

**Collective Bargaining Agreement**

**Between the**

**Mt. Vernon Township High School  
District No. 201**

**And**

**The Mt. Vernon Township High School  
Clerical Aides  
MHCA IEA / NEA**

**For the school years of**

**2017 – 2020**

## TABLE OF CONTENTS

ARTICLE I .....	1
RECOGNITION .....	1
ARTICLE II .....	1
NEGOTIATIONS PROCEDURE .....	1
ARTICLE III .....	2
GRIEVANCE PROCEDURE .....	2
ARTICLE IV .....	3
WORK DAY AND WORK YEAR AND CATEGORIES OF POSITIONS .....	3
ARTICLE V .....	7
HOLIDAYS AND VACATION .....	7
ARTICLE VI .....	7
ASSOCIATION RIGHTS .....	7
ARTICLE VII .....	10
MANAGEMENT RIGHTS .....	10
ARTICLE VIII .....	10
WORKING CONDITIONS .....	10
ARTICLE IX .....	11
LEAVES .....	11
ARTICLE X .....	13
VACANCIES .....	13
ARTICLE XI .....	14
SENIORITY .....	14
ARTICLE XII .....	14
HEALTH INSURANCE .....	14
ARTICLE XIII .....	14
COMPENSATION, PAY DATES AND RELATED PROVISIONS .....	14
ARTICLE XIV .....	16
LABOR MANAGEMENT MEETINGS .....	16
ARTICLE XV .....	16
TERMS OF AGREEMENT .....	16
ARTICLE XIV .....	17
ACCEPTANCE OF AGREEMENT .....	17
APPENDIX A .....	18
NINE-MONTH EMPLOYEE SALARY PROVISIONS .....	18
APPENDIX B .....	19-21
MEMORANDUM OF AGREEMENT .....	22-23

**ARTICLE I  
RECOGNITION**

- 1.1 The Board of Education of Mt. Vernon Township High School District No. 201, Mt. Vernon, Jefferson County, Illinois, hereinafter referred to as the "Board" hereby recognizes Mt. Vernon Township High School Clerical/Aides, IEA/NEA, hereinafter referred to as the "Association", as the exclusive bargaining representative for all regularly employed full-time and part-time Aides, Assistants, Secretarial, Clerical, and Special Placement Driver employees of the District, with the exception of the Superintendent's Secretary, the Principal's Secretary, the Bursar, the Network Administrator and all supervisory, managerial, confidential, short-term, and student employees as defined in the Illinois Educational Labor Relations Act.
- 1.2 During the life of this Agreement, the Board agrees not to negotiate with any competing organization the rights, privileges, or benefits contained in this Agreement unless an intervening election during the term of this Agreement results in the certification of a new bargaining representative.

**ARTICLE II  
NEGOTIATIONS PROCEDURE**

- 2.1 Each party shall select its negotiating team.
- 2.2 If after a reasonable period of negotiations, the Board and Association have reached an impasse, either party may request, in writing, the services of the Federal Mediation and Conciliation Service. The Board and the Association may choose to use other individuals or organizations for mediation of an impasse if the Federal Mediation and Conciliation Service is not available. Any cost incurred as a result of such mediation service shall be shared equally between the Board and the Association.
- 2.3 Negotiations shall begin no later than May 1.
- 2.4 Negotiations sessions shall be closed meetings.
- 2.5 Any item tentatively agreed to will be initialed at the meeting in which the Agreement is reached. Copies will be provided to both parties.

**ARTICLE III  
GRIEVANCE PROCEDURE**

3.1 Definition. A grievance is defined as a complaint by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

3.2 Time limits. All time limits shall consist of school days except when a grievance is submitted during the summer, the time limits shall consist of days when the District Office is open.

3.3 Procedure. The parties acknowledge that an employee and the employer may resolve problems through free and informal communications. However, a grievance shall be processed as follows:

Step I           The grievant shall present the grievance in writing within fifteen (15) days of the occurrence of the event-giving rise to the grievance, specifying the article and clause alleged to have been violated and stating the remedy sought, to the immediately involved supervisor. The immediately involved supervisor will arrange for a meeting to take place within five (5) days after receipt of the grievance.

