AGREEMENT

between

WABASH C.U.S.D. #348
THE BOARD OF EDUCATION

and

WABASH COMMUNITY EDUCATION ASSOCIATION

for the

EDUCATIONAL SUPPORT PERSONNEL

2017-2018
2018-2019
2019-2020

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ARTICLE I

RECOGNITION

1.1 The Wabash Community Unit School District #348 Board of Education hereinafter referred to as the "Board," recognizes the Wabash Community Education Association, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed full-time and part-time non-certified employees, including secretaries, nurse/secretaries, bus drivers, custodians, cooks, aides / assistants/ paraprofessionals, and parent coordinator(s)/educator(s). Employees excluded are all supervisory, managerial, and confidential employees, as defined by the Illinois Education Labor Relations Act, including secretary to the superintendent, secretary to the curriculum coordinator, payroll secretary, accounts payable secretary, bookkeeper, treasurer, transportation coordinator, Pre-K Coordinator/ Model Parent Training Coordinator, high school head custodian, food services manager, District Office clerical staff, the bus mechanic, District Director of Technology Services, and District Computer Technician.

1.2 In compliance with the No Child Left Behind (NCLB) mandate, all regularly employed and part-time non-certified employees who hold the title of and job duties of assistants will also be known as paraprofessionals. Paraprofessionals are individuals who provide instructional support services.

ARTICLE II

NEGOTIATIONS PROCEDURES

2.1 Negotiations shall begin no later than June 15 in each school year when the end of the contract is reached. All items proposed for negotiations shall be presented in writing by the Association at its first meeting. The Board will present its counter proposal within thirty (30) days of the receipt of the Association proposal.

2.2 Each negotiating team shall consist of not more than seven (7) members excluding a consultant or the Association President. When the parties agree to negotiate during the working hours of a team member(s), the member(s) shall suffer no loss of pay or benefits for these hours, as long as those hours are made up by the individual(s).

2.3 Negotiating sessions shall generally be of two (2) hours duration; however, either party may adjourn a session at an earlier time and both parties may mutually agree to extend a session.

2.4 A. All tentative agreements shall be written and initialed by the spokesperson of the respective teams at the meeting at which the tentative agreements are reached.

B. After tentative agreement has been reached on all items negotiated, the Agreement shall be submitted to the Association membership for ratification and subsequently to the Board for adoption.

2.5 Within thirty-five (35) days after the team's chief spokespersons approve the proof copy of the Agreement, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association's President. The Board shall assume the cost of printing of the Agreement.

2.6 All negotiation sessions will be closed meetings.

2.7 The date, time, and location of the next negotiation session shall be scheduled at the close of the respective current session

2.8 If, after a reasonable period of negotiations, but no earlier than August 1, a contract has not been completed, either party may declare that an impasse. Upon written declaration of impasse, the parties will jointly notify the Federal Mediation and Conciliation Services and request the assistance of a mediator.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 Definitions

A. Any claim by an employee, or the Association if said claim is of a class action nature or pertains to administrative staff beyond the building level, that there has been a violation of this Agreement shall constitute a grievance.

B. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays when the District Central Office is open.

3.2 Basic Principles

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

B. Time Bar - Failure of an employee or the Association to act on any grievance within the prescribed time limits will bar any further appeal.

C. Class Grievance - Class grievance involving one or more employees or one or more supervisors shall be initially filed at Step 1.

3.3 Procedure

Informal Step: An attempt shall be made by the grievant by means of an informal verbal discussion between the grievant and his/her immediate supervisor. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

1. The employee shall present the employee's immediate supervisor the grievance in writing within ten (10) days of the alleged contract violation or within ten (10) days of when he/she should have been aware of the facts giving rise to the grievance, specifying the article and clause alleged to have been violated and stating the remedy sought. The supervisor will arrange for a meeting to take place with the grievant within ten (10) days after the receipt of the grievance. The supervisor shall render a decision within fifteen (15) days of receipt.

2. If the grievance is not resolved at Step 1, or the time limits expire with no answer, the aggrieved may refer the grievance to the Superintendent or his/her official designee within ten (10) days after the receipt of the Step 1 answer or the deadline for answer. The Superintendent shall arrange for a meeting to take place within ten (10) days of his receipt of the appeal.

Within ten (10) days of the meeting the grievant shall be provided with the Superintendent's written response.

3. If the Association is not satisfied with the disposition of the grievance at Step 2 or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date of the Step 3 answer, then the grievance shall be deemed withdrawn.

   a. Neither the Board of Education nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which has not previously been disclosed to the other party.

   b. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issues presented to him in writing by the school district and the Association, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

   c. Each party shall bear the full costs for its representation in the grievance procedure.

   d. If either party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two (2) transcripts shall be divided equally between the Board and the Association.

   e. Each party shall share equally the cost of the arbitrator and the AAA.

3.4 Association Representation

The Board acknowledges the right of the grievant to have a local association representative present at Step 2, if the grievant requests one. The Association will be notified of any acceptance or rejection of a grievance at the formal steps of the grievance procedure.

3.5 Disclaimers

A. If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this Agreement, then the Board shall not be required to process the said claim or set of facts through the grievance procedure.

B. Any investigation, handling, or processing of any grievance by the grievant shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.

C. No reprisal shall be taken by the Board or the administration for an employee's participation in a grievance.

D. Should the arbitrator require the presence of an employee during an arbitration hearing, the employee shall be allowed to be present at the times specified by the arbitrator without loss of pay.

ARTICLE IV

ASSOCIATION RIGHTS

4.1 The President of the Association shall be given written notice of all regular Board meetings together with one (1) copy of the agenda at least forty-eight (48) hours prior to the scheduled meeting.

For special called meetings either written or verbal notice, together with the purpose of the meeting, shall be given to the Association President as far in advance as circumstances permit. Emergency meetings are not subject to this provision.

The District Office will send one (1) copy of the Board meeting agenda to each of the District employment sites at least one (1) day prior to the regularly scheduled meeting.

