

2023

*through*

2027

# NEGOTIATED CONTRACT

*between*



## **Board of Education**

Community Unit School District No. 5  
McLean and Woodford Counties, Illinois

*and*



## **Unit Five Support Professionals Association**

Illinois Education Association/National Education Association

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<b>ARTICLE I: RECOGNITION</b>	<b>1</b>
1.1	1
1.2	1
<b>ARTICLE II: NEGOTIATIONS PROCEDURES</b>	<b>2</b>
2.1	2
2.2	2
2.3	2
2.4	2
<b>ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/ WAIVER OF ADDITIONAL BARGAINING</b>	<b>3</b>
3.1	3
3.2	3
3.3	3
<b>ARTICLE IV: ASSOCIATION RIGHTS</b>	<b>4</b>
4.1    Dues Deductions	4
4.2    Right to Organize	4
4.3    Meetings, Notices, and General Information	4
4.4    Board Policies	5
4.5    Monthly Informal Meeting	5
4.6    Meeting with Building Administrators	5
4.7    School Calendar	5
<b>ARTICLE V: BARGAINING UNIT MEMBER RIGHTS</b>	<b>6</b>
5.1    Bargaining Unit Member Discipline	6
5.2    Non-Discrimination	6
5.3    Right of Representation	6
5.4    Official Personnel File	6
5.5    Notification of Communicable or Chronic Infectious Disease	7
5.6    Working Environment	7
5.7    Evaluation	7
5.8    Orientation Meeting	9
5.9    Professional Development	9
5.10    Workplace Harassment –Retaliation Prohibited	10
5.11    Seniority	11
5.12    Progress Conference for Own Children	11
5.13    Student Medication	11
5.14    Use of Video Cameras in District Facilities	12
<b>ARTICLE VI: GRIEVANCE</b>	<b>13</b>
6.1    Definition	13

6.2	Procedures	13
6.3	Time Limits	14
6.4	Representation	14
6.5	Constraints	14
6.6	By-Pass	14
6.7	Class Grievance	14
6.8	No Reprisals Clause	14
6.9	Grievance Withdrawal	14
6.10	Costs	15
6.12	Postponement	15
6.13	Settlement	15
6.14	Released Time	15
6.15	No Written Response	15
6.16	Records	15
6.17	AAA Rules	15
<b>ARTICLE VII: EMPLOYMENT CONDITIONS</b>		<b>16</b>
7.1	Work Day/Work Year for Educational Office Personnel	16
7.2	Work Day/Work Year for Paraprofessionals	17
7.3	Lunch, Breaks, and Travel	18
7.4	Vacancies and Transfers	18
7.5	Reduction in Force	22
7.6	Extended School Year	22
7.7	Educational Office Personnel Lane Transfers	23
<b>ARTICLE VIII: LEAVES</b>		<b>24</b>
8.1	Paid Leaves	24
8.2	Unpaid Leaves	26
<b>ARTICLE IX: EFFECT OF AGREEMENT</b>		<b>29</b>
9.1	Complete Understanding	29
9.2	Individual Contracts	29
9.3	Savings Clause	29
9.4	Duplication of Agreement	29
9.5	Term of the Agreement	29
<b>ARTICLE X: BARGAINING UNIT MEMBER COMPENSATION AND FRINGE BENEFITS</b>		<b>30</b>
10.1	Salary Schedules	30
10.2	Health Insurance	30
10.3	Life Insurance	31
10.4	Prior Experience	31

10.5	Regular Overtime	32
10.6	Personal Property	32
10.7	Substitute Work	32
10.8	Payroll	33
10.9	Retirement Incentive	33
10.10	Longevity	33
10.11	Holidays	34
10.12	Vacation	34
	<b>ACCEPTANCE OF AGREEMENT</b>	<b>36</b>
	<b>LETTER OF UNDERSTANDING</b>	<b>37</b>
	Providing Necessary Technology	37
	Evaluation	38
	Use of Sick Leave for Less than One-Half the Normal Scheduled Work Day	39
	Outside Credit and Placement on the Pay Schedule	40
	<b><i>Appendix A</i></b>	<b>41</b>
	<b>2023-2024</b>	41
	<b>2024-2025</b>	42
	<b>2025-2026</b>	43
	<b>2026-2027</b>	44
	<b><i>Appendix B</i></b>	<b>45</b>
	EDUCATIONAL OFFICE PERSONNEL LANE PLACEMENT AND COMPENSATION: 2023-2027	45
	<b><i>Appendix C</i></b>	<b>46</b>
	PROCEDURE FOR RESOLVING CONCERNS	46
	<b><i>Appendix D</i></b>	<b>48</b>
	LEAVE SUMMARIES	48
	<b><i>Appendix E</i></b>	<b>49</b>

## **ARTICLE I: RECOGNITION**

### **1.1**

The Board of Education of Community Unit School District No. 5 of McLean and Woodford Counties, Illinois, hereinafter referred to as the "Board" recognizes the Unit Five Support Professionals Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive bargaining representative for all regularly employed bargaining unit members, except all confidential, supervisory, and managerial employees.

### **1.2**

Benefits for any part-time bargaining unit member shall be on a pro-rated basis. All part-time bargaining unit members employed on or before September 1, 2005 shall continue to receive benefits in effect prior to said date.

## **ARTICLE II: NEGOTIATIONS PROCEDURES**

### **2.1**

Negotiations on successor agreements shall begin no later than April 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

### **2.2**

Each party agrees that it is the mutual responsibility of each to confer upon respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and then to the Board for ratification.

### **2.3**

Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the bargaining unit, as herein defined, and the Association shall not select a Board employee excluded from the bargaining unit.

### **2.4**

Should either party declare impasse under the provisions of an applicable statute, the parties shall jointly request the Federal Mediation and Conciliation Service to provide the services of a mediator. Should FMCS be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The costs of mediation shall be shared equally by the Association and the Board.

**ARTICLE III: MANAGEMENT RIGHTS/NO STRIKE/  
WAIVER OF ADDITIONAL BARGAINING**

**3.1**

The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the District to the full extent authorized by law and shall be limited only by the provisions of this Agreement.

**3.2**

Recognizing that adequate means are made available by this Agreement for the resolution of each bargaining unit member's grievance and/or complaint, and that other procedures are provided by statute and judicial law for such resolution, neither the Association nor any bargaining unit member covered by this Agreement will instigate, promote, sponsor, engage in any strikes, concerted stoppage of work, or any other intentional interruptions of educational duties for the duration of this Agreement. It is understood and agreed that any bargaining unit member violating this provision of this Agreement shall be subject to disciplinary action by the Board up to and including dismissal.

**3.3**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or by specific agreement of the parties, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, each for the life of this Agreement, voluntarily and unqualifiedly waive any right which might otherwise exist under law, practice, or custom to negotiate concerning any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, except only for mandatory subjects of bargaining which were clearly not within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. The parties shall attempt to resolve issues through collaboration.

## **ARTICLE IV: ASSOCIATION RIGHTS**

### **4.1 Dues Deductions**

The Board shall deduct from each bargaining unit member's pay the current dues of the Association, in the amount certified by the Association and in accordance with the terms of the bargaining unit member's written authorization provided to the Board by the Association. Bargaining unit member requests to authorize, revoke, cancel, or change authorizations for payroll deductions shall be directed to the Association rather than to the Board. The Association shall be responsible for initially processing requests and for notifying and providing proper requests to the Board. Upon receiving written notice of the authorization, the Board shall commence dues deductions as soon as practicable, but in no case later than 30 days after receiving notice from the Association. All dues deducted by the Board shall be transmitted to the Association no later than 10 days after they are deducted. If the requests are not provided to the Board, the Board shall rely on information provided by the Association regarding whether deductions for the Association were properly authorized, revoked, canceled, or changed, and the Association shall indemnify the Board for any damages and reasonable costs incurred for any claims made by bargaining unit members for deductions made in good faith reliance on that information or deductions made in good faith by reason of the failure of the Association to transmit appropriate information.

Deductions shall remain in effect until:

1. the Board receives notice that a bargaining unit member has revoked authorization in writing in accordance with the terms of the authorization; or
2. the individual is no longer employed by the Board in a bargaining unit position; or
3. the bargaining unit member is placed on leave pursuant to any of the following sections: 8.2.2, 8.2.3, 8.2.4, 8.2.5.

### **4.2 Right to Organize**

The Board agrees that it will not discriminate against any member of the bargaining unit with respect to hours, wages, terms or conditions of employment by reason of the bargaining unit member's membership in any professional organization, participation in negotiations, or participation in any grievance.

### **4.3 Meetings, Notices, and General Information**

#### **4.3.1 Use of School Buildings**

The Association is allowed the use of school buildings for meetings, provided that such use shall be restricted to reasonable times and shall not interfere with or interrupt normal school operations. For general Association membership meetings, whenever possible, prior notice shall be given the Superintendent or designee a minimum of three (3) working days in advance of the meeting.

#### **4.3.2 Use of Employee Mailboxes/Electronic Mail System**

The Association shall have the right to use employee mailboxes and regular mail distribution facilities, including the District's electronic mail system, for communication with employees.

#### **4.3.3 Posting of Notices**

The Association shall have the right to post official notices of its activities on a bulletin board designated by the building administrator. The building administrator shall have the right to direct



removal of any item, but removal shall not occur until after a meeting between the building administrator and an Association representative has been held.

#### **4.3.4 Use of Office Equipment**

The Association shall have the right to reasonable use of office equipment and will be responsible for reimbursing the Board for all materials and supplies used in the operation of this equipment.

#### **4.4 Board Policies**

Board policies, administrative procedures, and exhibits are available on the District's website. Proposed revisions are attached to the Board's agenda as they are brought to the Board for first reading. The Association president will be notified when any proposed additions to or revisions of board policies, procedures or exhibits are being included in the Board's agenda in order for the Association to determine the impact of such proposals.

#### **4.5 Monthly Informal Meeting**

Each month during the regular school term, an informal meeting will be held with the Superintendent and/or designee(s) and various members of Association leadership. This meeting will be for the purpose of discussing current Association or District concerns. If deemed appropriate or necessary by the Association and Superintendent and/or designee(s), more than one informal meeting may be held during the month.

#### **4.6 Meeting with Building Administrators**

Association leadership is invited to attend the building administrator meeting held at the start of each school year to share its views on contractual issues.

#### **4.7 School Calendar**

No less than thirty (30) days prior to the adoption of the school calendar by the Board, the Board shall accept input from the Association. The Superintendent or designee will invite the Association to submit its views and comments on the proposed calendar for the next year prior to preparing the calendar and will consider such views and comments in formulating the recommendations for the Board's decisions, including such items as: the starting date for the next school year; the starting, ending, and length of winter break and spring break.

## **ARTICLE V: BARGAINING UNIT MEMBER RIGHTS**

### **5.1 Bargaining Unit Member Discipline**

When it becomes necessary to discipline a bargaining unit member, the standard to be applied shall be just cause and progressive discipline shall be followed. However, notwithstanding the foregoing, in all cases the Board may impose discipline commensurate with the misconduct. No written reprimand shall be placed in the bargaining unit member's permanent file without the bargaining unit member's knowledge.

Any complaint or series of complaints deemed by the Board to justify disciplinary action which might result in placement of materials in the bargaining unit member's personnel file shall be brought to the attention of the bargaining unit member as soon as possible. The Board and the Association agree that it is most desirable to have complaints against a bargaining unit member directed to the individual(s) involved in an attempt to resolve disputes at the most immediate level. When deemed appropriate by the building administrator or designated supervisor or requested in writing by the bargaining unit member, an attempt will be made to schedule a conference between the complaining party and the bargaining unit member involved. Any of the parties may choose a representative to be present at the conference.

Whenever a concern is raised against a bargaining unit member, the District's Concern Resolution Form (attached) shall be used to process the concern.

### **5.2 Non-Discrimination**

Neither the Board nor the Association shall discriminate against any bargaining unit member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation (including gender-related identity) or "unlawful discrimination", "citizenship status", or "work authorization status" as defined by the Illinois Human Rights Act.

