



Aurora Orozco &lt;aorozco@d56.org&gt;

## Fwd: FOIA Request- Full-Time Aide Contracts

4 messages

Luis Correa <lcorrea@d56.org>  
To: Aurora Orozco <aorozco@d56.org>

Fri, Jan 2, 2026 at 12:33 PM

----- Forwarded message -----

From: <foia@lakecountygazette.com>  
Date: Wed, Dec 31, 2025 at 9:34AM  
Subject: FOIA Request- Full-Time Aide Contracts  
To: <lcorrea@d56.org>

To whom it may concern,

I am a news reporter from Lake County Gazette, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format:

Copies of all active full-time aide contracts/collective bargaining agreements.

As a member of the media, I am involved in gathering and reporting news to the public. Access to public records is essential for me to fulfill my professional responsibilities, which include holding public institutions accountable and providing transparency to the public. Given my role in disseminating information, I believe I am eligible for a fee waiver as a media professional.

Please let me know if you have any questions,

Owen Wang,

Lake County Gazette

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Aurora Orozco <aorozco@d56.org>  
To: Luis Correa <lcorrea@d56.org>

Thu, Jan 8, 2026 at 9:01 AM

Hello Luis,

Since full-time aides do not have individual contracts, would it be acceptable to provide Mr. Wang with a copy of the Collective Bargaining Agreement for non-certified staff instead?

Are you ok with this?

Thank you,

Aurora

[Quoted text hidden]

**AURORA OROZCO**

Administrative Assistant to the Superintendent  
and Board of Education  
Gurnee School District 56  
Phone: 847-505-1600



@GurneeD56 @District56 @GurneeDistrict56 @D56StreamingVideo

*"We are not myths of the past, ruins in the jungle, or zoos. We are people and we want to be respected not to be victims of intolerance and racism." -Rigoberta Menchu*

*Menchu*

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**Luis Correa** <lcorrea@d56.org>  
To: Aurora Orozco <aorozco@d56.org>

Thu, Jan 8, 2026 at 9:01 AM

Yes, that would be fine.  
[Quoted text hidden]

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**Aurora Orozco** <aorozco@d56.org>  
To: foia@lakecountygazette.com  
Cc: Luis Correa <lcorrea@d56.org>

Thu, Jan 8, 2026 at 9:11 AM

Good morning,

In response to your FOIA request, full-time aides do not have individual employment contracts. Their terms and conditions of employment are governed by the applicable Collective Bargaining Agreements.

I have attached the relevant Collective Bargaining Agreements for your review.

If you have any additional questions or need further clarification, please let me know.

Thank you,  
Aurora Orozco

[Quoted text hidden]  
[Quoted text hidden]

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# **COLLECTIVE BARGAINING AGREEMENT**

BETWEEN THE

**BOARD OF EDUCATION OF  
GURNEE SCHOOL DISTRICT 56**

AND THE

**GURNEE 56 SUPPORT STAFF COUNCIL,  
LCFT, IFT LOCAL 504**

2025-2026  
2026-2027  
2027-2028  
2028-2029

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## **ARTICLE I** **RECOGNITION OF THE UNION**

### **1.1 RECOGNITION**

- A. The Board of Education of Gurnee School District 56, Lake County, Illinois, hereinafter referred to as the "Board," hereby recognizes the Gurnee Support Staff Union, a Council of the Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the "Union" as the sole and exclusive negotiating agent for all regularly employed full-time and part-time support staff at Gurnee School District 56, including various aides, clerical staff in the school and district office buildings, technology, custodial, maintenance, lunch supervisors and student supports (such as non-certified nurses and occupational therapist). Excluded from the unit are bus drivers, Superintendent/Board Secretary, and all other confidential employees, managerial employees and supervisors as defined by the Illinois Educational Labor Relations Act (IELRA).
- B. Support staff employees regularly employed on a part-time basis shall be recognized as members of the bargaining unit.
- C. The terms "support staff," "bargaining unit member," and "employee" when used hereinafter in this Agreement shall refer to members of the bargaining unit as defined above.
- D. With respect to the employees in the bargaining unit, the Board agrees not to negotiate with any support staff organization other than the Union during the life of this Agreement. The Board further agrees not to negotiate with any individual support staff employee on matters covered in the four corners of this Agreement during the life of this Agreement.
- E. Individual support staff contracts (if any) shall conform to the provisions of this Agreement.

### **1.2 FREEDOM TO JOIN THE UNION**

The Board shall not discriminate against any support staff employee by reason of his/her membership in the Union. Neither shall the Union discriminate against any support staff employee by reason of his/her non-membership in the Union.

1.3 **RESOLUTION OF QUESTIONS**

- A. The Superintendent or his/her designee shall meet at least once a month with the President of the Union or his/her designee, for the purpose of discussing questions. Such meetings shall be at a mutually agreeable time and place.
- B. The Union President or designee shall be given the opportunity during a regular Board meeting to address the Board briefly, provided such remarks shall exclude any references to grievances or negotiations then in process, and provided further that the Superintendent be advised in writing of the substance of such remarks at least four (4) calendar days in advance of the meeting.
- C. It is understood that where discussions covered under Paragraph A are forwarded to the Board by the Superintendent and Union, said discussions shall be excluded under Paragraph B of this Section.

1.4 **DEFINITION**

- A. When used in this Agreement, "full-time" means employees with a regular work schedule of at least seven (7) hours per day and five (5) days per week (subject to school holidays).

## **ARTICLE II**

### **PAYROLL DEDUCTIONS**

#### **2.1 DUES DEDUCTION**

A. The Board shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees.

Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions.

Dues revocations are processed by the Union. In the event that an employee revokes his/her dues in accordance with the terms under which he/she authorized the dues deduction, the Union will notify the employer.

Termination of employment for any reason shall constitute revocation of authorization for dues deduction.

B. The Board shall deduct monthly dues beginning in October and continuing through June when assignment cards have been received, providing that the Board has no responsibility for collecting past or overdue dues. It shall be the responsibility of the Union to collect directly from the support staff employee:

1. Dues owed after cancellation of a deduction authorization.
2. Dues owed before the time the deduction authorization became effective.
3. Dues missed because of insufficient earnings.

C. The Board shall remit monthly to the Local Treasurer of the Union the total amount of money deducted for that period. The first such payment shall be made by October 28 of any school year and by the 28th of each month thereafter.

Such remittance shall be accompanied by a listing of the names of support staff employees from whose salary the dues were deducted.

