

**Jacksonville School District 117**  
**Agreement**  
**Between The**  
**Jacksonville Support Staff**  
**Association-IEA/NEA**  
**and**  
**Jacksonville Board of**  
**Education**  
**2023-2026**

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## ARTICLE I – Recognition

### 1.1 Recognition

School District #117 Board of Education (hereinafter referred to as the "Board" or "District") of Jacksonville, Illinois, recognizes the Jacksonville Support Staff Association an affiliate of the Illinois Education Association and the National Education Association (hereinafter referred to as the "Association" or "JSSA"), as the exclusive and sole bargaining agent to negotiate wages, hours, terms and conditions of employment with Jacksonville School District #117.

Membership includes all full-time and part-time assistants, including Teaching Assistants/Teaching Aides, Paraprofessionals, Media Specialists, LPN Assistants, Reading Aides, Title I funded Reading Aides, Language Aides, 1:1 or 2:1 Assistants/Aides, (which shall be collectively known as "paraprofessionals") Parent Educators, secretarial bargaining unit members, (which shall, all of them, be collectively known as the "bargaining unit members" or "employees," and individually known as a "bargaining unit member" or an "employee") and any new positions created within -defined job class categories excluding all supervisory, confidential, managerial, and temporary or short-term bargaining unit members as defined by the Illinois Educational Labor Relations Act.

## ARTICLE II – Association and Employee Rights

### 2.1 Association Dues

The Board shall deduct from the pay of each member of the Association the dues owed.

- A. A member may authorize dues deductions by having presented an authorization to the Board on or before September 1, or the first of any month thereafter. The amount specified by the Association will be pro-rated and deducted from the employee's paycheck starting in the month in which authorization begins and ending in June.
- B. Such authorization shall not be revocable for period, which is lesser of one (1) year or the remainder of the term of the Agreement. If a member resigns from the employment of the Board prior to termination of the effective period of the current authorization or revokes membership, with written documentation to an association co-president, the Board shall deduct the dues for the month in which the resignation takes place from the employee's last check.
- C. All dues deducted by the Board shall be remitted to the treasurer of the Association no later than ten (10) days after such deductions are made.
- 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:
  - a. The Employer gives prompt notice of such action in writing to the Association and permits the Association to intervene 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.The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and reasonable costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

### 2.2 District Mail, Bulletin Board and Facilities

#### A. Internal Communication

The Board shall provide bulletin boards within staff lunch or workroom in each building, which may be used by the Association for posting of official business notices.

#### Access to Bargaining unit members via District Email

As the exclusive representative, the Association shall have access and permission to use the District's email server for communication purposes. The use of district mail and email services by the Association members shall be done before or after normal work hours for the instructional support personnel. It is understood by the Association and its members that there is no expectation of privacy in such communications.

## B. School Facilities

The Association and its representatives will be able to use school facilities for meetings, provided the proper administrator has been contacted and the Association agrees to pay reasonable costs in the event there are any special costs to the District. All Association meetings shall be held outside the employee workday. Permission for facility use shall not be unreasonably denied.

## C. Information Sharing

The JSSA Co-Presidents shall be provided the Board of Education agenda, agenda summary, and financial statements. These documents will be available on the District's website at least forty-eight (48) hours prior to meetings, along with a copy of all personnel action items will be available to the Association's representative and on the District website within forty-eight (48) hours of adjournment of each meeting. Any presentational documents provided at the Board meeting will be provided upon request.



## ARTICLE III – Management Rights

### 3.1 Management Rights

Except as may be expressly limited by law or by the plain language of this Agreement, the Parties agree the Board retains all of its powers, discretion and authority to manage, hire, promote, and direct the work of the members of this bargaining unit, including adoption and implementation of policies, rules, regulations for reasonable work rules, assignment of work duties and work locations, transfers, training, standards of service and discipline.

## Article IV – Working Conditions

### 4.1 Newly Hired Employee

#### 4.1.1 Probationary Period

A member, who has not been previously employed by the District or who has had a break in service as an employee of the District and is rehired or transferred to a new position within the district, shall have a probationary period for the first one hundred seventy-four (174) working days the member works. The member's supervisor shall meet with the member not before the 30<sup>th</sup> working day and not later than the 100<sup>th</sup> working day to provide the member with a written preliminary assessment of the member's probationary performance to date and shall specify areas of performance concerns, if any. During this probationary period the employee may be discharged at any time without prior notice for any reason or no reason. A discharge of a member during his/her probationary period shall not be subject to the grievance and arbitration provisions in this Agreement.

#### 4.1.2 Employee Handbook

All new employees shall be issued an employee checklist and verification form that includes information or locations of information, but is not limited to, job descriptions for all categories of bargaining unit members, work rules, hours of the workday, insurance and district handbook. A committee composed of administrators and association members will meet monthly during the first year of this contract to draft the handbook. The committee shall review and update the handbook annually before the beginning of each school year with all associations.

#### 4.1.3 All New Employees

Newly hired employees will attend an orientation training either at the beginning of the school year or at the beginning of the second semester, based upon member hire date. The orientation will include, but is not limited to, district policies and procedures, job duties, applicable personnel handbook provisions and any other job specific training that may be necessary. Members will be paid their hourly rate to attend the orientation and it may take place outside of the contracted days for each position.

#### 4.1.4 Secretary Orientation Training

During their first ten (10) business days on the job, new secretary hires shall be given initial orientation to District policies and procedures, job duties, applicable personnel handbook provisions, and financial procedures for handling funds that a secretary is required to collect as a part of the secretary's job duties.

### 4.2 Discipline Procedures

#### 4.2.1 Standard

No employee shall be disciplined without just cause. Disciplinary action will be progressive, except for gross misconduct, which the Superintendent or official designee may elect to proceed to the level of discipline, as shown below, the Superintendent or

official designee believes is appropriate given the circumstances of a specific case, including going directly to recommendation to the Board for dismissal.

#### 4.2.2 Procedure

Prior to any recommendation of discipline, an investigation shall be completed which may include a meeting with the employee to investigate his or her statement, and which shall be followed by a pre-disciplinary meeting. At least forty-eight (48) hours prior to the pre-disciplinary meeting, a written notice shall be delivered to the employee. The notice shall state the specific grounds forming the basis for disciplinary action, be accompanied by evidence not protected from disclosure by law, facts, or order supporting the basis, and the meeting shall afford the employee an opportunity to respond to those allegations.

A disciplinary meeting after the investigation is complete shall be conducted wherein the employee shall be informed of the outcome of the investigation. The District shall provide the employee with twenty-four (24) hours' notice prior to the disciplinary meeting, which may be waived by the employee. Misconduct by an employee that does not constitute gross misconduct, shall include such conduct as being late for work, insubordination, or use of profanity or poor job performance shall be addressed on a progressive basis according to the schedule below. Gross misconduct shall include such conduct as violating safety standards that threaten the safety of children, child abuse or neglect, discriminatory language, theft, fraud, or felony convictions.

