

NEGOTIATED CONTRACT

between the

MAHOMET-SEYMOUR EDUCATION ASSOCIATION IEA-NEA

and the

BOARD OF EDUCATION COMMUNITY UNIT SCHOOL DISTRICT NO. 3

2011 - 2014

PART B

Table of Contents

	<u>Page</u>
PART B	
ARTICLE I - PREAMBLE	1
ARTICLE II - RECOGNITION	1
Section 2.1	1
Section 2.2 Definitions	1
ARTICLE III - RIGHTS AND RESPONSIBILITIES	2
Section 3.1 Inclusions.....	2
Section 3.2 Board Rights & Responsibilities	2
Section 3.3	2
ARTICLE IV - ASSOCIATION RIGHTS AND RESPONSIBILITIES	2
Section 4.1	2
Section 4.2	2
Section 4.3	2
Section 4.4	2
Section 4.5	2
Section 4.6	2
Section 4.7 Fair Share.....	3
Section 4.8 Non-Discrimination	4
Section 4.9	4
ARTICLE V - NEGOTIATION PROCEDURES	4
Section 5.1	4
Section 5.2	4
Section 5.3	4

Table of Contents
(continued)

	<u>Page</u>
Section 5.4 Mediation.....	4
Section 5.5 Attendant Costs	5
ARTICLE VI - PROFESSIONAL GRIEVANCE PROCEDURE	5
Section 6.1 Grievance Defined	5
Section 6.2 Time Limits Defined.....	5
Section 6.3 Definition of Grievant	5
Section 6.4 Informal Step	5
Section 6.5 Step One	5
Section 6.6 Step Two.....	5
Section 6.7 Step Three	6
Section 6.8	6
Section 6.9	6
Section 6.10	6
Section 6.11	6
Section 6.12	6
Section 6.13 Bypass	6
Section 6.14	6
Section 6.15 Information	6
Section 6.16 No Reprisal.....	6
Section 6.17 Personnel Files	6
Section 6.18 Released Time	6
Section 6.19 Withdrawal of Grievance.....	7
ARTICLE VII - SUMMER SCHOOL (Does not apply).....	7

Table of Contents
(continued)

	<u>Page</u>
ARTICLE VIII - SUBSTITUTES (Does not apply)	7
ARTICLE IX - VACANCIES, TRANSFERS AND PROMOTIONS	7
Section 9.1 (Does not apply)	7
Section 9.2 Posting of Vacancies	7
Section 9.3 Vacant Positions.....	7
Section 9.4 Voluntary Transfer	7
Section 9.5 (Does not apply)	8
Section 9.6 (Does not apply)	8
Section 9.7 Job Sharing	8
ARTICLE X - REDUCTION IN FORCE	9
Section 10.1 Support Staff.....	9
ARTICLE XI - EXTRA DUTY POSITIONS/ASSIGNMENTS (Applies but in part A)	10
ARTICLE XII - TEACHING HOURS AND SCHEDULES (Does not apply)	10
ARTICLE XIII - CLASS SIZE AND EDUCATIONAL PLACEMENT (Does not apply)	10
ARTICLE XIV - WORKING CONDITIONS AND STAFF FACILITIES	10
Section 14.1 (Does not apply)	10
Section 14.2 (Does not apply)	10
Section 14.3 Facilities and Equipment	10
Section 14.4 Unsafe or Hazardous Conditions	10
Section 14.5 Telephone Facilities	10
Section 14.6 Staff Lounge	11
Section 14.7 Parking	11
Section 14.8 Board Policy Statement.....	11

Table of Contents
(continued)

	<u>Page</u>
Section 14.9 Copy Machines.....	11
ARTICLE XV - RELEASED TIME AND WORKSHOPS	11
Section 15.1 Released Time for Association President	11
ARTICLE XVI - LEAVES.....	11
Section 16.1 Sick Leave.....	11
Section 16.2 Bereavement.....	11
Section 16.3 School Sustained Injuries.....	12
Section 16.4 Personal Leave	12
Section 16.5 Unpaid Leave of Absence.....	12
Section 16.6 Maternity Leave.....	13
Section 16.7 Parental Leave	13
Section 16.8 Military Leave.....	13
Section 16.9 Professional Leave	14
Section 16.10 Association Leave	14
Section 16.11 Jury Duty.....	14
Section 16.12 Subpoena	14
Section 16.13 (Does not apply)	15
Section 16.14 Vacation Leave.....	14
ARTICLE XVII - EMPLOYEE DISCIPLINE/PROTECTION.....	14
Section 17.1 Complaints Against Bargaining Unit Members	14
Section 17.2 Employee Discipline	15
Section 17.3 Right of Representation	15
Section 17.4 Employees with Chronic Communicable Diseases.....	15

Table of Contents
(continued)

	<u>Page</u>
ARTICLE XVIII -	19
ARTICLE XIX - EVALUATION.....	19
Section 19.1	19
Section 19.2	19
ARTICLE XX - INTERNAL PROMOTIONS.....	20
Section 20.1 Internal Promotions	20
Section 20.2	20
ARTICLE XXI - CURRICULUM COMMITTEE (Does not apply).....	Error! Bookmark not defined.
ARTICLE XXII - SCHOOL CALENDAR/EMPLOYEE WORK YEAR.....	20
Section 22.1 (Does not apply)	20
Section 22.2 Support Staff Work Year	20
ARTICLE XXIII - DEPARTMENTAL BUDGETS (Does not apply)	20
ARTICLE XXIV - PROFESSIONAL COMPENSATION AND RELATED PROVISIONS.....	20
Section 24.1 Initial Salary Schedule Placement	20
Section 24.2 Salary Schedule.....	20
Section 24.3 Extra Duty Pay	20
Section 24.4 Fringe Benefits	20
Section 24.5 Payroll Procedures	21
Section 24.6 (Does not apply)	21
Section 24.7 (Does not apply)	21
Section 24.8 (Does not apply)	22
Section 24.9 (Does not apply)	22
ARTICLE XXV - (Does not apply)	22

Table of Contents
(continued)

	<u>Page</u>
ARTICLE XXVI - PERSONNEL FILES.....	22
ARTICLE XXVII - EFFECT OF AGREEMENT.....	23
Section 27.1	23
Section 27.2	23
Section 27.3	23
Section 27.4	23
ARTICLE XXVIII - NO STRIKE.....	24
ARTICLE XXIX - DURATION.....	25
APPENDIX A - TEACHER SALARY SCHEDULE 2001-2002 (Does not apply)	26
APPENDIX B - TEACHER SALARY SCHEDULE 2002-2003 (Does not apply)	26
APPENDIX C - SUPPORT STAFF SALARY SCHEDULE 2003-2004 (Does not apply).....	26
APPENDIX D - SUPPORT STAFF SALARY SCHEDULE 2004-2005 (Does not apply).....	26
APPENDIX E - SUPPORT STAFF SALARY SCHEDULE 2001-2002 (Does not apply).....	26
APPENDIX F - SUPPORT STAFF SALARY SCHEDULE 2002-2003 (Does not apply).....	26
APPENDIX G - SUPPORT STAFF SALARY SCHEDULE 2003-2004 (Does not apply)	26
APPENDIX H - SUPPORT STAFF SALARY SCHEDULE 2004-2005 (Does not apply)	26
APPENDIX I - EXTRA DUTY SCHEDULE (Applies but in part A).....	26
APPENDIX J - PERSONAL LEAVE	27
APPENDIX K - REQUEST FOR LEAVE OF ABSENCE.....	28
APPENDIX L - REQUEST TO ATTEND PROFESSIONAL MEETINGS (Does not apply).....	29
APPENDIX M - ASSOCIATION LEAVE	30
APPENDIX N - SEMI-ANNUAL TENURE STAFF SELF-EVALUATION (Does not apply).....	31
APPENDIX O - CLASSROOM OBSERVATION FORM (Does not apply).....	31

Table of Contents
(continued)