The grievant, Association's representative and the immediately involved supervisor shall be present for the meeting. The grievant and the supervisor may each have a representative present. Within five (5) days of the meeting, the Association shall be provided with the supervisor's written response, including the reasons for the decision.

Step II           If the grievance is not resolved at Step I, then the Association/Grievant may refer the grievance to the Superintendent within ten (10) days after receipt of the Step I answer. The Superintendent shall arrange, with the Grievant for a meeting to take place within five (5) days of the Superintendent's receipt of the appeal. Within five (5) days of the meeting, the Grievant and the Association shall be provided with Superintendent's written response, including the reasons for the decision.

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

- 34 Bypass. By mutual agreement, any step of the grievance procedure may be bypassed.
- 35 No Reprisals Clause. No reprisal shall be taken by the employer or the association against any employee because of the employee's participation or refusal to participate in a grievance.
- 36 Filing of Materials. All records related to a grievance shall be filed separately from the personnel files of the employees.
- 37 Grievance Withdrawal. A grievance may be withdrawn at any level without establishing a precedent.
- 38 No Written Response. If no written decision has been rendered within the time limits indicated by a step, the grievance shall advance to the next step.
- 39 Time Limits. The timelines for responding may be extended by mutual agreement.
- 3.10 Cost. The parties shall share the fees and the expense of the arbitrator equally.
- 3.11 Settlement. By mutual agreement of the Association and the employer, a grievance may be settled at any step with or without establish prejudice or precedent.
- 3.12 Court Reporter. If only one party request the presence of a court reporter, that party shall bear the cost of the reporter. If the other party wants a copy, the other party must share the cost.

**ARTICLE IV**  
**Work Day and Work Year and Categories of Position**

- 4.1 Nine Month Employees
  - A. Workday. The workday for the nine-month employees shall be six and three-quarters ( $6 \frac{3}{4}$ ) hours.
  - B. Work week/year. The work year for nine-month employees including the Campus Supervisor shall be 180 days. The work week for the Attendance Advocate shall be thirty-five (35) hours a week and have an additional one-half ( $1/2$ ) hour for lunch each day. The schedule shall be established by the needs of the position with administrative approval.
  - C. Schedule Break. All nine-month employees shall be entitled to a duty-free lunch that is the equivalent to the regular school lunch. It is recognized that there may be circumstances in which the period of

the duty-free lunch may be broken into two segments. In each instance the stop and start times and the lunch hours shall be established by the superintendent or his/her designee with input from the employee. In each category, employee may be assigned to other duties within the bargaining unit on a temporary basis. In the event the period of reassignment shall exceed five consecutive workdays, there will be appropriate notice to the association. These requirements are for full-time employees. Nothing shall preclude the Board from establishing part-time positions. The Board shall have the right to establish the start and stop time for each position and the lunch hours. In each instance, the duty-free lunch shall be in addition to the "hours worked".

- D. Assignment. The Superintendent or his designee will make a good faith effort to inform each employee of his/her assignment by August 1<sup>st</sup>. Should changes and adjustments, and/or transfers in assignment(s) be necessary after the initial notification date, the employee will be notified in writing as soon as possible.
- E. Employees who must accompany their student(s) to meals will receive, if desired, a standard breakfast and/or lunch free of charge.

#### 4.2 Special Placement Driver

- A. Special Placement Driver work schedule will consist of in session day/days of student or students they will be transporting for out of district special education needs.
- B. Compensation per assignment will be mutually agreed upon by the administration and association.

#### 4.3 Ten, Ten One-Half, Eleven, and Twelve-Month Employees.

- A. The work year for ten (10) month employees shall commence ten (10) work days before the start of the school calendar year and end ten (10) work days after the completion of the school calendar year. The work year for ten and one-half (10 ½) month employee shall commence ten (10) work days before the start of the school calendar year and end twenty (20) work days after the completion of the school calendar year. Eleven (11) month employees will have the month of July off. The twelve (12) month employee shall work year-round.
- B. The work day will be 7 hours per day.
- C. Scheduled Breaks. All employees shall be entitled to a duty-free lunch that is one (1) hour in length. It is recognized that there may be circumstances in which the period of the duty-free lunch may be broken into two segments. In each instance the superintendent or his/her designee shall establish the stop and start times and the lunch hours with input from the employee. In each category, employee may be assigned to other duties within the bargaining unit on a temporary basis. In the event the period of reassignment shall exceed five (5) consecutive workdays, there will be appropriate

notice to the Association. These requirements are for full-time employees. Nothing shall preclude the Board from establishing part-time positions. The Board shall have the right to establish the start and stop times for each position and the lunch hours.

