

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**BOARD OF EDUCATION OF DIXON UNIT  
SCHOOL DISTRICT NO. 170**

**AND**

**DIXON EDUCATIONAL SUPPORT PERSONNEL  
ASSOCIATION**

**FOR THE SCHOOL YEARS**

**2026-2027**

**2027-2028**

**2028-2029**

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**ARTICLE I**  
**RECOGNITION**

**1.1** **Parties.** The Board of Education of Dixon Unit School District No. 170 ("the District") hereby recognizes Dixon Educational Support Personnel Association, IEA-NEA ("the Association"), as the sole and exclusive bargaining representative for classified permanent full-time and regular part-time non-certificated teacher assistants, Title I/reading assistants, library clerks/assistants, A-V technology assistants, technology assistants, speech pathology assistants, and teacher workroom assistants ("employee" or "employees"). Excluded from this contract are teachers, managerial employees, short-term employees, confidential employees, secretaries, lunchroom assistants, health assistants, office assistants, crossing guards, custodians, and all other employees not specifically included.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

The District continues to retain, whether exercised or not, the sole right to operate and manage its affairs in all respects. Any power or authority that the District has not abridged, delegated, or modified by the express provisions of this Agreement is retained by the District. The rights of the District, through its management officials, include, but are not limited to, the following:

- A. determine the overall budget of the District;
- B. determine, control, and exercise discretion over the organization and efficiency of operations;
- C. hire, examine, classify, promote, train, transfer, assign, and schedule employees in positions with the employer;
- D. suspend, demote, discharge, or take other disciplinary action against employees for proper cause;
- E. increase, reduce, change, modify, or alter the composition and size of the workforce, including the right to relieve employees for violation of health or safety rules;
- F. determine the purpose of each of its service areas;
- G. set standards for services to the public;

- H. determine the locations, methods, means, and personnel by which operations are to be conducted, including the right to determine whether goods and services are to be provided or purchased; and
- I. change or eliminate equipment or facilities.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District, in adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific express terms thereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

## ARTICLE III

### GRIEVANCES & ARBITRATION

**3.1 Definition of Grievance.** Any claim by the Association or an employee of the Association that there has been a violation, misinterpretation, or misapplication of the specific terms of this Agreement shall be a grievance.

**3.2 Grievance Procedure.**

- A. **Filing.** A grievance must be filed within fifteen (15) days from the time of District action or the occurrence of the event complained of. Every employee covered by this Agreement shall have the right to present grievances in accordance with the procedures set forth herein. The written information contained in a filed grievance shall include: 1) a description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance; 2) a listing of the provisions of this Agreement that are alleged to have been violated or misapplied; and 3) a listing of specific actions requested of the administration to remedy the grievance.
- B. **Computing Time Limits.** All time limits consist of school days. School days for purposes of the grievance procedure shall mean those days for which classes in the District generally are in session. During the summer recess, the time limits shall consist of all weekdays so that the matter may be resolved before the opening of the next school year or as soon as possible thereafter. Timelines may be changed if mutually agreed upon in writing by both parties.
- C. **Grievance Representative.** Upon selection and certification by the Association, the District shall recognize a grievance representative in each building. At least one Association representative shall be present for all meetings, hearings, appeals, or other proceedings relating to a grievance that has been formally presented and have the right on the representative's request

to state the Association's views at all stages of the grievance procedure. The District acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any step. No grievant shall be required to discuss a grievance at any step if the Association's representative is not present.

**D. Informal Resolution.** The parties acknowledge that it is usually most desirable for an employee and his/her immediately involved supervisor to resolve problems through free and informal communications. Nothing in this Agreement will be construed as limiting the right of any employee to discuss a grievance informally with the member's supervisor and to have the grievance adjusted without intervention of the Association. When requested by the employee, the building grievance representative may intervene to assist in this informal resolution.

**E. Grievance Hearings.** If informal processes fail to satisfy the employee or the Association, a grievance shall be processed as follows:

**Step 1:** The immediately involved supervisor shall arrange for a meeting to take place within ten (10) days after receipt of the written grievance. The Association's representative, the aggrieved employee, and the immediately involved supervisor shall be present for the meeting. The immediately involved supervisor must provide the aggrieved employee and the Association with a written answer on the grievance within ten (10) days after the meeting. Such answer shall include the reasons upon which the decision was based.

**Step 2:** If the grievance is not resolved at Step 1, the grievant shall in writing refer the grievance to the Superintendent or official designee within ten (10) days after receiving the Step 1 decision. The Superintendent shall arrange a meeting with the grievant and the Association representative to take place within ten (10) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have ten (10) days to provide his written decision to the grievant and the Association representative.

**Step 3:** If the Association or employee is not satisfied with the decision at Step 2, he/she may file an appeal in writing to the Board of Education within ten (10) days after receiving the Step 2 decision. The official grievance record maintained by the Superintendent shall be available for use by the Board of Education.

Within twenty (20) days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in executive session. Within ten (10) days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, to all parties involved in the grievance.

- F. **Bypassing of Steps.** Provided the Association and the Superintendent agree, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next Step. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step 2. Grievances involving suspension or discharge of employees may be initiated at Step 3 of the grievance procedure.
- G. **Investigation of Grievances.** The District and the administration will cooperate with the Association in its investigation of any grievance and will furnish the Association with such reasonable information as is requested for the processing of any grievance, as the information pertains to the grievance. Nothing in this section shall require the administration to conduct studies or surveys or retrieve information that would not be usual or customary.
- H. **Scheduling of Hearings.** Grievance hearings may be held during regular school hours by mutual agreement (*e.g.* lunch or plan period) at a time and place that affords fair and reasonable opportunity for grievant, and witnesses entitled to be present to attend. The Association shall provide a substitute employee or employees, subject to administrative approval, or bear the cost of any substitute employees required for any grievance hearing held during regular school hours.
- I. **Withdrawal.** A grievance may be withdrawn at any step without establishing precedent.

**3.3 Arbitration.** If the Association is not satisfied with the disposition of the grievance at Step 3 or the Step 3-time limits expire without the issuance of the District's written answer, then the Association may submit a grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. Expedited rules of the American Arbitration Association shall prevail if both parties agree. If the arbitrator finds the grievance to be caused by a violation, misinterpretation, or misapplication of the terms of this Agreement, then the arbitration shall be final and binding on both parties. The arbitrator will not have the power to add to, alter, or amend the terms of this Agreement. Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement, both parties agree to abide by the results of the findings of the arbitrator. If a demand for arbitration is not filed within twenty (20) days of the date of the District's Step 3 reply, then the grievance will be deemed withdrawn. The cost of the arbitration shall be borne equally by the parties. Each party shall bear the full cost for its representation in the arbitration. If either party requests a transcript of the proceedings, that party will bear the full costs for the transcript. The Association shall provide a substitute employee or employees, subject to administrative approval, or bear the cost of any substitute employees required for any arbitration hearing held during regular school hours.

- 3.4 **No Reprisals.** No reprisals of any kind will be taken by the Board of Education or the school administration against an employee covered by this Agreement because of his/her participation in this grievance procedure.
- 3.5 **Filing of Materials.** All records related to a grievance will be filed separately from an employee's personnel file.

## ARTICLE IV

### DISCIPLINE

- 4.1 **Conduct Warranting Consideration for Discipline.** Unsatisfactory performance or conduct that may otherwise adversely influence an employee's ability to perform his or her job responsibilities may warrant consideration for discipline of employees, including dismissal, suspension, or reassignment of duties. Examples of unsatisfactory performance and unpermitted conduct include, but are not limited to, the following:
- A. **Unsatisfactory Performance.** An employee's performance may be considered unsatisfactory and may warrant consideration for discipline if the employee is insubordinate or if the employee, after being directed by a supervisor not to repeat such conduct, demonstrates incompetency or inefficiency or neglects his or her duties.
- B. **Unpermitted Conduct.**
1. **Unauthorized Absence.** Any unexcused failure to report to work shall be considered an unauthorized absence. Any unauthorized absence may warrant consideration for discipline. Unless an employee is unable, because of a mental, physical, or medical incapacitation, to report his or her absence, the District shall be entitled to consider any three consecutive unauthorized workday absences a resignation by the employee.
  2. **Criminal, Immoral, or Other Wrongful Conduct.** Any criminal, immoral, or other wrongful conduct that may adversely influence an employee's ability to perform his or her job responsibilities may warrant consideration for discipline. Such conduct shall include, but not be limited to, (a) conviction of a felony, (b) arrest for any crime involving a child, (c) possession, consumption, delivery, or being under the influence of alcoholic beverages on District property, (d) possession, consumption, delivery, or being under the influence of illegal drugs while on duty, (e) negligent or willful damage to public property or vandalism of public supplies or equipment, (f) any willful violation of a safety rule or procedure, (g) any violation of District policy, and (h) actions dangerous to other employees and/or students. The District shall

inform the Association of any change in District policy after the date of this Agreement by notifying in writing the President of the Association or his or her designee.

3. **Dishonesty.** Any dishonesty may warrant consideration for discipline. Such dishonesty shall include, but not be limited to, (a) a material misrepresentation on an employment application or (b) provision of a false reason for obtaining an excuse for an absence.

4.2 **Disciplinary Action.** Disciplinary action or measures may include, subject to the policies of the District, any or all of the following:

- A. Oral reprimand (documented via email);
- B. Written reprimand;
- C. Suspension; or
- D. discharge.