Page

APPENDIX P - TEACHER COMPREHENSIVE EVALUATION (Does not apply)	31
APPENDIX Q - LIBRARIAN COMPREHENSIVE EVALUATION (Does not apply)	31
APPENDIX R - COUNSELOR COMPREHENSIVE EVALUATION(Does not apply)	31
APPENDIX S-SOCIAL WORKER COMPREHENSIVE EVALUATION(Does not apply)	31
APPENDIX T - SPEECH & HEARING THERAPIST COMPREHENSIVE EVALUATION (Does not apply)	31
APPENDIX U - GIFTED/TALENTED COORDINATOR COMPREHENSIVE EVALUATION (Does not apply)	31
APPENDIX V - SUPPORT STAFF EVALUATION (Does not apply)	31
APPENDIX W - TEACHER’S AIDE COMPREHENSIVE EVALUATION (Does not apply)	31
APPENDIX X - LIBRARY AIDE/CLERK COMPREHENSIVE (Does not apply)	31
APPENDIX Y - STUDY HALL SUPERVISOR COMPREHENSIVE (Does not apply)	31
APPENDIX Z - MEMORANDUM OF UNDERSTANDING	32
APPENDIX AA - COURSE APPROVAL FORM (Does not apply)	33
APPENDIX BB - JOB VACANCY	34
APPENDIX CC - REQUEST FOR REINSTATEMENT OF BEREAVEMENT LEAVE	35
APPENDIX DD - DIRECT DEPOSIT/CREDIT UNION PAYROLL DEDUCTION AUTHORIZATION	36
APPENDIX EE - GUIDING PRINCIPLES OF (Does not apply)	37
APPENDIX FF - PERSONALIZED PROFESSIONAL DEVELOPMENT PLAN (PPDP1) (Does not apply)	37
APPENDIX GG - PERSONALIZED PROFESSIONAL DEVELOPMENT PLAN (PPDP2) (Does not apply)	37
APPENDIX HH - BOARD CREDIT FORMS (Does not apply)	37
APPENDIX II - MEMORANDUM OF UNDERSTANDING	37
APPENDIX JJ - MEMORANDUM OF UNDERSTANDING (Applies but in part A)	37
APPENDIX KK - MEMORANDUM OF UNDERSTANDING (Applies but in part A)	37
APPENDIX LL - SUPPORT STAFF CLASSIFICATION CHART	38

Table of Contents
(continued)

	<u>Page</u>
APPENDIX MM - TRANSPORTATION SUPPORT STAFF BRIDGE AGREEMENT.....	39
APPENDIX NN - MEMORANDUM OF UNDERSTANDING	39

ARTICLE I - PREAMBLE

The Board of Education of Community Unit School District No. 3 and the Mahomet-Seymour Education Association recognize that the ultimate aim of public schools is to provide the best education possible for the school children in the district. Attainment of these educational objectives, which is a joint responsibility of the Board, the administrative and supervisory staff and the professional educational employees, requires staff participation in the consideration of matters of mutual concern, and in matters related to professional service. Attainment of educational objectives of the district requires mutual understanding and cooperation between the Board, the administration and supervisory staff, and the professional educational employees. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations.

ARTICLE II - RECOGNITION

Section 2.1 - The Board of Education of Community Unit School District #3, Champaign County, Illinois, will be hereinafter referred to as the "Board," and the Mahomet-Seymour Education Association, will be hereinafter referred to as the "Association", as the exclusive representative for all full and part-time regularly employed certificated and non-certificated personnel including teachers, librarians, counselors, social workers, school psychologist, speech pathologist, aides, library clerks, nurses, study hall supervisors, cooks, custodians, maintenance personnel, certified bus drivers, monitors, mechanics, clerical support staff, couriers, copy shop clerk, dispatcher, and registrars, except Unit #3 administrative personnel as defined by the Illinois Educational Labor Relations Act.

Classifications Excluded: District #3 administrative personnel and administrative assistants; all supervisors, managerial employees, confidential employees and short term employees as defined in the Act; and employees in the before, during and after school child care program.

For the purpose of clarity, this Agreement consists of two parts:

- Part A covers employee positions represented in MSEA Agreements prior to October 26, 2004, including full and part-time regularly employed certificated and non-certificated teachers, librarians, counselors, social workers, aides, library assistants, nurses and study hall supervisors.
- Part B covers employee positions that were added to the MSEA membership on October 26, 2004, including cooks, custodians, maintenance personnel, certified bus drivers, monitors, mechanics, clerical support staff, couriers, copy shop clerk, dispatcher, and registrars. Unless specifically stated or identified by reference, no language found in Part A is applicable to Part B employee positions.

You are currently in Part B of this Agreement.

Section 2.2 - DEFINITIONS:

- A. The term "days" when used hereinafter shall refer to calendar days unless otherwise specified.
- B. Definition of full-time and part time employee. Full time is eight hours per day for ten or more months per year. Part-time is less than eight hours per day.

ARTICLE III - RIGHTS AND RESPONSIBILITIES

Section 3.1 - INCLUSIONS: The parties agree that applicable Illinois statutory and case law and the Constitutions of the United States and the State of Illinois are hereby incorporated into this Agreement.

Section 3.2 - BOARD RIGHTS AND RESPONSIBILITIES: The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

Section 3.3 - Employees who have the same date of employment shall have their seniority determined by the casting of lots at the board meeting at which the employees are hired.

ARTICLE IV - ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 4.1 - The Association and its members shall have the right to use school buildings for organizational meetings and the right to transact official Association business on school property at reasonable times, provided these meetings shall not interfere with or interrupt the normal school operations, and that the time and space to be used be cleared with the principal of the building wherein the meetings are to be held. When special custodial service is required, the Board may make reasonable charge therefore. Any school sponsored activity shall have precedence for use of facilities.

Section 4.2 - The Association shall be given the opportunity to present brief reports and announcements at building staff meetings and unit staff meetings.

Section 4.3 - The Association shall have the right to use the district mail service, mail boxes, and district email for communications to employees.

Section 4.4 - The Association shall have the right to post notices of its activities and matters of Association concern on staff bulletin boards, at least one of which shall be provided in each school building.

Section 4.5 - The Board agrees to make available to the association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, census and membership data, names and addresses of all employees, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

Section 4.6 - The Association will make available any pertinent information as reasonably requested by the Board or its representatives.

Section 4.7 - FAIR SHARE:

- A. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required to members in the Association, including local, state and national dues.
- B. In the event that the applicable bargaining unit member 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.
- C. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
- D. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Section, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
 - 1. The Board gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires.
 - 2. 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.
- E. The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article.
 - 1. It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Section.
- F. 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, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make a payment in behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.
- G. EXCLUSIONS: The provisions of this Article IV, Section 4.7 shall not be applicable to the following bargaining unit members:

1. Any support staff employed prior to October 26, 2004 and not a member of the Association on that date.

H. **INCLUSIONS:** The provisions of Article IV, Section 4.7 shall be applicable to the following bargaining unit members:

1. Any support staff covered by part B of this contract and employed prior to October 26, 2004, who was a member of the Association on October 26, 2004
2. Any support staff covered by Part B of this contract and employed after October 26, 2004.
3. Any support staff covered by Part B of this contract, excluded pursuant to Section G above, who joins the Association after October 26, 2004.

Section 4.8 - NON-DISCRIMINATION: The Board agrees that it shall not discriminate against any employee or applicant for employment by reason of race, creed, color, marital status, sex, age, or national origin, and that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious or discriminatory. The Board agrees not to discriminate against any employee in regards to the terms and conditions of employment, including discrimination against any employee by virtue of family relationship. Family relationship is defined as that kinship which exists between people related by blood or by marriage.

Section 4.9 - The Association shall pay for the cost of all supplies incidental to use.

ARTICLE V - NEGOTIATION PROCEDURES

Section 5.1 - The parties shall negotiate pursuant to the Rules and Regulations promulgated by the Illinois Educational Labor Relations Board under provisions of the Illinois Educational Labor Relations Act.

Section 5.2 - It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

Section 5.3 - When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to membership of the Association for ratification and to the Board for ratification.

Section 5.4 - MEDIATION: If the services of a mediator are needed, a mediator shall be requested by the parties from the Federal Mediation and Conciliation Service. Requests may be made to the Illinois Educational Labor Relations Board pursuant to the provisions of the Illinois Educational Labor Relations Act.

Section 5.5 - ATTENDANT COSTS: Cost for consultants chosen by any party shall be paid by that party. The costs for the mediator shall be shared equally by the Board and the Association.

ARTICLE VI - PROFESSIONAL GRIEVANCE PROCEDURE

Section 6.1 - GRIEVANCE DEFINED: Any claim by the Association, a group of employees or an employee that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, or that the employee's rights under this Agreement have been impaired, must be brought to the attention of the immediate supervisor within twenty (20) days of the date of occurrence of the matter or the date the situation ceased to exist. Failure to act within this time limit bars future appeal.

Section 6.2 - TIME LIMITS DEFINED: All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean teacher employment days.

Section 6.3 - DEFINITION OF GRIEVANT: At any level of the grievance procedure, the grievant may request Association involvement in the grievance process. Henceforth all references to "grievant" shall be construed to mean the original initiator of the grievance procedure and, if requested, the Association. The original initiator of the grievance process may request that the Association take over the grievance process at any level. However, any individual employee or a group of employees may at any time present grievances to the Board and have them adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given an opportunity to be present at such adjustment.