- D. Summer Hours. Summer hours will be retained for current employees and subject to the following:
  - 1. There will be no lunch or breaks.
  - 2. Summer hours shall commence the Monday after the completion of the school calendar year. Regular hours shall commence ten (10) work days before the start of the school calendar year.
  - 3. The work must be completed on a timely basis. The Superintendent may require an employee or class of employees to work a regular workday without additional pay if he believes it to be necessary.
- E. Student Workers. It is recognized that there may be the need for additional help by requesting the services of student workers. Student workers will be requested on an as needed basis with Superintendent's approval.

4.4 Categories of Positions. For the purpose of this Agreement, all bargaining unit members shall be placed in one of the following classifications based on their current assignment:

- A. Nine (9) Month Positions
  - 1. Health Service Aide
  - 2. Supervisor Aide
    - a. Campus Supervisor
    - b. In School Suspension
    - c. Study Hall Supervisor
  - 3. Classroom/Instructional Aides
    - a. Special Education
    - b. Library Aide
    - c. Child Care
    - d. Title I Tutor
  - 4. Attendance Advocate
  - 5. Special Placement
- B. Ten (10) Month Position
  - 1. Clerk Typist
- C. Ten and one-half (10 ½) Month Position
  - 1. Clerk Typist
  - 2. Administrative Secretary
- D. Eleven (11) Month Position
  - 1. Administrative Secretary

- E. Twelve (12) Month Positions
  - 1. Printing Services
  - 2. Clerk Typist
  - 3. Network Administrator Assistant
  - 4. Fiscal Services
  - 5. Administrative Secretary
  - 6. School Nurse Assistant
  - 7. Computer Network Technician
  
- F. Grandfather Positions. The following positions will remain as twelve (12) month positions or as thirty-five (35) hours per week as long as the current employee remains in that position. When the current employee retires or leaves the position, the position will become as follows:
  - 1. Printing Services – ten and one-half (10 ½) month position.
  - 2. School Nurse Assistant – ten and one-half (10 ½) month position.

#### 4.5 Part-time Employees

- A. Part-time employees are employees who work less than the standard work day but shall be contracted for at least four (4) hours a week.
  
- B. Part-time bargaining unit members shall accrue seniority and other benefits with respect to wages, hours and terms and conditions of employment on a prorated basis.
  
- C. Prorating shall be based on the standard work day of the category that the employee is employed in.
  
- D. A standard work day of six and three-quarter (6 ¾) hours will be prorated at one-sixth (1/6). A standard work day of seven (7) hours will be prorated at one-seventh (1/7).



**ARTICLE V  
HOLIDAYS AND VACATION**

5.1 The following are recognized as legal holidays:

New Year's Eve Day	New Year's Day	Martin Luther King Day
Casmir Pulaski Day	Friday before Easter	Memorial Day
Fourth of July	Labor Day	Columbus Day
Veterans Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	

President's Day or February 12 whichever day is stated on the school calendar.

5.2 All twelve (12) month employees shall receive all school vacation days and legal holidays.

5.3 The following vacation shall be granted to all twelve (12) month employees, regardless of classification, who have completed the years indicated below:

1 year .....5 days	11 –14 years ..... 15 days
2 - 10 years ....10 days	15 and more years ....20 days

5.4 Requests for vacation must be submitted for approval to the immediate supervisor at the earliest possible date. The use of vacation is subjected to approval by the Superintendent. Acquired vacation not used may be carried over to the following year.