4.2 Within seven (7) working days after the approval of each previous open meeting minutes, copies of the approved minutes shall be given to the Association President.

4.3 Upon the request of the Association, the District will provide a copy of the following:

A. Annual financial report
B. Annual budget
C. Pupil enrollment numbers as available
D. District assessed valuation figures as available

4.4 At the beginning of each school year, the District will provide the Association President with the names and addresses of currently employed bargaining unit members.

Anytime within the year when new employees are hired, the District will provide the Association President with the names and addresses of these bargaining unit members.

4.5 A. The Association President shall be allowed up to fourteen (14) days total leave during each school year of the contract for bargaining unit members to attend Association workshops and conferences. The leave is subject to the following provisions: (1) one school calendar week advanced notification to the respective principal/supervisor is provided; (2) the cost of the substitute is reimbursed by the Association prior to the leave dates; (3) no more than two employees be provided such leaves at the same time from the same building.

B. Second shift custodians may request release time from work for a period not to exceed two hours for the purpose of attending Association meetings. An equivalent period of time shall be worked by the employee at the end of the shift. Requests for this unpaid release time shall be presented to the immediate supervisor prior to the meeting. The request may be denied if the supervisor determines such release time may interfere with District operation.

4.6 Upon approval of the appropriate building principal, the Association may use the school buildings for meetings at a time when school is not in session. Such meetings shall not interfere with instructional and/or extracurricular programs. Whenever special custodial service is required, the Board may make a reasonable charge in accordance with Board Policy.

4.7 The Association shall not be denied reasonable use of school business equipment/ electronic mail available, as long as such use does not interfere with district operations or instructional or extracurricular activities, as determined by the Principal or Superintendent. All equipment linked to the data management system is excluded. The Association shall purchase all supplies and materials used in the business of the Association.

4.8 The Association may post Association business notices on one (1) bulletin board within each building as specified by the Superintendent.

4.9 Dues Deduction: Any employee who wishes to pay dues to the association may elect to have the dues withheld from the payroll under the following conditions:

A. The association shall notify the district of the total amount of dues required for each employee. Once the list for payroll deductions has been submitted, the District will provide the Association President with the amount of deduction per check per employee and the number of months the deduction will be made.

B. The employee will sign and deliver a continual authorization form to the District. The form will include a deadline for rescinding payroll deduction for any year. Failure to rescind the deduction authorization will obligate the employee for the rest of the year. Should any employee leave employment, the monthly deduction for dues will be stopped. If an employee should wish to continue their membership, the balance due is payable to the WCEA.

C. The District will deduct the total dues required over the pay periods October through June. This covers employees who elect to be paid in either ten (10) or twelve (12) months.

D. The District will remit dues to the association as deducted within ten (10) days of the deduction.

ARTICLE V

FAIR SHARE

5.1 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 equivalent to the amount of dues uniformly required of members of the Association, including local, state, and national dues.

5.2 In the event that the bargaining unit member does not pay his/her fair share fee 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.

5.3 Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

5.4 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:

A. 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

B. 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.

5.5 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.

5.6 The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, 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 on behalf of the Employee to the mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

ARTICLE VI

ASSIGNMENTS AND CONDITIONS OF EMPLOYMENT

6.1 Posting of Vacancies

The Superintendent shall provide the Association a notice of unit positions deemed vacant by the Superintendent. Any vacancies due to the outflow of the initial vacancy will also be posted whenever possible. Except for emergencies, as determined by the Superintendent, the notice will be provided at least five (5) working days prior to filling the vacancy.

A form to be used for posting vacancies will be jointly written by the Superintendent or his Designee and the Association President. The Form will become part of the contract as Appendix B.

6.2 Voluntary Transfer

Any employee may apply in writing for transfer to another position.

Current employees with seniority in a job category shall be given consideration when filling vacancies.

6.3 Changes in Assignments

A. Employees shall be given their tentative assignments by July 1. If the tentative assignment does change, the affected employee will be notified.

B. All transfers will be discussed with staff members prior to any changes. Employee preference will be given consideration, but the decision of the administration is final.

C. Current employees with seniority in a job category shall be given consideration when filling vacancies.

6.4 Seniority

Seniority - Definition:

Seniority is the length of an employee's service starting with the first day on which duties are performed within the employee's respective job category.

By February 1, annually, the Employer shall publish a seniority list for each of the job categories:

* Bus Drivers
* Custodians

* Cooks
* Secretaries
* Nurse/Secretaries
* Lunchroom Assistants
* Bus Assistants
* Program Assistants/Paraprofessionals.

A seniority list of part-time employees for each of the previously listed categories will also be published. The list will be based on the definition of seniority in Section 6.4 of this Article.

Employees shall accrue seniority as listed in the category he/she is currently employed and shall retain any previous accumulated seniority in any other category the employee has worked. However, seniority shall accumulate in only the category on which the employee is presently employed.

When a first-year employee is released and hired back within one year, the employee shall retain accrued seniority in his/her previous classification. Seniority will resume from the recalled date of employment.

Seniority for staff members covered by this agreement will be based solely by category.

1. Seniority is lost upon the following:
   a. Resignation
   b. Dismissal
   c. Retirement

2. Seniority continues to accrue during the following:
   a. Paid leave-of-absence
   b. Temporary disability under IMRF

6.5 Reduction-in-Force

A. Should the District reduce the number of employees in a job category, the least senior employee in that category shall be released first.

B. Should employees have equal seniority as defined above, ties will be broken in this order:

1. Length of total years in district service

2. Years of continuous district service, excluding periods of approved unpaid leaves and established periods of layoffs.

3. Drawing of lots.

C. Recall rights shall prevail for one (1) calendar year from the beginning of the following school term for which the reductions were made. Qualified employees will be recalled in order of seniority for any positions in their specific category that become available. When the employee is recalled, the employee shall retain accrued seniority in his/her previous classification category. Seniority will continue from the recalled date of employment. Failure to respond within twenty (20) days to a notice sent Certified Mail to the last address supplied by the employees will void recall rights. It shall be the responsibility of the employee to inform the Superintendent of any change in home address.