2.2 **COPE DEDUCTION**

The Board agrees to honor contribution deduction authorization from its support staff employees in the following form (or reasonable likeness):

'I hereby authorize the Board of Education to deduct from my salary, during the last pay period in October only, the sum of \$\_\_\_\_\_ and to forward that amount to the Lake County Federation of Teachers, Committee on Political Education (COPE). This authorization shall continue in effect from year to year unless revoked by me in writing prior to October 1 of any school year, or upon termination of my employment. This authorization is voluntarily made on the specific understanding that the signing of this authorization and the making of payment to the COPE are not conditions of membership in the Union or of employment with the District.'

2.3 **OTHER DEDUCTIONS**

The Board shall without charge, and upon written request, deduct from the respective employee salary such payments as directed for selected annuity programs, investment funds, and group insurance programs.

New support staff not covered by annuity programs, investment funds, or group insurance programs may participate either in existing programs or in new programs. New programs must comply with District 56 requirements for approved programs.

In the event the Union becomes liable for any claims, demands, suits, or other forms of action because of its compliance with this provision, the Board agrees to immediately increase the maximum number of programs and decrease the total number of support staff needed to start a new program in order to meet the substance of said action.

2.4 **HOLD HARMLESS**

The Union agrees to indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article or in reliance of any assignment furnished under the provisions of this Article.

## **ARTICLE III**

### **UNION MEMBER RIGHTS**

#### **3.1 UNION ANNOUNCEMENTS**

The Union shall be permitted to communicate through the District email system and an intra-District mail system, if such system exists. The Union also shall be permitted to communicate through use of support staff mailboxes for legal Union business. A bulletin board reserved for Legal Union Activity announcements shall be provided in each school.

#### **3.2 USE OF FACILITIES**

The Board and/or the Superintendent shall grant the Union use of school facilities for Union meetings, at reasonable times and providing no other scheduled events conflict, subject to the following conditions:

- A. Request for use of facilities shall be made to the Superintendent at least twenty-four (24) hours in advance of proposed use.
- B. Nothing herein shall prevent the Board from charging reasonable fees for use of school facilities where costs are incurred.
- C. It is understood by the parties that no more than one (1) meeting per month should be necessary.

#### **3.3 DISSEMINATION OF INFORMATION**

The Board shall furnish the Union President, in response to reasonable requests, readily available public information.

#### **3.4 COMPLAINTS AGAINST SUPPORT STAFF EMPLOYEES**

A complaint related to a specific support staff employee that might lead to disciplinary action shall be made known to the employee. The principal (if requested by either the support staff employee or the complainant) may offer to hold a meeting to informally resolve the complaint. Where appropriate, Administration may attempt to resolve any complaint informally.

If the complaint is to become a matter of record, said complaint must be reduced to writing and the support staff employee shall be provided with a copy and may attach a response to the official records at the time the complaint is reduced to writing.

When students are to be questioned about a complaint or incident, a reasonable effort shall be made to have another adult present at the time of the questioning. The support staff employee against whom a complaint is alleged may make a suggestion as to who the second adult could be. During questioning, the sole purpose of the presence of the second adult is to observe and listen to the questioning process. A reasonable attempt shall be made to keep students involved in an incident separated until each has been questioned.

### 3.5 **PERSONNEL FILE**

The Board shall maintain in the District a personnel file on each support staff employee. A support staff employee shall have the right to inspect this file during regular business hours provided such inspection shall not interfere with the employee's regularly assigned duties. Such personnel file inspection shall take place only in the presence of an administrator or administrative designee, who shall be notified in advance of the request to inspect. Individual copies of any non-confidential material from the employee's file shall be given to the employee upon request.

A support staff employee shall be notified in writing of any disciplinary or evaluative material placed in his/her personnel file. The employee shall have the right to attach a response to any material being placed in his/her personnel file within thirty (30) calendar days of such notice.

Without a support staff employee's permission, no portions of his/her file shall be disclosed to third parties except as authorized by law or as shall be appropriate in the performance of the Board's or Administration's responsibility.

For a period of six (6) months after the ratification of this initial Agreement, a support staff employee shall have the right to review his/her personnel file and submit to the Administration a response to be attached to any document or material placed in his/her file prior to this Agreement.

### 3.6 **UNION LEAVES**

The President of the Union (and/or designee) shall be released from duties for a cumulative of five (5) days over the course of the school term to address union business, as agreed upon by the Superintendent. This leave shall be no less than one-half day per month, providing 5-day notice to the Superintendent and the appropriate building administrator.

**3.7 NOTICE OF NEW EMPLOYEES**

A list and contact information of new employees covered by this Agreement for a school year shall be provided to the Union President at least ten (10) days prior to the staff in-service days held at the beginning of the school term.

Notice of the hiring of a new employee in a position covered under this Agreement, if done during any other time of the school year, shall be given to the Union President within ten (10) days of the new employee starting in his/her position. Such notice shall also include the school district contact information of such new employee.

**3.8 RIGHT TO MEET WITH NEW EMPLOYEES**

The Union shall have the right, during one of the staff in-service days held at the beginning of the school term, to meet with new employees during the workday for a period of time up to one (1) hour.

At any other time during the work year, the Union shall have the right to meet with a new employee during the workday for a period of time up to one (1) hour.

**3.9 DISCIPLINARY PROCEDURES FOR NON-PROSATIONARY EMPLOYEES – PROGRESSIVE DISCIPLINE AND JUST CAUSE**

Progressive discipline steps may include the following: oral reprimand, written reprimand, suspension, and discharge. The District agrees in principle to the tenets of progressive discipline to address issues regarding non-probationary support staff employees that are disciplinary (and not evaluative) in nature; provided, however, that more severe misconduct may justify more serious discipline (up to and including immediate discharge) without any prior progressive discipline. Discipline of a non-probationary employee beyond a verbal warning shall be for just cause.

**3.10 SENIORITY**

Seniority shall be based on the length of continuous service in Gurnee School District 56.

Seniority shall be determined by date of hire. If there is a tie based on date of hire, the date of application to District 56 shall be the tie-breaker.

For a non-bargaining-unit employee who moves into a bargaining unit position, seniority shall be based on the date of hire into the bargaining unit position.

For purposes of reductions in force, the categories of positions shall be as follows:

District Administrative Assistant  
Building Secretary  
Office Clerk  
Custodian  
Maintenance  
Teacher Assistant  
Library Clerk  
Technology Specialist  
Lunchroom/Recess Monitor  
Non-PEL Nurse  
Transportation Aide  
Non-PEL Occupational Therapist  
Mail Courier

### **3.11 HONORABLE DISMISSAL OF SUPPORT STAFF EMPLOYEES**

Honorable dismissals of support staff employees shall be conducted in accordance with Section 10-23.5 of the School Code. Within the position category at issue, part-time support staff employees shall be dismissed before full-time employees. Recall shall be in inverse order of reduction-in-force.