Section 6.4 - INFORMAL STEP: The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and the supervisor immediately involved to resolve problems through free and informal communications. When requested by the grievant, the Association representative may accompany the grievant to assist in the informal resolution of the grievance. If, however, such aforementioned informal processes fail to resolve the grievance, it may then be processed as follows:

Section 6.5 - STEP ONE: The grievant may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide a written answer to the grievant within two (2) days after the meeting. The answer shall include the reasons for the decision. The purpose of this step is to try to resolve the grievance.

Section 6.6 - STEP TWO: If the grievance is not resolved at Step One, then the grievant shall refer the grievance to the Superintendent or his official designee within six (6) days after receipt of the Step One answer or within eight (8) days after the Step One meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the grievant to take place within five (5) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have three (3) days in which to provide a written decision with reasons to the grievant. The purpose of this step is to try to resolve the grievance.

Section 6.7 - STEP THREE: If the Association/grievant is not satisfied with the disposition of the grievance at Step Two, the Association may submit the grievance to final and binding arbitration. The Demand for Arbitration must be filed with the Board within thirty(30) days of the Step Two decision. If the Association and Board cannot agree upon an arbitrator within seven (7) days of the Demand being filed, the Demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings. If a Demand for Arbitration is not filed with the Board within thirty (30) days, then the grievance shall be deemed withdrawn.

Section 6.8 - In all cases the Arbitrator shall be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association. However, upon mutual agreement of the parties, expedited (Streamlined Labor Arbitration Rules of the American Arbitration Association) may be used.

Section 6.9 - The fees and expenses of the Arbitrator shall be shared on an equal basis by the employer and the Association.

Section 6.10 - Unless agreed upon in advance, the party requesting a court reporter shall assume full responsibility for the expenses of the reporter. However, if both parties request a transcript, then the parties shall share the cost of the reporter.

Section 6.11 - Neither party shall be allowed to assert any new grounds or present information not previously disclosed to the other prior to arbitration at the arbitration hearing.

Section 6.12 - The Party requesting a postponement of an arbitration hearing shall bear all costs, if any, related to the postponement.

Section 6.13 - BYPASS: Upon written, mutual agreement of the parties, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

Section 6.14 - Any grievance involving employees in more than one building or more than one immediate supervisor, may be initiated at Step Two.

Section 6.15 - INFORMATION: The Board, administration and the grievant shall cooperate in the investigation of any grievance, and further, they shall furnish information requested for the processing of any grievance.

Section 6.16 - NO REPRISAL: All parties involved in a grievance shall be free from restraints, coercion or reprisal.

Section 6.17 - PERSONNEL FILES: Grievance documents shall not be filed in the personnel folders maintained by the district Superintendent's office.

Section 6.18 - RELEASED TIME: Should the processing of any grievance at any level require that a grievant and/or grievance representative be given released time, the parties aforementioned shall be released without loss of pay or benefits. However, both parties agree to schedule such a meeting so as to minimize interference with the normal school program.

Section 6.19 - WITHDRAWAL OF GRIEVANCE: A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VII

ARTICLE VIII

ARTICLE IX - VACANCIES, TRANSFERS AND PROMOTIONS

Section 9.1 -

Section 9.2 - POSTING OF VACANCIES: The Superintendent shall have posted in all school buildings and shall send to the Association President a notice of all district vacancies as they occur. Such notice shall be accompanied by a statement of minimum qualifications and salary range. No such vacancy shall be filled except in case of emergency until such vacancy shall have been posted for at least five (5) school days. A bargaining unit member who is interested in this vacancy, but must fulfill his/her current assignment, must apply at this time. During the summer vacation, a list of vacancies shall be mailed to the Association President. The vacancies will be posted within the school district on or before the same time the vacancies are released to any news organization or placement facilities. The Posting of Vacancies will follow the standardized form as listed in Appendix (M).

Section 9.3 - VACANT POSITIONS: A vacant position shall be defined as a current or newly-created position that cannot be filled from among the members of the bargaining unit by one of the following methods:

- A. Employees returning from a leave of absence;
- B. Employees, by seniority, who are on layoff due to reduction in force;
- C. An employee who applies for a voluntary transfer pursuant to Section 9.4.

Section 9.4 - VOLUNTARY TRANSFER: Any employee wishing to change positions shall notify the Assistant Superintendent in writing by February 15 of the desire for a voluntary transfer setting forth the position or type of position in which the employee is interested. If such a vacant position opens, the interested employee shall be notified and must then submit a written request in order to be considered. This employee shall be given first consideration in filling the vacant position, provided the posting requirements of Section 9.2 have been fulfilled. No voluntary transfer shall be denied arbitrarily. If the administration denies a request for a voluntary transfer, the reasons for the denial shall be provided to the employee in writing prior to the vacancy's being filled. Nothing in this Section shall be construed as to provide employees requesting voluntary transfers with rights over employees returning from leave of absence, lay-off, or involuntary transfer. The request will be in effect until February 14th of the following year. If an employee wishes to be considered for a position after that date the employee must submit another written request. For support staff a transfer is defined as building to building and/or classification to classification.

Section 9.5 -

Section 9.6 -

Section 9.7 - JOB SHARING:

- A. Purpose. Job sharing as defined in this article is a voluntary program providing two (2) full-time (8 hour) employees the opportunity to share one (1) full-time (8 hour) position. No full-time equivalent positions will be eliminated in order to create job sharing positions.
- B. Application Procedure. Participants in job sharing positions shall submit an application and proposed plan for a job sharing leave to the Superintendent by February 1 of the year preceding the school year for which the leave is requested. The responsibilities of an assignment by the participants may be divided according to a plan designated by the participants, with the concurrence of the principal(s). The job sharing plan shall include, but not be limited to, division of responsibilities, schedule of work hours and/or days, in-service days, District meetings, open houses, parent conferences, field trips, and other teaching responsibilities. The Board of Education, at its discretion, may approve the job share application upon the recommendation of the Superintendent.
- C. Salary Credit Allowable. Participants' salaries in job sharing positions shall be prorated according to the time worked.
- D. Length of Leave. The length of job sharing leave shall be for one (1) school year and may be extended for one (1) year by the Board if another request to renew is made by the participants in accordance with Section 9.7B. Participants in job sharing positions shall be considered on an unpaid leave of absence for that portion of the school work hours and/or days that they are not working. In the event one participant cannot complete a job sharing plan due to illness or other emergency, the remaining participant shall have the option of completing the plan as a full-time employee. If the participant declines and a part-time substitute cannot be retained, the Board retains the right to terminate the plan and hire a full-time substitute. The participants shall be placed on an unpaid leave of absence for the remainder of the school year.
- E. Attendance at Required Meetings. The participants shall attend institute days, in-service days, staff meetings, parent-teacher conferences and open houses.
- F. Seniority. Employees participating in the job sharing program as set forth in this section shall accrue seniority in proportion to the time worked.
- G. Insurance and Leave Benefits Availability. Participants in job sharing positions who work at least a full-time (8 hour) position of 50% or greater shall receive prorated fringe benefits and leave benefits at a rate equal to the participant's number of hours worked. The cost to the Board shall not exceed one full-time (8 hour) employee.

Return from Leave. Participants in a job sharing program shall submit written notice of their request to return to full-time employment by February 1. These employees will retain their seniority if there is no break in service.

ARTICLE X - REDUCTION IN FORCE

Section 10.1 - SUPPORT STAFF:

- A. If the Board determines to reduce the number of support staff positions because of decreased enrollment, lack of funds or to discontinue a particular type of support staff service, the support staff employees who are subject to removal shall receive notice by certified mail at least thirty (30) days before the end of the employee contract, together with a statement of honorable dismissal and the reason therefore. The support staff employee with the shorter length of continuing service with the district, within the respective category of position, shall be dismissed first. See Appendix LL
- B. SENIORITY: For purposes of determining seniority among the support staff in the bargaining unit the following category of positions shall be applicable:
1. Cooks
 2. Custodians
 3. Maintenance personnel
 4. Certified bus drivers
 5. Monitors
 6. Mechanics
 7. Clerical support staff
 8. Couriers
 9. Registrars
 10. Copy shop clerk
 11. Dispatcher

Seniority shall be defined as the length of continuous service within District #3, measured from the first day of employment within the district. Seniority does not accrue during an unpaid leave of absence longer than ninety (90) days. However, such leave shall not interrupt continued service status. Seniority accrual shall not be interrupted by a paid leave, sick leave, or forced leave because of on-the-job injury. Loss of seniority will result from resignation, dismissal for cause, or retirement.

