of its members as a

hearing officer to hear the appeal and report to the entire Board. The Board shall decide the grievance no later than forty (40) calendar days after the receipt of the request appeal. The Association shall have fifteen (15) days after the date on which the Board decides the appeal to file a request for binding arbitration.

STEP IV

If the grievance is not resolved satisfactorily after the third step, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the Administrator of the proceedings.

The Association may submit in writing, within fifteen (15) days of the Board's decision, a request to enter into such arbitration. If a demand for arbitration is not filed with the American Arbitration Association within fifteen (15) days, then the grievance shall be deemed withdrawn.

Neither the Board nor the Association shall be permitted to present documentary evidence before the arbitrator that was not previously disclosed to the other party.

The Arbitrator shall have no power to alter the terms of this Agreement.

The Board and the Association shall share the fees and expenses of the arbitrator equally. The party engaging the legal counsel will pay any legal expenses incurred.

The Arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall base the decision solely upon his/her interpretation of the meaning or application of the specific terms of Agreement to the facts of the grievance presented.

Distribution of Form
1. Superintendent
2. Principal/Director
of Buildings/Grounds
3. Association
4. Grievant

GRIEVANCE REPORT FORM

Grievance # _____

School District _____

Submit to Principal in Duplicate

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>

STEP 1

A. Date cause of Grievance occurred: _____

B.* 1. Statement of Grievance: _____

2. Applicable provision of the Contract: _____

3. Relief Sought: _____

Signature Date

Disposition of Principal/Director of Buildings and Grounds:

Signature of Principal/Director of Buildings/Grounds **D**

*If additional space is needed in reporting Section B of Step I, attach an additional sheet.

Grievance Report Form

STEP II

Date Received by Superintendent: _____

Disposition of Superintendent: _____

Signature of Superintendent **Date**

STEP III

Date Submitted to Board of Education: _____

Disposition of Board of Education: _____

Signature of Board President **Date**

STEP IV

Date Submitted to Arbitration: _____

Disposition and Award of Arbitrator: _____

NOTE: All provision of Article _____ of the Agreement dated _____ will be strictly observed in the settlement of grievances.

ARTICLE IV

ASSOCIATION RIGHTS

4.1 BOARD MEETING-NOTIFICATION

The President of the Association shall be given notice of any regular or special meeting of the Board, together with a copy of the agenda or statement of purpose of such meeting. The Board will make a good faith effort to deliver such notice when public law requires notice.

4.2 BOARD MINUTES

One copy of all approved minutes of all open Board meetings shall be made available to the President or designee and one (1) copy will be available in the principal's office of each school building upon request. During the summer months, said information will be available in the District Office.

4.3 ASSOCIATION RIGHTS - EXCLUSIVE

The rights herein granted to the Association shall not be granted or extended to any competing non-teaching organization.

4.4 USE OF SCHOOL FACILITIES AND EQUIPMENT

The Association has the right to request and, upon approval of the Building Principal, to use the school buildings for meetings provided that such meetings do not interfere with instruction and/or extra curricular programs. The Association shall reimburse any expenses as a result of such meeting(s) to the District.

The Association may use Employee school mailboxes and one designated lounge bulletin board for Association matters; and the Superintendent and Building Principal shall be given a copy of all written communications posted or delivered through building facilities. If approved by the Building Principal, the Association shall be allowed reasonable use of the office equipment. The Association shall pay for all consumable materials used. No school equipment shall be removed from the premises or used for political purposes.

4.5 PERTINENT INFORMATION

The Board agrees to make normally prepared information available to the Association to be used in collective bargaining and grievance processing provided it does not cause hardship on the office staff. This information includes: the financial report, the budget, and the number of employees and their placement on the salary schedule. In return, the Association agrees to make available to the Board information to be used in collective bargaining and grievance processing. All requests for information will be processed through the Board

President and Association President.

4.6 ASSOCIATION MAILBOXES

There shall be a mailbox placed in each building for the use of Association business for internal mail. Only Association officers and building representatives will be allowed to remove mail from this box.

4.7 ASSOCIATION LEAVE

In the event that the Association desires to send the President or designee to conferences, the President or designee may be excused upon approval of the Superintendent for an aggregate total not to exceed five (5) days in any school term without loss of salary. Written request for such leave must be submitted to the Superintendent seven (7) days prior to the date of such leave. The Superintendent may waive, without precedent, the seven (7) day notice for emergency situations.

4.8 ASSOCIATION PARTICIPATION - EMPLOYEE SUSPENSION, DEMOTION, DISCHARGE

Any Employee charged with misconduct, neglect, or violation, which may lead to his/her suspension, demotion, or discharge shall have the right to be represented by the Association in any meeting conducted by the Board or Administration with such Employee regarding such charge. Prior to scheduling any such meeting or hearing, the Employee will be given reasonable at least a forty-eight hour (48) notice of the nature of the charge and informed of his/her right to be represented by the Association at such meeting.

4.9 CHANGING EXISTING BOARD POLICY/PROCEDURES

The Association shall be given the opportunity to consult with the Board and to make recommendations on any policy or procedure, which affects any Employee's wages, hours, or other terms and, conditions of employment prior to adoption. The president or designee will be provided copies of Board Policy that is under review. The Association shall be given five (5) business days, prior to published first reading, to notify the superintendent in writing their desire to engage the board with respect to specific policy matters.