While teachers and other supervisors shall have the right to issue corrective direction to employees, any such corrective direction shall not be considered a reprimand or disciplinary action under this Agreement.

4.3 **Delivery of Reprimands.** If an administrative employee has reason to reprimand an employee, the reprimand shall normally be done in a manner that will not embarrass the employee before other employees or the public. In turn, an employee will cooperate without escalating a situation when requested to move from a public to a more private area to discuss an issue that may require a reprimand or discipline.

4.4 **Discipline Hearing.** Upon request, an employee covered by this Agreement shall have the right to be represented by the Association during any meeting with the administration that may result in any disciplinary action. The employee may have up to 48 hours to arrange for representation when a formal hearing is requested by the administration. However, the administration reserves the right to meet with the employee at any time after being notified of a situation that may require immediate administrative action; at such a meeting, the employee will not be required to make any statements if representation is requested.

4.5 **Just Cause Requirement.** No non-probationary employee shall be dismissed, suspended, or reassigned for disciplinary reasons without just cause and unless there is served upon the employee a written notice of dismissal, suspension, or disciplinary reassignment stating the reasons for the action and the effective date thereof. A copy of said notice shall be given to the President of the Association.

## ARTICLE V

### NO-STRIKE CLAUSE

- 5.1 **No Strike Pledge.** During the term of this Agreement, neither the Association nor its agents nor any employee will for any reason authorize, institute, aid, condone, or engage in a slow-down, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the District.
- 5.2 **Discipline.** The District may discharge or discipline any employee who violates Section 5.1 or any employee who fails to carry out his or her responsibilities under Section 5.1.
- 5.3 **No Lock Out Pledge.** The District will not lock out any employee during the term of this Agreement as a result of a labor dispute with the Association unless there is a violation of this Article by the Association.

## ARTICLE VI

### ASSOCIATION RIGHTS & RESPONSIBILITIES

- 6.1 **Bulletin Board.** The District agrees to provide space on an existing designated bulletin board in each attendance center and district office. The Association bulletin board shall be used only for Association business matters; Notices shall not contain primarily political matters or materials containing criticism of or personal attacks upon the District or school personnel. All costs incident in preparing and posting of Association material will be borne by the Association. The Association is responsible for posting and removing material on its bulletin board and for maintaining same in an orderly fashion.
- 6.2 **Distribution of Notices.** The Association shall have the right to pass out individual notices and to use the regular courier mail facilities and the District e-mail system for necessary distribution of non-political announcements and similar material to the members of the Association regarding Association business.
- 6.3 **Officer and Other Lists.** The Association shall submit each year, on or before October 1', to the Superintendent or designee a current list of officers and executive board members, negotiating committee members, building representatives and PRC members. Any changes in this list shall be submitted to the Superintendent promptly upon such changes being made.
- 6.4 **Use of School Buildings and Equipment.** The Association shall have the right to use any school building for meetings outside of the employees' required work day upon twenty-four (24) hour prior request and approval of the building administrator or his/her designee, provided that such use does not interfere with any school or

community sponsored activities and provided a custodian is regularly scheduled to be on duty at the time of use. The Association will clean up any premises used to the satisfaction of the building principal or a charge for the direct cost to the District may be charged to the Association. The Association will be allowed to use District printers and copiers to generate non-political announcements and similar material. The Association will provide the paper for generating such materials.

- 6.5 Copies of Agreement.** The District agrees to email copies of this Agreement within ten (10) working days of its execution hereof for each classified employee. The District shall provide all newly hired classified employees a copy of the agreement in their orientation materials. The agreement will also be posted electronically on the District website.
- 6.6 Access to District Premises.** The District agrees that the Association staff representative or representatives shall have reasonable access to the premises of the District for legitimate Association business, upon notice to the building administrator by "signing in" at the office.
- 6.7 Board Agenda and Minutes.** Any regular or special meeting of the Board of Education, together with the agenda or statement of purpose of such meeting and the monthly treasurer's report are posted on the District Website at least forty-eight (48) hours prior to the scheduled time of such meeting. The approved Board of Education minutes shall be found on the District website as soon as they have been approved.
- 6.8 Newly Hired Employees.** Names, addresses, phone numbers, and an explanation of entry-level placement, credited experience, hours of credited education, and salary of newly hired employees shall be provided to the Association President within five (5) days of District hire.
- 6.9 Release Time.** The President of the Association and/or his or her designee shall be granted up to a total of sixty-seven and one half (67.5) hours of release time for the purpose of Association business and attending conferences related to Association business. If the Association deems it necessary to use an additional twenty-two and one half (22.5) hours, the Association will reimburse the District the cost of the substitute if one is required and hired. The Association shall only be required to reimburse the District for substitute costs once the District has paid for sixty-seven and one half (67.5) hours of substitute costs for the use of Association release time.
- 6.10 Professional Relations Committee.** The Board and the Association shall establish a Professional Relations Committee consisting of the Superintendent or designee, one rotating building administrator, one Board member, Association President or designee, and a DESPA member representing each building. The purpose of this committee is to discuss matters relating to school issues such as class size, school calendars, issues related to curriculum and instruction, classroom resources, student discipline, professional development, safety, and working conditions, etc. Meetings shall be held at least once per month during the school year. The number of committee members and the number and frequency of meetings may be changed with mutual agreement of

both parties. Discussions related to implementing and enforcing the collective bargaining agreement will be discussed by the administration and the Association outside of PRC meeting. Please refer to Appendix \_\_ for the Guiding Principles for District Committees.

- 6.11 Employee Safety.** Employees shall be provided with general policies and procedures for managing student behavior, in the Staff General Information Bulletin. These general policies shall cover topics relating to students who have challenging types of behaviors, including but not limited to those that may include physical aggression, running (e.g. elopers) and threatening behavior. Any such policies where possible, will give information as to the expectations for employees dealing with such behaviors. When an employee is injured at work as a result of direct contact with students, the employee shall refer to the Staff General Information Bulletin for protocols and steps to be followed.
- 6.12 Notice of Change in Board Policy.** Any proposed changes in Board Policy involving working conditions shall be given to the President/co-Presidents of the Association. The association shall have representation on the Board Policy Committee to review Board Policy additions and changes and make recommendations to the Superintendent prior to the first reading by the Board.

## ARTICLE VII

### FAIR REPRESENTATION

- 7.1 Fair Representation.** The Association recognizes its responsibility as the bargaining agent and agrees to represent fairly all employees in the bargaining unit.

## ARTICLE VIII

### PERSONNEL FILES

- 8.1 Keeping of Personnel Files.** The District shall keep a central personnel file for each classified employee at the District Office. Principals or other supervisors may keep working files, but material not maintained in the central personnel file may not provide the basis for discipline against an employee.
- 8.2 Inspection of Personnel Files.** Upon appropriate request, an employee may inspect his/her personnel file subject to the following:

- A. Inspection shall occur during non-working hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employee and the District. Upon request, an employee who has a written grievance on file who is inspecting his/her personnel file with respect to such grievance may have a representative present during such inspection. Such a review shall be conducted in the presence of a designated District employee.
  - B. Not more than twice in any school year, copies of materials in an employee's personnel file may be provided at no cost to the employee upon request.
  - C. Pre-employment information, *e.g.*, reference checks and responses, and information provided the District with specific request that it remain confidential shall not be subject to inspection or copying.
  - D. No part of such file may be removed or destroyed without permission of the Superintendent.
- 8.3 **Written Warnings.** Employees shall receive a copy of a written reprimand prior to it being placed in his/her personnel file. Employees will acknowledge receipt of such material by affixing their signature and date of review/receipt on the copy to be filed.
- 8.4 **Responses.** Employees shall have the right to file a written response to material in his or her personnel file.

## ARTICLE IX

### HIGHLY QUALIFIED EMPLOYEES

- 9.1 **Definition.** An employee shall be considered a "Highly Qualified Employee" for the purposes of this Agreement if the employee satisfies all of the requirements necessary to be considered "highly qualified" under any implementing federal or Illinois laws and/or regulations. The Regional Office of Education or its designee shall determine whether an employee is a Highly Qualified Employee.
- 9.2 **Short-Term Approval for Paraprofessional.** Employees who do not hold a paraprofessional license may be approved by the Regional Office of Education (ROE) to be hired on a short-term basis for a period of no longer than the length of time designated in the short-term approval requirements. Any employee hired with a short term approval shall be released from employment after the period of time designated in the short-term approval requirement has elapsed unless the employee has obtained a paraprofessional license that complies with the licensure requirement of the Illinois State Board of Education (ISBE).

## ARTICLE X

### SENIORITY

**10.1 Definition of Seniority.** Seniority shall, for the purpose of this Agreement, be defined as an employee's length of continuous service as a full-time or part-time employee for the District within the bargaining unit. For purposes of seniority, a full-time employee shall also include a full-time employee employed within the bargaining unit as of June 30, 2013, and whose hours are involuntarily reduced to below twenty (20) hours. In cases where ties in seniority exist, the following will be used to determine the order of layoff:

1. Hire date within the employee's bargaining unit job classification as a non-certified school employee in the District.
2. Start date within the employee's bargaining unit job classification as a non-certified school employee in the District.
3. Total years of continuous full-time service as a non-certified school employee in the District.
4. Draw lots.

**10.2 Application.** In all applications of seniority under this Agreement, the ability of the employee shall be defined as the skills, qualification, and ability skills of an employee to perform the required work. Where skills, ability, and qualifications to perform the required work are, among the employees concerned, equal, seniority as defined in Section 10.1 shall govern.

