Special Meeting

Monday, August 11, 2025 5:30 PM
Unit #10 Administrative Annex, 123 W. Clay, Collinsville, IL 62234

1. **Call to Order - President Peccola**

2. **Roll Call**

3. **Public Forum**

3.1. Audience Input

4. **New Business**

4.1. Approval of Collective Bargaining Agreement Between the Collinsville Community Unit School District #10 and the Collinsville Educational Assistants Association

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS

AGREEMENT BETWEEN THE BOARD OF EDUCATION

and the

COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION (CEAA)

an affiliate of the
ILLINOIS EDUCATION ASSOCIATION-NEA
and the
NATIONAL EDUCATION ASSOCIATION

Fiscal Years

2022~~4~~5-2025~~6~~8

COLLINSVILLE COMMUNITY UNIT DISTRICT NO. 10

AGREEMENT BETWEEN THE BOARD OF EDUCATION
AND
COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION, IEA/NEA

July 1, 2022~~5~~
through
June 30, 2025~~8~~

INDEX **Page**

RECOGNITION 1

ARTICLE I SENIORITY 2
Section 1: Seniority date 2
Section 2: Probationary period.....2
Section 3: Seniority lists 2

ARTICLE II JOB VACANCIES.....3
Section 1: Vacancy notices 4
Section 2: Application for vacancies 4
Section 3: Notification of filing of vacancy.....4
Section 4: Right to appeal 4
Section 5: Examination and review of test results 4

ARTICLE III TERM OF EMPLOYMENT AND HOURS OF WORK.....5
Section 1: Work year 5
Section 2: Work day.....5
Section 3: Overtime 5
Section 4: Computing overtime re: paid leave.....5
Section 5: Prior approval of overtime.....5
Section 6: Minimum hours when report for work 5
Section 7: Lunch break re: overtime.....5
Section 8: Call back to work.....5
Section 9: Assistants Displaced for Reasons Other than Reduction in Force (RIF).....6
Section 10: Evaluations.....6
Section 11: Personnel Files.....7
Section 12: Dress and Appearance 8
Section 13: Notice of Tentative Assignment 8
Section 14: Evaluation Form 9

ARTICLE IV EMPLOYEE DISCIPLINE 10
Section 1: Discipline or discharge of employees.....10

INDEX **Page**

ARTICLE V GRIEVANCE PROCEDURE 11
Section 1: Definitions 11
Section 2: Procedures for filing a grievance 11
Section 3: Stipulations 13

ARTICLE VI HOLIDAYS 15

~~ARTICLE VII VACATIONS ..... 16~~

ARTICLE VIII SICK LEAVE 17
Section 1: Months worked and days granted 17
Section 2: Continual illness or serious injury 17
Section 3: Written notice of absence 17
Section 4: Interpretation of sick leave 17
Section 5: Funeral leave 18
Section 6: Absence due to duty connected injury 18
Section 7: Employee benefit upon accumulation of unused earned absence 18
Section 8: Sick Leave Bank 19
Section 9: Parental and Adoption Leave 20
Section 10: Deduct Days 21
Section 11: Annual Attendance Incentive 21

ARTICLE IX SUBSTITUTES 22
Section 1: Rate of pay 22
Section 2: No pay for fringe benefits 22
Section 3: Use of substitutes 23
Section 4: When substitutes will be provided 23
Section 5: When regular school is not in session 23

ARTICLE X GENERAL PROVISIONS 23
Section 1: Leave of absence 23
Section 2: Work by other classifications 23
Section 3: Insurance 23
Section 4: Pay for required attendance at meetings 24
Section 5: Personal leave 24
Section 6: Pay day 25
Section 7: Jury duty or subpoenaed witness 25
Section 8: Medical examinations 25
Section 9: Summer school employment 25
Section 10: Transportation 25
Section 11: Term of Agreement 26
Section 12: Interpretation of contract 26
Section 13: Strike provision 26
Section 14: Statement of Economic Interests 26
Section 15: Association Dues 26

ARTICLE X GENERAL PROVISIONS (Continued)
Section 16: Release Time for CEAA Business 26
Section 17: Safety 26
Section 18: Medication/Medical Procedure 26
Section 19: Involuntary Transfers 26
Section 20: Board Meeting and Minutes 27
Section 21: Meeting with Superintendent 27
Section 22: Clerical Educational Assistants Visitor Management System .....

ARTICLE XI ASSISTANTS LAYOFF 27

ARTICLE XII SALARY RATES 28

ARTICLE XIII ASSOCIATION AND EMPLOYEES RIGHTS 29

ARTICLE XIV EFFECT OF AGREEMENT 29

APPENDICES:

APPENDIX A GRIEVANCE FORM 30
APPENDIX B LETTER OF UNDERSTANDING (RELIEF AIDES JOB DESCRIPTION) 33
APPENDIX D MEMORANDUM OF AGREEMENT - BENEFITS 403 (B) 34
~~APPENDIX E MEMORANDUM OF AGREEMENT – ADDITION OF LIBRARY ASSISTANT POSITION FOR CMS AND DIS ..... 35~~
~~APPENDIX F MEMORANDUM OF UNDERSTANDING – CLERICAL EDUCATIONAL ASSISTANTS AT CHS ..... 36~~

AGREEMENT FOR EDUCATIONAL ASSISTANTS

RECOGNITION

The Board of Education of Collinsville Community Unit School District No. 10, Collinsville, Illinois, hereinafter referred to as the "Employer," hereby recognizes the Collinsville Educational Assistants Association, an affiliate of the Illinois Education Association-NEA and the National Education Association, hereinafter referred to as the "Association," as the bargaining representative for wages, hours, and terms and conditions of employment, as set forth in the Illinois Educational Labor Relations Act for all Clerical Assistants, Library Assistants, and Assistants working with special education classes, Health Clerks, and ~~Chapter I~~ Title I, and Pre-K Assistants. The Board of Education is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, age, sex, handicap, impairment, veteran or marital status.

ARTICLE I: SENIORITY

Section 1. Seniority shall date from the first day of continuous employment within the bargaining unit. As used in this Agreement, the term "continuous employment" shall be applied so as to begin on the actual date hired by the Board, and shall be so construed that absences from employment due to illness, accident or family death shall not cause a break in such continuous employment. Seniority right shall cease upon voluntary termination of employment, even though re-employed by the District at a later time.

Section 2. All new employees shall serve a probationary period of ninety (90) working days while school is in session.

Section 3. Seniority lists will be provided by the Board of Education at the beginning of the school year. Revised seniority lists will be provided on request but not to exceed two (2) such lists per year.

ARTICLE II: JOB VACANCIES

Section 1.

A. A vacancy shall be defined as a permanent position, within the bargaining unit, which has been newly created or which has previously existed and the Board intends to continue, but which is vacated due to transfer, promotion, reassignment, resignation, retirement, death, or termination. The term "vacancy" shall not apply to any position from which an employee is absent due to leave. Notices of all job vacancies will be posted on the online job posting platform and email a written notice to all district employees. ~~in all schools and the administration building. During the summer months, vacancy notices will be posted in the schools where summer school is in session, in the administrative building, and a notice mailed to the Association officers~~. Such notices shall state the date of posting, nature of the job, the qualifications needed, possible salary classifications, length of the employment day and length of the employment year, if other than a full day and a full year job, the deadline for applying, and to whom the application is to be sent. Applications must be received on or before the deadline in order to be considered for the posted position. The Board will take no action to fill a vacancy on a permanent basis prior to the deadline. A vacancy will be posted for a minimum of **five (5)** working days before it is filled on a permanent basis.

A vacancy will be posted within five (5) working days after a Board meeting approving a newly created position or a vacancy in a permanent position. The Board of Education shall not employ a substitute in a vacancy for more than 20 working days, unless a qualified applicant has not been identified and in such cases the position will remain posted until filled.

If an employee is absent due to illness or a Board approved leave of absence, the Board shall have the right to employ a substitute for the duration of that employee's absence.

B. Annually, during the summer months, those working less than twelve (12) months shall be notified by email to their home email address, if requested in writing.

C. Employees covered under this Agreement shall have the opportunity to apply for any posted vacancy in the District that is outside the CEAA bargaining unit, but the terms of this contract shall not apply. Any bargaining unit employee may apply for a bargaining unit position for which they qualify and shall not be discriminated against in any vacancy inside of this bargaining unit.

D. Any reduction in the employee's pay, i.e., in the rate paid, the number of days, weeks, or months worked shall be considered "disturbing" and shall permit that employee the right to "bump" any employee covered by this Agreement with lesser seniority.

Article II: **Job Vacancies (cont'd.)**

Section 2. Applications for positions posted must be received in the office specified in the posting on or before the deadline specified on the posting of the notice.

It is agreed by both parties that vacancies shall be filled by the most qualified applicant. When determining the qualifications of internal and external applicants, management shall take into consideration the following: strength of the applicant's interview, level of education, experience, ability, work performance and references. Current employees shall be fully considered for all vacancies for which they apply. When two (2) or more internal employees are the final applicants and have equal qualifications, the most senior employee will be selected for the position.

Section 3. Any Unit District employee who applies for a position within the bargaining unit shall be notified, in writing, as to the outcome the day following the filling of the position.

Section 4. If an outside applicant(s) and an inside applicant(s) are being considered for a vacant position and are both equally qualified in the judgment of the administration, the inside applicant will be given the position. In the event that an outside candidate is selected over an inside candidate on a posted position, the internal denied candidate shall have the right to appeal to the Board/Administration. This appeal shall be made within one (1) week of the notification of the job assignment denial to the Superintendent. The review committee to consider this appeal shall be appointed by the President of the Board of Education. The employee may bring to this meeting an accompanying person or persons representing their interest.

Section 5. Employees covered under this Agreement will be privileged to examine and review their own test results and evaluations in connection with their application for a higher ranking position under this Agreement.

ARTICLE III: TERM OF EMPLOYMENT AND HOURS OF WORK

Section 1. The work year of an Educational Assistant will be 180 days, corresponding to the 180 days teachers are on duty, including teacher workshops and institutes. Educational Assistants are required to work the same duty hours as the teachers on Parent/Teacher conference days.

(a) The high school Library Assistant will work five (5) days before the opening of the school and five (5) days afterwards.

(b) The other district library assistant will work the same 180 days as the educational assistants and teachers.

~~except for the Library Assistant who will work five (5) days before the opening of school and five (5) days afterward~~.

Section 2. Each day shall consist of 7 work hours, and an additional 30 minute duty free lunch. Each work week shall consist of five (5) consecutive days, Monday through Friday, and shall conform to the duty days of teachers, including institutes and workshops.

Section 3. Employees shall be paid overtime pay for each hour worked in excess of 40 hours in a work week. Overtime shall be calculated and paid in accordance with federal and state laws and regulations.

Section 4. Time charged to any paid absence shall count as time worked for the purpose of computing overtime.

Section 5. All overtime worked must have the prior approval of the Supervisor.

Section 6. When employees report to work as scheduled, they shall be allowed a minimum of fifty percent (50%) of their regularly scheduled hours of work or equivalent pay, unless otherwise notified no less than one (1) hour prior to the beginning of their shift. School closing emergency plans shall be posted in each building.

Section 7. Any employee who works for three (3) or more hours past their regularly scheduled shift shall be allowed a thirty (30) minute paid lunch break and an additional thirty (30) minute paid lunch break for each ensuing three (3) hour period.

Section 8. When an employee is called back to work, such work not being a continuation of their shift, they shall be paid a minimum of three (3) hours of work at one and one-half (1-1/2) times their regular rate of pay.

Article III: Term of Employment and Hours of Work (cont'd.)

Section 9. Assistants Displaced for Reasons Other than Reduction in Force (RIF)

In the event a CEAA member is displaced for a reason other than a RIF, the CEAA member shall be able to bump into any open position or bump any person with lower seniority within the Collinsville Educational Assistants bargaining unit.

The displaced CEAA member, who is highest in seniority, shall begin the bumping process, followed by the next highest in seniority. This process shall be followed until all displaced members have obtained a new position within the CEAA bargaining unit.

If two (2) or more employees are in the same position and are equal in seniority at the time of that position's displacement, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be displaced will be made by the casting of lots, in the presence of all parties in interest.

Section 10. The following procedures shall govern the evaluation of non-probationary employees:

10.1 Purpose. The purpose of employee evaluation is to assess the employee's overall job performance as related to the employee's job description and the Educational Support Personnel (ESP) Evaluation Form. All evaluations shall be conducted in good faith toward this end and in accordance with the provisions of this Agreement.

10.2 Observation. Employee observation is ongoing. The administrator doing the evaluation will obtain information for the evaluation from the classroom teacher to which the Assistant is assigned (if applicable), first hand observation and first hand investigation.

10.3 Notification. Within twenty (20) work days following the beginning of the employee's work year, the administrator responsible for the employee's evaluation shall notify the employee as to the evaluation procedures, standards, instruments, and job description by which the employee is to be evaluated. No formal evaluations shall take place until this notification has been done.

10.4 Evaluation Process.

a) Non-probationary employees shall be evaluated in writing at least once every other year. New employees that complete their probationary period before or at the end of the first semester shall be evaluated in writing before the end of the second semester and shall be evaluated in writing at least once every other year thereafter. New employees that complete their probationary period during or at the end of the second semester shall be evaluated in writing the following school year and shall be evaluated in writing at least once every other year thereafter.

b) ~~Within the first twenty (20) work days~~ By October 1st of each school year, the administrator will conference with each Assistant under his/her supervision to discuss job performance expectations.

c) Prior to the written evaluation being prepared, the administrator will conference with the Assistant at least one time to review the Assistant's job performance to date if there are identified concerns. The Assistant will be given a written summary of any conference within five (5) working days following the conference.

d) Before the end of a school year in which an Assistant is being evaluated, the Assistant shall meet with the Administrator to discuss the final written evaluation. The Assistant shall be given a copy of the written evaluation. The Assistant must sign the evaluation; however by signing the evaluation, the Assistant only acknowledges that (s)he received a copy of the evaluation. The signature does not acknowledge agreement with the contents of the evaluation. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

e) Right to Respond. The employee has a right to attach his/her comments to the evaluation. Employee comments to be attached to the evaluation must be received within five (5) working days of the final evaluation conference.

f) Changes to Evaluation. Evaluations, once signed by the employee and the administrator, shall not be changed unless the changes are first explained and agreed to by the employee and the administrator.

Section 11: Employees shall have the right to examine and copy the contents of their personnel file in accordance with the Illinois Personnel Record Review Act.

Section 12: Dress and Appearance

The CEAA and the Board share a mutual desire to present a positive image of our schools. The CEAA acknowledges that paraprofessionals have a responsibility to present an appropriate appearance when at work. The Board acknowledges that paraprofessionals desire to be able to use their professional judgment in deeming what attire is appropriate. The parties agree that paraprofessionals' attire should be neat, clean, and appropriate to the particular work environment, work style, and seasonal time of the year. Ripped, torn, or dirty clothing are not considered appropriate attire.

Section 13: Notice of Tentative Assignment

No later than 5 calendar days prior to the first student attendance day each school year, the Administration or designee will send written notice and/or an e-mail to each employee to notify him/her of his/her tentative assignment (building/classroom), but the Administration or designee may change the employee's tentative assignment at a later date when deemed necessary.

TA 3:05 9-10-14
JMD

Section 14.

COLLINSVILLE UNIT SCHOOL DISTRICT #10
CEAA PERSONNEL PERFORMANCE EVALUATION

Employee: _____ Job Title: _____ Building: _____
Date of Evaluation: _____ Evaluator _____

Rate each item by selecting the phrase or phrases that most closely describes the employee's actual work performance.

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
1. Job Knowledge: Understanding of all phases of work and applies this knowledge to daily tasks.		Thorough knowledge of job requirements and department (if applicable). Can work independently and handle new situations.		Good working knowledge of job.		Limited knowledge of job. Not completely aware of functions of the job. Needs additional training.
2. Time Management: Able to prioritize. Schedules and deadlines are met. Effective use of time and resources to produce expected results.		Completes work in appropriate time. Consistently uses time and resources effectively.		Schedules and deadlines are met. Uses time and resources effectively.		Takes too long to perform work. Wastes time. Schedules and deadlines are not met.
3. Quality of Work Performed: Accuracy, thoroughness, neatness, attention to detail.		Tasks are performed correctly. Maintains consistent performance through the completion of assigned tasks.		Tasks are completed at a satisfactory level.		Work is carelessly done. Constant checking is required.
4. Initiative: Willingness to accept and perform responsibilities and assignments. Seeks a better way to achieve results. Works with minimal instruction or guidance.		Consistently shows initiative in anticipating and completing related and unrelated jobs. Alert to better ways to achieve results.		Does routine work without awaiting instructions. Anticipates and follows through on some related jobs.		Frequently needs instruction. Does not anticipate and follow through on related jobs.
5. Adaptability: Ability to adjust and meet new situations. Accepts and adopts new ideas, situations and/or conditions. Flexible.		Adjusts to the unexpected and accepts new ideas, situations and/or conditions.		Able to adjust to most changes, new situations and interruptions.		Unable to adjust to change and situations as they occur. Inflexible.
6. Dependability: Extent to which an employee can be counted on to carry out instructions and fulfill responsibilities in a timely, conscientious manner.		Requires little supervision. Can be counted on for successful completion of work. A very reliable employee.		Requires some supervision. Can be counted on to meet most schedules and deadlines. Reliable in most situations.		Requires extensive supervision. Needs constant reminders about details. Cannot be counted on to meet schedules and deadlines. Reliability is questionable.
7. Attitude and Ability to Relate to Others: Maintains good relationships with students, colleagues and parents. The level to which the employee shows interest, cooperation and enthusiasm in his/her work.		Demonstrates tact, courtesy, self-control, patience and respect in all situations. Cooperative. Assists others. Consistently positive about work and the district. Inspires teamwork. Projects a positive attitude.		Demonstrates tact, courtesy, self-control, patience and/or respect in most situations. Projects a good attitude. Shows general enthusiasm for work.		Has difficulty in demonstrating tact, courtesy, self-control, patience and/or respect. Often projects a negative attitude. Lacks enthusiasm for work. Seems dissatisfied.

Updated 6/23/2014

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
8. Confidentiality: A thorough understanding of the importance of confidentiality relating to all matters.	☐	All seen or overheard school matters are held in strict confidence. A high standard of confidentiality is maintained.	☐	Maintains acceptable level of confidentiality. Uses discretion when discussing school-related matters.	☐	Repeatedly shares confidential matters. No confidentiality is maintained.
9. District & Building Procedures: Follows approved procedures and guidelines.	☐	All procedures are followed. Initiative is taken to suggest and implement new procedures when necessary.	☐	Procedures are followed as expected.	☐	Procedures are not followed.
10. Acceptable Attendance	☐ Yes	☐ No	*Acceptable if employee does not use more than the allotted sick/personal days unless approved extenuating circumstances*			
11. Appropriate Attire	☐ Yes	☐ No				

OVERALL RATING	☐	EXCEEDS EXPECTATIONS	☐	MEETS EXPECTATIONS	☐	NEEDS IMPROVEMENT

Exceeds Expectations – Must have at least three Exceeds Expectations and no Needs Improvement.
Meets Expectations – No more than one Needs Improvement
Needs Improvement – Two or more Needs Improvement.

Comments:

Employee Comments:

The employee's signature does not indicate agreement with the contents of the evaluation. It is an acknowledgement that the evaluation has been completed and received by the employee. The employee may attach additional written comments to the evaluation, if so desired.

_____ _____
Employee's Signature Date

_____ _____
Evaluator's Signature Date

Updated 6/23/2014

ARTICLE IV: EMPLOYEE DISCIPLINE

Section 1. No non-probationary employee shall be disciplined or dismissed without just cause. For the purpose of this Agreement, discipline shall be constructive in nature and shall be defined as follows:

A. A written reprimand which is to be placed in an employee's file.
B. Suspension with or without pay.
C. Dismissal.

No disciplinary action, nor any material related to discipline, may be placed in an employee's personnel records unless the employee has first been given a copy of such material, given the opportunity to discuss such material with the appropriate administrator, and given the opportunity to attach a response to the material.

The Superintendent of the District shall provide a written statement of cause for discipline or dismissal. Violation of this Agreement by an employee may be regarded as cause for discipline or dismissal.

ARTICLE V: GRIEVANCE PROCEDURE

Section 1. Definitions:

1. A grievance is defined as a complaint by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of one or more specific provisions of this Agreement or Board policy directly affecting the employees covered by this Agreement.

2. An "aggrieved person" is a person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. The failure of an employee to act on any grievance within the prescribed time limits, will 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. The time limits, however, may be extended by mutual agreement.

5. All time limits consist of employee working days, except when a grievance is not resolved before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved as soon thereafter as possible.

6. In the event a grievance is filed which might not be finally resolved at "Step Two" under the time limits set forth herein by the end of the school term, and which, if left unresolved until the beginning of the following school term could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced; therefore, the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.

