

CLASSIFIED CONTRACT

Park Forest-Chicago Heights School District 163

And

Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

2017-2020

TABLE OF CONTENTS

ARTICLE I – RECOGNITION AND SCOPE OF AGREEMENT	1
SECTION 1. RECOGNITION, SCOPE OF AGREEMENT, AND BARGAINING UNIT	1
SECTION 2. MAINTENANCE OF CONTRACT	1
SECTION 3. CONFLICT BETWEEN POLICY AND CONTRACT	1
SECTION 4. SAVINGS	1
SECTION 5. SOLE BARGAINING UNIT.....	1
ARTICLE II – UNION BOARD RELATIONS	2
SECTION 6. UNION’S RIGHT TO MEET WITH THE SUPERINTENDENT	2
SECTION 7. RIGHT TO INFORMATION	2
SECTION 8. USE OF SCHOOL FACILITIES	2
SECTION 9. AGREEMENT – PRINTING.....	2
SECTION 10. MANAGEMENT RIGHTS	2
SECTION 11. NO STRIKE CLAUSE	3
SECTION 12. TERM OF THE CONTRACT	3
SECTION 13. NOTIFICATION TO TERMINATE, AMEND, OR MODIFY CONTRACT	3
SECTION 14. COMMENCEMENT OF NEGOTIATIONS	3
SECTION 15. COMMENCEMENT OF NEGOTIATIONS AFTER ELECTIONS	3
ARTICLE III – EMPLOYEE RIGHTS.....	3
SECTION 16. ASSAULT.....	3
SECTION 17. EMPLOYEE – BOARD LIABILITY	4
SECTION 18. PERSONNEL FILES	4
SECTION 19. NOTIFICATION OF VACANCIES	4
SECTION 20. JOB ASSIGNMENTS	4
SECTION 21. VOLUNTARY TRANSFER.....	4
SECTION 22. INVOLUNTARY TRANSFER.....	5
SECTION 23. SENIORITY	5
SECTION 24. REDUCTION IN FORCE	5
SECTION 25. TERMINATION OF EMPLOYMENT.....	6
SECTION 26. GRIEVANCE PROCEDURE.....	6
SECTION 27. POLITICAL FREEDOM	7
SECTION 28. PROGRESSIVE DISCIPLINE	8
ARTICLE IV – WORKING CONDITIONS.....	8
SECTION 29. PROFESSIONAL COURTESY	8
SECTION 30. HEALTH AND SAFETY	8
SECTION 31. LOUNGES	8
SECTION 32. KEYS TO FACILITIES	8
SECTION 33. STAFF FACILITIES	8
SECTION 34. SUPERVISION AND RESPONSIBILITY	8
SECTION 35. EVALUATION	9
SECTION 36. SUBSTITUTES	10
SECTION 37. MEETINGS.....	10

ARTICLE V – LEAVES	10
SECTION 38. LEAVE PROVISIONS.....	10
SECTION 39. PARENTAL LEAVE.....	10
SECTION 40. EXTENDED PERSONAL LEAVE.....	11
SECTION 41. SICK LEAVE	11
SECTION 42. BEREAVEMENT LEAVE.....	11
SECTION 43. PERSONAL LEAVE.....	11
ARTICLE VI – INSURANCE AND FRINGE BENEFITS.....	12
SECTION 44. INSURANCE	12
SECTION 45. PROFESSIONAL GROWTH.....	13
SECTION 46. MEDICAL EXAMINATION.....	13
SECTION 47. WORKER’S COMPENSATION INSURANCE.....	13
SECTION 48. MILEAGE ALLOWANCE	13
SECTION 49. COURT APPEARANCES	14
SECTION 50. WORKING DAY	14
SECTION 51. JOB DESCRIPTIONS	14
SECTION 52. SUMMER SCHOOL	14
SECTION 53. HOLIDAYS.....	14
SECTION 54. VACATION	15
SECTION 55. PAYROLL	16
SECTION 56. FAIR SHARE	16
SECTION 57. SALARY	17
SECTION 58. COMPENSATORY TIME	18
SECTION 59. LONGEVITY.....	18
SECTION 60. SICK LEAVE BANK.....	18
SECTION 61. INCENTIVES FOR RETIREMENT	19
SECTION 62. SIGNATURE PAGE.....	20

ARTICLE I – RECOGNITION AND SCOPE OF AGREEMENT

Section 1. Recognition, Scope of Agreement, and Bargaining Unit

This Agreement made and entered into by and between the Board of Education, School District 163, Cook County, Illinois, hereinafter referred to as the BOARD, and the support staff unit, Park Forest Council. Local 604, IFT-AFT, AFL-CIO, referred to as the UNION, is for the purpose of establishing salaries, fringe benefits, grievance procedures related to the Contract, and working conditions; and for that purpose the BOARD recognizes the UNION as its sole and exclusive representative for the Bargaining Unit for all full time and regularly employed part time secretaries, bookkeepers, media-technology assistants, health assistants, teacher assistants, reading/math assistants, IT specialists, building assistants, grant site coordinators, middle school discipline coordinators and bus drivers, excluding the following:

- A. Secretary to the Superintendent
- B. Secretary to the Superintendent for Personnel
- C. Secretary to the Assistant Superintendent
- D. Information Technology Manager
- E. Director of Technology
- F. Crossing Guards
- G. Supervisory Employees
- H. Lunch Room Personnel
- I. All substitutes and short term employees as defined by the act
- J. Payroll Clerk
- K. Transportation and Food Service Manager

Section 2. Maintenance of Contract

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

Section 3. Conflict Between Policy and Contract

In the event any policy, rule or regulation of the BOARD conflicts with any provision of this Agreement, the provisions of this Agreement shall prevail.

Section 4. Savings

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction or conflict with any act of Congress or of the Legislature said articles, section or clauses, as the case may be shall automatically be deleted from this Agreement to the extent that it violates the law, but remaining articles, sections or clauses shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted article, section, or clause. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, negotiations for replacement language shall begin no later than sixty (60) days after the final court order.

Section 5. Sole Bargaining Unit

The BOARD agrees not to recognize any other organization other than the UNION as the agent of this Agreement.

ARTICLE II – UNION BOARD RELATIONS

Section 6. Union's Right to Meet with the Superintendent

The Superintendent or his/her designee, shall meet at mutually agreeable times with representatives of the UNION, Park Forest Council Support Staff Unit, to discuss matters relating to the implementation of this Agreement.

Section 7. Right to Information

The BOARD and the UNION agree to make available upon written request from the Superintendent or the President of the UNION, as the case may be, any and all information, statistics, or records of a non-confidential nature relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. Under this section the BOARD is required to provide only those materials which are already compiled and which materials are subject to disclosure under the Illinois Local Records Act/Illinois Freedom of Information Act.

Section 8. Use of School Facilities

The UNION shall have the use of computers, photocopy machines and the use of the communication systems, including email, for the conduct of its business as long as there is no interference with the normal operation of the school. The UNION may establish and use a page on the District WEB site. The following information may be included on the WEB page; notification of UNION Meetings, copies of both the Certified and Classified Contracts, information on re-certification, notification of vacancies, professional development opportunities and educational research. The UNION will inform the Superintendent by email when a change is made on the WEB page. The Superintendent shall have the right to remove information from the page.

