

**AGREEMENT  
FY2016 - FY2018**

This Agreement is entered into by and between the Board of Education of Community Unit School District No. I, Scott County, Illinois, (hereinafter the District) and the South Scott Federation of Paraprofessional and Support Personnel, Local No. 6115, affiliated with the Illinois Federation of Teachers, AFT, AFL-CIO (hereinafter the Union).

In an effort to acknowledge unit members as professionals who perform services vital to the educational process; they will be recognized as Educational Support Personnel or ESP.

**ARTICLE I  
RECOGNITION**

**1. Exclusive Bargaining Agent**

The Scott County Community Unit School District No. I (School District) recognizes the Illinois Federation of Teachers AFL-CIO (Union) as the exclusive bargaining representative of the following described unit: all part-time and full-time secretarial/clerical staff, cooks, aides and custodians excepting the administrative assistant, assistant finance director, all supervisors, managerial employees, confidential employees, short-term employees and students as defined in the Act and all other employees.

**ARTICLE II  
NEGOTIATIONS PROCEDURES**

**2.1 Bargaining**

The Union and the School District agree to bargain in good faith. For the purposes of this section, "good faith" shall mean that the parties will confer at reasonable times and at reasonable places to make proposals and counterproposals for the purpose of reaching a collectively bargained agreement.

**2.2 Consultation Committee**

In order to promote the free flow of information between the staff and the Board, the Union and the Board agree to establish a Consultation Committee composed of three members of the Union and two (of seven) members of the Board of Education along with the Superintendent. The Consultation Committee shall meet at mutually agreed times and places at least one time per year to discuss matters of mutual interest.

**2.3 Union Communications**

The Union shall be permitted to post notices upon the same bulletin boards and in each attendance center designated by the building principals for the use of the teachers' Union. The Union shall be permitted to place a reasonable number of Union communications in any mail box provided for members of the Union.

## 2.4 Internal Communications

The Union may have use of school district email services for the purpose of notification of Union meetings or communications concerning Union business.

The use of district email services by Union members shall be done before or after normal work hours and/or during their lunch period. It is understood by the Union and its members that there is no expectation of privacy in such communications.

## 2.5 Use of District Equipment

With prior approval of the building principal or superintendent, the Union shall be allowed to use district copying machines and computers provided that the use of said equipment is done before or after an employee's work day and in no case between the hours of 8:00 AM and 3:30 PM on days school is in session.

# ARTICLE III GRIEVANCE PROCEDURE

## 3.1 Scope

A grievance shall be defined as a claim by a member of the Union or by the Union of any violation of a provision of this Agreement.

## 3.2 Stage One: Informal Discussion

The employee shall attempt to resolve the potential grievance in an informal discussion with his/her immediate supervisor within ten (10) school days from the time the employee became aware of the occurrence of the first event giving rise to the alleged violation of this Agreement. The immediate supervisor shall respond orally within ten (10) school days of the informal discussion.

## 3.3 Stage Two: Written Statement to Immediate Supervisor

If the grievance cannot be resolved at Stage One, the employee shall file a written statement of the grievance with his/her immediate supervisor. Such written statement of grievance shall be filed within ten (10) school days from the receipt of the oral response of the immediate supervisor and shall contain a statement of the factual basis of the grievance and the section or sections of the Agreement which are alleged to have been violated. The immediate supervisor shall respond in writing within ten (10) school days of receipt of the written grievance.

## 3.4 Stage Three: Appeal to Superintendent

If the grievance is not resolved at Stage Two, the employee may appeal the decision of the immediate supervisor in writing to the District Superintendent within (10) school days of receipt of the written decision of the immediate supervisor. Upon receipt of such appeal, the Superintendent shall schedule within ten (10) school days a conference with the grieving employee and Union representative and shall, within ten (10) school days of such conference, respond in writing.



### 3.5 Stage Four: Binding Arbitration

If the grievance is not satisfactorily resolved at Stage Three, the Union shall submit to the Superintendent within twenty (20) school days of receipt of the answer in Stage Three a written request on behalf of the grievant to enter into binding arbitration.

Arbitration proceedings shall go forth before an arbitrator agreed upon by the parties and chosen from the panels of the American Arbitration Association.

The arbitrator's decision shall be binding on all parties. The arbitrator shall not amend or modify any of the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Union and shall be based solely on the wording of this Agreement. The arbitrator shall be limited to directing the parties to comply with the terms of this Agreement.

## ARTICLE IV CONTINUITY OF WORK

### 4.1 No Strike

During the term of this Agreement and any extension thereof, no employee covered by this Agreement, nor the Union, nor any person acting on behalf of the Union shall ever or at any time engage in any recognition of any picket line at the School District's premises or any strike.

In the event of any violation or violations of any provision of this article by the Union, its members or representatives or by any employee, the Union shall, upon notice from the Board, immediately direct such employees, both orally and in writing, to resume normal operations immediately and take every other reasonable effort to end any violations.