### **5.3 Right of Representation**

When a bargaining unit member is required to appear before the administration or the Board concerning a disciplinary conference in which a written reprimand will be issued or a conference in which a suspension with or without pay or dismissal will occur, the bargaining unit member shall be entitled to have an Association representative present, if one is requested.

Prior to such a conference, the administration or Board will inform the bargaining unit member, in writing, that a conference will be held concerning a written reprimand, suspension with or without pay, or a dismissal.

It shall be the responsibility of the bargaining unit member to obtain a representative.

### **5.4 Official Personnel File**

The Superintendent or designee shall maintain the bargaining unit member's official personnel file. Only evidence of current performance and/or evidence from a current investigation of misconduct (including that which occurred in the past that was both unlawful and unknown to the Administration), and material contained in the official personnel file can be utilized in the suspension or discharge of a bargaining unit member.

No formal evaluation material and no letter of reprimand or letter of complaint shall be placed in the personnel file unless the bargaining unit member has an opportunity to read such material. The bargaining unit member shall be requested to acknowledge in writing that the material has been read by affixing their signature. If the bargaining unit member refuses to acknowledge the material being read, the material may nevertheless be placed in the file if the bargaining unit member has had the opportunity to read the material.

A bargaining unit member shall have the right to respond to any material contained in the personnel file and the response shall become a part of the file.

A bargaining unit member shall have the right, within two (2) working days to review the contents of the personnel file and shall have the right to have a representative of the Association accompany them in the review. Privileged information, as defined by law, shall be specifically exempted from such a review.

The bargaining unit member may request and receive one (1) copy of any material, except privileged information, contained in their personnel file. The copy will be made at the expense of the bargaining unit member.

## **5.5 Notification of Communicable or Chronic Infectious Disease**

The Administration will notify appropriate bargaining unit members of a student with a communicable or chronic infectious disease consistent with federal and state law regarding student records.

## **5.6 Working Environment**

*(This Section 5.6 shall not be subject to the grievance procedure in Article VI of the Agreement.)*

### **5.6.1**

The Board shall comply with all applicable local, state, and federal laws and regulations pertaining to a safe and healthy working environment, including reporting incidents of battery against school personnel, people in possession of firearms in schools, and drug-related incidents in schools.

### **5.6.2**

In the event that a bargaining unit member becomes aware of a potentially unsafe or hazardous condition, the bargaining unit member shall report this situation to the immediate supervisor and the Association president. In the event a condition which the Association concludes is unsafe or hazardous is not timely remedied at the building level, the Association shall bring the matter to the Superintendent or designee. The Association's suggested response to possible unsafe or unhazardous conditions shall be welcomed at all levels. Responses to possible unsafe or hazardous conditions may initially involve testing and analysis by appropriate professionals. The administration shall work to maintain the adequacy of air exchange within buildings.

## **5.7 Evaluation**

### **5.7.1 Probationary Period Bargaining Unit Members**

The probationary period for any new bargaining unit member shall be 90 working days beginning on the bargaining unit member's start date in the position. During the first 45 working days of the probationary period, the building administrator or supervisor shall conference with each bargaining unit member about their job performance. Concerns with performance during the probationary

period should be brought to the bargaining unit member's attention as soon as possible and bargaining unit members should, based on the administrator's or supervisor's assessment of the seriousness of the performance issues and the amount of time remaining before expiration of the probationary period, be given appropriate coaching and reasonable time to improve performance based on feedback. However, failure of the administrator or designee to hold a conference with the bargaining unit member within the first 45 days of the probationary period, or to provide coaching and a reasonable time to improve performance, shall not prohibit the Board from dismissing the bargaining unit member on or before the end of the probationary period. Once a bargaining unit member has successfully completed the probationary period, a formal evaluation shall be conducted by April 15<sup>th</sup>, provided there is enough time remaining in the school term to conduct the evaluation.

### **5.7.2 Frequency of Evaluation**

The evaluation of bargaining unit members shall be conducted using the instrument mutually agreed to by the Association and the Board. A minimum of one (1) evaluation every two (2) years shall be conducted by the Board provided the bargaining unit member has had successful evaluations in each of the first three (3) years of employment. By September 15<sup>th</sup> of a school year for bargaining unit members employed at the beginning of the school term, or within 30 work days from the start date in their position for bargaining unit members employed after the beginning of the school term, the building administrator or supervisor will notify, in writing, each bargaining unit member to be evaluated of the month when the building administrator or supervisor will conduct the bargaining unit member's evaluation. Evaluations will be completed by April 15<sup>th</sup>.

### **5.7.3 Evaluation Orientation**

The building administrator or supervisor shall conduct an evaluation orientation, in person if possible, to discuss the evaluation process, timeline, and expectations. The orientation should occur no later than October 15<sup>th</sup> of a school year for bargaining unit members employed at the beginning of the school term, or as soon as possible but within 30 work days from the start date in their position for bargaining unit members employed after the beginning of the school term.

### **5.7.4 Pre-Conference and Observation Procedures**

#### *Paraprofessionals*

An individual pre-conference will be held prior to the evaluation of paraprofessionals. The building administrator or supervisor will establish the specific day(s) and time(s) for the observation(s) and will discuss the job duties that will be observed. Any pre-conference held under this section shall precede an observation. Unscheduled observations of a paraprofessional may be conducted at any time; however, at least one (1) observation shall be with the knowledge of the paraprofessional. A written evaluation shall be based on evidence provided by the paraprofessional or evaluator and on actual observations of the bargaining unit member.

#### *Educational Office Personnel*

An educational office personnel bargaining unit member shall have the option of a pre-conference prior to being evaluated. Whenever a pre-conference is held, the building administrator or supervisor will meet with the bargaining unit member and discuss the job duties, responsibilities and other expectations of the bargaining unit member. In any event, the evaluator shall be familiar with the duties and responsibilities of the position. Although the evaluation of an educational office personnel bargaining unit member shall be based chiefly on the bargaining unit member's work

product rather than the bargaining unit member's performance during a pre-announced observation, unscheduled observations of an EOP may be conducted at any time and, at the bargaining unit member's request the evaluator shall formally observe the bargaining unit member at work.

#### **5.7.5 Post-Conference Procedures**

The evaluator and the bargaining unit member shall have a conference within five (5) work days of the final observation or evaluation of work product to discuss the written evaluation. The bargaining unit member, within twenty (20) working days of this conference, shall have the right to attach comments to the evaluation placed in their personnel file.

### **5.8 Orientation Meeting**

#### **5.8.1 Orientation at Start of School Year**

An orientation session for all bargaining unit members shall be conducted at the start of each school year during one of the first days of in-service. The orientation agenda shall be developed and conducted by a joint Professional Development and Training Committee. Topics to be covered during the orientation shall include, but not be limited to: Human resources policies/procedures, current negotiated agreement and benefits, job descriptions, evaluation instrument/procedure, bargaining unit member roles and responsibilities, school safety, medication handling, changes to technology hardware or software, and legal liability.

#### **5.8.2 Orientation for New Bargaining Unit Members**

An orientation session for bargaining unit members hired after the start of the school term shall be conducted in person during the work day within the first week of their employment. The agenda shall be the same as the agenda for the orientation session conducted at the start of the school year and may consist of a recording of the orientation session from the start of the school year. A District administrator will be available to answer any questions. The Association will be provided with up to one hour within the first two weeks of employment to meet with the new bargaining unit member.

#### **5.8.3 Orientation for Transfers**

Bargaining unit members new to a position as a result of a transfer will have the opportunity to participate in an orientation session/training at the District or building level that will cover topics relevant to their assignment including, but not limited to: job description, responsibilities, schedule, employee conduct standards, introduction to facility and relevant staff, relevant technology (including hardware and software), and District email and phone systems.

### **5.9 Professional Development**

The District and Association recognize the value and importance of professional development and training for the purpose of successful job performance, individual improvement and effective operation of the District. To meet that purpose and address the needs of the bargaining unit members and District, specific professional development opportunities and trainings will be designed and provided, considering available resources, both human and financial.

#### **5.9.1 Professional Development and Training Committee**

A Professional Development and Training Committee co-chaired by the Association president or designee and the Superintendent or designee, and including the Association vice-president or designee and one (1) additional administrator to be selected by the Superintendent or designee shall meet at least quarterly for the purpose of developing and implementing professional development and training recommendations and opportunities for bargaining unit members. The committee will consider the needs, interests and priorities of the bargaining unit members, Association, Board of Education, and Administration when developing and implementing professional development and training programs for school improvement days, institute days, professional learning communities, and other opportunities throughout the year. The committee shall work collaboratively and through consensus rather than collective bargaining in order to develop a recommendation and plan that includes, but is not limited to, dates and times, locations, trainers, content, and materials.

### **5.9.2 Compensation for Delivering Professional Development**

When bargaining unit members provide instruction or deliver professional development or training in the District, as approved by the Superintendent or designee:

#### *First Time Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for two hours of preparation time for each hour they deliver professional development or training outside the work day.

#### *Subsequent Times Same Course is Taught*

Bargaining unit members will be paid the appropriate hourly rate for each hour of training and for one hour of preparation time for each hour they deliver professional development or training outside the work day.

### **5.9.3 Trainings**

When the District provides professional development or training outside the work day, such as through the Professional Development Academy, a bargaining unit member shall be entitled to attend unlimited classes. Upon completion, a bargaining unit member shall be reimbursed for up to a maximum of 18 hours at their hourly rate of pay per school year or, upon being employed in a Unit Five Education Association bargaining unit position, receive one-half (1/2) hour of in-District credit for every six (6) hours attended.

Prior to any bargaining unit member being required to participate in training (ABA, CDL, etc.) outside their regular duties, the Board will provide the Association president with a written description of the activity as well as a timeline for completion. If the Association is not notified ten (10) working days prior to the training, the training will be rescheduled. If a bargaining unit member is unable to attend a training session, an alternative date will be scheduled for the bargaining unit member(s). These activities will be conducted at a school site under the supervision of the building administrator and/or the Association president and District administrator.

### **5.10 Workplace Harassment –Retaliation Prohibited**

A bargaining unit member's employment, compensation, or work assignment shall not be adversely affected for filing a good faith harassment complaint or providing information about harassment as defined in Board Policy 5.20 Workplace Harassment Prohibited. The complainant is entitled to confidentiality to

the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free from unlawful discrimination, including harassment. A bargaining unit member may elect to process a claim of retaliation through the grievance procedure of this Agreement in lieu of other legal and administrative options.

## **5.11 Seniority**

### **5.11.1 Seniority Definition**

Seniority shall be defined as the length of service within the District commencing with the most recent start date within the category of position and shall not be transferable from one category of position to another.

### **5.11.2 Seniority Application**

For the purpose of determining seniority, Category 2 and Category 3 shall be considered one (1) category.

Category 1	Educational Office Personnel
Category 2	General Education Paraprofessional
Category 3	Special Education Paraprofessional

Seniority shall continue to accumulate during all paid and unpaid leaves of absence.

### **5.11.3 Seniority Tiebreakers**

In those situations where seniority is a deciding factor and seniority is equal between two (2) or more bargaining unit members, the following tiebreakers shall be used in the order set forth below:

1. The total bargaining unit service in the District, regardless of category and whether or not continuous, shall be determinative;
2. If total bargaining unit service in the District is equal, the total years of service in the District (except for temporary work such as substituting), whether or not continuous, shall be determinative;
3. If total years of service in the District is equal, then the bargaining unit member with the highest assigned generated random number shall be determinative.

## **5.12 Progress Conference for Own Children**

A bargaining unit member with a child or children attending District schools shall, if the scheduling allows, have the opportunity to meet with the child's or children's teacher on the conference day designated on the District calendar. Bargaining unit members should work with their building administrator or immediate supervisor to attempt to find a mutually agreeable time to be absent to attend progress conferences.