The UNION shall be permitted the use of a school building room for the purpose of holding meetings at reasonable hours, provided that when special custodial services are required by the BOARD, the BOARD may charge the UNION for such services; provided further that such meetings in no way interfere with any aspect of the instructional program or other previously scheduled meetings.

The UNION shall inform the Building Principal of UNION meetings or functions held in their building and shall coordinate time and space based on availability with the Building Principal.

Section 9. Agreement – Printing

A copy of the Contract shall be given to each classified employee. Fifteen (15) copies shall be given to the UNION.

Section 10. Management Rights

The BOARD retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitution of the State of Illinois and the United States including but not limited to the responsibility for and the right:

- A. To maintain executive management and administrative control of the School District and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications and the conditions for their continued employment, or their discipline, dismissal, or demotion, their assignment, and to promote and transfer all such employees.

- C. To determine work schedules, the hours of work, including the requirement of overtime assignments, and the duties, responsibilities and assignments of employees with respect thereto.
- D. The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the BOARD, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement.

Section 11. No Strike Clause

The UNION agrees not to strike nor to engage in any boycotts or work stoppages and not to picket in any manner which could tend to disrupt the operation of any public school in School District 163 or the administration offices of the Board of Education of School District 163 during the term of this Contract.

Section 12. Term of the Contract

The Contract shall become effective August 15, 2017 and shall remain in force and in effect through August 14, 2020.

Section 13. Notification to Terminate, Amend, or Modify Contract

Either party may give the other notification of its desire to terminate, amend, modify, or renegotiate this Contract. This notification shall be sent to the normal mailing address of the other party and must be postmarked not earlier than November 15, 2019 and not later than February 1, 2020.

Section 14. Commencement of Negotiations

Upon receipt of notification by the other party to renegotiate, amend, or modify this Contract, arrangements shall be made within ten (10) school days for negotiations to commence. Negotiations shall commence no earlier than April 1, 2020, and no later than April 15, 2020. In the event that neither party gives notice of its intent to renegotiate, amend, terminate, or modify the Contract by February 1, 2020, the Contract shall automatically be extended on the same terms from year to year, thereafter, with the notification date of intent to renegotiate, amend, terminate or modify by February 1st of the successive year.

Section 15. Commencement of Negotiations After Elections

In the event a new bargaining agent has been elected; the notice provided for in this article may be served by such new agent.

ARTICLE III – EMPLOYEE RIGHTS

Section 16. Assault

Any case of assault upon an employee arising out of and in the cause of his/her employment shall be completely reported in writing to the Superintendent of Schools within forty-eight (48) hours of the incident unless the employee is incapable of submitting a written report.

The BOARD will provide legal counsel to advise the employee of his/her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the employee in connection with handling of the incident by law enforcement and judicial authorities. In the event that a Union attorney is provided, the BOARD is not relieved of any of the above responsibilities.

Section 17. Employee – Board Liability

The BOARD will insure against any loss of liability of the members of this Unit by reason of death or bodily injury and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the BOARD. Such insurance shall be carried in a company licensed to write such coverage in this state.

Section 18. Personnel Files

All personnel files kept on classified employees shall be available to the individual. An employee may file a signed statement on his/her behalf, relating to any evaluation or other materials in his/her file with which he/she does not concur. Such dissenting statements shall be attached to the original material. No materials of a derogatory nature shall be added to an employee's file unless the employee has had an opportunity to see and sign the material. After eight (8) years, material of a derogatory nature shall be removed at the employee's written request.

Prior to any employee receiving a written reprimand which threatens either suspension or termination in his/her personnel file, there shall be a conference held between the appropriate administrator(s) and the employee(s) involved.

When material, specific to an individual employee's performance, is added to the Personnel File, the Administration shall send notification to the employee noting that there has been an addition to the Personnel File.

Section 19. Notification of Vacancies

Notice of vacancies shall be posted on the District's website and emailed to all employees using the employees' district-issued email address. Copies of all vacancy notices shall be sent electronically to the Union President. No position shall be filled prior to the third (3rd) business day after a vacancy is posted. Business day is defined as any day on which the School District's administrative offices are open.

The names, addresses and positions of all new employees shall be sent to the Union President within five (5) working days of BOARD approval. The Union President shall be notified within five (5) working days of the resignation and/or termination of an employee. A notice of all classified vacancies shall be sent to all classified employees on leave.

Section 20. Job Assignments

Classified employees shall be notified in writing no later than May 15th of their tentative assignments for the following school term. If a classified employee is given a "To Be Determined" or "TBD" as their assignment, such employee will be guaranteed a salary not less than their current salary for the coming school year.

Section 21. Voluntary Transfer

Classified employees who desire a transfer for the next school year shall notify the Superintendent in writing by March 1st. When considering the voluntary transfer, the Superintendent shall consider factors such as but not limited to evaluation, seniority, training and District needs.

The final decisions on all voluntary transfers rest with the Superintendent and are not grievable.

Section 22. Involuntary Transfer

Written notice of involuntary transfer shall be given to employees as soon as practicable. The notice will state the reason for the transfer. The final decision on involuntary transfers shall rest with the Superintendent and are not grievable.

When an involuntary transfer is initiated during the school year, for the remainder of the school year, the employee shall be guaranteed salary not less than what he/she would receive, for that school year, in their previous position.

In the event a building is closed or a job(s) eliminated, all employees involved shall be informed in writing of all district vacancies, as soon as they occur, for the coming year. Employees will be given until May 1st of the calendar year the building is closed or the job eliminated, to notify the Superintendent of their first, second and third choice of building. The Superintendent shall consider District seniority in filling the available positions. If the employee is not given his/her first or second choice, he/she shall have a conference with the Superintendent.

Section 23. Seniority

Seniority for those employees covered by this Agreement shall begin on the first date the employee worked. Seniority ties shall be broken by using the following criteria in their respective order:

1. Total years of Illinois Municipal Employees Retirement Fund credit (outside of, and within Park Forest-Chicago Heights School District 163).
2. Highest educational degree attained.
3. Total years of Illinois Municipal Employees Retirement Fund credit within Park Forest-Chicago Heights School District 163.

All employees covered by this Agreement shall be placed on one (1) seniority list using the first date the employee worked, and their current position in the district.

A current seniority list shall be made available to all classified employees by emailing said list to all classified employees using the employees' district-issued email address by February 1st of each school year.

Section 24. Reduction in Force

In the event of a reduction in force (RIF) layoffs will be conducted on the basis of seniority as determined in Section 23 (Seniority) above, provided that those persons remaining after using Section 23's seniority criteria are qualified to do the remaining jobs.

Should persons remaining, after utilizing Section 23's seniority criteria, not be qualified to fill the remaining positions, persons shall be skipped over, one by one, on the seniority list until those remaining are qualified to fill the remaining positions.

The UNION and the BOARD shall form a committee composed of three (3) members of the UNION and the Superintendent and two (2) of the Superintendent's designees, to develop qualifications for the various classified positions. The committee shall meet and review or determine qualifications prior to October 31st of each school year. In the event that the committee cannot agree on qualifications, the BOARD shall have the final decision.