## ARTICLE V EMPLOYEE RIGHTS

### 5.1 Personnel File

All employees covered by this Agreement shall have the right to inspect his or her own personnel files with the exception of pre-employment recommendations within two (2) working days after request for inspection. A copy of all materials placed in the file shall be provided to the employee within (30) working days of being placed in the file. The employee has a right to attach a response to any materials in his or her file.

### 5.2 Posting Vacancies

Excepting in cases of emergency, when the administration determines that a vacancy exists, a notice of such vacancy shall be posted on the district website under Employment Opportunities, and all ESP's shall be notified of such via e-mail. When a vacancy is posted for any job category applicable to this Agreement, members who consider themselves qualified may submit a written Board application by the deadline stated on the posting to be invited for interview. A vacancy shall not be filled by a candidate outside of the unit until each written application from the unit has been considered.

### 5.3 Notice of Employment

In the event the District determines that an employee on reduction in force status will be recalled to employment, the District will make an effort to notify such employee of re-employment via e-mail and telephone within 48 hours of the meeting during which action was taken to re-employ. If a paper copy of personnel action is available immediately after the board meeting, it will be shared with an ESP representative at that time

#### 5.4 Job Description

Each category of position shall have a job description which shall be prepared by the District which shall set forth responsibilities and duties of the position.

#### 5.5 Disciplinary Procedures

Any disciplinary action will be progressive and, except for gross misconduct, in accordance to the following schedule:

- A. Verbal warning - documented with a copy given to the affected employee and a copy placed in the employee's personnel file.
- B. Written warning - documented with a copy given to the affected employee and a copy placed in the employee's personnel file.
- C. One- to Ten-day Suspension With or Without Pay - provided the affected employee shall be given an opportunity to first meet with the Superintendent regarding the cause or causes for such suspension.
- D. Disciplinary hearing before the full Board of Education
- E. Discharge

This section is not meant to prevent the Superintendent from taking immediate action for unusual or severe circumstances or from skipping any of the above steps depending upon the severity of the employee's conduct.

An employee may be suspended with pay pending investigation of any matter.

Employees subject to any disciplinary action shall have the right to Union representation.

No employee shall be confronted or disciplined before other employees, students or the public in order to avoid public embarrassment to the employee or employer, except as required by law.

#### 5.6 Layoff and Recall

If a full-time employee is dismissed or removed due to a decision to reduce the number of employees in a category or to discontinue a type of service, the employee shall receive at least 30 days written notice. In the event the District determines that a vacancy occurs within a category within one calendar year from the beginning of the following school term, the position becoming available shall be tendered to employees removed or dismissed from the category of position in reverse order of dismissal insofar as the employee is qualified.



## 5.7 Jury Duty

There shall be no loss in salary because of jury duty or because an employee, pursuant to subpoena issued by the clerk of a court and served upon such employee, attends as a witness for a trial in court of a school-related matter or to have his or her deposition taken in any school related matter pending in court, except that the Board may make a deduction equal to the amount received for such jury duty or for per diem fees which the member of the unit is entitled to receive for complying with such subpoena.

## 5.8 Assignments in More Than One Unit

In the event the Board determines that it is in its best interests, the Board may reduce the regularly assigned hours of work of any employee's assignment that performs work in more than one bargaining unit or in more than one pay scale so the employee works no more than 40 hours in a regular work week. Any reduction in total hours or in assignments made pursuant to this Section shall be made without restriction due to seniority. Prior to any reduction in hours under this section, the employer shall notify the employee five days before any change. A meeting may be requested by the employee to discuss any reduction in hours.

## 5.9 Seniority

A seniority list shall be prepared for each category of position in the District. Seniority for full-time employees shall be accrued by full-time continuous employment in a category of position. Part-time employees may acquire seniority in a category of position only in respect to the part-time employees. No right of recall shall apply to part-time employees. The District shall not be required to offer any assignment in more than one category of position regardless of seniority. In the event the District determines that a full-time position has become available in a category of position and no full-time person is entitled to recall, the District will offer the position to the most senior person in the part-time seniority list in the category. In the event the part-time person refuses the offer of a full-time position, the District shall not be obliged to offer that person a full-time position thereafter.

## 5.10 Insurance

The District shall pay 75% of the per month cost of the employee's group hospitalization and major medical policy package, including a \$25,000 life insurance benefit, for each full-time (6 or more hours per day) non-certified employee covered by this Agreement.

The District shall pay 100% of the per month cost of the \$25,000 life insurance benefit for those employees covered by this Agreement who chose not to participate in the group hospitalization and major medical policy.

## 5.11 Travel Reimbursement

Employees who are directed to use their own vehicles for District purposes shall be paid mileage for each authorized travel at the current IRS mileage rate as of July 1<sup>st</sup> for the current school year.