D. When the school board decides to decrease the number of educational support staff employed or to discontinue some particular type of educational support service, the Association will be given sixty (60) calendar days prior notice.

6.6 Conditions of Employment

6.6-1A: Custodian Overtime

When extra work is available, the immediate supervisor shall inform his/her fellow workers of the details and arrange for the duties to be covered. Extra work shall be defined as all work over and above the standard work day and/or work week. Such work shall be assigned on a rotating basis beginning with the most senior and going down the list of those employees assigned to the building in which the work occurs. This work shall include, but not be limited to, work caused by an outside agency using school facilities, sporting events, or internal substitutions.

6.6-1B: When custodians receive a call-in to perform duties related to activities within the District's comprehensive program, they will receive a minimum of two hours pay for work performed during the call-in.

6.6-2 Hiring of Substitutes

If any employee is absent, a substitute will be hired when possible. Unless extenuating circumstances exist, as determined by the superintendent or designee, only one (1) workday/shift will be covered without a substitute being hired. When a substitute is not hired, any employee who covers the absent employees duties will be paid time-and-a-half or receive one and one-half (1 ½) times the hours worked as compensation time, for all hours worked beyond the forty (40) hour work week. If part-time custodians provide this service, they will be paid at their regular rate of pay for all hours worked.

6.6-3 Attendance at Meetings

Employees attending meetings at the request by the District will be reimbursed expenses for travel, registration, lodging, and meals as determined by the superintendent or designee. When these meetings occur during the workday/work year, the individual will suffer no loss in salary. This does not include those meetings and workshops that are necessary for the individual to maintain certification for their job.

6.6-4 Physical Exam Fees

The Board shall pay the cost of a physical exam with a physician contracted by the district to give bus drivers the IDOT physical. If a driver selects another physician, he/she will incur the expense for the physical.

6.6-5 Inclement Weather: Custodian Workday

On days when schools are closed due to inclement weather, employees will not be required to work except to remove snow, maintain the heating system and provide essential services necessary to the operation of the school. Head custodians in conjunction with the building principal will determine the needs of the building and schedule custodians to provide essential services. These days will be counted as regular work days. Should an emergency situation occur at a building site which would alter essential services, the Superintendent or his/her designee will be notified by the building principal.

6.6-6 Bus Driver Extra Trips

A. Sport Trips shall be posted and offered according to driver seniority. The only exception to driver seniority will be if an individual driver has driven for a certain sport for eight (8) or more consecutive years and wants to continue driving for that sport. "That driver will forfeit his/her first round choice and then be picked back up on the second round selection." The trip selection process will then follow the list, top to bottom, until all sports trips have been selected.

The Sports Trips Selection Meeting and Initial Meeting for Drivers for the new school year shall take place the day following Central Registration at a time designated by the Director of Transportation and the Superintendent. Any sports trip that is related to the sport that the driver has selected for the work year (August to August), the driver shall be allowed to drive the sports run for that year.

All other extra trips are to be assigned off the rotating drivers list. Extra trip drivers are to be paid a regular day plus extra driving if AM or PM is missed. If both AM and PM are missed, one-half (½) regular day plus extra driving will be paid.

If a driver is unable to drive any individual sports trip, the trip gets assigned to the rotation list.

The District reserves the right to use the Excursion / Suburban or any other school activity vehicle for any trip without using current bargaining unit bus drivers.

B. School District buses are to be used for school related business and/or operations only. Buses shall be used for district bus routes and extra trips only. They shall not be used for personal business.

C. Buses may be assigned at the beginning of the school year to be parked at the home of the driver after receiving permission from the Superintendent, or designee, and the Transportation Coordinator.

6.6-7 Cafeteria Staff

District cafeteria staff shall be given at least fifteen (15) school days prior notice for any special food preparation for school activities. If a special food order is needed, thirty (30) days notice must be given.

6.6-8 Probation / Just Cause

Any employee in his/her first year of employment will be a probationary employee and not entitled to just cause discipline and dismissal rights. They may be discharged at any time without notice, compensation or assigning any reasons whatsoever.

Upon completion of the probationary period, an employee shall be placed on continual employment status and may be disciplined for cause upon action of the Board of Education. Discipline shall only include the issuance of a formal written warning, suspension without pay, and the dismissal of an employee.

6.6-9 Dispensing Medication

Non-administrative school employees, except the nurse/secretaries, shall not be required to administer medication to students.

ARTICLE VII

WORKDAY AND WORK YEAR

7.1 All full-time employees (see 7.2, as stated below, except bus drivers) shall be entitled to a duty-free lunch period equal to the regular school lunch period, but not less than thirty (30) minutes in each school day.

7.2 Full-time employees shall have workday / work year as contained herein:

The length of an employee work year, workday, and duration of the job will be determined by the specific job and its requirements, for which the person is hired to perform (as determined by the administration).

7.2-1 Workday

A. Custodians (day shift): eight (8) hours, not including a 30-minute unpaid lunch break.

B. Custodians (night shift): eight (8) hours including 30-minute paid lunch break.

C. Secretaries: seven and one-half (7.5) hours not including a one-hour unpaid lunch break.

D. Cooks: seven (7) hours, including 30-minute paid lunch break

E. Assistants/Paraprofessionals: seven and one-half (7.5) hours, including a 30-minute unpaid lunch break. Extra duties before and after school are also to be considered part of the assistant's workday.

F. Bus Drivers who drive complete A.M. and P.M. routes.

G. Nurse/Secretaries: seven and one-half (7.5) hours, not including a one-hour unpaid lunch break.

7.2-2 Work Year

Full-time employees will observe the following minimum length of work year, per category, for this section unless otherwise noted. All other employees are considered part-time employees by the District and not entitled to benefits in this section.