Discipline for misconduct which does not constitute gross misconduct shall generally be progressive, and may include any or all of the following:

- Verbal warning in writing (date, infraction)
- Written Warning
- One to five (1-5) day suspension without pay
- Discharge

During any investigation, if necessary, an employee may be suspended with pay, fringe benefits and all other benefits provided by the contract, pending determination of any disciplinary action.

In the event an employee must be present at a meeting that could lead to any type of discipline, loss of pay, change of employment status, or dismissal, the employee, upon request, may have an Association representative of their choosing present.

Any instance not previously recorded in the employee's personnel file prior to the notification of the disciplinary action shall not be used by the Board as a basis for its action.

#### 4.2.3 Review of Disciplinary File

After two years from the date of a Verbal Warning, if there have been no further disciplinary actions an employee may request the Director of Human Resources to remove the warning.

After three years from the date of a Written Warning, if there have been no further disciplinary actions an employee may request the Director of Human Resources to remove the warning.

#### 4.3 Substitutes

4.3.1 A substitute is an employee who performs the duties and/or responsibilities of an absent paraprofessional whether it is for 30 minutes, a full day, or any increment in between.

4.3.2 Employees who perform their own duties, along with those of an absent paraprofessional shall be assigned this extra duty at the discretion of the principal with teacher input. Every effort will be made for this assignment to be equitable basing the decision on which employee available has the most experience, best rapport with the student, possesses the required training, including consideration of the least impact on the educational program.

4.3.3 Employees who are required to assume duties of an absent paraprofessional or secretary along with their own shall receive a pay differential of \$4.00/hour (see Appendix E.2).

##### 4.3.4 Paraprofessionals as Substitutes

Every attempt will be made to find a teacher substitute or hire licensed substitutes who are not regular District employees to replace absent classroom teachers; however, only in emergency situations and when not possible to obtain a substitute, paraprofessionals who have either a substitute license or short-term substitute license may be asked to substitute for a fraction of a class period, an entire school day, or any fraction in between when requested by the Principal or his/her designee.

Qualified paraprofessionals who substitute during the regular school day shall complete the form (Appendix E1) and receive additional compensation at the following rates:

Paraprofessionals shall be paid in accordance with the Daily Substitute Teacher rate of pay under applicable Board policy or at the Employee's daily rate of pay, whichever is higher. If the Employee's daily rate of pay is higher than the Daily Substitute Teacher rate, an additional \$50.00 will be added for that day. The Supervisor shall be responsible for verifying on the form (Appendix E), the date, and hours of substitution. Any Employee who serves as an internal teacher substitute shall not be expected to make-up his/her normally assigned duties. Administration will make every effort to secure a substitute for the paraprofessional that is serving as the substitute teacher for the day.

##### 4.3.5 Parent Educator as Substitute Teachers

A Parent Educator who is directed to serve as a substitute teacher in the Early Childhood Program will be paid in accordance with the Daily Substitute Teacher rate of pay under applicable Board policy or at the Employee's daily rate of pay, whichever is higher. If the Employee's daily rate of pay is higher than the Daily Substitute Teacher rate, an additional \$50.00 will be added for that day. The Supervisor shall be responsible for verifying on the form (Appendix E), the date, and hours of substitution. Any Employee

who serves as an internal teacher substitute shall not be expected to make-up his/her normally assigned duties. Administration will make every effort to secure a substitute for the paraprofessional that is serving as the substitute teacher for the day.

#### 4.3.6 Trainer/Mentor

Any bargaining unit member who is requested by District administration and agrees to be a trainer. The administration will be responsible for reporting who are mentors to Central Office to receive credit for mentoring. Mentor for all new hires and any member changing positions or assignments shall be compensated at a rate of a \$250 stipend per trainee per semester.

Changing positions or assignments would include the following situations:

- Secretary to paraprofessional
- Paraprofessional to Secretary
- Any other situation the district deems appropriate

Such stipend shall be pro-rated if the trainee or mentor works less than the entirety of the contract year.

#### 4.4 Short Term/Temporary Positions

A short-term position shall include an additional job created for the purpose of completing a special District project, or because of a government/private grant awarded to the District that is completed within a school year and does not continue from school year to school year. Short term positions shall be filled and paid at the Board's discretion, not to exceed a rate higher than that of a regular employee at the bottom of the wage scale dependent on experience and qualifications.

A temporary position shall occur when a vacancy is created because a bargaining unit member is absent due to illness, work-related injury, maternity or other Board approved leave. A temporary absence of six (6) months or less for a 12-month position or ninety (90) school days for all other positions shall be filled and paid at the Board's discretion, not to exceed a rate higher than that of a regular employee at the bottom of the wage scale dependent on experience and qualifications.

The Superintendent, or his/her designee, shall notify a JSSA Co-President in writing when short term or temporary employees are hired to fill positions as stated above.

Short-term and temporary employees are not part of this bargaining unit or subject to its terms or conditions. The Association's right to grieve a short term or temporary position is expressly limited to challenging whether or not a particular position meets the above definition of a short-term position or temporary position.

#### 4.5 Additional Work Assignments/Summer School

If a student's IEP requires that a student attend extended school year during the summer period and the student has a one-on-one aide specially assigned to that student, the assigned aide shall be given first opportunity to provide services for that student. Should the assigned one-on-one aide decline to work the extended school year, the position shall be posted and hired according

to the applicant who has the most experience, best rapport with the student, possesses the required training, including consideration of the least impact on the educational program.

All other summer school instructional support personnel positions shall be posted according to normal District practice. These summer school positions shall be filled with bargaining unit members who are qualified to hold the positions first.

#### 4.6 Job Openings/Vacations/Transfers/Assignments

##### 4.6.1 Definitions

For the purpose of this Article, a vacancy shall be defined as a permanent position in the bargaining unit which has been newly created, or which has previously existed and has been vacated due to transfer, reassignment, resignation, retirement, death or termination. "Permanent position" means a position in work category which is expected to exist from school year to school year unless the Board reduces or eliminates the position as part of a reduction in force or decides not to fill the position.

The term "vacancy" shall not apply to any temporary position or a substitute position for an employee who has been granted a leave of absence.

##### 4.6.2 Vacancy Posting

All vacancies as defined in 4.6.1, above, shall be posted internally and an email sent to an Association co-president within three (3) working days of the vacancy occurring. The internal posting shall be for a minimum of three (3) calendar days. Nothing in this Article prohibits the Board or Administration from filling a vacancy on a temporary basis.

Any employee may apply for a vacant position in the District. All participants' applications shall be in writing and submitted to Frontline Education (formerly AppliTrack Recruit). In filling such vacancies first consideration shall be given to all qualified employees within the bargaining unit except as stated in the following sections of this Article. No further restrictions shall be placed on the Administration in filling such vacancies.