The various qualifications shall be posted on the official bulletin board in each building.

Section 25. Termination of Employment

The employment of classified employees may be terminated for sufficient cause upon recommendation by the immediate supervisor. Written notice of any charges that may lead to dismissal or disciplinary action shall be given to employees.

Dismissals/discipline shall be subject to the regular grievance procedure.

When employees terminate their employment voluntarily, a minimum notice of two (2) weeks shall be given.

In the event of termination of employment by the District through no fault of the employee, a minimum of thirty (30) days notice shall be given the employee.

Section 26. Grievance Procedure

Definition: A grievance is a written complaint by a member of the Bargaining Unit that there has been a violation, misinterpretation, or misapplication of any provisions of this Agreement.

General Provision:

- A. A grievance may be initiated by any individual on his/her behalf, or by a duly authorized representative of his/her own choosing, providing that the Bargaining Representative has been given an opportunity to be present. The resolution of such grievance shall not be inconsistent with the terms of the Contract. Written copies of the grievance and any resolution shall be delivered to the Union President within five (5) working days.
- B. Any individual who participates in the grievance procedure shall not be subjected to disciplinary action or reprisal because of such participation.
- C. The grievant and his/her representative shall have the right to be present at all steps of the grievance procedure.
- D. In any step of the grievance procedure when it becomes necessary for individuals to be involved during school hours as determined by the BOARD, they shall be excused without loss of pay for that purpose.
- E. Any of the parties shall have copies of all documentary exhibits submitted by the other party concerned in the grievance upon payment of reasonable cost thereof.
- F. Failure at any step of the grievance procedure to communicate the decision on a grievance, within the specified time limits, shall permit lodging an appeal at the next step of the grievance procedure, within the time allotted, had the decision been given.

Procedure for Adjustment of Grievances:

Informal Conference: A grievance shall first be discussed with the appropriate administrator with the object of resolving the matter informally.

Formal Procedure:

Step 1. Appropriate Administrator Level – In the event the matter is not resolved informally, the grievance stated in writing may be submitted by the grievant to the appropriate administrators within fifteen (15) school days after the act or condition which is the basis for the grievance.

- A. The appropriate Administrator shall meet and confer with grievant within seven (7) school days from the time of the filing of the grievance in an attempt to resolve the grievance.
- B. Within seven (7) school days after hearing the grievance the appropriate administrator shall state his/her decision in writing and shall furnish one copy to the person who lodged the grievance and one copy to the UNION.

Step 2. Superintendent Level – Within seven (7) school days after receiving the decision of the appropriate administrator an appeal from the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the act or conditions and grounds on which the grievance is based and shall be accompanied by a copy of the decision at Step 1.

- A. The Superintendent or his/her designee shall meet and confer with the grievant within seven (7) school days from the time of filing the appeal in an attempt to resolve the grievance.
- B. Within seven (7) school days after hearing the appeal the Superintendent shall communicate his/her decision in writing to the aggrieved and the UNION.

Step 3. BOARD Level – Within ten (10) school days after receiving the decision of the Superintendent, an appeal from the decision may be made to the BOARD. This appeal shall be in writing and shall be accompanied by a copy of the appeal and of the decision at Step 2.

- A. Within thirty (30) days after receipt of the appeal the BOARD shall hold a hearing on the grievance. The hearing shall be open and informal and shall allow all parties to present their case and have representation if desired.
- B. Within ten (10) school days after the hearing on the appeal, the BOARD shall communicate its decision in writing to the aggrieved and the UNION.

Step 4. Binding Arbitration – If the decision at Step 3 is not satisfactory to the UNION, there shall be available a 4th step of impartial arbitration. The UNION must submit in writing within ten (10) days after receiving the BOARD's decision in Step 3 a request to enter into such arbitration.

The arbitration procedure shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on the arbitrator within the above seven (7) day period, they shall proceed to select one in accordance with the voluntary labor rules of the American Arbitration Association.

The decision and/or reward of the arbitrator will be accepted as final by the parties and both will abide by it. Expenses for both parties to the arbitration shall be borne equally by the BOARD and the UNION.

Section 27. Political Freedom

All members of the Bargaining Unit of the District shall enjoy the rights and privileges of any citizen in all matters of a political nature. Restrictions by the BOARD, pertaining to this policy shall be as follows:

No member of the Bargaining Unit, while on school property during normal working hours, shall use any time, facilities, staff, school equipment, and/or pupils for solicitation, promotion, election or defeat of any candidate for public office or public proposition.

Section 28. Progressive Discipline

The discipline of employees shall, in the usual case, follow progressive discipline concepts, with the disciplinary steps being:

1. Verbal warning.
2. Written reprimand.
3. Suspension without pay.
4. Discharge.

The disciplinary steps shall be used and initiated at the appropriate level within the context of any initiating incident or set of behaviors deemed inappropriate. Except as noted in Section 18, all disciplinary action will remain in the employee's personnel file and be considered, as appropriate, if and when future incidents occur. Where, in the Superintendent's or designee's judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate disciplinary step to be used will be determined by the Superintendent or designee.

This provision shall not apply to dismissal or changes in employment status which occur for non-disciplinary reasons, such as because of a reduction in the work force.

ARTICLE IV – WORKING CONDITIONS

Section 29. Professional Courtesy

Classified employees and administrators at all times shall treat each other and all other employees and students with courtesy and respect.

Section 30. Health and Safety

Safe and healthful conditions shall be maintained throughout the District schools. Complaints on the condition of rooms and /or facilities shall be written to the principal of the school.

Section 31. Lounges

The established lounges in each building shall be available for use by classified employees.

Section 32. Keys to Facilities

Classified employees will be issued a key to the front door of their building. The limit of liability for the employee in case of lost keys will be the replacement cost of the key.

Section 33. Staff Facilities

All classified employees, covered by this Agreement shall have an assigned locked facility for personal possessions.

Section 34. Supervision and Responsibility

- A. All media-technology assistants shall be under the direction of the building principal and the Director of Technology Curriculum and their program shall be coordinated by the Director of Technology Curriculum or Superintendent's designee.
- B. The IT Specialists shall be under the direction of the Director of Technology and the IT Manager.

- C. All transportation employees shall be under the direction of the Business Manager or designee.
- D. All teacher assistants, building assistants, reading/math assistants and middle school discipline coordinator shall be under the direction of the building principal or designee.
- E. All health assistants shall be under the direction of the building principal and their program shall be coordinated by the District Nurse.
- F. All building secretaries shall be under the direction of the building principal or designee.
- G. All district office secretaries shall be under the direction of an administrator appointed by the Superintendent or his/her designee. During the absence of the direct supervisor, the Superintendent or his/her designee shall be the supervisor.
- H. All grant site coordinators shall be under the direction of the Director of the Grant.

All employees must report absences in the School District's attendance software system unless otherwise required by the Administration.

Section 35. Evaluation

Classified employees, new to District #163 shall be evaluated prior to the end of their first ninety (90) days of employment. Additional evaluations shall be done prior to the end of the probationary period.