A. Custodians: 260 days (including paid holidays)

B. Secretaries: 10 months (200 days); 11 months (210 days)

C. Cooks: (176 days).

D. Assistants/Paraprofessionals: (180 days)

E. Bus Drivers: all pupil attendance days (176)

F. Nurse/Secretaries: 10 months (200 days)

7.2-3 Overtime

Employees assigned work beyond the regular workday shall receive straight time for each hour worked until the time for each hour worked exceeds forty (40) hours per week. Time over forty (40) hours per week shall be paid at one and one-half (1½) times the employee's regular hourly rate or the employee is given compensatory time. If compensatory time is selected, such time must be taken during the week the overtime is incurred or at a time that is mutually agreed upon.

The work week runs from Sunday through Saturday.

7.2-4 Workday: Part-Time Employees

Part-time employees' hours of work, work week and work year will be established by the administration. Compensation will be as follows:

* Salary--as per job description and according to hourly/entry level salary as listed in Appendix A.

* Sick Leave - See Article VIII, Sick Leave 8.1.D.

* Insurance eligibility: Part-time employees working less than 20 hours a week shall have the opportunity of purchasing insurance subject to carrier approval with no board contribution. The District's current health insurance carrier does not allow participation for employees working less than 20 hours per week.

For part-time employees working at least 20 hours or more a week, their insurance and salary shall be prorated with their fractional employment status.

7.2-5 Bus Driver: Pension Eligibility / Insurance Benefits

The standard of six hundred (600) hours must be met by bus drivers in order to receive IMRF pension benefits and District health insurance benefits.

7.3 Summer Hours

Summer hours will begin the day after the last day of teacher attendance and continue until the day preceding the first day of teacher attendance. Registration day(s) will have special hours as per the Superintendent or designee. Weekly hours in the summer will remain at thirty-six (36) hours for custodians and twenty-eight (28) hours for secretaries. The workdays will remain Monday - Friday each week.

Employees absent on more than two (2) Fridays during summer hours shall be docked for a full day of leave for each additional Friday missed.

7.4 Vacation Leave

Twelve-month full-time custodians who have completed one (1) full year of work will be entitled to ten (10) days of vacation with pay to be taken during the summer.

In the first year of employment, earned vacation will accrue after 90 days of employment. After 90 days, earned vacation will be calculated by dividing 365 by the number of calendar days in the first custodial year (first work day after hire date to and including June 30th). This percentage will then be multiplied by ten (10) to calculate the partial year's earned vacation. Partial days will be rounded up to the next one-half day.

Custodians will be given two (2) additional vacation days during this Agreement. The days to be selected by the custodian will be on days/times when school is not in session. The days shall be arranged with the head custodian and the building principal so the building operations can continue.

Part-time custodians will receive one (1) vacation day to be used in the summer.

7.5 Paid Holidays

Full-time custodians covered by this Agreement are entitled to paid holidays. Paid holidays are those set aside on the calendar when the employees are not required to work but for which they receive work credit and are paid their regular rate of pay. Any holiday that falls on a Saturday shall be observed on the preceding Friday and any holiday that falls on a Sunday shall be observed on the following Monday when school is not in session.

Should any holiday to be observed fall on a Friday during summer hours, the holiday would be observed on the preceding Thursday.

Fifteen (15) holidays will be observed during the agreement.

The fifteen (15) holidays will generally be the following days:

1. Independence Day
2. Labor Day
3. Columbus Day
4. Veterans Day (or one additional vacation day)
5. Thanksgiving Day
6. Thanksgiving Friday
7. Christmas Eve Day
8. Christmas Day
9. New Year's Eve Day
10. New Year's Day
11. Martin Luther King Day
12. Lincoln's Birthday (or Presidents Day)
13. Friday preceding Easter Sunday
14. Monday after Easter Sunday (only applies if school is not in session)
15. Memorial Day

Fifteen (15) holidays will be observed as determined by Board action or waiver.

In the event a holiday should fall during an employee's vacation, the employee shall be granted an extra day of vacation in lieu of the holiday.

In the event that a custodian is required to work on any of the above holidays, the rate shall be time and a half. The board will attempt to avoid scheduling activities on the designated holidays.

For those members of the support staff who receive paid holidays, the employee must meet the following requirements in order to qualify for holiday pay:

A. The employee must work within the payroll period during which the holiday occurs.

B. The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday.

ARTICLE VIII

LEAVES

8.1 Sick Leave

A. Each full-time support staff employee, with the exception of the first-year employee who shall be credited with fourteen (14) days, shall be granted twelve (12) sick leave days per school year. Sick leave shall be interpreted to mean personal illness, pregnancy and related condition, birth and/or adoption of a child for the employee, quarantine at home, or serious illness or death in the immediate family or household. Sick leave used for birth and/or adoption or placement for adoption purposes pursuant to this provision shall not exceed the number of days permitted for the post pregnancy period under section 8.1F of this agreement.

The immediate family for purposes of this article shall include: parents, spouse, brothers, sisters, children, step-children, adopted children, grandchildren, grandparents, parents-in-law, step-parents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-laws, aunts, uncles, nieces, nephews and legal guardians.

Since sick days are entered at the beginning of the school year, they will be prorated and deducted if a full year is not completed.

B. Unused sick leave may accumulate to 260 days.

C. On September 10, or the first regular paycheck in September of each year, the Board shall provide each employee with a record of their total accumulated sick leave to be stated on the check.

D. Part-time employees who meet the "600 Hour Standard" established under the Illinois Municipal Retirement Fund shall be eligible for sick leave benefits of ten (10) days per year at his/her full pay each school year.

Part-time employees who do <u>not</u> meet the "600 Hour Standard" established under the Illinois Municipal Retirement Fund shall be eligible for four (4) sick days per year at his/her full pay each school year.

Should a part-time employee become a full-time employee, accumulated part-time sick days shall be recalculated to equal full-time days.

E. Maternity/Parental Leave: All full-time employees who have been employed by the district for one (1) calendar or school year may apply for maternity/parental leave-of-absence without pay subject to the following:

1. The employee shall advise the Superintendent of the fact of pregnancy no later than the end of the fourth month of pregnancy and indicating the expected date of delivery.