Section 2. Procedures:

The parties acknowledge it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. The employee shall be entitled to have a representative of the Association present to assist during such informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the following procedure:

1. STEP ONE

The grievant and/or the Association shall present the grievance in writing, on a form to be adopted for this purpose by the parties, to the immediately involved supervisor no later than twenty (20) days following the act or omission giving rise to the grievance or, whichever comes first, the date the grievant and/or the Association knew or reasonably should have known of such act or omission,

with a maximum time limit of ninety (90) days. The written grievance shall state the specific violation, misinterpretation, or misapplication of the Agreement or Board policy alleged to be violated and the remedy requested. The immediately involved supervisor shall provide a written answer to the grievant and the Association no later than ten (10) days after receipt of the written grievance with reasons for the decision. If the grievance deals with a personal concern between the grievant and the Principal or immediate supervisor, the grievant shall have the option to proceed directly to the Superintendent.

2. STEP TWO

If the grievance is not resolved at Step One, then the grievance shall be sent to the Superintendent no later than ten (10) days after receipt of the Step One answer. The Superintendent shall arrange for a meeting with the representatives of the Association to take place no later than ten (10) days after his/her receipt of the appeal to attempt to resolve the grievance. Each party shall have the right to include in its presentation such witnesses and advisors as it deems necessary. Upon conclusion of this meeting, the Superintendent shall have ten (10) days in which to provide a written decision with reasons for the decision.

3. STEP THREE

If the grievance is not resolved at Step Two, the grievance may be appealed in writing to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision. The Board of Education shall arrange for a review to take place no later than fifteen (15) days after the Board's receipt of the grievance. Such review will be conducted in committee session. The grievant and the Association shall have the right to have present such witnesses and representatives as they deem necessary. A full record of such meeting will be kept and made available upon request to any party in interest. Upon conclusion of the review, the President of the Board of Education shall have fifteen (15) days in which to file the written decision of the Board with the grievant and the Association, with reasons for the decision.

4. STEP FOUR

If the grievance is not satisfactorily resolved at Step Three, the Association, at its option, may submit the matter to binding arbitration. If a demand for arbitration is not filed within thirty (30) days following the date the Association receives the Step Three answer, the grievance shall be deemed withdrawn. The Association shall send notice of the demand for arbitration to the Board of Education at the time the demand is made. Within fifteen (15) days following the date the Board receives the demand for arbitration, the Board and the Association shall attempt to agree on the selection of an arbitrator. If the parties are unable to agree on the selection of an arbitrator within

the said fifteen (15) days, the demand for arbitration shall be submitted to the American Arbitration Association (AAA) which shall act as administrator of the proceedings in accordance with its Voluntary Arbitration Rules.

The arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall, insofar as may be necessary for the determination of such grievance, have authority to interpret and apply the provisions of this Agreement, but such arbitrator shall not have the authority to alter, or add to or subtract from, in any way, the terms and conditions of this Agreement.

The decision of the arbitrator shall be final and binding upon the Board and the Association unless contrary to the laws of the State of Illinois. Binding arbitration is not applicable to the negotiation process.

The cost of arbitration shall be borne equally by the Board of Education and the Collinsville Educational Assistants' Association.

Section 3. Stipulations

1. Bypassing Steps:

   If the Association and the Superintendent agree, any Step of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

2. Released Time:

   Should the administration schedule a grievance hearing during working hours that necessitates the presence of an employee and/or Association representative, the employee and/or Association representative shall be released from their regular assignment without loss of pay. Should an arbitration proceeding be scheduled during working hours, the Association president(s) or designee(s), the Association Grievance Committee chairperson or designee, and the grievant(s) shall be released from their regular assignments without loss of pay to attend the entire arbitration proceeding. Any witnesses called by the Association to give testimony at an arbitration proceeding shall be released from their regular assignments without loss of pay for the time that is necessary for them to come to the arbitration proceeding, give their testimony, and return to their regular assignment. The administration shall be advised by the Association prior to the hearing as to the number of witnesses expected to be called.

3. Grievance Withdrawal:

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

4. Class Grievance:

   Class grievances involving more than one employee and/or one or more supervisors, grievances involving an administrator above the building level, or a grievance that applies to the C.E.A.A. itself may be initially filed at Step Two.

5. No Reprisals Clause:

   No reprisals shall be taken by the District against any employee because of the employee's participation in a grievance.

6. Representation:

   An employee shall have the right to have an Association representative present at all levels of this grievance procedure, and no employee shall be required to discuss a grievance without the presence of an Association representative.

7. Disclosure of Pertinent Information:

   The District shall promptly provide, upon request by the Association, all information and material pertinent to a grievance within seven (7) days following the District's receipt of such request.

8. Filing of Materials

   All records and materials related to a grievance shall be filed separately from the personnel files of employees.

ARTICLE VI: HOLIDAYS

The following days will be observed as paid holidays for all full-time CEAA members: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Presidents' Day, Martin Luther King Jr. Day and Easter. All above listed holidays will be observed as paid holidays for all members (full-time and part-time) hired before January 1, 2009. Part-time employees hired after January 1, 2009 are not entitled to holiday pay.

In the event any of the above holidays occur when school is in session, the employee shall receive two (2) times their regular rate of pay for this holiday.

Should an employee be required to work on an authorized holiday when school is not in session, all time so worked will be paid at one and one-half (1-1/2) times their regular rate of pay in addition to the holiday pay.

Should any employee be on any paid leave when any of the above holidays occur, they shall receive holiday pay in addition to their paid leave.

~~Twelve month Educational Assistants receive the same number of holidays as twelve month Secretaries.~~

When any of the above holidays fall on a Saturday and/or Sunday, the preceding Friday and/or following Monday will be observed as a holiday.

If the school district decides to observe a five day spring break then the Columbus and Easter Holidays will be observed during the spring break period. The remaining three days will be unpaid days off as now observed at the Easter break and Casmir Pulaski Day. If the School District does not adopt a five day spring break, then the observed holiday schedule remains the same as observed in past years. To take effect 2014-2015 school year.

ARTICLE VII: VACATIONS

~~Educational Assistants who are full-time 12 month employees are entitled to vacations. Vacations shall accrue at the following rates for the effective period of this Agreement.~~

~~Employees who have been employed for a period of one (1) year will be granted a two (2) week vacation with pay.~~

~~Employees who have completed eight (8) or more years of service will be granted three (3) weeks vacation with pay.~~

~~Employees who have completed fifteen (15) or more years of service will be granted four (4) weeks vacation with pay.~~

~~An additional day of vacation shall be granted to an employee in the event a holiday falls during the vacation period of said employee.~~

~~Any first year employee whose anniversary date of employment is between January 1 and June 30, inclusive, shall be entitled to vacation as of July 1 at the rate of one-half (1/2) day of vacation for each full month of service prior to July 1. Any regular employee who transfers from less than full-time employment to a full-time position will receive the full amount of vacation due regardless of when they transfer within the fiscal year.~~

~~Any employee whose anniversary date of employment is between July 1 and December 31, shall be entitled to any vacation benefits accruing on his/her anniversary during the summer of that year.~~

~~Vacation time may be used at any time during the year, but any vacation time requested outside the normal summer schedule must be submitted to the Administrative Office no later than ten (10) working days in advance. His decision as to approval or disapproval of the request shall be final.~~

~~Any Educational Assistant who becomes a full-time 12 month employee and has been serving as an Educational Assistant for the School District under this Agreement in a less than 12 month position shall receive years of service credit based upon total months served as an Educational Assistant divided by 12.~~

~~Any regular employee who transfer to a 12 month position will be granted their appropriately earned vacation days one year following the transfer when the position begins at the start of the school year. If the position begins other than the start of the school year, the vacation days will be prorated and available for use at the start of the next fiscal year.~~

~~Upon leaving the service of the District, the payment of any earned but unused vacation days shall be limited in an amount to ensure the district is not subject to any IMRF 6% penalty. Any vacation pay that would cause the employee to exceed the 6% limit shall be paid to the employee post-employment as non-IMRF creditable earnings. The post-employment payment, if any, will be paid to the employee on the 65th day after the employee's last day of work.~~

ARTICLE VIII: SICK LEAVE

Section 1. Sick leave benefits will be determined in accordance with the following schedule:

No. Months Worked	No. Days Granted Per Year
9 – 11 months ~~or 180 days~~	~~11~~ 13
~~9-1/2~~	~~11-1/2~~
~~10~~	~~12~~
~~10-1/2~~	~~12-1/2~~
~~11~~	~~13~~
~~11-1/2~~	~~13-1/2~~
~~12~~	~~14~~

Maximum accumulation allowed: unlimited.

Does not include summer school, night school, or substitute employment.

Any employee starting work after school is in session shall receive sick leave benefits on a pro-rated basis for the time worked that school year; i.e., one (1) day per month for every employee starting after the school year begins.

Section 2. In the event any employee experiences a continual illness or a serious injury within any given school term which would prevent him from performing his regular duties in the District, salary payments would continue for the current fiscal year and all other benefits, such as vacation, holidays, insurance payments, and seniority would be maintained, provided the employee has been employed in the District for fifteen (15) years and has forty-five (45) days accumulated sick leave. Said paid absence will be counted against the accumulated sick leave.

Section 3. Written notice of any absence shall be presented to the immediate supervisor upon return to work. Such notice shall include the date and/or dates of absence and reasons of the employee. The supervisor shall submit written notices of any absence to the office of the Superintendent each week. The School District shall provide a proper form to be submitted by the employee which shall include a copy to be retained by the employee.

Section 4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The immediate family, for the purposes of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Educational Assistants who are absent because of personal illness or injury for an extended period of time may be required by the Administration, upon return, to present a written release from their physician to their immediate supervisor.

Article VIII: **Sick Leave (cont'd.)**

Section 5. Reasonable time at full pay, usually not to exceed three (3) days unless special arrangement is made with the immediate supervisor, shall be granted for funeral leave. Such leave will not be deducted from sick leave. Funeral leave will be granted for death of members of the immediate family. Immediate family, for the purpose of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household.

Funeral leave for other than a member of the immediate family must be approved in advance by the Superintendent, in writing, and shall be deducted from accumulated sick leave.

Section 6. Absence due to duty-connected injury shall not be deducted from the employee's accumulated sick leave if the employee receives worker's compensation. In the event of an absence related to a duty-connected injury, the District shall provide only worker's compensation as determined by the insurance carrier effective with the current payroll.

In the event said employee was enrolled for family insurance at least three (3) full months prior to being on worker's compensation, the District shall provide said coverage to the employee at no cost to the employee for a period not to exceed two (2) years.

If the employee does not receive worker's compensation, the employee may use their sick leave.

Section 7. Upon leaving the service of the Unit District, each employee who has accumulated 355 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $4,500.

Upon leaving the service of the Unit District, each employee who has accumulated 545 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $7,500.

If the employee provides sufficient notice to the School District, compensation for the unused sick leave may be made in equal installments over 3 quarters, payable 7 months prior, 4 months prior, and on the final paycheck so long as the payments do not subject the District to any IMRF 6% penalty. Any sick leave monies that are not paid to the employee because of the 6% penalty limit, will be considered a retirement severance benefit and will be paid to the employee on the 65th day after the employee's last day of work. This severance payment will not be treated as creditable earnings under IMRF.

In the event the amount due the employee under this Section changes because of the number of accumulated hours at termination, the final paycheck will reflect the appropriate adjustment.

Whenever said benefit is paid, only the unpaid unused sick days will be reported to the Illinois Municipal Retirement Fund.

Upon the death of any employee qualified under this Section, the monies due for the time so accumulated will be paid to the estate of the employee.

Section 8. Sick Leave Bank.

A Sick Leave Bank will be established to provide extended sick leave to employees who, as a consequence of a Board-approved prolonged personal illness or hospitalization and recovery, have exhausted their accumulated sick leave. The Sick Leave Bank will be subject to the following guidelines:

1. All employees covered by this Agreement shall have the opportunity to participate in the Bank. Participation in the Bank by an employee shall be voluntary. An employee who is not a participant in the Bank shall not be eligible to withdraw days from the Bank.

2. A three-member Sick Leave Bank committee will be established each school year to act as the governing body for the administration of the Sick Leave Bank. Said committee shall consist of two (2) employees named by the Association, and an administrator named by the Superintendent. The Sick Leave Bank committee shall be authorized to promulgate written rules and regulations for the implementation and administration of the Bank. If the Board goes against the unanimous recommendation of the committee, they must state their reasons in writing.

3. Employees desiring to participate in the Bank shall file written notification of such desire with the Sick Leave committee at any time from the first full week of school through September 15 of any school year. The employee's participation in the Bank shall continue from year to year unless revoked in writing by the employee between the first full week of school and September 15 of any year. Employees must have accumulated at least twenty (20) unused sick days to be eligible to join the bank.

4. Each employee participating in the Bank shall contribute yearly two (2) non-redeemable sick days to the Bank. If the Bank contains sixty (60) or more days at the end of a school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute a minimum of (2) days.

5. No employee will be able to withdraw days from the Sick Leave Bank until their own accumulated sick leave days have been exhausted and a request has been presented to the Sick Leave Bank committee for Sick Leave Bank withdrawal, accompanied by a doctor's written verification of the employee's illness.

~~6.~~ Members of the Sick Leave Bank will be eligible to withdraw a maximum of twenty (20) sick leave days from the Bank during a 2-year period of time ~~per year. If a member uses all her/his sick leave days but does not withdraw days from the Sick Leave Bank, she/he is eligible, for the following year only, to withdraw the maximum amount of days from the Bank, after her/his current sick leave days are exhausted. The member will not be eligible to withdraw again until the member has accumulated twenty (20) additional sick leave days.~~

7. Any days remaining in the Bank at the end of a school year will be carried forward to the next school year.

8. In the event the Bank is depleted of days before the end of the school year, the Bank will cease to furnish benefits for the remainder of that year.

9. The Sick Leave Bank will not apply for normal maternity/paternity leave or child-care, or for persons receiving worker's compensation.

10. If the employee commences to draw disability benefits under the State Retirement System, she/he will cease to draw benefits from the Sick Leave Bank.

11. Should the Bank be dissolved for any reason with days remaining in the Bank, the days shall be returned to all currently participating employees on a pro-rated basis.

Section 9. Parental Leave and Adoption Leave.

Employees are eligible for paid or unpaid maternity/paternity/adoption leave under the following procedures:

1. The employee shall notify the Human Resource Office of the intent to take a parental leave and the dates the leave is requested at least 30 days prior to the date the leave is to commence. For adoption leave, the employee will notify the Human Resource Office as soon as practicable when there is a need for adoption leave and the dates the leave is requested.
2. An employee eligible for FMLA leave shall be entitled to 12 weeks of unpaid FMLA leave following the birth, adoption or placement for adoption of a child. The FMLA statute and regulations shall determine an employee's eligibility for FMLA leave.
3. The District may require satisfactory evidence of pending adoption proceedings to establish the employee's eligibility for adoption leave.
4. Whether or not the employee is eligible for FMLA leave, the employee shall be entitled to use 30 days of available paid sick leave days following the birth, adoption or placement for adoption of a child.
5. If the employee is eligible for FMLA leave, sick leave days shall run concurrent with FMLA leave.
6. After using 30 sick leave days, the District may require a physician's statement in order for the employee to use additional paid sick leave days.

7. The employee's eligibility to use 30 paid sick leave days after the birth, adoption or placement for adoption of a child shall not be limited due to any school break (summer, winter, spring). For example, an employee gives birth to a child with five workdays remaining in a school year. The employee will be entitled to use five sick leave days in the school year the child was born and 25 sick leave days at the start of the following school year.
8. An employee that is not eligible for FMLA leave or after an employee has exhausted FMLA leave, may request an unpaid leave of absence no to exceed a total of one year following the birth, adoption or placement for adoption of a child.
9. If the employee, employee's spouse or child remains ill after the employee has exhausted FMLA leave, the employee will be eligible to continue to use available paid sick leave, but may be required to submit a physician's statement confirming his/her eligibility to use paid sick leave.
10. The employee shall advance a step on the salary schedule provided that the employee has worked 80 or more workdays in a school year.
11. An employee shall continue to accrue seniority for any period of paid or unpaid maternity, paternity or adoption leave for up to a maximum of one year.
12. Extension of parental leave may be granted by mutual agreement in the event of an unforeseen problem.
13. Prior to an employee's return to duty from parental leave a statement from their physician attesting to their physical ability to resume their duties must be presented to their immediate supervisor.
14. Employees returning from parental or adoption leave shall be assigned to a position for which they are qualified, but not necessarily the exact assignment held prior to taking leave.
15. During the period of paid leave and leave covered under FMLA, the District will continue to make its normal monthly insurance premiums on behalf of the employee. During any period of unpaid parental/adoption leave (not covered under FMLA), the employee may, by their own arrangement and at their own cost, continue their membership in the insurance plan of the District.

Section 10. Deduct Days.

For employees who wish to be absent from work beyond the use of sick leave, personal leave, funeral leave, or leave of absence, deduct days may be requested. This request must be presented to the Superintendent of Schools, in writing, on the District Deduct Day Request Form stating the reason for the need to be absent. These days will not be granted automatically and will only be considered for unusual situations. For any days needed for absence due to an extended illness or injury where sick leave has terminated, a written request will not be necessary; these days will be automatically deducted from the employee's salary.

Section 11. Annual Attendance Incentive

1. ~~Annually~~, Employees shall be paid for good attendance at the end of the first semester (December) and the end of the second semester (May). ~~in the District~~ In accordance with the

following schedule, which schedule applies to the employee's good attendance earned starting in the ~~2022-23~~ 2025-26 contract year:

Annual Days of Attendance	Attendance Incentive Compensation
~~180-179 Days~~	~~$400.00~~
~~178-177 Days~~	~~$300.00~~
~~176-175 Days~~	~~$200.00~~
~~174-173 Days~~	~~$100.00~~
0 days used	$250.00
1 day used	$200.00
2 days used	$150.00
3 days used	$100.00

In determining the employees record of attendance for the purposes of this Section, only the use of sick leave ~~and~~ personal leave, and dock days will be considered as days of non-attendance to be subtracted from the employee's perfect attendance record. The employee's use of paid or unpaid family and medical leave, Association leave, jury duty or court appearance leave, funeral leave, maternity or child-rearing leave, military leave, sabbatical leave, ~~unpaid leaves of absence~~, leaves for professional development, absence due to in-service training, leave provided under the Americans with Disabilities Act, leave required due to an employment-related injury or illness under the Illinois Workers' Compensation and Occupational Diseases Act, the employee's observance of religious holidays, and any other leave taken at the request of the Board shall be counted as days of attendance for purposes of this Section.

2. ~~After the last workday of each school year~~, After the last day of the semester, the District will determine the employee's eligibility for the attendance incentive, if any, and include the attendance incentive payment in the last payroll ~~in June~~ of the next month.

3. The Board and the Association agree that if, during the term of this Agreement, any changes occur in IMRF rules and regulations, or in interpretation thereof, which would reduce, diminish, abrogate, or negate any of the benefits provided by this Article as of the effective date of this Agreement the parties will meet within sixty (60) calendar days following the effective date of the IMRF rule or interpretation change to renegotiate the provisions of the Agreement directly affected by such change, for the purpose of bringing the provisions of this Article into compliance with any such change so that the benefits provided pursuant to the Article as of the effective date of the Agreement are not reduced, diminished, abrogated, or negated.

ARTICLE IX: SUBSTITUTES

Section 1. In the event a substitute, extra, or temporary employee is hired to help regular employees in the District who are under this Agreement, such employee's rate of pay shall be established by the Board of Education.

Any employee, in classifications covered by this Agreement, who leaves the employment of the District in good standing because of a reduction in staff as determined by the Board of Education, shall be paid at the same rate of all other Assistants' substitutes as established by the Board.

Section 2. Substitute employees shall receive no fringe benefits of this Agreement.

Article IX: Substitutes (cont'd.)

Section 3. Such substitute employees shall be used only to assist or supplement the regular employees and shall not take the place of a regular employee except in cases of absence of the regular employee.

Section 4. Substitutes will be provided for any employee who is absent three (3) days or more if a qualified substitute is available and notice of absence sufficient.

Section 5. Educational Assistants working less than twelve (12) months who are interested in working as a substitute during Christmas and spring breaks and during the summer months, shall notify the administrator responsible for employment in that department, in writing, indicating their interest at the start of any school year. This information will be disseminated to the proper supervisor. The Board is not required to fill the substitute position with regular staff and/or on a seniority basis. Regular employees who work as substitutes will be paid the standard substitute rate of pay as applicable to Substitute Educational Assistants and Secretaries.

ARTICLE X: GENERAL PROVISIONS

Section 1. Leaves of absence, without pay, may be granted by the Board of Education to employees for legitimate reasons. Such leave shall not be for more than one (1) year, but may be extended upon review and approval by the Board. Seniority will not accrue during leave of absence.

Section 2. No work normally done by employees covered by this Agreement shall be done by any employee in any other classification in the Unit District.

Section 3. Insurance:

A. For each full-time employee who desires to participate, the Board shall pay 100% of the cost of the premium for single coverage under a group health insurance plan for the duration of this contract.