The support staff employee must notify the Board, in writing, within fourteen (14) calendar days of mailing or within seven (7) calendar days of receipt of the offer, whichever shall occur first, of the acceptance or rejection of any vacant position offered to the support staff employee during the recall period. Any support staff employee who rejects a tendered full-time position (or, in the case of an honorably dismissed part-time employee, who rejects a tendered part-time position) or any support staff employee who fails to notify the Board of his/her acceptance or rejection of a tendered position within the time lines set forth above shall be deemed to have waived his/her recall rights and shall no longer be eligible for any other vacant positions that become available within the recall time period. Any recalled support staff employee shall retain his/her accrued rights and all accumulated seniority; however, any period after the honorable dismissal during which the support staff employee did not work for the Board shall not be counted towards seniority.

## **ARTICLE IV**

### **EMPLOYEE EVALUATION**

Employee evaluations will be conducted by the employee's direct supervisor or by a designated administrator as determined appropriate by the District. Both the evaluator and the employee shall date and sign all copies of any written evaluation. The signature of the employee does not necessarily indicate agreement with the written evaluation, but rather indicates that the employee received the written evaluation. A copy of all written evaluations and any attached written objections shall be placed in the employee's official personnel file. As appropriate, supervisors should discuss job performance issues that require attention with employees.

When teacher assistants are evaluated, the supervisor may seek input from teacher(s) working with the teacher assistant.

The Union and Administration shall convene an evaluation council that meets at least once annually. The purpose of the council shall be to review and improve the current evaluation program which applies to support staff employees. The evaluation council shall be comprised of union members and administrators, and the union representatives shall be chosen by the Union. The council shall recommend revisions as needed.

## **ARTICLE V**

### **GRIEVANCE PROCEDURE**

#### **5.1 DEFINITIONS**

- A. Any claim by a support staff employee, or the Union if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall constitute a grievance.
- B. All time limits consist of days on which the District Office is open.

#### **5.2 STATEMENT OF BASIC PRINCIPLES**

- A. Every support staff employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual support staff employee from discussing a problem with the Administration and having it adjusted without intervention or representation by union representatives. However, no adjustments of any issue may be in conflict with or in violation of the terms of this Agreement.
- B. A support staff employee who participates in these grievance procedures shall not be discriminated against or be subjected to discipline or reprisal by administration and/or union representatives.
- C. The failure of a grievant or the Union to act on any grievance within the prescribed time limits shall act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- D. The Union shall be notified of the final disposition of the grievance within ten (10) days, and such disposition shall not conflict with any terms or conditions of this Agreement.
- E. Conferences under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and shall be held, insofar as possible, outside of regular work hours of personnel involved. When such hearings and conferences are held at the option of the Superintendent, during work hours, all employees whose presence is required shall be excused with pay for that purpose.

F. It is agreed that any investigation or other handling or processing of any grievance by the grieving support staff employee or Union representatives shall be conducted so as to result in no interference with or interruption whatsoever of the work activities of the support staff.

### 5.3 **PROCEDURES**

#### A. **First Step**

An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and his/her immediate superior. The support staff employee may bypass this First Step if he/she chooses.

#### B. **Second Step**

If the grievance cannot be resolved informally, the aggrieved support staff employee or the Union shall file the grievance in writing with the employee's direct supervisor.

The written grievance shall state the nature of the grievance, shall note the clause or clauses of the Agreement allegedly violated, and shall state the remedy requested.

The filing of the grievance at the Second Step must be within twenty (20) days from the date of the occurrence of the event giving rise to the grievance or when the support staff employee should reasonably have been aware of the occurrence.

Within ten (10) days after such written grievance is filed at the Second Step, the following individuals shall meet to discuss the grievance: the aggrieved employee, a Union representative (if requested by the employee), the aggrieved employee's direct supervisor, and another supervisor or administrator if determined appropriate by the employee's direct supervisor.

Within ten (10) days after the grievance meeting, the employee's direct supervisor shall make a decision on the grievance and communicate it in writing to the aggrieved employee and the Union representative (if applicable).

#### C. **Third Step**

In the event a grievance has not been satisfactorily resolved at the Second Step, the aggrieved support staff employee or the Union shall file, within five (5) days of the direct supervisor's written decision or answer at the Second

Step, a copy of the grievance with the Superintendent. The aggrieved support staff employee or the Union shall send a copy of such grievance to the Union President.

Within ten (10) days after such written grievance is filed at the Third Step, the following individuals shall meet to discuss the grievance: the aggrieved employee, a Union representative (if requested by the employee or elected by the Union), the employee's direct supervisor, and the Superintendent or his/her designee. Within ten (10) days after the Third Step grievance meeting, the Superintendent (or his/her designee) shall make a decision on the grievance and communicate it in writing to the aggrieved employee, the Union President, and the employee's direct supervisor.

D. **Fourth Step**

If the Union is not satisfied with the disposition of the grievance at Step Three or the time limits expire without the issuance of the Superintendent's (or designee's) written reply, the Union may submit the grievance to binding arbitration. The parties shall select a mutually acceptable arbitrator or, in the absence of agreement on the selection of an arbitrator, may submit the grievance under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as the administrator of the proceedings. If the demand for arbitration is not filed within thirty (30) days of the date for the Step Three answer, then the grievance shall be deemed withdrawn.

1. Neither the Board nor the Union shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.
2. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.
3. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the Board and the Union.
4. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the

cost of the two (2) transcripts shall be divided equally between the Board and the Union.

**E. BYPASS TO SUPERINTENDENT**

If the Union and the Superintendent agree, Step Two of the grievance procedure may be bypassed, and the grievance brought directly to Step Three.

**F. BYPASS TO BINDING ARBITRATION**

If the Superintendent and the Union agree, a grievance may be submitted directly to binding arbitration.

**G. CLASS GRIEVANCE**

Class grievances involving more than one support staff employee or more than one supervisor, and grievances involving an administrator above the building level may be initially filed by the Union at Step Three.

**H. UNION PARTICIPATION – SUPPORT STAFF EMPLOYEE NOT REPRESENTED**

When a support staff employee is not represented by the Union, the Union reserves the right to have a representative present at Step Three proceedings.

**I. GRIEVANCE WITHDRAWAL**

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

## **ARTICLE VI** **WORKING CONDITIONS**

### **6.1 WORK DAY AND WORK YEAR**

The work day as defined in the chart below does NOT include a 30 minute unpaid duty-free lunch.