2. Employee shall make written application for the leave with the Superintendent no later than thirty (30) days prior to the date that the leave is to commence if it is foreseeable. If the leave is not foreseeable, the employee is required only to give as much notice as is practical.

3. The leave-of-absence shall be for a fixed period mutually agreed upon by the employee and the Superintendent.

4. Disabilities caused or contributed by pregnancy, childbirth or related medical conditions shall be considered as any other sick leave.

5. Nothing in this provision shall diminish, eliminate, or supersede any rights that an employee may have under the Family and Medical Leave Act ("FMLA") provided that the employee meets the qualifying criteria to be eligible employee covered under the provisions of FMLA. If an employee does exercise the employee's rights under FMLA in relation to the same pregnancy for which maternity/parental leave is sought, the FLMA leave will run concurrent with the maternity/parental leave.

F. Sick leave benefits in relation to pregnancy leave shall be subject to the following:

1. A support staff employee may use sick leave days for any pregnancy-based (maternity/parental-based) disability or illness during either the pre-delivery or post-delivery periods.

2. If a support staff employee has not requested an unpaid maternity/parental leave under Section 8.1E, the employee may use unused sick leave for up to a six (6) week period, or the employee's total number of accumulated unused sick leave days if the employee has less than six (6) weeks of unused sick leave available, during the post-delivery period as paid time off for post-delivery recovery and child care leave. If the employee has used any sick leave days for a pregnancy-based disability or illness during the post-delivery period, these sick leave days will reduce day-for-day the number of sick leave days available for this six (6) week period for post-delivery recovery and child care leave. When an employee exhausts available sick leave or uses the maximum six (6) weeks of sick leave during the post-delivery period as provided herein, the employee thereafter shall be entitled to a total of up to twelve (12) weeks unpaid leave-of-absence for post-delivery recovery and child care leave (as per the Family and Medical Leave Act).

3. No maternity/parental leave requested by support staff employee.

Any employee who has not applied for a maternity/parental leave may continue to use sick leave benefits for maternity/parental-based disability to the extent of an uncomplicated six- (6) week post-pregnancy period. When an employee exhausts available sick leave, the employee thereafter shall be entitled to a total of up to twelve (12) weeks unpaid leave-of-absence due to maternity/parental (as per the Family and Medical Leave Act).

8.2 Bereavement / Funeral Leave

Each full-time (Article VII, Section 7.2) bargaining unit employee shall have available one (1) day per year for the purpose of attending a funeral for other than immediate family. This day will be taken from the employee's sick leave days. Funeral days may not be used in less than one-half day increments. Funeral days cannot be accumulated.

In the event of the death of a spouse, child or legal dependent, the employee shall be entitled to up to five (5) consecutive work days of leave without loss of salary. The employee shall be entitled to two (2) days of leave without loss of salary to attend the funeral for a member of the employee's immediate family as defined by Article VIII, section 8.1A.

The District will follow the Child Bereavement Leave Act. Under this Act, an employee is entitled to take 10 days of bereavement (unpaid) for the death of a child during the 60-day period after the death of a child; these days do not have to be consecutive. An employee shall be entitled to take five (5) work days of leave without loss of salary. Employees can then take 5 unpaid days to fill out the 10 required days given.

8.3 Personal Leave

Each full-time (Article VII, Section 7.2) bargaining unit employee shall be granted three (3) personal leave days per year. Personal days cannot be accumulated. Unused personal leave will be converted to sick leave. The use of personal days is subject to the following conditions:

A. Unused personal days shall be added to accumulated sick leave days and do not accumulate as personal leave from year-to-year.

B. At least forty-eight (48) hours prior, (written) notice must be given to the principal, except in an emergency.

C. Personal leave may not be used in increments of less than one-half day at a time.

D. Personal leave will not be used during the first two (2) weeks and the last two (2) weeks of the school year without prior approval of the Superintendent or designee.

E. No days may be used immediately before or immediately after a holiday unless prior approval is granted by the Superintendent or designee.

F. Except in emergency, no more than two (2) employees per building may be granted personal leave the same day.

G. Explanation for the use of personal leave shall be given only for requests in letters D, E, and F.

After an employee has completed twenty five (25) years of service, the employee shall be granted four (4) personal leave days for each year after completing their 25th year of service to the District.

Since personal days are entered at the beginning of the school year, they will be prorated and deducted if a full year is not completed.

8.4 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.

8.5 Leave-of-Absence Without Pay

Leave-of-absence without pay may be granted to non-probationary status employees who have rendered satisfactory service to the District and who desire to return to employment in a similar capacity at the sole discretion of the Board.

Each approved leave-of-absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of work performance and stability to the District. Leaves-of-absence without pay for not more than one (1) year may be granted to employees according to the following conditions:

A. Written requests for leaves-of-absence without pay should be made at least ninety (90) days before the leave is desired, subject to approval by the Board.

B. Dates of departure and return must be acceptable to the administration and determined prior to initiating the request.

C. When possible, the employee shall inform the Superintendent of his/her intent to return/not return to a similar position not later than February 1.

D. Leaves of less than one (1) month, if acceptable and approved by the Superintendent, will not require Board approval / three months notice.

E. Nothing in this provision shall be interpreted or applied to negate or reduce an employee's entitlement to leave under the Family Medical Leave Act.

8.6 Sick Bank

A. The purpose of the sick bank is to provide income for a full-time non-certified employee who has an illness, which is prolonged, causing him/her to use all his/her accumulated sick leave. The program is:

1. Completely voluntary.

2. Open to full-time non-certified employees as defined in Article VII who have been employed in the district one (1) school year or one (1) calendar year.

3. Any full-time non-certified employee who did not contribute to the sick bank during the previous school year will be required to contribute one (1) day to the sick bank to become eligible to withdraw days from the sick bank. Full-time employees who previously belonged to the sick bank, in order to be eligible to withdraw days will be required to contribute one (1) sick day annually to remain eligible. Staff members must respond within seven (7) working days of the annual call. A confirmation list will be sent by the District Office to the Association President and building Principals for posting in the buildings.