4.10 FAIR SHARE

1. Each Employee as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the proportionate share of the cost of services rendered by the Association for collective bargaining and contract administration.

2. In the event that the Employee does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member, provided that the Association has posted all notices required under the rules of the IELRB with respect to fair share and has certified in writing to the Board the amount of the fair share fee to be deducted annually.
3. The Board shall pay such fee to the Association no later than ten (10) days following deduction.
4. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel, provided: the Board gives notice of such action in writing to the Association and permits the Association intervention as a party if it so desires; and, the Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
5. The Association, the IEA and NEA, agree to defend, indemnify, and hold harmless the Board from any claims, demands, suits, damages, and costs arising as a consequence of the Board's compliance with the Article provided that it is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful failure by the Board to comply with the obligations imposed upon it by this Article.
6. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member, or on any other basis, objects to the payment of a fair share fee to the Association. Any Employee who objects to the payment of a fair share fee to the Association shall pay his/her proportionate amount to a non-religious charitable organization pursuant to the rules of the IELRB.

ARTICLE V

BOARD RIGHTS

5.1 BOARD RIGHTS

It is expressly understood and agreed by the Union that all functions, rights, powers, or authority of the Board which are not specifically limited by the express language of this Agreement are retained by the Board as authority vested in it by the laws and constitutions of Illinois and the United States and as authority properly exercised by it.

5.2 MANAGEMENT PREROGATIVES

The Association acknowledges that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent provided by law, limited only by the lawful provisions of this Agreement, including, but not limited to, such areas of discretion or inherent managerial policy as the functions of the Board, standards of service, the overall budget, the organizational structure, the selection of new Employees and the direction and assignment of Employees.

ARTICLE VI

WORKING CONDITIONS

6.1 WORK DAY

A. Twelve (12) Month Employees

1. Custodians

- a. The work year for custodians shall be July 1 through June 30.
- b. The standard work day for the custodial staff will be eight and one-half (8 ½) hours, which includes an unpaid thirty (30) minute-duty-free lunch and/or dinner break. Employee shifts may be scheduled to meet the varying needs and safety of the building and grounds. However, shifts will not begin before 6:00am or end later than 10:30 pm.
- c. In the event a shift is added, then volunteers will first be sought. If there is more than one (1) volunteer, then the most senior employee shall fill the shift. If there are no volunteers, then the Employer shall fill the shift in reverse seniority. If an employees' shift is to be modified they shall be provided with at least three (3) days notice.

2. Maintenance Technicians

- a. The work year for maintenance technicians shall be July 1 through June 30.
- b. The standard work day for the maintenance technician will be eight and one-half hour (8 ½) hours, which includes an unpaid thirty (30) minute, duty-free lunch and/or dinner break. Employee shifts may be scheduled to meet the varying needs and safety of the building and grounds.
- c. Maintenance technicians will be on call 24/7 so as to respond to the building automation system BAS alarms or abnormal conditions, fire or trouble alarms, and other building emergencies.

3. Secretaries

- a. The work year for secretaries shall be July 1 through June 30.
- b. The standard workday for secretaries when school is in session will be eight (8) hours, which includes an unpaid thirty (30) minute duty-free lunch break.
- c. The standard work day for secretaries during the summer months will be seven and one-half (7½) hours Monday through Thursday, which includes an unpaid thirty (30) minute duty-free lunch and four and one-half (4½) hours on Friday. In the month of July, the secretaries are not required to report on Fridays.

Summer months shall be defined as beginning the day after the last day of school through the next to the last Friday prior to the first day of the next school year, according to the school calendar.

School Year: 7:30 a.m. – 3:30 p.m.

Summer Months: 7:00 a.m. – 2:30 p.m. (M-Th)

7:00 a.m. – 11:30 (F)

- d. A substitute will be hired for the nurse on those days the nurse must attend special education meetings so the secretary will not have to assume the nurse's duties for a half (½) day or more.

4. Technology Technician

- a. The work year for the technician shall be July 1 through June 30.
- b. The standard workday for technician when school is in session will be eight (8) hours, which includes an unpaid thirty (30) minute duty-free lunch break.
- e. The standard work day for technician during the summer months will be seven and one-half (7½) hours Monday through Thursday, which includes an unpaid thirty (30) minute duty-free lunch and four and one-half (4½) hours on Friday. In the month of July, the technician is not required to report on Fridays.

Summer months shall be defined as beginning the day after the last day of school through the next to the last Friday prior to the first day of the next school year, according to the school calendar.

School Year: 7:30 a.m. – 3:30 p.m.

Summer Months: 7:00 a.m. – 2:30 p.m. (M-Th)

7:00 a.m. – 11:30 (F)

B. School Year Employees

1. Paraprofessionals

- a. The standard work year for paraprofessionals shall include all student attendance days and one institute day.
- b. The workday for Paraprofessionals shall be seven (7) hours and twenty (20) minutes, which includes an unpaid thirty-five (35) minute duty-free lunch. Paraprofessionals shall also have a thirty (30) minute break or two (2) fifteen (15) minute breaks per working day to be determined according to the student need and individual circumstances by the administration.