Classified employees who have been employed for more than two (2) years will be formally evaluated on an every other year basis, except in those situations where the evaluator identifies an area(s) that needs to be corrected and determines that it is necessary to formally evaluate the employee two (2) consecutive years.

The evaluation instrument will be developed by the Superintendent or his/her designee after consultation with the UNION.

All District Office secretaries shall be evaluated by the Superintendent or his/her designee. All transportation employees shall be evaluated by the Business Manager or designee. All Grant site Coordinators shall be evaluated by the Director of the Grant. All other employees evaluated by their building principals or designee. Following each evaluation, a conference shall be held between the employee and the evaluator to discuss and/or review the evaluation. The employee shall be provided with a copy of the evaluation report at the time of the conference for use during the conference. In the event that the evaluator feels that there are areas that need remediation, they shall inform the employee, in writing, prior to their formal evaluation.

A copy of the evaluation shall be sent to the Human Resources Office and given to the employee by the evaluator by May 1st. The employee shall be given an opportunity to sign the evaluation.

An employee may file a signed statement on his/her behalf, relating to any evaluation in his/her file with which he/she does not concur. Such dissenting statements shall be attached to the original material.

Section 36. Substitutes

The BOARD shall attempt to provide substitutes for all classified employees except District Office employees and media-technology assistants.

The BOARD shall sponsor a training session for substitutes each year. This training session shall be planned by the Superintendent or his/her designee.

Section 37. Meetings

At least once a year, the Superintendent or his/her designee shall hold an in-service meeting for the following groups:

- A. Secretaries
- B. Media-Technology Assistants
- C. Health Assistants
- D. Teacher Assistants

Classified employees may be allowed to attend building and grade level meetings as recommended by the building principal. The Superintendent may request the attendance of classified employees at building and grade level meetings. Classified employees will be notified of these meetings as soon as possible and will be compensated for attendance at these meetings based on their regular rate of pay.

Teacher Assistants and Health Assistants shall be required to attend two (2) full Institute Days per school year.

ARTICLE V – LEAVES

Section 38. Leave Provisions

Employees who have been granted leave under Sections 40 and 41 shall be guaranteed the following:

- A. Listing in the school district directory.
- B. Notification of District in-service program shall be mailed to the latest address provided to the personnel office.
- C. Notification of vacancies shall be mailed to the latest address provided to the personnel office.
- D. Retention of accumulated sick leave days.
- E. If the employee is covered by the group insurance at the time the leave is granted, he/she shall have the right to remain in the group insurance plan at his/her own expenses. The employee shall prepay the premiums to the District Office prior to the first day of each month in which the leave is to be taken.

Section 39. Parental Leave

The BOARD shall grant any employee leave of absence without pay upon written request for the purpose of caring for a child or children. The employee shall determine when it is necessary for said employee to relinquish his/her duties and shall notify the Superintendent sixty (60) working days prior to the commencement of parental leave. If the leave is for more than two (2) months, it shall terminate at the close of the current school year.

By March 1st of the final school year in which leave is taken, the employee must either: (1) provide a notice of intent to return (or lack thereof) to the Superintendent in writing; or (2) make application for parental leave for the following school year by filing a request in writing with the Superintendent. With approval by the BOARD, the employee shall be granted parental leave annually up to a total of one (1) additional year following the initial leave.

If the employee takes leave for two (2) working months or less, he/she shall be guaranteed the same position held prior to the leave. If the leave period is more than two (2) school months, return to duty shall depend upon a vacancy, being available, for which the employee is determined qualified by the Superintendent.

Section 40. Extended Personal Leave

Any employee with five (5) years of continuous employment in the district may make written application to the Superintendent for leave, not to exceed the balance of the present school year. This leave may be granted at the discretion of the Superintendent with the approval of the BOARD. Such leave shall be without pay. Such leave may be extended an additional two (2) years at the discretion of the Superintendent with approval of the BOARD. Placement upon return shall be determined by the Superintendent upon the basis of vacancies and qualifications of the employee.

Upon return to duty, the employee shall receive salary and classification not lower than that to which he/she was entitled at the time of such leave.

Section 41. Sick Leave

- A. All employees covered by this Contract shall be notified in writing by November 1st of the amount of their accumulated sick leave.
- B. All twelve-month employees shall receive twelve (12) days sick leave per year. All eleven-month employees shall receive eleven (11) days sick leave per year. All ten-month employees shall receive ten (10) days sick leave per year. The unused sick leave may accumulate without limitation.
- C. Sick leave may be used for personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Sick leave for birth is limited to 30 workdays, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to 30 workdays. Immediate family shall be defined as spouse (or partner in a legally recognized civil union), children, parents, brothers, sisters, grandchildren and grandparents, all of whom may be by marriage or by blood, foster parents and siblings.

Section 42. Bereavement Leave

In an effort to prevent undue hardship to staff members who experience a death in their immediate family, as defined in Section 41, three (3) consecutive days of bereavement leave without deduction in salary, will be provided.

Section 43. Personal Leave

In an effort to prevent undue hardship to staff members who must be absent from school to attend to urgent personal business, two days personal leave without deduction in salary will be provided. Unused personal leave may accumulate as sick leave days. Personal leave may be used for the following purposes:

- A. Personal matters which cannot be attended to conveniently at a time other than during the school day.
- B. Unavoidable detainment shall apply when an employee is prevented from reaching school because of circumstances beyond his/her control such as extreme adverse weather conditions or transportation failure.
- C. In other than emergencies, the immediate supervisor must be notified in writing on Personal Leave forms not later than three (3) days prior to the leave. In the event of emergencies, the immediate supervisor must be notified in writing not later than two (2) days after the employee returns.

ARTICLE VI – INSURANCE AND FRINGE BENEFITS

Section 44. Insurance

The BOARD shall provide all full-time classified employees with single coverage in the HMO Blue Advantage Plan. However, all full-time classified employees, covered by the HMO Blue Advantage Plan, will be required to contribute One Dollar (\$1.00) per month toward their insurance premium. All full-time classified employees with single coverage in the HMO Illinois Plan or PPO will pay the difference between the cost of the HMO Blue Advantage Plan and the HMO Illinois Plan or PPO.

The BOARD shall contribute up to \$275 per month toward dependent coverage for all full-time classified employees. This benefit shall be available to employees from the date of the ratification of this contract.

The BOARD or its designee shall meet with the UNION to examine alternatives which may affect economies in premium costs. The BOARD and UNION may agree to change, delete, or modify the specifications of the District Major Medical Plan/District Dental Plan. In the event that both parties do not agree on plan design changes, the unchanged plan will remain in effect. The UNION may propose a change in insurance carriers, but any change in carrier shall be by mutual agreement.

The BOARD shall contribute \$13 per month for employees who choose to participate in the District Dental Program.

The BOARD shall pay premiums for Fifty Thousand Dollars (\$50,000) of Life and Accidental Death or Dismemberment Insurance for all full time employees.