4. Handled in the following manner: each year, with the first September paycheck, eligible employees shall receive a paper asking the following question:

   Do you wish to belong to the Wabash Community Unit School District #348 WCEA non-certified Sick Bank during the school year 20__-20__?

   Example: A first year full-time employee receives fourteen (14) sick days per year and this amount would be reduced by one (1), or thirteen (13) would be added to his/her personal sick leave.

5. Once each semester within ten (10) working days of receipt of a written request from the Association, the Board shall provide an accounting of a sick bank utilization.

B. In order for an employee to be eligible for use of sick bank days, the following conditions would have to be met:

1. All of that individual's accumulated sick leave must be used. The individual requesting the days must be actively participating in the current year's sick bank plan.

2. A written request for use of sick bank days must be approved by a three-person sick bank board. (This board is made up of the Superintendent, one (1) representative from the Association, and one (1) Board member.)

3. An employee can request up to a limit of thirty (30) school days.

4. Full-time non-certified employees who previously belong to the sick bank, in order to be eligible to withdraw days, will be required to contribute one (1) sick day only when the sick bank days reach a level below 300 days. If the sick bank becomes depleted before the start of the next school year, then each participant would be assessed another day from his/her accumulated sick leave.

C. Any member who is receiving benefits from IMRF or is absent for illness or injury due to work-related accident which is compensable under the Illinois Workman's Compensation Act may not avail him/herself of any benefits under the Sick Bank. Employees who are on any Board-approved leaves-of-absence shall be ineligible to withdraw from the Bank.

D. An employee may not use sick leave days acquired from the sick bank for service credit under IMRF or for payment under any provision of this Agreement. An employee shall forfeit all sick leave days acquired from the sick bank on the day before the employee's retirement date.

ARTICLE IX

COMPENSATION AND BENEFITS

9.1 Retirees as Substitutes

Qualified retired employees, if they desire, shall register in the District Office to be considered as substitutes.

9.2 Health Insurance

A. For full-time WCEA employees, except custodians, as defined in Article VII, Section 7.2, starting September 1, 2017, the Board of Education agrees to pay $625 per month during the 2017-2018 school year to apply toward any insurance plan the District carries, $625 per month during the 2018-2019 school year to apply toward any insurance plan the District carries, $625 per month during the 2019-2020 school year to apply toward any insurance plan the District carries. Any increase in the cost of the single premium plan over ten percent (10%) will be shared equally between the employee and the employer for the duration of this contract.

For full-time custodians, the Board of Education agrees to pay 100% of Plan B, which includes the following exception: Any increase in the cost of the single premium over 10% will be shared equally between the employee and the employer for the duration of this contract.

If an employee takes unpaid days not covered by FMLA, the portion of the health insurance that the District would normally pay for these days will be charged to the employee.

B. As provided in the Egyptian Area Schools Employee Medical Benefit Plan document, "Plan participants are entitled to examine without charge, at the Administrator's office, all Plan documents and copies of documents filed by the Plan with the Internal Revenue Service. Participants may also obtain copies of all Plan documents and other information."

Employees have the right to appeal to the Executive Committee of the Egyptian Trust if they disagree with an adverse pre-certification, utilization review or medical necessity determination made by HealthLink after completing the Appeal/Grievance Process described in Appendix A of the aforementioned plan document.

The Egyptian Trust and its Business Associates will provide only "summary health information" to Wabash Community Unit School District #348. Summary health information is information that summarizes the claims history, claims, expenses, or types of claims experienced by the District's employees and

dependents, from which individual names, identifying numbers, addresses, telephone numbers, dates (except year), etc., have been deleted. This summary health information may be provided to Wabash Community Unit School District #348 for the purpose of obtaining premium bids from other carriers, monitoring the costs of maintaining the current arrangement for the District's health insurance plan, or making decisions about terminating participation in the trust or any other arrangement for the District's health insurance plan."

9.3 Other Insurance

A. Disability Insurance

The Board agrees to contribute the quoted amount per month for Disability Insurance for full-time employees, covered by this Agreement, as defined in Article VII, Section 7.2. The amount paid for this benefit will remain within the present limits of the policy during the duration of this Agreement.

B. Term Life

The Board shall pay the monthly cost of an individual term life policy with a minimum of $15,000. Term Life is included with the benefits of the District's Health Insurance.

9.4 Mileage

Personal use of vehicle for district business shall be restricted to mileage assigned by the superintendent or designee. Mileage will be reimbursed at the current rate as approved by the Board of Education.

9.5 Employee salaries shall be paid in accordance with the provisions of Appendix A, which is attached and is part of this Agreement.

9.6 Retirement Bonus

A. Members with at least twenty (20) years of full time service to District #348 are eligible to receive a $3,000 retirement exit bonus payable on September 15th following the retirement year.

To be eligible, the employee must submit to the Superintendent, on or before March 1 of the school year in which the employee intends to retire, a letter of intention to retire at the end of the school year. Upon Board action, the retirement bonus will be included in the employee's salary prior to retirement.

B. If at the time of retirement an employee has unused sick days not used for retirement purposes for service credit under IMRF, the board will pay the employee $10.00 for every such day of unused sick days not used for retirement

purposes. This payment shall be paid to the employee within sixty (60) days following the employee's retirement date. The maximum payment to an employee under this provision shall not exceed $1,000.00.

9.7 Employee Compensation / Pay Schedule

All WCEA employees will be paid over twenty (20) or twenty-four (24) pays per year, with the exception of part-time employees working less than one-half (½) day who will be paid on the tenth of the month following the month worked.

IMRF employees, during their final year of employment, may elect to be paid over nine (9) months by notifying the Unit Office in writing prior to his/her final twelve months.

Salary payment will be made on the 10th and 25th of the month unless those days fall on a Saturday, Sunday or holiday, in which case payment will be made on the previous work day.