- C. BREAKING OF TIES: If two (2) or more support staff employees otherwise have the same total length of service and are equally qualified for the same position, the reverse order of their hiring will be used to break the tie, i.e., the last hired will be the first dismissed.
- D. RECALL RIGHTS: Recall rights shall be in effect from the date of termination through one (1) calendar year from the beginning of the next following school term. Seniority, all accumulated sick leave, and salary schedule position will be reinstated upon recall. Support staff will be eligible for recall in reverse order of termination and notified of recall by certified mail at their last known address on file in the district office. Support staff will be eligible for any vacant position for which they are certified at the time of notice of vacancy. Support staff are required to inform the office of the Superintendent of any changes in their qualifications after the date of

their termination. A support staff employee shall have ten (10) working days from the date of receiving the recall notice to respond to the recall offer.

- E. **SUPPORT STAFF RETENTION OF BENEFITS:** Full-time support staff who are reduced and then recalled to part-time positions shall retain all full-time employee rights under this Agreement. Part time support staff who are reduced and then recalled to part time positions shall retain the same pro-rated benefits they had before being reduced.
- F. Upon written request of an honorably-dismissed support staff employee, two weeks prior to the end of the school term, the employer shall pay to the support staff employee all compensation due to him/her within three (3) days of the last day of employment.
- G. **SENIORITY LIST:** By February 1 of each year, in consultation with the Association, the Board shall develop a support staff seniority list for the bargaining unit support staff. The list shall be categorized by the positions set forth in Section 10.2.B, and shall be posted in each building. The list shall show the length of service of each support staff bargaining unit member who is qualified to hold any of the positions. The support staff employee with the greatest seniority in a categorized position shall be listed first, followed by the other qualified support staff employees in order of seniority. A copy of the seniority list shall be provided to the Association President thirty (30) calendar days prior to posting. The Association shall have thirty (30) days from February 1 to file exceptions to the list with the Assistant Superintendent.

ARTICLE XI - EXTRA DUTY POSITIONS/ASSIGNMENTS

(Refer to Part A - ARTICLE XI – EXTRA DUTY POSITIONS/ASSIGNMENTS.)

ARTICLE XII

ARTICLE XIII

ARTICLE XIV - WORKING CONDITIONS AND STAFF FACILITIES

Section 14.1-

Section 14.2 -

Section 14.3 - FACILITIES AND EQUIPMENT: The Board agrees to make available for each building adequately maintained typing and duplicating facilities, adequate work space, and, if possible, clerical personnel, to aid bargaining unit members in the proper execution of their assigned duties.

Section 14.4 - UNSAFE OR HAZARDOUS CONDITIONS: A bargaining unit member shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety, or well-being.

Section 14.5 - TELEPHONE FACILITIES: No fewer than two telephone lines shall be provided at each attendance center. Telephone facilities shall be provided at each attendance center for calls by bargaining unit members. These telephones shall be in a private area and be on a separate line.

Section 14.6 - STAFF LOUNGE: An area will be set aside in each building to be used as a staff lounge.

Section 14.7 - PARKING: All school parking lots shall be maintained in a reasonable condition relative to their grading and surface. Each lot will be clearly marked for STAFF PARKING ONLY. Every effort shall be made to keep said lots accessible during adverse weather conditions.

Section 14.8 - BOARD POLICY STATEMENT: A current copy of the Board Policy shall be posted on the District website.

Section 14.9 - COPY MACHINES:

1. A minimum of one copying machine shall be maintained in each student attendance center with one additional machine each at the Junior High and the High School libraries. Therefore, the availability of machines shall be as follows:
 - a. One at Middletown
 - b. One at Sangamon
 - c. One at Lincoln Trail
 - d. Two at Junior High
 - e. Two at High School
 - f. One at Bus Barn
2. Bargaining unit members shall not be limited in the utilization of the above machines. Both parties shall encourage utilization of the Copy Center copier.
3. The Copy Center copying process shall take into account measures necessary to protect the confidentiality of materials.

ARTICLE XV - RELEASED TIME AND WORKSHOPS

Section 15.1 - RELEASED TIME FOR ASSOCIATION PRESIDENT: The Association President shall be granted twelve (12) half days of released time (taken in 1/2 or full day increments) per school year for Association business relative to in-district matters at no loss of salary, fringe benefits, or seniority.

ARTICLE XVI - LEAVES

Section 16.1 - SICK LEAVE: Sick leave shall be interpreted to mean personal illness, pregnancy and pregnancy-related disabilities, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians. After three (3) days a physician's statement may be requested by the Board. Sick leave days shall also be granted to attend funerals other than those specified under "immediate family". The District shall grant sick leave to support staff in accordance with appendix LL

Section 16.2 - BEREAVEMENT: The board shall grant each bargaining unit member eligible for sick leave benefits three (3) days of bereavement leave per occurrence after a death in the immediate family.

Beginning with the fourth day, the board will grant up to four (4) additional days of bereavement leave to be used in half-day increments. The bargaining unit member is required to use eligible sick days to cover the balance of the half days required. For purposes of this provision, immediate family shall be defined in section 24-6 of the School Code.

Section 16.3 - SCHOOL SUSTAINED INJURIES: A physician's statement shall determine the necessity for absence of a bargaining unit member due to injuries sustained in school connected duties. Sick leave used in connection with a school connected injury shall be reinstated upon the bargaining unit member's return to duty. The school district reserves the right to appoint a doctor to examine the injured bargaining unit member at Board expense.

Section 16.4 - PERSONAL LEAVE: The Board shall grant personal leave to support staff according to Appendix LL. Unused personal leave days may accumulate as sick leave; provided, however, support staff shall be entitled to carry over one unused personal leave day to a subsequent school term for a maximum of three (3) personal leave days available for use during a school term. Except in emergencies, the employee shall notify his/her immediate supervisor at least two (2) days in advance of the day he/she is to be absent. Personal leave is defined as an absence required due to personal business that cannot be scheduled during non- school hours. (See Appendix D for form)

Section 16.5 - UNPAID LEAVE OF ABSENCE:

- A. Leave of absence without pay may be granted to an employee for a period not in excess of one contract year for 12-month employees or one school term for 9-month employees as defined in the Illinois School Code. All accumulated benefits and rights of employment previously gained shall be reinstated upon return. Said leave, if desired, should be requested no later than February 1 prior to the end of the current school term. The employee on leave shall give notice of intent to return by February 1 prior to the close of the school term to the Assistant Superintendent. Failure to provide notice of intent to return is equivalent to a resignation.
1. LEAVE PLANNING: If a leave is desired, the employee shall arrange a meeting with his/her immediate supervisor. The purpose of the meeting shall be to determine a plan for the leave which will be presented to the Board for approval/disapproval.
 2. CONTINUATION OF BENEFITS: An employee granted a leave of absence may make arrangements to continue the school's insurance program at his/her expense.
 3. REINSTATED ASSIGNMENT: An employee granted a leave of absence shall be reinstated, upon receipt of his/her notice of intent to return to the position held at the time said leave was requested, unless this position has been eliminated. If the position has been eliminated the Reduction in Force provisions of the Agreement shall apply.
 4. Granting a leave of absence will be made on an individual basis and in no way will establish a precedent for granting of future leaves.

B. GUIDELINES FOR LEAVE OF ABSENCE WITHOUT PAY: The granting of a leave of absence without pay to bargaining unit members shall be consistent with the following guidelines:

1. EDUCATIONAL LEAVE:

- a. May cover a semester or the full school calendar year.
- b. Non-tenure teachers and support staff are not eligible.
- c. An employee with tenure in the district is eligible.
- d. Use of this leave must comply with School Code 105 ILCS 5/24-6.1.

2. TRAVEL LEAVE:

- a. After four (4) years of continuous service and following each block of three (3) years service thereafter.
- b. Maximum leave shall be ten (10) consecutive working days.

3. LEAVE FOR REST, TRAVEL, EXPLORATION, ETC.:

- a. An employee with six (6) or more years of continuous service in the district is eligible.
- b. May cover a semester or the full school calendar year.
- c. Use of this leave must comply with School Code 105 ILCS 5/24-6.1.

C. REQUEST FOR LEAVE

- 1. After meeting to plan the leave with the immediate supervisor, the employee must submit a Request for Leave on the form set forth in Appendix E of this Agreement to the Assistant Superintendent for presentation to the Board of Education.
- 2. Should the request be denied, the employee will be provided reason, in writing, for the denial.

Section 16.6 - MATERNITY LEAVE: As defined by the Family Medical Leave Act of 1993. Eligible employees on parental leave shall be able to use sick leave benefits as outlined in Family Medical Leave Act (FMLA).

Section 16.7 - PARENTAL LEAVE: As defined by the Family Medical Leave Act of 1993.

Section 16.8 - MILITARY LEAVE: The contractual continued service status of a bargaining unit member shall not be affected by virtue of his/her induction or enlistment for military duty in any branch of the armed forces of the United States.

A. Bargaining unit members who are inducted into the military service of the United States shall be granted leave without pay. Such leave shall not exceed two (2) years.