An employee who is assigned a district vehicle for district purposes may request permission to use a personal vehicle; however, no travel reimbursement will be paid for the use of a personal vehicle if such permission is granted.



## 5.12 Employee / Supervisor Communication

Each employee covered by this Agreement, at the beginning of each year, shall be provided with written notification as to their immediate supervisor and in the event their immediate supervisor is unavailable or away from school premises during regular school hours, the person on school premises whom they should contact in the event a job uncertainty arises, authorization is needed or a potential emergency exists. Every effort will be made to maintain daily on school site communication between employee and supervisors in order to meet district expectations.

## 5.13 Professional Development

The District, with prior approval by an administrator, shall pay no more than \$100.00 (one hundred dollars) per employee, per school calendar year, toward the renewal of the Food Service Sanitation Certification Course for the cooks when mandatory to renew their certificates.

Any actual certificate costs are the responsibility of the employee and a requirement for employment.

## 5.14 Activities Pass

Each employee who agrees to work the admission gate for one (1) or more athletic contests during the school year shall receive a yearly pass to admit said employee to Winchester / West Central athletic contests held in Winchester.

Annually by June 1<sup>st</sup>, with the exception of new employees, the Union shall prepare and present to the Board Office a list of all employees eligible for passes.

This pass does not apply to any tournaments held in Winchester, nor to any non-athletic events.

## ARTICLE VI LEAVES

### 6.1 Sick Leave

All full-time nine-month employees shall receive ten (10) sick days per year. All full-time eleven-month employees shall receive eleven (11) sick days per year. All full-time twelve month employees shall receive twelve (12) sick days per year.

All part-time employees shall receive ten (10) sick days per year. For the purposes of this section, part-time employees shall be defined as employees who work at least 600 hours per school year but less than the hours worked by a full-time employee in the category of position.

#### 6.1A Additional Sick Leave

All employees with at least seventy (70) accumulated sick days shall be able to use one (1) sick leave day per year as an additional personal day. This day is in addition to the personal leave stipulated in Section 6.5.

Annually, on or before July 1<sup>st</sup>, the Union shall prepare and submit to the Board Office a list of employees who are eligible for this clause.



## 6.2 Extended Leave

An employee may submit a written request for an extended discretionary leave, stating the reasons for the leave and the time involved, which may be granted or denied based upon the best interests of the District, and either decision does not constitute a past-practices situation. Time spent on an extended leave shall not count toward the accrual of seniority. Whenever an extended leave is granted, the employee shall be informed in writing by the District of a date by which the employee shall give the Superintendent written notice of intent to return to work. Failure to provide written notice of intent to return to work by the date selected by the District shall constitute a waiver of any right to return to employment in the District. Any denial of an employee's request for extended leave may be appealed to the Board of Education which will consider the reasonableness of the denial at the next regular meeting.

## 6.3 Maternity Leave

Each member of the unit shall be entitled to use her accumulated sick leave and her personal leave for temporary disability due to pregnancy or pregnancy-related disability, in the event the member of the unit has exhausted her sick leave and her personal leave, the member of the unit shall be granted a non-paid leave of absence for such remaining time as the member of the unit is temporarily disabled due to pregnancy or pregnancy-related causes, not to exceed the remainder of the school year. The member of the unit's disability may be confirmed by a physician appointed by the District and paid by the District. Any absence under this section shall be deducted from any time of absence permitted under the Family Medical Leave Act.

## 6.4 Bereavement Leave

A bargaining unit member covered by this Agreement shall be granted three (3) days of bereavement leave for a member of his/her their immediate family which is defined as a member's spouse, parent or guardian, spouse's parent or guardian, child, brother or sister and their spouse, grandchild and member's and spouse's grandparent. Use of bereavement days under this section shall not result in a reduction in sick leave.

Each employee shall be granted three (3) days of bereavement leave per occurrence for the purpose of attending the funeral of a member of their extended family which is defined as an employee's daughter-in-law or son-in-law. Use of bereavement days under this paragraph shall result in a reduction in sick leave.

Each employee shall be granted one (1) day of bereavement leave per occurrence for the purpose of attending the funeral of the employee's aunt, uncle or cousin, employee's spouse's aunt, uncle or cousin, nieces and nephews. Use of a bereavement day under this paragraph shall result in a reduction in sick leave.

## 6.5 Personal Leave

All full-time regularly employed support service and paraprofessional employees assigned to work at least six (6) hours per day each day during the school term shall be permitted two (2) personal days per year without restriction as to purpose. Employees shall notify their immediate supervisor of their desire to take such day at least forty-eight (48) hours prior to use. The Superintendent may restrict the availability of personal days when necessary for the efficient work of the District. Unused personal leave shall be added to the employee's sick leave.