Full-time classified employees who elect to take health insurance coverage from another source instead of through District 163 will receive a five-hundred dollar (\$500) stipend by the first regularly scheduled pay period in December annually. By November 15 each year, such employees must submit proof of alternative health insurance coverage to the Superintendent or designee. If such an employee experiences a qualifying event, as defined in the insurance contract, during the plan year and he/she elects to take the health insurance offer by the Board, the employee must repay the five-hundred dollar (\$500) stipend. This repayment will be accomplished by deducting the five-hundred dollars (\$500) in equal installments from the employee's remaining paychecks for the school year.

All full time classified employees with eight (8) years employment in District 163, who retire from District 163, shall be allowed to stay in the District Group Health/Dental Insurance Programs from age fifty-five (55) to sixty-five (65) by paying the premiums monthly.

Full time employees work thirty (30) hours per week or more.

Section 45. Professional Growth

Classified employees may earn credit for college courses so long as the courses are related to their current assignment, of value to the educational program of the District, and completed at a nationally accredited college or university. Pre-approval by the Superintendent or his/her designee is required for reimbursement. Classified employees may be reimbursed up to 25 hours of college course work during their employment.

- A. College courses earned for undergraduate or graduate level courses shall be reimbursed at the rate of \$100 per hour.
- B. Classified employees shall be paid their hourly rate, per hour of attendance, for district sponsored in-service programs.
- C. Applications to attend Professional Meetings shall be made at least one week in advance to the appropriate supervisor. Applications approved by the Superintendent shall be granted without loss of pay.

Section 46. Medical Examination

All classified employees shall be required to have a physical examination at the employee's expense upon initial employment; such physical examination shall include a chest x-ray or tuberculin test.

Any other physical examinations required by the BOARD, other than upon initial employment, shall be paid for by the BOARD. Bus Drivers shall be required to have a physical examination yearly at the District's expense.

Section 47. Worker's Compensation Insurance

The Board recognizes as occupational hazards of teaching young children: quarantinable contagious diseases and accidents occurring in the line of duty on the school premises during school hours. If an employee causes to be filed with the Payroll or Business Office of the District the School Employees Loss Fund's (SELF) Employee's Report of Injury Form within 72 business hours of a reportable disease or accident, the Board will provide a classified employee with full pay for up to ninety (90) days which a classified employee is absent due to the usual quarantine or convalescent periods. Such days will not be charged against any classified employees' paid leave. After ninety (90) days, the classified employee will be required to use accumulated sick leave in order to receive full pay. The classified employee shall submit a physician's statement concerning such illness or convalescence and the period of time needed for proper quarantine or convalescence. Any amounts received under Worker's Compensation or under the Occupational Diseases Act shall be deducted from such pay.

Classified employees shall report quarantinable contagious diseases and/or accidents as a result of school duties as soon as possible to their administrator/supervisor and the Business Manager.

Section 48. Mileage Allowance

Classified employees shall be entitled to receive auto mileage reimbursement if they are required to use their automobile for District transportation in the pursuit of their work.

- A. Beginning with the 2018-2019 school year, IT Specialists who work in the District Office, and who are assigned to work at specific buildings, will receive an annual stipend of \$335.00 per building to which they are assigned. Said employees will not submit mileage for reimbursement, and will be responsible for any personal State and federal tax liability related to the above stipend(s).
- B. Any other employee who is assigned to two (2) schools and is required to move from one (1) school to the other during the day, shall receive a travel allowance of Forty Dollars (\$40) per school month.
- C. Each employee who is required to drive out of District shall receive the latest ascertainable rate by the IRS for business travel deduction.

Section 49. Court Appearances

Any employee called for jury duty will be excused for the amount of time required to complete the obligation and will receive regular pay. In cases where the employee received a subpoena to serve as a witness in a legal action or where the employee is a plaintiff or defendant in a court action, one day's paid leave shall be granted for such purpose provided the employee has exhausted all of his/her available personal leave days. If, however, the employee is subpoenaed to serve as a witness on behalf of the District in a court action in which the District is named as a plaintiff or defendant and the employee is asked to serve in his/her capacity as an employee of the District on the District's behalf, the employee shall be provided regular pay for the amount of time required to complete the obligation.

Section 50. Working Day

See Appendix A

Section 51. Job Descriptions

Job descriptions shall be prepared by the administration for each group of classified employees. All classified employees shall receive a copy of the job description and it shall be reviewed with each group by the Superintendent or his/her designee or the Program Coordinator, by October 31st of each year. All job descriptions shall be filed at the District Office with the Human Resource Department.

Section 52. Summer School

All Classified employees working in the summer school program shall enter into a Contract for said work. Written Agreements shall be issued prior to the close of the school year covering the period and compensation for summer work. In filling summer school positions, classified employees currently employed by the District shall be given priority over out-of-district employees, provided that qualifications are equal.

Summer school employees shall be paid every two weeks on regular pay dates in equal installments for the duration of the summer school. Social security payments and IMRF payments shall be deducted so that one payment covers one calendar quarter and the second payment covers another calendar quarter.

Section 53. Holidays

Twelve (12) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

New Year's Day
King's Birthday
*Lincoln's Birthday or President's Day
Pulaski's Birthday
Good Friday
Memorial Day
Columbus Day
Veteran's Day

Thanksgiving Wednesday
Thanksgiving Day
Thanksgiving Friday
Christmas Eve
Christmas Day
Fourth of July
Labor Day
**Midwinter Break
New Year's Eve

Eleven (11) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

New Year's Day
King's Birthday
*Lincoln's Birthday or President's Day
Pulaski's Birthday
Good Friday
Memorial Day
Columbus Day
*Veteran's Day

Thanksgiving Day
Christmas Day
Fourth of Day
Labor Day
**Midwinter Break

Ten (10) month classified employees shall receive the following paid holidays that fall within the regular school calendar:

New Year's Day
King's Birthday
*Lincoln's Birthday or President's Day
Pulaski's Birthday
Good Friday
Memorial Day

Columbus Day
Thanksgiving Day
*Veteran's Day
Labor Day
Christmas Day
**Midwinter Break

*If any of the above specified holidays fall on Saturday or Sunday, classified employees shall receive their daily compensation for the holiday.

**Only a paid holiday when included in official school calendar. Limit one day per year.

Section 54. Vacation

Twelve (12) month employees shall annually be entitled to the following allotments of paid vacation:

After 1 year	2 weeks
After 8 years	3 weeks
After 15 years	4 weeks

The above allotments shall be available on July 1st. Twelve (12) month employees who are new hires in the School District shall be entitled to the above 2-week allotment on July 1st following their first year of employment.

Twelve-month employees shall earn allotted vacation days at a rate of one-twelfth (1/12) of the annual allotment for each full month worked according to the following schedule. One full month must be worked in order to count toward allotment and accrual, and years worked must be continuous in the School District:

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned per Year
From:	To:		
Beginning of year 2	End of year 8	0.83 Days	10 Days per year
Beginning of year 9	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Twelve (12) month employees may carry over up to 5 days of vacation into the next year with approval of the Superintendent. Requests to carry over days must be submitted to the Superintendent in writing within 30 days of June 30th of the year in which the maximum of 5 days are accrued. Any vacation days accrued past the 5-day maximum carryover limit must be used prior to June 30th of any year, or else they are forfeited.