5.5 Vacation may be used in one-half (½) day increments.

**ARTICLE VI  
ASSOCIATION RIGHTS**

6.1 Board Meetings. The President of the Association or the President's designee shall be given written notice of all regular meetings together with a copy of the agenda via email at least twenty-four (24) hours prior to the scheduled time of such meeting.

6.2 Board Minutes. Following approval by the Board of Education, one (1) copy of all official open Board minutes shall be sent to the President of the Association via email.

6.3 Right to Communications with Members. The Association shall have the right to post notices of activities and matters of Association concern on bulletin boards designated by the Superintendent. The Association may use the

district mailboxes for communication to bargaining unit members. Placement of the materials in the mailboxes may only be done before or after working hours.

- 6.4 **Personnel File.** Each employee shall have the right to review the legally discloseable content of said employee's personnel file in accordance with the Personnel Record Review Act. If the employee disagrees with the information contained, it may be removed upon a mutual agreement between the Board and the employee.
- 6.5 **Right to Use of Equipment.** The Association shall have the right to use in-building telephones, typewriter, duplicating machines, computers, internet, facsimiles, and any other electronic equipment normally available. The Association shall reimburse the District for the cost of all consumable supplies and the prevailing rate to use its photocopy machine. The use must be outside of work hours, and must not interfere with school operations.
- 6.6 **Dues Deduction.** The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for continuing dues deduction, the amount of which shall annually be certified by the Association. Upon receipt of any revocation, the Board shall be remitted to the Association's designee no later than thirty (30) days after such deductions are made.
- 6.7 **Printing of Contracts Costs and Distribution.** Within thirty (30) days after both parties sign the Agreement, copies of the Agreement shall be printed at the joint expense of the employer and Association and presented to the Association for distribution to each bargaining unit member by the employee.
- 6.8 **Fair Share**
  - A. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association including local, state, and national dues.
  - B. In the event that the Bargaining Unit Member does not pay his/her fair share directly to the Association by a certain date as established by the Association, the board shall deduct the fair share fee from the wages of the non-member.
  - C. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
  - D. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article,

the Association agrees to defend such action, at its own expense and through its own counsel provided:

1. The Employer gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and,
  2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.
- E. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

- F. The obligation to pay a fair share fee will not apply to any Bargaining unit member who, on the basis of a bona fide religious tenet or the teaching of a church of a religious body of which such employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment in behalf of the bargaining unit member to a mutually agreeable nonreligious charitable organization as per Association policy and the Rules and Regulations of the Illinois Education Labor Relations Board.
- G. This section of the contract shall become effective with the 2011-2012 contract year.

#### 6.9 Association Leave

In the event the association desires to send representatives to local, state, national conferences or to release the Association President or his/her designee for local business, these representatives may be excused without loss of salary provided the Association reimburses the District on the basis of the daily substitute rate for each day used and written permission for such leave has been approved by the Superintendent or his designee. As a guideline, all written requests must be submitted at least ten (10) school days prior to the date(s) indicated in the leave request. The maximum number of

days for the association that may be approved each school year shall be five (5) days.

## **ARTICLE VII MANAGEMENT RIGHTS**

- 7.1 The Board retains and reserves the ultimate responsibility for proper management of the School District upon and vested in it by the statutes and Constitution of the State of Illinois and the United States, including but not limited to, the responsibility and the right:
- A. To maintain executive management and administrative control of the School District and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
  - B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, and to promote and transfer all such employees.
  - C. To delegate authority through recognized administrative channels for the development and organization of the means and methods of governance of the District according to current written Board policy or as the same may from time to time be amended.
  - D. To determine work schedules, the hours of work, including the requirement of overtime assignments and the duties, responsibilities, and assignments of employees with respect thereof.
  - E. To establish the initial pay rate of each employee. Factors that will be considered shall include, but not be limited to, experience, training, and specialized knowledge.

## **ARTICLE VIII WORKING CONDITIONS**

- 8.1 New Employee Orientation. All new employees may be required to attend a new employee orientation session not to exceed six (6) hours. In the event the employee is required to attend such a session, the employee will be paid at his/her initial rate of pay.
- 8.2 Attire. The Board may require appropriate standards of dress and identification for employees. Appropriate dress is that which is professional, clean, and modest and does not detract from the educational process or work environment.