## 6.6 Emergency Leave

Each support staff employee covered by this Agreement shall receive one (1) emergency day per year for unforeseen circumstance which occurs outside the employee's control. Employee shall notify the building administrator as early as possible of need for the emergency day. Such request shall be considered on a case-by-case basis and granted / denied by the building administrator in accordance with their determination of the best interest of the District. An emergency day involves a situation of a serious nature that develops suddenly and demands immediate action. Emergency days are not meant to be used to avoid a sick day or dock day. Grant or denial of such request shall not constitute a precedent for future requests. Unused emergency days shall be added to the employee's accumulated sick leave.

## VII WORK DAYS AND HOURS

### 7.0 Work Hours

The Head Cook and most senior regular cook shall work seven (7) hours per day.

One-on-One Aides will only work the days their student is in attendance plus the first day of school, not to exceed 176 days. However, they will be guaranteed 165 days per school year if their student is absent more than 10 days. The aide will report to the building principal for assignment on those additional days needed to meet the required minimum work year of 165 days.

### 7.1 Overtime and Compensatory Time

Bargaining unit employees who work in excess of forty (40) hours in a work week shall be entitled to overtime pay at the rate of one and one-half (1½) times the employee's normal hourly rate of pay for all hours worked in excess of forty (40) hours. For employees who work in more than one job assignment in the District, the job with the lesser rate of pay shall be deemed the overtime hours worked and overtime shall be paid at the rate of one and one-half (1½) times the rate of the assignment with the lesser rate of pay. For the purposes of calculating overtime pay, the work week is defined as a regularly recurring period consisting of seven (7) consecutive twenty-four (24) hour periods beginning at 12:00 a.m. Monday and ending at 12:00 p.m. Sunday. The employer and the employee may mutually agree to use compensatory time in lieu of overtime. Compensatory time shall accumulate at the rate of one and one-half (1½) hours for each hour worked in excess of forty (40) hours in any work week as defined above. No overtime shall be worked without the explicit authorization and direction of the employee's supervisor. Nothing herein shall limit the right of the employer to reduce hours regardless of seniority as provided in Section "Assignments in More Than One Unit" or in Section "Seniority."

#### 7.1A Cancellation Pay (Certified One-on-One Aide)

If one-on-one aides do not receive a prior courtesy call from the student's family or the school about their pupil not attending on a scheduled school day, causing them to show up at the school, they will be paid for one (1) hour as compensation for that day.

## 7.2 Holidays

### A. Ten (10) and Eleven (11) month employees:

Ten month employees will start ten (10) days before the start of the school year and work ten (10) days after the end of the school year. Eleven month employees will work from August 1<sup>st</sup> of one calendar year to June 30<sup>th</sup> of the next calendar year. During the school year, normal workdays for both 10- and 11-month employees will be student attendance and institute days. Any day in August and June which is not a holiday or a weekend will be a normal workday for the employee.

### B. Twelve (12) month employees:

The work year for twelve month employees is based on 260 work days. Twelve month employees shall not be required to work on any day listed as a holiday (HOL) on the official school calendar. Twelve month employees shall receive the day after Thanksgiving off. Christmas Eve and New Year's Eve will be half-day workdays, or one as a full work day and the other as a day off. Annually, an outline of 'work days' will be developed based upon the official school calendar.

C. In the event an employee is required to work on a holiday guaranteed under this Section, the employee shall receive time off work for each hour worked on the holiday at a time agreeable to both the Board and the employee.

## 7.3 Compensatory Time (Other Than Overtime)

The employer and the employee may mutually agree to allow compensatory time in lieu of time worked over the employee's regular assignment but less than forty (40) hours per week at the rate of one (1) hour to one (1) hour.

## 7.4 Early Release

In the event the District elects to direct any category of employee to leave work early due to weather or other emergency on a day of school attendance countable as a part of the school calendar year, the employees directed to leave early will not suffer a loss of pay.

## 7.5 Lunch Periods

Building secretaries shall receive one hour of duty-free time off as a lunch period without pay each school day. All categories of aides shall receive a lunch period of duty-free time off without pay each school day for the same period allowed teachers in the building of their assignment.

## 7.6 Twelve-Month Employees

The work year for twelve-month employees shall be based upon 260 days per calendar year which includes official school holidays (HOL) and vacation. The vacation schedule for twelve-month employees shall be: 1-10 years / 10 days ; 11-20 years / 15 days ; 21-30 years / 20 days. All vacation days shall be scheduled in advance in writing and authorized by the Superintendent or the immediate supervisor as designated by the Superintendent.



## 7.7 Aides

Classroom aides and one-on-one aides must possess Illinois Educator License with Stipulations (ELS); endorsed as a Paraprofessional Educator, and are considered 'Certified Aides'. Veteran Paraprofessionals who do not have an ELS will have until December 1, 2015 to complete endorsement requirements. Lunch room, bus and playground aides are considered 'Non-Certified Aides'. Only those employees assigned to classroom duties are eligible for annualization of salaries based on their hourly wage (per Memorandum of Understanding *Annualization of Salaries for Payroll Only*). On days when school is dismissed early for teachers in-service, School Improvement activities or end of period grading, those employees with annualized salaries will be assigned to tutoring or student supervisory duties and/or professional development activities until the end of the contractual work day.