## **5.13 Student Medication**

Bargaining unit members are not required to administer or dispense prescription or non-prescription medication to students. However, bargaining unit members may provide assistance to students in an emergency situation such as by administering medication, and may dispense or make medication available to a student for student self-administration provided a completed and signed School Medication Authorization Form is on file. No reprisals shall be taken by the Board against any member who chooses

to not administer or dispense medication. Consistent with its obligations under the School Code, if a bargaining unit member chooses to administer or dispense medication to a student, the Board shall insure, defend, and indemnify bargaining unit members against damages sought for negligent or wrongful acts related to the administration or dispensing of medication to students. Whenever a bargaining unit member volunteers to dispense medication or make medication available to a student for self-administration, such action shall be deemed in the scope of the bargaining unit member's employment.

#### **5.14 Use of Video Cameras in District Facilities**

The purpose of surveillance equipment is to secure the buildings, enhance the safety of the educational environment, and deter misconduct. The purpose of the equipment is not to evaluate the performance of bargaining unit members or to monitor their behavior or conduct.

Except pursuant to an investigation into suspected criminal conduct, surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, IMCs, and gymnasiums. Surveillance equipment will not be utilized to observe bargaining unit member performance or otherwise be accessed as documentation in the bargaining unit member evaluation process.

Video from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct, student misconduct or security violations or incidents. Except as otherwise required by law, access to video involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of video inadvertently reveals alleged incidents of bargaining unit member misconduct, the following process will be followed:

- The bargaining unit member and Association will be notified if the District intends to investigate the alleged bargaining unit member misconduct incident. Such notification shall be in writing.
- The Association representative or the bargaining unit member's representative may review the video depicting the alleged bargaining unit member misconduct.
- The bargaining unit member has the right to be represented in all investigatory meetings regarding alleged misconduct unless the bargaining unit member declines representation.
- Any discipline that may be imposed against the bargaining unit member as a result of the misconduct investigation shall be in accordance with the applicable provisions of this Agreement.

Except as otherwise required by law, video from surveillance equipment will be stored consistent with the storage capacity of the District's equipment and servers and retention and destruction procedures unless there is cause to believe that such video would document a criminal or security incident or relate to possible civil litigation.

All new bargaining unit members will be notified in writing of the use of the surveillance equipment as part of new bargaining unit member orientation. Except when temporarily added pursuant to an investigation into suspected criminal conduct, all bargaining unit members within a building will be notified in writing whenever surveillance equipment is added within their building.



## **ARTICLE VI: GRIEVANCE**

### **6.1 Definition**

#### **6.1.1**

The grievance shall mean a written complaint by a member of the bargaining unit or the Association that there has been a violation, misinterpretation, or misapplication of any provision(s) of this Agreement. The provision(s) grieved shall be so designated.

#### **6.1.2 Time Limits**

All time limits consist of school days except when a grievance is submitted fewer than ten (10) days before the close of the current school term. Then time limits shall consist of all weekdays. Timelines may be extended by mutual consent. Upon the absence of a supervisor, a response may be made by a designee.

### **6.2 Procedures**

The parties acknowledge that a bargaining unit member and the Board may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

#### **6.2.1 Step I:**

The grievant may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision.

#### **6.2.2 Step II:**

If the grievance is not resolved at Step I, the Association may refer the grievance to the Superintendent or designee within fifteen (15) days after receipt of the Step I answer. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) days of the Superintendent's receipt of the appeal. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent's written response, including the reasons for the decision.

#### **6.2.3 Step III:**

If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed with the employer within thirty (30) days of the date of Step II answer, then the grievance shall be deemed withdrawn.

If within fifteen (15) days of the filing of the demand with the employer the parties cannot agree on an arbitrator, the demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two parties will request the American Arbitration Association to provide a panel of seven (7) arbitrators. The Association shall strike the first name and then each of the two parties will alternately strike one name at a time from the panel until only one name shall remain. The remaining name shall be the arbitrator. Expenses for the arbitrator's services shall be borne equally by the Board and the Association.

The decision of the arbitrator shall be final and binding on the parties. The arbitrator, in the opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement.

### **6.3 Time Limits**

A grievance must be filed within 90 days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible.

### **6.4 Representation**

The grievant and the Association have the right to representation in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association, and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at a grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.

### **6.5 Constraints**

Any investigation, or other handling or processing of any grievance by the grievant or the Association shall, if possible, be conducted during non-teaching time.

### **6.6 By-Pass**

By mutual agreement, any step of the grievance procedure may be by-passed.

### **6.7 Class Grievance**

Class grievances involving one or more bargaining unit members or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step II.

### **6.8 No Reprisals Clause**

No reprisals shall be taken by the Board against any bargaining unit member because of the bargaining unit member's participation in a grievance.

### **6.9 Grievance Withdrawal**

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

## **6.10 Costs**

The fees and the expenses of the arbitrator shall be shared equally by the parties.

## **6.11 Court Reporter**

If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the arbitrator requests the presence of a court reporter, both parties shall share the cost of the court reporter.

## **6.12 Postponement**

If only one party requests the postponement of an arbitration hearing, that party shall bear any per diem fee assessed by the arbitrator.

## **6.13 Settlement**

By mutual agreement, a grievance may be settled at any step without establishing precedent.

## **6.14 Released Time**

During any arbitration hearing, the individual grievant shall be released from regular assignment without loss of pay and an Association representative may appear at the arbitration hearing providing the representative shall reimburse the Board the cost of the substitute. A bargaining unit member may volunteer to cover the classes of the Association representative, and if allowed, will result in no reimbursement.

## **6.15 No Written Response**

If no written response has been rendered within the time limits indicated by a step, then a grievance shall pass to the next step.

## **6.16 Records**

All records related to a grievance shall be filed separately from the personnel files of the bargaining unit member. This does not preclude, however, the right of the Board to utilize said records in any future discipline or discharge proceedings against any bargaining unit member.

## **6.17 AAA Rules**

At the request of both parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.

**ARTICLE VII: EMPLOYMENT CONDITIONS**

**7.1 Work Day/Work Year for Educational Office Personnel**

A full-time educational office personnel’s work day shall consist of eight (8) hours per day, Monday through Friday (excluding a 30-minute unpaid lunch).

A part-time work day shall consist of the number of hours and days to be worked as defined in the position description. Educational office personnel will work with their building administrator or immediate supervisor to determine hours and days that best suit the part-time position.

**7.1.1 Educational Office Personnel Schedules**

Educational office personnel shall work on days school is in session and on additional days as scheduled according to the chart below. Educational office personnel who work more than nine months and less than 12 months will work with the building administrator and/or immediate supervisor to determine when the additional days will be worked.

<u>MONTHS WORKED</u>		<u>WORK DAYS PER YEAR</u>	<u>DAYS PAID PER YEAR</u>	<u>HOURS PAID PER YEAR</u>
9 ½ Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 10 Additional Days 12 Paid Holidays	190	202	1616
10 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 20 Additional Days 12 Paid Holidays	200	212	1696
11 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days 32 Additional Days 12 Paid Holidays	212	224	1792
12 Months	175 Student/Full-time SIP Days 5 Institute/Progress Conf Days Variable Additional Days 13 Paid Holidays (Includes July 4)	238	<i>Minimum of</i> 250	<i>Minimum of</i> 2000

**7.1.2 Special Circumstances for Educational Office Personnel**

A bargaining unit member who is unable to be dismissed as outlined below shall be allowed to “bank” the time they are required to work beyond the early dismissal time and work with their building administrator(s) or immediate supervisor(s) to flex their schedule to account for such “banked” time.

**School Improvement Days**

Follow the same schedule as certified employees.

**Progress Conference Days**

Work the regular day or same dismissal time as certified employees.

**Before Designated Holidays**

Dismissed ½ hour early.

**Early Out for Emergency Days**

Dismissed ½ hour after student dismissal.

**Emergency Days**

May report virtually or in person as determined by Superintendent or designee.

**E-learning Days**

May report virtually or in person as determined by Superintendent or designee.

**Institute Days**

Same arrival time as certified employees. Dismissed at 2:30 p.m. unless institute lasts longer than 2:30 p.m. In that case, dismissed at the end of the institute or 4:30 p.m., whichever is earlier.

**7.2 Work Day/Work Year for Paraprofessionals**

A full-time paraprofessional's work day shall consist of seven (7) hours per day (excluding a 30-minute unpaid lunch). The work year shall be 180 days.

A part-time work day shall consist of the number of hours and days to be worked as defined in the position description. Paraprofessionals will work with their building administrator or immediate supervisor to determine hours and days that best suit the part-time position.

**7.2.1 Paraprofessional Schedule**

It is the responsibility of the building administrator to create the daily/weekly schedule for each paraprofessional position and to provide such schedule in writing to each paraprofessional by September 15th of each year. In each building, the building administrator (the principal or designee) will create a schedule of paraprofessional minutes required to meet students' Individualized Education Program (IEP) needs and may utilize special education teachers in the development of individual special education paraprofessional schedules. It is the intent to provide a flexible daily/weekly schedule that meets the needs of students and special education services provided in each building while providing as much predictability and consistency for the paraprofessional as possible.

The bell to bell schedule for special education paraprofessionals is designed to meet the needs of special education students. The intent of the bell to bell schedule is to work with individual and small groups of students throughout the work day. Individual special education services for an individual student will be rendered through the IEP with one or more paraprofessionals providing special education services. Paraprofessionals are limited to working a preponderance of their time with the same individual student for no more than three consecutive years.

If substantial changes to a paraprofessional's regular daily/weekly schedule are made, the building administrator will attempt to communicate those changes and the reasons for those changes to the paraprofessional at least two (2) work days before implementation. During those two (2) work days, paraprofessionals shall be provided an opportunity to be introduced to the staff and student(s) they will be working with, to request additional necessary training, to review a student's IEP or IEP summary if there is a demonstrable educational interest, and to review their new role and responsibilities. However, the parties acknowledge and agree that due to unforeseen circumstances a paraprofessional's daily schedule may be temporarily changed without advanced notice.

### **7.2.2 Paraprofessional Assignment**

The total number of IEP minutes for individual special education services is divided by the negotiated paraprofessional work day. The number of paraprofessionals needed in each building is determined and ultimately assigned. Recognizing the number of paraprofessionals assigned to each building may change based on student and program needs prior to or during the school year, paraprofessionals will be notified of the building to which they are assigned by May 15th each year.

## **7.3 Lunch, Breaks, and Travel**

Lunch and breaks shall be cooperatively scheduled by the bargaining unit member and the supervisor – the minimum being a 30-minute unpaid lunch and two 15-minute breaks.

A bargaining unit member shall be reimbursed for travel expense at the current IRS rate for all approved mileage necessary to perform assigned duties. All bargaining unit members required to travel between buildings during the regular work day shall be allowed adequate time to relocate and travel safely. Bargaining unit members will be allowed at least the amount of time indicated on the Travel Time and Mileage chart in Appendix D to travel from one building to another. Travel time between work sites shall be included in the regular work day, and shall not be counted as duty-free lunch or breaks.

The Superintendent or designee and the Association president or designee shall, at the beginning of each school year, review the time demands for travel. A bargaining unit member may request a review of their schedule by the Superintendent or designee and Association president or designee during the first fifteen (15) school days of each semester or after any schedule change. Adjustments will be made for special assignments or special conditions.

## **7.4 Vacancies and Transfers**

### **7.4.1 Definitions**

- A. A "vacancy" occurs when a current position opens as a result of a resignation, retirement, termination or transfer or when a new position is created after each bargaining unit member returning from leave has been placed.
- B. A "voluntary transfer" is a change from one position to another position requested by the bargaining unit member.
- C. An "involuntary transfer" is a change from one position to another directed by the administration, rather than requested by the bargaining unit member. This includes those bargaining unit members who are displaced when programs or positions have been eliminated.
- D. An "in-building transfer" is a change from one position to another position within the same building directed by the administration, rather than requested by the bargaining unit member.

- E. "Seniority" is established by the annually prepared District seniority list and is further defined in 5.11 of this Agreement.

#### **7.4.2 Procedures**

##### **A. Posting of Vacancies**

Information regarding vacancies shall be publicized to the staff by sending a copy to the Association president or designee, and posted on the District website for at least seven (7) calendar days. Except in cases of emergency, the vacancy will not be filled until the seven (7) day posting period has elapsed. Where specific training, experience, or other qualifications are necessary, such conditions shall be stated in the posting.