B. The Board shall continue to provide health insurance coverage to eligible employees through MISSVIC.

C. In addition to the Board's contribution for single coverage, the Board shall contribute $75.00 per month for each employee toward a group health plan for family/spouse/domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), coverage for each full-time employee who desires to participate in the

family/spouse/ domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), plan for the duration of this agreement.

D. All employees are subject to eligibility requirements.

E. Insurance Committee. A representative committee made up of all groups of employees (with at least 25% of the committee members named by the Association) will evaluate the insurance coverage, company, etc. The parties understand and agree that so long as the District continues to provide insurance through MISSVIC under a contract for insurance coverage, premium costs and benefits shall be determined by MISSVIC. Prior to the expiration of any contract with MISSVIC the Insurance Committee and Board may mutually agree to renew the MISSVIC contract. If either the Board or the Insurance Committee proposes that insurance coverage be provided by an insurance carrier other than MISSVIC then the Board and Insurance Committee shall negotiate the proposed change in the insurance carrier/company, coverage, etc. and further agree that these negotiations must be completed prior to the deadline for renewing any existing insurance carrier contract.

F. ~~For employees whose term of employment is twelve (12) months per year, insurance shall continue for so long as the individual remains an employee of the District.~~ For employees whose term of employment is nine (9) months per year or more but less than twelve (12) months per year, coverage shall be on a twelve (12) month per year basis for so long as the individual remains an employee of the District.

G. Employees whose work week is twenty-five (25) hours or more shall receive the full individual premium payment as noted above. Those whose regular work week is at least seventeen and one-half (17 1/2) hours but less than twenty-five (25), shall receive one-half of the individual premium payment if enrolled in the individual plan. If the seventeen and one-half (17 1/2) but less than twenty-five (25) hour employee enrolls in the family plan, the Board of Education shall pay an additional $27.50 per month for dependent coverage.

H. The District shall also provide eligible employees with 100% Board paid dental insurance and life insurance ($11,000 life insurance coverage per employee) for the duration of this agreement.

Section 4. When an employee in classifications covered by this Agreement is required to attend a meeting, they shall be paid for all time so spent.

Section 5. The Board shall grant three (3) personal leave per year at full pay subject to the following conditions:

1. Such leave shall be accumulative up to a maximum of four (4) days. No more than two (2) bargaining unit members may use personal leave the day before a school holiday and no more than two (2) bargaining unit members may use personal leave the day after a school holiday. A member may only take leave before or after the holiday. (If you take personal leave the day before a holiday you cannot take personal leave the day after the holiday). Members will be approved on a first come, first serve basis.

2. Once an employee has accumulated the maximum of four (4) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) in the absence management system. Stating the reason for the request shall not be required.

4. Any employee who has accumulated personal leave days in excess of four (4) prior to the effective date of this Agreement shall have all such accumulated personal leave days in excess of four (4) converted into sick days and added to her/his sick leave accumulation upon the effective date of this Agreement. Such conversion shall be reflected on the employee's paycheck stub for the payroll period immediately following the effective date of this Agreement.

Section 6. ~~Payday shall be every other Friday as established by Board Policy. Educational Assistants shall receive their salaries on a twelve (12) month basis.~~ Educational Assistants shall receive twenty-six (26) or twenty-seven (27) bi-weekly, meaning every two weeks, pays commencing in September and ending in August.

Section 7. Employees covered by this Agreement will be guaranteed no loss in pay while serving jury duty or appearing as a subpoenaed witness in any court action. The difference in pay above that paid for jury duty will be paid the employee.

Section 8. All new employees are required to have a medical examination at ~~their own~~ the District's expense if using a district approved provider. If an employee is required to have subsequent medical examinations as a condition of continued employment or for payment of sick leave benefits, the cost of the examinations shall be at the expense of the employer.

Section 9. When a summer school program requires the employment of an Educational Assistant, it will be offered first to the available Educational Assistants on a seniority basis. If any Educational Assistant is not available at the time the job is open because they are already working for Unit 10 on their regular position, such Educational Assistant shall be eligible to work on a seniority basis in the summer school position when their regular job is completed. Reasons other than working for Unit 10 will not be accepted for late placement in a summer school program as it pertains to this Section. The rate of pay will be determined in accordance with guidelines established by the Board of Education.

Educational Assistants working less than twelve (12) months who are interested in summer school employment shall respond to the summer school vacancy postings for the position in which they are interested.

Section 10. Employees required to drive their personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the District, shall be reimbursed at the IRS mileage reimbursement rate. Mileage reimbursement must be approved by the supervisor and submitted to the Business Office within 60 calendar days. Requests not submitted within that time frame will not be eligible for reimbursement.

Article X: **General Provisions (cont'd.)**

Section 11. The term of the agreement is from July 1, 2022~~5~~ through June 30, 2025~~8~~. If a new Agreement has not been reached prior to the expiration date, this Agreement shall be extended until a new Agreement is reached.

Section 12. The interpretation of this contract for the Association shall be made by the Chairperson of the negotiating committee for this present contract, the UniServ Director, and the present officers; for the Board of Education, interpretation shall be made by the Chairperson of the Board negotiating committee, the Superintendent, and the Assistant Superintendents.

Section 13. Employees covered by this Agreement shall not engage in a strike except under the conditions as shown in Section 13 of the Illinois Educational Labor Relations Act (H.B. 1530).

Section 14. Employees who are required to file a statement of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.

Section 15. Association Dues: Any employee who is a member of the Association shall be granted payroll deduction of dues upon receipt of a signed dues deduction request form. Executed dues deduction request forms shall be furnished to the Business Manager prior to the first of the month in which the deduction goes into effect. The District shall not be responsible for any make-up deductions on requests. Such authorization for dues deduction shall continue in effect from year to year unless revoked in writing and delivered to the Association President. The Association President will be responsible for notifying the Business Manager of any revocation. Such dues shall be paid to the Association by the employer no later than ten (10) calendar days following deduction.

Section 16. Release time for CEAA business: The Association shall have up to ten (10) days per year without loss of pay to attend administration pre-approved Association business, subject to prior approval of the Superintendent or his designee. The CEAA shall pay the District an amount equal to the cost of a substitute for such time if a substitute is used. Official request for such released time shall be made by the President of the Association to the Superintendent or his designee.

Section 17. Safety: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 18. Medication/Medical Procedure: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 19. Employees shall not be subject to involuntary transfers anywhere in the Unit No. 10 school district, except by the Superintendent or his/her designee after a conference with all impacted personnel. The CEAA member shall have the right to union representation upon his/her request.

Article X: **General Provisions (cont'd)**

Section 20. In an attempt to keep the Association informed, an agenda of all regular and special meetings of the Board will be provided to the Association President(s) prior to the meeting, along with minutes of the preceding meeting, including but not limited to new and proposed changes to Board policies.

Section 21. The Association Officers or Board of Directors shall meet at regular 3 (three) month intervals with the Superintendent of Schools or his/her designee to discuss matters of common concern. These matters may include but are not limited to (1) practices that affect the welfare of pupils and/or employees, (2) alleged violation of contract that may develop because of the lack, misinterpretation or misapplication of Board or administrative policy, (3) the professional conduct of staff, and (4) matters that reflect on the School District and/or the paraprofessional/assistant profession.

Section 22. Clerical Educational Assistants serving at CHS are expected to help cover duties related to checking in visitors using the district approved visitor management system.

ARTICLE XI: ASSISTANTS LAYOFF

In the event of a layoff in any classification covered by this Agreement, the ~~youngest~~ employee with the least ~~in~~ seniority will be laid off first. If two (2) or more employees are equal in seniority at the time of the decision to layoff, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be laid off will be made by the casting of lots, in the presence of all parties in interest.

The person originally affected shall be able to bump into an open position or bump any person with lower seniority within the CEAA bargaining unit. The person bumping to a different position must meet the qualifications of that position as determined by the immediate supervisor. If qualifications have not been met, the Educational Assistant can bump into any open position or bump another employee with lower seniority within the CEAA bargaining unit until a final placement has been made. If there is doubt on qualifications, a sixty (60) day probation period will be established to determine actual qualifications while on the job.

If the employee is denied bumping rights or recall from layoff because of qualifications, s/he shall be notified, in writing, of the reasons and this shall be subject to the grievance procedure.

The senior person actually laid off will be hired back first, the second senior person laid off shall be hired back next, etc., provided the person is qualified. Refusal in accepting a job of equal or more hours and months of work and rate of pay offered by the Board (not including the school's disqualification) severs any obligation on the part of the Board to hire this person at any later date or time.

Seniority shall be based on a monthly, not a yearly, count from work as an Educational Assistant.

No new employee shall be hired in this classification while qualified employees are on layoff.

ARTICLE XII: ASSISTANTS SALARY

Hourly Rates

Step	2022-23	2023-24	2024-25
1	14.39	14.90	15.42
2	14.81	15.33	15.86
3	15.27	15.80	16.35
4	15.72	16.28	16.84
5	16.19	16.76	17.35
6	16.69	17.28	17.88
7	17.17	17.77	18.39
8	17.69	18.31	18.95
9	18.23	18.87	19.53
10	18.77	19.43	20.11
11	19.33	20.01	20.71
12	19.92	20.61	21.33
13	20.53	21.25	21.99
14	21.23	21.97	22.74
15	21.92	22.69	23.48
16	22.64	23.43	24.25
17	23.37	24.19	25.03
18	24.09	24.93	25.80
19	24.84	25.70	26.60
20	25.60	26.50	27.43

Step	2025-26	2026-27	2027-28
1	17.42	18.47	19.39
2	17.93	19.00	19.95
3	18.48	19.59	20.57
4	19.03	20.18	21.19
5	19.60	20.78	21.82
6	20.21	21.42	22.49
7	20.78	22.03	23.13
8	21.41	22.70	23.83
9	22.07	23.39	24.56
10	22.72	24.09	25.29
11	23.40	24.81	26.05
12	24.11	25.55	26.83
13	24.85	26.34	27.66
14	25.69	27.24	28.60
15	26.54	28.13	29.54
16	27.41	29.05	30.50
17	28.29	29.98	31.48
18	29.16	30.91	32.45
19	30.06	31.87	33.46
20	30.99	32.85	34.50

~~Employees not eligible for a step during the 2022-2023, 2023-2024, and 2024-2025 school year will receive a $400 stipend. The $400 stipend will not be added to the salary schedule. This applies to employees on step 20.~~

A RIF (reduction in force) substitute in good standing shall be paid at the same rate as established by the Board of Education for all other assistant substitutes.

When a person is initially employed, that person is placed on Step 1 of the Salary Schedule. A person that has applicable experience as an assistant will be placed on the salary schedule based on their experience from another district, not to exceed Step 15. Internal candidates who are district employees will be placed on the salary schedule to a comparable rate of pay. A district employee will not see a loss in their hourly wage by moving to a position in the Union's bargaining unit. A person hired in a position prior to November 1st will be entitled to experience credit for that entire year. A substitute hired in a position prior to November 1st will be entitled to experience credit for that entire year.

Effective March 1, 1983, deductions from employees for IMRF shall be placed in a tax sheltered status.

ARTICLE XIII: ASSOCIATION AND EMPLOYEE RIGHTS

An employee shall have the right to have Association representation at all meetings and any follow up meetings that could result in reprimand, discipline, discharge or adverse employment action against the employee. The supervisor, administrator, or Board shall notify the employee and the Association Representative in writing at least three (3) workdays in advance of any such meetings (except in cases in which the administrator determines is an emergency) giving reasons for the meeting.

ARTICLE XIV: EFFECT OF AGREEMENT

IN WITNESS WHEREOF, this Agreement is entered into this 11th day of August, 2025, by the Board of Education of Collinsville Community Unit District No. 10, through its President and Secretary, and by the Collinsville Educational Assistants Association, IEA-NEA, through its duly authorized representatives.

BOARD OF EDUCATION, COLLINSVILLE

COMMUNITY UNIT DISTRICT NO. 10

By: _____
President, Board of Education

By: _____
Secretary, Board of Education

COLLINSVILLE EDUCATIONAL ASSISTANTS
ASSOCIATION, IEA/NEA

By: _____
President, CEAA

By: _____
Secretary, CEAA

APPENDIX A

GRIEVANCE FORM

(For use with Collective Bargaining Agreement between the Board and the
Collinsville Educational Assistants' Association, IEA-NEA)

Grievant _____

Work Location or Assignment

DESCRIPTION OF GRIEVANCE:
DATE OF OCCURRENCE:

ARTICLES AND/OR POLICIES IN QUESTION:

REMEDY REQUESTED:

_____ _____

Signature of Grievant **Date**

(If additional sheets need to be attached to this Grievance Form to provide additional space for description, remedies, explanations, responses, position statement, etc., please make reference to any attachments in the appropriate place on this Grievance form.)

Appendix A: Grievance Form (cont.)
Page 2

(STEP 1) Grievance Received by _____on _____ (date)

Principal or Immediately Involved Supervisor's Response:

_____ _____

Date **Principal or Immediately Involved Supervisor's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

(STEP 2) Grievance Received by _____ on _____ (date)

Superintendent's Response:

_____ _____

Date **Superintendent's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

Appendix A: Grievance Form (cont.)
Page 3

(STEP 3) Grievance Received by _____ on _____ (date)
Board of Education's Response:

_____ _____

Date **Board of Education Representative's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

(STEP 4)
Name of Mediator:

Disposition of Grievance:

Date of Disposition	**Mediator's Signature**

(**STEP 5)**
Name of Arbitrator:

Arbitrator's Decisions:

Date of Decision	**Arbitrator's Signature**

APPENDIX B: LETTER OF UNDERSTANDING - ELEMENTARY RELIEF AIDES

September 15, 1997

LETTER OF UNDERSTANDING

GENERAL JOB DESCRIPTION FOR UNIT 10 ELEMENTARY RELIEF (PLAYGROUND) AIDES

It is understood that the main responsibility for Relief (Playground) Aides is to supervise the students during recess periods in the morning, noon, and afternoon.

The following additional duties shall be performed by the Relief Aides upon the direction of the Building Principal:

a. Relief Aides may supervise students in the building libraries. They may check out books to students and generally straighten up the library so that it is organized. This does not include record keeping and ordering books.

b. Relief Aides may run off materials and do copy work for PTA functions and activities.

c. Relief Aides may cut out materials/lettering and put up work in the hallways and on bulletin boards but not in the classrooms.

d. Relief Aides may answer the main office phones during the thirty minutes when the Secretary is on her lunch break, but should not do any other office functions during that time unless an emergency arises.

e. Relief Aides may answer the phone when secretaries are called away from their office responsibilities for a short period of time because of some unexpected emergency.

f. Relief Aides may help with students' supervision in the cafeterias, bathroom and hallways of the buildings.

Relief Aides are not to be assigned the following responsibilities:

a. Relief Aides are not to run off materials for the building staff.

b. Relief Aides are not to grade papers for teachers.

c. Relief Aides are not to provide help in the classroom during Art, Music and P.E. instruction, and should not work with students in any instructional situation.

d. Relief Aides are not to provide Health Aide services except in an emergency.

-3

Jeannette Deppe, President, CEAA

Shirley Cavaletti, Local 316,
Office Employees

APPENDIX D: BENEFITS 403(b)

MEMORANDUM OF AGREEMENT

Benefits 403(b)

1) The District will contract with a third-party administrator (TPA) to serve as the third-party administrator of the District's 403(b) plan.

2) All aspects of the 403(b) plan shall comply with federal laws and regulations.

3) The District will have the TPA to include the following in the District's 403(b) plan, provided that 1) the item does not cost the District any additional fees/expenses and 2) the item is permitted under federal laws and regulations. The TPA will determine whether or not any of the items will result in an additional cost to the District.

   a) Current vendors will be included in the 403(b) plan provided the vendor meets all criteria and obligations to be included in the plan.

   b) The transfers of funds ("exchanges") between approved products offered by different providers are allowed.

   c) Include information sharing agreements for legacy products to which new investments are not being made.

   d) 403(b) plan and benefit details provided to all employees under the universal availability requirement.

   e) Include contribution limits "as permitted by law that are standard in 403(b) plans," including the catch up provisions for those 50 years of age and older and catch up provisions for products and/or plans that had catch up provisions for those with 15 years of service.

   f) The opportunities to enroll in plan products and opportunities to change investments.

   g) Provide online access to accounts.

   h) Include the product features such as Roth IRA and 457(b) contributions to offer flexibility, loans, financial hardship withdrawals, transfers into and out of plan (through information sharing agreements), rollovers from other qualified plans into plan, and payrolls slots for any and all providers.

4) Prior to the District implementing a change to the 403(b) plan or changing third-party administrators, the District will notify its labor organizations and meet its bargaining obligations consistent with the Illinois Educational Labor Relations Act. The current TPA or any subsequent third-party administrator can have the ability to make changes to the plan only to ensure it remains in compliance with federal laws and regulations and all employees shall be notified of any said changes.

APPENDIX E: ADDITION OF LIBRARY ASSISTANT POSITION FOR CMS AND DIS

MEMORANDUM OF AGREEMENT

Addition of Library Assistant Position for CMS and DIS

1. Library Assistants are covered under the terms of CEAA contract.
2. The District currently employs one (1) library assistant and, in accordance with Article III, Section 1, is employed 190 workdays each school year.
3. The district proposes adding one 180 day library assistant position to provide services to Collinsville Middle School and to Dorris Intermediate School.
4. The new 180 day library assistant position will not reduce the workdays of the current 190 day library assistant.
5. The existing bargained library assistant job description will apply to the newly created 180 day library assistant position.
6. All other provisions of the CEAA contract will apply to the newly created 180 day library assistant position.

This Memorandum of Agreement is signed this _____ day of October, 2011.

For the Collinsville Educational Assistants Association,

Jeannette Dappe

Susan Schultz

For the Board of Education of Collinsville School District,

cation

_____

~~APPENDIX F: CLERICAL EDUCATIONAL ASSISTANTS AT CHS~~

~~MEMORANDUM OF AGREEMENT~~
~~September 9, 2013~~

~~Clerical Educational Assistants serving at CHS are expected to help cover duties related to checking in visitors with the Raptor system.~~

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS

AGREEMENT BETWEEN THE BOARD OF EDUCATION

and the

COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION (CEAA)

an affiliate of the
ILLINOIS EDUCATION ASSOCIATION-NEA
and the
NATIONAL EDUCATION ASSOCIATION

Fiscal Years

2025-2028

COLLINSVILLE COMMUNITY UNIT DISTRICT NO. 10

AGREEMENT BETWEEN THE BOARD OF EDUCATION
AND
COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION, IEA/NEA

July 1, 2025
through
June 30, 2028

INDEX **Page**

RECOGNITION 1

ARTICLE I SENIORITY 2
Section 1: Seniority date 2
Section 2: Probationary period.....2
Section 3: Seniority lists 2

ARTICLE II JOB VACANCIES.....3
Section 1: Vacancy notices 4
Section 2: Application for vacancies 4
Section 3: Notification of filing of vacancy.....4
Section 4: Right to appeal 4
Section 5: Examination and review of test results 4

ARTICLE III TERM OF EMPLOYMENT AND HOURS OF WORK.....5
Section 1: Work year 5
Section 2: Work day.....5
Section 3: Overtime 5
Section 4: Computing overtime re: paid leave.....5
Section 5: Prior approval of overtime.....5
Section 6: Minimum hours when report for work 5
Section 7: Lunch break re: overtime.....5
Section 8: Call back to work.....5
Section 9: Assistants Displaced for Reasons Other than Reduction in Force (RIF).....6
Section 10: Evaluations.....6
Section 11: Personnel Files.....7
Section 12: Dress and Appearance 7
Section 13: Notice of Tentative Assignment 7
Section 14: Evaluation Form 8

ARTICLE IV EMPLOYEE DISCIPLINE 9
Section 1: Discipline or discharge of employees.....9

INDEX **Page**

ARTICLE V GRIEVANCE PROCEDURE 9
Section 1: Definitions 9
Section 2: Procedures for filing a grievance 10
Section 3: Stipulations 11

ARTICLE VI HOLIDAYS 13

ARTICLE VII SICK LEAVE 14
Section 1: Months worked and days granted 14
Section 2: Continual illness or serious injury 14
Section 3: Written notice of absence 14
Section 4: Interpretation of sick leave 14
Section 5: Funeral leave 14
Section 6: Absence due to duty connected injury 15
Section 7: Employee benefit upon accumulation of unused earned absence 15
Section 8: Sick Leave Bank 16
Section 9: Parental and Adoption Leave 17
Section 10: Deduct Days 18
Section 11: Annual Attendance Incentive 18

ARTICLE VIII SUBSTITUTES 19
Section 1: Rate of pay 19
Section 2: No pay for fringe benefits 19
Section 3: Use of substitutes 19
Section 4: When substitutes will be provided 19
Section 5: When regular school is not in session 20

ARTICLE IX GENERAL PROVISIONS 20
Section 1: Leave of absence 20
Section 2: Work by other classifications 20
Section 3: Insurance 20
Section 4: Pay for required attendance at meetings 21
Section 5: Personal leave 21
Section 6: Pay day 21
Section 7: Jury duty or subpoenaed witness 22
Section 8: Medical examinations 22
Section 9: Summer school employment 22
Section 10: Transportation 22
Section 11: Term of Agreement 22
Section 12: Interpretation of contract 22
Section 13: Strike provision 22
Section 14: Statement of Economic Interests 22
Section 15: Association Dues 23

ARTICLE IX GENERAL PROVISIONS (Continued)
Section 16: Release Time for CEAA Business 23
Section 17: Safety 23
Section 18: Medication/Medical Procedure 23
Section 19: Involuntary Transfers 23
Section 20: Board Meeting and Minutes 23
Section 21: Meeting with Superintendent 23
Section 22: Clerical Educational Assistants Visitor Management System .....