No certified aide shall have his/her salary decreased to the non-certified aide salary rate if he/she is assigned non-certified duties.

## 7.8 Sick Leave Bank

I. The Board and the Association agree that the sick leave bank, as provided by the Sick Leave Bank Act, shall continue throughout the term of this agreement.

A. Every school year each member newly employed by the district may volunteer to donate one (1) sick day to the sick leave bank. A new employee who donates a day to the sick leave bank within the first ten days of the school year shall be considered a participating member of the sick leave bank in the same manner as those who contributed in previous years.

B. Previously employed staff may become participating members during the first ten days of any school year. However, they will not be eligible to apply for any days from the bank until two full school years have elapsed from the date they donated. ~~(With the exception of joining at the beginning of the 2009-2010 school year)~~

C. The total number of days to accumulate in the sick leave bank will not exceed fifty (50) days with the exception of days donated by newly participating members causing the accumulated total of days to exceed fifty (50) days in the sick leave bank. A participating member may donate additional days to the sick leave bank anytime the total number of days drops below fifty (50) days provided that the member retains at least ten (10) sick days in his or her own account. Any sick leave bank days not used during one school year shall be accumulated in the sick leave bank to be available for use in successive school years.

II. Any employee employed by the district who is a participating member of the sick leave bank shall be eligible to request sick days from the sick leave bank provided that:

A. The employee has used all his or her accumulated sick days, personal days and emergency days.

B. A medical condition or injury of an employee or family member as certified by a physician that requires an employee's absence from work for a prolonged period of time. Banked sick leave days will not be granted for elective surgery, maternity leave, nor during any

period an employee is receiving disability benefits from social security, retirement, worker's compensation or any other source.

C. The committee (governing body) approved the request.

III. A committee will be established to act as the governing body for the administration of the sick leave bank.

A. This committee shall have five voting members, consisting of four employees named by the Association; one each from the secretaries, cooks, aides, custodians, as well as the district superintendent. The building administrator from the building in which the employee is assigned for the majority of the work day and the Association president and the treasurer will be ex-officio members.

B. The committee must reach a 3/5 majority of voting members for the request to be granted. The committee will determine the number of days to be granted from the sick leave bank, but in no event shall the sick leave bank provide more than ten (10) days to any one member in any school year. The number of sick leave days granted may never exceed the number of days in the sick leave bank. If sick leave days are granted but not used by the employee, the unused portion of the granted sick days is returned to the sick leave bank.

IV. Miscellaneous items are included to protect the sick leave bank.

A. An employee who cancels his or her participation in the sick leave bank while still employed by the district shall not be eligible to withdraw the sick leave time he or she has contributed to the sick leave bank.

B. Upon leaving the district for other employment, termination of employment or retirement from the district an employee shall not be eligible to withdraw the sick leave time he or she has contributed to the sick leave bank.

C. An employee nor the employee's estate shall be entitled to payment for unused sick leave acquired from the sick leave bank.

D. Reports on the status of the sick leave bank, including the number of days available in the sick leave bank, will be provided to the Association by the sick leave bank committee at least once during every school year.

## VIII TECHNICAL CLAUSES

### 8.1 Duration

This Agreement shall become effective on the 1<sup>st</sup> day of July, 2015 and continue until the 30<sup>th</sup> day of June, 2018 and its economic terms shall be deemed retroactive to the effective date.



8.2 Individual Contracts

The terms and conditions of this Agreement shall be the terms and conditions of individual contracts of members of the bargaining unit.

8.3 Complete Understanding

This Agreement constitutes the full and complete understanding between the parties. All rights, powers and authority of the Board and/or its administrative staff not specifically limited by the language in this Agreement are retained by the Board. The Board, however, shall take no action which shall violate any of the specific provisions of this Agreement.

8.4 Waiver of Additional Bargaining

The parties acknowledge that during the course of negotiation which resulted in the Agreement each have the right to make demands, proposals and counter-proposals with respect to any matter not specifically excluded by law and that this Agreement has been arrived at following the full exercise of this right. It is therefore understood that neither party shall be obliged to bargain collectively with respect to any subject or matter referred to or covered by the Agreement or with regard to any subject or matter not referred to or covered by the Agreement during the term of this Agreement.

This provision shall not operate to eliminate rights required and guaranteed to either party under statute.

8.5 Supersedes Prior Agreements

This Agreement supersedes and nullifies all previous written Agreements between the Board and the Union.

8.6 Validity

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

Signed this 16<sup>th</sup> day of June, 2015.