2. Office Clerks

- a. The work year for Office Clerks shall include student attendance days and may include ten (10) additional float days, to be scheduled by the principal or superintendent if necessary.
- b. The standard workday for Office Clerks will be eight (8) hours, which includes an unpaid thirty (30) minute duty free lunch break.

C. 10 Month Employees

1. 10 Month Secretary

a. The work year for 10-month secretary shall include student attendance days, all institute days, and 20 days in the summer months as assigned by the superintendent.

b. The standard workday for 10 Month secretaries when school is in session will be eight (8) hours, which includes an unpaid thirty (30) minute duty-free lunch break.

c. The standard work day for secretaries during the summer months will be seven and one-half (7½) hours, which includes an unpaid thirty (30) minute duty-free lunch

D. Employees working on a part-time basis will be compensated on a prorated hourly basis. An Employees hourly rate shall be determined using the following formula: Salary divided by 175 days divided by the number of hours worked daily.

E. Bargaining Unit Members shall be compensated at their hourly rate if they are requested to be present outside of their normal work hours by the Building Principal or supervisor, upon approval of the Superintendent. An Employee's hourly rate shall be determined using the following formula: Salary divided by 175 days divided by number of hours worked daily.

F. If an Employee works less than his/her normal scheduled hours, and it is not an excused absence, his/her compensation shall be docked the shortage on a prorated basis.

G. Part-time Employees contracted for less than fifteen (15) hours per week shall not be eligible for any fringe benefits, except for prorated sick days. Employees hired to work more than fifteen (15) hours per week shall have all additional benefits depicted in this contract, on a prorated basis. Whenever possible, part-time positions will be combined to provide the maximum number of regular hours.

H. Holidays and Weekend Work

Any Employee working on holidays or weekends with the prior approval of the Superintendent or designee will be compensated at a rate of one and one half (1.5) times his/her normal rate of pay.

Any Employee working on a holiday or weekend shall be guaranteed a minimum of three (3) hours of work. This provision does not apply in the case of emergencies.

1. Regular Overtime

All work over and above forty (40) hours per work week will be compensated at the rate of one and one-half (1.5) times the normal rate of pay. The superintendent or designee must approve overtime.

Compensation (COMP) time may be awarded in lieu of standard overtime pay if both the Building Principal or supervisor and the Employee agree. Comp time will be awarded on an hour for hour basis.

2. Relief Time and Overtime

Bargaining unit members working overtime will be entitled to an additional fifteen (15) minutes of relief time for every three (3) hours worked.

3. Additional Compensation

Bargaining Unit Members shall be compensated at their hourly rate if they are requested to be present outside of their normal work hours by the Building Principal or supervisor, upon approval of the Superintendent.

E. Institute Day Attendance

Attendance at Institute Days may be required by the Administration. If attendance is required, Employees will be given thirty (30) calendar days advance notice and will be paid at his/her per diem rate.

6.2 WORKYEAR, HOLIDAYS AND VACATION DAYS

The work year shall be as currently scheduled. Secretaries, 10 month secretaries, and school year employees are not required to work during winter or spring break and the Wednesday before Thanksgiving, in the event teachers are also not required to work, as determined by the official school calendar.

6.3 VACATION DAYS/SENIORITY

Full time twelve (12) month Employees shall receive paid vacation time. Vacation requests must be submitted at least seven (7) days prior to the date(s) requested. Vacation may be used by eligible Employees at times of the Employee's choosing unless more than one Employee requests the same vacation date(s). When work scheduling demands reasonably prohibit all requesting Employees from being absent at the requested times, alternate times may be selected. In such instances, the affected Employee having the greatest seniority shall be granted his/her preferred vacation date(s). Final approval for all vacation dates rests with the Administration.

A. Vacation Days for twelve (12) month employees

<u>YEARS OF SENORITY</u>	<u>PAID VACATION</u>
1 but less than 5 years	2 weeks
5 but less than 10 years	3 weeks
10 but less than 15 years	3½ weeks
15 but less than 20 years	4 weeks
20 or more years	5 weeks

B. Unused Vacation Time

Employees are urged to take all their vacation time every year. The Building Principal must approve unused vacation day accumulation. These days will be reimbursed only up to 25% of the total vacation days accumulated yearly. Any amount of days over 25% not taken will be lost for that year.

6.4 UNSAFE OR HAZARDOUS WORKING CONDITIONS

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

Employees who will be required to perform routine toileting or other personal hygiene duties for students whose IEP's require such assistance will be notified prior to being assigned such duties. If the Employee is required to perform routine toileting or other personal hygiene duties for students whose IEP's require such assistance, the Employee may request another adult to be present when such duties are performed.

It is understood that if a student's IEP or condition requires the administration or application of any medicinal products, including but not limited to over-the-counter medications, such administration or application shall be handled by the school nurse.

Employees who must, as a part of their duties, be responsible for physically lifting a child, shall take the following criteria into consideration.

1. Can they safely lift the child themselves without injury to the student or Employee?
2. If there is any question that the task cannot be handled in a safe manner, the Building Principal shall be consulted.
3. The Building Principal will make the final determination relative to:
 - A. The safety of the child.
 - B. Whether one or multiple Employees are needed to move the child.
 - C. If more than one Employee is needed for this task, the principal will facilitate such joint efforts.