ARTICLE X ASSISTANTS LAYOFF 24

ARTICLE XI SALARY RATES 25

ARTICLE XII ASSOCIATION AND EMPLOYEES RIGHTS 26

ARTICLE XIII EFFECT OF AGREEMENT 26

APPENDICES:

APPENDIX A GRIEVANCE FORM 27
APPENDIX B LETTER OF UNDERSTANDING (RELIEF AIDES JOB DESCRIPTION) 30
APPENDIX D MEMORANDUM OF AGREEMENT - BENEFITS 403 (B) 31

AGREEMENT FOR EDUCATIONAL ASSISTANTS

RECOGNITION

The Board of Education of Collinsville Community Unit School District No. 10, Collinsville, Illinois, hereinafter referred to as the "Employer," hereby recognizes the Collinsville Educational Assistants Association, an affiliate of the Illinois Education Association-NEA and the National Education Association, hereinafter referred to as the "Association," as the bargaining representative for wages, hours, and terms and conditions of employment, as set forth in the Illinois Educational Labor Relations Act for all Clerical Assistants, Library Assistants, and Assistants working with special education classes, Health Clerks, and Title I, and Pre-K Assistants. The Board of Education is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, age, sex, handicap, impairment, veteran or marital status.

ARTICLE I: SENIORITY

Section 1. Seniority shall date from the first day of continuous employment within the bargaining unit. As used in this Agreement, the term "continuous employment" shall be applied so as to begin on the actual date hired by the Board, and shall be so construed that absences from employment due to illness, accident or family death shall not cause a break in such continuous employment. Seniority right shall cease upon voluntary termination of employment, even though re-employed by the District at a later time.

Section 2. All new employees shall serve a probationary period of ninety (90) working days while school is in session.

Section 3. Seniority lists will be provided by the Board of Education at the beginning of the school year. Revised seniority lists will be provided on request but not to exceed two (2) such lists per year.

ARTICLE II: JOB VACANCIES

Section 1.

A. A vacancy shall be defined as a permanent position, within the bargaining unit, which has been newly created or which has previously existed and the Board intends to continue, but which is vacated due to transfer, promotion, reassignment, resignation, retirement, death, or termination. The term “vacancy” shall not apply to any position from which an employee is absent due to leave. Notices of all job vacancies will be posted on the online job posting platform and email a written notice to all district employees. Such notices shall state the date of posting, nature of the job, the qualifications needed, possible salary classifications, length of the employment day and length of the employment year, if other than a full day and a full year job, the deadline for applying, and to whom the application is to be sent. Applications must be received on or before the deadline in order to be considered for the posted position. The Board will take no action to fill a vacancy on a permanent basis prior to the deadline. A vacancy will be posted for a minimum of **five (5)** working days before it is filled on a permanent basis.

   A vacancy will be posted within five (5) working days after a Board meeting approving a newly created position or a vacancy in a permanent position. The Board of Education shall not employ a substitute in a vacancy for more than 20 working days, unless a qualified applicant has not been identified and in such cases the position will remain posted until filled.

   If an employee is absent due to illness or a Board approved leave of absence, the Board shall have the right to employ a substitute for the duration of that employee’s absence.

B. Annually, during the summer months, those working less than twelve (12) months shall be notified by email to their home email address, if requested in writing.

C. Employees covered under this Agreement shall have the opportunity to apply for any posted vacancy in the District that is outside the CEAA bargaining unit, but the terms of this contract shall not apply. Any bargaining unit employee may apply for a bargaining unit position for which they qualify and shall not be discriminated against in any vacancy inside of this bargaining unit.

D. Any reduction in the employee's pay, i.e., in the rate paid, the number of days, weeks, or months worked shall be considered "disturbing" and shall permit that employee the right to "bump" any employee covered by this Agreement with lesser seniority.

Article II: **Job Vacancies (cont'd.)**

Section 2. Applications for positions posted must be received in the office specified in the posting on or before the deadline specified on the posting of the notice.

It is agreed by both parties that vacancies shall be filled by the most qualified applicant. When determining the qualifications of internal and external applicants, management shall take into consideration the following: strength of the applicant's interview, level of education, experience, ability, work performance and references. Current employees shall be fully considered for all vacancies for which they apply. When two (2) or more internal employees are the final applicants and have equal qualifications, the most senior employee will be selected for the position.

Section 3. Any Unit District employee who applies for a position within the bargaining unit shall be notified, in writing, as to the outcome the day following the filling of the position.

Section 4. If an outside applicant(s) and an inside applicant(s) are being considered for a vacant position and are both equally qualified in the judgment of the administration, the inside applicant will be given the position. In the event that an outside candidate is selected over an inside candidate on a posted position, the internal denied candidate shall have the right to appeal to the Board/Administration. This appeal shall be made within one (1) week of the notification of the job assignment denial to the Superintendent. The review committee to consider this appeal shall be appointed by the President of the Board of Education. The employee may bring to this meeting an accompanying person or persons representing their interest.

Section 5. Employees covered under this Agreement will be privileged to examine and review their own test results and evaluations in connection with their application for a higher ranking position under this Agreement.

ARTICLE III: TERM OF EMPLOYMENT AND HOURS OF WORK

Section 1. The work year of an Educational Assistant will be 180 days, corresponding to the 180 days teachers are on duty, including teacher workshops and institutes. Educational Assistants are required to work the same duty hours as the teachers on Parent/Teacher conference days.

(a) The high school Library Assistant will work five (5) days before the opening of the school and five (5) days afterwards.

(b) The other district library assistant will work the same 180 days as the educational assistants and teachers.

Section 2. Each day shall consist of 7 work hours, and an additional 30 minute duty free lunch. Each work week shall consist of five (5) consecutive days, Monday through Friday, and shall conform to the duty days of teachers, including institutes and workshops.

Section 3. Employees shall be paid overtime pay for each hour worked in excess of 40 hours in a work week. Overtime shall be calculated and paid in accordance with federal and state laws and regulations.

Section 4. Time charged to any paid absence shall count as time worked for the purpose of computing overtime.

Section 5. All overtime worked must have the prior approval of the Supervisor.

Section 6. When employees report to work as scheduled, they shall be allowed a minimum of fifty percent (50%) of their regularly scheduled hours of work or equivalent pay, unless otherwise notified no less than one (1) hour prior to the beginning of their shift. School closing emergency plans shall be posted in each building.

Section 7. Any employee who works for three (3) or more hours past their regularly scheduled shift shall be allowed a thirty (30) minute paid lunch break and an additional thirty (30) minute paid lunch break for each ensuing three (3) hour period.

Section 8. When an employee is called back to work, such work not being a continuation of their shift, they shall be paid a minimum of three (3) hours of work at one and one-half (1-1/2) times their regular rate of pay.

Section 9. Assistants Displaced for Reasons Other than Reduction in Force (RIF)

In the event a CEAA member is displaced for a reason other than a RIF, the CEAA member shall be able to bump into any open position or bump any person with lower seniority within the Collinsville Educational Assistants bargaining unit.

The displaced CEAA member, who is highest in seniority, shall begin the bumping process, followed by the next highest in seniority. This process shall be followed until all displaced members have obtained a new position within the CEAA bargaining unit.

If two (2) or more employees are in the same position and are equal in seniority at the time of that position's displacement, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be displaced will be made by the casting of lots, in the presence of all parties in interest.

Section 10. The following procedures shall govern the evaluation of non-probationary employees:

10.1 Purpose. The purpose of employee evaluation is to assess the employee's overall job performance as related to the employee's job description and the Educational Support Personnel (ESP) Evaluation Form. All evaluations shall be conducted in good faith toward this end and in accordance with the provisions of this Agreement.

10.2 Observation. Employee observation is ongoing. The administrator doing the evaluation will obtain information for the evaluation from the classroom teacher to which the Assistant is assigned (if applicable), first hand observation and first hand investigation.

10.3 Notification. Within twenty (20) work days following the beginning of the employee's work year, the administrator responsible for the employee's evaluation shall notify the employee as to the evaluation procedures, standards, instruments, and job description by which the employee is to be evaluated. No formal evaluations shall take place until this notification has been done.

10.4 Evaluation Process.

a) Non-probationary employees shall be evaluated in writing at least once every other year. New employees that complete their probationary period before or at the end of the first semester shall be evaluated in writing before the end of the second semester and shall be evaluated in writing at least once every other year thereafter. New employees that complete their probationary period during or at the end of the second semester shall be evaluated in writing the following school year and shall be evaluated in writing at least once every other year thereafter.

b) By October 1st of each school year, the administrator will conference with each Assistant under his/her supervision to discuss job performance expectations.

c) Prior to the written evaluation being prepared, the administrator will conference with the Assistant at least one time to review the Assistant's job performance to date if there are identified concerns. The Assistant will be given a written summary of any conference within five (5) working days following the conference.

d) Before the end of a school year in which an Assistant is being evaluated, the Assistant shall meet with the Administrator to discuss the final written evaluation. The Assistant shall be given a copy of the written evaluation. The Assistant must sign the evaluation; however by signing the evaluation, the Assistant only acknowledges that (s)he received a copy of the evaluation. The signature does not acknowledge agreement with the contents of the evaluation. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

e) Right to Respond. The employee has a right to attach his/her comments to the evaluation. Employee comments to be attached to the evaluation must be received within five (5) working days of the final evaluation conference.

f) Changes to Evaluation. Evaluations, once signed by the employee and the administrator, shall not be changed unless the changes are first explained and agreed to by the employee and the administrator.

Section 11: Employees shall have the right to examine and copy the contents of their personnel file in accordance with the Illinois Personnel Record Review Act.

Section 12: Dress and Appearance
The CEAA and the Board share a mutual desire to present a positive image of our schools. The CEAA acknowledges that paraprofessionals have a responsibility to present an appropriate appearance when at work. The Board acknowledges that paraprofessionals desire to be able to use their professional judgment in deeming what attire is appropriate. The parties agree that paraprofessionals' attire should be neat, clean, and appropriate to the particular work environment, work style, and seasonal time of the year. Ripped, torn, or dirty clothing are not considered appropriate attire.

Section 13: Notice of Tentative Assignment
No later than 5 calendar days prior to the first student attendance day each school year, the Administration or designee will send written notice and/or an e-mail to each employee to notify him/her of his/her tentative assignment (building/classroom), but the Administration or designee may change the employee's tentative assignment at a later date when deemed necessary.

TA 3:05 9-10-14
JMD

Section 14.

COLLINSVILLE UNIT SCHOOL DISTRICT #10
CEAA PERSONNEL PERFORMANCE EVALUATION

Employee: _____ Job Title: _____ Building: _____
Date of Evaluation: _____ Evaluator _____

Rate each item by selecting the phrase or phrases that most closely describes the employee's actual work performance.

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
1. Job Knowledge: Understanding of all phases of work and applies this knowledge to daily tasks.		Thorough knowledge of job requirements and department (if applicable). Can work independently and handle new situations.		Good working knowledge of job.		Limited knowledge of job. Not completely aware of functions of the job. Needs additional training.
2. Time Management: Able to prioritize. Schedules and deadlines are met. Effective use of time and resources to produce expected results.		Completes work in appropriate time. Consistently uses time and resources effectively.		Schedules and deadlines are met. Uses time and resources effectively.		Takes too long to perform work. Wastes time. Schedules and deadlines are not met.
3. Quality of Work Performed: Accuracy, thoroughness, neatness, attention to detail.		Tasks are performed correctly. Maintains consistent performance through the completion of assigned tasks.		Tasks are completed at a satisfactory level.		Work is carelessly done. Constant checking is required.
4. Initiative: Willingness to accept and perform responsibilities and assignments. Seeks a better way to achieve results. Works with minimal instruction or guidance.		Consistently shows initiative in anticipating and completing related and unrelated jobs. Alert to better ways to achieve results.		Does routine work without awaiting instructions. Anticipates and follows through on some related jobs.		Frequently needs instruction. Does not anticipate and follow through on related jobs.
5. Adaptability: Ability to adjust and meet new situations. Accepts and adopts new ideas, situations and/or conditions. Flexible.		Adjusts to the unexpected and accepts new ideas, situations and/or conditions.		Able to adjust to most changes, new situations and interruptions.		Unable to adjust to change and situations as they occur. Inflexible.
6. Dependability: Extent to which an employee can be counted on to carry out instructions and fulfill responsibilities in a timely, conscientious manner.		Requires little supervision. Can be counted on for successful completion of work. A very reliable employee.		Requires some supervision. Can be counted on to meet most schedules and deadlines. Reliable in most situations.		Requires extensive supervision. Needs constant reminders about details. Cannot be counted on to meet schedules and deadlines. Reliability is questionable.
7. Attitude and Ability to Relate to Others: Maintains good relationships with students, colleagues and parents. The level to which the employee shows interest, cooperation and enthusiasm in his/her work.		Demonstrates tact, courtesy, self-control, patience and respect in all situations. Cooperative. Assists others. Consistently positive about work and the district. Inspires teamwork. Projects a positive attitude.		Demonstrates tact, courtesy, self-control, patience and/or respect in most situations. Projects a good attitude. Shows general enthusiasm for work.		Has difficulty in demonstrating tact, courtesy, self-control, patience and/or respect. Often projects a negative attitude. Lacks enthusiasm for work. Seems dissatisfied.

Updated 6/23/2014

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
8. Confidentiality: A thorough understanding of the importance of confidentiality relating to all matters.	☐	All seen or overheard school matters are held in strict confidence. A high standard of confidentiality is maintained.	☐	Maintains acceptable level of confidentiality. Uses discretion when discussing school-related matters.	☐	Repeatedly shares confidential matters. No confidentiality is maintained.
9. District & Building Procedures: Follows approved procedures and guidelines.	☐	All procedures are followed. Initiative is taken to suggest and implement new procedures when necessary.	☐	Procedures are followed as expected.	☐	Procedures are not followed.
10. Acceptable Attendance	☐ Yes	☐ No	*Acceptable if employee does not use more than the allotted sick/personal days unless approved extenuating circumstances*			
11. Appropriate Attire	☐ Yes	☐ No				

OVERALL RATING	☐	EXCEEDS EXPECTATIONS	☐	MEETS EXPECTATIONS	☐	NEEDS IMPROVEMENT

Exceeds Expectations – Must have at least three Exceeds Expectations and no Needs Improvement.
Meets Expectations – No more than one Needs Improvement
Needs Improvement – Two or more Needs Improvement.

Comments:

Employee Comments:

The employee's signature does not indicate agreement with the contents of the evaluation. It is an acknowledgement that the evaluation has been completed and received by the employee. The employee may attach additional written comments to the evaluation, if so desired.

_____ _____
Employee's Signature Date

_____ _____
Evaluator's Signature Date

Updated 6/23/2014

ARTICLE IV: EMPLOYEE DISCIPLINE

Section 1. No non-probationary employee shall be disciplined or dismissed without just cause. For the purpose of this Agreement, discipline shall be constructive in nature and shall be defined as follows:

A. A written reprimand which is to be placed in an employee's file.
B. Suspension with or without pay.
C. Dismissal.

No disciplinary action, nor any material related to discipline, may be placed in an employee's personnel records unless the employee has first been given a copy of such material, given the opportunity to discuss such material with the appropriate administrator, and given the opportunity to attach a response to the material.

The Superintendent of the District shall provide a written statement of cause for discipline or dismissal. Violation of this Agreement by an employee may be regarded as cause for discipline or dismissal.

ARTICLE V: GRIEVANCE PROCEDURE

Section 1. Definitions:

1. A grievance is defined as a complaint by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of one or more specific provisions of this Agreement or Board policy directly affecting the employees covered by this Agreement.

2. An “aggrieved person” is a person or persons making the claim.

3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. The failure of an employee to act on any grievance within the prescribed time limits, will 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. The time limits, however, may be extended by mutual agreement.

5. All time limits consist of employee working days, except when a grievance is not resolved before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved as soon thereafter as possible.

6. In the event a grievance is filed which might not be finally resolved at "Step Two" under the time limits set forth herein by the end of the school term, and which, if left unresolved until the beginning of the following school term could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced; therefore, the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.

Section 2. Procedures:

The parties acknowledge it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. The employee shall be entitled to have a representative of the Association present to assist during such informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the following procedure:

1. STEP ONE

The grievant and/or the Association shall present the grievance in writing, on a form to be adopted for this purpose by the parties, to the immediately involved supervisor no later than twenty (20) days following the act or omission giving rise to the grievance or, whichever comes first, the date the grievant and/or the Association knew or reasonably should have known of such act or omission, with a maximum time limit of ninety (90) days. The written grievance shall state the specific violation, misinterpretation, or misapplication of the Agreement or Board policy alleged to be violated and the remedy requested. The immediately involved supervisor shall provide a written answer to the grievant and the Association no later than ten (10) days after receipt of the written grievance with reasons for the decision. If the grievance deals with a personal concern between the grievant and the Principal or immediate supervisor, the grievant shall have the option to proceed directly to the Superintendent.

2. STEP TWO

If the grievance is not resolved at Step One, then the grievance shall be sent to the Superintendent no later than ten (10) days after receipt of the Step One answer. The Superintendent shall arrange for a meeting with the representatives of the Association to take place no later than ten (10) days after his/her receipt of the appeal to attempt to resolve the grievance. Each party shall have the right to include in its presentation such witnesses and advisors as it deems necessary. Upon conclusion of this meeting, the Superintendent shall have ten (10) days in which to provide a written decision with reasons for the decision.

3. STEP THREE

If the grievance is not resolved at Step Two, the grievance may be appealed in writing to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision. The Board of Education shall arrange for a review to take place no later than fifteen (15) days after the Board's receipt of the grievance. Such review will be conducted in committee session. The grievant and the Association shall have the right to have present such witnesses and representatives as they deem necessary. A full record of such meeting will be kept and made available upon request to any party in interest. Upon conclusion of the review, the President of the Board of Education shall have fifteen (15) days in which to file the written decision of the Board with the grievant and the Association, with reasons for the decision.

4. STEP FOUR

If the grievance is not satisfactorily resolved at Step Three, the Association, at its option, may submit the matter to binding arbitration. If a demand for arbitration is not filed within thirty (30) days following the date the Association receives the Step Three answer, the grievance shall be deemed withdrawn. The Association shall send notice of the demand for arbitration to the Board of Education at the time the demand is made. Within fifteen (15) days following the date the Board receives the demand for arbitration, the Board and the Association shall attempt to agree on the selection of an arbitrator. If the parties are unable to agree on the selection of an arbitrator within the said fifteen (15) days, the demand for arbitration shall be submitted to the American Arbitration Association (AAA) which shall act as administrator of the proceedings in accordance with its Voluntary Arbitration Rules.

The arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall, insofar as may be necessary for the determination of such grievance, have authority to interpret and apply the provisions of this Agreement, but such arbitrator shall not have the authority to alter, or add to or subtract from, in any way, the terms and conditions of this Agreement.

The decision of the arbitrator shall be final and binding upon the Board and the Association unless contrary to the laws of the State of Illinois. Binding arbitration is not applicable to the negotiation process.

The cost of arbitration shall be borne equally by the Board of Education and the Collinsville Educational Assistants' Association.

Section 3. Stipulations

1. Bypassing Steps:

If the Association and the Superintendent agree, any Step of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

2. Released Time:

   Should the administration schedule a grievance hearing during working hours that necessitates the presence of an employee and/or Association representative, the employee and/or Association representative shall be released from their regular assignment without loss of pay. Should an arbitration proceeding be scheduled during working hours, the Association president(s) or designee(s), the Association Grievance Committee chairperson or designee, and the grievant(s) shall be released from their regular assignments without loss of pay to attend the entire arbitration proceeding. Any witnesses called by the Association to give testimony at an arbitration proceeding shall be released from their regular assignments without loss of pay for the time that is necessary for them to come to the arbitration proceeding, give their testimony, and return to their regular assignment. The administration shall be advised by the Association prior to the hearing as to the number of witnesses expected to be called.

3. Grievance Withdrawal:

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

4. Class Grievance:

   Class grievances involving more than one employee and/or one or more supervisors, grievances involving an administrator above the building level, or a grievance that applies to the C.E.A.A. itself may be initially filed at Step Two.

5. No Reprisals Clause:

   No reprisals shall be taken by the District against any employee because of the employee's participation in a grievance.