Melissa Evans  
President of the Union

Steve Moore  
President of the Board

[Signature]  
Secretary of the Union

Bonnie E. Jefferson  
Secretary of the Board

**MEMORANDUM OF UNDERSTANDING**  
**Board of Education CUSD #1 / Local #6115**

**#1 ANNUALIZATION OF SALARIES FOR PAYROLL ONLY**

Annualization of salary shall be determined by the following formulas:

12 month = 260 days x 8 hours x employee step on salary scale

11 month = 220 days x 7 hours x employee step on salary scale

10 month = 195 days x 7 hours x employee step on salary scale

9 month = 180 days x 7 hours x employee step on salary scale  
(Classroom Aides)

9 month = 166 days x 7 hours x employee step on salary scale  
(1 on 1 Aides)

9 month = 176 days x 6 hours x employee step on salary scale  
(Cooks)

**AGREEMENT**

The parties agree this Memorandum of Understanding regarding Annualization of Salaries for Payroll Only is separate from the collective bargaining agreement, and thus, not subject to the grievance procedures.

*Donna E. Jefferson* 6-16-15  
for CUSD #1 date

*Melissa Evans* 6-16-15  
for Local #6115 date



**MEMORANDUM OF UNDERSTANDING**  
**Board of Education CUSD #1 / Local #6115**

**#2 FAIR SHARE**

All employees eligible for bargaining unit membership under this Agreement shall pay to the Union, a fair share equivalent to the amount of dues uniformly required of unit members.

Fair share for all bargaining unit members covered under this Agreement shall be subject to the following conditions:

- A. Each paraprofessional eligible for bargaining unit membership, as a condition of employment, shall join the Union or pay a fair share fee through payroll deduction to the Union equivalent to the amount of dues uniformly required of members of the Union, including local, state and national dues.
  
- B. In the event of any legal action brought against the Board in court or administrative agency because of its compliance with this Article, the Union shall defend, indemnify, and hold harmless the Board, its members, officers, and agents from any liability for such damages, attorney's fees, and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article, or its reliance on any list, notice, certification, affidavit, or assignment furnished by the Union under or pursuant to this Article.
  
- C. If any non-member employee objects to the payment of fair share fees, he/she may appeal as provided by the IELRA and the regulations adopted by the Illinois Educational Labor Relations Board.

**AGREEMENT**

The parties agree this Memorandum of Understanding regarding Fair Share is separate from the collective bargaining agreement, and thus, not subject to the grievance procedures.

Terrie E. Jefferson 6.16.15  
for CUSD #1 date

Melissa Evans 6-16-15  
for Local #6115 date

## Winchester Community Unit School District #1

### Secretary Salary Schedule

Previous Year					
FY15	Years	FY16	FY17	FY18	
2.75%	Experience	1.0225	1.0225	1.0225	
\$ 15.10	0	\$ 15.10	\$ 15.10	\$ 15.10	
\$ 15.52	1	\$ 15.44	\$ 15.44	\$ 15.44	
\$ 15.85	2	\$ 15.87	\$ 15.79	\$ 15.79	
\$ 16.16	3	\$ 16.20	\$ 16.23	\$ 16.15	
\$ 16.46	4	\$ 16.52	\$ 16.57	\$ 16.59	
\$ 16.52	5	\$ 16.83	\$ 16.89	\$ 16.94	
\$ 16.61	6	\$ 16.89	\$ 17.21	\$ 17.27	
\$ 16.68	7	\$ 16.98	\$ 17.27	\$ 17.59	
\$ 16.77	8	\$ 17.06	\$ 17.36	\$ 17.66	
\$ 16.86	9	\$ 17.15	\$ 17.44	\$ 17.75	
\$ 16.94	10	\$ 17.23	\$ 17.53	\$ 17.83	
\$ 17.04	11	\$ 17.32	\$ 17.62	\$ 17.93	
\$ 17.13	12	\$ 17.42	\$ 17.71	\$ 18.02	
\$ 17.26	13	\$ 17.52	\$ 17.81	\$ 18.11	
\$ 17.32	14	\$ 17.64	\$ 17.91	\$ 18.21	
\$ 17.44	15	\$ 17.71	\$ 18.04	\$ 18.32	
\$ 17.55	16	\$ 17.83	\$ 18.10	\$ 18.45	
\$ 17.68	17	\$ 17.95	\$ 18.23	\$ 18.51	
\$ 17.80	18	\$ 18.08	\$ 18.35	\$ 18.64	
\$ 17.92	19	\$ 18.20	\$ 18.49	\$ 18.76	
\$ 18.05	20	\$ 18.32	\$ 18.61	\$ 18.90	
\$ 18.17	21	\$ 18.45	\$ 18.73	\$ 19.03	
\$ 18.28	22	\$ 18.57	\$ 18.87	\$ 19.16	
\$ 18.39	23	\$ 18.70	\$ 18.99	\$ 19.29	
Longevity of \$500 beginning on the 24th year of continuous service - non accumulative					