If an Employee believes that any task is unsafe or hazardous, a conference will be held with the Employee and his supervisor within two (2) business days.

6.5 ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS

The Administration shall support and assist Employees with respect to the control and discipline of students in the Bargaining Unit Member's assigned work area, and shall take reasonable steps to relieve the Bargaining Unit Member of responsibilities with respect to students who repeatedly violate rules and regulations.

6.6 DISPENSING OF MEDICINE

All medicine shall be dispensed according to school policy.

6.7 EMERGENCY PROCEDURE SYSTEM

Guidelines shall be established for any student related emergencies that involve Employees.

6.8 STATUTORY RIGHTS

This Agreement does not abrogate in any way the rights of the certified or non-certified Employee as accorded under the School Code of Illinois or any other law or regulation.

6.9 LUNCHROOM SUPERVISION

Employees who volunteer to provide lunchroom supervision during their lunch period shall be paid the same hourly stipend paid to teachers who perform such duties.

Employees who provide lunchroom supervision by themselves while also supervising an inclusion student shall be paid the same hourly stipend paid to teachers.

ARTICLE VII

IN-SERVICE TRAINING

7.1 IN-SERVICE

The District should provide to each Employee proper training for any new equipment, any new techniques as deemed necessary by the Administration, or training required for compliance with regulatory rules. Administration will make every attempt to provide training during the normal workday.

7.2 SPECIAL ASSIGNMENTS

If a student who is assigned to a certified Paraprofessional requires teaching due to special circumstances, such as an extended absence, the Paraprofessional shall be given the opportunity to accept the special assignment.

7.3 REASSIGNMENTS

If student needs necessitate the reassignment of a Paraprofessional, the administration shall have the right to reassign. Any reassignment shall be made judiciously. Input and/or requests for training shall be made by the Paraprofessional to the administration and shall be given due consideration.

7.4 TUITION REIMBURSEMENT

1. Prior approval of courses is to be obtained from the Superintendent or his/her designee.
2. An Employee requesting reimbursement must submit to the Superintendent an official copy of his/her transcript for course work taken during the previous fiscal year (July 1 to June 30) not later than September 1 of the following school year. If transcripts are not available by September 1, as set forth, grade cards or certificates of completion may be submitted as evidence of course work completion. In this case, the official transcript must be received in the Superintendent's office no later than October 1 of the school year following the completion of the work. Failure to submit such original documents by October 1st shall negate any future claim for tuition reimbursement of said courses. Reimbursement will be made no later than December 15th of the year submitted.
3. Any and all modifications of the conditions above, which shall qualify an Employee for tuition reimbursement, shall be approved by the Superintendent in writing.
4. Proof of payment for the course must also be furnished.

5. The Board will pay upon completion of the requirements as stated in Items 1, 2, 3 and 4, the following amounts, for the life of this contract: \$6000 per year for the entire Bargaining Unit. Funds shall be distributed evenly among all participants.

ARTICLE VIII

PAID LEAVES

8.1 SICK LEAVE

12-month employees shall be entitled to sick leave provision according to the following schedule:

<u>YEARS. OF EXPERIENCE</u>	<u>SICK LEAVE DAYS</u>
0 - 7	12
8 - 14	13
15+	14

GRANDFATHER CLAUSE

Any Employee hired prior to July 1, 1996 will be granted Sick Leave in the following amounts: (12 month Employees = 15 days)

School year employees and 10 month secretaries shall be entitled to twelve (12) sick days annually.

Unused sick days may accumulate without limit.

A. Immediate Family

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household or birth, adoption or placement for adoption. Immediate family for purposes of this section shall include child and spouse, parent, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, legal guardian of Employee or spouse, and blood relations residing in the home.

B. Illness Statement

An Employee must submit to the Building Principal, a statement of health from a physician after a continued illness of ten (10) days. An Employee may be required to submit a physician's certificate after an absence of three (3) consecutive days, or 30 days for birth or as is deemed necessary by the Administration.

C. Family Medical Leave Act

Eligible Employees may use unpaid and medical leave, guaranteed by the Federal Family Medical Leave Act and outlined in the Board of Education Policy, for up to a combined total of twelve (12) weeks each year, beginning September 1 and ending August 31 of the next year.

8.2 BEREAVEMENT

An Employee is granted five (5) days of absence due to a death in the immediate family without loss of salary nor use of sick leave benefits for the sole purpose of attending the services associated with the death in the immediate family. Any additional days requested for this purpose shall be deducted from the Employee's accumulated sick leave. Immediate family, for the purpose of this section shall include child, spouse, parent, sister, brother, in-laws, grandparents and blood relations residing in the home.

8.3 PERSONAL BUSINESS

Each school year Employee shall be entitled to three (3) days and each twelve (12) month Employee shall be entitled to four (4) days of personal business or emergency leave without loss of pay for matters which cannot be handled during the non-school day or hours, or for compelling personal reasons. Personal business days are not to be used solely for vacation purposes.

These days are exclusive of annual sick leave days. Personal business days are not accumulative.

Personal business days may not be granted during the first five (5) or last five (5) teacher employment days or on the days immediately preceding or following a school vacation, holiday, or recess period, but may be used for emergencies approved at the discretion of the building principal. No more than four (4) Employees in the District may use a personal business day on the same day. However, in the event an emergency exists for an additional Employee, an exception may be made, at the discretion of the Superintendent.