**10.3 Non-Application.** Seniority does not apply and shall not be used as a determining factor in assigning particular types of work to employees or in assigning employee machines, equipment, or places of work.

**10.4 Roster.** The District shall maintain and keep current a seniority roster noting name, building location, starting date of work, years of seniority, hours of credited education, and current position by classification. A copy of such roster shall be given to the Association President annually by February 1.

**10.5 Termination of Seniority.** Seniority and the employment relationship shall be terminated when an employee:

- A. quits;
- B. is discharged for cause;

- C. fails to report for work within three (3) working days after having been recalled from lay-off;
- D. does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence;
- E. no longer has any recall rights under Section 10.7.D. of this Agreement; or
- F. retires.

**10.6 Probation.** All newly hired employees shall be considered as probationary employees and must successfully complete a probationary period before attaining regular employee status. Any regular employee who is transferred in the best interest of the employee and District shall retain his or her seniority status.

Each newly hired employee becomes a probationary employee upon the date of his or her employment and remains so until he or she has successfully completed the required probationary period. The determination by the District that a probationary employee is not qualified to obtain regular employment status is not subject to the grievance or arbitration procedure of this Agreement. The required probationary period is one hundred (100) working days. Each probationary employee shall have an informal evaluation no later than the seventy-fifth (75<sup>th</sup>) day of the probationary period.

During the probationary period, the probationary employee may be disciplined, discharged, laid off, or otherwise dismissed at the sole discretion of the District, and neither the reason for nor the disciplinary action, discharge, layoff, or dismissal may be the subject of a grievance.

**10.7 Reduction-in-Force and Recall.**

**A. Reduction-in-Force.** Except as set forth in Section 10.7.B. of this Agreement, the District in its discretion shall determine whether reductions-in-force are necessary. Although not limited to such circumstances, reductions-in-force shall ordinarily be for lack of work and/or lack of funds. Except as set forth in Section 10.7.B. of this Agreement, if it is determined that reductions-in-force are necessary, employees will be laid off in accordance with their seniority provided that part-time employees are laid off before full-time employees. An employee to be laid off in one classification shall have the right to be transferred to a vacancy in order to avoid being laid off so long as the employee is qualified to perform the work.

**B. Reduction-in-Force of One-on-One Aides.** If the position of an employee assigned to a student as a one-on-one aide is reduced or eliminated during a school year because the student to whom the aide has been assigned leaves the school district or for any other reason no longer requires a one-on-one aide the District shall provide a thirty (30) day notice of the reduction in force. All one-on-one aides shall be subject to the seniority and reduction-in-force provisions of Section 10.7.A. of this Agreement; provided, however, that if an aide has

been identified during the student's Individualized Education Plan as important to the student's continued development and progress, the one-on-one aide may be retained by the District regardless of seniority. The District will notify the Association of all one-on-one aides who have been so identified through designation on the roster described in Section 10.4 of this Agreement. If any aide is so identified after February 1 of any year, the Superintendent shall communicate that identification to the President of the Association no later than April 28 of that year.

- C. **Notification of Reduction-in-Force.** Before the Superintendent recommends the reduction-in-force of any specific employee due to the elimination of a position or reduction in hours to the Board of Education, the Superintendent or his designee shall meet confidentially with the employee to inform each employee whose reduction-in-force is being recommended. Additionally, the Superintendent, or his designee shall advise the Association prior to any official action on the part of the Board, and prior to any public announcement. Formal notice of any layoff shall be in writing to the employee at least thirty (30) calendar days before the end of the work year. Such notice shall indicate honorable dismissal and shall be either personally delivered to the employee or mailed to the employee by certified mail.
- D. **Recalls.** Employees who have been reduced shall be recalled in order of their seniority, with the most senior being recalled first to a vacant position in their classification or vacant position in any classification for which they are qualified. Recall rights are for the two (2) full continuous semesters and up to the first student attendance day of the subsequent school year following the effective date of the layoff. No seniority shall accrue during the recall period. Notices of recall shall be sent by certified mail to the employee's last-known address. The recall notice shall state the time and date on which the employee is to report back to work.
- E. **Employee's Responsibility.** It shall be the employee's responsibility to keep the District notified of his or her current mailing address. A recalled employee shall be given fifteen (15) calendar days from the date of notice to accept the recall for the time and date of return to work. A recalled employee who declines the recall or who fails to respond within the fifteen (15) calendar days shall forfeit his or her seniority rights.

**10.8 Posting.** Notice of bargaining unit vacancies shall be sent electronically to the Association President when the position becomes available and shall be posted for ten (10) calendar days before such position is to be filled during the school year and five (5) calendar days before such position is to be filled during the summer school vacation period. Notices of vacancies shall be communicated by posting on the District's website and via "All Staff" e-mail. Summer vacancies shall be e-mailed to the Association President or his or her designee and also shall be posted on the District's web site. Employees who submit notification in writing of interest in posted positions will receive email confirmation of receipt from the District.

- 10.9 Vacancies.** A vacancy shall mean a permanent opening in any bargaining unit position, which exists either because a position has been newly created, or because the individual formerly holding the position has retired, resigned, been dismissed, or accepted a position outside the bargaining unit. A vacancy shall not include a mere redeployment of staff due to a reduction in force.
- 10.10 Eligibility.** An employee may apply for a vacancy. If a vacancy exists that would make an employee eligible for insurance, non-insurance eligible employees who apply for such vacancy shall be given first consideration. Employees who submit notification in writing of interest in posted positions will receive email confirmation of receipt from the District.
- 10.11 Short-Term Employees.** The Board shall not temporarily employ personnel in a vacant or newly created position in the bargaining unit for more than ninety (90) calendar days or until the end of the school year, whichever period is less. If a short term employee is approved by the Board of Education for hire, the number of work days spent as a short term employee shall count toward his or her one hundred (100) day probationary period. The Superintendent or his/her designee shall notify the Association President of a temporary position if such position will exist longer than ten (10) days, including the start date of the temporary position.

## ARTICLE XI

### PAYROLL DEDUCTIONS

- 11.1 Association Dues.** Upon receipt of a lawfully executed written authorization from an employee, the District agrees to deduct the regular monthly prorated amount of annual Association dues of such employee from his or her pay. The District will commence payroll deduction of dues on October 15 of each year. Dues deduction will be made over eighteen (18) pay periods for employees with annualized pay. The Association will notify the District in writing of the exact amount of such regular membership dues to be deducted. During the school year, any new hire and/or current employee may authorize dues deduction by signing a written authorization. Upon receipt of such authorization, the District shall commence payroll deduction within the current or next payroll period. All dues deducted by the District shall be remitted to the Treasurer of the Association no later than ten (10) days after such deductions are made.
- 11.2 Payroll Deductions.** Authorization for tax-sheltered annuities and IMRF life insurance may be placed on payroll deduction by lawfully executed written authorization. However, the companies participating in the program will be limited to the Select Employees Credit Union and those companies participating as vendors through the District's third-party administrator.
- 11.3 Wage Garnishments.** If the District receives a wage garnishment summons or wage deduction order on an employee, a charge of \$10.00 will be assessed to cover costs

related to implementation of such garnishment or wage deduction order. This fee will be deducted from each pay period affected by the garnishment or order.

- 11.4 Educational Employees Right to Organize.** In order to secure more favorable terms of employment, bargaining unit members may join together to create a union for the purpose of mutual aid and protection.

## ARTICLE XII

### INSURANCE

- 12.1 Provision of Insurance.** Subject to the terms of this Article, the District will provide eligible classified employees group medical and life insurance coverage. As used in this Agreement, an "eligible employee" for the purpose of the health and life insurance benefits provided in this Article, shall be defined as an employee who is scheduled to work at least thirty (30) hours or more per week during the school year. Additionally, an employee who was in the employment of the District on or before the ratification of this Agreement, and who was, at that time, eligible for these insurance benefits, shall continue for the remainder of his or her employment in the District, to be regarded as eligible for the purpose of qualifying for the Board-provided insurance benefits even if his or her scheduled work hours should decrease below thirty (30) hours per week due to involuntary reassignment, an involuntary reduction in hours, or a reduction in force and subsequent recall. However, if such an employee voluntarily requests to transfer to an assignment that is scheduled to work less than thirty (30) hours per week, or he or she resigns or retires and is subsequently rehired to a position that is scheduled to work less than thirty (30) hours per week, he or she shall no longer be eligible for these insurance benefits until such time as he or she holds a position that is scheduled to work at least thirty (30) hours per week.

Any thirty (30) hour per week employee hired after November 20, 2019, shall be eligible for the Tier 2 or Tier 3 health insurance coverage.

The school year is defined as being from the first institute day in the fall to the last institute day in the spring with the calculation of the hourly average for insurance eligibility to remain the same as it was calculated under the 2010-12 Collective Bargaining Agreement.

Employees hired after July 1, 2013, may elect family coverage for their spouse. A working spouse of an active employee covered by the Dixon Public School District Medical Benefit Plan is not eligible for primary coverage on the District's health insurance plan if the spouse is employed and is eligible for health insurance provided by his or her employer. Coverage by the Dixon Public School District plan on a secondary basis is available in such cases, provided the spouse has enrolled with his or her employer for primary coverage and the spouse is properly enrolled in the Dixon Public School District plan and all applicable premiums are paid as required.