**Winchester Community Unit School District #1  
Certified Aide Salary Schedule**

Previous					
FY15	Years	FY16	FY17	FY18	
2.75%	Experience	1.0225	1.0225	1.0225	
\$ 13.58	0	\$ 13.58	\$ 13.58	\$ 13.58	
\$ 13.94	1	\$ 13.88	\$ 13.88	\$ 13.88	
\$ 14.20	2	\$ 14.26	\$ 14.20	\$ 14.20	
\$ 14.47	3	\$ 14.52	\$ 14.58	\$ 14.52	
\$ 14.72	4	\$ 14.80	\$ 14.85	\$ 14.91	
\$ 14.88	5	\$ 15.05	\$ 15.13	\$ 15.18	
\$ 15.05	6	\$ 15.21	\$ 15.39	\$ 15.47	
\$ 15.20	7	\$ 15.39	\$ 15.56	\$ 15.73	
\$ 15.36	8	\$ 15.54	\$ 15.74	\$ 15.91	
\$ 15.52	9	\$ 15.71	\$ 15.89	\$ 16.09	
\$ 15.74	10	\$ 15.87	\$ 16.06	\$ 16.25	
\$ 15.95	11	\$ 16.09	\$ 16.23	\$ 16.42	
\$ 16.17	12	\$ 16.31	\$ 16.45	\$ 16.59	
\$ 16.38	13	\$ 16.53	\$ 16.68	\$ 16.82	
\$ 16.60	14	\$ 16.75	\$ 16.90	\$ 17.05	
\$ 16.92	15	\$ 16.97	\$ 17.13	\$ 17.28	
\$ 17.24	16	\$ 17.30	\$ 17.35	\$ 17.51	
\$ 17.55	17	\$ 17.63	\$ 17.69	\$ 17.74	
\$ 17.89	18	\$ 17.95	\$ 18.03	\$ 18.09	
\$ 18.20	19	\$ 18.29	\$ 18.35	\$ 18.43	
\$ 18.52	20	\$ 18.61	\$ 18.70	\$ 18.76	
\$ 18.84	21	\$ 18.94	\$ 19.03	\$ 19.12	
\$ 19.15	22	\$ 19.27	\$ 19.36	\$ 19.45	
\$ 19.49	23	\$ 19.58	\$ 19.70	\$ 19.80	
	Longevity of \$500 beginning on the 24th year of continuous service - non-accumulative				

**Winchester Community Unit School District #1  
Health Aide Salary Schedule**

Previous					
FY15	Years	FY16	FY17	FY18	
2.75%	Experience	1.0225	1.0225	1.0225	
\$ 14.22	0	\$ 14.22	\$ 14.22	\$ 14.22	
\$ 14.56	1	\$ 14.54	\$ 14.54	\$ 14.54	
\$ 14.84	2	\$ 14.88	\$ 14.87	\$ 14.87	
\$ 15.06	3	\$ 15.17	\$ 15.22	\$ 15.20	
\$ 15.25	4	\$ 15.40	\$ 15.51	\$ 15.56	
\$ 15.35	5	\$ 15.60	\$ 15.75	\$ 15.86	
\$ 15.45	6	\$ 15.70	\$ 15.95	\$ 16.10	
\$ 15.54	7	\$ 15.80	\$ 16.05	\$ 16.31	
\$ 15.63	8	\$ 15.89	\$ 16.15	\$ 16.41	
\$ 15.73	9	\$ 15.98	\$ 16.25	\$ 16.51	
\$ 15.82	10	\$ 16.08	\$ 16.34	\$ 16.62	
\$ 15.91	11	\$ 16.18	\$ 16.44	\$ 16.71	
\$ 16.01	12	\$ 16.27	\$ 16.54	\$ 16.81	
\$ 16.10	13	\$ 16.37	\$ 16.63	\$ 16.92	
\$ 16.20	14	\$ 16.47	\$ 16.73	\$ 17.01	
\$ 16.29	15	\$ 16.56	\$ 16.84	\$ 17.11	
\$ 16.38	16	\$ 16.65	\$ 16.94	\$ 17.21	
\$ 16.48	17	\$ 16.75	\$ 17.03	\$ 17.32	
\$ 16.56	18	\$ 16.85	\$ 17.13	\$ 17.41	
\$ 16.66	19	\$ 16.94	\$ 17.23	\$ 17.51	
\$ 16.76	20	\$ 17.04	\$ 17.32	\$ 17.62	
\$ 16.86	21	\$ 17.14	\$ 17.42	\$ 17.71	
\$ 16.94	22	\$ 17.23	\$ 17.52	\$ 17.81	
\$ 17.04	23	\$ 17.32	\$ 17.62	\$ 17.92	
	Longevity of \$500 beginning on the 24th year of continuous service - non-accumulative				