Paraprofessional positions created or becoming vacant during the school year may be temporarily filled to avoid undue disruption of the educational program. The above and following procedures will be followed to post and permanently staff the position for the next school year.

Whenever vacancies occur during the summer months when the regular school year is not in session the following procedures will be followed:

1. Postings of any vacancies of educational office personnel positions shall be posted on the District website and emailed to educational office personnel utilizing the bargaining unit member's District email.
2. Postings of any vacancies for paraprofessional positions shall be posted on the District website and emailed to paraprofessionals utilizing the bargaining unit member's District email.

Bargaining unit members may apply for vacant positions on Schedule B of the Negotiated Contract between the Board and Unit Five Education Association ("UFEA"). A UFSPA bargaining unit member who is "equally qualified" to fill a vacant Schedule B position will be given preference in hiring over an individual from outside the bargaining unit. It is understood such positions will be re-posted each year, semester, or season pursuant to the UFEA Negotiated Contract. For purposes of this Section, the determination of whether a bargaining unit member is "equally qualified" to fill a vacant Schedule B position shall be made by the Administration based upon qualifications, merit and ability, and relevant experience.

##### **B. Voluntary Transfers**

A bargaining unit member requesting a transfer within seven (7) calendar days of the publishing of a notice for a specific vacancy shall be granted an interview for a position within the same category (educational office personnel or paraprofessional) as their current category. While a bargaining unit member requesting a transfer to a position in a different category from their current position will not be guaranteed an interview, they will be given consideration and may be granted an interview. No assignment of a new bargaining unit member to a specific position in the District will be made until all pending requests for transfer to that position have been given due consideration. Notification to bargaining unit members who are granted or denied a transfer will be made in writing as soon as a determination is made. A bargaining unit member desiring a transfer to a position in their current category for which there is at the time no vacancy, shall notify the Superintendent

or designee of the transfer request in writing. Such a request will be placed on a “Transfer Request List” until the bargaining unit member receives a transfer or September 1 of each year, at which time the list will be purged. A copy of the “Transfer Request List” shall be provided to the president of the Association or designee quarterly. In-building transfers may occur prior to posting a vacancy.

#### C. In-Building Transfers

After a meeting with the building administrators jointly conducted by the Association president and/or designee and the Superintendent or designee, reassignments of paraprofessionals within a school building may be made. Prior to reassignment, each building administrator will seek input from impacted bargaining unit members. The Association president and/or designee shall be given written notice of any internal reassignment under consideration prior to the effective date of the reassignment. The procedure shall be used in April and May of the school year prior to the school year the assignment is to be effective.

The Bargaining unit member’s seniority shall be given meaningful consideration, along with the student’s and District’s needs. The building administrator shall also consider the bargaining unit member’s preference, and their documented work experience and past performance. Before an in-building transfer is completed, the bargaining unit member will be given an opportunity to be trained, as necessary, and to meet with the appropriate individuals to acclimate themselves to the new assignment and its responsibilities. Only after the meeting referenced above has occurred and the factors identified have been considered shall the in-building transfer be directed.

#### D. Involuntary Transfers

When involuntary transfers are necessary for any reason, the following process will be used for educational office personnel and paraprofessional positions:

##### *Educational Office Personnel*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfer, the least senior will be involuntarily transferred.
3. Each bargaining unit member to be involuntarily transferred will be placed on the District-wide “involuntary transfer list” and given the option of requesting due consideration for any available positions in the District. Consideration for educational office personnel positions shall be based upon qualifications, merit and ability (including performance evaluations, if available), relevant experience, and seniority, provided all other factors are determined by the District to be equal.
4. Bargaining unit members on the District-wide “involuntary transfer List” who request due consideration for an available position and are not approved for the position will choose from any positions in the District that remain available following the due consideration process above, in order of seniority.
5. Bargaining unit members on the District-wide “involuntary transfer list” will be notified of their assignment for the following school year no later than May 15th. If the



need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

*Paraprofessionals:*

1. Affected bargaining unit members will be notified of the need for involuntary transfer, and offered the opportunity to accept the transfer. If more people are willing to accept the transfer than needed, the most senior person willing to accept the transfer will be transferred.
2. If an insufficient number of bargaining unit members are willing to accept the necessary transfers, the least senior will be involuntarily transferred.
3. At every building, each bargaining unit member to be involuntarily transferred will be given the option of choosing an opening in their own building (if one is available) or of being placed on the District-wide “involuntary transfer list”. When more than one person in the building is being transferred the most senior will be given the opportunity to choose first, then the next, and so on. Building-based transfers will be completed prior to District-wide transfers.
4. All bargaining unit members on the district-wide “involuntary transfer list” will choose from any available positions in the District in order of seniority.
5. Bargaining unit members on the District-wide “involuntary transfer list” will be notified of their assignment for the following school year no later than May 15th. If the need arises to alter an assignment, the bargaining unit member and Association will be notified immediately. Any bargaining unit member being involuntarily transferred shall be placed before voluntary transfers are allowed and prior to hiring bargaining unit members from outside the District.

If an involuntary transfer occurs during a school year, information provided to the bargaining unit member being involuntarily transferred will include, but not be limited to: the position they will be filling, the effective date, the job requirements and description. The bargaining unit member will be given the opportunity to meet with the administrator/supervisor of their new assignment to become acclimated to the new position, be informed of their schedule, introduced to the staff and facility, given an opportunity to indicate any potential training needs based on the requirements of the new position, etc. The bargaining unit member will be given at least 5 working days’ notice, except in an emergency, before the transfer is to be effective and every effort will be made to have the transition occur at a convenient time in the school calendar – coinciding with a holiday break, school improvement day, institute day, etc. so that the bargaining unit member may have a chance to conclude their current assignment and prepare for their new assignment.

E. Program Movement

1. When total programs are placed in a different building with no change in total staff within the program, all bargaining unit members within that program shall be transferred to the new building with the program (e.g. EMD from NCHS to NCWHS). If need for additional staff is anticipated, the above procedure shall occur first, and the additional position opening shall be deemed a vacancy.
2. When programs are split between two schools and no need for additional staff is anticipated, bargaining unit members within the program may agree as to which school they will be located. In the absence of an agreement, seniority will prevail. If the need

for additional staff is anticipated, the above procedure shall occur first and the additional position opening shall be deemed a vacancy.

## **7.5 Reduction in Force**

The Board and Association agree to use the School Code of Illinois, Section 10-23.5, with the following modifications:

### **7.5.1 Reduction in Force Consideration**

The Board shall not take final action on any considerations of reduction in force prior to first meeting with the Association to negotiate over any alternatives. On or before the last day of February, the Board shall give written notice to the Association of any considerations of reduction in force.

### **7.5.2 Category of Position**

Categories of position for purposes of this article shall be as follows:

1. Educational Office Personnel
2. General Education Paraprofessionals
3. Special Education Paraprofessionals

### **7.5.3 Vacancies for Following School Term**

If the Board has any vacancies during the two school years immediately following the school year at the end of which the bargaining unit member was dismissed, the positions thereby becoming available shall be offered to the bargaining unit member so removed or dismissed from that category of position, so far as they are legally qualified to hold such positions and have previously worked in that category of position.

### **7.5.4 Bargaining Unit Member Recall Options**

A bargaining unit member subject to recall may refuse an available position involving fewer hours and/or a lower rate of pay but must accept a position which is comparable in hours and pay rates to the position from which the bargaining unit member was reduced. A bargaining unit member who refuses to accept a position of comparable pay and hours of work shall forfeit recall rights.

## **7.6 Extended School Year**

The District will determine if extended school year services or other summer programming will be offered and communicate the decision to bargaining unit members on or before April 15 of each year. Positions for employment for extended school year services or other summer programming shall be posted by May 1 each year. Bargaining unit members shall be notified whether they have been selected for a position by June 1.

### **7.6.1 Paraprofessionals**

Consideration for positions shall be based on District seniority. Rate of pay is to be at the individual paraprofessional's annual salary rate. Paraprofessionals will be paid on the same basis as during the school year. The Association president will be provided a list of paraprofessional applicants and those individuals accepting positions by June 1. The ESY and/or other Director (s) shall

conduct an orientation meeting with all paraprofessionals prior to the start of ESY or other summer programming.

#### **7.6.2 Educational Office Personnel**

Consideration for the positions shall be based upon factors that include without limitation, qualifications, merit and ability (including performance evaluations, if available), and relevant experience. If all factors are relatively equal, the consideration shall be based on District seniority. Rate of pay is to be at the EOP's current rate of salary.

#### **7.6.3 Leave During Extended School Year**

While on extended contract (i.e. summer school) a bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **7.7 Educational Office Personnel Lane Transfers**

#### **7.7.1 Voluntary Transfers**

In the event an educational office bargaining unit member transfers from one lane to another, the guidelines to be followed are:

##### *From Lower Lane to Higher Lane*

The educational office bargaining unit member will remain at the same step in the higher lane as that on which the bargaining unit member was placed in the lower lane. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

##### *From Higher Lane to Lower Lane*

The educational office bargaining unit member will remain at the same step in the lower lane as that on which the bargaining unit member was placed in the higher lane. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

#### **7.7.2 Involuntary Transfers**

The educational office bargaining unit member who is involuntarily transferred will be placed on the salary schedule at a salary comparable to that which the bargaining unit member is currently receiving. The educational office bargaining unit member will advance on the salary schedule annually as they normally would.

## ARTICLE VIII: LEAVES

### 8.1 Paid Leaves

#### 8.1.1 Sick Leave

Each nine (9) month bargaining unit member shall be granted twelve (12) sick leave days per year which shall entitle the bargaining unit member to be absent for reasons as defined below without loss of pay. A bargaining unit member employed for more than the regular nine (9) months of school shall be entitled to additional days of sick leave based upon one (1) day for every additional month or major portion thereof. Unused sick leave days shall accumulate.

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for the purpose of this article shall include parents, legal guardians, children, spouse, partner to a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

The Board may require a certificate from a physician licensed to practice medicine and surgery in all its branches, a mental health professional licensed in Illinois providing ongoing care or treatment to the bargaining unit member, a chiropractic physician licensed under the Medical Practice Act of 1987, a licensed advanced practice registered nurse, or a licensed physician assistant as proof of illness or fitness to resume duties after any absence. If the Board does require a certificate as the basis for pay during a leave of less than three (3) days, the Board shall pay from District funds the expenses incurred by the bargaining unit member in obtaining the required certificate.

The Board or appropriate administrator shall furnish each bargaining unit member, within thirty (30) days of the commencement of school, a written statement setting forth the total sick leave credit.

#### **8.1.1a Use of Sick Leave for Birth, Adoption, Placement for Adoption, or Acceptance of a Child in Need of Foster Care**

Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

Bargaining unit members may use up to thirty (30) consecutive days of their own accumulated sick leave for the birth of a child even if such absence is not related to the need to recover from childbirth. Such use of sick leave for the birth of a child does not require medical certification and may be used at any time within the 12-month period following the birth, and may not be diminished as a result of any intervening period of nonworking days or school not being in session, such as for summer, winter, or spring break and holidays.

Bargaining unit members may use up to thirty (30) days of their own accumulated sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care. The Board may require a bargaining unit member to provide documentation that the formal adoption or foster care process is underway. Such use of sick leave need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption

process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.

The bargaining unit member will not be allowed to use medical leave for any of the purposes as described above.

### **8.1.2 Bereavement Leave**

A bereavement leave will be granted which shall allow a bargaining unit member to be absent for up to three days per qualifying event to deal with funeral matters of the immediate family as defined in Section 8.1.1. These days will not be charged against the bargaining unit member's sick leave allotment.

If a bargaining member requests a bereavement leave for a family member not described in Section 8.1.1, a bargaining unit member will have their request considered under the terms of 8.1.6 Emergency Leave.