If your spouse is employed and is not eligible for health insurance coverage with his/her employer, you must provide a letter of explanation from the employer. Should your spouse become employed and eligible for medical coverage at a future date or if there is a change in coverage status, contact the District Office.

**12.2 Features of Health Insurance Plan.** Tier II & Tier III participants should refer to their plan documents for plan specifics.

**12.3 Deductibles and Co-Payments.** Tier II & Tier III participants should refer to their plan documents for plan specifics.

**12.4 Health Insurance.** Employees shall pay for individual health insurance coverage and family health insurance coverage based on the premium schedule set forth below. Effective the first day of the school year, the Board shall offer a group health insurance plan. The employee will have the option to purchase health insurance coverage at the following monthly rates.

<b>2026-2027</b>	<b>Tier 2</b>	<b>Tier 3</b>
Single	6.5% of Cobra Rate/Premium Capped at \$65/month	6.5% of Cobra Rate/Premium Capped at \$65/month
Employee +1	6.5% of Cobra Rate/Premium Capped at \$300/month	6.5% of Cobra Rate/Premium Capped at \$125/month
Family	6.5% of Cobra Rate/Premium Capped at \$600/month	6.5% of Cobra Rate/Premium Capped at \$200/month

<b>2027-2028</b>	<b>Tier 2</b>	<b>Tier 3</b>
Single	8% of Cobra Rate/Premium Capped at \$82.50/month	8% of Cobra Rate/Premium Capped at \$82.50/month
Employee +1	8% of Cobra Rate/Premium Capped at \$350/month	8% of Cobra Rate/Premium Capped at \$175/month
Family	8% of Cobra Rate/Premium Capped at \$650/month	8% of Cobra Rate/Premium Capped at \$250/month

<b>2028-2029</b>	<b>Tier 2</b>	<b>Tier 3</b>
Single	10% of Cobra Rate/Premium Capped at \$100/month	10% of Cobra Rate/Premium Capped at \$100/month
Employee +1	10% of Cobra Rate/Premium Capped at \$400/month	10% of Cobra Rate/Premium Capped at \$225/month
Family	10% of Cobra Rate/Premium Capped at \$700/month	10% of Cobra Rate/Premium Capped at \$300/month

**Tier II & Tier III participants should refer to their plan documents for plan specifics.**

**12.5 Continuation of Coverage.** An employee who has worked the full contract year and is dismissed for reduction in force will have his/her health/life insurance coverage paid by the District through August 31 or the first day of the ensuing school year, whichever comes first, provided that the employee continues making any contribution required by Section 12.4. The "rified" employee may purchase at his/her own expense "converted policy" protection by applying to the District's self-insurance administrative agent within thirty-one (31) days of the effective date of termination of the District's group insurance coverage.

**12.6 Other Insurance.** The District shall also provide a life insurance and accidental death and dismemberment plan of \$20,000 for all employees who work twenty (20) hours or more per week on at least a nine (9) month or more schedule.

- 12.7 **Insurance Committee.** The parties shall participate in an insurance committee with one board member, one administrator, and at least two DEA members and representatives from DESPA and non-certified employees, the number of which shall be established by agreement of all the groups. The Committee will meet at least once every quarter with the purpose to: obtain and review documents necessary to monitor the health plan such as renewal rate projections; explore additional types of insurance coverage; and make recommendations to the Board regarding health insurance plans and coverage.
- 12.8 **Optical and Dental Insurance.** The Board will offer an optical and dental insurance program to the employees at the employees' expense.
- 12.9 **Flex 125 Plan.** The Flex 125 Plan implemented by the District shall continue and be available for all employees for the duration of this Agreement, with the participating employees and the District each paying 50% of the monthly administrative cost for the Plan.

## ARTICLE XIII

### HOURS OF WORK; COURSE REIMBURSEMENT

- 13.1 **Length of Workday.** A full-time employee is an employee who works thirty-seven and one half hours (37.5) or more per week on at least a nine (9) month or more scheduled basis. Employees who work three or more hours per day shall have the equivalent of a fifteen (15) minute break per workday to take care of personal matters. All employees working five (5) or more hours per day will be provided duty-free unpaid lunch of not less than thirty (30) minutes. The hours of employees will be scheduled consecutively. Any work requested of an employee beyond the normal workday must be pre-approved by an administrator, with such pre-approval being documented on the employee's timecard.
- 13.2 **Overtime Pay.** If entitled to overtime pay under federal and state law, full-time employees covered by this Agreement shall be paid one and one-half (1 1/2) times their regular straight time hourly rate of pay for all authorized hours in the same classification of work in excess of forty (40) worked hours in a workweek. It is specifically understood by the parties that this overtime pay provision shall not apply to any unauthorized hours of work or to work in another employee classification. Overtime must be authorized by the Superintendent or his or her designee in writing. Paid time off for sick leave or other paid leaves shall not be counted as time worked in computing the forty (40) hours per week requirement.
- 13.3 **Application.** Nothing in this Article shall be construed as preventing the District from restructuring the normal workday or workweek for the purpose of promoting the efficiency of the school system, from establishing the work schedules of employees, or from establishing part-time positions. In the event that the District deems it necessary to change an employee's hours of work and/or work schedule, reasonable effort shall

be made to provide employees with at least forty-eight (48) hour notice unless exigent circumstances exist. If the District is not able to accommodate any previously scheduled matters of the employee and less than forty-eight-hour notice is given to an employee, the employee may, if they have time available, use personal leave to be absent.

**13.4 Notice of Assignments.** Employees shall be notified by their current building administrator in writing or by phone call during business hours, by July 1 of their building and work assignment for the upcoming school year. If an assignment is changed after such date, written notice and a phone call by the administration to the employee shall be made as soon as possible.

**13.5 Course Reimbursement.** Employees may request workshop, training, and/or course tuition reimbursement. To be eligible for reimbursement, all requests must be submitted in advance on an agreed form to the building principal and approved by the Superintendent or his/her designee. Reimbursement for a pre-approved request will be made within thirty (30) days of the employee's submission of evidence demonstrating the successful completion of the workshop, training, and/or course. An employee shall not be paid while attending a workshop, training, and/or course outside the regular workday unless the Superintendent has directed the employee to attend such workshop, ~~or course~~ training, and/or course or has otherwise agreed to pay the employee for attending the workshop, training, and/or course. The form that shall be used for seeking such reimbursement is attached to this Agreement as Appendix 1. The form that shall be used for requesting an absence and/or reimbursement for travel and other expenses is attached to this Agreement as Appendix 2.

Any employee is eligible for reimbursement for approved college courses. Employees with less than a master's degree will be eligible for reimbursement at \$100 per credit hour up to \$1,500 per school year. Employees with a master's degree will be eligible for reimbursement at \$100 per credit hour up to \$1,000 per school year. The following criteria must be followed.

- A. All courses, graduate or undergraduate, must have prior written approval from the Superintendent or his/her designee. All employees who expect college reimbursement must submit a copy of the Request for Approval of College Courses form (see Appendix 1) to the Superintendent at least one (1) week before requesting for the course. A copy will be returned to the employee following action by the Superintendent who will retain the original request. This form should also be submitted for workshops for which college credit is granted.
- B. Employees with less than a master's degree: Courses must be part of Teacher Preparation Degree program or is relevant to the employee's teaching instructional area and must be taken from a college or university with an undergraduate or graduate teacher preparation program which leads to state teacher licensure upon graduation or from a community college whose courses are transferable to such a college or university.
- C. Courses must be completed and grade report submitted to Central Office prior to July 15 in order to be eligible for that fiscal year's reimbursement.

- D. No reimbursement will be provided when grade equals “C”, “D”, or “F”.
- E. An employee must be in active pay status, at least a half-time regularly employed employee, and not on any type of leave including temporary disability. Eligible part-time employees will be reimbursed proportionally to their percentage of full-time equivalency.
- F. No reimbursement shall be given for a course taken with the use of a tuition waiver.
- G. Credits earned after a bachelor’s degree or master’s degree, but prior to earning state teacher certification, do not count toward movement on the salary schedule.
- H. An unofficial grade card or an online grade confirmation (Official transcripts are required only when asking to be moved on the salary schedule) must accompany the “Instructional Expense-College Reimbursement” form.
- I. A receipt of payment (cancelled check, credit card statement, or a statement from the college/university showing charges and payments made) must accompany the “Instructional Expense-College Reimbursement” form.

**Grow Your Own Professional Growth Opportunity.**

The purpose of the Grow Your Own Professional Growth Opportunity is to identify current employees who would be willing to expand their teaching credentials in order to move into teaching positions that are difficult to fill within the district. The district has the option to identify positions that are difficult to fill and offer employees the opportunity to take courses and obtain needed certification/licensure at a reimbursement rate of \$200 per credit hour, not to exceed the cost of the class, up to \$2,000 per semester. With the exception of the tuition reimbursement rates, all other provisions of 13.5 shall apply.

A process for candidates to apply for the Grow Your Own opportunity shall be mutually agreed upon by the Association and the Board. Candidates accepted for the program will be based upon the Superintendent’s recommendation.

Employees electing this option must enter into a written agreement with the district which shall include the following provisions:

- 1. The employee must obtain the teaching license and required endorsement(s) upon completion of the program.
- 2. The employee must complete the program within six (6) years.
- 3. The employee shall fulfill the “Grow Your Own” position for five (5) years following completion of the program.
- 4. Failure to comply with these provisions shall result in the teacher reimbursing the district the the following percentage rates before or during: Year #1-100%, Year #2-100%, Year #3-80%, Year 4-50%, Year #5-25%.