If the Board of Administration involuntarily transfers a member to another position, except for an emergency reason or temporary assignment, the District shall provide a written rationale for the transfer to the Association, within three (3) days before the transfer, and given an opportunity to meet and confer before the involuntary transfer is implemented.

##### 4.6.3 Notice of Assignment

Notification of assignment or change of assignment must be in writing one (1) week before the first day of classes. If one weeks' notice cannot be given due to an emergency situation, notification must be given to the employee within 24 hours after the decision is made. Such notice shall include location(s), work schedule, name of supervisor(s), job description, and listing of probable clients (where applicable).

If a change of assignment is to take place, the employer must meet with the employee prior to any written notification to discuss the need for such a change and, if appropriate, allow the employee to offer alternative suggestions.

With the Board's intent to do so as soon as possible, but not later than the first two weeks of the school year or assigned position, the employee will be oriented with case managers or designee and documentation (IEP at a Glance, BIPs) regarding assigned student(s).

#### 4.7 Working Days/Hours/Breaks

##### 4.7.1 Regular Workday

Paraprofessional employees working regular school calendar days shall work according to the school calendar adopted by the Board of Education plus both of the two teacher institute days at the beginning of the school year as designated by the Superintendent and all School Improvement Days (SIP) as full workdays.

The workday for full-time paraprofessional employees shall be seven (7) hours thirty (30) minutes per day, excluding a thirty-minute unpaid, duty-free lunch period established and coordinated with direct supervisor.

The workday for full-time secretaries shall be eight (8) hours in length, exclusive of 30-minute lunch that shall be established and coordinated with direct supervisor, unless these workday hours are reduced through a Board of Education reduction in force.

Part-time members shall be paid only for days and hours actually worked.

The beginning and ending times for the workday and duty-free lunch shall be established by the principal/supervisor.

Employees shall record the time they work each day on a time clock provided by the Board in the buildings in which the employee is regularly assigned, at the beginning of each day and at the end of each day.

##### 4.7.2 Parent Educators Working in Preschool-for-All Regular Workday

Parent Educators working in the Preschool-for- All and expansion grant program shall work the same school days during a school year as licensed teachers in the District. The Parent Educators working in the Prevention Initiative grant program shall work two hundred ten (210) days, Parent Educators who are split between the prevention initiative and preschool grants will work for 210 days, of which 180 days will be worked full-time, and thirty (30) additional days are at part time (twenty (20) hours per week), half of which will typically be scheduled before the first student attendance day and half of which will typically be scheduled after the last student attendance day. The 210 days of work will consist of two weeks off in June and two weeks off in July. The allocation of these days may be adjusted by the Superintendent as needed. Schedules for extended contract (forty (40) days) shall be prior submitted to and approved by the building administrator supervising the Parent Educator.

Parent Educators shall work eight (8) hours per day, with a 30-minute duty free lunch, that is coordinated and established with their direct supervisor.

Parent Educators understand the importance of attending the Early Years Program parent and family night and weekend meetings during a school year. The Early Years Program includes Parent Educators working in both grant programs. Parent educators will be required to work no more than three (3) nights per school year, not including parent-teacher conferences.

4.7.3 Part-Time Positions

Nothing in this Article shall be read to prohibit the Board from establishing positions of less than seven and one-half (7.5) hours per day to meet student needs. To the extent reasonably feasible, two or more part-time positions in the same building shall be combined into a single full-time position.

4.7.4 Extended Day

Some paraprofessionals may be required to work an extended eight (8) hour workday at the discretion of the building administrator according to the needs of the students and/or District. Some paraprofessionals may be offered an extended eight (8) hour workday at the discretion of the building administrator according to the needs of the students and/or District.

4.7.5 Early Dismissal

Employees shall be in attendance for their regularly scheduled workday on early student dismissal days and on days that students who are specially assigned to an employee do not attend school.

4.7.6 Lunch Period

Employees who work five (5) or more consecutive hours in a day are entitled to a thirty (30) minute duty-free lunch period. Lunch breaks for secretaries will be scheduled after consultation between the secretary and his or her immediate supervisor.

4.7.7 Bus Trips

Employees who are specially assigned as one-on-one aides to a student who requires the employee to ride with the student on the school bus for pickup and delivery shall be paid actual time worked (at the appropriate overtime rate) for work that exceeds 40 hours per week.

4.7.8 Flex Time (Exclusively Available to Parent Educators)

Upon prior approval by the Superintendent, or his/her designee, individual Parent Educators may flex their work schedules, if necessary, to fulfill their job duties so that a Parent Educator works forty (40) hours during the course of a particular week (i.e., Sunday through Saturday). For Parent Educators only, due to the nature of their work, flex time may be used in increments as it is earned or with prior approval. The Parent Educator shall notify his or her supervisor of his or her daily schedule.



Flex time means any time that has been preapproved by the superintendent or his/her designee that falls outside of the required work hours of parent educators.

1. Flex time shall be taken during the 180 or 220 contractual days.
2. Flex time may be taken during weeks that contain, but are not limited to, district snow days, district scheduled days off, sick and personal days.
3. If flex time is taken during weeks that parent educators has had a sick or personal day their time will be combined with their approved flex hours to allow the employee maximum time to be spent working with their students and their caseload families.

#### 4.7.9 Alternate Emergency Day Calendar

In the event that the school calendar results in emergency days not being used by the district and the district is not in attendance on those days. Parent Educators and secretaries will be required to work during those days at the end of the school year to meet the contracted days worked. (For example, the last four Fridays in May – excluding Casimir Pulaski Day).

#### 4.8 No Subcontracting

For the term of this Agreement only, the Board has the right to hire professionals and/or specialists to perform duties for which members of this Bargaining Unit are not legally qualified to perform or who are employed for a temporary period. The Board shall not otherwise subcontract out work normally performed by Bargaining Unit Members during the term of this Agreement. However, nothing herein shall be construed as continuing this prohibition against subcontracting after the expiration date of this Agreement, unless the Board and Association mutually agree to the extension of this provision in a successor agreement.

#### 4.9 District-Sponsored Staff Development/Training

Bargaining unit members will participate in staff development and training as authorized by the Superintendent, or designee, in writing to meet the operational needs of the District. This shall include conferences and continuing education relevant to the position. Professional Development and Conference request forms shall be filled out and submitted to the immediate supervisor. If the staff development and training is required or requested by an administrator and occurs outside the member's regular work hours, the member shall be paid at their applicable hourly rate for the time in excess of their regular work hours. If training or staff development extends beyond regular work hours and those additional hours exceed forty (40) hours of work in a work week, the member shall be paid overtime at their rate provided in this Agreement for overtime pay. Any fees or reasonable out-of-District travel expenses, including travel time, incurred by a bargaining unit member to attend required or requested staff development and training shall be paid by the District. Mileage expenses shall be reimbursed at the applicable Internal Revenue Service (IRS) mileage rate. Documentation of attendance shall be provided to the District if requested. Attendance at any staff development, training, or conferences requested by the employee along with any or all related fees and/or expenses shall be line-item approved by the immediate supervisor. Denials of requests shall include a written reason.