6. Representation:

   An employee shall have the right to have an Association representative present at all levels of this grievance procedure, and no employee shall be required to discuss a grievance without the presence of an Association representative.

7. Disclosure of Pertinent Information:

   The District shall promptly provide, upon request by the Association, all information and material pertinent to a grievance within seven (7) days following the District's receipt of such request.

8. Filing of Materials

   All records and materials related to a grievance shall be filed separately from the personnel files of employees.

ARTICLE VI: HOLIDAYS

The following days will be observed as paid holidays for all full-time CEAA members: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Presidents' Day, Martin Luther King Jr. Day and Easter. All above listed holidays will be observed as paid holidays for all members (full-time and part-time) hired before January 1, 2009. Part-time employees hired after January 1, 2009 are not entitled to holiday pay.

In the event any of the above holidays occur when school is in session, the employee shall receive two (2) times their regular rate of pay for this holiday.

Should an employee be required to work on an authorized holiday when school is not in session, all time so worked will be paid at one and one-half (1-1/2) times their regular rate of pay in addition to the holiday pay.

Should any employee be on any paid leave when any of the above holidays occur, they shall receive holiday pay in addition to their paid leave.

When any of the above holidays fall on a Saturday and/or Sunday, the preceding Friday and/or following Monday will be observed as a holiday.

If the school district decides to observe a five day spring break then the Columbus and Easter Holidays will be observed during the spring break period. The remaining three days will be unpaid days off as now observed at the Easter break and Casmir Pulaski Day. If the School District does not adopt a five day spring break, then the observed holiday schedule remains the same as observed in past years. To take effect 2014-2015 school year.

ARTICLE VII: SICK LEAVE

Section 1. Sick leave benefits will be determined in accordance with the following schedule:

No. Months Worked	No. Days Granted Per Year
9 – 11 months	13

Maximum accumulation allowed: unlimited.

Does not include summer school, night school, or substitute employment.

Any employee starting work after school is in session shall receive sick leave benefits on a pro-rated basis for the time worked that school year; i.e., one (1) day per month for every employee starting after the school year begins.

Section 2. In the event any employee experiences a continual illness or a serious injury within any given school term which would prevent him from performing his regular duties in the District, salary payments would continue for the current fiscal year and all other benefits, such as vacation, holidays, insurance payments, and seniority would be maintained, provided the employee has been employed in the District for fifteen (15) years and has forty-five (45) days accumulated sick leave. Said paid absence will be counted against the accumulated sick leave.

Section 3. Written notice of any absence shall be presented to the immediate supervisor upon return to work. Such notice shall include the date and/or dates of absence and reasons of the employee. The supervisor shall submit written notices of any absence to the office of the Superintendent each week. The School District shall provide a proper form to be submitted by the employee which shall include a copy to be retained by the employee.

Section 4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The immediate family, for the purposes of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Educational Assistants who are absent because of personal illness or injury for an extended period of time may be required by the Administration, upon return, to present a written release from their physician to their immediate supervisor.

Section 5. Reasonable time at full pay, usually not to exceed three (3) days unless special arrangement is made with the immediate supervisor, shall be granted for funeral leave. Such leave will not be deducted from sick leave. Funeral leave will be granted for death of members of the immediate family. Immediate family, for the purpose of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household.

Funeral leave for other than a member of the immediate family must be approved in advance by the Superintendent, in writing, and shall be deducted from accumulated sick leave.

Section 6. Absence due to duty-connected injury shall not be deducted from the employee's accumulated sick leave if the employee receives worker's compensation. In the event of an absence related to a duty-connected injury, the District shall provide only worker's compensation as determined by the insurance carrier effective with the current payroll.

In the event said employee was enrolled for family insurance at least three (3) full months prior to being on worker's compensation, the District shall provide said coverage to the employee at no cost to the employee for a period not to exceed two (2) years.

If the employee does not receive worker's compensation, the employee may use their sick leave.

Section 7. Upon leaving the service of the Unit District, each employee who has accumulated 355 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $4,500.

Upon leaving the service of the Unit District, each employee who has accumulated 545 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $7,500.

If the employee provides sufficient notice to the School District, compensation for the unused sick leave may be made in equal installments over 3 quarters, payable 7 months prior, 4 months prior, and on the final paycheck so long as the payments do not subject the District to any IMRF 6% penalty. Any sick leave monies that are not paid to the employee because of the 6% penalty limit, will be considered a retirement severance benefit and will be paid to the employee on the 65th day after the employee's last day of work. This severance payment will not be treated as creditable earnings under IMRF.

In the event the amount due the employee under this Section changes because of the number of accumulated hours at termination, the final paycheck will reflect the appropriate adjustment.

Whenever said benefit is paid, only the unpaid unused sick days will be reported to the Illinois Municipal Retirement Fund.

Upon the death of any employee qualified under this Section, the monies due for the time so accumulated will be paid to the estate of the employee.

Article VII: **Sick Leave (cont'd.)**

Section 8. Sick Leave Bank.

A Sick Leave Bank will be established to provide extended sick leave to employees who, as a consequence of a Board-approved prolonged personal illness or hospitalization and recovery, have exhausted their accumulated sick leave. The Sick Leave Bank will be subject to the following guidelines:

1. All employees covered by this Agreement shall have the opportunity to participate in the Bank. Participation in the Bank by an employee shall be voluntary. An employee who is not a participant in the Bank shall not be eligible to withdraw days from the Bank.

2. A three-member Sick Leave Bank committee will be established each school year to act as the governing body for the administration of the Sick Leave Bank. Said committee shall consist of two (2) employees named by the Association, and an administrator named by the Superintendent. The Sick Leave Bank committee shall be authorized to promulgate written rules and regulations for the implementation and administration of the Bank. If the Board goes against the unanimous recommendation of the committee, they must state their reasons in writing.

3. Employees desiring to participate in the Bank shall file written notification of such desire with the Sick Leave committee at any time from the first full week of school through September 15 of any school year. The employee's participation in the Bank shall continue from year to year unless revoked in writing by the employee between the first full week of school and September 15 of any year. Employees must have accumulated at least twenty (20) unused sick days to be eligible to join the bank.

4. Each employee participating in the Bank shall contribute yearly two (2) non-redeemable sick days to the Bank. If the Bank contains sixty (60) or more days at the end of a school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute a minimum of (2) days.

5. No employee will be able to withdraw days from the Sick Leave Bank until their own accumulated sick leave days have been exhausted and a request has been presented to the Sick Leave Bank committee for Sick Leave Bank withdrawal, accompanied by a doctor's written verification of the employee's illness.

6. Members of the Sick Leave Bank will be eligible to withdraw a maximum of twenty (20) sick leave days from the Bank during a 2-year period of time.

7. Any days remaining in the Bank at the end of a school year will be carried forward to the next school year.

8. In the event the Bank is depleted of days before the end of the school year, the Bank will cease to furnish benefits for the remainder of that year.

9. The Sick Leave Bank will not apply for normal maternity/paternity leave or child-care, or for persons receiving worker's compensation.

10. If the employee commences to draw disability benefits under the State Retirement System, she/he will cease to draw benefits from the Sick Leave Bank.

11. Should the Bank be dissolved for any reason with days remaining in the Bank, the days shall be returned to all currently participating employees on a pro-rated basis.

Section 9. Parental Leave and Adoption Leave.

Employees are eligible for paid or unpaid maternity/paternity/adoption leave under the following procedures:

1. The employee shall notify the Human Resource Office of the intent to take a parental leave and the dates the leave is requested at least 30 days prior to the date the leave is to commence. For adoption leave, the employee will notify the Human Resource Office as soon as practicable when there is a need for adoption leave and the dates the leave is requested.
2. An employee eligible for FMLA leave shall be entitled to 12 weeks of unpaid FMLA leave following the birth, adoption or placement for adoption of a child. The FMLA statute and regulations shall determine an employee's eligibility for FMLA leave.
3. The District may require satisfactory evidence of pending adoption proceedings to establish the employee's eligibility for adoption leave.
4. Whether or not the employee is eligible for FMLA leave, the employee shall be entitled to use 30 days of available paid sick leave days following the birth, adoption or placement for adoption of a child.
5. If the employee is eligible for FMLA leave, sick leave days shall run concurrent with FMLA leave.
6. After using 30 sick leave days, the District may require a physician's statement in order for the employee to use additional paid sick leave days.
7. The employee's eligibility to use 30 paid sick leave days after the birth, adoption or placement for adoption of a child shall not be limited due to any school break (summer, winter, spring). For example, an employee gives birth to a child with five workdays remaining in a school year. The employee will be entitled to use five sick leave days in the school year the child was born and 25 sick leave days at the start of the following school year.
8. An employee that is not eligible for FMLA leave or after an employee has exhausted FMLA leave, may request an unpaid leave of absence no to exceed a total of one year following the birth, adoption or placement for adoption of a child.
9. If the employee, employee's spouse or child remains ill after the employee has exhausted FMLA leave, the employee will be eligible to continue to use available paid sick leave, but may be required to submit a physician's statement confirming his/her eligibility to use paid sick leave.

10. The employee shall advance a step on the salary schedule provided that the employee has worked 80 or more workdays in a school year.
11. An employee shall continue to accrue seniority for any period of paid or unpaid maternity, paternity or adoption leave for up to a maximum of one year.
12. Extension of parental leave may be granted by mutual agreement in the event of an unforeseen problem.
13. Prior to an employee's return to duty from parental leave a statement from their physician attesting to their physical ability to resume their duties must be presented to their immediate supervisor.
14. Employees returning from parental or adoption leave shall be assigned to a position for which they are qualified, but not necessarily the exact assignment held prior to taking leave.
15. During the period of paid leave and leave covered under FMLA, the District will continue to make its normal monthly insurance premiums on behalf of the employee. During any period of unpaid parental/adoption leave (not covered under FMLA), the employee may, by their own arrangement and at their own cost, continue their membership in the insurance plan of the District.

Section 10. Deduct Days.

For employees who wish to be absent from work beyond the use of sick leave, personal leave, funeral leave, or leave of absence, deduct days may be requested. This request must be presented to the Superintendent of Schools, in writing, on the District Deduct Day Request Form stating the reason for the need to be absent. These days will not be granted automatically and will only be considered for unusual situations. For any days needed for absence due to an extended illness or injury where sick leave has terminated, a written request will not be necessary; these days will be automatically deducted from the employee's salary.

Section 11. Annual Attendance Incentive

1. Employees shall be paid for good attendance at the end of the first semester (December) and the end of the second semester (May). In accordance with the following schedule, which schedule applies to the employee's good attendance earned starting in the 2025-26 contract year:

Annual Days of Attendance	Attendance Incentive Compensation
0 days used	$250.00
1 day used	$200.00
2 days used	$150.00
3 days used	$100.00

In determining the employees record of attendance for the purposes of this Section, only the use of sick leave, personal leave, and dock days will be considered as days of non-attendance to be subtracted from the employee's perfect attendance record. The employee's use of paid or unpaid family and medical leave, Association leave, jury duty or court appearance leave, funeral leave, maternity or child-rearing leave, military leave, sabbatical leave, leaves for professional development, absence due to in-service training, leave provided under the Americans with Disabilities Act, leave required due to an employment-related injury or illness under the Illinois Workers' Compensation and Occupational Diseases Act, the employee's observance of religious holidays, and any other leave taken at the request of the Board shall be counted as days of attendance for purposes of this Section.

2. After the last day of the semester, the District will determine the employee's eligibility for the attendance incentive, if any, and include the attendance incentive payment in the last payroll **of the next month**.

3. The Board and the Association agree that if, during the term of this Agreement, any changes occur in IMRF rules and regulations, or in interpretation thereof, which would reduce, diminish, abrogate, or negate any of the benefits provided by this Article as of the effective date of this Agreement the parties will meet within sixty (60) calendar days following the effective date of the IMRF rule or interpretation change to renegotiate the provisions of the Agreement directly affected by such change, for the purpose of bringing the provisions of this Article into compliance with any such change so that the benefits provided pursuant to the Article as of the effective date of the Agreement are not reduced, diminished, abrogated, or negated.

ARTICLE VIII: SUBSTITUTES

Section 1. In the event a substitute, extra, or temporary employee is hired to help regular employees in the District who are under this Agreement, such employee's rate of pay shall be established by the Board of Education.

Any employee, in classifications covered by this Agreement, who leaves the employment of the District in good standing because of a reduction in staff as determined by the Board of Education, shall be paid at the same rate of all other Assistants' substitutes as established by the Board.

Section 2. Substitute employees shall receive no fringe benefits of this Agreement.

Section 3. Such substitute employees shall be used only to assist or supplement the regular employees and shall not take the place of a regular employee except in cases of absence of the regular employee.

Section 4. Substitutes will be provided for any employee who is absent three (3) days or more if a qualified substitute is available and notice of absence sufficient.

Article VIII: **Substitutes (cont'd.)**

Section 5. Educational Assistants working less than twelve (12) months who are interested in working as a substitute during Christmas and spring breaks and during the summer months, shall notify the administrator responsible for employment in that department, in writing, indicating their interest at the start of any school year. This information will be disseminated to the proper supervisor. The Board is not required to fill the substitute position with regular staff and/or on a seniority basis. Regular employees who work as substitutes will be paid the standard substitute rate of pay as applicable to Substitute Educational Assistants and Secretaries.

ARTICLE IX: GENERAL PROVISIONS

Section 1. Leaves of absence, without pay, may be granted by the Board of Education to employees for legitimate reasons. Such leave shall not be for more than one (1) year, but may be extended upon review and approval by the Board. Seniority will not accrue during leave of absence.

Section 2. No work normally done by employees covered by this Agreement shall be done by any employee in any other classification in the Unit District.

Section 3. Insurance:

A. For each full-time employee who desires to participate, the Board shall pay 100% of the cost of the premium for single coverage under a group health insurance plan for the duration of this contract.
B. The Board shall continue to provide health insurance coverage to eligible employees through MISSVIC.
C. In addition to the Board's contribution for single coverage, the Board shall contribute $75.00 per month for each employee toward a group health plan for family/spouse/domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), coverage for each full-time employee who desires to participate in the family/spouse/ domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), plan for the duration of this agreement.
D. All employees are subject to eligibility requirements.
E. Insurance Committee. A representative committee made up of all groups of employees (with at least 25% of the committee members named by the Association) will evaluate the insurance coverage, company, etc. The parties understand and agree that so long as the District continues to provide insurance through MISSVIC under a contract for insurance coverage, premium costs and benefits shall be determined by MISSVIC. Prior to the expiration of any contract with MISSVIC the Insurance Committee and Board may mutually agree to renew the MISSVIC contract. If either the Board or the Insurance Committee proposes that insurance coverage be provided by an insurance carrier other than MISSVIC then the Board and Insurance Committee shall negotiate the proposed change in the insurance carrier/company, coverage, etc. and further agree that these negotiations must be completed prior to the deadline for renewing any existing insurance carrier contract.

F. For employees whose term of employment is nine (9) months per year or more but less than twelve (12) months per year, coverage shall be on a twelve (12) month per year basis for so long as the individual remains an employee of the District.

G. Employees whose work week is twenty-five (25) hours or more shall receive the full individual premium payment as noted above. Those whose regular work week is at least seventeen and one-half (17 1/2) hours but less than twenty-five (25), shall receive one-half of the individual premium payment if enrolled in the individual plan. If the seventeen and one-half (17 1/2) but less than twenty-five (25) hour employee enrolls in the family plan, the Board of Education shall pay an additional $27.50 per month for dependent coverage.

H. The District shall also provide eligible employees with 100% Board paid dental insurance and life insurance ($11,000 life insurance coverage per employee) for the duration of this agreement.

Section 4. When an employee in classifications covered by this Agreement is required to attend a meeting, they shall be paid for all time so spent.

Section 5. The Board shall grant three (3) personal leave per year at full pay subject to the following conditions:

1. Such leave shall be accumulative up to a maximum of four (4) days. No more than two (2) bargaining unit members may use personal leave the day before a school holiday and no more than two (2) bargaining unit members may use personal leave the day after a school holiday. A member may only take leave before or after the holiday. (If you take personal leave the day before a holiday you cannot take personal leave the day after the holiday). Members will be approved on a first come, first serve basis.

2. Once an employee has accumulated the maximum of four (4) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) in the absence management system. Stating the reason for the request shall not be required.

4. Any employee who has accumulated personal leave days in excess of four (4) prior to the effective date of this Agreement shall have all such accumulated personal leave days in excess of four (4) converted into sick days and added to her/his sick leave accumulation upon the effective date of this Agreement. Such conversion shall be reflected on the employee's paycheck stub for the payroll period immediately following the effective date of this Agreement.

Section 6. Educational Assistants shall receive twenty-six (26) or twenty-seven (27) bi-weekly, meaning every two weeks, pays commencing in September and ending in August.

Section 7. Employees covered by this Agreement will be guaranteed no loss in pay while serving jury duty or appearing as a subpoenaed witness in any court action. The difference in pay above that paid for jury duty will be paid the employee.

Section 8. All new employees are required to have a medical examination at the District's expense if using a district approved provider. If an employee is required to have subsequent medical examinations as a condition of continued employment or for payment of sick leave benefits, the cost of the examinations shall be at the expense of the employer.

Section 9. When a summer school program requires the employment of an Educational Assistant, it will be offered first to the available Educational Assistants on a seniority basis. If any Educational Assistant is not available at the time the job is open because they are already working for Unit 10 on their regular position, such Educational Assistant shall be eligible to work on a seniority basis in the summer school position when their regular job is completed. Reasons other than working for Unit 10 will not be accepted for late placement in a summer school program as it pertains to this Section. The rate of pay will be determined in accordance with guidelines established by the Board of Education.

Educational Assistants working less than twelve (12) months who are interested in summer school employment shall respond to the summer school vacancy postings for the position in which they are interested.

Section 10. Employees required to drive their personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the District, shall be reimbursed at the IRS mileage reimbursement rate. Mileage reimbursement must be approved by the supervisor and submitted to the Business Office within 60 calendar days. Requests not submitted within that time frame will not be eligible for reimbursement.

Section 11. The term of the agreement is from July 1, 2025 through June 30, 2028. If a new Agreement has not been reached prior to the expiration date, this Agreement shall be extended until a new Agreement is reached.

Section 12. The interpretation of this contract for the Association shall be made by the Chairperson of the negotiating committee for this present contract, the UniServ Director, and the present officers; for the Board of Education, interpretation shall be made by the Chairperson of the Board negotiating committee, the Superintendent, and the Assistant Superintendents.

Section 13. Employees covered by this Agreement shall not engage in a strike except under the conditions as shown in Section 13 of the Illinois Educational Labor Relations Act (H.B. 1530).

Section 14. Employees who are required to file a statement of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.

Article IX: **General Provisions (cont'd.)**

Section 15. Association Dues: Any employee who is a member of the Association shall be granted payroll deduction of dues upon receipt of a signed dues deduction request form. Executed dues deduction request forms shall be furnished to the Business Manager prior to the first of the month in which the deduction goes into effect. The District shall not be responsible for any make-up deductions on requests. Such authorization for dues deduction shall continue in effect from year to year unless revoked in writing and delivered to the Association President. The Association President will be responsible for notifying the Business Manager of any revocation. Such dues shall be paid to the Association by the employer no later than ten (10) calendar days following deduction.

Section 16. Release time for CEAA business: The Association shall have up to ten (10) days per year without loss of pay to attend administration pre-approved Association business, subject to prior approval of the Superintendent or his designee. The CEAA shall pay the District an amount equal to the cost of a substitute for such time if a substitute is used. Official request for such released time shall be made by the President of the Association to the Superintendent or his designee.

Section 17. Safety: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 18. Medication/Medical Procedure: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 19. Employees shall not be subject to involuntary transfers anywhere in the Unit No. 10 school district, except by the Superintendent or his/her designee after a conference with all impacted personnel. The CEAA member shall have the right to union representation upon his/her request.

Section 20. In an attempt to keep the Association informed, an agenda of all regular and special meetings of the Board will be provided to the Association President(s) prior to the meeting, along with minutes of the preceding meeting, including but not limited to new and proposed changes to Board policies.

Section 21. The Association Officers or Board of Directors shall meet at regular 3 (three) month intervals with the Superintendent of Schools or his/her designee to discuss matters of common concern. These matters may include but are not limited to (1) practices that affect the welfare of pupils and/or employees, (2) alleged violation of contract that may develop because of the lack, misinterpretation or misapplication of Board or administrative policy, (3) the professional conduct of staff, and (4) matters that reflect on the School District and/or the paraprofessional/assistant profession.

Section 22. Clerical Educational Assistants serving at CHS are expected to help cover duties related to checking in visitors using the district approved visitor management system.

ARTICLE X: ASSISTANTS LAYOFF

In the event of a layoff in any classification covered by this Agreement, the employee with the least seniority will be laid off first. If two (2) or more employees are equal in seniority at the time of the decision to layoff, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be laid off will be made by the casting of lots, in the presence of all parties in interest.