**13.6 Emergency/Unplanned Early Release/Late Arrival/School Closings.** In the event the District authorizes an early dismissal or late arrival due to an emergency or unplanned event employees will suffer no loss of pay when the District suffers no loss of revenue. (examples including but not limited to: weather, power outages). In the event the District does suffer a loss of state revenue due to any of the aforementioned

closures an employee will make arrangements with their building principal or designee to utilize one of the four options below:

- 1) To work their full schedule (for full pay);
- 2) To arrive late or leave early and be paid only for time worked;
- 3) To arrive late or leave early and reschedule the time missed with the principal;
- 4) To use personal leave (in hourly increments).

In the event that the District authorizes an early dismissal due to an emergency or unplanned event, an employee may leave once the building has been cleared of students and the buses have departed. Anytime employees are directed by the Superintendent or designee to remain off the premises or clear the premises employees will be paid their regular wage and will not be required to make up the time missed.

- 13.7 Time Clocks.** Employees are required to document their time through the use of a time clock. The system shall provide for a five (5) minute grace period, for purposes of calculating hours worked. This grace period is not permission to be late for work. Employees who work beyond their contracted hours must have their extra time approved by an administrator who will make a notation on the electronic time sheet indicating the extra time worked. Any changes to an employee's electronic time sheet will be noted electronically on the time sheet.
- 13.8 Orientation.** Newly employed paraprofessionals, without prior experience, shall receive a minimum of one day of orientation and training in addition to the mandatory trainings required of all employees that shall include the shadowing of an experienced paraprofessional, chosen by the administrator, who is working with a student or students with similar needs. The sessions and other activities scheduled for the Building Orientation shall be chosen by the building administrator. In general terms the potential topics may include acclimation to the building, familiarization with district/building policies and handbooks, introduction to teachers the employee will be assigned to work with, including familiarization of the teachers' classroom expectations, introduction to the students the employee will be assigned to work with, including familiarization with the students' IEP's/health needs/behavior plans/accommodations.
- 13.9 Educator's License or Certificate.** If an employee is required to obtain or renew a license or certificate in order to maintain their employment with the District, the District shall reimburse the required license or certificate fee and/or test fee upon successful completion. The District shall not assume costs incurred for test preparation.
- 13.10 Mentor Program.** The building principal or immediate supervisor may assign a trained mentor paraprofessional to every probationary paraprofessional for one year after entrance of the probationary paraprofessional into the school system. Participation by mentors will be voluntary; assignment will be based on availability of mentors. The mentor paraprofessional, insofar as possible, shall be an experienced paraprofessional, engaged within the same grade, building or subject area as the probationary

paraprofessional. The mentor paraprofessional shall assist the probationary paraprofessional in becoming acquainted with the profession, requirements of the mentor program handbook, and the school system. The mentor paraprofessional shall not be involved in the evaluation of the probationary paraprofessional. The Assistant Superintendent will review the mentor program documentation at the end of each school year for successful completion and forward pay documentation to payroll.

Mentor paraprofessionals will be paid \$525 for their training and service for the mentoring year, and building committee membership will be optional for mentors during this year. The probationary paraprofessional will be paid \$250 for participating in the mentor program. If the mentee does not complete the year, they will not be paid for the work. If the mentee leaves prior to the end of the year, their mentor's pay will be prorated according to the length of time they worked with their mentee.

## ARTICLE XIV

### HOLIDAYS

Employees shall not be required to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day or on other school holidays designated by the District. During year one (1) of the current agreement, employees shall be paid for Labor Day, Thanksgiving Day, Christmas Day, ~~and~~ New Year's Day, Good Friday, President's Day, and Memorial Day for a total of seven (7) paid holidays. During the second year of the agreement, employees shall also be paid for Martin Luther King Day and the Friday after Thanksgiving for a total of nine (9) paid holidays. During the third year of the agreement employees shall be paid for Columbus Day for a total of ten (10) paid holidays. Thereafter, employees shall be paid of New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Columbus Day, Thanksgiving Day, Friday After Thanksgiving, and Christmas Day for a total of ten (10) paid holidays. Pay for holidays will be annualized along with the employees' regular pay.

## ARTICLE XV

### SALARY SCHEDULES

**15.1 Payment for Work.** All employees will be given annualized pay unless they elect on or before the first day of school or at the time of being hired to not be annualized. Once their choice in pay is chosen, the employee cannot change their designation until the next school year. Employees covered by this Agreement will be paid for only the hours and only the days they work. Employees classified as Paraprofessionals will work 176 days per year. If additional workdays are needed, Employees can submit a request for

additional days to their building principal for approval. Employees who receive annualized pay, who are scheduled to work 5.75 hours or more per day, will be paid in twenty-four (24) equal installments throughout the year. Employees who do not choose to have their pay annualized will be paid in eighteen (18) equal installments throughout the year. Employees electing non-annualized pay will have their insurance premiums divided between eighteen (18) pays versus twenty-four (24). Employees not employed on the first day of school will have any deductions spread out over their individual pay periods.

Each year Employees will work on the two (2) (non-student) teacher institute days at the beginning of the school year and will work a half day (1/2) on the morning of two (2) school improvement in-service days. Paraprofessionals will also work the entire scheduled workday on seven (7) school improvement in-service days but will not be required to work on the spring conference day. The District will inform the Employees what school improvement in-service days will be required workdays no later than the first institute day of each school year.

## 15.2 **Wage Schedules.**

- A. **Entry-Level Placement.** During this Agreement, entry-level placements shall be paid in accordance with the applicable wage schedules set forth in Appendices 3 and 4. Newly hired employees shall be placed at Step 0, unless he or she is granted additional years because of previous experience. A newly hired employee shall receive a year of experience credit (up to a maximum of eight (8) years or Step eight (8) of the salary schedule) for each year he or she worked in a credited position. For Paraprofessionals, a "credited position" is a position in which the newly hired employee was paid for instructing children in a school-type setting, or for working in a public, private, or school library or resource center.
- B. **Wage Schedules for Paraprofessionals.** Employees shall be paid in accordance with the wage schedule set forth in Appendix 3. Employees will advance one (1) step each year of the contract. As steps are added to the salary schedule or cells increase beyond the employee's current hourly wage the employee will be placed on the applicable step.

In each year of the contract Employees whose current step placement is the last Step of the prior year's salary schedule will remain on the last step of the salary schedule in subsequent years and be paid the hourly rate on the last step of the salary schedule plus an additional \$1000 longevity bonus.

The one thousand (\$1000) is based on a seven and one half hour (7.5) hour employee who works 1,320 hours per year. Employees working less than 1,320 hours per year will be paid a prorated hourly increase of .76 cents per hour.

When a Paraprofessional earns 75 or more hours of college coursework pre-approved by the Superintendent, he or she shall be responsible for timely reporting to the district any basis for movement into Lane +75 Hours. The form that shall be used for seeking such approval is attached to this Agreement as Appendix I. Hours of college coursework are timely reported if the Paraprofessional reports the hours to the District by the September 1 or February 1 of the year in which the hours are earned. A Paraprofessional who has accurately reported the 75 hours of approved college coursework by September 1 shall be moved to Lane +75 Hours and the increase in his or her hourly rate shall be reflected in the paycheck issued on the following September 30. A Paraprofessional who has accurately reported the 75 hours of approved college coursework by February 1 shall be moved to Lane +75 Hours and the increase in his or her hourly rate shall be reflected in the paycheck issued on the following February 28.

- C. **Rate Increases Following Entry Placement.** An employee who starts work at any time between the start of a school year and January 31 shall receive his or her first annual hourly rate increase at the start of the next school year. An employee who starts work after January 31 in any school year ~~will~~ shall receive his or her first annual hourly rate increase at the start of the second school year after his or her start date. Employees working in a temporary bargaining unit position prior to January 31, who are hired for a permanent bargaining unit position after January 31, shall receive credit on the salary schedule at the start of the next school year.

**15.3 Event-Related Duties.** Employees performing event-related duties shall be paid \$17.50 per hour for the duration of this contract. However, if an event-related duty causes the employee to work more than forty (40) hours, he or she shall be paid the event-related duty amount of time and one-half of his or her hourly rate, whichever is more. Any employee who is scheduled to work, shows up to work, and is told he or she is not needed for the duty, shall receive two hours of pay for showing up. All extra duty assignments by employees shall be voluntary. Employees shall be asked before non-DPS employees. Non-DPS employees currently performing event-related duties shall be allowed to continue to perform such duties in accordance with past practice. Any employee who submits a false time record in support of a request for payment for an extra duty assignment shall waive his or her right to payment for such assignment and shall be ineligible for future extra duty assignments.

**15.4 Substitute/Teaching Stipend:** An employee holding a substitute license who is asked to substitute for a licensed teacher shall be paid twenty dollars (\$20.00) per period over and above the employee's current hourly rate.

**15.5 Summer School.** Employees hired for summer school shall be paid their current hourly wage or the current hourly wage for summer school, whichever is greater. Notice of

summer school vacancies shall be sent electronically to the Association President/CO-Presidents and shall be posted internally for ten (10) calendar days before being posted externally. Employees shall be hired for summer school before non DPS employees. Hiring preference shall be given to employees able to commit to working the entire summer school session before employees requesting to work for a portion of the summer school session.