9.8 Professional Development

The Board of Education supports the concept of professional growth. Therefore, efforts will be made by the Board to offer course work in conjunction with Wabash Valley College to help assistants meet the requirements of their current job assignments under the *No Child Left Behind Act of 2001*.

9.9 Evaluation of Employees

At the beginning of each school year, each supervisor shall advise the employees of the evaluation procedure. New employees hired during the school year shall also be advised of the evaluation procedure. Employees assigned to more than one building shall be assigned a primary evaluator.

Employees shall be evaluated one (1) time per school year for the first two (2) years of employment. Employees that have completed two (2) or more years of service shall be evaluated one (1) time every other school year. Additional evaluations may be conducted at the discretion of the Supervisor in the non-scheduled year if concerns exist that warrant such evaluation/improvement.

Example:

Employee	Evaluation Years		
○ First Year	2017-2018	2018-2019	2019-2020
○ Second Year	2017-2018	2018-2019	2019-2020
○ Third Year			
½ of staff	2017-18		2019-20
Remaining ½		2018-19	

The supervisor will be responsible for the formal evaluation and can include input from additional personnel in their specific area.

ARTICLE X

DURATION / EFFECT OF AGREEMENT

10.1 Duration

The Agreement shall become effective on July 1, 2017, and shall continue in effect until June 30, 2020. When either party executes written notification to the other party prior to April 1 of the year the contract terminates that it wishes to renegotiate the Agreement, the Board shall meet with the Association no later than June 15 to receive the Association proposal and negotiations shall continue in an effort to reach agreement.

10.2 Individual Contracts

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

10.3 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions set forth in this Agreement may be modified only through the written mutual consent of the parties. It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action which shall violate any of the specific provisions of this Agreement.

10.4 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 for the duration of this Agreement.

10.5 Management Rights

The Board shall not be required to bargain over inherent managerial policy which shall include the following areas of discretion or policy:

A. The functions of the Board
B. The Board's overall budget
C. Selection of new employees
D. Direction of all employees
E. Standards of Services
F. Organizational Structure

10.6 No Strike

During the term of this Agreement the Association agrees not to strike or engage in a support or encourage any refusal to render full and complete services to the school district.

10.7 Supersedes Prior Agreements

This Agreement supersedes and nullifies all previous written agreements between the District and the Association.

ARTICLE XI

ACCEPTANCE OF AGREEMENT

11.1 This Agreement is signed this 21st day of September, 2017.

In Witness Whereof:

For the Association:

President

Secretary

For the Board of Education:

President

Secretary

APPENDIX A

Salary Schedules

PARAPROFESSIONALS

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
PARA PRO First Year Hired 17-18	12,738	9.44	12,993	9.62	13,285	9.84
PARA PRO First Year Hired 18-19			12,738	9.44	13,025	9.65
PARA PRO First Year Hired 19-20					12,738	9.44
PARA PRO	12,993	9.62	13,253	9.82	13,551	10.04
PARA PRO	13,426	9.95	13,695	10.14	14,003	10.37
PARA PRO	13,860	10.27	14,137	10.47	14,455	10.71
PARA PRO	14,293	10.59	14,579	10.80	14,907	11.04
PARA PRO	14,727	10.91	15,021	11.13	15,359	11.38
PARA PRO	15,160	11.23	15,463	11.45	15,811	11.71
PARA PRO	16,027	11.87	16,348	12.11	16,716	12.38
PARA PRO	16,461	12.19	16,790	12.44	17,168	12.72
PARA PRO	16,894	12.51	17,232	12.76	17,620	13.05
PARA PRO	17,328	12.84	17,674	13.09	18,072	13.39
PARA PRO	17,557	13.01	17,908	13.27	18,311	13.56
PARA PRO	18,195	13.48	18,559	13.75	18,976	14.06
PARA PRO	18,628	13.80	19,001	14.07	19,428	14.39
PARA PRO	19,062	14.12	19,443	14.40	19,880	14.73
PARA PRO	19,495	14.44	19,885	14.73	20,333	15.06
PARA PRO LONGEVITY	19,929	14.76	20,327	15.06	20,827	15.43
PARA PRO LONGEVITY	25,338	18.77	25,938	19.21	26,538	19.66
PARA PRO LONGEVITY	27,870	20.64	28,570	21.16	29,270	21.68
PARA PRO LONGEVITY	28,386	21.03	29,086	21.55	29,786	22.06
PARA PRO Special Program	31,862	23.60	32,499	24.07	33,230	24.61
PARA PRO Special Program	35,658	26.41	36,371	26.94	37,190	27.55
PARA PRO	51,221	37.94	52,246	38.70	53,421	39.57

Longevity Increases Per Table Below

On Year Of Service	Annual Increase
21,22,23,24,25	**$500**
26,27,28,29,30	**$600**
31 and up	**$700**

Special Program position and salary dependent upon grant funding. Salary is per grant amount.

Part-time Paraprofessional's salary is based on % of salary

TRANSPORTATION

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
Bus Driver First Year Hired 17-18	10,956	17.79	11,175	18.14	11,427	18.55
Bus Driver First Year Hired 18-19			10,956	17.79	11,203	18.19
Bus Driver First Year Hired 19-20					10,956	17.79
BUS DRIVER	11,175	18.14	11,399	18.50	11,655	18.92
BUS DRIVER	11,511	18.69	11,741	19.06	12,005	19.49
BUS DRIVER	12,152	19.73	12,395	20.12	12,674	20.58
BUS DRIVER	12,395	20.12	12,643	20.52	12,927	20.99
BUS DRIVER Longevity	19,607	31.83	20,107	32.64	20,607	33.45
BUS DRIVER Longevity	19,498	31.65	19,888	32.29	20,388	33.10
BUS DRIVER Longevity	20,283	32.93	20,783	33.74	21,283	34.55
BUS DRIVER Longevity	21,942	35.62	22,442	36.43	23,042	37.41
BUS DRIVER Longevity	23,042	37.41	23,742	38.54	24,442	39.68
Extra Trips	12.78		12.90		13.00	
Half Time Existing Driver	9,866	32.03	10,166	33.01	10,466	33.98
Existing Brownsville Driver for time spent there all day	3,625		3,700		3,700	
Shuttle Runs/ Additional Runs not part of route	12.00		12.10		12.10	