If approved, employees who are unable to attend a training that is related to their position shall be given the opportunity to view a filmed version of the training or shall be offered a webinar version, if possible.

An Advisory Committee of three (3) representatives appointed by the Association and three (3) representatives of the Administration shall meet within sixty (60) days of the commencement of the school year to discuss staff development and training for instructional support personnel. The Superintendent, or designee shall then decide what staff development and training for instructional support personnel meets the needs of the District.

#### 4.10 Job Descriptions

The Superintendent shall cause to be prepared job descriptions for the instructional support personnel and parent educator positions that exist in the bargaining unit within twenty (20) school days after execution of this Agreement by both parties and deliver each job description to the Association Co-presidents for comment by the Association. The Association shall return its comments to the Superintendent within fifteen (15) calendar days. The Superintendent shall consider the Association's comments and make any modifications the Superintendent deems appropriate. The Superintendent shall within fifteen (15) calendar days after receipt of the Association's comments about the job descriptions submit the job descriptions to the Board of Education for its approval at the next regularly scheduled meeting. Any changes to the instructional support personnel and parent educator job descriptions adopted by the Board or the development of new job descriptions shall be initially developed by the Superintendent and delivered to the Association for fifteen (15) calendar day's comment. Then the Superintendent shall within fifteen (15) calendar days of receipt of the Association's comments make any modifications to the job descriptions the Superintendent deems appropriate. The Superintendent will submit the job descriptions to the Board of Education for approval.

#### 4.11 Employee/Personnel Records

Each employee shall have the right to review the contents of said employee's personnel file, with the exception of those documents exempted from review in the Illinois Personnel Record Review Act, 820 ILCS 40/0.01 et.al, and to attach and place therein written reactions to the contents. The employee may review his/her file upon forty-eight (48) hour written advance notice submitted to the Superintendent or his/her designee. The employee shall affix his/her signature and date on the actual copy filed. The signature does not indicate agreement with the contents of the material. The employee may not remove any material from said file and must review the contents of his/her file in the presence of the Superintendent or designee.

An employee may request a copy of his/her personnel file except for the material as stated above. If an employee requests in writing a copy of his/her file, the Board shall have within seven (7) days to meet such request. For each page of material copied, the Board shall charge the standard fee for copying unless the employee requests a scanned copy which shall be provided at no charge. In this case, the employee may provide a flash drive to Human Relations and request that the scanned documents be saved on that device.

Any employee may attach a written response to any material contained in his/her file.

No documented information placed in a personnel file may be used as part of an evaluation unless the employee has been notified first.

#### 4.12 Conflict Resolution

A member or an Administrator may request a meeting for the purpose of resolving disputes or misunderstandings concerning proper working relationships and job performance. The request for such meeting shall be directed to the appropriate building administrator who shall convene as soon as practicable a dispute resolution conference with the necessary persons as the administrator deems appropriate. A conflict resolution conference involving the same persons shall be scheduled as necessary, but shall not include agreed follow up after the initial conflict resolution meeting. A member shall not be retaliated against for making such a request for a conflict resolution meeting, but the member may be disciplined if the member's conduct violates reasonable work rules of the District.

#### 4.13 IEP Process Implementation

The Director of Student Services and Special Education, or his/her designee, shall from time to time as needed, convene a meeting with members who directly participate in the implementation of a student's IEP including other necessary personnel in the Director's discretion to inform the member of what services that member shall provide to their student along with their student's goals and objectives, under the IEP. The member may contact the Director of Special Services directly, without fear of retaliation, to report instances of a failure in the provision of special education services to the student for which the member is specially assigned. Nothing herein, however, shall be construed as excusing or protecting poor performance in the member's service to their student.

#### 4.14 Parent Educator Resource Account

The Board shall provide a cell phone reimbursement of up to \$50/mo for each Parent Educator for exclusive use of job duties, emergencies and for safety purposes with submission of documentation. Reimbursement shall be paid in arrears as reimbursement and shall not begin until after both a) the parent educator works one month, and b) the parent educator begins performing home visits. Parent educators will receive district Wi-Fi access on members' cell phone.

#### 4.15 Labor/Management Committee

A Labor/Management Committee shall be established. The Union shall select up to four [4] representatives exclusive of the Association's authorized representative (UniServ Director). The Superintendent shall select up to three (3) representatives. The purpose of the Committee is to meet and confer monthly to discuss topics of mutual interest. A monthly meeting can be cancelled by mutual agreement. Nothing said by any person during a committee meeting may be used adversely against that person or the parties in any other context or proceeding. These meetings shall not constitute collective bargaining sessions. It is in the interest of all parties to provide constructive dialogue to resolve issues in a cooperative effort. Nothing prohibits the attendance of an additional person if both sides agree.

#### 4.16 Employee Safety

Employees shall be provided with swipe cards, where available, for access to their assigned building. Walkie-talkie sets shall be available to check out from the building office when students are outside the building for use in case of emergency.

The District will work with the Association in committee to develop a safety plan.

When parent educators are required to perform home visits, if the situation is unsafe or the employee feels unsafe, they will report the situation to the supervisor who shall complete the following visit to assess the situation. If the supervisor also feels it is unsafe, a meeting shall be held between the PE, principal, and other individuals as needed to develop a plan before future services are provided.

#### 4.17 Employee Safety with Students

Members who believe that an unsafe working environment exists or who are directed to lift/transfer students in an unsafe manner have the right to bring such conditions to their immediate supervisor's attention without fear of retaliation. If the member's immediate supervisor does not address the condition to the member's satisfaction, the member has the right to promptly inform the Superintendent or his/her designee about the condition and the member's belief about the situation. The Administration shall use reasonable efforts to maintain a safe work environment and implement reasonable work practices to reduce the risk of work-related injuries.

In the event a member is a victim of a student assault and/or battery while on the job, the member shall not suffer loss of pay or benefits for lost time related to court appearances should the member, individually, file criminal charges against the person who committed the assault and/or battery.

#### 4.18 Secretarial Special Conditions

##### 4.18.1 Changes in Working Conditions

Prior to implementing a change in work schedule or assignment of new duties, the immediate supervisor shall discuss the changes with the secretary involved.

##### 4.18.2 Travel Reimbursements

A bargaining unit member who is required by the secretary's principal / supervisor to use his/her own personal vehicle for school business shall be reimbursed for his/her mileage based upon the IRS applicable mileage rate.

##### 4.18.3 Employee Supervision and Responsibility for the Building

The building principal shall inform the secretary who reports to him/her who that secretary shall contact in his/her absence from the building.