## ARTICLE XVI

### LEAVES

#### 16.1 Sick Leave.

- A. **Grant and Use of Sick Leave.** At the start of employment with the District, an employee will receive ten (10) sick leave days with full pay. Employees hired after the ratification of this agreement will receive the additional sick leave days each year. Following the employee's ninth (9<sup>th</sup>) pay period in each of an employee's first five (5) years of employment, employees will earn one (1) additional sick leave day per month to be added following the first (1<sup>st</sup>) day of each remaining month of the hiring year, for a maximum of fifteen (15) sick leave days with full pay during each of the first five (5) years of employment. Beginning with the start of the sixth school year in each subsequent year of employment with the District, each employee shall receive a total of fifteen (15) sick leave days with full pay per year. Unused sick leave shall accumulate to two hundred forty (240) days. An employee may use available or permitted sick leave for personal illness, quarantine at home, the serious illness or death of a member of the employee's immediate family or household, or birth, adoption or placement for adoption as set forth in Section 5/246 of the *School Code*, 105 ILCS 5/24-6. An employee's immediate family shall include parents, spouse, siblings, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians and, in cases of death, daughters-in-law, sons-in-law, uncles, aunts, nephews, nieces, and stepchildren. Sick leave may be used in hourly increments, where the period of time needed for absence begins at the start of a day, or where the time needed concludes at the end of a day. (E.g., One (1) hour after the designated start time/One (1) hour prior to the designated end time.) **If not at the beginning or end of a day,** the time must be used in half or full day increments. This provision is to expressly allow employees to have short periods of time at the beginning or end of day, where sick leave may be used. The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the employee, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, a licensed physician assistant, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness or 30 days for birth or as the school

board may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days for personal illness, the school board shall pay, from school funds, the expenses incurred by the employee in obtaining this certificate.

With Superintendent approval, up to two (2) sick days can be used as two (2) additional personal days within a given school year. Such personal leave days shall be used in accordance with 16.4 Personal Leave.

During any school year that an employee exhausts all of the employee's accumulated sick leave, the employee's building principal will meet with the employee to discuss the employee's use of sick leave. The employee shall be warned that any further absences that require the use of dock days may be subject to the disciplinary procedures provided in Article 4 of the collective bargaining agreement. The employee shall have the opportunity to share any extenuating circumstances that have required the use of all leave. The Superintendent shall have discretion over whether extenuating circumstances would exempt the employee from disciplinary action regarding the use of dock days.

**B. Duty-Connected Injuries.** Absence caused by a duty-connected injury shall not be deducted from the employee's sick leave for the first thirty (30) working days following such injury. Payment during said thirty (30) day period shall be based upon full salary, less a credit to the district for any payments received by the employee for income benefits under the Worker's Compensation Law of Illinois. If an employee is absent longer than said thirty (30) day period, the employee may use one-third (1/3) of a sick leave day for each day the employee is absent in order to obtain the employee's regular full salary.

**16.2 Attendance Incentive.** At the end of each school year, every employee who has used no more than two (2) sick leave days will have the choice of one (1) extra sick leave day added to the next year's sick leave allotment for a total of no more than sixteen (16) days, one (1) extra personal day to be added to the next year's personal leave allotment for a total of three (3) days, or one (1) additional day of pay based on the employee's current daily work hours and rate of pay for the current year.

**16.3 Sick Leave Bank.** The Board shall establish a Sick Leave Bank for the employees in the District to be used solely for a employee's own personal illness. The Board agrees to provide one thousand (1,000) days at the beginning of each school year. Unused days will not accumulate from year to year. If the number of days in the bank falls below two hundred (200) days at any time during the year the District will add two hundred (200) additional sick days.

Any employee in the District shall be entitled to draw sick leave days from the Bank for the employee's own personal illness, provided the employee has used all accumulated sick leave days and has been absent from school for at least thirty (30) school days for the same illness. If all sick days are exhausted, and the 30 days have not been met, then the remaining days

will be unpaid. The maximum number of any days that can be granted to an employee is one hundred (100) days per illness. In no case will the granting of leave from the Bank cause a employee to receive more than the employee's annual salary. Sick Leave may not be granted for the period of disability when monies are paid to the employee under the Worker's Compensation Law. Time spent on such sick leave days shall be considered as continuous service.

The Superintendent shall have the responsibility to maintain records of the status of the bank to verify information regarding the personal illness of the employee and to make the final decision on the application. The Superintendent shall report the status of the Sick Leave Bank and any decision to the Association President or Co-Presidents. The Superintendent shall provide a yearly report to the Association accounting for the number of approved days added to the sick leave bank and the total usage of sick leave bank days used during the previous fiscal year.

Application for use of the bank shall be submitted in writing to the Superintendent. The application must be accompanied by a licensed health provider's statement confirming the application. If an application is for other than consecutive days of illness, a separate application including a physician's statement should be submitted for each separate period of illness. If an employee does not use all of the days granted, the unused days will be returned to the bank.

All requests to draw upon the Sick Leave Bank must be made in writing and submitted to the Superintendent at least thirty (30) calendar days prior to the employee's anticipated use of the Bank. (Note: In extreme and unusual cases, exceptions may be approved.) Granting of leave shall be made in units of no more than thirty (30) consecutive days. After an employee has drawn and used thirty (30) consecutive sick days the employee may apply for more days and shall be required to have a licensed health provider's report.

An employee submitting an application may be required to undergo a medical review by a licensed health provider. The licensed health provider's report is to be sent directly to the Superintendent before he or she may approve or deny the employee's application for an additional grant from the Sick Leave Bank.

The existence of the Sick Leave Bank does not negate or eliminate any other sick leave policies of District #170 nor does it in any way negate a employee's right to other sick leave benefits included in this Agreement.

- 16.4 Personal Leave.** A full-time employee will receive two (2) days of personal leave per year. A half-time employee is eligible for one (1) day of personal leave per year and employees working less than half-time are eligible for a prorated portion of one (1) day of personal leave per year based on their hours of employment. Such personal leave days shall be used only for business or family matters that require the employee's presence during the school day and are of such nature that they cannot be transacted at another time, such as on the

weekend, after school hours, or during vacation periods. Notification of such leaves shall be submitted to the Superintendent at least two (2) calendar days in advance of the absence, except in cases of emergency when the explanation may be submitted after the absence. The day immediately preceding or immediately following a legal holiday and a school vacation period, or the first and last day of each semester, shall not be recognized as a personal leave day, except in cases of emergency or extenuating circumstances of a personal nature that the Superintendent determines to be legitimate and require such absence. Unused personal days shall accumulate as unused sick days at the end of each school year. Upon termination of employment, the employee will not be paid for any accumulated personal or sick leave. Personal leave may be used in hourly increments, where the period of time needed for Absence begins at the start of a day, or where the time needed concludes at the end of a day. (E.g., at the beginning or at the end.) If not at the beginning or end of a day, the time must be used in half or full day increments. This provision is to expressly allow employees to have short periods of time at the beginning or end of day, where personal leave may be used.

**16.5 Military Leave.** The District shall grant leaves of absence for military service in accordance with applicable state and federal law.

**16.6 Jury Duty.** When jury duty causes a loss of work time, the employee shall receive his/her regular salary and the employee shall transfer to the District all compensation received for jury duty, excluding any payments for travel or meals. When jury duty does not conflict with the regularly scheduled work hours of the employee, the employee shall retain any compensation received for jury duty.

**16.7 Family and Medical Leave.** Family and medical leave may be available as provided in the District's Family and Medical Leave Act policy.

**16.8 Unpaid Leave.**

**A. Requesting Unpaid Leave.** If an unpaid extended sick leave or an unpaid personal leave (an "Unpaid Leave") is desired, the employee shall arrange for a meeting with the building principal, the Superintendent or his designee, and a representative of the Association if the representative is requested by the employee. The purpose of the conference will be to determine a reasonable period of leave, and said leave request must then be submitted to the Board of Education for its approval. Any request for an Unpaid Leave based upon personal medical reasons shall be accompanied by a physician's statement indicating a medical disability.

**B. District Consideration of Unpaid Leave Request.** The District may in its sole discretion grant, deny, or extend any Unpaid Leave under any conditions deemed appropriate. The granting, denying, or extension of any Unpaid Leave shall not be precedential with respect to any other request for Unpaid Leave by an employee, and the District's decision shall not be subject to the grievance

process. The District will notify the Association President or designee of the Board's approval of an employee's unpaid leave of twenty (20) school days or more within ten (10) school days of such approval.

- C. **Plan for Unpaid Leave.** After consultation with the employee, the Superintendent or his designee shall prepare a plan for the commencement and termination of any Unpaid Leave recommended for approval, taking into consideration maintenance of continuity and quality of the related District programs or needs of the District as a primary criteria, duration of the leave requested, availability of qualified substitutes, and other pertinent factors related to the request. Such leaves shall commence upon 1) the date agreed upon by the Superintendent or designee and the employee, 2) in cases of anticipated disability, no later than 30 (thirty) calendar days prior to the anticipated date of disability, or 3) the actual date of disability, whichever shall occur first.