### **8.1.3 Personal Leave**

Two (2) personal leave days shall be granted to bargaining unit members to be used at the convenience of the bargaining unit member, except that a personal leave day may not be taken during the first five or last five days of the student attendance year and the Administration may deny a request for personal leave if approval would adversely impact operations or the provision of services due to absence of too many bargaining unit members and the inability to find qualified substitutes. The Superintendent or designee, in consultation with building administrators and the Association president, may approve personal leave on days which would otherwise be prohibited on a case by case basis. Except for an emergency, a bargaining unit member shall request personal leave at least 48 hours in advance. Unused personal leave will be added to a bargaining unit member's accumulated personal leave and/or sick leave at the end of each school year. Bargaining unit members may not accumulate a total of more than four (4) personal days.

### **8.1.4 Jury Duty**

Whether during the normal contract year, or while on an extended contract (i.e. summer school), bargaining unit member serving on jury duty shall receive full pay for the time served on the jury.

### **8.1.5 Association Leave**

The president of the Association or designee shall be allowed twenty (20) days of Association leave per year. Additional Association leave may be approved at the discretion of the Superintendent or designee.

The president of the Association or designee shall submit a written request for such leave at least five (5) days in advance of commencement of the leave. Such request shall state the specific reason for the requested leave, the name of the Association member, and the day or days of the leave.

The Association shall reimburse the Board for the cost of substitutes actually employed.

### **8.1.6 Emergency Leave**

Members of the bargaining unit shall be entitled leave to accommodate extreme situations when other leaves do not apply. A bargaining unit member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, administrator of the building from which the request was made, and the president of the Association or designee.

### **8.1.7 Professional Leave**

The Superintendent or designee may allow professional leave for the enhancement of a bargaining unit member's professional capacity. The bargaining unit member shall request professional leave in writing at least one (1) week prior to the day of the requested absence.

## **8.2 Unpaid Leaves**

Medical Leave and Leave for Personal Illness may vary in length depending on circumstances.

For extended unpaid leaves, including Family Hardship Leave, Parental Leave, and Planned Extended Leave, the Board may grant a leave of absence without pay for a specified period of time of up to two (2) years, providing a suitable replacement can be hired. Unpaid leaves shall not exceed two (2) years for any one (1) bargaining unit member. During such Board-approved leaves, a bargaining unit member:

- will not have their seniority impaired;
- will remain an employee of the District;
- may remain a member of the Association by submitting dues directly to the Association;
- will be required, if on leave during second semester, to notify the secretary of the Board in writing on or before March 1 stating whether or not said bargaining unit member requests to return to their position for the next school term. Failure to make proper notification by March 1 will terminate further employment in the District;
- shall have all benefits suspended unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993; and
- may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due to the District.

### **8.2.1 Medical Leave**

Each full-time bargaining unit member shall be granted ten (10) days medical leave annually.

Bargaining unit members employed for more than nine (9) months in a school year shall granted one (1) additional day for every additional month or major fraction thereof.

Unused days of medical leave shall accumulate up to a maximum of one hundred twenty (120) days usable in any one (1) year for nine (9) month bargaining unit members and a proportionate increase for extended contracts.

Medical leave may only be used for personal illness.

Medical leave may only be used at such time as accumulated sick leave has been exhausted.

The Board may require a doctor's certificate as proof of illness or fitness to resume duties after any absence.

During the period of time a bargaining unit member is utilizing medical leave benefits, the Board will maintain the health insurance coverage for said bargaining unit member, if allowable by the insurer.

Medical leave is terminated on the last day of each bargaining unit member's contract year, and such termination shall not affect the accumulated total of medical leave.

A bargaining unit member will remain an employee of the District while on this leave.

### **8.2.2 Leave for Personal Illness**

The decision to grant a leave for personal illness for any length of time shall only be made by the Board. Board approved leaves shall not affect seniority within the District.

A request for a leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

The beginning date of a leave for personal illness is the first working day the bargaining unit member is absent for illness, after all sick and medical leave days are exhausted.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said bargaining unit member through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the bargaining unit member by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the bargaining unit member is considered employed by the Board, unless the bargaining unit member is eligible for coverage as a retiree.

Leave for personal illness will be terminated on the last day of each bargaining unit member's contract year.

A bargaining unit member will remain an employee of the District and may remain a member of the Association by submitting dues directly to the Association while on this leave.

### **8.2.3 Family Hardship Leave**

The Board may grant a bargaining unit member a leave of absence without pay for a specified period of time of up to two (2) years.

A bargaining unit member shall not be eligible for sick leave pay during the period of a family hardship leave, nor will a bargaining unit member be eligible for hardship leave if the bargaining unit member has applied for or used sick leave, medical leave, and/or personal illness leave in reference to the reason that hardship leave is being requested.

At the expiration of the leave period the Board will make every effort to offer the bargaining unit member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of their

regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

#### **8.2.4 Parental Leave**

The Board may grant a bargaining unit member a parental leave without pay for a specified period of time of up to two (2) years.

At the expiration of the leave period the Board will make every effort to offer the bargaining unit member the same or similar position as that which was held prior to the leave of absence. An educational office personnel bargaining unit member must work at least one half (1/2) of their regular contract year to receive experience credit for that year on the salary schedule. A paraprofessional must work at least ninety (90) school days or one semester, whichever is less, to receive experience credit for that year on the salary schedule. A bargaining unit member on leave for a full school year shall not advance on the salary schedule while on leave; however, upon return the bargaining unit member shall advance appropriately on the salary schedule.

#### **8.2.5 Planned Extended Leave**

The Board may grant a bargaining unit member a planned extended leave without pay for a specified period of time of up to two (2) years. Bargaining unit members must request the leave in writing by directing such request to the secretary of the Board. No specific reason for the leave needs to be given. =

Upon completion of the leave the bargaining unit member shall be placed in an available position for which the bargaining unit member is qualified, except in case of reduction in force that could affect reemployment of staff on leave.

#### **8.2.6 Leave Without Pay**

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond a bargaining unit member's control. Therefore, requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

#### **8.2.7 Family Medical Leave Act**

The Board will follow the provisions of the Family Medical Leave Act of 1993 as it relates to unpaid leaves.



## **ARTICLE IX: EFFECT OF AGREEMENT**

### **9.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

### **9.2 Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

### **9.3 Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

### **9.4 Duplication of Agreement**

Within thirty (30) calendar days after ratification by both parties, the Board shall make available a clean copy of the Agreement and post the Agreement to the District website..

### **9.5 Term of the Agreement**

Following ratification of this Agreement by the members of the Association and final approval by the Board, the Agreement shall be effective July 1, 2023 and shall continue in effect until June 30, 2027.

## **ARTICLE X: BARGAINING UNIT MEMBER COMPENSATION AND FRINGE BENEFITS**

### **10.1 Salary Schedules**

The salary schedules for paraprofessionals and educational office personnel for 2023-2024, 2024-2025, 2025-2026 and 2026-2027 shall be set forth in Appendix A attached hereto and incorporated into this Agreement. All bargaining unit members will move on the salary schedule for their service credit in each year of this Agreement.

All bargaining unit members who exceeded the salary schedule steps shall receive a 4 percent increase for each year of this Agreement based on their previous year's salary.

### **10.2 Health Insurance**

The Board shall contribute an amount to the Insurance Fund for each individual bargaining unit member toward insurance benefits. This contribution shall be reduced pro rata for any bargaining unit member who is employed less than full time. The Association shall be allowed an opportunity at the new employee paperwork sessions to discuss with bargaining unit members the matter of waiver of individual health insurance coverage. The form to be used by a bargaining unit member to waive health insurance coverage shall be jointly agreed to by the Administration and Association. The District and the Insurance Committee will continue to explore options to allow bargaining unit members access to alternative benefits.

The Board shall pay the following amounts toward individual premium cost per month for each bargaining unit member.

- For the insurance year July 1, 2023 through June 30, 2024, \$725.
- For the insurance year July 1, 2024 through June 30, 2025, \$765.
- For the insurance year July 1, 2025 through June 20, 2026, \$805.
- For the insurance year July 1, 2026 through June 30, 2027, \$845.

The amount the Board shall contribute in the future shall be determined through collective negotiations.

Moneys paid into the Insurance Fund shall first be used to offset the cost of individual coverage for plan participants. Any surplus contribution the Board makes shall be added to the Insurance Fund reserve. In no event shall the Board's contribution relieve bargaining unit members of responsibility for dependent coverage.

An Insurance Committee will be co-chaired by the UFEA President and a District administrator. The Insurance Committee will consist of the two co-chairs and:

- (7) UFEA bargaining unit members appointed by UFEA
- (2) UFSPA bargaining unit members appointed by the Association
- (2) Administrators
- (1) additional employee representing other employee groups
- (1) retiree chosen by the retirees participating in the plan, pursuant to an election administered by the Administration

All Insurance Committee members shall be currently enrolled in the District health insurance plan. The co-chairs of the Insurance Committee will be responsible for scheduling meetings and preparing written information for the meetings.

The Insurance Committee will meet as necessary, but at least quarterly. The Insurance Committee will:

- Provide regular and timely communication to participants
- Monitor the Insurance Fund and the reserve balance so as to maintain a healthy fund balance of between 3 and 6 months of claims costs
- Recommend reductions or enhancements to the benefit structure based on industry standards, actuarial data, plan performance, claims history, the status of the Insurance Fund balance and other relevant data
- Consult with experts as needed and periodically participate with the District in rebidding of the Insurance plan
- Have access to all information and data needed to carry out their responsibilities, including master policies, benefit documents, claim procedures and experience, etc.
- Consider all options which are in the best interests of the plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs and the like
- Consider modifications of the benefits currently in effect, selection of insurance and stop-loss reinsurance carriers, selection of third party administrators, selection of managed care networks and brokers, management of accumulated reserves, selection of the funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.), establishment of premium levels for single and dependent coverage
- Educate plan participants concerning the Insurance Plan and the options and alternatives available to each participant

The Insurance Committee shall have authority to establish the benefit level, within the parameters set forth above.

The Board and Association agree that any other change recommended by the Insurance Committee is subject to approval by the Board and Association.

### **10.3 Life Insurance**

For each bargaining unit member who enters at least the second year of employment with the District, the Board shall provide individual premium cost per month per bargaining unit member to cover the cost of a term life insurance policy that is equal to the bargaining unit member's annual base salary, rounded up to the nearest \$1,000, but no less than \$20,000.

### **10.4 Prior Experience**

#### **10.4.1 Outside Paraprofessional Credit**

Outside paraprofessional credit shall be recognized for step placement beyond the entry level by granting year for year credit for outside paraprofessional, nursing home, rehabilitative, daycare, healthcare, or home healthcare experience, or college credit, up to a maximum of ten (10) years.

#### **10.4.2 Outside Educational Office Personnel Credit**

Outside work experience for educational office personnel shall be recognized for step placement beyond the entry level by granting year for year credit for office work experience or college credit up to a maximum of ten (10) years.

### **10.4.3 Hard to Fill Positions**

The Superintendent or designee shall have the discretion to give experience credit beyond ten (10) years for hard to fill positions.

### **10.4.4 Limits on Outside Credit**

At no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District.

## **10.5 Regular Overtime**

In the event that a bargaining unit member is requested by the primary administrative supervisor to work beyond the regular work day and/or work week, such work shall be compensated at the bargaining unit member's regular hourly rate for all additional hours up to forty (40) hours. Any paraprofessional who is required to participate in due process activities held during the summer months shall be compensated at the rate of one and one-half (1-1/2) times the bargaining unit member's regular hourly rate.

Bargaining unit members may choose to be compensated for overtime hours worked either in payment or in compensatory time as defined in the Fair Labor Standards Act. Compensatory time may be accumulated at the rate of one and one-half (1½) times up to a maximum of twenty-four (24) hours and may be used at any time, including in combination with one week of vacation for 12-month employees, with the approval of the administrative supervisor. For example, 16 hours of accumulated time, at the rate of one and one-half equals the 24 hour maximum (16 hours x 1.5 = 24). Each person is responsible for keeping an accurate record of compensatory time earned and used and for accurately reporting the time as it is earned and used on proper District payroll forms. Compensatory time may not be carried over from one fiscal year to the next and must be either used or turned in for payment prior to the June 1 payroll report to allow for payment in the year in which the time was accumulated.