The Principal should be notified five (5) days prior to the use of a personal business day. It is recognized that in isolated cases, an emergency might arise that would limit this stipulation to a shorter period of notification time.

Personal business days will be approved only when a qualified substitute can be obtained for the Employees requesting a personal business day. In the event a qualified substitute can not be found, the Building Principal may waive this stipulation. Unused personal business days will be treated as sick days, effective at the end of the school year.

8.4 JURY DUTY

An Employee required to serve on jury duty shall do so without loss of pay provided the Employee submits proof of such service.

8.5 NON PAID LEAVES OF ABSENCE

A. Procedures and Duration

Leaves of absence without pay or benefits up to one (1) year in duration may be granted upon written request from an Employee, to the Superintendent. Requests for leaves of absence shall include the reason for the leave. An Employee returning from a leave of absence shall be reinstated to the same classification, and the same position, if possible, he/she held when the leave began. Unpaid leaves of absence may be taken for military leaves, public service or maternity/paternity/child rearing.

B. Conditions and Benefits Upon Reinstatement

1. All accumulated benefits and rights of employment previously gained shall be reinstated upon return.
2. An Employee on leave of absence shall notify the Superintendent in writing by May 15, of his/her desire to return to employment the following September. Should the leave begin subsequent to March 15; the Employee shall have until July 1. If the leave is for the first half of the year only, the Employee shall notify the Superintendent by November 15 of his/her intention to return at the beginning of the second semester.

8.6 HOLIDAYS

Twelve (12) month Employees will be granted the following Holidays with compensation:

Thanksgiving Friday	December 31
December 24	July 4

If any of these holidays falls on a Saturday, the Employee will be granted the preceding Friday off. If the holiday should fall on a Sunday, the Employee shall be granted the following Monday off. Employees may schedule vacation time in conjunction with paid holidays, in accordance with Section 6.3 Vacation Days/Seniority, without loss of holiday pay.

ARTICLE IX

EMPLOYEE EVALUATIONS, JOB DESCRIPTIONS AND CLASSIFICATIONS

9.1 EVALUATIONS

Evaluation of Employees shall be the responsibility of the Administration.

9.2 PURPOSE OF EVALUATION

The primary purpose of Employee evaluations shall be the improvement of employment performance, and all evaluations shall be conducted in good faith to this end and in accordance with the provisions of this Agreement.

9.3 EVALUATION PROCEDURE

All first year personnel will be evaluated at least twice a year. All remaining personnel will be evaluated at least once a year, by April 15.

- A. The evaluator shall have a meeting with the Employee within five (5) days following the evaluation to present and discuss the written evaluation by conference technique, with suggestions for improving areas of weakness and ways to enhance areas of strength.
- B. The Employee may request to meet with the Superintendent of Schools at any time for discussion of his/her evaluation or for consultation purposes.
- C. The Employee shall have the right to attach an explanation to his/her evaluation.
- D. Discipline of any Employee shall be in accordance with the evaluation procedure and the honoring of all Employees' rights included in this Agreement and applicable statutes.
- E. The Employee may submit a self-evaluation to their direct supervisor prior to December 1 in which the supervisor may comment. This self-evaluation is not part of the formal evaluation.

9.4 JOB DESCRIPTIONS AND CLASSIFICATIONS

Job descriptions will be developed by the Administration with input from the Employees. New employees will be given the job description for their classification when they are hired.

The appropriate job description will be attached to the employees' annual evaluations. Job descriptions will be reviewed annually and will be changed, as necessary, and no later than August 15th with the changes in the job description provided to the employee.

ARTICLE X

PERSONNEL FILE

10.1 CONDITIONS AND PROCEDURES FOR PLACEMENT OF MATERIAL IN FILE

Only one official file shall be maintained. No evaluative material shall be placed in the file unless the Employee has had an opportunity to read and sign such material. Said signature acknowledges that the Employee has received a copy of the material, and does not necessarily denote agreement.

10.2 PERSONNEL FILE

An Employee may request to view the materials in his/her personnel file during regular working hours and in the presence of office personnel, provided that it does not cause hardship on the office staff. An employee shall have the right to have a representative of the Association accompany them during such review. An Employee shall be permitted to reproduce any material in his/her file, provided the Employee reimburses the Board the amount established for duplication. Any written response prepared by an Employee requesting to view materials in his/her personnel file shall be attached to said material.

10.3 RIGHT TO GRIEVE MATERIALS IN FILE

In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings, such portion of materials will be removed from the Employee's file.

ARTICLE XI

EMPLOYEE PROTECTION

11.1 ASSAULT ON EMPLOYEES - PROCEDURES

Any case of assault upon an Employee shall be promptly reported to the Building Principal.

11.2 INSURANCE - LIABILITY

In accordance with applicable provisions of the School Code, the Board shall provide indemnification and protection for claims, suits, and liability against the Employee.

ARTICLE XII

DISCIPLINE / SUSPENSION

12.1 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.

12.2 JUST CAUSE PROCEDURE

Discipline of any Employee shall be for just cause and proceeded by:

- A. The faithful execution of the evaluation procedure and the honoring of any Employee's rights included in this Agreement and applicable statutes.
- B. A conference with the Employee by the appropriate Administrator prior to taking any action.
- C. A written explanation for the action to the Employee and the Association.
- D. In the event, an Administrator requires an Employee to attend another meeting for the purpose of evaluation or disciplining said Employee, the Employee, upon request, may have an Association representative present.