- B. For purposes of this Section, years of military service shall be equivalent to two (2) years of experience for advancement on the salary schedule.
- C. A bargaining unit member must notify the Board of the date of his/her separation from service not later than thirty (30) days from said date.
- D. If a bargaining unit member is called to service during the school year, the Board shall grant him/her a fifteen (15) day leave of absence just prior to his/her entering the service at full pay.

Section 16.9 - PROFESSIONAL LEAVE: Professional training provided related to job description as determined and approved by administration.

Section 16.10 - ASSOCIATION LEAVE: In the event that the Association desires to send representatives to regional, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the district for the cost of substitute(s). Association leave shall not conflict with Parent/Teacher Conferences or the first and last days of the school year. Appropriate MSEA and Unit forms are to be processed. Association leave is limited to one employee in the support staff classifications provided that employee is an officer in the Association. (See Appendix M.)

Section 16.11 - JURY DUTY: The school district recognizes the duty of each individual employee to participate in his/her civic responsibility. If an employee is summoned for jury duty, the school district will grant a leave with full pay and benefits to the employee while serving jury duty. An employee will be expected to report to work on days when he/she is released from jury duty. The employee will turn over monies received for serving on jury duty during work days to the school district. This does not include allowance received for transportation. Failure to reimburse the school district for the above will result in a deduction in the employee's salary equal to the amount received for such jury duty.

Section 16.12 - SUBPOENA: Except in cases where the bargaining unit member is a party found at fault, bargaining unit members who are subpoenaed shall suffer no loss in salary or benefits due to their absence from the district.

Section 16.13

Section 16.14 - VACATION LEAVE: Vacation time will not accumulate from one fiscal year (July 1 to June 30) to the next. Any unused vacation time will be credited to earned sick leave on the first payroll in July. Refer to Appendix LL.

NOTE: A memorandum will go out to custodians informing them that they have until September 30, 2010 to use the 2009-2010 vacation days. Any unused vacation days will be credited to earned sick leave after September 30, 2010 for the 2009-2010 school year.

ARTICLE XVII - EMPLOYEE DISCIPLINE/PROTECTION

Section 17.1 - COMPLAINTS AGAINST BARGAINING UNIT MEMBERS: The following procedures shall be followed in the investigation of a written complaint against a bargaining unit member at the school or on school grounds.

- A. The bargaining unit member shall have the right to representation in any meeting with the Board or administration in the investigation of the complaint by the district.
- B. To the extent that the administration is aware of any complaint, the bargaining unit member shall be advised within seventy-two (72) hours of any complaint filed, and be advised by the immediate supervisor of the bargaining unit member's right to representation. In the event a complaint is filed against a bargaining unit member, the district shall cooperate with the employee's representatives in the investigation of the complaint. Suspension or discipline of a bargaining unit member as a result of a complaint filed against the employee shall be for reasonable cause and preceded by:
 - 1. Honoring of the employee's statutory rights under the Abused and Neglected Child Reporting Act, the Illinois School Code, and the Illinois Educational Labor Relations Act.
 - 2. Compliance with the employee's contractual rights pursuant to this provision and other applicable provisions of the Agreement.
- C. With respect to a written complaint filed by a member of the public regarding a teacher's performance of his/her duties, the District shall notify the teacher of the complaint rendered in writing within 72 hours and furnish him/her a copy of it.

Section 17.2 - EMPLOYEE DISCIPLINE:

- A. No employee shall be disciplined except for reasonable cause. Disciplinary action shall be defined as written reprimands, suspension, or demotion of any bargaining unit member, or the dismissal of support staff employees.
- B. Suspension of an employee for a period of longer than ten (10) days with pay or five (5) days without pay, shall be preceded by a hearing before the Board of Education and the action passed by a majority vote of the Board.

Section 17.3 - RIGHT OF REPRESENTATION: When an employee is required to appear before an administrator for any reason that may lead to disciplinary action, the employee shall be entitled to have Association representation present. Further, when an employee is required to attend such a meeting before the Board, the employee shall be advised in writing of the reasons for the requirement 24 hours prior to the meeting thereby allowing a reasonable amount of time for representation.

Section 17.4 - EMPLOYEES WITH CHRONIC COMMUNICABLE DISEASES:

CHRONIC COMMUNICABLE DISEASE DEFINED: A chronic communicable disease, as used hereinafter, shall be defined as any disease or condition that has been declared, by the Illinois Department of Public Health, to be contagious, infectious, communicable and dangerous to the public health. Said condition existing in an employee that may pose an ongoing risk of transmission to others shall be the subject of this section as set forth below to determine whether or not an employee must remain out of the workplace due to the risk of transmission to other employees or students. Said diseases shall be listed in Section 2A below.

A. SECTION 1 - CONTINUED EMPLOYMENT: Employees with chronic communicable diseases shall be permitted to retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. The employee shall enjoy all statutory rights.

B. SECTION 2 - REVIEW PROCEDURES:

1. TEMPORARY EXCLUSION: A chronic communicable disease shall be defined as:

CLASS I:

- a. Anthrax
- b. Cholera
- c. Diphtheria
- d. Foodborne Illness
- e. Measles
- f. Meningitis
- g. Meningococemia
- h. Plague
- i. Poliomyelitis
- j. Rabies, human
- k. Smallpox
- l. Typhoid fever
- m. Typhus

CLASS II:

- n. Acquired Immune Deficiency Syndrome (AIDS)
- o. Amebiasis
- p. Animal bites
- q. Brucellosis
- r. Chancroid
- s. Chicken pox
- t. Encephalitis
- u. Enteropathogenic Escherichia coli infections
- v. Giardiasis
- w. Gonorrhea
- x. Granuloma inguinale
- y. Hepatitis, type A viral
- z. Hepatitis, type B viral
- aa. Hepatitis, viral unspecified
- bb. Histoplasmosis
- cc. Intestinal worms
- dd. Tapeworms

- ee. Ascariasis
- ff. Leprosy
- gg. Leptospirosis
- hh. Lymphogranuloma venereum (lymphogranuloma inguinale; lymphopathia venereum)
- ii. Malaria
- jj. Mumps
- kk. Ophthalmia neonatorum (gonococcal)
- ll. Psittacosis
- mm. Rocky Mountain spotted fever
- nn. Rubella, including congenital rubella syndrome
- oo. Salmonellosis (other than typhoid fever)
- pp. Shigellosis
- qq. Staphylococcal infections occurring within a healthcare institution, or with onset less than 30 days following discharge.
- rr. Streptococcal infections, including complications
- ss. Syphilis
- tt. Tetanus
- uu. Trachoma
- vv. Trichinosis
- ww. Tuberculosis
- xx. Whooping cough (pertussis)

Upon being informed that a staff member has, or is reasonably suspected of having a chronic communicable disease, and employee shall inform the Superintendent or designee responsible for convening the multidisciplinary team. Pending determination of the employee's status, an employee with a chronic communicable disease, or an employee who is reasonably suspected of having a chronic communicable disease, may be temporarily excluded from work for a period not to exceed ten (10) working days, or may be transferred to another position by the Superintendent or designee. Any extension of an employee's temporary exclusion from work shall be approved by the multidisciplinary team. During any period of temporary exclusion, the employee shall be entitled to all the employee's pay and benefits.

2. **INITIAL EVALUATION:** An employee with a chronic communicable disease, or an employee who is reasonably suspected of having a chronic communicable disease, may be required to submit to a physical examination, conducted by a physician selected by the district and provided at school district expense. The employee shall then be evaluated by a multidisciplinary team that shall consist of appropriate district personnel, including a representative of the Association, and a physician or other consultants selected by the Superintendent or designee, the employee's physician(s), the employee's counsel (at the employee's expense), public health personnel, and the employee. The team's report and recommendations, including any dissenting opinions, shall be forwarded to the Superintendent and employee within ten (10) working days of the team meeting.