D. **Benefits During Unpaid Leave.**

1. **Sick Leave.** Sick leave shall not be earned during the period of any Unpaid Leave, and the employee shall not be required to use any available accumulated sick leave during an Unpaid Leave. Any accumulated sick leave available at the commencement of an Unpaid Leave shall be available to the employee upon return to District employment.
2. **Insurance.** With the consent of the insurance carrier, an employee on an Unpaid Leave may maintain insurance benefits by making timely payment to the District's business office of the full cost of all premiums that may be due, as calculated as though the employee were entitled to COBRA health insurance continuation benefits.
3. **Seniority.** Neither advancement on the salary schedule nor seniority shall accrue during an Unpaid Leave in excess of thirty (30) days. Upon timely return from an Unpaid Leave, the employee, unless otherwise agreed in the plan for Unpaid Leave required in Section 16.7.C. above and provided the District has not eliminated the position during the Unpaid Leave, will be assigned to the same position that was held at the time the employee commenced the Unpaid Leave.

E. **Return from Unpaid Leave.**

1. **Request for Early Return.** An employee on an Unpaid Leave may request in writing to return from the leave if the reasons for the leave no longer exist. Whether to allow an early return to work is within the sole discretion of the Superintendent.
2. **Ability to Return.** Evidence from a qualified physician indicating the employee's ability to perform all assigned duties shall be submitted at least thirty (30) calendar days before the return of any employee on an

Unpaid Leave for personal medical reasons. Upon receipt of such evidence, the District may require examination by a physician or other medical practitioner of its choosing, at District expense. If the District-selected expert believes the employee is not fit to perform all assigned duties, the employee's expert and the District's expert shall mutually agree on a third expert to examine the employee. The employee and the District shall equally share the cost of this third examination. The judgment of such third expert shall be determinative.

- F. **Eligibility for Further Unpaid Leave.** Notwithstanding anything in this Article to the contrary, an employee who has been granted an Unpaid Leave shall not become eligible for a subsequent Unpaid Leave unless and until such employee has returned to full-time service for at least one (1) complete year, provided that the District may grant such subsequent leave in its sole and absolute discretion only under exceptional circumstances. The granting or withholding of such leave shall be without precedential effect and shall not be subject to the grievance process.

## ARTICLE XVII

### EMPLOYEE EVALUATION

- 17.1 **Evaluation.** Each employee will be evaluated annually, in a process that will be explained by building administrators to employees by October 1 of the evaluation year and using forms that are consistent for individuals performing essentially the same job. Evaluations will be completed and discussed with employees by May 15<sup>th</sup> of the evaluation year. While the immediate supervisor will be the primary source for evaluative recommendations on the evaluation form, a building administrator will complete the final evaluation form after receiving input from the immediate supervisor, if applicable, and will hold an evaluative conference with the employee at the end of the year. The District agrees that reasonable steps should be undertaken to make sure that reasons for downgrading an employee's evaluation have been communicated to an employee prior to evaluation, to allow for the opportunity to correct or improve an employee's performance. The Association agrees that documentation of such steps or efforts, even if placed in an employees file, shall not be considered discipline. An employee who has worked for the District for four (4) years or more and whose most recent overall evaluation rating is "Exceeds District Standards" will be evaluated bi-annually unless circumstances have changed. (For example, a new job assignment or position, intervening discipline, etc.)
- 17.2 **Job Descriptions.** The Administration shall submit any proposed revisions to the Association for the Association's review. The Association shall submit its recommendations, if any, to the Superintendent sixty (60) days thereafter, and if the Association requests, to meet with the designated members of the Administration to discuss its recommendations. The Superintendent shall notify the Association of the

Board meeting when the job descriptions shall be submitted to the Board of Education. The Association may submit proposed changes to the job description at a Professional Relations Committee (PRC) meeting.

## ARTICLE XVIII

### NEGOTIATIONS PROCEDURES

- 18.1 Term of Agreement.** This Agreement shall be effective as of ratification by both parties and shall terminate on the day prior to the first day of the 2026-2027 school year. This Agreement shall be automatically renewed from year to year thereafter unless either party shall provide the other party with a written demand for negotiations for a new contract. The District and the Association shall commence bargaining within thirty (30) days from the demand to bargain; however, in no event shall negotiations commence earlier than April 1 (unless the parties otherwise mutually agree), providing demand is made as provided hereunder.
- 18.2 Application of Agreement During Negotiations.** During such negotiations after expiration of the contract, all Articles governing salary and fringe benefits for the previous year shall remain in effect until new terms are mutually agreed upon or until impasse has been declared by either side. It is understood, however, that there shall be no experience or other movement from each employee's ~~FY19~~ 2025-2026 salary schedule placement or increase in fringe benefits or fringe benefit costs until the new agreement is reached.

## ARTICLE XIX

### RETIREMENT

#### **Retirement Incentive:**

If an employee meets all the four (4) eligibility requirements contained in paragraph 1 of this Section, the employee shall be paid a retirement incentive benefit in accordance with paragraph 2 of this Section.

1. Requirements for Eligibility:
  - A. The employee must have at least twenty (20) years of full-time service as an employee in the School District. Service credit shall be based on the seniority list, rounded up accordingly. (i.e. .49 years or less = 0, .50 years or more round up to 1)

- B. The employee must submit an irrevocable letter of intent to retire no later than six (6) months prior to the employee's last day of employment.
- C. Employees must be fifty-five (55) years old if in Tier 1 of the IMRF Retirement System or sixty-two (62) if in Tier 2 of the IMRF Retirement System and be eligible to receive an IMRF retirement benefit at the time of the effective date listed in the irrevocable letter of retirement.
- D. The employee shall not have received a retirement benefit pursuant to a prior collective bargaining agreement.

2. Retirement Incentive Benefit:

An employee retiring under the provisions of this retirement incentive shall receive a post-retirement payment of four hundred dollars (\$400) for each year of employment with the district. Employees shall receive their post-retirement payment sixty (60) to ninety (90) days following their last date of employment with the district.

## ARTICLE XX

### ENTIRE AGREEMENT

- 20.1 Waiver of Additional Bargaining.** The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement unless required to do so by law during the term hereof. (E.g., impact bargaining.)
- 20.2 Amendment.** This Agreement may only be amended during its term by the mutual agreement of both parties in writing.
- 20.3 Effect of Agreement.** This Agreement contains the entire agreement between the parties hereto and neither party shall be bound by any statement, representation, agreement, stipulation, or provision made prior to the execution hereof and not set forth herein. This Agreement supersedes and cancels all prior practices and Agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire Agreement between the parties, and concludes collective bargaining for its term.

This Agreement is entered into and executed this 13<sup>th</sup> day of May, 2026

DIXON EDUCATIONAL SUPPORT  
PERSONNEL ASSOCIATION  
IEA-NEA

BOARD OF EDUCATION OF  
DIXON UNIT SCHOOL  
DISTRICT NO. 170

By: \_\_\_\_\_  
ASSOCIATION PRESIDENT(S)

By: \_\_\_\_\_  
BOARD PRESIDENT

Date:

Date:

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest:

\_\_\_\_\_

**APPENDIX 1**  
**DIXON PUBLIC SCHOOLS #170**

*"A Place to Grow"*

[www.dps170.org](http://www.dps170.org)

**1335 Franklin Grove Road  
Dixon, Illinois 61021**

**Phone: (815)284-7722**

**Fax: (815) 284-8576**

---

\_\_\_\_\_  
**(Date)**

**Request for Approval of College Courses**

Employee Name: \_\_\_\_\_ Building: \_\_\_\_\_  
(Complete and send to the Superintendent's Office two weeks prior to the start of the course.)

College or University: \_\_\_\_\_

Semester/Quarter/Trimester: \_\_\_\_\_  
(Class Start Date) (Class End Date)

Location of Class Meetings (City): \_\_\_\_\_

\* Please attach a copy of the degree program, if pursuing one, to the initial Request for Approval.

\* If not pursuing a degree, please attach a copy of the course description.

List Department, Course Number, Course Name, and Hours to be Earned

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Credit is for (Check Appropriate Spaces):

*Paraprofessionals:*  Highly Qualified  Advanced placement & salary

*Certified:*  Bachelors plus 15 hours  Masters Degree  
 Masters plus 15 hours  Masters plus 30 hours  
 For Certificate Endorsement  For Salary Schedule Movement  
but no tuition reimbursement

Credit will not be given for advancement on the salary schedule, nor will reimbursement be made, for any course which duplicates credit previously earned.

Administrative Office Use Only

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
(Superintendent's Signature & Date)

APPENDIX 2  
DPS #170 Request for Absence  
DESPA

Current Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Home School: \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Location or City: \_\_\_\_\_ Date or Dates: \_\_\_\_\_

Event Duration:  Whole Day  Half Day

Substitute Needed:  Yes  No Periods? (if different than event) \_\_\_\_\_

Association Leave:  Yes  No \_\_\_\_\_ (30 minute increments)

**ANTICIPATED COSTS:** (Attach a copy of workshop/conference brochure)

**Registration Fee:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_

**Estimation of Meals** \_\_\_\_\_

(The district allows \$10 for Breakfast, \$15 for Lunch, and \$20 for Dinner - this includes the 20% tip. If you go above this amount, you will be responsible for the difference. Detailed receipts must be submitted to be reimbursed.)

**Transportation/Mileage:** (to and from home school, please attach mileage map) Miles \_\_\_\_\_ x 0.725 \_\_\_\_\_

**Tolls:** (you will need to provide receipts or IPASS print out) \_\_\_\_\_

**Sub Total:** \_\_\_\_\_

**Substitute Cost:** \_\_\_\_\_

Please remember this is only a request. You may proceed with registration fees and/or hotel arrangements once you have received approval confirmation from your principal.