Detailed documentation of the incident(s) leading to any disciplinary action shall be maintained.

12.3 SUSPENSION

An Employee may be suspended with or without pay at the Superintendent's discretion, pending determination of any disciplinary action.

12.4 PROCEDURE NECESSARY TO RECOMMEND DISMISSAL OF ANY EMPLOYEE

The procedure listed below shall be followed if any Administrator considers it necessary to recommend the dismissal of any Employee.

- A. An Employee may be dismissed for incompetency, negligence, immorality, lack of qualifications or when the interests of the Board of Education require dismissal.
- B. If in the opinion of the Board of Education the continued presence of the Employee on the school premises will be detrimental to the best interests of the school, then employment may be terminated immediately upon notice. The Board will designate the authorized representative.

ARTICLE XIII

SUB-CONTRACTING AND SUBSTITUTES

13.1 EMPLOYER'S RIGHT TO SUB-CONTRACT

The Board will not sub-contract work unless the skills needed to perform the work are unavailable within the Bargaining Unit.

13.2 SUBSTITUTES

The Employer will attempt to provide substitutes as needed by the absence of a regular Employee. If no substitute is available, then an Employee will be offered the work with overtime provisions in cases where the substitution requires work in excess of normal work hours.

ARTICLE XIV

SENIORITY

14.1 DEFINITION OF SENIORITY

Seniority shall be defined as the length of service within the district. Accumulation of seniority shall begin from the Employee's first working day. Previous part-time employment shall be pro-rated to determine years of service. In the event that more than one individual Employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.

14.2 MAINTAINING AND POSTING SENIORITY LISTS

The Superintendent shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared ninety (90) working days after the effective date of this Agreement. A copy of the seniority list and subsequent revisions shall be furnished to the Association.

14.3 LOSS OF SENIORITY

- A. Resignation
- B. Dismissal for cause
- C. Retirement
- D. Being on layoff for a period of time equal to seniority at the time of layoff or one (1) year, whichever is greater.

ARTICLE XV

REDUCTION IN PERSONNEL, LAYOFF, RECALL

15.1 LAYOFF

Layoff shall be defined as a necessary reduction in the work force beyond normal attrition.

15.2 PROCEDURE FOR LAYOFF

Prior to any reductions or layoffs anticipated by the Superintendent and Board of Education, a discussion will take place with the Association. No Employee shall be laid off unless said Employee has been notified at least thirty (30) days prior to the effective date of the layoff. The Board shall first layoff the least senior Employees. In no case, shall a new Employee be hired while there are laid off Employees who are qualified for a vacant or newly created position. Employees whose positions have been eliminated due to reduction in work force or who have been affected by a lay-off elimination of position shall have the right to assume a position, regardless of classification, for which they are qualified, which is held by a less senior Employee. Entitlement shall be determined by the Administration.

15.3 REDUCTION OF WORK HOURS VS. LAYOFF

In the event of a reduction in the work hours in a job classification, an Employee with the greater seniority may maintain his/her normal work schedule by displacing any Employee with less seniority on the work schedule. In no case shall a reduction of any Employee's work hours take effect until ten (10) days after written notice to the affected Employee is given.

15.4 LAI D OFF EMPLOYEES/SUBSTITUTION

A laid off Employee shall, upon application at his/her option, be granted priority status, if qualified, on the substitute list according to seniority.

A. Fringe Benefits/Laid Off Employees

Laid off Employees may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer. See COBRA.

B. Recall Right and Procedures

Laid off Employees shall be recalled in order of seniority, with the most senior being recalled first to any position for which they are qualified. The recall notice shall state the time and date on which the Employee is to report back to work.

15.5 EMPLOYEE'S OBLIGATION TO RESPOND TO RECALL

It shall be the Employee's responsibility to keep the Employer notified of his/her current mailing address. A recalled Employee shall be given ten (10) days from receipt of notice to report to work. Employees recalled to full time work for which they are qualified are obligated to take said work. An Employee who declines recall to full time work for which he/she is qualified shall forfeit his/her seniority rights.

ARTICLE XVI

VACANCIES, TRANSFERS, AND PROMOTIONS

16.1 VACANCIES

The Superintendent or designee shall post on the Employee bulletin board a notice of any vacancy, which occurs within the District.

It is agreed that those presently employed who are qualified and have applied for such positions shall be given consideration.

16.2 TRANSFERS

Employees who transfer from one job classification to another shall retain their existing seniority.

An Employee who has been incapacitated by a medically verified injury may be placed at other work on a job that is operated by the Board, which he/she can do, until such time that the Employee can return to his/her previous position as determined by a doctor's release.

ARTICLE XVII

INCENTIVES

17.1 PENSION

Employees leaving the district by virtue of retirement after at least five (5) years of employment shall receive an adjustment of \$10.00 for each day of unused sick leave, up to a maximum of two hundred and forty (240) days, or may be allowed to use Pension Service Credit as stated in House Bill 202 effective January, 1986, governing IMRF Employees.