POSITION	WORK DAY	WORK YEAR
District Administrative Assistant	8.0 hours	260 days
Building Secretary	8.0 hours	200 days
Office Clerk	7.0 hours	190 days
Custodian	8.0 hours	260 days
Maintenance	8.0 hours	260 days
Teacher Assistant	7.0 hours	178 days
Library Clerk	10.0 hours/week	178 days
Lunchroom/Recess Monitor	3.0 hours	174 days
Technology Specialist	8.0 hours	260 days
Non-PEL Nurse	7.0 hours	180 days
Transportation Aide	Hours Vary	174 days
Non-PEL Occupational Therapist	7.5 hours	180 days
Mail Courier	Hours Vary	260 days

### **6.2 BREAKS**

Any support staff employee working seven (7) hours a day shall receive one (1) fifteen (15) minute break. Any support staff employee working eight (8) hours a day shall receive two (2) fifteen (15) minute breaks. Breaks shall be scheduled with the support staff employee's immediate supervisor.

### **6.3 DUTY-FREE MEAL PERIOD**

All support staff employees who are scheduled to work for 7 hours or longer in a day shall be entitled to a thirty (30) minute duty-free unpaid meal break. Meal breaks shall be scheduled with the appropriate immediate supervisor, who shall have the final decision as to when the meal break occurs (considering the District's operational needs).

#### **6.4 E-LEARNING DAYS**

Procedures and responsibilities for E-Learning Days shall be determined by the Administration.

Support staff employees who are not otherwise required to work on E-Learning Days will be offered additional duties (for example, supervising bag lunch pick-up) and may accept said duties or decline said duties. If an employee declines said duties, the employee will not be paid for the E-Learning Day unless the employee chooses to use a personal day or vacation day (if available). If the employee accepts said duties, the employee will be paid for his/her typical work hours.

#### **6.5 POSTING OF VACANCIES**

Any support staff position vacancy shall be posted for five (5) calendar days with email notification to all support staff. Such openings may be posted externally concurrently with the internal posting.

Any internal candidate applying for another open support staff position, regardless of position or category of position, shall be guaranteed an interview for the open position.

#### **6.6 NOTICE OF ASSIGNMENTS**

Teacher Assistants will be notified of their building assignment in writing at least thirty (30) days prior to the start of the school term. However, the Administration reserves the right to alter the building assignment at any time before the start of the school term, if changes are warranted due to circumstances outside of the Administration's control.

#### **6.7 TRANSFERS**

If a support staff member voluntarily transfers to a position in the same job category, he/she will suffer no loss in pay rate.

If a support staff employee is voluntarily or involuntarily transferred to a higher-paid job category (as determined by reference to the starting hourly rates set forth in this Agreement), he/she shall receive the starting rate of the new position or a five percent (5%) increase, whichever is greater.

If a support staff employee voluntarily transfers to a lower-paid job category (as determined by reference to the starting hourly rates set forth in this Agreement), the employee will be paid a wage rate commensurate with other employees in the position with similar years of experience in the District.

If a support staff employee is involuntarily transferred to a lower-paid job category, he/she shall maintain the same rate of pay of transferring to a lower paid position.

**6.8 ASSAULT/BATTERY OF A SUPPORT STAFF EMPLOYEE**

In accordance with Board Policy 7:190 and Administrative Procedure 7:190, in the event that while at work a support staff employee is the victim of an assault or battery by a student, parent, staff member or community member, the first priority is the well-being of the support staff member. The Administration will assist the employee in securing needed medical attention.

The support staff employee will be expected to file a written incident report in a reasonable amount of time. Any witnesses to the event will be asked to report what they witnessed. The Administration will assist the support staff employee with reporting the incident to local law enforcement and other relevant authorities. A suitable period of time should be offered to the support staff employee to recover from a safety-related incident as needed. If a student is the perpetrator of the event, upon request from the support staff employee – and to the extent permitted by law – the Administration will provide information to the employee regarding the action taken by the Administration in response to the incident.

**6.9 HEALTH AND SAFETY**

The Board shall make reasonable efforts to maintain safe and healthy conditions in all rooms, work spaces, and buildings for staff and students.

**6.10 COMMITTEE PARTICIPATION**

Support staff employees may submit a written request to participate on a District or school committee. The administrator in charge of the committee will decide whether to grant the request, in his/her discretion, to include consideration as to whether participation would be appropriate in terms of the committee's content, scope, or charge. Any committee work done by a support staff employee outside of his/her regular work hours will not be paid unless the work of the entire committee is being compensated. In that event, the support staff employee's work outside of his/her regular work hours must be pre-approved in writing by the administrator in charge of the committee and will be paid at the employee's hourly rate or overtime rate if applicable.

**6.11 JOB DESCRIPTIONS**

Each support staff employee shall be furnished with an updated copy of his/her job description.

**6.12 PROBATIONARY EMPLOYMENT**

The probationary period for any support staff position shall be one hundred twenty (120) work days, except that the Administration shall have the ability to extend the probationary period for up to forty-five (45) additional work days when concerns are present.

**6.13 STATE-MANDATED TRAININGS**

The District shall ensure all support staff are provided adequate time during regular work hours to complete state-mandated training. Every attempt shall be made to schedule this time in a manner that does not unduly disrupt or interfere with the employee's regular duties and responsibilities.

If the District is unable to provide sufficient time during regular work hours for the completion of state-mandated training, the employee shall be compensated at his/her regular hourly rate for pre-approved time spent completing the training outside of work hours. The employee must document these hours in accordance with District timekeeping procedures.

## **ARTICLE VII**

### **LEAVES**

#### **7.1 SICK LEAVE**

Full-time employees shall be granted fourteen (14) sick leave days per school year.

Part-time employees who are entitled to sick leave pursuant to School Code Section 24-6 (105 ILCS 5/24-6) shall be granted ten (10) sick leave days per school year.

Any unused sick leave days shall accumulate without limit.

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness in the immediate family or household (immediate family shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians). Absence due to pregnancy-related disability shall qualify for sick leave. Absences lasting longer than three consecutive workdays shall require a letter from a health care professional.

Members shall not request unpaid time off. If an exception is to be considered, a meeting with the Superintendent will be required for possible approval.