No bargaining unit member shall be held accountable or made responsible for the administration or supervision of a school building in the absence of the administrator in charge of that building. No bargaining unit member shall administer discipline to students. However, bargaining unit members may, as a part of their duties, be responsible to attend to students who are sent to the office for disciplinary, illness or

other reasons until an administrator, certified employee or parent can arrive to take charge of the student.

At least annually, the bargaining unit member's supervising administrator shall review with the employee the relevant safety plans and procedures for the school building in which that employee is primarily assigned.

#### 4.18.4 Secretarial Summer Work Schedules

Secretaries may choose an alternate summer work schedule as described below by working a flexible 40 hour week during the identified period.

- The 40 hour work week is flexed by working one (1) hour longer each day of the week, Monday through Thursday, and leaving after four (4) hours of work on Friday, but not before noon;
- Only full five (5) day work weeks are eligible to be flexed. The week of the Fourth of July holiday is excluded because it is not a regular five (5) day work week;
- The alternate work schedule period is defined as the time beginning on Monday of the first regular five (5) day work week after the academic school year ends for students and ending on the last Friday in July prior to the new school year beginning;
- The alternate schedule must be sustained throughout the entire period of the summer work schedule. Exceptions or modifications are not allowed; however, nothing herein prevents staff from using accrued benefit time (i.e., personal time, sick time, and vacation time, if applicable) to meet this standard and the 40 hour work week requirement;
- The required lunch period is taken consistent with section 6.3 of this article; and
- Written notice of intent to opt for an alternate summer work schedule is submitted to the direct administrative supervisor no later than May 1 of each year to be exercised.

#### 4.19 Secretarial Holidays

Twelve (12) month secretaries shall be entitled to the following paid holidays if school is not in session:

- New Year's Day
- Martin Luther King Day
- Presidents' Day (or Abraham Lincoln's Birthday as the Board determines)
- Memorial Day
- Juneteenth
- Independence Day (July 4th)
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day

Secretaries who work less than twelve (12) months shall be entitled to paid holidays for holidays which occur after their first day of work for the school year and before their last day of work for the school year. It shall be exclusively within the Board's discretion which days are school days, and on which days the holidays are exercised. In the event a waiver is approved as provided by law and school is in session for student attendance on any of the above holidays, the secretary shall work that holiday and shall take another day for the holiday on a date mutually agreed with the secretary's immediate supervisor.

#### 4.20 Secretaries Extra Work Assignments

Those secretaries who may be required to work the October and February Parent/Teacher Conference nights and Registration shall receive a dinner break, and flex time for hours worked or receive 1.5 times pay for all hours worked over the regular 40-hour work week.

Secretaries may be offered to work the following events. If secretaries accept the extra work assignment at the following events will receive 1.5 times pay for hours worked over the regular 40-hour work week for the following events:

- Meet the Teacher Night
- 5th Grade Recognition Night
- Family Fun Night
- 8th Grade Promotion
- High School Graduation
- Others as may be required

#### 4.21 Administration of Medication

Secretaries shall not be required to administer medication to students. However, secretaries may volunteer annually to administer or assist students in self-administration of medication provided any secretary who volunteers shall have completed training in the correct procedure to be used in the administration of prescription and non-prescription over-the-counter medications. The District training shall be conducted by a physician, licensed pharmacist or licensed school nurse. A secretary who volunteered to administer medications (prescription and over-the-counter) shall do so as directed by written orders from the student's physician and shall record each administration of medication on the student's medication record. A secretary who has successfully completed the training for administration of medication and who volunteers to administer medication to students in any year shall be paid a stipend of \$750.00 (pro-rated for part-year service) for the fiscal year. Nothing prohibits a secretary from providing emergency assistance to students. The District shall defend and indemnify any employee who agrees to administer medication to students, assist in a student's self-administration of medication or provides emergency assistance to students.

#### 4.22 School Closure

If the schools are closed because of snow, other inclement weather, or for public safety reasons and the employee is directed not to work that day by his/her immediate supervisor, then the last day of work will be adjusted to make up each such emergency day used. If a secretary desires to and can safely report to work during a school closure day and has the immediate

supervisor's written approval to do so, the secretary may work the school closure day and not extend the contractual calendar. Working from home is not an option.

Twelve (12) month employees are not eligible for these options and must report to work unless directed otherwise by the Superintendent or his or her designee.

#### 4.23 Secretary Work Calendar

##### 4.23.1 Twelve (12) Month Employees

Bargaining unit members who are employed in full-time twelve (12) month positions (July 1-June 30) shall work each business day observed by the District, subject to the employee's vacation and holidays as provided in this Agreement.

##### 4.23.2 Eleven (11) Month Plus Employees

Bargaining unit members who are employed in positions that work 230 days each fiscal year, being the total of the following days:

- 1) The same one hundred eighty (180) school days teachers are scheduled each fiscal year; and,
- 2) Fifty (50) days, in addition to the above 180 school days, which shall generally be allocated as twenty-five (25) days immediately prior to the first day of the school term and twenty-five (25) days immediately following the last day of the school term. The allocation of these days may be adjusted by the Superintendent as needed at a particular work site from year to year; and,
- 3) The holidays specified in Paragraph 4.19 that fall within the bargaining unit member's eleven (11) month plus schedule shall not be worked by the employee, but shall be paid in addition to the 230 days.

##### 4.23.3 Eleven (11) Month Employees

Bargaining unit members who are employed in positions that work 220 days each fiscal year, being the total of the following days:

- 1) The same one hundred eighty (180) school days teachers are scheduled each fiscal year; and,
- 2) Forty (40) days, in addition to the above 180 school days, which shall generally be allocated as twenty (20) days immediately prior to the first day of the school term and twenty (20) days immediately following the last day of the school term. The allocation of these days may be adjusted by the Superintendent as needed at a particular work site from year to year; and,
- 3) The holidays specified in Paragraph 4.19 that fall within the bargaining unit member's eleven (11) month schedule shall not be worked by the employee, but shall be paid in addition to the 220 days.

##### 4.23.4 Ten (10) Month Plus Employees

Bargaining unit members who are employed in positions that work 210 days each fiscal year, being the total of the following days:

- 1) The same one hundred eighty (180) school days teachers are scheduled each fiscal year; and,
- 2) Thirty (30) days, in addition to the above 180 school days, which shall generally be allocated as fifteen (15) days immediately prior to the first day of the school term and fifteen (15) days immediately following the last day of the school term. The allocation of these days may be adjusted by the Superintendent as needed at a particular work site from year to year; and,
- 3) The holidays specified in Paragraph 4.19 that fall within the bargaining unit member's ten (10) month plus schedule shall not be worked by the employee, but shall be paid in addition to the 210 days.