- 8.3 **Transfers, Promotions, and Assignments.**  
When the transfer is approved by the Board of Education, employee will keep years of experience on salary schedule when moving to new position.
- 8.4 **Job Descriptions.** Job descriptions providing minimum required skills and duties shall be developed by the District. Such descriptions shall be reviewed and updated when deemed necessary by the District. Such descriptions shall be made available to all employees.
- 8.5 **Probationary Period.** Any new employee shall be designated a “probationary” employee. The probationary period shall be four (4) consecutive months, including three (3) months with students in attendance except as otherwise provided herein. For purposes of computing probationary period, the months of June, July and August shall not be considered months with students in attendance.
- 8.6 Absences of ten (10) or more consecutive workdays shall extend the probationary period by a like number of workdays. A probationary employee may be discharged without recourse at any time prior to the end of the probationary period.
- 8.7 If a new employee is hired late spring, the probationary period will be extended through the fall in order to meet the four (4) month probationary requirement with students. For the purpose of this section only, late spring is defined as the end of April through May and fall is defined as August and September.

## **ARTICLE IX LEAVES**

- 91 Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, birth, adoption or for the placement for adoption. For purposes of this section, “immediate family” shall mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in law, brothers-in-law, sisters-in-law, daughters-in laws, sons-in laws, and legal guardians and other family members as approved by the Superintendent or the Superintendent’s designee.
- 92 Employees are entitled to sick leave earned at the rate of fifteen (15) days per year to cumulative to two hundred-forty (240) days. Employees with 0-15 years of employment with the district will be entitled to fifteen (15) sick leave days and three (3) personal leave days. Additionally, employees who have accumulated fifteen (15) consecutive years of employment with the district shall be allotted sixteen (16) sick leave days (at the end of their 15<sup>th</sup> year with the district) and those employees who have accumulated twenty (20) consecutive years of employment with the district shall be allotted seventeen

(17) sick leave days (at the end of their 20<sup>th</sup> year with the district).

- 93 Sick leave shall be reported and charged on a 15-minute calculation.
- 94 Personal leave. The Board shall grant personal leave as specified in 9.2 to each full-time employee. At least two (2) days notice requesting leave must be given to the Superintendent or his designee. Personal leave shall not be used immediately before or after a school holiday without special approval of the superintendent or designee. Exceptions may be made on an emergency basis and upon approval. Unused personal leave shall be converted to accumulated sick leave.
- 95 Personal leave shall be reported and charged on a 15-minute calculation.
- 96 Early Release. When teachers are allowed to leave early, all employees covered by this Association will be afforded the same privilege if approved by the Superintendent or the Superintendent's designee.
- 97 Jury Duty. Any employee called for jury duty shall be paid their full compensation for such time, with the daily compensation check for serving on jury duty, excluding mileage/meal reimbursement, being endorsed over to the district.
- 98 Catastrophic Illness and/or injury. A catastrophic illness and/or injury is an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability which results in the employee's inability to work.
- A. Examples of catastrophic illness or injury
1. Serious debilitating illness, impairment, or physical/mental condition that involves treatment
  2. High intensity/high frequency of treatment encounters necessary for a chronic or long-term condition that is so serious that, if not treated would likely result in an extended period of incapacity or death
- B. Exclusions
1. Paid catastrophic leave is not applicable unless the employee has exhausted his/her annual sick leave
  2. Elective surgery does not qualify as a catastrophic illness or injury.
  3. Most leaves associated with pregnancy are not covered by catastrophic leave. Complications arising from a serious health condition for mother

or child may be considered for eligibility.

- C. This program does not cover time off due to job-incurred injury covered by workers compensation.
- D. In the event an employee suffers from a catastrophic illness and has exhausted his/her accumulated sick leave, personal leave, and vacation days, each employee shall be allowed to contribute a maximum of two (2) sick days to said employee. All employees will be given up to two opportunities to contribute days to said employee. In the event days contributed are unused, said days shall be placed in a sick leave bank. The sole purpose for the bank is to store unused days that were donated by employees for a catastrophic illness.
- E. Employees who retire with unused sick days which are not being used for retirement purposes may elect to contribute an approved amount up to five (5) days to the sick bank.