For example, a twelve (12) month employee who is a new hire on March 1, 2018 could avail themselves of their first 2-week annual allotment on July 1, 2019. That same employee would also have 4 months' worth (March of 2018, April of 2018, May of 2018, and June of 2018) of accumulated vacation days pro-rated ($0.83 \times 4 = 3.32$) and available to use between March 1, 2018 and July 1, 2018, if earned.

In the event there is a decimal on an accumulation, rounding down and up, to the nearest quarter of a day, will occur.

Section 55. Payroll

All classified employees shall be paid in twenty-six (26) equal installments every other Friday. Any additional hours worked by classified employees will be paid to the employees within two (2) weeks of the date that the time sheet covering the period worked is received in the payroll.

The BOARD will deduct monthly, on a ten (10) month basis, from the pay of each member of the Unit from whom it received written authorization from the employee, the required amount of Union dues. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Union Treasurer as soon as practicable after such deductions are made.

Upon written request of the employee, the following deduction shall be made: Credit Union; District Health Insurance; District Dental Insurance; Term Life Insurance (as noted in Section 44); Community Chest; and existing tax sheltered Annuity Companies (companies chosen must be on the list of accepted companies as determined by the Administration).

Section 56. Fair Share

All full time and part time employees covered by this Agreement who are not members of the UNION shall, commencing sixty (60) days after their employment, or the effective date of this Agreement, whichever is later and continuing during the term of this Agreement, and so long as they remain nonmembers of the UNION, shall pay to the UNION each month their proportionate share of the cost of the Collective Bargaining Process and Contract administration measured by the amount of dues

uniformly required by members of the UNION. Such proportionate share payment shall be deducted by the Board from the earnings of the nonmembers and be paid to the UNION, except as may be provided otherwise by law for those Educational Support Personnel with bona fide religious objections. The UNION shall submit to the Board an affidavit which specifies the amount which constitutes said proportionate share for full time and part time employees which amount shall not exceed the dues uniformly required of members of the UNION.

The UNION shall indemnify and hold harmless the Board of Education, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this article, or in reliance of any list, notice, certification, affidavit or assignment furnished under any or such provisions.

Section 57. Salary

The probationary period during which the employee may be released as the BOARD deems necessary shall extend one year following the initial date of employment. Termination of employment is not grievable during the probationary period. The date of their initial employment for new employees will be their first day of work.

Classified employee salaries will be increased on a percentage basis.

For the 2017/2018 school year, each classified employee's 2016/2017 salary will be increased by four percent (4%).

For the 2018/2019 school year, each classified employee's 2017/2018 salary will be increased by three and one quarter percent (3.25%).

For the 2019/2020 school year, each classified employee's 2018/2019 salary will be increased by three percent (3%).

Starting Salaries

The starting salaries for new hires in classified positions will be as follows:

Position	Starting Salary
12 Month Secretaries	\$32,000
10 Month Secretaries	\$26,000
Teacher Assistants	\$16,172.04
Health Assistants	\$16,970.56
Reading/Math Assistants	\$24,000
Media-Technology Assistants	\$24,000
IT Specialists	\$44,000
Building Assistants	\$29,000
Middle School Discipline Coordinator	\$44,000
Bus Drivers	\$17,000
	\$15.23 per hour beyond 6 hours
Grant Site Coordinators	\$35,000

Section 58. Compensatory Time

In the event that employees covered by this Agreement use compensatory time they have earned, substitutes will only be provided to cover health assistants and secretaries, except District Office secretaries. All accumulated compensatory time must be used during the school year in which it was given. The use of compensatory time will be by mutual agreement between the employee and his/her supervisor.

Section 59. Longevity

Classified employees who have eight (8) or more consecutive years of full time employment in the District by September 15th, shall receive a longevity stipend of \$750 and employees who have fifteen (15) or more consecutive years of full time employment in the District, by September 15th, shall receive a stipend of \$1600. The stipend shall be paid annually, in one lump sum, prior to October 1st of each year.

Section 60. Sick Leave Bank

The Board of Education and the classified employees of the Teachers' Union agree to establish a Sick Leave Bank. The intent of the Sick Leave Bank is to provide additional sick leave days to full-time classified Employees covered by this Agreement who have an illness or accident that is diagnosed as possibly life threatening or will require more recuperation than their sick leave allows.

- A. Membership.** Any member of the classified staff who is covered under the Collective Bargaining Agreement negotiated by the Teachers' Federation of Park Forest, Local #604, IFT-FT, AFL-CIO may become a member of the Sick Leave Bank. Each member, as a condition of belonging to the bank, must have contributed one (1) sick leave day between September 1st and September 15th of each school year, or within 15 days after employment if a new employee. Current members who do not renew their membership, or employees who have waived membership in the Sick Leave Bank during the enrollment period, may join during the enrollment period for the next school year. Members who re-join after one or more years of absence from the Bank may not apply for Sick Bank days during that school year. The employee shall be made whole and be able to request Sick Bank days during their second (2nd) year of continuous membership.
- B. Sick Leave Bank Committee.** The Sick Leave Bank Committee shall consist of five (5) members appointed by the UNION. The Sick Leave Bank Committee shall elect a Director and a Secretary. The Director shall convene and conduct all meetings and the Secretary shall prepare and process all forms and minutes. The Sick Leave Bank Committee shall determine whether a situation meets the intent of the Sick Leave Bank and shall award days from the Bank. All information brought to the Sick Leave Bank shall be kept confidential.
- C. Eligibility for use of days from the Sick Leave Bank.**
- The classified employee must be a member of the Sick Leave Bank.
 - Have a demonstrable reason to use sick leave as permitted by law.
 - Submit a physician's statement verifying the illness or accident, which makes it impossible for the employee to perform his/her assigned duties.
 - Have exhausted his/her accumulated sick leave and personal leave days.

D. General Provisions.

- When the number of days accumulated in the Sick Leave Bank is less than the number of days needed, the Sick Leave Bank Committee may request one (1) additional day of sick leave from its members. Such contributions shall be voluntary. Failure to contribute shall not result in removal from the Sick Leave Bank.
- Certified Staff members covered by the Certified Contract negotiated by the Teachers' Federation of Park Forest, Local #604, IFT-AFT, AFL-CIO may return one (1) day of sick leave each year to the Board of Education. Such returns must be made between September 1st and September 15th of each year. The Board of Education shall at its October meeting direct the transfer of the number of days returned by Certified employees to the Classified Sick Leave Bank.
- The Board of Education shall make a one-time contribution of 100 days for the start of the Sick Leave Bank. Thereafter the Board of Education may contribute days on a voluntary basis.
- When an employee files and receives benefits for disability payments with the Illinois Municipal Retirement Fund, and/or Social Security Administration, and/or Workmen's Compensation, such application shall be deemed notice to the Sick Leave Bank Committee of relinquishment of all future participation in the Bank with respect to such illness or disability, effective with the implementation of such payments. In addition, if there are any financial settlements related to an accident, then the affected employee relinquishes their participation in the Bank with respect to said accident.
- If a member of the Sick Leave Bank is denied their request for additional sick leave days they shall be given written notice of the reason for the denial and shall have an opportunity to appeal to the Sick Leave Board to review their appeal.
- Retiring members of District #163 may contribute days of sick leave to the Sick Leave Bank.