#### 4.23.5 Ten (10) Month Employees

Bargaining unit members who are employed in positions that work 200 days each fiscal year, being a total of the following days:

- 1) The same one hundred eighty (180) school days teachers are scheduled each fiscal year; and,
- 2) Twenty (20) days, in addition to the above 180 school days, which shall generally be allocated as ten (10) days immediately prior to the first day of the school term and ten (10) days immediately following the last day of the school term. The allocation of these days may be adjusted by the Superintendent as needed at a particular work site from year to year; and,
- 3) The holidays specified in Paragraph 4.19 that fall within the bargaining unit member's ten (10) month schedule shall not be worked by the employee, but shall be paid in addition to the 200 days.

#### 4.23.6 Nine (9) Month Plus Employees

Bargaining unit members who are employed in positions that work 190 days each fiscal year, being a total of the following days:

- 1) The same one hundred eighty (180) school days teachers are scheduled each fiscal year; and,
- 2) Ten (10) days, in addition to the above 180 school days, which shall generally be allocated as five (5) days immediately prior to the first day of the school term and five (5) days immediately following the last day of the school term. The allocation of these days may be adjusted as needed by the Superintendent at a particular work site from year to year; and,
- 3) The holidays specified in Paragraph 4.19 that fall within the bargaining unit member's nine (9) month plus schedule shall not be worked by the employee, but shall be paid in addition to the 190 days.



## ARTICLE V – LEAVES OF ABSENCES

### 5.1 Leaves of Absence/FMLA

Bargaining unit members who have been employed full-time by the District for at least twelve (12) consecutive months shall be entitled to unpaid Family Medical Leave, on either a consecutive or intermittent basis as provided by law and Board policy.

### 5.2 Bereavement Days

Bargaining unit members shall be granted five (5) paid days of Bereavement Leave per incident connected with the death of an immediate family member. For the purpose of this Article, immediate family shall include spouse, children, father, mother, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and legal guardian.

The leave covered under this Article shall be annual and will not accumulate.

Sick Leave Days may be used in the event of death of a secondary relative or as an extension beyond the five (5) paid Bereavement Leave Days connected with the death of an immediate family member. For the purpose of this Article, secondary relatives are cousins, aunts, uncles, nieces or nephews.

### 5.3 Personal Days

Full-time instructional support personnel have 3 paid personal leave days per year. The use of a personal day is subject to the following conditions:

- A. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal/Supervisor 3 business days before the requested date.
- B. No personal leave day may be used immediately before or immediately after a holiday, as defined by the school calendar, immediately before or immediately after winter or spring break, or during the first and/or last 5 school days of the school year as defined by the school calendar, unless the Superintendent grants prior approval.
- C. Personal leave may not be used in increments of less than one-half day, unless the employee and supervisor are able to find coverage provided the instructional process is not disrupted. Requests of this nature may be limited upon the basis of educational impact and will be approved on first-come, first-served basis.
- D. Personal leave days not used at the end of the fiscal year shall be converted to sick leave days.

### 5.4 Sick Leave/Medical Leave

- A. Paraprofessionals/Parent Educators: Bargaining unit members who work at least thirty (30) hours on a regularly scheduled basis during the school year shall receive ten (10) days of paid sick leave per school year. Part-time employees shall receive sick leave on a pro rata basis depending upon the number of hours regularly worked per week. Unused sick leave may accumulate. Parent Educators who work 11-plus months will receive 11 sick days per year.

B. Secretaries: Bargaining unit members shall receive paid sick leave days according to the following schedule:

- Twelve Month Employee 12 days per year;
- Eleven Month Plus and Eleven Month Employees 11 days per year;
- Ten Month Plus and Ten Month Employees 10 days per year;
- Nine Month Plus and Nine Month Employees – 10 days per year;
- Part-time Employees shall receive sick leave days equivalent to their regular work day.

The allocation of paid sick leave days in sub-paragraphs a., b., and c. shall not apply to employees: Kris Chelsvig, Aimee Fromme, Marcia Gillespie, Laurie Jokisch, and Jody Albers. These named employees shall be "grandfathered" with eleven (11) paid sick leave days per year for the duration of this Agreement.

C. Bargaining unit members employed by the District for ten consecutive years shall receive an additional sick day after the tenth (10) year.

D. Bargaining unit members employed by the District for twelve consecutive years shall receive an additional sick day after the twelfth (12) year.

E. Sick leave may be taken for personal illness or that of immediate family, quarantine at home, or serious illness, or death in the member's immediate family. For purposes of sick leave, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

F. After an absence of three (3) days for personal illness, the member may be requested to deliver to his/her supervisor a physician's statement concerning the reason for the member's absence from work.

G. Sick Leave may be taken in one-quarter (1/4) day increments or for the last hour of the school day provided the instructional process is not disrupted.

## 5.5 Sick Leave Bank

Any bargaining unit member shall be eligible to participate in a VOLUNTARY district-wide Sick Leave Bank. The intent is to provide extended sick leave benefits to those persons who incur a period of extended illness, injury, or hospitalization. Only those bargaining unit members who donate the required days to the bank shall be eligible to apply to draw from the bank when needed.

New participants in the voluntary sick leave bank shall submit written notice between August 15 and September 15 of intent to participate on a form created by the Sick Leave Bank Committee and provided by the Jacksonville School District. If a new employee is hired during the school year he/she may take part in the Sick Leave Bank by submitting intent to participate form provided by the JSD. New bargaining unit members will have two (2) weeks from the first day of employment to decide if he/she wishes to participate in the Sick Leave Bank.

Each employee electing to participate in the bank shall contribute two (2) sick days to the sick bank each year until the sick leave bank reaches the minimum capacity of 600 days. In case of

depletion of the sick leave bank below 200 days all bargaining unit members enrolled will automatically have one (1) sick day deducted and added to the sick bank. HR will notify all members of the sick bank in writing of the depletion of sick bank days and that an automatic one (1) sick day will be taken out of their personal sick days on said date that it will occur.

Membership is automatically renewed each year unless a member submits written notice of cancellation by September 15 of the school year in which cancellation is desired. A participant may cancel membership by indicating in writing directed to the attention of HR. HR shall then transfer the letter of cancellation to the Sick Leave Bank Committee within 5 business days after receipt. Cancellation of sick leave bank membership, regardless of reason, shall mean forfeiture of any claim to their contributed days and benefits of membership.

The intent of the bank is to provide additional financial protection to those bargaining unit members who incur a period of catastrophic illness, prolonged illness, serious injury, or hospitalization, as verified in writing by a physician, if requested by the Committee. The bank is not applicable to any employee utilizing days for illness in the family except in emergency situations following approval of the Superintendent and the Sick Leave Bank Committee. It remains the intent of both parties to strive to retain good attendance in the district. It is not the purpose of this bank to provide additional days to bargaining unit members who have exhausted their accumulated sick leave and are applying for days because of colds, sore throats, flu, or some other non-catastrophic illness.