3. **SUBSEQUENT EVALUATIONS:** The employee shall be periodically re-evaluated by the multidisciplinary team to determine whether the employee's placement continues to be appropriate. The frequency of the re-evaluations shall be determined by the multidisciplinary team or at the request of the employee, but in no event shall the employee be re-evaluated less frequently than once per school year.
 4. **CLOSURE:** In the event that an employee on temporary exclusion is found to no longer have a chronic communicable disease as defined herein, within one year, he/she shall be reinstated to his/her position without loss of seniority or other benefits.
- C. **SECTION 3 - CONFIDENTIALITY:** The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The multidisciplinary team responsible for making initial and subsequent evaluations will be responsible for determining who has "a direct need to know". The Superintendent or designee shall report, by mail or telephone, each suspected or diagnosed case of a Class I or Class II communicable disease to the local health authority.
- D. **SECTION 4 - DISMISSAL - EMPLOYEES ON CONTRACTUAL CONTINUED SERVICE STATUS:** If an employee on contractual continued service on temporary exclusion is to be dismissed for reasons relating to his/her communicable disease, (s)he shall be dismissed in accordance with Section 24.12 of the School Code and other applicable statutes.
- E. **SECTION 5 - DISMISSAL:**
1. If an employee other than one on contractual continued service status is being considered for dismissal for reasons relating to chronic communicable disease, such dismissal shall be in accordance with the following procedure. The specific charges for dismissal shall be issued to the employee, in writing, and shall be confidential.
 2. If the employee, within ten (10) days, requests in writing of the Secretary of the Board that a hearing be scheduled, the Board shall schedule a hearing on the proposed dismissal. If no hearing is requested, the Board decision shall be final and such action shall be confirmed in public session.
 3. If the employee requests a hearing, such hearing shall be conducted by a Board appointed independent hearing officer mutually agreed upon by the employee and the Board. Such hearing shall take place no less than ten (10) days nor more than sixty (60) days, after notice of the proposed dismissal is provided to an employee. The independent hearing officer shall render a decision within thirty (30) days.
 4. The Board shall, within thirty (30) days of the hearing officer's recommendation, make a decision as to whether the recommendation of the independent hearing officer should be upheld or overturned.

- F. SECTION 6 - ADDITIONAL RULES AND REGULATIONS: In the event any additional rules and regulations designed to implement this policy are needed, they shall be developed by the Superintendent, provided they are consistent with these provisions.
- G. SECTION 7 - MAINTENANCE OF PRECAUTIONARY HYGIENE PROCEDURES: Because infections can be present in blood or body fluids (vomitus, feces, urine, saliva, tears, nasal) schools shall adopt routine procedures for handling blood or body fluids, regardless of whether children with HTLV-II/LAV infection (AIDS virus) are attending classes. Disposable gloves should be placed in every classroom, gym, and office and on every bus. A generous supply of paper products (i.e., paper towels, Kleenex, etc.) should be available along with gloves for use in cleaning body fluids. Direct skin contact with body fluids should be avoided whenever possible. Disposable gloves should be worn whenever contact with body fluids is anticipated. In the event that gloves are not readily available (i.e., emergency situations), hands should be washed with soap and hot water promptly after contact. Soiled surfaces should be promptly cleaned with disinfectants, such as household bleach (diluted 1 part bleach to 10 parts water) or phenolic compounds (Lysol). Disposable towels or tissues should be used whenever possible, and mops should be rinsed in the disinfectant. Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids. Spilled body fluids, stained clothing, stained equipment and disposable gloves used to clean fluids should be discarded in plastic bags and removed from the school environment. Plastic bags containing body fluids, clothes, gloves or paper products soiled with body fluids should be incinerated if possible. Non- disposable items contaminated with blood or other body fluids should be rinsed and placed in plastic bags while awaiting cleaning. Clothing should be placed in a plastic bag and sent home for laundering. Clothing soaked with blood or body fluids should be washed as soon as practicable. General laundering procedures will suffice to destroy most infectious agents. If possible, it is advisable to add laundry bleach to the wash cycle in order to strengthen the disinfection process. In the event that an employee is in contact with a student on a continuous or occasional basis and said student has or is suspected of having a chronic communicable disease as described in Section 2.A, that teacher shall be promptly and completely informed as to that student's condition, provided that notification is approved by the multidisciplinary team.

ARTICLE XVIII -

ARTICLE XIX - EVALUATION - SUPPORT STAFF

Section 19.1 - Support staff employees shall be evaluated at least once during the employee's first year of employment and minimally once every other year thereafter.

Section 19.2 - Formal evaluation shall be in writing. A copy of the written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5) working days following the completion of the evaluation. If the employee wishes, he/she may respond in writing to the evaluation and have the response attached to the evaluation for placement in the employee's personnel file.

ARTICLE XX - INTERNAL PROMOTIONS

Section 20.1 - INTERNAL PROMOTIONS: The Board declares its support of a policy regarding the filling of vacancies, including vacancies in promotional positions, from its present staff. These positions shall be posted in accordance with Article 9.2

Section 20.2

ARTICLE XXI

ARTICLE XXII - SCHOOL CALENDAR/EMPLOYEE WORK YEAR

Section 22.1

Section 22.2 - SUPPORT STAFF WORK YEAR: - See Appendix LL

ARTICLE XXIII

ARTICLE XXIV - PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

Section 24.1 - INITIAL SALARY SCHEDULE PLACEMENT:

- A. SUPPORT STAFF - See Appendix LL. Staff employed anytime during the first semester of the school year shall be credited with a full year of service.

Section 24.2 - SALARY SCHEDULE:

- A. SUPPORT STAFF - See Appendix LL

Section 24.3 - EXTRA DUTY PAY: Refer to Part A – Appendix I.

Section 24.4 - FRINGE BENEFITS:

- A. The parties agree that the district shall provide health insurance benefits to employees in the ESP classifications under the same terms and conditions as provided to such employees during the 2003-2004 school year and at the employee contribution amount designated in Appendix LL
- B. Eligible support staff may select the option which best meets his/her needs. For eligibility and Board contribution amount, see Appendix LL.
 - 1. District offered health plan
 - 2. District offered dental plan
 - 3. District offered vision plan
 - 4. District offered term life with maximum coverage of \$200,000
 - 5. District offered supplemental cancer policy
 - 6. District offered supplemental disability plan

7. District offered supplemental accident plan

A joint Association-Administration committee will investigate, evaluate and mutually agree upon plans for inclusion in the above offerings. Eligible employees may choose from among any one (1) of the above options at Board expense. Additional choices will be at the employees expense. The individual employee coverage under the option selected will become effective on the first day of selection and will continue for a 12 month period until the window period for option selection reopens. If the employee does not elect to change his/her option during the window period the employee shall continue with the option previously selected. If the employee is no longer employed in the district at the end of the 12 month period, continuation on any health insurance plan shall be pursuant to Federal statute.

- C. Support Staff employees may participate in a dependent care reimbursement account plan. This flexible benefit account will be made available annually. Dependent care expenses will be reimbursed at a maximum of \$5,000 unless the employee is married and files separate tax returns which, in that case, sets the maximum of \$2,500. Administrative expenses shall be borne by participants.
- D. Employee Assistance Program: Within 3 months of the effective date of this Agreement, members of the Bargaining Unit shall be eligible to participate in an Employee Assistance Program selected by the Board. Employee participation in the Program is voluntary.

Section 24.5 - PAYROLL PROCEDURES:

- A. PAY ISSUED: Pay shall be issued by direct deposit semi-monthly. Payroll vouchers shall be sent electronically to designated employee e-mail address.
- B. PAY PERIOD: If a regular pay date during the school term falls on a day when school is not in session, employees shall be paid on the last day of the school session. During the summer months, employees shall be paid on the regular pay date.
- C. ASSOCIATION DUES DEDUCTION: Payroll deductions for Association, Illinois Education Association, and National Education Association dues shall be made on authorization forms supplied by the Association. The dues shall be deducted over 17 pay periods beginning with the second payroll in September. Forms must be submitted five (5) working days prior to the end of the particular pay period; otherwise the deductions will be made in the next pay period.
- D. CREDIT UNION DEDUCTIONS: Payroll deductions for the Champaign County School Employees' Credit Union shall be made upon written request of the employee. The amount of credit union deduction may be changed at any time at the written request of the employee.

Section 24.6

- A.
- B.

Section 24.7

Section 24.8 – IMRF eligible employees will receive 2.4% of the employee contribution as a board paid benefit in FY05-06 and an additional 2.312% of the employee contribution in FY06-07. Any eventual board payment of IMRF employee contributions stipulated by this agreement will be treated as an increase in employee salary followed by a corresponding withholding from employee compensation.

Section 24.9

ARTICLE XXV

ARTICLE XXVI - PERSONNEL FILES

- A. Only one (1) official file will be maintained. No evaluative materials shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any material evaluative in nature which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may not be added to the file. Any materials not contained in the employee's personnel file may not be used to evaluate or discipline the employee in any manner.
- B. The employee shall submit a written request to inspect his/her personnel records to the Superintendent or the Superintendent's designee.
- C. The Superintendent or the Superintendent's designee shall provide the employee the opportunity for inspection of the requested records within two (2) working days after the request. If such deadline cannot reasonably be met, the Board shall have one additional day to comply.
- D. The employee shall inspect the personnel record at the district administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or the Superintendent's designee.
- E. Inspection of personnel records shall be conducted under the supervision of an administrative staff member. A representative of the Association, at the employee's request, may accompany the employee in this review.
- F. The employee may copy material maintained in his/her personnel record. Xerox copies will be charged at the rate of 15 cents per page.
- G. Should the employee be unable to inspect his/her personnel records in person, the district shall mail a copy of the requested record upon written request.
- H. 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.
- I. Should the employee be involved in a current grievance against the district or involved in any other contemplated proceedings against the district, the employee may designate in writing a

representative who has the authority to inspect the personnel records under the same rights as the employee.