99 Perfect Attendance Bonus.

An employee will be awarded \$250.00 in the year following a year in which the employee did not use sick time. Donating days to another member's catastrophic leave shall not count against perfect attendance for this section. This will be presented by September the following school year.

**ARTICLE X  
VACANCIES**

- 10.1 Vacancies. Vacancies occurring within the bargaining unit, including newly created positions, shall be posted, and communicated to the Association membership via email. Such posting shall contain the following information:
  - A. Type of work
  - B. Location of work
  - C. Starting date
  - D. Relevant pay information
  - E. Hours to be worked
  - F. Job description
  - G. Minimum requirements
- 10.2 Summer Notification. All vacancies shall be posted and communicated to the Association membership via email over the summer months.

**ARTICLE XI  
SENIORITY**

- 11.1 Notice/Demand to Bargain. The Board shall notify, in writing, the Association when a reduction is to be made in the total number of positions in the bargaining unit as defined in Article 1.1.
- 11.2 Ties in Seniority. In the event of a tie in seniority among two or more bargaining unit members, the order of board approval at the time of employment shall determine the order of lay-off.

**ARTICLE XII  
HEALTH INSURANCE**

- 12.1 Health Insurance. The Board shall pay the cost of each employee coverage to a limit of one thousand twenty dollars (\$1020.00) a month for the 2017-2020 school years.
- 12.2 The Board shall have the exclusive right to select the carrier for major medical and health insurance.
- 12.3 Under the program, employees may elect to allocate dollars for dependent insurance which amount exceeds the Board contribution. These dollars shall be deducted before taxes are figured on income, thus making these additional elected amounts nontaxable. The Board, to the extent allowed by law, shall undertake the necessary action to qualify the deducted amounts as non-income.
- 12.4 The Board shall pay the cost of each bargaining unit member's coverage to a limit of \$2.42 per month for group life insurance.

**ARTICLE XIII  
COMPENSATION, PAY DATES AND RELATED PROVISIONS**

- 13.1 Salary. The salary shall be as set forth in Appendix A and Appendix B, which is attached to and incorporated in this agreement.
- 13.2 Career Pay. Any employee who is employed full time, who retires at age 55 or more and/or qualifies for state retirement benefits (IMRF) from the Mt. Vernon Township High School shall receive during the final years of employment:
  - 1. Regular salary plus six percent (6) Retirement Incentive Annually, for up to four years, qualifying after 15 years of service.



2. Pay will be limited to no more than what is IMRF creditable for retirement purpose. No additional pay will be provided beyond the creditable limits.

13.3 Procedure for career pay. Any employee who qualifies for Career Pay as outlined in 13.2, must notify the Superintendent, in writing no later than August 31<sup>st</sup> of the first qualifying year.

Any employee who is planning to retire at the end of a given year must notify the Superintendent, in writing, no later than August 31<sup>st</sup> of that year. The balance of pay due, including the career pay, will be prorated each pay period from August through June. Failure to notify, in writing, by August 31<sup>st</sup> will forfeit the career pay.

13.4 Pay Periods. Each employee shall be paid on the fifth (5th) and the twentieth (20th) of each month. Nine (9) month employees shall be given the option of receiving his/her check on a ten (10) or twelve (12) month basis.

13.5 Pay Days – school not in session. If a regular pay date falls on a day when the school is not open for business, then the employee shall receive pay on the last workday preceding the scheduled pay date.

13.6 Payment to IMRF. The Board shall pay the full employee contribution for each employee’s state retirement benefits to be applied to the retirement account of such employee. Such payments shall be based upon an employee’s salary and extra duty schedule payments.

13.7 Experience Credit. Each employee hired shall be placed on the salary schedule which accurately represents his/her category of position. The following scale will be used for placement:

Experience	Step
0 years	Step 1
1 - 3 years	Step 2
4 - 6 years	Step 5
7 - 9 years	Step 8
10 + years	Placement based on experience

13.8 Licensure Payment

Employees who are required to get a license for their position shall receive reimbursement for such license.