Beginning with the fourth (4th) unpaid day after the employee has exhausted all of his/her sick, vacation, and personal leave, an employee may be eligible to submit an application (appendix F) to use the Sick Leave Bank. If the employee is eligible, the plan coverage shall be retroactive to include the first (1st) day of eligibility which begins on the fourth (4th) unpaid consecutive day of absence. The consecutive day rule does not apply to intermittent absences due to life threatening occurrences.

Authorized withdrawals by participating bargaining unit members of the sick leave bank shall be made only upon approval of the sick leave bank committee and their decision shall be final. No one shall draw from the bank until a doctor's certificate of illness is presented to the sick bank leave committee, certifying that the employee is unable to work due to a prolonged illness, injury, or hospitalization.

An employee may be eligible to draw a maximum of sixty (60) days in one (1) school year and a maximum of one hundred eighty (180) days during his/her employment in the District. An employee must notify in writing the Sick Leave Bank Committee and the Superintendent or his/her designee at least five (5) working days before returning to work. Upon returning to work, the employee will pay back 25% of their allotted days each year to reimburse half of the days borrowed from the bank.

The Sick Leave Bank Committee will be composed of 3 from association members (with one always appointed by JEA president) and 2 from district administration. They will act on all matters that concern the policies and decisions of the Sick Leave Bank. The admin to work with the associations to create guidelines for this committee; the guidelines will then be adopted in an MOU. Once completed, these guidelines shall be listed in this contract and subsequent

contracts. The Sick Leave Bank Committee shall hold an initial meeting prior to October 1 of each school year. The purpose of the initial meeting will be to review the qualifications and procedures of the plan. Subsequent meetings will be held as needed to review applications and determine eligibility. In making decisions, the committee will use the simple majority rule. Following the date of a decision rendered by the Committee, an employee may appeal in writing said decision to the Board of Education within thirty (30) calendar days.

All accrued personal and vacation days shall be used before eligibility to request sick bank days.

Bargaining unit members requesting days from the sick bank shall first be required to use a maximum of twice their annual sick day allotment earned at the beginning of the current school year. For example, an employee who earns 12 sick days at the beginning of the current school year shall be required to use 24 sick days from those the employee has accrued and saved.

Any retiring member of the sick bank may donate his/her unused sick days to the sick bank.

Any member who is absent for illness or injury due to a work-related accident (which is compensational under the Illinois Workers' Compensation Act) will not avail himself/herself to any benefits of the bank.

The voluntary sick leave bank shall not be subject to the grievance procedure contained in this Agreement.

This section of the contract shall not be an open issue for subsequent bargaining unless both parties agree.

## 5.6 Maternity/Paternity Leave

The Board shall grant a maternity/paternity leave of absence without pay or loss of accrued sick leave, or seniority to any full-time employee who submits a written request, accompanied by a physician's certificate of pregnancy, for such leave.

5.6.1 The effective date of the leave and the end of the leave, if scheduled to be at the beginning or ending of a semester, shall be established by the employee in writing and shall be submitted to the Superintendent at least sixty (60) days in advance of the beginning of the leave. Such leave shall not be for more than two (2) complete semesters. Maternity/paternity leave requests for less than one (1) semester and scheduled to end prior to the end or after the beginning of a semester must have prior approval of the Superintendent.

5.6.2 A maternity/paternity leave may be granted for purposes of adoption.

5.6.3 For the purposes of reinstatement, the following shall be met by the employee:

- A. A physician's statement, stating the employee is able to assume all duties required of a bargaining unit member, shall be submitted to the Superintendent in advance of the return.

- B. A bargaining unit member returning from such leave shall give the Superintendent written notice by April 1, of his/her intention to return from a leave scheduled to end as of the beginning of or during the first semester
- C. If the leave is scheduled to end as of the beginning of or during the second semester, said written notice of the bargaining unit member's intention to return shall be given to the Superintendent by the prior November 15th.

5.7 Medical Insurance During An Approved Medical Leave of Absence

Bargaining unit members on approved unpaid leave for medical reasons, or personal disability, will continue to receive the District's hospital-medical insurance benefits during their leave, but not to exceed ninety (90) consecutive school days. Thereafter, the employee may remain on the District's plan if the employee makes monthly payments of premiums in advance.

Medical insurance during absences due to Worker's Compensation claims shall defined by the laws and rules applicable to those claims.

5.8 Secretarial Vacation

Full-time twelve (12) month secretaries shall be eligible for paid vacation days according to the following schedule:

Length of consecutive time serving in position (from -)	Employment (to -)	Monthly Accumulation	Maximum Vacation Leave Earned/Year
Beginning of Year 1	End of Year 5	.83 days	10 days / year
Beginning of Year 6	Ed of Year 11	1.25 days	15 days / year
Beginning of Year 12	End of Year 12	1.33 days	16 days / year
Beginning of Year 13	End of Year 13	1.42 days	17 days / year
Beginning of Year 14	End of Year 14	1.5 days	18 days / year
Beginning of Year 15	End of Year 15	1.58 days	19 days / year
Beginning of Year 16	End of Year 17+	1.67 days	20 days / year

The Superintendent shall establish a procedure for requesting vacation days.

Vacation days earned in one fiscal year must be used within twelve (12) calendar months of accumulation; they do not accumulate from year to year and are lost if unused. Secretaries may only use vacation days accumulated within the last twelve (12) calendar months. Secretaries resigning or whose employment is terminated are entitled to the monetary equivalent of all earned and unused vacation.

5.9 Jury Duty

A bargaining unit member summoned for jury duty shall be excused from his/her regularly assigned duties. The bargaining unit member will receive his/her regular pay for the period of jury duty except that any money received for travel allowance may be retained by the employee. The per diem pay for service as a juror must be turned into the District as soon as

received. All benefits of the bargaining unit member will continue while on jury duty, but may be deducted if the per diem pay is not reimbursed to the school district.

#### 5.10 Dock Days

The Superintendent, or designee, may approve an employee's request to take up to three (3) school days leave without pay (i.e., dock days) in extraordinary circumstances on the condition that the employee has used his/her three (3) personal leave days in that school year and the employee's request is for leave not covered by paragraphs 5.1, 5.2, 5.4, 5.6, 5.8 of this agreement. The granting of dock days is greatly discouraged, especially on days designated for school improvement planning, before/after a holiday and/or parent teacher conferences. "Extraordinary" circumstances shall be defined by the Superintendent, or designee. If a request for dock days is denied, that decision is not subject to the Grievance Procedure in Article X in this agreement and is not subject to arbitration. The Superintendent, may, in his/her sole discretion, deny or approve the request. If approved, the leave will result in a loss of salary.

All requests must be submitted in writing to the Superintendent not later than two (2) calendar weeks prior to the first requested dock day. The request must include:

1. The reason for the absence;
2. The rationale for why the absence could not be scheduled during off-work time;  
and
3. Supporting evidence, when available.