17.2 SEVERANCE

Employees leaving the district by virtue of a resignation preceded by at least two (2) weeks written notice, and after at least five (5) years of employment, shall receive an adjustment of \$10.00 for each day of unused sick leave, up to a maximum of two hundred and forty (240) days. Employees not meeting the above criteria may be eligible for the severance pay at the Board's discretion.

17.3 RETIREMENT PROGRAM

- A. An Employee may participate in the Retirement Program provided he/she meets the following conditions:
1. At least ten (10) years of consecutive full-time employment in Brookfield-LaGrange District 95.
 2. Attaining a total score of sixty-five (65) by addition of the Employee's age and the Employee's total years of employment as a Bargaining Unit Member within the District.
 3. The Superintendent must receive a letter of resignation no later than September 15th, indicating that termination will occur no later than June 30th of that same school year.
- B. The Board of Education shall:
1. Limit eligibility to those Employees who have met the conditions above.
 2. Pay the Employee a one-time salary increase over the Employee's previous year's salary calculated at 1.5% per year of full-time employment, but in no event greater than twenty (20) percent.
 3. Retain the right to limit this benefit to a maximum of two (2) Bargaining Unit Members, per work year.

ARTICLE XVIII

COMPENSATION AND FRINGE BENEFITS

18.1 BASE SALARY AND YEARLY ADJUSTMENTS

A. Base Salary

1. The base salary shall be defined as the amount of compensation paid as determined by the formula for compensation.

Each employee receives the same percentage increase of his or her base salary. The salary increases for each of the years of the agreement will be based on actual increases in the Annual Consumer Price Index for Urban Consumers ("CPI-U") published by the Bureau of Labor Statistics of the U.S. Department of Labor ("BLS"). The "Dec – Dec" change percentage will be used in the calculation.

The rate of salary increase for the school year will be set using the CPI-U published for the calendar year ending December 31st of the previous school year.

For the length of the contract , the rate of salary increase for each year of the contract will be:

- CPI-U as defined above, not to exceed 5% of the prior year's salary. However, in no event will the rate of increase for each year be less than 1.75%.

The District shall notify the employees of the percentage of salary increase for the following school year by March 30th after the relevant CPI-U information is published by the U.S. Department of Labor.

2. All employees whose first day of work was prior to January 1, 2015 will receive a one-time increase to their 2015-2016 base salary prior to any calculation of CPI-U increase in the following manner:
 - a. All school year employees will receive an amount equivalent to a 50 cent (\$.50) per hour increase
 - b. All twelve month employees will receive an amount equivalent to a 25 cent (\$.25) per hour increase
 - c. The 10-month secretary position will not receive any increase to its base under this section
3. All employees-except the 10-month secretary position- that were employed by District 95 under the previous agreement shall receive a one-time \$250 longevity stipend for each year, up to a maximum of three years, that they were employed by the district. Such payment shall not be included in the employees' base salary

calculation. The payment will be made on the October 15, 2015 payroll.

The payments shall be as follows:

Employed 2012-2015= \$750

Employed 2013-2015= \$500

Employed 2014-2015= \$250

4. Any employee who is responsible to provide toileting services to a student shall be paid a stipend of \$300 per year. Such payment shall not be included in the employee's base salary calculation.

B. Initial Employee Placement Schedule

The annual base salary for entry-level employees shall increase by 75% of the salary increase established above. No newly employed employee will make more than a currently employed employee who has the same level of experience and education. The Board has the discretion to compensate newly employed employees for their prior experience up to an amount not to exceed that paid to currently employed employees with similar experience. Initial salary placement schedules for 2015-2016 are attached in appendix.

C. Employees holding teaching certificate

Employees who obtain a valid Illinois Teaching Certificate during their employment with District 95 shall receive a \$1,000 increase to their base salary.

New Employees who hold a valid Illinois Teaching Certificate shall have \$1,000 added to their initial base salary.

If an Employee covered by this Agreement holds an Illinois Teaching Certificate and fails to fulfill the ISBE requirements to keep their certificate valid, their salary shall be reduced by \$1,000 until such a time they fulfill the ISBE requirements. Employees will have until the first school day following the certificate renewal date to fulfill the necessary ISBE requirements. (For example, certificate expires June 30, 2015. The Employee will have until the first school day of the 2015-16 school year to renew their certificate.)

18.2 HEALTH/MAJOR MEDICAL AND DENTAL INSURANCE

The Board of Education shall provide coverage for Employees in an amount not to exceed the following:

Medical PPO –	85% of premium for single coverage.
Medical HMO –	100% of premium for single coverage.
Medical PPO and HMO –	Family coverage: The Board will pay the equivalent

Dental coverage – of single coverage, as above.
100% of premium for single coverage.

An Employee must request in writing whether insurance premiums for family coverage are to be deducted from his/her salary.

Employees on leave of absence, who wish to do so, may remain in the District group plan providing they pay their own individual or family monthly premiums.

Employees retiring before the age of 65 and who are eligible for an IMRF pension may remain in the District, until Medicare eligible, provided they pay for their own individual or family monthly premiums.

Participation in said group insurance plan shall be subject to reasonable enrollment and other requirements of the insurance carrier. Final decision regarding any changes in the District's insurance plan(s) is at the sole discretion of the Board.