#### **7.2 PERSONAL BUSINESS LEAVE**

Full-time 12-month employees shall be given three (3) days personal leave at full pay per school year to be used for personal business, which cannot be conducted except during regular school hours. All other full-time employees shall be given two (2) days personal leave at full pay per school year to be used for personal business, which cannot be conducted except during regular school hours. Except in cases of an emergency, written advance notice of the necessity for personal leave shall be submitted three (3) school days prior to date of leave to the Superintendent or his/her designee. In the case of an emergency, the employee must provide reason for the leave as soon as possible and in any event, no later than the day he/she returns to duty. Personal leave shall not be customarily honored immediately prior to or after school breaks or holidays except by specific approval of the Superintendent; personal leave shall customarily be approved on these days in the case of an emergency, or when the timing and need for the leave is beyond the control of the support staff employee. For a personal leave day immediately prior to or after school breaks or holidays, written documentation of the event must be provided at the time of the request. The Superintendent may grant, at his/her discretion and without precedential effect, the personal leave. General practice is no employee may use personal business leave on more than two consecutive workdays.

Any unused personal leave remaining at the end of a school year shall be added to the support staff employee's accumulated sick leave.

**7.3 PROFESSIONAL LEAVE**

Administration may grant leave to attend and/or prepare for a professional conference or presentation. A request for said leave must be in writing. Authority to grant or not to grant professional leave shall rest solely with the Administration. Such leave shall be at full pay and shall not be charged to annual sick or personal leave.

**7.4 JURY DUTY**

The Board shall pay the regular salary to support staff employees called for jury duty.

**7.5 MILITARY LEAVE**

The Board will comply with applicable laws relating to support staff employee absences for military leave.

**7.6 REPORT OF LEAVE**

At the beginning of each school year, each support staff employee shall receive through the employee portal his/her accumulated leave time.

**7.7 FRACTIONAL LEAVE**

Sick, personal, and/or vacation days may be taken in half-day or full-day increments.

**7.8 LEAVES OF ABSENCE WITHOUT PAY**

Leaves of absence, without pay and for not more than one (1) year, may be granted to support staff employees who have rendered satisfactory service to the District for at least three (3) years and who desire to return to employment in a similar capacity, consistent with the needs of the District. Any such request for leave may be granted or denied by the Board in its sole discretion and on a non-precedential basis.

The following procedures apply to such requests for leave:

1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is to begin, subject to approval by the Board. Where it is not possible for the employee to submit the request at least three (3) months before the leave is to begin, the employee shall submit the request as soon as possible.

2. Dates of departure, return, and notification of intent to return shall be discussed by the employee and the Superintendent prior to initiating the request to the Board, and the employee must identify said dates in the employee's request to the Board.
3. Leaves may, unless stipulated to the contrary in this Agreement, be granted for:
  - a. Advanced study leading to a degree in an approved university.
  - b. Military service.
  - c. Parental leave.
  - d. Other reasons acceptable to the Board, which shall improve the educational program in the District.

In the written request for leave, the employee must identify the reason for the leave.

4. During a Board-approved unpaid leave of absence, with the consent of the carrier, the support staff employee may maintain insurance benefits by making timely payments of all premiums, which may be due to the District's Business Office or elsewhere pursuant to its direction.
5. Any support staff employee who has been present for ninety (90) or more workdays of the school term(s) in which such leave occurs shall be entitled to such rate/salary increase as the support staff employee would have had if the leave had not been granted.
6. If a support staff employee is granted an unpaid leave of eight (8) calendar months or more, as a condition thereof, the employee shall advise the Superintendent or designee in writing no later than ninety (90) days prior to the termination of such leave that he/she intends to return. Failure to timely advise the Superintendent or designee of intent to return as required above shall be treated as a voluntary election not to return to employment and as a resignation from the District.
7. For any employee taking a leave of absence for maternity leave or paternity leave, or immediately after adopting a child or beginning to foster a child: The District will make available three (3) additional paid days to be added at the beginning of the leave, provided the employee plans to exhaust all accumulated sick leave, personal leave, and vacation days. These District-provided days are unavailable if the employee is only using a portion of their available sick leave, personal leave, and/or vacation days. A support staff

employee who, at the beginning of the leave, opts not to receive the District-provided paid days, may not opt later to participate.

**7.9 BEREAVEMENT LEAVE**

For full-time employees: Bereavement leave of a maximum of five (5) days shall be granted for each death in the immediate family (i.e., parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians). Bereavement leave of one (1) day shall be granted for each death of a niece, nephew, aunt, uncle, or grandparent of the spouse. The following may be granted by the Superintendent at his/her discretion and without precedential effect: (1) An additional day of bereavement leave for each death resulting in travel of over 250 miles; and/or (2) The use of sick days and personal days to extend bereavement leave.

**7.10 FAMILY MEDICAL LEAVE ACT**

The District shall abide by the terms of the Family Medical Leave Act.

**7.11 DISTRICT EMERGENCY SICK LEAVE BANK**

**A. Establishing the Sick Leave Bank**

Each eligible District 56 employee may voluntarily donate one (1) sick leave day to establish and become a member (hereinafter referred to as "Member Employee") of an Emergency Sick Leave Bank. Employee contributions to the Sick Leave Bank may accumulate up to a maximum of one hundred eighty (180) days. A new employee who wishes to become a member of the District Emergency Sick Leave Bank will be asked to volunteer one (1) sick day. To enroll, the Emergency Sick Leave Bank Enrollment Form must be submitted to the Business Office by 4:00 p.m., September 15 of any given year. Upon request of the Union President, the Superintendent shall provide to the Union President in writing an updated balance for the Sick Leave Bank inclusive of days donated by each member no later than June 30 each year.

The Superintendent or designee will implement procedures for this program. If a concern arises, the Superintendent will discuss the concern with the Union President. If no mutually agreeable resolution can be reached, the decision of the Superintendent is grievable according to the Grievance Procedure in the Collective Bargaining Agreement.

## **B. General Conditions**

If the Emergency Sick Leave Bank falls below twenty (20) days, each Member Employee will again volunteer at least one (1) day in order to maintain membership in the Emergency Sick Leave Bank. Any sick day donated will be non-refundable.

Upon depletion of his/her sick leave and personal leave days, a Member Employee may make application to use the Emergency Sick Leave Bank days. Emergency Sick Leave Bank days will only be approved for catastrophic illness, accident, prolonged illness, or other circumstances as determined by the Superintendent that may affect the employee or any member of his/her immediate family (as defined in the current Collective Bargaining Agreement).

The maximum number of days drawn by any participating Member Employee shall be twelve (12) days per incident in any one (1) school year.

## **C. Procedure for Use of Emergency Sick Leave Bank**

Any participating Member Employee will be entitled to draw from the Emergency Sick Leave Bank provided the following three (3) conditions are met:

1. The participating Member Employee has used all his/her personal accumulated sick days and personal days.
2. The participating Member Employee shall produce a Licensed Medical Doctor's certificate as proof of need.
3. The participating Member Employee has been absent more than five (5) consecutive work days in connection with the same illness and/or incident. Exceptions such as chemotherapy treatment, renal dialysis, etc., may be approved at the discretion of the Superintendent.