E. Indemnification. The members in the Sick Bank, and Local #604, IFT-AFT, AFL-CIO, which represents both the certified and classified employees in District #163, hereby indemnify, save, release, and hold harmless the Board of Education, its members, employees, agents, administrators and attorneys from any and all causes of action which may arise out of their administration in granting or denying the benefits under the Sick Leave Bank.

Section 61. Incentives for Retirement

This retirement incentive will only be available for eligible employees with a retirement date of no later than June 30, 2023.

A. Eligibility

To be eligible to receive this incentive, an employee must meet all of the following requirements:

1. Completed, as of the date of retirement, at least 20 years of full-time experience as an employee of the BOARD; and
2. Meet the age and service requirements for participation in the Illinois Municipal Employees Retirement Fund ("IMRF") Retirement Program.

B. Notice

Eligible employees wishing to retire during the term of this Agreement must provide an irrevocable written notice to the Superintendent by May 1 of any school year. However, for the 2017-2018 school year, the irrevocable written notice referred to in this paragraph must be given to the Superintendent by June 1, 2018. This notice may not indicate a retirement date later than June 30, 2023.

C. Benefit

1. Salary Increase

As a voluntary retirement benefit for bargaining unit members who qualify as provided above, the BOARD agrees to increase the employee's IMRF creditable earnings by 6% over the employee's prior year's reported IMRF creditable earnings for each remaining year of the employee's employment in the District beginning with the school year in which notice is given in lieu of any other raise, step, or other creditable earnings increase to which the employee may otherwise have been entitled.

A retiring employee may receive no more than four (4) years of 6% creditable earnings increases under this program. It is the intent of the parties that the 6% increases will be paid in the employee's final years of employment. An employee for whom an extra-duty stipend was part of the employee's creditable earnings in the school year in which notice is given and who elects not to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increase provided under this program for each remaining year. Under no circumstances may an employee participating in this program receive creditable earnings increase for more than 6% over the employee's prior year's creditable earnings.


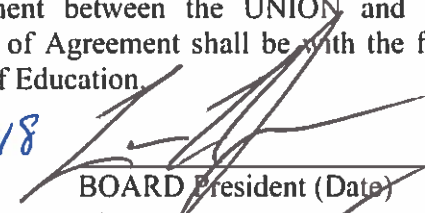
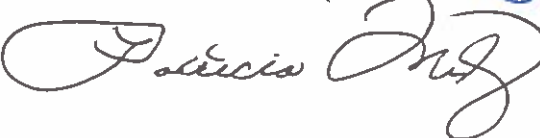

D. Duration

The District Retirement Plan, as set forth in this Article, will only be available for the duration of this Agreement. In order to receive the benefits, set forth in this Article, an employee must elect to retire effective no later than June 30, 2023. Participating employees, who elect to retire under the provisions of this Article and not later than June 30, 2023, will receive the benefits of and only the benefits of this Plan. Regardless of the participation and experience in the implementation of this Agreement, in no event will this Agreement create an expectancy of a property interest among employees, who have not submitted an irrevocable letter of intent to retire to the Superintendent by May 1st, 2020, nor will this Plan be regarded as a policy, custom, practice, or contractual agreement between the parties beyond such date. Nothing in this Agreement, however, will be deemed to prohibit the parties from mutually agreeing to amend this Plan or to continue this Plan during or after the term of this Agreement.

In any year, the BOARD may limit the number of retirees to 30% of those eligible based on seniority. The BOARD may exceed such cap in any year without establishing a waiver, percent, or practice; unused eligibility shall accumulate.

Section 62. Signature Page

This contract represents the full commitment between the UNION and the BOARD. Any modifications, additions, deletions or Letters of Agreement shall be with the full knowledge of the UNION and shall be approved by the Board of Education.

 Local 604 President (Date) 8-8-18	 BOARD President (Date) 8/9/18
 8-8-18	 BOARD Secretary (Date) 8/9/18

POSITION	POSITION LENGTH	TOTAL PAID DAYS	TOTAL WORK DAYS	SPECIFIC WORK DAYS	WORK HOURS/DAY	SAMPLE HOURS ¹	SICK DAYS	PERSONAL DAYS	VACATION DAYS
10 Month Secretary	10 Month	209	197	student days, institute days, parent/teacher conference days, 11 days before first institute ² , and 6 days after the last day of school ²	8 hours	7:30am - 4:05pm 7:45am - 4:20pm	10	2	0
12 Month Secretary	12 Month	260	243	Year Round	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	12	2	See Section 54 of Contract
Building Assistant	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.5 hours	7:30am - 3:35pm 7:45am - 3:50pm	10	2	0
Bus Driver	10 Month	186	174	student days	6 hours	intermittent	10	2	0
Grant Site Coordinator	11 Month	243	230	Year round minus Spring Break and Winter Break	7.17 hours (7hrs 10min)	10:30am - 6:15pm 10:45am - 6:30pm	11	2	0
Health Assistant	10 Month	199	187	student days, 10 days prior to the first student day, 2 institute days at the administration's discretion ³ , and 1 day after the last day of school	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	2	0
IT Specialist	12 Month	260	243	Year Round	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	12	2	See Section 54 of Contract
Media / Tech Assistant	10 Month	195	183	student days, institute days, parent/teacher conference days, and 3 days before the first institute day	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	2	0
Middle School Discipline Coordinator	10 Month	212	200	student days, institute days, parent/teacher conference days, 10 days prior to the first day of school, and 10 days after the last day of school	8 hours	7:30am - 4:05pm 7:45am - 4:20pm 8am - 4:35pm	10	2	0
Reading / Math Assistant	10 Month	192	180	student days, institute days, and parent/teacher conference days	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	2	0
Teacher Assistant	10 Month	188	176	student days and 2 institute days at the administration's discretion ³	7.17 hours (7hrs 10min)	7:30am - 3:15pm 7:45am - 3:30pm	10	2	0

*** paid holidays are listed in section 53 of the Classified Union Contract ***

¹ Sample Work Hours include a 35 minute duty free lunch and are provided as a reference. These sample hours may vary depending on scheduling needs of each building.

² Beginning with the 2018/2019 school year, 10 Month Secretaries will be required to schedule each of their "floating days" (1 of the 11 days before the first institute, and 1 of the 6 days after the last day of school) with the School Principal in advance.

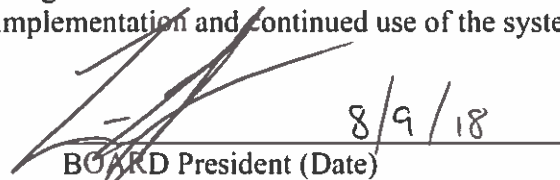
³ Beginning with the 2018/2019 school year, Teacher Assistants and Health Assistants will be required to work 2 full institute days. The Administration will provide advance notice to Teacher Assistants and Health Assistants as to which 2 full institute days must be attended.