**Winchester Community Unit School District #1  
Cook Salary Schedule**

Previous					
FY15	Years	FY16	FY17	FY18	
2.75%	Experience	1.0225	1.0225	1.0225	
\$ 13.64	0	\$ 13.64	\$ 13.64	\$ 13.64	
\$ 14.01	1	\$ 13.95	\$ 13.95	\$ 13.95	
\$ 14.30	2	\$ 14.32	\$ 14.26	\$ 14.26	
\$ 14.60	3	\$ 14.62	\$ 14.65	\$ 14.58	
\$ 14.90	4	\$ 14.93	\$ 14.95	\$ 14.98	
\$ 15.01	5	\$ 15.24	\$ 15.26	\$ 15.29	
\$ 15.14	6	\$ 15.34	\$ 15.58	\$ 15.61	
\$ 15.25	7	\$ 15.48	\$ 15.69	\$ 15.93	
\$ 15.37	8	\$ 15.60	\$ 15.82	\$ 16.04	
\$ 15.50	9	\$ 15.72	\$ 15.95	\$ 16.18	
\$ 15.61	10	\$ 15.85	\$ 16.07	\$ 16.31	
\$ 15.72	11	\$ 15.96	\$ 16.21	\$ 16.43	
\$ 15.82	12	\$ 16.07	\$ 16.32	\$ 16.57	
\$ 15.92	13	\$ 16.18	\$ 16.43	\$ 16.69	
\$ 16.03	14	\$ 16.28	\$ 16.54	\$ 16.80	
\$ 16.15	15	\$ 16.39	\$ 16.64	\$ 16.92	
\$ 16.27	16	\$ 16.51	\$ 16.76	\$ 17.02	
\$ 16.39	17	\$ 16.64	\$ 16.88	\$ 17.13	
\$ 16.51	18	\$ 16.76	\$ 17.02	\$ 17.26	
\$ 16.64	19	\$ 16.88	\$ 17.14	\$ 17.40	
\$ 16.75	20	\$ 17.01	\$ 17.26	\$ 17.52	
\$ 16.86	21	\$ 17.12	\$ 17.40	\$ 17.65	
\$ 16.95	22	\$ 17.23	\$ 17.51	\$ 17.79	
\$ 17.06	23	\$ 17.33	\$ 17.62	\$ 17.90	

**Head Cook Stipend \$1000 all three years**

Longevity of \$500 beginning on the 24th year of continuous service - non-accumulative



**Winchester Community Unit School District #1  
Custodian Salary Schedule**

Previous					
FY15	Years	FY16	FY17	FY18	
2.75%	Experience	1.0225	1.0225	1.0225	
\$ 10.71	0	\$ 10.71	\$ 10.71	\$ 10.71	
\$ 11.02	1	\$ 10.95	\$ 10.95	\$ 10.95	
\$ 11.28	2	\$ 11.27	\$ 11.20	\$ 11.20	
\$ 11.43	3	\$ 11.53	\$ 11.52	\$ 11.45	
\$ 11.68	4	\$ 11.69	\$ 11.79	\$ 11.78	
\$ 11.97	5	\$ 11.94	\$ 11.95	\$ 12.06	
\$ 12.27	6	\$ 12.24	\$ 12.21	\$ 12.22	
\$ 12.60	7	\$ 12.54	\$ 12.51	\$ 12.48	
\$ 12.91	8	\$ 12.88	\$ 12.83	\$ 12.79	
\$ 13.26	9	\$ 13.20	\$ 13.17	\$ 13.11	
\$ 13.30	10	\$ 13.55	\$ 13.50	\$ 13.47	
\$ 13.36	11	\$ 13.60	\$ 13.86	\$ 13.80	
\$ 13.41	12	\$ 13.66	\$ 13.90	\$ 14.17	
\$ 13.47	13	\$ 13.71	\$ 13.97	\$ 14.22	
\$ 13.54	14	\$ 13.77	\$ 14.02	\$ 14.29	
\$ 13.58	15	\$ 13.84	\$ 14.08	\$ 14.33	
\$ 13.64	16	\$ 13.88	\$ 14.15	\$ 14.40	
\$ 13.69	17	\$ 13.95	\$ 14.20	\$ 14.47	
\$ 13.75	18	\$ 13.99	\$ 14.26	\$ 14.52	
\$ 13.81	19	\$ 14.06	\$ 14.31	\$ 14.58	
\$ 13.87	20	\$ 14.13	\$ 14.38	\$ 14.63	
\$ 13.92	21	\$ 14.18	\$ 14.44	\$ 14.70	
\$ 13.97	22	\$ 14.24	\$ 14.50	\$ 14.77	
\$ 14.03	23	\$ 14.28	\$ 14.56	\$ 14.83	
	Longevity of \$500 beginning on the 24th year of continuous service - non-accumulative				