## **10.6 Personal Property**

In the event a bargaining unit member has had loss or damage to personal property that has been reported on a District vandalism report and is the direct result of student reaction to the bargaining unit member, the Administration will make every reasonable effort to recover the cost of replacement or repayment from the parents of the student involved.

## **10.7 Substitute Work**

A bargaining unit member who is appropriately licensed may internally substitute for an employee with a Professional Educator License ("PEL") and will be paid the substitute teacher rate of pay for a full day or, when the substitution is for a half day or less, for a half-day, in addition to the bargaining unit member's regular rate of pay for any bargaining unit work. No bargaining unit member shall be required to work as a substitute teacher; however, such bargaining unit member may be requested to substitute for a teacher in their building in an emergency situation or when other substitutes are unattainable.

## **10.8 Payroll**

### **10.8.1 Pay Days**

Each bargaining unit member shall be paid by direct deposit on the basis of twenty-four (24) equal payments on the fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) of each month. In the event a payday falls on a non-business day, bargaining unit members shall be paid on the preceding business day.

### **10.8.2 Special Payroll**

Special payroll will be included at least monthly and clearly indicated on the statement rather than paid by special payroll check.

### **10.8.3 Final Year of Employment**

For IMRF purposes, any bargaining unit member who has notified the District of their intent to retire will have their checks converted to a length of contract pay for their final year of employment.

## **10.9 Retirement Incentive**

The following retirement program shall be available to eligible bargaining unit members:

1. A bargaining unit member will be eligible for this program if the bargaining unit member is 55 years of age, has 20 years of service credit in the District, and is eligible to retire under the provisions of the Illinois Municipal Retirement Fund.
2. To be eligible for participation, the bargaining unit member must apply at least six (6) months prior to retirement.
3. A one-time total bonus of \$500 will be paid (*in four equal installments of \$125*) over the last four (4) months of employment.
4. The bargaining unit member may revoke their election to retire in the case of death or total disability of the spouse, or for a major life change as deemed appropriate by the Board. A bargaining unit member who revokes their election to retire must repay to the Board all monies paid as an incentive.
5. A retiring person who is at least 55 years of age and who has at least five (5) years of District service may elect to remain covered under the District health insurance program at the amount presently offered to current bargaining unit members. The retiree is responsible for payment of the premium. The premium is payable in quarterly installments no later than the tenth day (10th) of (January, April, July, October) to the District.

## **10.10 Longevity**

Each bargaining unit member is entitled to a longevity increment beginning with the fifth year of service in the District as follows:

\$250 per year beginning with the fifth year of service  
\$500 per year beginning the tenth year of service  
\$750 per year beginning the fifteenth year of service  
\$1,000 per year beginning the twentieth year of service

The longevity increment shall be paid in two equal installments, one on or before the last paycheck prior to winter break and one on or before the last paycheck of the fiscal year and will continue each year the

individual continues to be employed by the District. The longevity amount shall be prorated for a bargaining unit member who leaves mid-year.

### **10.11 Holidays**

Each educational office personnel is paid for the following holidays provided such days fall during the bargaining unit member's contract period and the bargaining unit member would otherwise be at work if not for the holiday:

New Year's Day	<i>January 1</i>
Martin Luther King's Birthday	<i>Third Monday in January</i>
President's Day	<i>TBD</i>
Casimir Pulaski Day	<i>First Monday in March</i>
Board Holiday (Good Friday)	<i>Friday Before Easter</i>
Memorial Day	<i>Last Monday in May</i>
Juneteenth	<i>June 19</i>
Independence Day	<i>July 4</i>
Labor Day	<i>First Monday in September</i>
Columbus Day	<i>Second Monday in October</i>
Veteran's Day	<i>November 11</i>
Thanksgiving Day	<i>Fourth Thursday in November</i>
Day After Thanksgiving Day	<i>Fourth Friday in November</i>
Christmas	<i>December 25</i>

If the Board waives a current holiday, the holiday will remain a paid floating holiday for all educational office bargaining unit members.

If Juneteenth falls on a bargaining unit member's regular work day, the bargaining unit member will have the day off with no loss in pay. In the event a holiday (except Juneteenth, Christmas and New Year's Day) falls on a weekend, less than 12-month bargaining unit members will receive no change in days paid and they will receive a floating student non-attendance day off. Twelve-month bargaining unit members will be paid a minimum of 250 days per year; however, they will not receive a floating student non-attendance day off. The one exception would be that when July 4 falls on a Saturday, Friday shall be a holiday and when it falls on a Sunday, Monday shall be a holiday. In the event a holiday falls during an authorized school break (i.e. Winter Break or Spring Break) bargaining unit members will receive no change in days paid or additional floating holidays.

If an authorized holiday falls during an educational office personnel's vacation, one additional day of vacation will be allowed.

### **10.12 Vacation**

Only full-time, twelve-month educational office bargaining unit members will have a vacation with pay. It shall be granted as follows:

After One (1) Full Year of Employment	One Week of Vacation
After Two (2) Full Years of Employment	Two Weeks of Vacation
After Eight (8) Full Years of Employment	Three Weeks of Vacation
After Twenty (20) Full Years of Employment	Four Weeks of Vacation

*Start Between July 1 and December 31*

- Effective the following July 1, bargaining unit member is eligible for one week of vacation that must be used by the second August 1.
- Bargaining unit member can count this year toward two years for two weeks and eight years for three weeks' vacation.

*Start Between January 1 and June 30*

- Effective July 1, bargaining unit member gets one-half day of vacation for every 25 days paid through July 1. Vacation must be used by the second August 1.
- Bargaining unit member cannot count this year toward two years for two weeks and eight years for three weeks' vacation.

Requests to use vacation as it is accrued shall be approved in advance by the administrative supervisor. Vacation time cannot be accumulated. The bargaining unit member and the administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

A person who has been employed in a District administrative assistant position of less than 12 months and who accepts a 12-month assignment will gain credit toward years of vacation. Years of service for vacation eligibility will be determined by dividing total months worked in a non 12-month position by 12 to determine the number of years that can be applied for vacation allotment as described above.

**ACCEPTANCE OF AGREEMENT**

**IN WITNESS WHEREOF**, the parties have executed the Agreement by their duly authorized representatives on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*President*

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

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



**LETTER OF UNDERSTANDING**

**Providing Necessary Technology**

Each bargaining unit member required to use technology as part of their regular work-related duties, including communicating with colleagues, administrators, or other stakeholders, data entry and reporting, and supporting students with curriculum, learning, and behavior goals will be provided with the necessary tools to perform those duties.

No bargaining unit member will be expected to use their own device for performing work-related duties requiring the use of technology.

A bargaining unit member who believes additional or different resources are needed to perform their work-related duties should communicate such a request to their building administrator or designated supervisor.

The District and Association agree to form a committee with equal representation to determine what basic technology or technology-related training is needed to perform the work-related duties for different categories of positions (e.g. educational office personnel, specialized services paraprofessional, BEST paraprofessional).

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*President*

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

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

**LETTER OF UNDERSTANDING**

**Evaluation**

The parties mutually agree that the purpose of evaluation is to improve performance. Further, it is the intent of both parties that a new evaluation process will be implemented beginning with the 2023-2024 school year. In order to have a process in place, the parties agree to the following:

1. The current evaluation process as outlined in the Agreement will continue to be used for each category until an updated process is complete for that category.
2. A joint Evaluation Committee, with equal representation from the Association and the District, will meet as needed, but at least quarterly, to create a new evaluation process during the 2023-2024 school year.
3. The Committee’s recommendations will be provided to the Association and the Board for consideration and inclusion in a successor Agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*President*

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

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

**LETTER OF UNDERSTANDING**

**Use of Sick Leave for Less than One-Half the Normal Scheduled Work Day**

During collective bargaining, the Unit Five Support Professionals Association-IEA/NEA (“UFSPA”) proposed adding a subsection to Section 8.1.1 of the Negotiated Contract providing for use of sick leave of bargaining unit members for less than one-half the normal scheduled work day. The proposed language is similar to language contained in the Unit Five Education Association-IEA/NEA (“UFEA”) Negotiated Contract. The Board of Education acknowledged the rationale for UFSPA’s proposal but expressed concerns it may increase absenteeism and coverage issues, negatively impact coverage of student IEP minutes, and create additional work for payroll. To address the payroll issue, the District is changing the process for employees to enter sick leave. However, in order to determine whether the Board’s concerns are valid, the Board and UFSPA agree to enter into this Letter of Understanding rather than including UFSPA’s proposal in the Negotiated Contract. Accordingly, for the duration of the Negotiated Contract, UFSPA and the Board of Education agree to the following:

Bargaining unit members should make arrangements outside the normal scheduled work day for medical appointments whenever possible. Covering an assignment during such absence may be difficult in some situations, and in some cases it may be necessary to employ an external substitute. Since external substitutes are usually employed for a half-day minimum, it may be necessary for a bargaining unit member to take a one-half (1/2) day of sick leave for such absence. Sick leave or absences for medical appointments of less than one-half (1/2) the normal scheduled work day shall be handled as follows:

- The building administrator or designee may grant permission for a bargaining unit member to leave the building for a period of time which is less than one-half (1/2) the normal scheduled work day, but in increments of no less than fifteen (15) minutes, for sick leave or medical appointments as described in Section 8.1.1 of the Negotiated Contract.
- Such time away from the building must be recorded by the bargaining unit member.

The Board and UFSPA agree to reevaluate this Letter of Understanding during collective bargaining for a successor Agreement. Assuming the Parties agree the implementation has not resulted in significant concerns or issues, it is the intent of the Parties to include this language in a successor Agreement.

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*President*

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

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

**LETTER OF UNDERSTANDING**

**Outside Credit and Placement on the Pay Schedule**

During bargaining for the 2023-2027 Negotiated Contract, the Board of Education (the “Board”) of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the “District”) and the Unit Five Support Professionals Association-IEA/NEA (“UFSPA”) agreed to a pay schedule which resulted in existing employees being placed in steps that did not match their years of experience. For example, existing employees with one to four years of experience were all placed on Step 1 of the new schedule for the 2023-2024 contract year.

Additionally, the Parties agreed to changes to 10.4 of the Negotiated Contract which provide for outside credit when placing new hires on the UFSPA pay schedule. 10.4 continues to provide that “At no time should a newly hired bargaining unit member be placed above a current bargaining unit member with an equivalent amount of experience in the District.”

Prior experience outside the District for new bargaining unit members shall be recognized as follows for the 2023-2024 through 2026-27 contract years, after which time the language of Section 10.4 shall apply.