The person originally affected shall be able to bump into an open position or bump any person with lower seniority within the CEAA bargaining unit. The person bumping to a different position must meet the qualifications of that position as determined by the immediate supervisor. If qualifications have not been met, the Educational Assistant can bump into any open position or bump another employee with lower seniority within the CEAA bargaining unit until a final placement has been made. If there is doubt on qualifications, a sixty (60) day probation period will be established to determine actual qualifications while on the job.

If the employee is denied bumping rights or recall from layoff because of qualifications, s/he shall be notified, in writing, of the reasons and this shall be subject to the grievance procedure.

The senior person actually laid off will be hired back first, the second senior person laid off shall be hired back next, etc., provided the person is qualified. Refusal in accepting a job of equal or more hours and months of work and rate of pay offered by the Board (not including the school's disqualification) severs any obligation on the part of the Board to hire this person at any later date or time.

Seniority shall be based on a monthly, not a yearly, count from work as an Educational Assistant.

No new employee shall be hired in this classification while qualified employees are on layoff.

ARTICLE XI: ASSISTANTS SALARY

Hourly Rates

Step	2025-26	2026-27	2027-28
1	17.42	18.47	19.39
2	17.93	19.00	19.95
3	18.48	19.59	20.57
4	19.03	20.18	21.19
5	19.60	20.78	21.82
6	20.21	21.42	22.49
7	20.78	22.03	23.13
8	21.41	22.70	23.83
9	22.07	23.39	24.56
10	22.72	24.09	25.29
11	23.40	24.81	26.05
12	24.11	25.55	26.83
13	24.85	26.34	27.66
14	25.69	27.24	28.60
15	26.54	28.13	29.54
16	27.41	29.05	30.50
17	28.29	29.98	31.48
18	29.16	30.91	32.45
19	30.06	31.87	33.46
20	30.99	32.85	34.50

A RIF (reduction in force) substitute in good standing shall be paid at the same rate as established by the Board of Education for all other assistant substitutes.

When a person is initially employed, that person is placed on Step 1 of the Salary Schedule. A person that has applicable experience as an assistant will be placed on the salary schedule based on their experience from another district, not to exceed Step 15. Internal candidates who are district employees will be placed on the salary schedule to a comparable rate of pay. A district employee will not see a loss in their hourly wage by moving to a position in the Union's bargaining unit. A person hired in a position prior to November 1st will be entitled to experience credit for that entire year. A substitute hired in a position prior to November 1st will be entitled to experience credit for that entire year.

Effective March 1, 1983, deductions from employees for IMRF shall be placed in a tax sheltered status.

ARTICLE XII: ASSOCIATION AND EMPLOYEE RIGHTS

An employee shall have the right to have Association representation at all meetings and any follow up meetings that could result in reprimand, discipline, discharge or adverse employment action against the employee. The supervisor, administrator, or Board shall notify the employee and the Association Representative in writing at least three (3) workdays in advance of any such meetings (except in cases in which the administrator determines is an emergency) giving reasons for the meeting.

ARTICLE XIII: EFFECT OF AGREEMENT

IN WITNESS WHEREOF, this Agreement is entered into this 11th day of August, 2025, by the Board of Education of Collinsville Community Unit District No. 10, through its President and Secretary, and by the Collinsville Educational Assistants Association, IEA-NEA, through its duly authorized representatives.

BOARD OF EDUCATION, COLLINSVILLE
COMMUNITY UNIT DISTRICT NO. 10

By: _____
President, Board of Education

By: _____
Secretary, Board of Education

COLLINSVILLE EDUCATIONAL ASSISTANTS
ASSOCIATION, IEA/NEA

By: _____
President, CEAA

By: _____
Secretary, CEAA

APPENDIX A

GRIEVANCE FORM

(For use with Collective Bargaining Agreement between the Board and the Collinsville Educational Assistants' Association, IEA-NEA)

Grievant _____

Work Location or Assignment

DESCRIPTION OF GRIEVANCE:
DATE OF OCCURRENCE:
ARTICLES AND/OR POLICIES IN QUESTION:
REMEDY REQUESTED:

_____ _____

Signature of Grievant **Date**

(If additional sheets need to be attached to this Grievance Form to provide additional space for description, remedies, explanations, responses, position statement, etc., please make reference to any attachments in the appropriate place on this Grievance form.)

Appendix A: Grievance Form (cont.)
Page 2

(STEP 1) Grievance Received by _____on _____ (date)

Principal or Immediately Involved Supervisor's Response:

_____ _____

Date **Principal or Immediately Involved Supervisor's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

(STEP 2) Grievance Received by _____ on _____ (date)

Superintendent's Response:

_____ _____

Date **Superintendent's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

Appendix A: Grievance Form (cont.)
Page 3

(STEP 3) Grievance Received by _____ on _____ (date)
Board of Education's Response:

_____ _____

Date **Board of Education Representative's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

(STEP 4)
Name of Mediator:

Disposition of Grievance:

Date of Disposition	**Mediator's Signature**

(**STEP 5)**
Name of Arbitrator:

Arbitrator's Decisions:

Date of Decision	**Arbitrator's Signature**

APPENDIX B: LETTER OF UNDERSTANDING - ELEMENTARY RELIEF AIDES

September 15, 1997

LETTER OF UNDERSTANDING

GENERAL JOB DESCRIPTION FOR UNIT 10 ELEMENTARY RELIEF (PLAYGROUND) AIDES

It is understood that the main responsibility for Relief (Playground) Aides is to supervise the students during recess periods in the morning, noon, and afternoon.

The following additional duties shall be performed by the Relief Aides upon the direction of the Building Principal:

a. Relief Aides may supervise students in the building libraries. They may check out books to students and generally straighten up the library so that it is organized. This does not include record keeping and ordering books.

b. Relief Aides may run off materials and do copy work for PTA functions and activities.

c. Relief Aides may cut out materials/lettering and put up work in the hallways and on bulletin boards but not in the classrooms.

d. Relief Aides may answer the main office phones during the thirty minutes when the Secretary is on her lunch break, but should not do any other office functions during that time unless an emergency arises.

e. Relief Aides may answer the phone when secretaries are called away from their office responsibilities for a short period of time because of some unexpected emergency.

f. Relief Aides may help with students' supervision in the cafeterias, bathroom and hallways of the buildings.

Relief Aides are not to be assigned the following responsibilities:

a. Relief Aides are not to run off materials for the building staff.

b. Relief Aides are not to grade papers for teachers.

c. Relief Aides are not to provide help in the classroom during Art, Music and P.E. instruction, and should not work with students in any instructional situation.

d. Relief Aides are not to provide Health Aide services except in an emergency.

-3

Jeannette Deppe, President, CEAA

Shirley Cavaletti, Local 316,
Office Employees

APPENDIX D: BENEFITS 403(b)

MEMORANDUM OF AGREEMENT

Benefits 403(b)

1) The District will contract with a third-party administrator (TPA) to serve as the third-party administrator of the District's 403(b) plan.

2) All aspects of the 403(b) plan shall comply with federal laws and regulations.

3) The District will have the TPA to include the following in the District's 403(b) plan, provided that 1) the item does not cost the District any additional fees/expenses and 2) the item is permitted under federal laws and regulations. The TPA will determine whether or not any of the items will result in an additional cost to the District.

   a) Current vendors will be included in the 403(b) plan provided the vendor meets all criteria and obligations to be included in the plan.

   b) The transfers of funds ("exchanges") between approved products offered by different providers are allowed.

   c) Include information sharing agreements for legacy products to which new investments are not being made.

   d) 403(b) plan and benefit details provided to all employees under the universal availability requirement.

   e) Include contribution limits "as permitted by law that are standard in 403(b) plans," including the catch up provisions for those 50 years of age and older and catch up provisions for products and/or plans that had catch up provisions for those with 15 years of service.

   f) The opportunities to enroll in plan products and opportunities to change investments.

   g) Provide online access to accounts.

   h) Include the product features such as Roth IRA and 457(b) contributions to offer flexibility, loans, financial hardship withdrawals, transfers into and out of plan (through information sharing agreements), rollovers from other qualified plans into plan, and payrolls slots for any and all providers.

4) Prior to the District implementing a change to the 403(b) plan or changing third-party administrators, the District will notify its labor organizations and meet its bargaining obligations consistent with the Illinois Educational Labor Relations Act. The current TPA or any subsequent third-party administrator can have the ability to make changes to the plan only to ensure it remains in compliance with federal laws and regulations and all employees shall be notified of any said changes.

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS

AGREEMENT BETWEEN THE BOARD OF EDUCATION

and the

COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION (CEAA)

an affiliate of the
ILLINOIS EDUCATION ASSOCIATION-NEA
and the
NATIONAL EDUCATION ASSOCIATION

Fiscal Years

2025-2028

COLLINSVILLE COMMUNITY UNIT DISTRICT NO. 10

AGREEMENT BETWEEN THE BOARD OF EDUCATION
AND
COLLINSVILLE EDUCATIONAL ASSISTANTS ASSOCIATION, IEA/NEA

July 1, 2025
through
June 30, 2028

INDEX **Page**

RECOGNITION 1

ARTICLE I SENIORITY 2
Section 1: Seniority date 2
Section 2: Probationary period 2
Section 3: Seniority lists 2

ARTICLE II JOB VACANCIES 3
Section 1: Vacancy notices 4
Section 2: Application for vacancies 4
Section 3: Notification of filing of vacancy 4
Section 4: Right to appeal 4
Section 5: Examination and review of test results 4

ARTICLE III TERM OF EMPLOYMENT AND HOURS OF WORK 5
Section 1: Work year 5
Section 2: Work day 5
Section 3: Overtime 5
Section 4: Computing overtime re: paid leave 5
Section 5: Prior approval of overtime 5
Section 6: Minimum hours when report for work 5
Section 7: Lunch break re: overtime 5
Section 8: Call back to work. 5
Section 9: Assistants Displaced for Reasons Other than Reduction in Force (RIF) 6
Section 10: Evaluations 6
Section 11: Personnel Files 7
Section 12: Dress and Appearance 7
Section 13: Notice of Tentative Assignment 7
Section 14: Evaluation Form 8

ARTICLE IV EMPLOYEE DISCIPLINE 9
Section 1: Discipline or discharge of employees 9

INDEX

Page

ARTICLE V GRIEVANCE PROCEDURE 9
Section 1: Definitions 9
Section 2: Procedures for filing a grievance 10
Section 3: Stipulations 11

ARTICLE VI HOLIDAYS 13

ARTICLE VII SICK LEAVE 14
Section 1: Months worked and days granted 14
Section 2: Continual illness or serious injury 14
Section 3: Written notice of absence 14
Section 4: Interpretation of sick leave 14
Section 5: Funeral leave 14
Section 6: Absence due to duty connected injury 15
Section 7: Employee benefit upon accumulation of unused earned absence 15
Section 8: Sick Leave Bank 16
Section 9: Parental and Adoption Leave 17
Section 10: Deduct Days 18
Section 11: Annual Attendance Incentive 18

ARTICLE VIII SUBSTITUTES 19
Section 1: Rate of pay 19
Section 2: No pay for fringe benefits 19
Section 3: Use of substitutes 19
Section 4: When substitutes will be provided 19
Section 5: When regular school is not in session 20

ARTICLE IX GENERAL PROVISIONS 20
Section 1: Leave of absence 20
Section 2: Work by other classifications 20
Section 3: Insurance 20
Section 4: Pay for required attendance at meetings 21
Section 5: Personal leave 21
Section 6: Pay day 21
Section 7: Jury duty or subpoenaed witness 22
Section 8: Medical examinations 22
Section 9: Summer school employment 22
Section 10: Transportation 22
Section 11: Term of Agreement 22
Section 12: Interpretation of contract 22
Section 13: Strike provision 22
Section 14: Statement of Economic Interests 22
Section 15: Association Dues 23

ARTICLE IX GENERAL PROVISIONS (Continued)
Section 16: Release Time for CEAA Business 23
Section 17: Safety 23
Section 18: Medication/Medical Procedure 23
Section 19: Involuntary Transfers 23
Section 20: Board Meeting and Minutes 23
Section 21: Meeting with Superintendent 23
Section 22: Clerical Educational Assistants Visitor Management System .....

ARTICLE X ASSISTANTS LAYOFF 24

ARTICLE XI SALARY RATES 25

ARTICLE XII ASSOCIATION AND EMPLOYEES RIGHTS 26

ARTICLE XIII EFFECT OF AGREEMENT 26

APPENDICES:

APPENDIX A GRIEVANCE FORM 27
APPENDIX B LETTER OF UNDERSTANDING (RELIEF AIDES JOB DESCRIPTION) 30
APPENDIX D MEMORANDUM OF AGREEMENT - BENEFITS 403 (B) 31

AGREEMENT FOR EDUCATIONAL ASSISTANTS

RECOGNITION

The Board of Education of Collinsville Community Unit School District No. 10, Collinsville, Illinois, hereinafter referred to as the "Employer," hereby recognizes the Collinsville Educational Assistants Association, an affiliate of the Illinois Education Association-NEA and the National Education Association, hereinafter referred to as the "Association," as the bargaining representative for wages, hours, and terms and conditions of employment, as set forth in the Illinois Educational Labor Relations Act for all Clerical Assistants, Library Assistants, and Assistants working with special education classes, Health Clerks, and Title I, and Pre-K Assistants. The Board of Education is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, age, sex, handicap, impairment, veteran or marital status.

ARTICLE I: SENIORITY

Section 1. Seniority shall date from the first day of continuous employment within the bargaining unit. As used in this Agreement, the term "continuous employment" shall be applied so as to begin on the actual date hired by the Board, and shall be so construed that absences from employment due to illness, accident or family death shall not cause a break in such continuous employment. Seniority right shall cease upon voluntary termination of employment, even though re-employed by the District at a later time.

Section 2. All new employees shall serve a probationary period of ninety (90) working days while school is in session.

Section 3. Seniority lists will be provided by the Board of Education at the beginning of the school year. Revised seniority lists will be provided on request but not to exceed two (2) such lists per year.

ARTICLE II: JOB VACANCIES

Section 1.

A. A vacancy shall be defined as a permanent position, within the bargaining unit, which has been newly created or which has previously existed and the Board intends to continue, but which is vacated due to transfer, promotion, reassignment, resignation, retirement, death, or termination. The term "vacancy" shall not apply to any position from which an employee is absent due to leave. Notices of all job vacancies will be posted on the online job posting platform and email a written notice to all district employees. Such notices shall state the date of posting, nature of the job, the qualifications needed, possible salary classifications, length of the employment day and length of the employment year, if other than a full day and a full year job, the deadline for applying, and to whom the application is to be sent. Applications must be received on or before the deadline in order to be considered for the posted position. The Board will take no action to fill a vacancy on a permanent basis prior to the deadline. A vacancy will be posted for a minimum of **five (5)** working days before it is filled on a permanent basis.

   A vacancy will be posted within five (5) working days after a Board meeting approving a newly created position or a vacancy in a permanent position. The Board of Education shall not employ a substitute in a vacancy for more than 20 working days, unless a qualified applicant has not been identified and in such cases the position will remain posted until filled.

   If an employee is absent due to illness or a Board approved leave of absence, the Board shall have the right to employ a substitute for the duration of that employee's absence.

B. Annually, during the summer months, those working less than twelve (12) months shall be notified by email to their home email address, if requested in writing.

C. Employees covered under this Agreement shall have the opportunity to apply for any posted vacancy in the District that is outside the CEAA bargaining unit, but the terms of this contract shall not apply. Any bargaining unit employee may apply for a bargaining unit position for which they qualify and shall not be discriminated against in any vacancy inside of this bargaining unit.

D. Any reduction in the employee's pay, i.e., in the rate paid, the number of days, weeks, or months worked shall be considered "disturbing" and shall permit that employee the right to "bump" any employee covered by this Agreement with lesser seniority.

Article II: **Job Vacancies (cont'd.)**

Section 2. Applications for positions posted must be received in the office specified in the posting on or before the deadline specified on the posting of the notice.

It is agreed by both parties that vacancies shall be filled by the most qualified applicant. When determining the qualifications of internal and external applicants, management shall take into consideration the following: strength of the applicant's interview, level of education, experience, ability, work performance and references. Current employees shall be fully considered for all vacancies for which they apply. When two (2) or more internal employees are the final applicants and have equal qualifications, the most senior employee will be selected for the position.

Section 3. Any Unit District employee who applies for a position within the bargaining unit shall be notified, in writing, as to the outcome the day following the filling of the position.

Section 4. If an outside applicant(s) and an inside applicant(s) are being considered for a vacant position and are both equally qualified in the judgment of the administration, the inside applicant will be given the position. In the event that an outside candidate is selected over an inside candidate on a posted position, the internal denied candidate shall have the right to appeal to the Board/Administration. This appeal shall be made within one (1) week of the notification of the job assignment denial to the Superintendent. The review committee to consider this appeal shall be appointed by the President of the Board of Education. The employee may bring to this meeting an accompanying person or persons representing their interest.

Section 5. Employees covered under this Agreement will be privileged to examine and review their own test results and evaluations in connection with their application for a higher ranking position under this Agreement.

ARTICLE III: TERM OF EMPLOYMENT AND HOURS OF WORK

Section 1. The work year of an Educational Assistant will be 180 days, corresponding to the 180 days teachers are on duty, including teacher workshops and institutes. Educational Assistants are required to work the same duty hours as the teachers on Parent/Teacher conference days.

(a) The high school Library Assistant will work five (5) days before the opening of the school and five (5) days afterwards.

(b) The other district library assistant will work the same 180 days as the educational assistants and teachers.

Section 2. Each day shall consist of 7 work hours, and an additional 30 minute duty free lunch. Each work week shall consist of five (5) consecutive days, Monday through Friday, and shall conform to the duty days of teachers, including institutes and workshops.

Section 3. Employees shall be paid overtime pay for each hour worked in excess of 40 hours in a work week. Overtime shall be calculated and paid in accordance with federal and state laws and regulations.

Section 4. Time charged to any paid absence shall count as time worked for the purpose of computing overtime.

Section 5. All overtime worked must have the prior approval of the Supervisor.

Section 6. When employees report to work as scheduled, they shall be allowed a minimum of fifty percent (50%) of their regularly scheduled hours of work or equivalent pay, unless otherwise notified no less than one (1) hour prior to the beginning of their shift. School closing emergency plans shall be posted in each building.

Section 7. Any employee who works for three (3) or more hours past their regularly scheduled shift shall be allowed a thirty (30) minute paid lunch break and an additional thirty (30) minute paid lunch break for each ensuing three (3) hour period.

Section 8. When an employee is called back to work, such work not being a continuation of their shift, they shall be paid a minimum of three (3) hours of work at one and one-half (1-1/2) times their regular rate of pay.

Section 9. Assistants Displaced for Reasons Other than Reduction in Force (RIF)

In the event a CEAA member is displaced for a reason other than a RIF, the CEAA member shall be able to bump into any open position or bump any person with lower seniority within the Collinsville Educational Assistants bargaining unit.

The displaced CEAA member, who is highest in seniority, shall begin the bumping process, followed by the next highest in seniority. This process shall be followed until all displaced members have obtained a new position within the CEAA bargaining unit.

If two (2) or more employees are in the same position and are equal in seniority at the time of that position's displacement, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be displaced will be made by the casting of lots, in the presence of all parties in interest.

Section 10. The following procedures shall govern the evaluation of non-probationary employees:

10.1 Purpose. The purpose of employee evaluation is to assess the employee's overall job performance as related to the employee's job description and the Educational Support Personnel (ESP) Evaluation Form. All evaluations shall be conducted in good faith toward this end and in accordance with the provisions of this Agreement.

10.2 Observation. Employee observation is ongoing. The administrator doing the evaluation will obtain information for the evaluation from the classroom teacher to which the Assistant is assigned (if applicable), first hand observation and first hand investigation.

10.3 Notification. Within twenty (20) work days following the beginning of the employee's work year, the administrator responsible for the employee's evaluation shall notify the employee as to the evaluation procedures, standards, instruments, and job description by which the employee is to be evaluated. No formal evaluations shall take place until this notification has been done.

10.4 Evaluation Process.

a) Non-probationary employees shall be evaluated in writing at least once every other year. New employees that complete their probationary period before or at the end of the first semester shall be evaluated in writing before the end of the second semester and shall be evaluated in writing at least once every other year thereafter. New employees that complete their probationary period during or at the end of the second semester shall be evaluated in writing the following school year and shall be evaluated in writing at least once every other year thereafter.

b) By October 1st of each school year, the administrator will conference with each Assistant under his/her supervision to discuss job performance expectations.

c) Prior to the written evaluation being prepared, the administrator will conference with the Assistant at least one time to review the Assistant's job performance to date if there are identified concerns. The Assistant will be given a written summary of any conference within five (5) working days following the conference.

d) Before the end of a school year in which an Assistant is being evaluated, the Assistant shall meet with the Administrator to discuss the final written evaluation. The Assistant shall be given a copy of the written evaluation. The Assistant must sign the evaluation; however by signing the evaluation, the Assistant only acknowledges that (s)he received a copy of the evaluation. The signature does not acknowledge agreement with the contents of the evaluation. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

e) Right to Respond. The employee has a right to attach his/her comments to the evaluation. Employee comments to be attached to the evaluation must be received within five (5) working days of the final evaluation conference.

f) Changes to Evaluation. Evaluations, once signed by the employee and the administrator, shall not be changed unless the changes are first explained and agreed to by the employee and the administrator.