- J. Unit #3 may not divulge to third parties any disciplinary reports, letters of reprimand, or evidence of other disciplinary action that are more than four years old unless Unit #3 is ordered to do so by a judge in a legal action or arbitration. Further, such disciplinary reports that are less than four years old may be divulged only when written notice is sent by first-class mail to the employee on or before the day when the information is disclosed. There are a few exceptions to this written notice requirement. Records of disciplinary actions that are less than four years old may be divulged to third parties without written notice if:
1. The employee has signed an employment application with another employer waiving written notice; or
 2. The disclosure is ordered to a party in a legal action or arbitration; or
 3. Disclosure is requested by a government agency involved in a claim or a complaint by an employee or a criminal investigation.
- K. At the time of inspection, the employee and administrative staff member shall record on a checklist the items that the employee's personnel record contains upon that date. This checklist will be dated and signed by both the employee and the administrative staff member and remain in the file. Within thirty (30) days following the date any material of a non-routine nature is entered into the employee's personnel file, the employee shall be notified of such inclusion and shall have the right to respond, with such response being attached to the file.
- L. The Board has policies and rules and regulations which elaborate on the management of personnel files consistent with state law. These policies and rules and regulations will not conflict with this Article.

ARTICLE XXVII - EFFECT OF AGREEMENT

Section 27.1 - The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto. However, the Board shall be required to bargain collectively with regard to policy matters directly affecting wages, hours and terms and conditions of employment as well as the impact thereon upon request by the Association.

Section 27.2 - The Agreement shall not be modified in whole or in part by the parties except by amendment in writing duly executed by both parties.

Section 27.3 - The appropriate terms and conditions of this Agreement shall be reflected in individual contracts.

Section 27.4 - Should any Article, Section or Clause of this Agreement be declared illegal or modified by court of competent jurisdiction or by state or federal statutory change said Article, Section, or Clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the

law, but the remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or Clause.

- A. Until all appeals are exhausted with respect to the legality, validity or enforceability of such provision, the provision shall remain in full force and effect.
- B. Within ten (10) days of such final determination, the parties shall meet to renegotiate the terms and conditions affected.
- C. In any event should the affected provision subsequently become legal, valid or otherwise enforceable, it shall remain a part of this Agreement unless the parties agree otherwise.

ARTICLE XXVIII - NO STRIKE

The Association will not call for, engage in or encourage any strike action during the duration of this Agreement.

ARTICLE XXIX - DURATION

This Agreement shall be effective on the first employee work day of the 2011-2012 school term, or the date on which full agreement was reached subject to final ratification by both parties, whichever shall last occur, and shall continue in effect until 11:59 p.m., on the day preceding the first employee work day of the 2013-2014 school term.

IN WITNESS THEREOF:

FOR THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 3:

President

Secretary

FOR THE MAHOMET-SEYMOUR EDUCATION ASSOCIATION:

President

Secretary

ATTESTED TO:

Superintendent of Schools

Date

APPENDIX A -
APPENDIX B -
APPENDIX C -
APPENDIX D -
APPENDIX E -
APPENDIX F -
APPENDIX G -
APPENDIX H -
APPENDIX I -

APPENDIX J - PERSONAL LEAVE

NOTIFICATION OF INTENT TO BE ABSENT FOR PERSONAL LEAVE

Name: _____

Date of Notice: _____

Date of Leave: _____

I hereby affirm that this personal leave is due to urgent and compelling reasons of a personal nature which cannot be scheduled during non-school hours.

Employee Signature: _____

Received by: _____

Date: _____

Substitute Employed: _____

Copy Returned to Employee: _____ Date: _____

APPENDIX K - REQUEST FOR LEAVE OF ABSENCE

Name of Employee: _____

Date of Leave: Beginning Date: _____

Ending Date: _____

Purpose of Leave: _____

Date: _____ Employee: _____

CONFERENCE WITH BUILDING PRINCIPAL

Date: _____

CIRCLE ONE: Approved Not Approved

Reasons: _____

Date: _____ Principal: _____

BOARD OF EDUCATION ACTION

CIRCLE ONE: Approved Not Approved

Reasons: _____

Date: _____

Secretary of Board of Education:

COPIES

1 - Employee

1 - Principal

1 - Superintendent

APPENDIX L -

APPENDIX M - ASSOCIATION LEAVE

In the event that the Association desires to send representatives to regional, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the district for the cost of substitute(s). Association Leave shall not conflict with Parent/Teacher Conferences or the first and last days of the school year. Appropriate MSEA and Unit forms are to be processed. (See below.)

ASSOCIATION LEAVE FORM

Name: _____

Date of Notice: _____

Date(s) of Leave: _____

Reasons: _____

Approved: _____

Not Approved: _____

MSEA President: _____

APPENDIX N -
APPENDIX O -
APPENDIX P -
APPENDIX Q -
APPENDIX R -
APPENDIX S -
APPENDIX T -
APPENDIX U -
APPENDIX V -
APPENDIX W -
APPENDIX X -
APPENDIX Y -

APPENDIX Z - MEMORANDUM OF UNDERSTANDING

Proposals made or withdrawn with respect to the bargaining of employee job descriptions shall not be used to demonstrate intent of the parties with respect to the issue. The parties agree that both parties withdraw all proposals respecting job description bargaining and treat the issue as if it had never been raised by either party.

Nor shall same be construed as a waiver by the Association of any rights enjoyed under Article XXVII, Section 27.1 relative to the employer changing of the current job description for bargaining unit members.

ROUTINE TASK REDUCTION LANGUAGE

Pursuant to Section 10-20.2B of the Illinois School Code which states as follows:

To effectively and efficiently utilize the skills and talents of their professional staffs, all school boards shall initiate meetings and meet with the local collective bargaining representative of their certificated and non-certificated employees for the purpose of developing and implementing within their respective districts an agreed plan designed to reduce the amount of paperwork and other routine tasks otherwise included in teachers' schedules in order that teacher shave more time to teach. Such agreements shall be filed by all school boards in the office of the appropriate Regional Superintendent of Schools no later than June 1, 1988.

The parties agree that duties performed by teachers outside of the classroom on a regular basis that do not directly involve performance of instructional activities constitute tasks that are routine in nature and reduce the amount of teaching times.

In an effort to reduce the amount of time teachers spend performing routine tasks during their regular schedule, the following is proposed:

To continue to promote the use of a well-structured parent volunteer program.

To provide necessary equipment to simplify tasks as much as is financially possible.

To provide a method for teacher request of specific custodial services within each classroom.

To lobby for more funding for elementary and secondary education.

The Association and Board recognize that implementation of this plan will relieve teachers of non-teaching duties during their regular schedule and is therefore desirable. The parties agree that implementation of the plan will result in additional expenditure by the district. The parties agree to jointly petition the Illinois General Assembly for increase in state funding for education to implement these and other necessary educational reforms. It is further understood that reforms and additions cannot be added without additional state revenue.

APPENDIX AA -

APPENDIX BB - JOB VACANCY

Position Type:

(Academic, Extra Curricular, Summer, other as described)

Position Title:

(Teacher, Coach-Head/Assistant, Sponsor, other as described)

Description and Qualifications:

(Certificate needed, specific dates, etc.)

Building Assigned: _____

For More Information or to Apply:

School Contact

Application Deadline: (A specific date, or to be announced) _____

Date Posted: _____

MSCU#3 is an Equal Opportunity Employer

APPENDIX CC - REQUEST FOR REINSTATEMENT OF BEREAVEMENT LEAVE

Name: _____

Date of Request: _____

Dates asking for Reinstatement: _____

Pursuant to Section 16.2 of the Negotiated Contract, Sick Leave used following the death of a family member may qualify as bereavement leave.

The board shall grant each bargaining unit member eligible for sick leave benefits three (3) days of bereavement leave per occurrence after a death in the immediate family. Beginning with the fourth day, the board will grant up to four (4) additional days of bereavement leave to be used in half-day increments. The bargaining unit member is required to use eligible sick days to cover the balance of the half days required. For purposes of this provision, immediate family shall be defined in section 24-6 of the School Code.