I will not claim any college course reimbursement or college credit for this activity. \_\_\_\_\_

Signature of individual requesting approval

To be completed by Principal:  Approved  Not Approved

**TOTAL ANTICIPATED EVENT REIMBURSEMENT:** \_\_\_\_\_

**Charge Reimbursement to:** \_\_\_\_\_ / \_\_\_\_\_  
(line item number) (line item title)

**TOTAL ANTICIPATED SUBSTITUTE COST:** \_\_\_\_\_

**Charge Reimbursement to:** \_\_\_\_\_ / \_\_\_\_\_  
(line item number) (line item title)

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

Central Office Approval:  Approved  Not Approved

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

CW  LC

APPENDIX 3  
Expense Reimbursement Claim Form  
Dixon Public Schools

\_\_\_\_\_  
Date

**To Be Completed By Participant: (Detailed receipts should accompany this form)**

Name	Position	Home School
Home Address: _____ (include city if other than Dixon)		

Name of Professional Activity	Location – Include City	Date (s) Attended
-------------------------------	-------------------------	-------------------

**COSTS** (please include ALL costs, even those paid for by P-Card but ONLY attach the detailed receipts for this reimbursement amount)

**Registration Fee** \$ 0.00

**Lodging**

	Name of Hotel/Motel	# of nights	
			\$ <u>0.00</u>

**Meal Allowance** (must attach receipts) \$ 0.00  
 The district allows \$10 Breakfast, \$15 Lunch, and \$20 Dinner includes 20% tip - if you go above this amount you will be responsible for the difference

**Transportation** \$ 0.00

\_\_\_\_\_ 0 \_\_\_\_\_ miles @ .725 /mile

(Attach a Google Map for verification) Mileage (to and from home school)

**Tolls** (attach receipts or IPASS print out) \$ 0.00

	TOTAL	\$ <u>0.00</u>
	Amount Paid with P-Card or Advanced funds	\$ <u>0.00</u>
	Amount to be Reimbursed	\$ <u>0.00</u>

I certify that this statement accurately describes the actual and necessary business expenses incurred by me while engaged in school district business.

(Signature of Employee)	(Date)
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TO BE COMPLETED BY PRINCIPAL:

Amount to be reimbursed \$ \_\_\_\_\_

Account to be charged \_\_\_\_\_ / \_\_\_\_\_  
(Line item number) (Line item name)

Principal's Approval \_\_\_\_\_  
(Signature) (Date)

**CENTRAL OFFICE APPROVAL:**

CW  LC

\_\_\_\_\_  
(Signature) (Date)

Revised 01/10/20

Pre-approval is required for  
Federal and State grants

**APPENDIX 4**  
**2026-2027**

**Dixon ESPA Salary Schedule**

<b>DESPA Staff Hourly Rate Schedule</b>			
<b>2026/2027 School Year</b>			
<b>Base Increase (%)</b>			<b>\$ 1.00</b>
<b>Lane</b>	<b>Lane 0</b>	<b>Lane #1</b>	<b>Lane #2</b>
<b>Step</b>			
0	\$ 15.00	\$ 16.00	\$ 16.25
1	\$ 15.25	\$ 16.07	\$ 16.32
2	\$ 15.50	\$ 16.16	\$ 16.41
3	X	\$ 16.23	\$ 16.50
4	X	\$ 16.32	\$ 16.58
5	X	\$ 16.38	\$ 16.73
6	X	\$ 16.76	\$ 17.09
7	X	\$ 17.12	\$ 17.48
8	X	\$ 17.50	\$ 17.86
9	X	\$ 17.88	\$ 18.25
10	X	\$ 18.27	\$ 18.66
11	X	\$ 18.68	\$ 19.06
12	X	\$ 19.09	\$ 19.47
13	X	\$ 19.51	\$ 19.86
14	X	\$ 19.94	\$ 20.28
15	X	\$ 20.37	\$ 20.71
16	X	\$ 20.82	\$ 21.15
17	X	\$ 21.28	\$ 21.59
18	X	\$ 21.75	\$ 22.05
19	X	\$ 22.23	\$ 22.50
20	X	\$ 22.72	\$ 22.98
21	X	\$ 23.22	\$ 23.46
22	X	\$ 23.73	\$ 23.96
23	X	\$ 24.25	\$ 24.47
24	X	\$ 24.78	\$ 25.05
25	X	\$ 25.39	\$ 25.65
26	X	\$ 25.89	\$ 26.16
27	X	\$ 26.41	\$ 26.68
28	X	\$ 26.93	\$ 27.23
29	X	\$ 27.48	\$ 27.77
30	X	\$ 28.02	\$ 28.32

**APPENDIX 5**  
**2027-2028**

**Dixon ESPA Salary Schedule**

<b>DESPA Staff Hourly Rate Schedule</b>			
<b>2027/2028 School Year</b>			
<b>Base Increase</b>			<b>\$ 0.50</b>
<b>Lane</b>	<b>Lane 0</b>	<b>Lane #1</b>	<b>Lane #2</b>
<b>Step</b>			
0	\$ 15.00	\$ 16.50	\$ 16.75
1	\$ 15.25	\$ 16.58	\$ 16.83
2	\$ 15.50	\$ 16.67	\$ 16.91
3	X	\$ 16.74	\$ 17.00
4	X	\$ 16.83	\$ 17.09
5	X	\$ 16.90	\$ 17.24
6	X	\$ 17.28	\$ 17.62
7	X	\$ 17.66	\$ 18.01
8	X	\$ 18.05	\$ 18.41
9	X	\$ 18.44	\$ 18.81
10	X	\$ 18.84	\$ 19.23
11	X	\$ 19.26	\$ 19.65
12	X	\$ 19.69	\$ 20.07
13	X	\$ 20.12	\$ 20.47
14	X	\$ 20.56	\$ 20.90
15	X	\$ 21.01	\$ 21.35
16	X	\$ 21.47	\$ 21.80
17	X	\$ 21.95	\$ 22.25
18	X	\$ 22.43	\$ 22.73
19	X	\$ 22.92	\$ 23.20
20	X	\$ 23.43	\$ 23.69
21	X	\$ 23.95	\$ 24.19
22	X	\$ 24.48	\$ 24.70
23	X	\$ 25.00	\$ 25.22
24	X	\$ 25.55	\$ 25.82
25	X	\$ 26.18	\$ 26.44
26	X	\$ 26.70	\$ 26.96
27	X	\$ 27.24	\$ 27.50
28	X	\$ 27.78	\$ 28.06
29	X	\$ 28.34	\$ 28.62
30	X	\$ 28.90	\$ 29.19

**APPENDIX 6**  
**2028-2029**

**Dixon ESPA Salary Schedule**

<b>DESPA Staff Hourly Rate Schedule</b>				
<b>2028/2029 School Year</b>				
<b>Base Increase</b>			<b>\$</b>	<b>0.50</b>
<b>Lane</b>	<b>Lane 0</b>	<b>Lane #1</b>	<b>Lane #2</b>	
<b>Step</b>				
0	\$ 15.00	\$ 17.00	\$	17.25
1	\$ 15.25	\$ 17.08	\$	17.33
2	\$ 15.50	\$ 17.17	\$	17.42
3	X	\$ 17.25	\$	17.51
4	X	\$ 17.34	\$	17.60
5	X	\$ 17.41	\$	17.76
6	X	\$ 17.80	\$	18.14
7	X	\$ 18.19	\$	18.55
8	X	\$ 18.60	\$	18.96
9	X	\$ 18.99	\$	19.38
10	X	\$ 19.41	\$	19.81
11	X	\$ 19.84	\$	20.24
12	X	\$ 20.29	\$	20.67
13	X	\$ 20.73	\$	21.08
14	X	\$ 21.18	\$	21.53
15	X	\$ 21.65	\$	21.99
16	X	\$ 22.12	\$	22.45
17	X	\$ 22.61	\$	22.92
18	X	\$ 23.11	\$	23.40
19	X	\$ 23.62	\$	23.89
20	X	\$ 24.14	\$	24.40
21	X	\$ 24.67	\$	24.91
22	X	\$ 25.22	\$	25.44
23	X	\$ 25.76	\$	25.97
24	X	\$ 26.33	\$	26.59
25	X	\$ 26.97	\$	27.23
26	X	\$ 27.51	\$	27.77
27	X	\$ 28.06	\$	28.32
28	X	\$ 28.62	\$	28.90
29	X	\$ 29.19	\$	29.48
30	X	\$ 29.77	\$	30.07

APPENDIX 7  
Dixon Public Schools  
Dixon, Illinois

**Establishment of Guiding Principles for District Committees**

Guiding principles are meant to make District Committee meetings run as efficiently and effectively as possible. They are meant to provide direct lines of communication to all stakeholders. Guiding principles are means to bring reliability, validity, and consistency to District Committees to enhance their effectiveness and transparency. Each District Committee will follow these guiding principles. The guiding principles will be established at the first meeting of the new school year.

- Establish committee members and their substitutes
- Establish roles of committee members (note taker, time keeper, agendas, etc.)
- Establish terms of service
- Create and review norms each year
- Create agendas and minutes in a usable format
- Create agendas and send out at an established time
- Create an action plan with timelines when possible at the end of each meeting
- Create an agenda for the next meeting at the end of each meeting
- Establish a plan of communication for all stakeholders
- Utilize Interest Based Problem Solving when appropriate
- Make decisions based on consensus