**Memorandum of Understanding
Between
The Board of Education of Park Forest-Chicago Heights School District 163
And
The Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO**

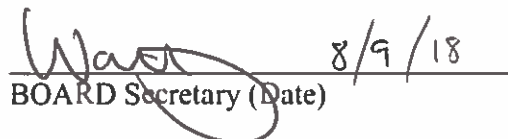
The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understandings:

1. Members of the administration, teachers, and classified employees shall form a committee to undertake the following responsibilities regarding the administration's plan to implement a system whereby employees will be required to "check in" and "check out" of their respective buildings:
 - a. Determining an appropriate date for implementation of the system;
 - b. Determining the appropriate amount of training that will be provided to employees regarding use of the system;
 - c. Determining what actions should be taken with respect to employees' use of the system, including, but not limited to, the following:
 - i. Establishing an introductory implementation period before and after the system's implementation date during which leniency will be afforded to employees; and
 - ii. Establishing guidelines that afford flexibility to employees with respect to "checking in" and "checking out" of their respective buildings.
2. The committee shall be permitted to contact school districts and other external resources in order to assist the committee in determining how best to undertake the aforementioned responsibilities, and ensuring a smooth implementation and continued use of the system.


Local 604 President (Date) 8-8-18


BOARD President (Date) 8/9/18


8-8-18


BOARD Secretary (Date) 8/9/18

**Memorandum of Understanding
Between
The Board of Education of Park Forest-Chicago Heights School District 163
And
The Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO**

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understanding:

Negotiated salary increases for the 2017/2018 school year shall be paid retroactive to the start of each employee's work year.

Barbara C. [Signature] 8-8-18
Local 604 President (Date)

[Signature] 8/9/18
BOARD President (Date)

[Signature] 8-8-18

Wart 8/9/18
BOARD Secretary (Date)

MEMORANDUM OF UNDERSTANDING
CLASSIFIED STAFF SALARY

The Board of Education of Park Forest School District 163, Cook County, Illinois, and the Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO are currently parties to a Contract governing wages, hours and terms and conditions of employment for District Classified Employees for the period 2017-2020. Section 57 of the parties' Contract governs Salary for members of the bargaining unit, including Teacher Assistants. By the terms of this Memorandum, the parties agree to modify Section 57 as related to salary for Teacher Assistants in the following respects:

1. Beginning with the start of the 2018-2019 school year, in the event a Teacher Assistant possesses a Bachelor's Degree from a nationally accredited college or university AND said Teacher Assistant is working with District students in an area directly related to the area of the Bachelor's Degree, the Teacher Assistant's salary (based on years of experience in the position) shall be as follows:

First Year- \$220 per day

Second Year- \$230 per day

Third Year- \$240 per day

Fourth Year and thereafter - \$250 per day

The per diem salaries listed above shall be paid in lieu of the negotiated annual increases for Teacher Assistants found in Section 57 of the parties' Contract.

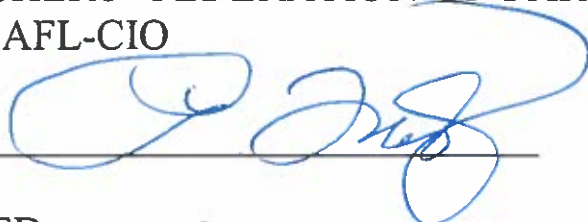
2. It shall be the responsibility of the Teaching Assistant to provide official transcripts documenting the conferral of the required Bachelor's Degree.

3. The provisions of this Memorandum shall take effect at the start of the 2018-1029 school year.
4. All other terms and conditions of the parties 2017-2020 Contract shall remain unchanged and in full force and effect.

BOARD OF EDUCATION OF PARK FOREST SCHOOL DISTRICT
NO. 163, COOK COUNTY, ILLINOIS

BY:  _____
DATED: 23 Jul 18 _____

TEACHERS' FEDERATION OF PARK FOREST LOCAL #604, IFT-
AFT, AFL-CIO

BY:  _____
DATED: 7-19-2018 _____

Memorandum of Understanding
Between
The Board of Education of Park Forest-Chicago Heights School District 163
And
The Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO

The Board of Education of Park Forest-Chicago Heights School District 163 ("Board") and the Teachers' Federation of Park Forest Local #604, IFT-AFT, AFL-CIO ("Union") have reached the following understanding regarding Sections 54 (Vacation) and 57 (Salary) of the 2017-2020 Classified Collective Bargaining Agreement between the Board and Union:

1. Section 54 of the Classified Collective Bargaining Agreement is deleted, and replaced with the following:

Section 54. Vacation

Twelve (12) month employees shall annually be entitled to the following allotments of paid vacation:

After 1 year	2 weeks
After 8 years	3 weeks
After 15 years	4 weeks

Twelve-month employees shall earn allotted vacation days at a rate of one-twelfth (1/12) of the annual allotment for each full month worked according to the following schedule. One full month must be worked in order to count toward allotment and accrual, and years worked must be continuous in the School District:

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned per Year
<u>From:</u>	<u>To:</u>		
Beginning of year 1	End of year 8	0.83 Days	10 Days per year
Beginning of year 9	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year


Employees may begin using accrued vacation after their first full month worked. Twelve (12) month employees may carry over up to 5 days of vacation into the next year with approval of the Superintendent. Requests to carry over days must be submitted to the Superintendent in writing within 30 days of June 30th of the year in which the maximum of 5 days are accrued. Any vacation days accrued past the 5-day maximum carryover limit must be used prior to June 30th of any year, or else they are forfeited.

In the event there is a decimal on an accumulation, rounding down and up, to the nearest quarter of a day, will occur.

2. Beginning with the 2019-2020 School Year, Section 57 of the Classified Collective Bargaining Agreement is amended to include the new position of Grants and Budget Coordinator. The position title of Grants and Budget Coordinator is hereby added to the starting salary chart in Section 57 of the Classified Collective Bargaining Agreement, with a starting salary amount of \$44,000.00. The Grants and Budget Coordinator will have the same work schedule as 12 month secretaries and IT Specialists as indicated in Appendix A to Section 50 of the Classified Collective Bargaining Agreement.

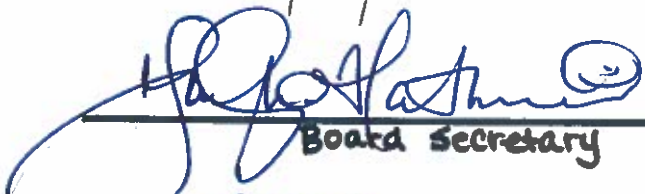
3. All other provisions of Section 57 of the Classified Collective Bargaining Agreement remain in full effect.

THE BOARD OF EDUCATION OF
PARK FOREST-CHICAGO HEIGHTS
SCHOOL DISTRICT 163



Board President

Date: 5/20/19



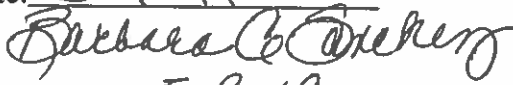
Board Secretary

5-20-19
Date

THE TEACHERS' FEDERATION OF
PARK FOREST LOCAL #604
IFT-AFT, AFL-CIO



Co Presidents

Date: 5-9-19

5-9-19