Any participating Member Employee who has used the maximum number of Emergency Sick Leave Bank days will again be eligible to use the Emergency Sick Leave Bank after conditions 1-3 above are met for a second illness in a later school year.

If an illness carries into the next school year, conditions 1-3 must be met again before the individual is eligible to use the Emergency Sick Leave Bank again.

## **ARTICLE VIII**

### **FRINGE BENEFITS/ADDITIONAL COMPENSATION**

#### **8.1 EXTRA-DUTY AND STIPEND POSITIONS**

Extra-duty and stipend positions are offered first to PEL-licensed employees. Thereafter, to the extent that any such positions remain unfilled, support staff employees shall have the right to apply for any extra-duty and/or stipend positions that do not interfere with the employee's work assignment. Selection for any such positions will be made by the applicable administrator in his/her discretion. Pay for any such extra-duty and/or stipend positions shall be in accordance with the support staff employee's regular hourly rate.

#### **8.2 INTERNAL SUBSTITUTION FOR LICENSED SUBS AND/OR TEACHERS**

Any support staff employee who works as a substitute teacher for more than one-half (1/2) of a day shall receive an additional twenty-five dollars (\$25.00) for that day in addition to his/her normal hourly rate. Any support staff employee who works as a substitute teacher for one-half (1/2) of the day or less shall receive an additional \$12.50 for the day in addition to his/her normal hourly rate.

#### **8.3 REIMBURSEMENT FOR SUBSTITUTE TEACHER LICENSURE**

The District shall reimburse any support staff employee for the fee (new or renewal) associated with a substitute teacher license.

#### **8.4 PROFESSIONAL DEVELOPMENT**

Two members of the Union appointed by the Union leadership and one or two administrators shall meet annually to discuss and plan professional development opportunities for educational support personnel.

#### **8.5 OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT**

Contingent upon prior written approval from the Administration, support staff employees may attend out-of-District workshops and other professional development activities. For such pre-approved activities:

- a. Tuition, registration fees, and other pre-approved expenses associated with the activity will be reimbursed.

- b. Reimbursement is contingent on submission to the Superintendent or designee of documented proof of expenses and verification of successful completion.
- c. If attendance is mandatory and/or with pre-approval and outside the employee's normal workday, the employee shall receive paid time for attendance at workshop/professional development sessions. The employee shall not be paid for other time such as social/networking events, overnight hours, etc.

#### **8.6 TWELVE (12) MONTH EMPLOYEE VACATION TIME**

Full-time District Administrative Assistants, Technology Specialists, Custodians, and Maintenance employees shall be entitled to earn vacation days as follows:

Years 0-3 of employment: Ten (10) days annually, earned at the rate of  $\frac{5}{6}$  day per month

Years 4-7 of employment: Fifteen (15) days annually, earned at the rate of 1.25 days per month

Years 8+ of employment: Twenty (20) days annually, earned at the rate of  $1\frac{1}{3}$  days per month

Vacation time is earned at the rates set forth above, but the full annual allotment will be available for use as of July 1 each year. If an employee's employment with the District terminates for any reason prior to June 30 and the employee has used more vacation time than the employee has earned, the employee will repay the District (at the employee's then-current pay rate) for the used but unearned vacation time. In that event, the employee will sign a written consent form authorizing the District to deduct the amount from the employee's final payroll payment(s).

Vacation days not used by June 30 of the year in which they are earned shall be forfeited. Vacation time may not be carried over from school year to school year.

#### **8.7 PAID HOLIDAYS**

Support staff employees may be required to work on holidays if necessary because of an emergency or for the continued operation and maintenance of the District.

If not otherwise required to work, full-time District Administrative Assistants, Technology Specialists, Custodians, and Maintenance employees will receive the following days off as paid holidays, if the day falls within the employee's regular work calendar:

- Independence Day, July 4
- Labor Day
- Columbus/Indigenous Peoples' Day
- Veteran's Day
- Thanksgiving Day
- The day following Thanksgiving Day
- Christmas Day
- New Year's Day, January 1
- Dr. Martin Luther King, Jr.'s Birthday
- President's Day
- Pulaski Day
- Spring Holiday (Good Friday)
- Memorial Day
- Juneteenth, June 19

If not otherwise required to work, full-time Building Secretaries will receive the following days off as paid holidays, if the day falls within the employee's regular work calendar:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day, January 1
- Dr. Martin Luther King, Jr.'s Birthday
- Spring Holiday (Good Friday)
- Memorial Day
- Juneteenth, June 19

If not otherwise required to work, full-time Office Clerks, Teacher Assistants, Non-PEL Nurses, and Non-PEL Occupational Therapists will receive the following days off as paid holidays, if the day falls within the employee's regular work calendar:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day, January 1
- Dr. Martin Luther King, Jr.'s Birthday
- Memorial Day

If the District receives a waiver for any of the holidays listed above in this Section, the employee shall receive a floating holiday for each waived holiday.

8.8 **SUMMER HOURS**

After consultation with Union leadership, the Administration may offer 12-month employees adjusted summer hours, within parameters to be established by the Administration.

8.9 **UNIFORMS**

Custodial/Maintenance employees shall receive an annual allowance of one hundred thirty dollars (\$130.00) for uniform shirts and/or sweatshirts. Such uniforms shall be selected from options provided by the District, and will be ordered by the District.

8.10 **BILINGUAL TRANSLATION STIPEND**

A bilingual support staff member shall be paid an additional fifty cents (\$0.50) per hour in addition to his/her normal hourly rate, contingent upon the following: (1) the employee provides the Administration with prior written notice that the employee is bilingual and is seeking the additional \$0.50 rate; and (2) upon request from the Administration, the employee provides the Administration with reasonable verification that the employee is proficient in at least two languages.

A support staff employee who performs translation services unrelated to the employee's regular duties and at the prior written request of an administrator shall receive an additional twenty-five dollars (\$25.00) per day for each day on which said services are performed.

8.11 **NON-PEL NURSING LICENSURE AND RENEWAL**

The District shall reimburse non-PEL nurses for the cost of their nursing license renewal fees upon submission of evidence of payment. The District shall bear the cost of any courses required by the District for additional certifications beyond the non-PEL nursing license, e.g., if the District were to require a nurse to become certified in hearing and vision.