Section 11: Employees shall have the right to examine and copy the contents of their personnel file in accordance with the Illinois Personnel Record Review Act.

Section 12: Dress and Appearance
The CEAA and the Board share a mutual desire to present a positive image of our schools. The CEAA acknowledges that paraprofessionals have a responsibility to present an appropriate appearance when at work. The Board acknowledges that paraprofessionals desire to be able to use their professional judgment in deeming what attire is appropriate. The parties agree that paraprofessionals' attire should be neat, clean, and appropriate to the particular work environment, work style, and seasonal time of the year. Ripped, torn, or dirty clothing are not considered appropriate attire.

Section 13: Notice of Tentative Assignment
No later than 5 calendar days prior to the first student attendance day each school year, the Administration or designee will send written notice and/or an e-mail to each employee to notify him/her of his/her tentative assignment (building/classroom), but the Administration or designee may change the employee's tentative assignment at a later date when deemed necessary.

TA 3:05 9-10 14
JMD

Section 14.

COLLINSVILLE UNIT SCHOOL DISTRICT #10
CEAA PERSONNEL PERFORMANCE EVALUATION

Employee: _____ Job Title: _____ Building: _____
Date of Evaluation: _____ Evaluator _____

Rate each item by selecting the phrase or phrases that most closely describes the employee's actual work performance.

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
1. **Job Knowledge:** Understanding of all phases of work and applies this knowledge to daily tasks.		Thorough knowledge of job requirements and department (if applicable). Can work independently and handle new situations.		Good working knowledge of job.		Limited knowledge of job. Not completely aware of functions of the job. Needs additional training.
2. **Time Management:** Able to prioritize. Schedules and deadlines are met. Effective use of time and resources to produce expected results.		Completes work in appropriate time. Consistently uses time and resources effectively.		Schedules and deadlines are met. Uses time and resources effectively.		Takes too long to perform work. Wastes time. Schedules and deadlines are not met.
3. **Quality of Work Performed:** Accuracy, thoroughness, neatness, attention to detail.		Tasks are performed correctly. Maintains consistent performance through the completion of assigned tasks.		Tasks are completed at a satisfactory level.		Work is carelessly done. Constant checking is required.
4. **Initiative:** Willingness to accept and perform responsibilities and assignments. Seeks a better way to achieve results. Works with minimal instruction or guidance.		Consistently shows initiative in anticipating and completing related and unrelated jobs. Alert to better ways to achieve results.		Does routine work without awaiting instructions. Anticipates and follows through on some related jobs.		Frequently needs instruction. Does not anticipate and follow through on related jobs.
5. **Adaptability:** Ability to adjust and meet new situations. Accepts and adopts new ideas, situations and/or conditions. Flexible.		Adjusts to the unexpected and accepts new ideas, situations and/or conditions.		Able to adjust to most changes, new situations and interruptions.		Unable to adjust to change and situations as they occur. Inflexible.
6. **Dependability:** Extent to which an employee can be counted on to carry out instructions and fulfill responsibilities in a timely, conscientious manner.		Requires little supervision. Can be counted on for successful completion of work. A very reliable employee.		Requires some supervision. Can be counted on to meet most schedules and deadlines. Reliable in most situations.		Requires extensive supervision. Needs constant reminders about details. Cannot be counted on to meet schedules and deadlines. Reliability is questionable.
7. **Attitude and Ability to Relate to Others:** Maintains good relationships with students, colleagues and parents. The level to which the employee shows interest, cooperation and enthusiasm in his/her work.		Demonstrates tact, courtesy, self-control, patience and respect in all situations. Cooperative. Assists others. Consistently positive about work and the district. Inspires teamwork. Projects a positive attitude.		Demonstrates tact, courtesy, self-control, patience and/or respect in most situations. Projects a good attitude. Shows general enthusiasm for work.		Has difficulty in demonstrating tact, courtesy, self-control, patience and/or respect. Often projects a negative attitude. Lacks enthusiasm for work. Seems dissatisfied.

Updated 6/23/2014

Category	X	Exceeds Expectations	X	Meets Expectations	X	Needs Improvement
8. **Confidentiality:** A thorough understanding of the importance of confidentiality relating to all matters.	☐	All seen or overheard school matters are held in strict confidence. A high standard of confidentiality is maintained.	☐	Maintains acceptable level of confidentiality. Uses discretion when discussing school-related matters.	☐	Repeatedly shares confidential matters. No confidentiality is maintained.
9. **District & Building Procedures:** Follows approved procedures and guidelines.	☐	All procedures are followed. Initiative is taken to suggest and implement new procedures when necessary.	☐	Procedures are followed as expected.	☐	Procedures are not followed.
10. **Acceptable Attendance**	☐ Yes	☐ No	*Acceptable if employee does not use more than the allotted sick/personal days unless approved extenuating circumstances*			
11. **Appropriate Attire**	☐ Yes	☐ No				

OVERALL RATING	☐	EXCEEDS EXPECTATIONS	☐	MEETS EXPECTATIONS	☐	NEEDS IMPROVEMENT

Exceeds Expectations – Must have at least three Exceeds Expectations and no Needs Improvement.
Meets Expectations – No more than one Needs Improvement
Needs Improvement – Two or more Needs Improvement.

Comments:

Employee Comments:

The employee's signature does not indicate agreement with the contents of the evaluation. It is an acknowledgement that the evaluation has been completed and received by the employee. The employee may attach additional written comments to the evaluation, if so desired.

_____ _____
Employee's Signature Date

_____ _____
Evaluator's Signature Date

Updated 6/23/2014

ARTICLE IV: EMPLOYEE DISCIPLINE

Section 1. No non-probationary employee shall be disciplined or dismissed without just cause. For the purpose of this Agreement, discipline shall be constructive in nature and shall be defined as follows:

A. A written reprimand which is to be placed in an employee's file.
B. Suspension with or without pay.
C. Dismissal.

No disciplinary action, nor any material related to discipline, may be placed in an employee's personnel records unless the employee has first been given a copy of such material, given the opportunity to discuss such material with the appropriate administrator, and given the opportunity to attach a response to the material.

The Superintendent of the District shall provide a written statement of cause for discipline or dismissal. Violation of this Agreement by an employee may be regarded as cause for discipline or dismissal.

ARTICLE V: GRIEVANCE PROCEDURE

Section 1. Definitions:

1. A grievance is defined as a complaint by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of one or more specific provisions of this Agreement or Board policy directly affecting the employees covered by this Agreement.

2. An "aggrieved person" is a person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. The failure of an employee to act on any grievance within the prescribed time limits, will 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. The time limits, however, may be extended by mutual agreement.

5. All time limits consist of employee working days, except when a grievance is not resolved before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved as soon thereafter as possible.

6. In the event a grievance is filed which might not be finally resolved at "Step Two" under the time limits set forth herein by the end of the school term, and which, if left unresolved until the beginning of the following school term could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced; therefore, the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.

Section 2. Procedures:

The parties acknowledge it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. The employee shall be entitled to have a representative of the Association present to assist during such informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the following procedure:

1. STEP ONE

The grievant and/or the Association shall present the grievance in writing, on a form to be adopted for this purpose by the parties, to the immediately involved supervisor no later than twenty (20) days following the act or omission giving rise to the grievance or, whichever comes first, the date the grievant and/or the Association knew or reasonably should have known of such act or omission, with a maximum time limit of ninety (90) days. The written grievance shall state the specific violation, misinterpretation, or misapplication of the Agreement or Board policy alleged to be violated and the remedy requested. The immediately involved supervisor shall provide a written answer to the grievant and the Association no later than ten (10) days after receipt of the written grievance with reasons for the decision. If the grievance deals with a personal concern between the grievant and the Principal or immediate supervisor, the grievant shall have the option to proceed directly to the Superintendent.

2. STEP TWO

If the grievance is not resolved at Step One, then the grievance shall be sent to the Superintendent no later than ten (10) days after receipt of the Step One answer. The Superintendent shall arrange for a meeting with the representatives of the Association to take place no later than ten (10) days after his/her receipt of the appeal to attempt to resolve the grievance. Each party shall have the right to include in its presentation such witnesses and advisors as it deems necessary. Upon conclusion of this meeting, the Superintendent shall have ten (10) days in which to provide a written decision with reasons for the decision.

3. STEP THREE

If the grievance is not resolved at Step Two, the grievance may be appealed in writing to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision. The Board of Education shall arrange for a review to take place no later than fifteen (15) days after the Board's receipt of the grievance. Such review will be conducted in committee session. The grievant and the Association shall have the right to have present such witnesses and representatives as they deem necessary. A full record of such meeting will be kept and made available upon request to any party in interest. Upon conclusion of the review, the President of the Board of Education shall have fifteen (15) days in which to file the written decision of the Board with the grievant and the Association, with reasons for the decision.

4. STEP FOUR

If the grievance is not satisfactorily resolved at Step Three, the Association, at its option, may submit the matter to binding arbitration. If a demand for arbitration is not filed within thirty (30) days following the date the Association receives the Step Three answer, the grievance shall be deemed withdrawn. The Association shall send notice of the demand for arbitration to the Board of Education at the time the demand is made. Within fifteen (15) days following the date the Board receives the demand for arbitration, the Board and the Association shall attempt to agree on the selection of an arbitrator. If the parties are unable to agree on the selection of an arbitrator within the said fifteen (15) days, the demand for arbitration shall be submitted to the American Arbitration Association (AAA) which shall act as administrator of the proceedings in accordance with its Voluntary Arbitration Rules.

The arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall, insofar as may be necessary for the determination of such grievance, have authority to interpret and apply the provisions of this Agreement, but such arbitrator shall not have the authority to alter, or add to or subtract from, in any way, the terms and conditions of this Agreement.

The decision of the arbitrator shall be final and binding upon the Board and the Association unless contrary to the laws of the State of Illinois. Binding arbitration is not applicable to the negotiation process.

The cost of arbitration shall be borne equally by the Board of Education and the Collinsville Educational Assistants' Association.

Section 3. Stipulations

1. Bypassing Steps:

If the Association and the Superintendent agree, any Step of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

2. Released Time:

   Should the administration schedule a grievance hearing during working hours that necessitates the presence of an employee and/or Association representative, the employee and/or Association representative shall be released from their regular assignment without loss of pay. Should an arbitration proceeding be scheduled during working hours, the Association president(s) or designee(s), the Association Grievance Committee chairperson or designee, and the grievant(s) shall be released from their regular assignments without loss of pay to attend the entire arbitration proceeding. Any witnesses called by the Association to give testimony at an arbitration proceeding shall be released from their regular assignments without loss of pay for the time that is necessary for them to come to the arbitration proceeding, give their testimony, and return to their regular assignment. The administration shall be advised by the Association prior to the hearing as to the number of witnesses expected to be called.

3. Grievance Withdrawal:

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

4. Class Grievance:

   Class grievances involving more than one employee and/or one or more supervisors, grievances involving an administrator above the building level, or a grievance that applies to the C.E.A.A. itself may be initially filed at Step Two.

5. No Reprisals Clause:

   No reprisals shall be taken by the District against any employee because of the employee's participation in a grievance.

6. Representation:

   An employee shall have the right to have an Association representative present at all levels of this grievance procedure, and no employee shall be required to discuss a grievance without the presence of an Association representative.

7. Disclosure of Pertinent Information:

   The District shall promptly provide, upon request by the Association, all information and material pertinent to a grievance within seven (7) days following the District's receipt of such request.

8. Filing of Materials

   All records and materials related to a grievance shall be filed separately from the personnel files of employees.

ARTICLE VI: HOLIDAYS

The following days will be observed as paid holidays for all full-time CEAA members: Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Presidents' Day, Martin Luther King Jr. Day and Easter. All above listed holidays will be observed as paid holidays for all members (full-time and part-time) hired before January 1, 2009. Part-time employees hired after January 1, 2009 are not entitled to holiday pay.

In the event any of the above holidays occur when school is in session, the employee shall receive two (2) times their regular rate of pay for this holiday.

Should an employee be required to work on an authorized holiday when school is not in session, all time so worked will be paid at one and one-half (1-1/2) times their regular rate of pay in addition to the holiday pay.

Should any employee be on any paid leave when any of the above holidays occur, they shall receive holiday pay in addition to their paid leave.

When any of the above holidays fall on a Saturday and/or Sunday, the preceding Friday and/or following Monday will be observed as a holiday.

If the school district decides to observe a five day spring break then the Columbus and Easter Holidays will be observed during the spring break period. The remaining three days will be unpaid days off as now observed at the Easter break and Casmir Pulaski Day. If the School District does not adopt a five day spring break, then the observed holiday schedule remains the same as observed in past years. To take effect 2014-2015 school year.

ARTICLE VII: SICK LEAVE

Section 1. Sick leave benefits will be determined in accordance with the following schedule:

No. Months Worked	No. Days Granted Per Year
9 – 11 months	13

Maximum accumulation allowed: unlimited.

Does not include summer school, night school, or substitute employment.

Any employee starting work after school is in session shall receive sick leave benefits on a pro-rated basis for the time worked that school year; i.e., one (1) day per month for every employee starting after the school year begins.

Section 2. In the event any employee experiences a continual illness or a serious injury within any given school term which would prevent him from performing his regular duties in the District, salary payments would continue for the current fiscal year and all other benefits, such as vacation, holidays, insurance payments, and seniority would be maintained, provided the employee has been employed in the District for fifteen (15) years and has forty-five (45) days accumulated sick leave. Said paid absence will be counted against the accumulated sick leave.

Section 3. Written notice of any absence shall be presented to the immediate supervisor upon return to work. Such notice shall include the date and/or dates of absence and reasons of the employee. The supervisor shall submit written notices of any absence to the office of the Superintendent each week. The School District shall provide a proper form to be submitted by the employee which shall include a copy to be retained by the employee.

Section 4. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The immediate family, for the purposes of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Educational Assistants who are absent because of personal illness or injury for an extended period of time may be required by the Administration, upon return, to present a written release from their physician to their immediate supervisor.

Section 5. Reasonable time at full pay, usually not to exceed three (3) days unless special arrangement is made with the immediate supervisor, shall be granted for funeral leave. Such leave will not be deducted from sick leave. Funeral leave will be granted for death of members of the immediate family. Immediate family, for the purpose of this Section, shall include: parents, spouse, domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, corresponding in-law relations, and any relative living in the same household.

Funeral leave for other than a member of the immediate family must be approved in advance by the Superintendent, in writing, and shall be deducted from accumulated sick leave.

Section 6. Absence due to duty-connected injury shall not be deducted from the employee's accumulated sick leave if the employee receives worker's compensation. In the event of an absence related to a duty-connected injury, the District shall provide only worker's compensation as determined by the insurance carrier effective with the current payroll.

In the event said employee was enrolled for family insurance at least three (3) full months prior to being on worker's compensation, the District shall provide said coverage to the employee at no cost to the employee for a period not to exceed two (2) years.

If the employee does not receive worker's compensation, the employee may use their sick leave.

Section 7. Upon leaving the service of the Unit District, each employee who has accumulated 355 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $4,500.

Upon leaving the service of the Unit District, each employee who has accumulated 545 or more hours of unused earned absence shall receive a benefit equal to 100% of the employee's normal daily rate for each day of unused earned absence but not to exceed $7,500.

If the employee provides sufficient notice to the School District, compensation for the unused sick leave may be made in equal installments over 3 quarters, payable 7 months prior, 4 months prior, and on the final paycheck so long as the payments do not subject the District to any IMRF 6% penalty. Any sick leave monies that are not paid to the employee because of the 6% penalty limit, will be considered a retirement severance benefit and will be paid to the employee on the 65th day after the employee's last day of work. This severance payment will not be treated as creditable earnings under IMRF.

In the event the amount due the employee under this Section changes because of the number of accumulated hours at termination, the final paycheck will reflect the appropriate adjustment.

Whenever said benefit is paid, only the unpaid unused sick days will be reported to the Illinois Municipal Retirement Fund.

Upon the death of any employee qualified under this Section, the monies due for the time so accumulated will be paid to the estate of the employee.

Article VII: **Sick Leave (cont'd.)**

Section 8. Sick Leave Bank.

A Sick Leave Bank will be established to provide extended sick leave to employees who, as a consequence of a Board-approved prolonged personal illness or hospitalization and recovery, have exhausted their accumulated sick leave. The Sick Leave Bank will be subject to the following guidelines:

1. All employees covered by this Agreement shall have the opportunity to participate in the Bank. Participation in the Bank by an employee shall be voluntary. An employee who is not a participant in the Bank shall not be eligible to withdraw days from the Bank.

2. A three-member Sick Leave Bank committee will be established each school year to act as the governing body for the administration of the Sick Leave Bank. Said committee shall consist of two (2) employees named by the Association, and an administrator named by the Superintendent. The Sick Leave Bank committee shall be authorized to promulgate written rules and regulations for the implementation and administration of the Bank. If the Board goes against the unanimous recommendation of the committee, they must state their reasons in writing.

3. Employees desiring to participate in the Bank shall file written notification of such desire with the Sick Leave committee at any time from the first full week of school through September 15 of any school year. The employee's participation in the Bank shall continue from year to year unless revoked in writing by the employee between the first full week of school and September 15 of any year. Employees must have accumulated at least twenty (20) unused sick days to be eligible to join the bank.

4. Each employee participating in the Bank shall contribute yearly two (2) non-redeemable sick days to the Bank. If the Bank contains sixty (60) or more days at the end of a school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute a minimum of (2) days.

5. No employee will be able to withdraw days from the Sick Leave Bank until their own accumulated sick leave days have been exhausted and a request has been presented to the Sick Leave Bank committee for Sick Leave Bank withdrawal, accompanied by a doctor's written verification of the employee's illness.

6. Members of the Sick Leave Bank will be eligible to withdraw a maximum of twenty (20) sick leave days from the Bank during a 2-year period of time.

7. Any days remaining in the Bank at the end of a school year will be carried forward to the next school year.

8. In the event the Bank is depleted of days before the end of the school year, the Bank will cease to furnish benefits for the remainder of that year.

9. The Sick Leave Bank will not apply for normal maternity/paternity leave or child-care, or for persons receiving worker's compensation.

10. If the employee commences to draw disability benefits under the State Retirement System, she/he will cease to draw benefits from the Sick Leave Bank.

11. Should the Bank be dissolved for any reason with days remaining in the Bank, the days shall be returned to all currently participating employees on a pro-rated basis.

Section 9. Parental Leave and Adoption Leave.

Employees are eligible for paid or unpaid maternity/paternity/adoption leave under the following procedures:

1. The employee shall notify the Human Resource Office of the intent to take a parental leave and the dates the leave is requested at least 30 days prior to the date the leave is to commence. For adoption leave, the employee will notify the Human Resource Office as soon as practicable when there is a need for adoption leave and the dates the leave is requested.
2. An employee eligible for FMLA leave shall be entitled to 12 weeks of unpaid FMLA leave following the birth, adoption or placement for adoption of a child. The FMLA statute and regulations shall determine an employee's eligibility for FMLA leave.
3. The District may require satisfactory evidence of pending adoption proceedings to establish the employee's eligibility for adoption leave.
4. Whether or not the employee is eligible for FMLA leave, the employee shall be entitled to use 30 days of available paid sick leave days following the birth, adoption or placement for adoption of a child.
5. If the employee is eligible for FMLA leave, sick leave days shall run concurrent with FMLA leave.
6. After using 30 sick leave days, the District may require a physician's statement in order for the employee to use additional paid sick leave days.
7. The employee's eligibility to use 30 paid sick leave days after the birth, adoption or placement for adoption of a child shall not be limited due to any school break (summer, winter, spring). For example, an employee gives birth to a child with five workdays remaining in a school year. The employee will be entitled to use five sick leave days in the school year the child was born and 25 sick leave days at the start of the following school year.
8. An employee that is not eligible for FMLA leave or after an employee has exhausted FMLA leave, may request an unpaid leave of absence no to exceed a total of one year following the birth, adoption or placement for adoption of a child.
9. If the employee, employee's spouse or child remains ill after the employee has exhausted FMLA leave, the employee will be eligible to continue to use available paid sick leave, but may be required to submit a physician's statement confirming his/her eligibility to use paid sick leave.

10. The employee shall advance a step on the salary schedule provided that the employee has worked 80 or more workdays in a school year.
11. An employee shall continue to accrue seniority for any period of paid or unpaid maternity, paternity or adoption leave for up to a maximum of one year.
12. Extension of parental leave may be granted by mutual agreement in the event of an unforeseen problem.
13. Prior to an employee's return to duty from parental leave a statement from their physician attesting to their physical ability to resume their duties must be presented to their immediate supervisor.
14. Employees returning from parental or adoption leave shall be assigned to a position for which they are qualified, but not necessarily the exact assignment held prior to taking leave.
15. During the period of paid leave and leave covered under FMLA, the District will continue to make its normal monthly insurance premiums on behalf of the employee. During any period of unpaid parental/adoption leave (not covered under FMLA), the employee may, by their own arrangement and at their own cost, continue their membership in the insurance plan of the District.