- 13.9 Tuition. Continuing education classes preapproved by the Superintendent, will be reimbursed at a rate of 50% upon course completion and with a final grade of no less than B. The total annual reimbursement per employee shall not exceed six hundred dollars (\$600.00).

#### **ARTICLE XIV LABOR MANAGEMENT MEETINGS**

- 14.1 Administration agrees to meet on an as needed basis to discuss issues at a mutually agreed date and time. An agenda will be presented before the meeting for reference.

#### **ARTICLE XV TERMS OF AGREEMENT**

- 15.1 Effect of Agreement. Upon approval by the Association and the Board, the effective date of this contract shall be the 1st day of July 2017 and shall continue in effect until the 30th day of June 2020.
- 15.2 Renegotiations. No item agreed to shall be deemed capable of renegotiation to be effective during the terms of this Agreement, unless mutually agreed to in writing by the parties.
- 15.3 Changes. The terms and conditions of this Agreement may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties and a ratified written amendment.
- 15.4 Severability. If any provision of the Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional, illegal, void or otherwise unenforceable, all other provisions of this Agreement shall remain in full force for the duration of this Agreement.
- 15.5 Complete Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals, with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement.
- 15.6 No Strike Clause. During the term of this agreement, the Association agrees not to strike, nor to engage in any concerted activity that would result in a withholding of services, slow down, or disruption of the Board.

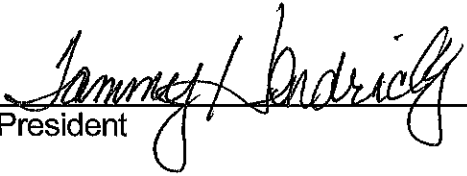
**ARTICLE XIV  
ACCEPTANCE OF AGREEMENT**

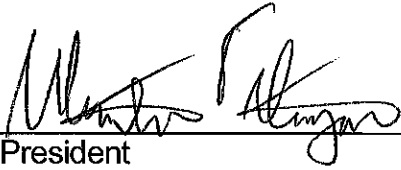
This agreement is signed this 25th day of October,  
2017.

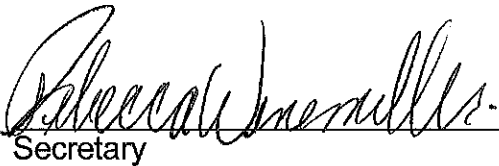
**IN WITNESS WHEREOF:**


For the Mt. Vernon Township  
High School Clerical Aides  
Association, IEA/NEA

For the Board of Education  
Mt. Vernon Township High School  
District No. 201

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Secretary

# APPENDIX A

## MOUNT VERNON TOWNSHIP HIGH SCHOOL DISTRICT NO. 201 APPENDIX A SALARY SCHEDULE 2017-2020

### NINE-MONTH EMPLOYEE BASE SALARY PROVISIONS 180 DAYS

YEAR	2017-2018 1000	2018-2019 5%	2019-2020 4%
STEP	SALARY	SALARY	SALARY
1	13150	13808	14360
2	13350	14018	14578
3	13550	14228	14797
4	13750	14438	15015
5	13950	14648	15233
6	14150	14858	15452
7	14350	15068	15670
8	14550	15278	15889
9	14750	15488	16107
10	14950	15698	16325
11	15275	16039	16680
12	15600	16380	17035
13	15925	16721	17390
14	16250	17063	17745
15	16575	17404	18100

Employees off schedule will receive a 6% Increase to their 2017-2018 salary from their 2016/2017 base salary.

Longevity Added Yearly

2018/2019 800    2019/2020 900

Employees on schedule receive step movement.