<b>Contract Year</b>	<b>Outside Experience</b>	<b>Step</b>	<b>Contract Year</b>	<b>Outside Experience</b>	<b>Step</b>
2023-2024	1-4 years	Step 1	2025-2026	1 year	Step 2
	5-6 years	Step 2		2-4 years	Step 3
	7 years	Step 3		5-6 years	Step 4
	8-9 years	Step 4		7 years	Step 5
	10 years	Step 5		8-9 years	Step 6
2024-2025	1-4 years	Step 2		10 years	Step 7
	5-6 years	Step 3		2026-2027	1 year
	7 years	Step 4	2 years		Step 3
	8-9 years	Step 5	3-4 years		Step 4
	10 years	Step 6	5-6 years		Step 5
		7 years	Step 6		
			8-9 years	Step 7	
			10 years	Step 8	

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE SUPPORT PROFESSIONALS  
ASSOCIATION, IEA/NEA**

By: \_\_\_\_\_  
*President*

By: \_\_\_\_\_  
*President*

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

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

*Appendix A*

**2023-2024**

<b>EOP LANE A</b>			<b>2023-24</b>		<b>EOP LANE B</b>		<b>2023-24</b>			<b>PARAPROFESSIONAL</b>		
<b>INDEX</b>	<b>HOURLY</b>	<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>ANNUAL*</b>				
1.000	\$18.00	<b>1</b>	1.000	\$18.30	<b>1</b>	1.000	\$18.00	\$22,680				
1.030	\$18.54	<b>2</b>	1.030	\$18.85	<b>2</b>	1.030	\$18.54	\$23,360				
1.060	\$19.08	<b>3</b>	1.060	\$19.40	<b>3</b>	1.060	\$19.08	\$24,041				
1.090	\$19.62	<b>4</b>	1.090	\$19.95	<b>4</b>	1.090	\$19.62	\$24,721				
1.120	\$20.16	<b>5</b>	1.120	\$20.50	<b>5</b>	1.120	\$20.16	\$25,402				
1.150	\$20.70	<b>6</b>	1.150	\$21.05	<b>6</b>	1.150	\$20.70	\$26,082				
1.180	\$21.24	<b>7</b>	1.180	\$21.59	<b>7</b>	1.180	\$21.24	\$26,762				
1.210	\$21.78	<b>8</b>	1.210	\$22.14	<b>8</b>	1.210	\$21.78	\$27,443				
1.240	\$22.32	<b>9</b>	1.240	\$22.69	<b>9</b>	1.240	\$22.32	\$28,123				
1.270	\$22.86	<b>10</b>	1.270	\$23.24	<b>10</b>	1.270	\$22.86	\$28,804				
1.300	\$23.40	<b>11</b>	1.300	\$23.79	<b>11</b>	1.300	\$23.40	\$29,484				
1.330	\$23.94	<b>12</b>	1.330	\$24.34	<b>12</b>	1.330	\$23.94	\$30,164				
1.360	\$24.48	<b>13</b>	1.360	\$24.89	<b>13</b>	1.360	\$24.48	\$30,845				
1.390	\$25.02	<b>14</b>	1.390	\$25.44	<b>14</b>	1.390	\$25.02	\$31,525				
1.420	\$25.56	<b>15</b>	1.420	\$25.99	<b>15</b>	1.420	\$25.56	\$32,206				
1.450	\$26.10	<b>16</b>	1.450	\$26.54	<b>16</b>	1.450	\$26.10	\$32,886				
1.480	\$26.64	<b>17</b>	1.480	\$27.08	<b>17</b>	1.480	\$26.64	\$33,566				
1.510	\$27.18	<b>18</b>	1.510	\$27.63	<b>18</b>	1.510	\$27.18	\$34,247				
1.540	\$27.72	<b>19</b>	1.540	\$28.18	<b>19</b>	1.540	\$27.72	\$34,927				
1.570	\$28.26	<b>20</b>	1.570	\$28.73	<b>20</b>	1.570	\$28.26	\$35,608				
1.600	\$28.80	<b>21</b>	1.600	\$29.28	<b>21</b>	1.600	\$28.80	\$36,288				
1.630	\$29.34	<b>22</b>	1.630	\$29.83	<b>22</b>	1.630	\$29.34	\$36,968				
1.660	\$29.88	<b>23</b>	1.660	\$30.38	<b>23</b>	1.660	\$29.88	\$37,649				
1.690	\$30.42	<b>24</b>	1.690	\$30.93	<b>24</b>	1.690	\$30.42	\$38,329				
1.720	\$30.96	<b>25</b>	1.720	\$31.48	<b>25</b>	1.720	\$30.96	\$39,010				

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2024-2025**

2024-25		EOP		2024-25		PARAPROFESSIONAL	
STEP	INDEX	HOURLY		STEP	INDEX	HOURLY	ANNUAL*
1	1.000	\$18.54		1	1.000	\$18.54	\$23,360
2	1.030	\$19.10		2	1.030	\$19.10	\$24,061
3	1.060	\$19.65		3	1.060	\$19.65	\$24,762
4	1.090	\$20.21		4	1.090	\$20.21	\$25,463
5	1.120	\$20.76		5	1.120	\$20.76	\$26,164
6	1.150	\$21.32		6	1.150	\$21.32	\$26,864
7	1.180	\$21.88		7	1.180	\$21.88	\$27,565
8	1.210	\$22.43		8	1.210	\$22.43	\$28,266
9	1.240	\$22.99		9	1.240	\$22.99	\$28,967
10	1.270	\$23.55		10	1.270	\$23.55	\$29,668
11	1.300	\$24.10		11	1.300	\$24.10	\$30,369
12	1.330	\$24.66		12	1.330	\$24.66	\$31,069
13	1.360	\$25.21		13	1.360	\$25.21	\$31,770
14	1.390	\$25.77		14	1.390	\$25.77	\$32,471
15	1.420	\$26.33		15	1.420	\$26.33	\$33,172
16	1.450	\$26.88		16	1.450	\$26.88	\$33,873
17	1.480	\$27.44		17	1.480	\$27.44	\$34,573
18	1.510	\$28.00		18	1.510	\$28.00	\$35,274
19	1.540	\$28.55		19	1.540	\$28.55	\$35,975
20	1.570	\$29.11		20	1.570	\$29.11	\$36,676
21	1.600	\$29.66		21	1.600	\$29.66	\$37,377
22	1.630	\$30.22		22	1.630	\$30.22	\$38,077
23	1.660	\$30.78		23	1.660	\$30.78	\$38,778
24	1.690	\$31.33		24	1.690	\$31.33	\$39,479
25	1.720	\$31.89		25	1.720	\$31.89	\$40,180

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2025-2026**

2025-26		EOP		2025-26		PARAPROFESSIONAL	
STEP	INDEX	HOURLY		STEP	INDEX	HOURLY	ANNUAL*
1	1.000	\$19.00		1	1.000	\$19.00	\$23,944
2	1.030	\$19.57		2	1.030	\$19.57	\$24,663
3	1.060	\$20.14		3	1.060	\$20.14	\$25,381
4	1.090	\$20.71		4	1.090	\$20.71	\$26,099
5	1.120	\$21.28		5	1.120	\$21.28	\$26,818
6	1.150	\$21.85		6	1.150	\$21.85	\$27,536
7	1.180	\$22.42		7	1.180	\$22.42	\$28,254
8	1.210	\$22.99		8	1.210	\$22.99	\$28,973
9	1.240	\$23.56		9	1.240	\$23.56	\$29,691
10	1.270	\$24.13		10	1.270	\$24.13	\$30,409
11	1.300	\$24.70		11	1.300	\$24.70	\$31,128
12	1.330	\$25.27		12	1.330	\$25.27	\$31,846
13	1.360	\$25.84		13	1.360	\$25.84	\$32,564
14	1.390	\$26.41		14	1.390	\$26.41	\$33,283
15	1.420	\$26.98		15	1.420	\$26.98	\$34,001
16	1.450	\$27.56		16	1.450	\$27.56	\$34,719
17	1.480	\$28.13		17	1.480	\$28.13	\$35,438
18	1.510	\$28.70		18	1.510	\$28.70	\$36,156
19	1.540	\$29.27		19	1.540	\$29.27	\$36,874
20	1.570	\$29.84		20	1.570	\$29.84	\$37,593
21	1.600	\$30.41		21	1.600	\$30.41	\$38,311
22	1.630	\$30.98		22	1.630	\$30.98	\$39,029
23	1.660	\$31.55		23	1.660	\$31.55	\$39,748
24	1.690	\$32.12		24	1.690	\$32.12	\$40,466
25	1.720	\$32.69		25	1.720	\$32.69	\$41,184

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*

**2026-2027**

<b>2026-27</b>			<b>2026-27</b>			
<b>EOP</b>			<b>PARAPROFESSIONAL</b>			
<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>STEP</b>	<b>INDEX</b>	<b>HOURLY</b>	<b>ANNUAL*</b>
1	1.000	\$19.48	1	1.000	\$19.48	\$24,543
2	1.030	\$20.06	2	1.030	\$20.06	\$25,279
3	1.060	\$20.65	3	1.060	\$20.65	\$26,016
4	1.090	\$21.23	4	1.090	\$21.23	\$26,752
5	1.120	\$21.82	5	1.120	\$21.82	\$27,488
6	1.150	\$22.40	6	1.150	\$22.40	\$28,224
7	1.180	\$22.98	7	1.180	\$22.98	\$28,961
8	1.210	\$23.57	8	1.210	\$23.57	\$29,697
9	1.240	\$24.15	9	1.240	\$24.15	\$30,433
10	1.270	\$24.74	10	1.270	\$24.74	\$31,170
11	1.300	\$25.32	11	1.300	\$25.32	\$31,906
12	1.330	\$25.91	12	1.330	\$25.91	\$32,642
13	1.360	\$26.49	13	1.360	\$26.49	\$33,379
14	1.390	\$27.08	14	1.390	\$27.08	\$34,115
15	1.420	\$27.66	15	1.420	\$27.66	\$34,851
16	1.450	\$28.24	16	1.450	\$28.24	\$35,587
17	1.480	\$28.83	17	1.480	\$28.83	\$36,324
18	1.510	\$29.41	18	1.510	\$29.41	\$37,060
19	1.540	\$30.00	19	1.540	\$30.00	\$37,796
20	1.570	\$30.58	20	1.570	\$30.58	\$38,533
21	1.600	\$31.17	21	1.600	\$31.17	\$39,269
22	1.630	\$31.75	22	1.630	\$31.75	\$40,005
23	1.660	\$32.33	23	1.660	\$32.33	\$40,741
24	1.690	\$32.92	24	1.690	\$32.92	\$41,478
25	1.720	\$33.50	25	1.720	\$33.50	\$42,214

*\* Annual pay is based on a full-time Paraprofessional position, equal to 1260 hours per year*



*Appendix B*

**EDUCATIONAL OFFICE PERSONNEL LANE PLACEMENT  
AND COMPENSATION: 2023-2027**

***EOP Lanes***

For the 2023-2024 contract year, educational office personnel positions will be in Lanes A and B as follows. Beginning with the 2024-2025 contract year, all EOP positions will be in one lane.

**Lane A**

- All part-time positions
- Media Services
- Production
- Special Education (9 – 10 months)

**Lane B**

- Accounts Payable
- Administrative Assistant – all positions and levels
- Bookkeeper
- High School Registrar
- Human Resources
- Payroll
- Receptionist – all positions and levels
- Special Education (12 months)

***EOP Increment***

The following 12 month EOP positions who work with District-wide student/staff confidential information or finance will receive a \$1.00 per hour increment in addition to the wages reflected on the pay scale attached to the Agreement.

- Accounts Payable
- Bookkeeper
- Curriculum & Instruction (50% or more grant management).
- Human Resources
- Payroll Coordinator
- Special Education

## *Appendix C*

### **PROCEDURE FOR RESOLVING CONCERNS**

#### *McLean County Unit District No. 5*

1809 West Hovey Ave., Normal, IL 61761-4339

The Board is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

#### **Step One**

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

#### **Step Two**

If resolution is not achieved at Step One, a “Concern Resolution Form” will be submitted to the building administrator/designee. The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member’s personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building administrator/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

#### **Step Three**

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent or designee. The building administrator will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent or designee will conduct a hearing involving all parties.
- The Assistant Superintendent or designee will complete a written recommendation within seven days of the hearing completion. All materials reviewed will be considered for placement in a staff member’s personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outlined procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).

*Appendix C*

**CONCERN RESOLUTION FORM**

*McLean County Unit District No. 5*

1809 West Hovey Ave., Normal, IL 61761-4339

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
                                Street    City    Zip Code

Phones (s): Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Parties Involved: \_\_\_\_\_

Concern Involves (please explain/use the back side if additional space is needed):

Facilities (Building, Playground, Parking Area, etc.): \_\_\_\_\_

Personnel: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other: \_\_\_\_\_

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

Your Signature: \_\_\_\_\_

*The completed form should be forwarded to the building or area supervisor. Typically, this would be the administrator of the school involved with the issue.*

C & I September 28, 2004

## Appendix D

### LEAVE SUMMARIES

**THE FOLLOWING LEAVE SUMMARIES ARE NOT INTENDED TO REPLACE CONTRACT LANGUAGE. SEE GROUP-SPECIFIC CONTRACT, AGREED-UPON LANGUAGE, OR BOARD POLICY FOR SPECIFIC LEAVE INFORMATION.**

**Sick Leave** – Paid leave that can be used by an employee for personal illness or for serious illness or death for members of the immediate family as defined by the Agreement. Sick leave may also be used for birth, adoption, placement for adoption, or the acceptance of a child in need of foster care, pursuant to provisions of the Agreement. All benefits remain intact when an employee is utilizing sick leave.