Section 10. Deduct Days.

For employees who wish to be absent from work beyond the use of sick leave, personal leave, funeral leave, or leave of absence, deduct days may be requested. This request must be presented to the Superintendent of Schools, in writing, on the District Deduct Day Request Form stating the reason for the need to be absent. These days will not be granted automatically and will only be considered for unusual situations. For any days needed for absence due to an extended illness or injury where sick leave has terminated, a written request will not be necessary; these days will be automatically deducted from the employee's salary.

Section 11. Annual Attendance Incentive

1. Employees shall be paid for good attendance at the end of the first semester (December) and the end of the second semester (May). In accordance with the following schedule, which schedule applies to the employee's good attendance earned starting in the 2025-26 contract year:

Annual Days of Attendance	Attendance Incentive Compensation
0 days used	$250.00
1 day used	$200.00
2 days used	$150.00
3 days used	$100.00

In determining the employees record of attendance for the purposes of this Section, only the use of sick leave, personal leave, and dock days will be considered as days of non-attendance to be subtracted from the employee's perfect attendance record. The employee's use of paid or unpaid family and medical leave, Association leave, jury duty or court appearance leave, funeral leave, maternity or child-rearing leave, military leave, sabbatical leave, leaves for professional development, absence due to in-service training, leave provided under the Americans with Disabilities Act, leave required due to an employment-related injury or illness under the Illinois Workers' Compensation and Occupational Diseases Act, the employee's observance of religious holidays, and any other leave taken at the request of the Board shall be counted as days of attendance for purposes of this Section.

2. After the last day of the semester, the District will determine the employee's eligibility for the attendance incentive, if any, and include the attendance incentive payment in the last payroll **of the next month**.

3. The Board and the Association agree that if, during the term of this Agreement, any changes occur in IMRF rules and regulations, or in interpretation thereof, which would reduce, diminish, abrogate, or negate any of the benefits provided by this Article as of the effective date of this Agreement the parties will meet within sixty (60) calendar days following the effective date of the IMRF rule or interpretation change to renegotiate the provisions of the Agreement directly affected by such change, for the purpose of bringing the provisions of this Article into compliance with any such change so that the benefits provided pursuant to the Article as of the effective date of the Agreement are not reduced, diminished, abrogated, or negated.

ARTICLE VIII: SUBSTITUTES

Section 1. In the event a substitute, extra, or temporary employee is hired to help regular employees in the District who are under this Agreement, such employee's rate of pay shall be established by the Board of Education.

Any employee, in classifications covered by this Agreement, who leaves the employment of the District in good standing because of a reduction in staff as determined by the Board of Education, shall be paid at the same rate of all other Assistants' substitutes as established by the Board.

Section 2. Substitute employees shall receive no fringe benefits of this Agreement.

Section 3. Such substitute employees shall be used only to assist or supplement the regular employees and shall not take the place of a regular employee except in cases of absence of the regular employee.

Section 4. Substitutes will be provided for any employee who is absent three (3) days or more if a qualified substitute is available and notice of absence sufficient.

Article VIII: **Substitutes (cont'd.)**

Section 5. Educational Assistants working less than twelve (12) months who are interested in working as a substitute during Christmas and spring breaks and during the summer months, shall notify the administrator responsible for employment in that department, in writing, indicating their interest at the start of any school year. This information will be disseminated to the proper supervisor. The Board is not required to fill the substitute position with regular staff and/or on a seniority basis. Regular employees who work as substitutes will be paid the standard substitute rate of pay as applicable to Substitute Educational Assistants and Secretaries.

ARTICLE IX: GENERAL PROVISIONS

Section 1. Leaves of absence, without pay, may be granted by the Board of Education to employees for legitimate reasons. Such leave shall not be for more than one (1) year, but may be extended upon review and approval by the Board. Seniority will not accrue during leave of absence.

Section 2. No work normally done by employees covered by this Agreement shall be done by any employee in any other classification in the Unit District.

Section 3. Insurance:

A. For each full-time employee who desires to participate, the Board shall pay 100% of the cost of the premium for single coverage under a group health insurance plan for the duration of this contract.
B. The Board shall continue to provide health insurance coverage to eligible employees through MISSVIC.
C. In addition to the Board's contribution for single coverage, the Board shall contribute $75.00 per month for each employee toward a group health plan for family/spouse/domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), coverage for each full-time employee who desires to participate in the family/spouse/ domestic partners (as defined by Illinois Religious Freedom Protection and Civil Union Act), plan for the duration of this agreement.
D. All employees are subject to eligibility requirements.
E. Insurance Committee. A representative committee made up of all groups of employees (with at least 25% of the committee members named by the Association) will evaluate the insurance coverage, company, etc. The parties understand and agree that so long as the District continues to provide insurance through MISSVIC under a contract for insurance coverage, premium costs and benefits shall be determined by MISSVIC. Prior to the expiration of any contract with MISSVIC the Insurance Committee and Board may mutually agree to renew the MISSVIC contract. If either the Board or the Insurance Committee proposes that insurance coverage be provided by an insurance carrier other than MISSVIC then the Board and Insurance Committee shall negotiate the proposed change in the insurance carrier/company, coverage, etc. and further agree that these negotiations must be completed prior to the deadline for renewing any existing insurance carrier contract.

F. For employees whose term of employment is nine (9) months per year or more but less than twelve (12) months per year, coverage shall be on a twelve (12) month per year basis for so long as the individual remains an employee of the District.

G. Employees whose work week is twenty-five (25) hours or more shall receive the full individual premium payment as noted above. Those whose regular work week is at least seventeen and one-half (17 1/2) hours but less than twenty-five (25), shall receive one-half of the individual premium payment if enrolled in the individual plan. If the seventeen and one-half (17 1/2) but less than twenty-five (25) hour employee enrolls in the family plan, the Board of Education shall pay an additional $27.50 per month for dependent coverage.

H. The District shall also provide eligible employees with 100% Board paid dental insurance and life insurance ($11,000 life insurance coverage per employee) for the duration of this agreement.

Section 4. When an employee in classifications covered by this Agreement is required to attend a meeting, they shall be paid for all time so spent.

Section 5. The Board shall grant three (3) personal leave per year at full pay subject to the following conditions:

1. Such leave shall be accumulative up to a maximum of four (4) days. No more than two (2) bargaining unit members may use personal leave the day before a school holiday and no more than two (2) bargaining unit members may use personal leave the day after a school holiday. A member may only take leave before or after the holiday. (If you take personal leave the day before a holiday you cannot take personal leave the day after the holiday). Members will be approved on a first come, first serve basis.

2. Once an employee has accumulated the maximum of four (4) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.

3. Any request for personal leave shall be made at least three (3) calendar days prior to the date requested (except in emergencies) in the absence management system. Stating the reason for the request shall not be required.

4. Any employee who has accumulated personal leave days in excess of four (4) prior to the effective date of this Agreement shall have all such accumulated personal leave days in excess of four (4) converted into sick days and added to her/his sick leave accumulation upon the effective date of this Agreement. Such conversion shall be reflected on the employee's paycheck stub for the payroll period immediately following the effective date of this Agreement.

Section 6. Educational Assistants shall receive twenty-six (26) or twenty-seven (27) bi-weekly, meaning every two weeks, pays commencing in September and ending in August.

Section 7. Employees covered by this Agreement will be guaranteed no loss in pay while serving jury duty or appearing as a subpoenaed witness in any court action. The difference in pay above that paid for jury duty will be paid the employee.

Section 8. All new employees are required to have a medical examination at the District's expense if using a district approved provider. If an employee is required to have subsequent medical examinations as a condition of continued employment or for payment of sick leave benefits, the cost of the examinations shall be at the expense of the employer.

Section 9. When a summer school program requires the employment of an Educational Assistant, it will be offered first to the available Educational Assistants on a seniority basis. If any Educational Assistant is not available at the time the job is open because they are already working for Unit 10 on their regular position, such Educational Assistant shall be eligible to work on a seniority basis in the summer school position when their regular job is completed. Reasons other than working for Unit 10 will not be accepted for late placement in a summer school program as it pertains to this Section. The rate of pay will be determined in accordance with guidelines established by the Board of Education.

Educational Assistants working less than twelve (12) months who are interested in summer school employment shall respond to the summer school vacancy postings for the position in which they are interested.

Section 10. Employees required to drive their personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the District, shall be reimbursed at the IRS mileage reimbursement rate. Mileage reimbursement must be approved by the supervisor and submitted to the Business Office within 60 calendar days. Requests not submitted within that time frame will not be eligible for reimbursement.

Section 11. The term of the agreement is from July 1, 2025 through June 30, 2028. If a new Agreement has not been reached prior to the expiration date, this Agreement shall be extended until a new Agreement is reached.

Section 12. The interpretation of this contract for the Association shall be made by the Chairperson of the negotiating committee for this present contract, the UniServ Director, and the present officers; for the Board of Education, interpretation shall be made by the Chairperson of the Board negotiating committee, the Superintendent, and the Assistant Superintendents.

Section 13. Employees covered by this Agreement shall not engage in a strike except under the conditions as shown in Section 13 of the Illinois Educational Labor Relations Act (H.B. 1530).

Section 14. Employees who are required to file a statement of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.

Article IX: **General Provisions (cont'd.)**

Section 15. Association Dues: Any employee who is a member of the Association shall be granted payroll deduction of dues upon receipt of a signed dues deduction request form. Executed dues deduction request forms shall be furnished to the Business Manager prior to the first of the month in which the deduction goes into effect. The District shall not be responsible for any make-up deductions on requests. Such authorization for dues deduction shall continue in effect from year to year unless revoked in writing and delivered to the Association President. The Association President will be responsible for notifying the Business Manager of any revocation. Such dues shall be paid to the Association by the employer no later than ten (10) calendar days following deduction.

Section 16. Release time for CEAA business: The Association shall have up to ten (10) days per year without loss of pay to attend administration pre-approved Association business, subject to prior approval of the Superintendent or his designee. The CEAA shall pay the District an amount equal to the cost of a substitute for such time if a substitute is used. Official request for such released time shall be made by the President of the Association to the Superintendent or his designee.

Section 17. Safety: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 18. Medication/Medical Procedure: A committee composed of a Board representative, school administrator, Special Education administrator, and CEAA members will review concerns.

Section 19. Employees shall not be subject to involuntary transfers anywhere in the Unit No. 10 school district, except by the Superintendent or his/her designee after a conference with all impacted personnel. The CEAA member shall have the right to union representation upon his/her request.

Section 20. In an attempt to keep the Association informed, an agenda of all regular and special meetings of the Board will be provided to the Association President(s) prior to the meeting, along with minutes of the preceding meeting, including but not limited to new and proposed changes to Board policies.

Section 21. The Association Officers or Board of Directors shall meet at regular 3 (three) month intervals with the Superintendent of Schools or his/her designee to discuss matters of common concern. These matters may include but are not limited to (1) practices that affect the welfare of pupils and/or employees, (2) alleged violation of contract that may develop because of the lack, misinterpretation or misapplication of Board or administrative policy, (3) the professional conduct of staff, and (4) matters that reflect on the School District and/or the paraprofessional/assistant profession.

Section 22. Clerical Educational Assistants serving at CHS are expected to help cover duties related to checking in visitors using the district approved visitor management system.

ARTICLE X: ASSISTANTS LAYOFF

In the event of a layoff in any classification covered by this Agreement, the employee with the least seniority will be laid off first. If two (2) or more employees are equal in seniority at the time of the decision to layoff, then the tie shall be broken as follows:

(a) Actual hiring date by the Board.

(b) If a final tie-breaker is needed, the selection of the employee to be laid off will be made by the casting of lots, in the presence of all parties in interest.

The person originally affected shall be able to bump into an open position or bump any person with lower seniority within the CEAA bargaining unit. The person bumping to a different position must meet the qualifications of that position as determined by the immediate supervisor. If qualifications have not been met, the Educational Assistant can bump into any open position or bump another employee with lower seniority within the CEAA bargaining unit until a final placement has been made. If there is doubt on qualifications, a sixty (60) day probation period will be established to determine actual qualifications while on the job.

If the employee is denied bumping rights or recall from layoff because of qualifications, s/he shall be notified, in writing, of the reasons and this shall be subject to the grievance procedure.

The senior person actually laid off will be hired back first, the second senior person laid off shall be hired back next, etc., provided the person is qualified. Refusal in accepting a job of equal or more hours and months of work and rate of pay offered by the Board (not including the school's disqualification) severs any obligation on the part of the Board to hire this person at any later date or time.

Seniority shall be based on a monthly, not a yearly, count from work as an Educational Assistant.

No new employee shall be hired in this classification while qualified employees are on layoff.

ARTICLE XI: ASSISTANTS SALARY

Hourly Rates

Step	2025-26	2026-27	2027-28
1	17.42	18.47	19.39
2	17.93	19.00	19.95
3	18.48	19.59	20.57
4	19.03	20.18	21.19
5	19.60	20.78	21.82
6	20.21	21.42	22.49
7	20.78	22.03	23.13
8	21.41	22.70	23.83
9	22.07	23.39	24.56
10	22.72	24.09	25.29
11	23.40	24.81	26.05
12	24.11	25.55	26.83
13	24.85	26.34	27.66
14	25.69	27.24	28.60
15	26.54	28.13	29.54
16	27.41	29.05	30.50
17	28.29	29.98	31.48
18	29.16	30.91	32.45
19	30.06	31.87	33.46
20	30.99	32.85	34.50

A RIF (reduction in force) substitute in good standing shall be paid at the same rate as established by the Board of Education for all other assistant substitutes.

When a person is initially employed, that person is placed on Step 1 of the Salary Schedule. A person that has applicable experience as an assistant will be placed on the salary schedule based on their experience from another district, not to exceed Step 15. Internal candidates who are district employees will be placed on the salary schedule to a comparable rate of pay. A district employee will not see a loss in their hourly wage by moving to a position in the Union's bargaining unit. A person hired in a position prior to November 1st will be entitled to experience credit for that entire year. A substitute hired in a position prior to November 1st will be entitled to experience credit for that entire year.

Effective March 1, 1983, deductions from employees for IMRF shall be placed in a tax sheltered status.

ARTICLE XII: ASSOCIATION AND EMPLOYEE RIGHTS

An employee shall have the right to have Association representation at all meetings and any follow up meetings that could result in reprimand, discipline, discharge or adverse employment action against the employee. The supervisor, administrator, or Board shall notify the employee and the Association Representative in writing at least three (3) workdays in advance of any such meetings (except in cases in which the administrator determines is an emergency) giving reasons for the meeting.

ARTICLE XIII: EFFECT OF AGREEMENT

IN WITNESS WHEREOF, this Agreement is entered into this 11th day of August, 2025, by the Board of Education of Collinsville Community Unit District No. 10, through its President and Secretary, and by the Collinsville Educational Assistants Association, IEA-NEA, through its duly authorized representatives.

BOARD OF EDUCATION, COLLINSVILLE
COMMUNITY UNIT DISTRICT NO. 10

By: Gary A Peccola
President, Board of Education

By: Vicki M. Pulecke
Secretary, Board of Education

COLLINSVILLE EDUCATIONAL ASSISTANTS
ASSOCIATION, IEA/NEA

By: Sue K. Bush
President, CEAA

By: Terri Mayer
Secretary, CEAA

APPENDIX A

GRIEVANCE FORM

(For use with Collective Bargaining Agreement between the Board and the Collinsville Educational Assistants' Association, IEA-NEA)

Grievant _____

Work Location or Assignment

DESCRIPTION OF GRIEVANCE:
DATE OF OCCURRENCE:
ARTICLES AND/OR POLICIES IN QUESTION:
REMEDY REQUESTED:

_____ _____

Signature of Grievant **Date**

(If additional sheets need to be attached to this Grievance Form to provide additional space for description, remedies, explanations, responses, position statement, etc., please make reference to any attachments in the appropriate place on this Grievance form.)

Appendix A: Grievance Form (cont.)
Page 2

(STEP 1) Grievance Received by _____ on _____ (date)

Principal or Immediately Involved Supervisor's Response:

_____ _____

Date **Principal or Immediately Involved Supervisor's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

(STEP 2) Grievance Received by _____ on _____ (date)

Superintendent's Response:

_____ _____

Date **Superintendent's Signature**

Position of Grievant:

_____ _____

Date **Grievant's Signature**

Appendix A: Grievance Form (cont.)
Page 3

(STEP 3) Grievance Received by _____ on _____ (date)
Board of Education's Response:

_____ _____
Date **Board of Education Representative's Signature**

Position of Grievant:

_____ _____
Date **Grievant's Signature**

(STEP 4)
Name of Mediator:

Disposition of Grievance:

_____ _____
Date of Disposition **Mediator's Signature**

(STEP 5)
Name of Arbitrator:

Arbitrator's Decisions:

_____ _____
Date of Decision **Arbitrator's Signature**

APPENDIX B: LETTER OF UNDERSTANDING - ELEMENTARY RELIEF AIDES

September 15, 1997

LETTER OF UNDERSTANDING

GENERAL JOB DESCRIPTION FOR UNIT 10 ELEMENTARY RELIEF (PLAYGROUND) AIDES

It is understood that the main responsibility for Relief (Playground) Aides is to supervise the students during recess periods in the morning, noon, and afternoon.

The following additional duties shall be performed by the Relief Aides upon the direction of the Building Principal:

a. Relief Aides may supervise students in the building libraries. They may check out books to students and generally straighten up the library so that it is organized. This does not include record keeping and ordering books.

b. Relief Aides may run off materials and do copy work for PTA functions and activities.

c. Relief Aides may cut out materials/lettering and put up work in the hallways and on bulletin boards but not in the classrooms.

d. Relief Aides may answer the main office phones during the thirty minutes when the Secretary is on her lunch break, but should not do any other office functions during that time unless an emergency arises.

e. Relief Aides may answer the phone when secretaries are called away from their office responsibilities for a short period of time because of some unexpected emergency.

f. Relief Aides may help with students' supervision in the cafeterias, bathroom and hallways of the buildings.

Relief Aides are not to be assigned the following responsibilities:

a. Relief Aides are not to run off materials for the building staff.

b. Relief Aides are not to grade papers for teachers.

c. Relief Aides are not to provide help in the classroom during Art, Music and P.E. instruction, and should not work with students in any instructional situation.

d. Relief Aides are not to provide Health Aide services except in an emergency.

-3

Jeannette Deppe, President, CEAA

Shirley Cavaletti, Local 316,
Office Employees

APPENDIX D: BENEFITS 403(b)

MEMORANDUM OF AGREEMENT

Benefits 403(b)

1) The District will contract with a third-party administrator (TPA) to serve as the third-party administrator of the District's 403(b) plan.

2) All aspects of the 403(b) plan shall comply with federal laws and regulations.

3) The District will have the TPA to include the following in the District's 403(b) plan, provided that 1) the item does not cost the District any additional fees/expenses and 2) the item is permitted under federal laws and regulations. The TPA will determine whether or not any of the items will result in an additional cost to the District.

   a) Current vendors will be included in the 403(b) plan provided the vendor meets all criteria and obligations to be included in the plan.

   b) The transfers of funds ("exchanges") between approved products offered by different providers are allowed.

   c) Include information sharing agreements for legacy products to which new investments are not being made.

   d) 403(b) plan and benefit details provided to all employees under the universal availability requirement.

   e) Include contribution limits "as permitted by law that are standard in 403(b) plans," including the catch up provisions for those 50 years of age and older and catch up provisions for products and/or plans that had catch up provisions for those with 15 years of service.

   f) The opportunities to enroll in plan products and opportunities to change investments.

   g) Provide online access to accounts.

   h) Include the product features such as Roth IRA and 457(b) contributions to offer flexibility, loans, financial hardship withdrawals, transfers into and out of plan (through information sharing agreements), rollovers from other qualified plans into plan, and payrolls slots for any and all providers.

4) Prior to the District implementing a change to the 403(b) plan or changing third-party administrators, the District will notify its labor organizations and meet its bargaining obligations consistent with the Illinois Educational Labor Relations Act. The current TPA or any subsequent third-party administrator can have the ability to make changes to the plan only to ensure it remains in compliance with federal laws and regulations and all employees shall be notified of any said changes.

5. **Closed Session**

6. **Personnel**

6.1. Non-Certified Employee Resignations

6.2. Certified Resignations

6.3. Non-Certified Employee Recommendations for Employment

6.4. Certified Employee Recommendations for Employment

6.5. Recommendation for Coaches

6.6. Stipend Recommendations

6.7. Consider Increasing Non-Certified Substitute Pay

6.8. Consider Administrator Salary Adjustments and Contracts/Addendum for the 2025-26 School Year

6.9. Consider Non-Union, Non-Certified Wage Adjustments for the 2025-26 School Year

7. **Adjourn**