Longevity Increases Per Table Below

On Year Of Service	Annual Increase
21,22,23,24,25	**$500**
26,27,28,29,30	**$600**
31 and up	**$700**

SECRETARIES

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
Secretary First Year Hired in 17 18	13,994	9.33	14,274	9.52	14,595	9.73
Secretary First Year Hired in 18-19			13,994	9.33	14,309	9.54
Secretary First Year Hired in 19-20					13,994	9.33
SECRETARY	14,703	9.80	14,997	10.00	15,334	10.22
SECRETARY	14,935	11.85	15,234	12.09	15,576	12.36
SECRETARY	15,832	10.55	16,149	10.77	16,512	11.01
SECRETARY	16,567	11.04	16,898	11.27	17,278	11.52
SECRETARY Longevity	21,499	14.33	21,999	14.67	22,499	15.00

Secretaries work 200 days per year

Longevity increases per table below:

On Year of Service	Annual Increase
21, 22, 23, 24, 25	$500
26, 27, 28, 29, 30	$600
31 and up	$700

NURSE/SECRETARIES

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
NURSE/SECRETARY First Year 17-18	17,472	11.65	17,821	11.88	18,222	12.15
NURSE/SECRETARY First Year 18-19			17,472	11.65	17,865	11.91
NURSE/SECRETARY First Year 19-20					17,472	11.65
NURSE/SECRETARY	17,821	11.88	18,178	12.12	18,587	12.39
NURSE/SECRETARY	20,557	13.70	20,968	13.98	21,440	14.29
NURSE/SECRETARY	19,767	13.18	20,162	13.44	20,616	13.74

Longevity increases per table below:

On Year of Service	Annual Increase
21, 22, 23, 24, 25	$500
26, 27, 28, 29, 30	$600
31 and up	$700

CUSTODIANS

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
CUSTODIAN First Year Hired 17-18	21,315	10.25	21,741	10.45	22,230	10.69
CUSTODIAN First Year Hired 18-19			21,315	10.25	21,795	10.48
CUSTODIAN First Year Hired 19-20					21,315	10.25
CUSTODIAN	23,642	11.37	24,114	11.59	24,657	11.85
CUSTODIAN	27,650	13.29	28,203	13.56	28,838	13.86
CUSTODIAN Longevity	31,123	14.96	31,623	15.20	32,123	15.44
CUSTODIAN	42,586	20.47	43,438	20.88	44,415	21.35
CUSTODIAN Longevity	42,251	20.31	42,751	20.55	43,351	20.84
CUSTODIAN Longevity	42,251	20.31	42,851	20.60	43,451	20.89
CUSTODIAN Longevity	42,351	20.36	43,051	20.70	43,751	21.03
CUSTODIAN Longevity	48,868	23.49	49,368	23.73	49,868	23.98
CUSTODIAN Longevity	49,068	23.59				
Head Day/Night Custodian Stipend	600		700		700	
Part-Time (Hourly)	14.03		14.13		14.23	

New Head Custodian Stipend: $2,500

Longevity increases per table below:

On Year of Service	Annual Increase
21, 22, 23, 24, 25	$500
26, 27, 28, 29, 30	$600
31 and up	$700

COOKS/LUNCHROOM

Schedule reads left to right

POSITION	2017-18 2%	2017-18 Hourly Wage	2018-19 2%	2018-19 Hourly Wage	2019-20 2.25%	2019-20 Hourly Wage
Cook First Year Hired 17-18	10,798	8.76	11,014	8.94	11,262	9.14
Cook First Year Hired 18-19			10,798	8.76	11,041	8.96
Cook First Year Hired 19-20					10,798	8.76
Cook	11,344	9.21	11,571	9.39	11,832	9.60
Cook	12,217	9.92	12,461	10.11	12,741	10.34
Cook	12,609	10.23	12,861	10.44	13,151	10.67
Cook	13,476	10.94	13,746	11.16	14,055	11.41
Cook Longevity	16,483	13.38	16,813	13.65	17,313	14.05
Head Cook Longevity	20,478	16.62	20,978	17.03	21,478	17.43
Head Cook Longevity	23,300	18.91	23,900	19.40	24,500	19.89
Head Cook Stipend	600		700		700	
Part-time (Hourly)	14.03		14.13		14.23	

Longevity increases per table below:

On Year of Service	Annual Increase
21, 22, 23, 24, 25	$500
26, 27, 28, 29, 30	$600
31 and up	$700

APPENDIX B
Sample Posting

Date of Posting **PLEASE POST**

VACANCY

Effective Date - July 1, 1998 ***(Example)***

JOB POSITION AND BUILDING SITE

(must be filled in)
Example - SECRETARY AT MT. CARMEL HIGH SCHOOL

Wabash Community Unit School District #348 is seeking qualified candidates to fill the above-named position on the Mt. Carmel High School staff. ***(Example)***

DEADLINE FOR APPLICATION: *(Date here)* If posting date is June 9, the deadline should be June 16. ***(Example)***

HOW TO APPLY: Candidates should apply in writing to: *(Fill in where the application should initially be sent - District Office, building principal or coordinator at a specific building site with complete address)* Mt. Carmel High School, 201 Pear Street, Mt. Carmel, IL 62863. ***(Example)***

POSITION DESCRIPTION: General job description here. For example, if the job is for a secretary: Maintains efficient office procedures and practices designed to offer greatest support to the school and its staff. Performs all secretarial functions required of the office. ***(Example)***

QUALIFICATIONS: (more detailed criteria here) ***(Examples):***

- Minimum high school diploma, business college or college desirable
- Minimum typing speed of 65 words per minute
- Above average ability in spelling, composition and math skills
- Experience with computers and/or training required.

SALARY AND FRINGE BENEFITS: In accordance with the WCEA contract. ***(Example)***