**Bereavement Leave** – Paid leave that can be used by an employee for up to three days to deal with funeral matters of the immediate family. If the request is for a family member who doesn't qualify under the terms of the contract, the request may be considered under the terms of Emergency Leave.

**Personal Leave** – Paid leave for personal business that may not be taken during certain prohibited periods. Must be requested 48 hours in advance and the Administration may deny the leave if approval would adversely impact operations or the provision of services. Unused personal leave may accumulate to a maximum of 4 days and all unused personal leave days eventually convert to sick leave.

**Jury Duty Leave** – Paid leave for time served on a jury.

**Emergency Leave** – Paid leave to accommodate extreme situations when other leaves do not apply. A bargaining unit member must give a reason for the request, and such leave will be approved or denied by a committee consisting of the Superintendent or designee, administrator of the building from which the request was made, and the president of the Association or designee.

**Professional Leave** – Paid leave that may be allowed by the Superintendent or designee for the enhancement of a bargaining unit member's professional capacity. A bargaining unit member must request professional leave in writing at least one (1) week prior to the day of the requested absence.

**Medical Leave** – Unpaid leave that can be used by an employee for personal illness only. Medical leave is only available after sick leave has been exhausted. All benefits, except pay, remain intact when an employee is utilizing medical leave. FMLA is run concurrently when applicable.

**Personal Illness Leave** – Unpaid leave that can be used for an employee's personal illness. The leave requires Board approval prior to use, and is available only after sick leave and medical leave have been exhausted. An employee can request personal illness leave for the remainder of the current contract year only. Employee health insurance will be maintained through the month following the beginning of the leave or longer if required under the Family and Medical Leave Act. An employee can continue health insurance following said time period at their personal cost during the leave. All other benefits will be suspended during the leave.

**Family Hardship Leave** – Unpaid leave that can be used by an employee for family care. The leave requires Board approval prior to use, and CANNOT be used for the same reason given for the use sick leave, medical leave, and/or personal leave. All benefits will be suspended during the leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at their personal cost during the leave. *Total leave allowance is two years.*

**Parental Leave** – Unpaid leave that can be used by an employee for parental reasons. The leave requires Board approval prior to use. All benefits are suspended during parental leave unless otherwise required to be maintained under the Family and Medical Leave Act. An employee can continue health insurance at their personal cost during the leave. *Total leave allowance is two years.*

**Planned Extended Leave** – Unpaid leave that can be used with no specific reason given by the employee provided a suitable replacement can be employed. Seniority is not impacted by taking such leave; however experience credit is not accrued while on leave. All benefits are suspended during a planned extended leave. An employee can continue health insurance at their personal cost. When returning from leave, the employee will be placed in an available position for which they are qualified, unless impacted by a Reduction in Force. *Total leave is two years.*

**Leave Without Pay** – Requests for absences from work that do not fall under any other leave policy may be granted by a supervising administrator. Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations. The pay for a bargaining unit member who is granted a leave without pay shall be reduced as per the salary contract.

**Family Medical Leave Act (FMLA)** – Unpaid leave for up to 12 or 26 weeks in a fixed year that can be used by eligible employees for a serious health condition of the employee or the employee's spouse, child, or parent, birth or adoption, qualifying exigencies, and for care of a certain covered servicemembers with serious injuries or illnesses. All benefits, except pay, remain intact when utilizing FMLA, provided the employee continues to pay any proportionate cost of said benefits. (Accrued compensatory time-off and other paid or unpaid leaves will run concurrently with FMLA- leave where applicable.) *Completion of other forms may be required.*

## Appendix E

### ***Directions for the completion of monthly travel report for reimbursement***

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

1. Click "enable content" when you get this security warning.



2. Please complete this form electronically instead of hand-written.
3. Complete ALL of the information at the top of the form (type in the gray shaded boxes).
  1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
  2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
4. Complete as many lines of the Travel Log as necessary.
  1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
  2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
  3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
  4. Only record the miles that you actually travel between buildings, not round trips.
  5. Use the mileage chart tab on the document to figure your mileage.
  6. Staff members will be compensated for miles actually traveled between district buildings.
5. Complete the Account Distribution table.
  1. The total on the Account Distribution must equal the total on the Travel Log.
  2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
6. Submit the completed form to Accounts Payable for processing.
  1. The building administrator must sign the completed form.
  2. The form must be printed on pink paper before submitted to the Unit Office.
  3. Complete for a full month (no partial month payments).
  4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

**You can download a current version of this form by going to [www.unit5.org](http://www.unit5.org) and navigating to Staff > Staff - Resources > Mileage Reimbursement,**

**OR**

**[sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement](https://sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement)**

**MCLEAN COUNTY UNIT DISTRICT NO. 5  
MONTHLY TRAVEL REPORT  
For Mileage Reimbursement**

**PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.**

<b>EMPLOYEE NAME</b>	<b>REIMBURSEMENT MONTH</b>	<b>HOMEBASE</b>		
<b>HOME ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>LAST 4 OF SSN</b>

**PLEASE PRINT THIS FORM ON PINK PAPER**

**ACCOUNT DISTRIBUTION**

<b>Account Description</b>	<b>Account Number</b>	<b>Dollar Amt</b>
CJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Curriculum Instruction Personnel	10.5.000.2211.3320.0000.000000	
Custodians & Maintenance Personnel	20.5.000.2542.3320.0000.000000	
EJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Elementary Teachers & Teacher Assistants	10.5.100.1101.3320.0000.000000	
Family Coordinators	10.5.000.3800.3320.0000.000000	
Finance Department Personnel	10.5.000.2510.3320.0000.000000	
Food Service Administrators	10.5.000.2561.3320.0000.000000	
Food Service Non-admin Personnel	10.5.000.2562.3320.0000.000000	
Human Resources Personnel	10.5.000.2641.3320.0000.000000	
KJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
NCHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
NCWHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
Operations & Maintenance Admin & EOPs	20.5.000.2541.3320.0000.000000	
PJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Principal/Assoc. Principal/Admin	10.5.000.2410.3320.0000.000000	
Principal's Admin Assts	10.5.000.2410.3320.0000.000000	
Psychologists	10.5.000.2140.3320.0000.000000	
Safety & Security Personnel	10.5.000.2546.3320.0000.000000	
School Nurses	10.5.000.2134.3320.0000.000000	
Social Workers	10.5.000.2110.3320.0000.000000	
Special Education Personnel	10.5.000.1200.3320.0000.000000	
Superintendents Office	10.5.000.2321.3320.0000.000000	
Technology Administrator	10.5.000.2661.3320.0000.000000	
Technology Non-admin Personnel	10.5.000.2664.3320.0000.000000	
Transportation Admin	40.5.000.2551.3320.0000.000000	
Other (Call Business Office for Acct Number)		
<b>Total</b>		<b>\$ -</b>

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE



Mileage Chart (rev. 2021)

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	PrairieLand ES	Sugar Creek ES	Towanda ES
ERRC		0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9
Transportation	0.4		5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3
Unit Office	4.7	5.1		5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3
Warehouse	0.6	0.1	5.3		7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5
NCHS	7.3	7.7	7.5	7.9		8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1
NCWHS	3.2	3.7	1.5	3.8	8.1		3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1
CJHS	3.5	3.9	2.5	4.1	4.9	3.1		6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8		7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5		1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7		11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8		8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2		16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2		17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1		6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3		1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5		9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2		7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	1.5	2.1	7.8		5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6		4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6		7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6		11.9	9.2	10.1	15.4	8.8	11.1	7.9
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9		3.9	4.8	8.7	3.1	1.5	5.2
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.8	1.7	7.2	1.1	5.5	1.8	9.2	3.9		1.5	6.0	3.8	2.7	9.3
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5		6.4	4.7	3.5	10.2
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4		11.8	8.3	16.5
PrairieLand ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8		1.7	5.5
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7		5.6
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	



*Travel Time Chart (rev. 2021)*

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	PrairieLand ES	Sugar Creek ES	Towanda ES
ERRC		6	14	6	14	11	13	24	12	13	25	22	19	22	12	9	27	14	17	14	13	15	14	14	18	10	13	15
Transportation	6		15	4	16	12	14	25	14	14	28	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
Unit Office	14	15		15	21	8	11	22	9	6	24	17	17	15	13	12	18	11	20	12	20	20	8	7	16	15	14	21
Warehouse	6	4	15		16	12	14	25	14	14	26	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
NCHS	14	16	21	16		19	15	20	18	19	16	23	22	23	14	15	27	17	7	16	17	8	18	19	22	13	17	11
NCWHS	11	12	8	12	19		12	22	10	7	26	20	16	21	12	10	22	13	19	14	17	18	10	8	19	13	15	17
CJHS	13	14	11	14	15	12		19	9	11	21	21	22	19	8	11	23	9	14	8	19	11	10	12	20	12	8	18
EJHS	24	25	22	25	20	22	19		19	22	13	12	29	11	20	21	19	17	20	18	26	17	19	20	14	22	17	21
KJHS	12	14	9	14	18	10	9	19		9	22	15	20	16	11	9	21	8	18	9	18	15	6	10	16	14	12	19
PJHS	13	14	6	14	19	7	11	21	9		25	18	17	19	12	11	21	12	18	13	18	16	8	6	17	14	14	19
Benjamin	25	28	24	26	16	26	21	13	22	25		17	29	16	20	23	22	20	14	18	27	14	22	25	17	20	18	16
Brigham ELC	22	23	17	23	23	20	21	12	15	18	17		22	8	19	19	15	16	22	18	27	19	17	19	12	24	20	26
Carlock	19	20	17	20	22	16	22	29	20	17	29	22		23	23	19	27	25	23	24	22	23	26	16	23	21	22	24
Cedar Ridge	22	23	15	23	23	21	19	11	16	19	16	8	23		20	19	16	15	21	18	27	22	16	17	12	23	20	25
Eugene Field	12	14	13	14	14	12	8	20	11	12	20	19	23	20		9	25	10	13	9	17	13	10	12	20	11	10	17
Fairview	9	9	12	9	15	10	11	21	9	11	23	19	19	19	9		25	13	16	12	15	15	10	12	20	11	11	16
Fox Creek	27	29	18	29	27	22	23	19	21	21	22	15	27	16	25	25		21	27	23	26	24	21	19	11	26	24	27
Glenn	14	16	11	16	17	13	9	17	8	12	20	16	25	15	10	13	21		17	9	19	14	9	12	17	14	11	20
Grove	17	15	20	15	7	19	14	20	18	18	14	22	23	21	13	16	27	17		14	22	8	17	19	22	12	11	12
Hoose	14	15	12	15	16	14	8	18	9	13	18	18	24	18	9	12	23	9	14		19	11	11	13	19	12	7	14
Hudson	13	14	20	14	17	17	19	26	18	18	27	27	22	27	17	15	26	19	22	19		20	18	19	22	18	18	21
Northpoint	15	18	20	18	8	18	11	17	15	16	14	19	23	22	13	15	24	14	8	11	20		15	16	20	11	9	16
Oakdale	14	14	8	14	18	10	10	19	6	8	22	17	26	16	10	10	21	9	17	11	18	15		8	17	13	12	19
Parkside ES	14	15	7	15	19	8	12	20	10	6	25	19	16	17	12	12	19	12	19	13	19	16	8		17	15	14	21
Pepper Ridge	18	19	16	19	22	19	20	14	16	17	17	12	23	12	20	20	11	17	22	19	22	20	17	17		17	20	18
PrairieLand	10	12	15	12	13	13	12	22	14	14	20	24	21	23	11	11	26	14	12	12	18	11	13	15	17		6	10
Sugar Creek ES	13	15	14	15	17	15	8	17	12	14	18	20	22	20	10	11	24	11	11	7	18	9	12	14	20	6		11
Towanda ES	15	17	21	17	11	17	18	21	19	19	16	26	24	25	17	16	27	20	12	14	21	16	19	21	18	10	11	