Signature of Employee: _____

Received by: _____ Date: _____

Days Reinstated:(Number or Dates) _____

Returned to Employee on: _____ By: _____

Acknowledged by Employee: _____

**APPENDIX DD - DIRECT DEPOSIT/CREDIT UNION PAYROLL DEDUCTION AUTHORIZATION
FOR BANK OF MAHOMET OR
THE CHAMPAIGN COUNTY SCHOOLS EMPLOYEES CREDIT UNION
(CIRCLE ONE)**

EMPLOYEE NAME

ACCOUNT NAME(s)

ADDRESS (as shown on bank account)

BANK ACCOUNT NUMBER

EMPLOYEE SIGNATURE

APPENDIX EE -
APPENDIX FF -
APPENDIX GG -
APPENDIX HH -

APPENDIX II - MEMORANDUM OF UNDERSTANDING

SMOKING: The Board shall provide \$100 per qualifying bargaining unit member to offset the cost of a smoking cessation program designated by the Board for any bargaining unit member who wants to quit smoking. The \$100 payment shall be available to the employee one time only.

APPENDIX JJ -
APPENDIX KK -

APPENDIX LL - SUPPORT STAFF CLASSIFICATION CHART

Category	Start date of contract	Length of Contract / # of Hours	# of Days per year	Sick Days	Personal Days	Vacation Days	Insurance Benefit FY11-12	Insurance Benefit FY12-13	Insurance Benefit FY13-14	Holidays	Snow/Heat days	After Hours Boiler Checks	Sit Time FY11-12	Sit Time FY12-13	Sit Time FY13-14
Custodians	July 1st	12 mo/8hrs	260	16	2	10 = 1-7 yrs 15 = 8-14 yrs 17 = 15+ yrs	\$570 per mo*	\$585 per mo*	\$600 per mo*	July 4th, Labor day, Thanksgiving day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, & Memorial Day, President's Day, Columbus Day, Good Friday, MLK Jr Bday	Receive 12 hrs pay for 8 hrs worked	Pay 1.5 hours minimum	NA	NA	NA
Mechanic	July 1st	12 mo/8hrs	260	16	2	10 = 1-7 yrs 15 = 8-14 yrs 17 = 15+ yrs	\$570 per mo*	\$585 per mo*	\$600 per mo*	July 4th, Labor day, Thanksgiving day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, & Memorial Day, President's Day, Columbus Day, Good Friday, MLK Jr Bday	NA	NA	NA	NA	NA
Copy Shop Clerk	July 1st	12 mo/8hrs	260	16	2	10 = 1-7 yrs 15 = 8-14 yrs 17 = 15+ yrs	\$570 per mo*	\$585 per mo*	\$600 per mo*	July 4th, Labor day, Thanksgiving day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, & Memorial Day, President's Day, Columbus Day, Good Friday, MLK Jr Bday	NA	NA	NA	NA	NA
Clerical Support Staff/Registrars	August 1st	10 mo/ 8 hrs	200	14 in 2011-12, 15 in 2012-13, 15 in 2013-14	2	N/A	\$570 per mo*	\$585 per mo*	\$600 per mo*	NA	NA	NA	NA	NA	NA
Cooks	August 1st	9 mo/ 4-6 hrs**	174	12	2	N/A	can buy in	can buy in	can buy in	NA	NA	NA	NA	NA	NA
Lunch Supervisors	1st school day	9 mo/ 1-2 hrs	174	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA
Certified Bus Driver	July 1st	9 mo/ 3+ hrs	174	12	2	N/A	can buy in	can buy in	can buy in	NA	NA	NA	\$13.14 per hour	\$13.58 per hour	\$14.09 per hour
Substitute Certified Bus Driver	July 1st	as needed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA	NA	\$13.14 per hour	\$13.58 per hour	\$14.09 per hour
Bus Monitors	July 1st	9 mo/ 3+ hrs	174	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA
Science tub clerk	July 1st	12 mo/3hrs	260	16	2	N/A	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA
Courier	July 1st	360 hrs per yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA

* Custodians that are on a 12 month contract receive a prorated benefit for hours worked

** If a holiday falls on a weekend, th preceding Friday or following Monday is observed as the holiday unless school is in session.

*** There is one cook that works 7-8 hours per week

**** Mechanic clothing allowance = \$200

Category	Job Class	Starting Rate	Starting Rate	Starting Rate	Starting Rate	Starting Rate	Starting Rate
		per hour FY 11-12 with IMRF	per hour FY 11-12 w/o IMRF	per hour FY12-13 with IMRF	per hour FY12-13 w/o IMRF	per hour FY 13-14 with IMRF	per hour FY 13-14 w/o IMRF
Maintenance\Warehouse	II	\$13.43	\$12.82	\$13.66	\$13.04	\$13.91	\$13.28
Maintenance\Warehouse	III	\$13.92	\$13.30	\$14.15	\$13.52	\$14.42	\$13.78
Secretarial	II	\$14.85	\$14.17	\$15.10	\$14.41	\$15.38	\$14.68
Secretarial	III	\$16.68	\$15.92	\$16.96	\$16.19	\$17.28	\$16.50
Cafeteria	II	\$9.80	\$9.37	\$9.97	\$9.53	\$10.15	\$9.71
Bus Monitors		\$8.87	\$8.73	\$9.02	\$8.88	\$9.19	\$9.04
Certified Bus Drivers		\$14.51	\$13.87	\$14.75	\$14.10	\$15.03	\$14.36

CATEGORY	Support Staff Increases		
	FY 11-12	FY 12-13	FY 13-14
Custodians	3.25%	3.375%	3.75%
Mechanic	3.25%	3.375%	3.75%
Copy Shop Clerk	3.25%	3.375%	3.75%
Clerical Support Staff/Registrars	3.25%	3.375%	3.75%
Cooks	3.25%	3.375%	3.75%
Lunch Supervisors	3.25%	3.375%	3.75%
Certified Bus Driver	3.25%	3.375%	3.75%
Bus Monitors	3.25%	3.375%	3.75%
Science Tub Clerk	3.25%	3.375%	3.75%
Courier	3.25%	3.375%	3.75%

IMRF eligible employees will receive 2.4% of the employee contribution as a board paid benefit in FY05-06 and an additional 2.312% of the employee contribution in FY06-07. Any eventual board payment of IMRF employee contributions stipulated by this agreement will be treated as an increase in employee salary followed by a corresponding withholding from employee compensation of 4.5%.

The district will pay the Federal mileage rate if an support staff employee is required to use his/her vehicle while on the job.

APPENDIX MM - TRANSPORTATION

MILEAGE – The District will pay the Federal mileage rate if an employee in an ESP classification is required to use his/her vehicle while on the job.

MINIMUM PAID TIME FOR FIELD TRIP – The District agrees that the minimum paid time for a field trip is 1.5 hours.

POSTING OPEN ROUTES – The District will continue the seniority assignment system as outlined in the driver handbook.

ASSIGNMENT OF SUMMER SCHOOL ROUTES – The District continues to follow the procedure set forth in the driver’s handbook. All certified drivers and monitors shall have the option of signing up for summer routes. Assignment shall be in accordance with the seniority list.

ASSIGNMENT OF FIELD TRIPS – The District will follow procedure set forth in driver handbook.

DEFINE REGULAR ROUTE DRIVER AND NON-ROUTE DRIVER – A “regular route driver” is defined as a driver who has selected or been assigned to a regular daily route. A “non-route driver” is a driver who has selected or been assigned to a regular substitute position or who is awaiting selection or assignment to a regular route or a substitute position.

DRIVER PROBATIONARY DATE – The District continues to follow the current practice with respect to probationary periods for route drivers and non-route drivers.

ADVISING DRIVERS OF STUDENT HEALTH ISSUES – The District agrees to advise on a need to know basis in accordance with state and Federal law.

THE WORD “CERTIFIED” BEFORE REFERENCES TO “BUS DRIVER” IN THE CONTRACT – By this change the parties do not intend to extend any benefits to the bus drivers to which such employees were not entitled before this language change.

SIT TIME – Refer to Appendix LL

OVERNIGHT TRIPS – The District shall continue past practice of reimbursement of overnight trips as outlined in board policy.

EXTRA DUTY – Extra duty is limited to bus washing, office duty, or taking buses to the safety lane. Management reserves the right to hire non bargaining unit members to perform these duties. These positions do not have to be posted nor filled according to seniority. Pay rate will be at the appropriate work category.

MECHANIC CLOTHING ALLOWANCE – Refer to Appendix LL

MINIMUM PAID DRIVE TIME - Minimum paid drive time (certified bus driver wages) on AM and PM routes, 2 hours each.

CDL RENEWAL - District pays cost to get CDL renewal.

APPENDIX NN -

The individuals whose names appear below, representing the Mahomet-Seymour Education Association, IEA-NEA, and the Board of Education, have contributed their best efforts to the development of this Agreement.

For the Board:

Terry Greene
Trent Nuxoll
Max McComb
Keith Oates
Laura Cresap
Valerie Woodruff

For the Association:

Cindy Brumfield
Dianna McClughen
Janet Wattnem
James Heinold
Roger Hoch
Kristin Bartelt
Eric Potter
Nancy Stevens
Julie Myers
Jim Zindars