# APPENDIX B

## MOUNT VERNON TOWNSHIP HIGH SCHOOL DISTRICT NO. 201 APPENDIX B SALARY SCHEDULE 2017-2020

Administrative Secretary, Fiscal Services, Printing, Nurse Assistant, Network  
Assistant, Computer Network Technician

### 2017-2018 (1,000)

STEP	210 Days	220 Days	240 Days
1	17504	18282	19836
2	17887	18682	20273
3	18269	19083	20710
4	18651	19483	21147
5	19034	19884	21585
6	19416	20285	22021
7	19798	20685	22458
8	20181	21086	22895
9	20563	21487	23332
10	20945	21887	23770
11	21329	22287	24206
12	21710	22688	24643
13	22093	23089	25080
14	22475	23489	25517
15	22858	23890	25955

**Employees off schedule will receive a 6% Increase to their 2017-2018 salary from their 2016/2017 base salary.**

Employees on schedule receive step movement.

## APPENDIX B

### MOUNT VERNON TOWNSHIP HIGH SCHOOL DISTRICT NO. 201 APPENDIX B SALARY SCHEDULE 2017-2020

Administrative Secretary, Fiscal Services, Printing, Nurse Assistant, Network  
Assistant, Computer Network Technician

#### 2018-2019 (5%)

STEP	210 Days	220 Days	240 Days
1	18379	19196	20828
2	18781	19616	21287
3	19183	20037	21746
4	19584	20457	22204
5	19986	20878	22664
6	20387	21299	23122
7	20788	21719	23581
8	21190	22140	24040
9	21591	22561	24499
10	21992	22981	24959
11	22395	23401	25416
12	22796	23822	25875
13	23198	24243	26334
14	23599	24663	26793
15	24001	25085	27253

#### Longevity Added Yearly

1100	1350	1600
------	------	------

Employees on schedule receive step movement.

## APPENDIX B

MOUNT VERNON  
TOWNSHIP HIGH SCHOOL  
DISTRICT NO. 201  
APPENDIX B SALARY  
SCHEDULE 2017-2020

Administrative Secretary, Fiscal Services, Printing, Nurse Assistant, Network  
Assistant, Computer Network Technician

### 2019-2020 (4%)

STEP	210 Days	220 Days	240 Days
1	19114	19964	21661
2	19533	20401	22138
3	19950	20839	22615
4	20367	21275	23093
5	20785	21713	23571
6	21202	22151	24047
7	21620	22588	24524
8	22038	23026	25001
9	22455	23464	25479
10	22872	23901	25957
11	23291	24337	26433
12	23707	24775	26910
13	24126	25213	27387
14	24543	25650	27865
15	24961	26088	28343

### Longevity Added Yearly

1100	1350	1600
------	------	------


Employees on schedule receive step movement.

**MEMORANDUM OF AGREEMENT**

It is hereby agreed by and between the Board of Education of Mt. Vernon Township High School District No. 201 and the Mt. Vernon Township High School Clerical Aides, IEA/NEA that the following provisions shall apply with respect to sick leave days accumulated beyond the maximum allowable days.

1. That Carolyn Burgin, Nancy Deaton, and Tami Lovin shall retain the sick leave days earned beyond the maximum allowable days for the 2002-2003 year.
2. That the days accumulated beyond the maximum allowable days shall only be used the year that the employee is retiring from the district and reported to IMRF for retirement purposes only.
3. That the days accumulated beyond the allowable maximum days cannot be used as sick leave days during the work year.
4. This is agreement in no way prevents the above-mentioned employees from receiving their annual sick leave allotment if the maximum allowable days for said employees is less than two hundred forty (240) days per year.

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the Board

10/15/2012  
Date


10/15/2012  
Date

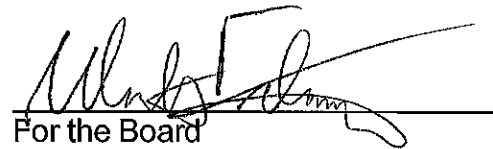


## MEMORANDUM OF AGREEMENT

The Association has three (3) members who, for whatever reason, are not in their proper step on the salary schedule. Following are the three (3) affected employees, their years of service to the district, their position on the salary schedule, and the Association's proposed placement on the salary schedule.

<u>Employee</u>	<u>Years of Service as of 7-1-17</u>	<u>Step Position</u>	<u>Proposed Step Position</u>
Employee A	16	10	Last Step on schedule
Employee B	12	10	13
Employee C	11	9	12

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the Board

Oct 25, 2017  
Date

October 26, 2017  
Date