8.12 **TUITION REIMBURSEMENT**

Full-time support staff employees who have completed two (2) years of full-time employment with the District will be eligible for tuition reimbursement in accordance with this section.

Such reimbursement is limited as follows:

- Reimbursement shall not exceed Two Hundred Twenty Five Dollars (\$225.00) per course credit hour; and

- Reimbursement shall not exceed \$1,350.00 per employee per school year (July 1 to June 30); and
- The District's total reimbursement for support staff employees shall not exceed \$10,000 per school year (July 1 to June 30), with reimbursement to be awarded on a first-come/first-served basis.

Any employee who voluntarily resigns from employment with the District (except for reasons of serious illness or disability), or any employee who is terminated for cause, shall repay any tuition reimbursement provided to the employee in the past two (2) school years.

Requirements for reimbursement:

1. Each course must be pre-approved by the Superintendent (or designee) and must be provided directly by an accredited institution of higher learning.
2. Each course must be – in the judgment and discretion of the Superintendent (or designee) – of professional benefit to both the employee and the District.
3. Written applications for approval must be received by the Superintendent (or designee) at least two (2) calendar weeks before the course is to begin.
4. To obtain reimbursement for the course, the employee must receive a grade of B or higher, or a grade of "Pass" if the course is offered on a pass-fail basis.
5. The employee must submit evidence of completion of the course to the Superintendent (or designee), in the form of an official transcript of credits or grade card, within sixty (60) days following completion of the course.
6. The employee must submit to the Superintendent (or designee) evidence of tuition payment in the form of a paid receipt or canceled check that identifies the amount of tuition paid.

Tuition reimbursement shall be paid within ten (10) calendar days following the first regularly scheduled Board of Education meeting held after the required evidence has been submitted, except that tuition reimbursement shall not be paid to any individual who is no longer employed by the District as of the date on which payment otherwise would be made.

The Superintendent's (or designee's) decision as to whether a course would be of professional benefit to both the employee and the District is not subject to the grievance and arbitration provisions of this Agreement.

## ARTICLE IX COMPENSATION

### 9.1 **PAY PERIODS**

Employees who have a 260-day work year shall be paid over twenty-six (26) pay periods. All other support staff employees shall be paid over twenty-one (21) pay periods.

### 9.2 **STARTING HOURLY RATES**

POSITION	STARTING RATE OR SALARY
District Administrative Assistant	\$21.50 per hour
Building Secretary	\$18.50 per hour
Office Clerk	\$17.00 per hour
Custodian	\$17.00 per hour
Maintenance	\$20.00 per hour
Teacher Assistant	\$17.00 per hour
Library Clerk	\$15.00 per hour
Technology Specialist	\$17.00 per hour
Lunchroom/Recess Monitor	\$15.00 per hour
Non-PEL Nurse	\$35.00 per hour
Transportation Aide	\$15.00 per hour
Non-PEL Occupational Therapist	\$52,266 per year
Mail Courier	\$16.00 per hour

For a new Maintenance employee, upon hire the starting hourly rate shall be increased for certification(s) held by the employee, as follows: \$1.00 for Grounds Certification, \$1.00 for Electrical Certification, \$1.00 for Plumbing Certification, and \$2.00 for HVAC Certification.

### 9.3 **OUTSIDE WORK EXPERIENCE AT HIRING**

As determined by the Administration in its discretion:

- For newly-hired Non-PEL Occupational Therapists, up to ten (10) years of experience can be granted, with the salary determined by reference to the

salary schedule for teachers as set forth in the collective bargaining agreement between the District and the Gurnee Federation of Teachers.

- Any other new support staff hire may receive, in addition to the starting rate in Section 9.2, ten cents (\$0.10) per hour for each year of relevant and appropriate experience, for up to ten (10) years.
- Notwithstanding the above, the Administration may award in excess of ten (10) years of experience credit for hard-to-fill positions.

#### **9.4 YEARLY PAY INCREASES**

Except as otherwise stated below, support staff employees shall receive the following increases to their hourly rates or salary each July 1<sup>st</sup>:

2025-2026: Four percent (4%), previously implemented (in July 2025); and

In addition to the 4% percent increase, the following hourly rate increases will be applied after the 4% increase, effective prospectively only (not retroactively), and implemented with the first full pay period after this Agreement is ratified/approved and signed by both parties:

- Custodians who have been employed by the District for at least 5 years but not more than 15 years will receive an hourly rate increase of \$1.50; and
- The following employees will receive an hourly rate increase of \$1.00: Building Secretaries, Office Clerks, Custodians who do not received the \$1.50 increase, Maintenance employees, Teacher Assistants, Library Clerks, Technology Specialists other than the Lead Technology Specialist, Lunchroom/Recess Monitors, and Transportation Aides.

2026-2027: Four percent (4%)

2027-2028: Three percent (3%)

2028-2029: Three percent (3%)

Notwithstanding the above:

- a. The returning Mail Courier shall continue to be paid a daily rate and shall receive a one percent (1%) annual increase to his daily rate; and
- b. Other employees who reach the rate/salary thresholds stated below will receive a one percent (1%) annual increase in lieu of the increases stated above:

Position	Rate/Salary Threshold
District Administrative Assistant	\$36.00 per hour
Building Secretary	\$33.00 per hour
Office Clerk	\$27.00 per hour
Custodian	\$31.00 per hour
Maintenance	\$35.00 per hour
Teacher Assistant	\$25.00 per hour
Library Clerk	\$22.50 per hour
Technology Specialist	\$29.00 per hour
Lunchroom/Recess Monitor	\$22.50 per hour
Non-PEL Nurse	\$50.00 per hour
Transportation Aide	\$25.00 per hour
Non-PEL Occupational Therapist	\$91,649

If this Agreement expires without an approved successor agreement in place, there will be no automatic wage/salary increases for the following school year.

#### 9.5 **OVERTIME PAY**

A support staff employee shall be paid overtime in accordance with applicable law. All overtime must have prior approval from a supervisor.

#### 9.6 **LONGEVITY PAY**

As recognition for continued service, a support staff employee who is paid on an hourly basis will receive a one-time, lump sum, non-compounding service award, paid at the beginning of the employee's fifteenth (15th), twentieth (20th), twenty-fifth (25th), and thirtieth (30th) year of employment with the District, as follows:

Payment Amount	At the Beginning of Year
\$750	15
\$1,000	20
\$1,500	25
\$2,000	30

The service award will not become part of the employee's base pay rate and will not otherwise be included in the employee's pay rate for purposes of future rate increases or any other purpose.

For the 2025-2026 school year only, for any employee who is at or beyond one of the threshold years listed above, the employee will receive payment (after ratification and approval of this Agreement) for the most recent threshold year amount.