If the Board changes its single medical coverage contribution for the certified staff, the BESSP will receive the same benefit increase or decrease.

In lieu of receiving single health insurance benefits and to the extent permitted by law, an Employee may elect to participate in a Board-funded health reimbursement arrangement (HRA) established pursuant to Sections 105 and 213(d) of the Internal Revenue Code. The Board shall reimburse any Employee who elects to participate in this program up to \$1,000 annually (July 1 – June 30) for the Employee's own qualified medical expenses or the qualified medical expenses of the Employee's spouse and/or dependents. To qualify for the reimbursement, the Employee must provide proof of coverage under another health insurance plan and must submit appropriate substantiation of all medical claims. Reimbursements shall be made twice annually, with the first paychecks in December and June. Employees shall not have the option to receive cash instead of health reimbursement.

18.3 INSURANCE COMMITTEE

A joint insurance committee may be formed to review the District insurance plan(s) in terms of existing coverage and benefits and to consider possible alternatives and cost containment measures. In addition to other participants, BESSP shall be invited to have two (2) representatives on the committee. The committee shall convene upon request by either the Association or the Superintendent, or by the written request of the Board. The committee's recommendations shall be given in writing to the Superintendent and the Board of Education, as well as to the President of each Employee group. Final decisions regarding any changes in the District's insurance plan(s) are at the sole discretion of the Board.

18.4 LIFE INSURANCE

The Board will provide, at no charge to the Employee, a \$50,000 term life insurance policy.

The Board will provide, at no charge to the Employee, accidental death and dismemberment insurance.

Participation in said group insurance plan shall be subject to reasonable enrollment and other requirements of the insurance carriers.

18.5 MILEAGE WITHIN DISTRICT

Employees shall be paid mileage reimbursement at the prevailing IRS business mileage rate in effect on July 1st of each year for mileage approved by the Superintendent to perform their assigned duties.

18.6 FLEXIBLE BENEFIT PLAN

- A. The Board shall maintain a cafeteria plan, which meets the requirement of Section 125 of the Internal Revenue Code. If at any time such Section 125 or related regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
- B. An Employee may annually elect to participate by choosing to receive benefits in any plan year. The amount elected shall be deducted from the Employee's compensation. The initial plan year shall commence annually on September 1, and end annually on August 31. Prior to the beginning day of the plan year, each Employee shall, in writing, designate the benefit elected for the year for each of the following:
 - 1. Premiums for health and major medical insurance, single, or dependent coverage, to the extent such premiums are not paid by the Board.
 - 2. Premiums for dental insurance, single, or dependent coverage, to the extent such premiums are not paid by the Board.
 - 3. Premiums for life insurance, to the extent such premiums are not paid by the Board.
- C. The amounts designated may not be changed during the plan year except if there is a change in family status or other circumstances provided in the Treasury Regulations.
- D. The dollar total of the designated benefits elected pursuant to the plan will be deducted in equal amounts from the Employee's salary payments during the plan year.
- E. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable.

ARTICLE XIX

CONTINUITY OF OPERATIONS

19.1 NO STRIKE PROVISION

The Association agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in any work stoppage, or engage in any activity, which would disrupt in any manner the operation of the school during the term of this Agreement.

19.2 EMERGENCY SHUTDOWN DAYS

When an act of God or a Board directive forces the closing of a school or other facility, the Employee may be excused from reporting for duty, without loss of pay, at the discretion of the Building Principal/Superintendent. In the event a school facility is closed for more than one (1) day due to mechanical failure, fire, vandalism or calamity, the Employer has the right to reschedule assignments of the affected Employees.

ARTICLE XX

EFFECT OF AGREEMENT AND DURATION

20.1 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.

20.2 Savings Clause

If any Article, Section, or Provision of the Agreement is declared illegal or unenforceable by a court of competent jurisdiction, said Article, Section or Provision shall be automatically deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections, and Provisions shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or Provision.

20.3 Contract vs. Board Policy

This Agreement shall supersede and have precedence over any rules, regulations or practices of the Employer, which shall be contrary to or inconsistent with its terms.

20.4 Duration

This Agreement shall be effective July 1, 2015 and shall continue in effect until June 30, 2020.

BOARD OF EDUCATION

Lyndell
President

Date 6/11/2015

Barbara H. Hawry
Secretary

Date 6-11-15

BROOKFIELD EDUCATIONAL SERVICE PERSONNEL

Frank Passarella
Co-President

Date 5/6/2015

Patricia M. Collazo
Co-President

Date 5/4/15

Appendix A
Initial Salary Placement Schedule
2015-2016

	Secretary	Custodian	Maintenance Tech	Technology Tech
1	33451	23498	42550	35459
2	34455	24001	43563	36218
3	35588	24996	44576	36978
4	36722	25990	45590	37738
5	37859	26985	46603	38498
6	38995	27982	47616	39258
7	40128	28977	48629	40017
8	41264	29971	49642	40777
9	42399	30966	50655	41537
10	43532	31961	51668	42348

	Para Pro	10 month secretary	Clerk
1	15844	27354	12872
2	16230	28367	12991
3	16616	29380	13910
4	17004	30393	14726
5	17390	31406	15558
6	17776	32419	16239
7	18162	33432	17218
8	18548	34445	18048
9	18934	35459	18863
10	19321	36472	19710