9.7 **INCREASE TO STARTING RATE FOR BACHELOR'S DEGREE**

A Teaching Assistant or Technology Specialist who has a Bachelor's Degree or higher shall receive an additional one dollar (\$1.00) added to his/her starting hourly rate upon hire.

9.8 **MAINTENANCE CERTIFICATIONS – INCREASE FOR EXISTING EMPLOYEES**

For any Maintenance employee who obtains one or more of the following additional certification(s) during the Maintenance employee's employment with the District, the Maintenance employee's then-current hourly rate shall be increased as follows: \$1.00 for Grounds Certification, \$1.00 for Electrical Certification, \$1.00 for Plumbing Certification, and \$2.00 for HVAC Certification.

9.9 **INCLEMENT WEATHER/CALL IN PAY**

A support staff employee called in/back to work for hours before and/or after his/her normal shift shall be paid for at least two (2) hours of time.

9.10 **INSURANCE: GROUP MAJOR MEDICAL, DENTAL, AND TERM LIFE**

All full-time support staff employees shall be offered coverage under a comprehensive group medical plan (currently PPO 500, PPO 750, PPO 1000, High Deductible 2500, or HMO). The Board may offer additional insurance group plans as recommended by the insurance committee.

Board and employee premium contributions are as follows:

For Individual/Employee Only coverage:

- Employees shall contribute twenty dollars (\$20) per month.
- The Board is responsible for the remaining premium costs for Employee Only coverage.

For Employee + Child coverage:

- The Board shall contribute 40% of the total premium cost for the PPO 500 plan.
- For all other plans, the Board shall contribute 45% of the total premium cost.
- The Board shall annually contribute an amount not to exceed the previous year's contribution plus any increase in premiums up to the first three percent (3%) as well as any premium increase greater than six percent (6%).

For Employee + Spouse coverage and Employee + Family coverage:

- The Board shall contribute an amount equal to the Individual/Employee Only premium amount for the applicable plan.
- The employee is responsible for the remaining premium costs.

For an employee who elects the High Deductible 2500 plan (HDHP 2500), the Board shall contribute One Thousand Five Hundred Dollars (\$1,500.00) to a Health Savings Account (HSA) in the name of the employee. If an employee discontinues the High Deductible Plan prior to the anniversary day of the plan or enters the plan after the anniversary date as a result of a qualifying life event (e.g., birth of a child or loss of a spouse), the amount placed in the HSA will be adjusted on a prorated basis from the anniversary date until the date of the break in continuity with the High Deductible Plan.

All full-time support staff employees shall be offered life insurance coverage in the amount of fifty thousand dollars (\$50,000).

#### **9.11 MEDICAL REIMBURSEMENT**

Full-time support staff employees shall receive reimbursements for out-of-pocket medical/health expenses up to one hundred fifty dollars (\$150.00) per year after incurring expenses of two hundred dollars (\$200.00). In order to receive said reimbursement, the employee must submit documentation demonstrating that the employee has incurred \$200.00 worth of expenses, plus documentation of all amounts for which the employee seeks reimbursement. For an employee who elects the High Deductible 2500 plan (HDHP 2500), the expenses must be in excess of \$1,700.00 (i.e., the \$1,500.00 HSA amount plus \$200.00).

#### **9.12 INSURANCE COMMITTEE**

The Union shall have representation on and shall participate in the District Insurance Committee. Committee representatives will not receive compensation for committee participation.

#### **9.13 FLEXIBLE BENEFIT PLAN**

The Board shall establish a flexible benefit plan. Such plan shall provide an opportunity, pursuant to relevant Internal Revenue Service Guidelines and Regulations, for support staff employees to deduct:

- A. Dependent Health Insurance
- B. Dependent Dental Insurance

- C. Additional Term Life Insurance
- D. Disability Income Insurance
- E. Other Non-Reimbursed Medical/Dental Costs
- F. Child/Dependent Care Costs

and other items as may be hereafter agreed between the Board and the Union from their overall compensation.

Each employee shall declare, not later than September 1 of each school year, their anticipated annual deductions/contributions under the plan for the twelve (12) month period September through August, in a manner and amount in compliance with an Internal Revenue Service Section 125 Plan.

**9.14 MILEAGE REIMBURSEMENT**

With the exception of the mail courier, support staff employees required to use their own automobile to travel as part of their normal work day (other than their normal commute to and from work), or for pre-approved special circumstances or pre-approved training will be reimbursed for expenses at the current IRS rate.

**9.15 LEAD POSITIONS**

For any support staff employee who is promoted to a Lead Custodian or Lead Technology position, the District and the Union will negotiate a pay increase based on experience, skills, relevant certifications, and length of employment with the District.

## **ARTICLE X**

### **DURATION AND TECHNICAL CLAUSES**

#### **10.1 DURATION**

This Agreement shall become effective immediately upon ratification by the Union and the Board and shall continue in effect until 11:59 p.m. on June 30, 2029. When either party executes written notification to the other party prior to April 1 of the year this Agreement terminates that it wishes to renegotiate the Agreement, the parties shall meet no later than the first Monday of May to receive the Union proposal and negotiations shall within thirty (30) days continue in an effort to secure a Successor Agreement. This Agreement may be continued by mutual consent.

#### **10.2 MANAGEMENT RIGHTS**

It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action, which shall violate any of the specific provisions of this Agreement.

#### **10.3 SEPARABILITY**

Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections, and Clauses shall remain in effect. Should any additional modification or change be made in this Agreement, it shall be necessary that the parties mutually agree in writing.

#### **10.4 ZIPPER CLAUSE**

The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any matter (except as otherwise specifically provided herein) even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed the Agreement.

#### **10.5 NO-STRIKE CLAUSE**

As provided in law, the Union agrees that it shall not strike for the duration of this Agreement.

#### 10.6 **TYPING AND PRINTING OF THE AGREEMENT**

The Union shall assume all responsibility and cost related to the typing of this Agreement; the Union shall assume all responsibility for the printing of sufficient copies of this Agreement for the parties. The Board shall reimburse the Union for one-half the cost of such printing.

IN WITNESS WHEREOF, this Agreement is signed by the Board and the Union on the dates written below.

GURNEE 56 SUPPORT STAFF COUNCIL, LCFT, IFT LOCAL 504

By: Christy Dreyer \_\_\_\_\_ Date: 12/12/2025  
President

BOARD OF EDUCATION OF GURNEE SCHOOL DISTRICT 56

By: Mark D. Po \_\_\_\_\_ Date: 12/17/2025  
President