## ARTICLE VI – WAGES/COMPENSATION

### 6.1 Paraprofessionals, Parent Educator, Secretary Wages

Members who regularly work less than twelve (12) months shall have their wages annualized over twelve months in substantially equal installments (paid on the 15th and last calendar day of each month), subject to adjustments for appropriate changes in rate of pay, or extra hours worked, or hours docked for not working. A member may elect to be paid for all hours worked during the school year for which the member is regularly assigned and not have his/her wages annualized provided the member makes such an election on a form provided by the Administration on or before the first work day for that member in a fiscal year. A member must make such an election each year. Otherwise, the member's wages will be annualized as described herein above. All salary payments will be made by direct deposit to a bank account designated by the employee.

**2023-2024:** For the 2023-2024 school year, paraprofessional, parent educator, and secretary wages shall be increased by 6%.

Starting rate of pay for LPN paraprofessionals for the 2023-2024 school year shall be: \$22.88

Starting rate of pay for all other paraprofessionals in the 2023-2024 school year shall be: \$17.26 per hour

Starting rate of pay for parent educators for the 2023-2024 school year shall be: \$24.22

The starting hourly rates for new secretaries in the position below shall be as follows for 2023-2024:

- (1) all secretaries who are employed for elementary, Pre-K, .11-1S and JMS in the positions of Principal's Secretary, Athletic Director, Attendance, Receptionist, Dean's Secretary and Guidance Secretary, and the secretary employed at Crossroads shall be paid a starting base hourly rate of \$16.85 per hour;
- (2) all secretaries who are employed as secretaries who report directly to the Transportation Director shall be paid at a starting base hourly rate of \$17.37 per hour.

**2024-2025:** For the 2024-2025 school year, paraprofessional, parent educator, and secretary wages shall be increased by 5%.

Starting rate of pay for LPN paraprofessionals for the 2024-2025 school year shall be: \$23.80

Starting rate of pay for all other paraprofessionals in the 2024-2025 school year shall be: \$17.95 per hour

Starting rate of pay for parent educators for the 2024-2025 school year shall be: \$25.19

The starting hourly rates for new secretaries in the position below shall be as follows for 2024-2025:

- (1) all secretaries who are employed for elementary, Pre-K, .11-1S and JMS in the positions of Principal's Secretary, Athletic Director, Attendance, Receptionist,

- Dean's Secretary and Guidance Secretary, and the secretary employed at Crossroads shall be paid a starting base hourly rate of \$17.52 per hour;
- (2) all secretaries who are employed as secretaries who report directly to the Transportation Director shall be paid a starting base hourly rate of \$18.06 per hour.

**2025-2026:** For the 2025-2026 school year, paraprofessional, parent educator, and secretary wages shall be increased by 5%.

Starting rate of pay for LPN paraprofessionals for the 2025-2026 school year shall be: \$24.75

Starting rate of pay for all other paraprofessionals in the 2025-2026 school year shall be: \$18.67 per hour

Starting rate of pay for parent educators for the 2025-2026 school year shall be: \$26.20

The starting hourly rates for new secretaries in the position below shall be as follows for 2025-2026:

- (1) all secretaries who are employed for elementary, Pre-K, .11-1S and JMS in the positions of Principal's Secretary, Athletic Director, Attendance, Receptionist, Dean's Secretary and Guidance Secretary, and the secretary employed at Crossroads shall be paid a starting base hourly rate of \$18.22 per hour;
- (2) all secretaries who are employed as secretaries who report directly to the Transportation Director shall be paid a starting base hourly rate of \$18.78 per hour.

## 6.2 Recruitment Bonus for Paraprofessionals

The district will offer a \$1,000 recruitment bonus to members for recruiting a newly hired paraprofessional. Any JSSA employee is eligible for this bonus. (Recruitment form is attached as Exhibit G)

The new paraprofessional and the recruiting employee must be in continuous employment status to receive each installment. Neither the new paraprofessional nor the recruiter shall be in dock status during the recruitment bonus year; otherwise, the recruitment bonus is null and void.

The bonus will be paid to the recruiter in two (2) installments as defined below:

- \$500 paid after the recruited paraprofessional completes six (6) months of employment
- \$500 paid after the recruited paraprofessional completes one (1) full year of employment



6.3 Twelve (12) Month Bargaining Unit Members

Twelve month bargaining unit members shall be paid twice monthly on the fifteenth (15th) of each month (or the preceding business day if the 15th is a weekend or a holiday) and on the last business day of each month from July through June.

6.4 Ten (10) and Eleven (11) Month Bargaining Unit Members

Ten-month and eleven-month secretarial employees shall be paid twice monthly on the fifteenth (15th) of each month (or the preceding business day if the 15th is a weekend or a holiday) and on the last business day of the month. Ten-month and eleven-month secretaries have the option to be paid in twenty (20) payments (last business day of August through the fifteenth (15th) of June as provided above) or twenty-four (24) payments (last business day of August through the fifteenth (15th) of August as provided above).

The base hourly rate pay for members shall be annualized in equal installments over the 12-month fiscal year period, unless otherwise required to be paid in a shorter period due to a termination or dismissal or due to a change in rate of pay or due to a reduction in days worked.

6.5 Overtime

Bargaining unit members, who have prior written authorization from their principal/supervisor to work more than forty (40) hours in a work week, shall be paid time and one-half (1.5) their current hourly rate. Sundays and holidays shall be paid at a double time rate if the employee is required in writing by the Superintendent to work on a Sunday or holiday under this Agreement. No compensatory time may be granted or accrued by any bargaining unit member.

6.6 Paraprofessionals - Specialized Training Stipend

Paraprofessionals who are assigned to work at Garrison, in the STEP program, and ED classrooms have specialized training that is required to work with specific IEP provisions, or paraprofessionals trained in and using sign language per the need of students IEP, or in hard-to-fill positions shall receive a \$1000 stipend at the end of the school year. If an employee is assigned to one of these positions after the beginning of the school year, the stipend shall be pro-rated.

## ARTICLE VII – INSURANCE

### 7.1 Employee Medical Insurance

All bargaining unit members who work thirty (30) hours or more per week may elect to participate in the District's group health insurance program. The District will pay 100% of single individual coverage of the employee. Family or dependent coverage shall be the employee's sole expense.

For the purpose of this Agreement, bargaining unit members who are regularly scheduled for, and regularly work thirty (30) hours or more per week, shall be considered full-time bargaining unit members.

A committee shall be created with members from administration and each of the Associations within the District.

### 7.2 Life Insurance

The Board shall provide group life insurance protection, which shall pay to the designated beneficiary the sum of \$40,000 upon the death of a full-time employee (30 hours per week on a regular basis). Upon retirement or upon separation from employment with the District, if the group life plan so permits, the life insurance policy shall be convertible at the employee's expense. The Board will select the carrier and the insurance program.

## ARTICLE VIII – REDUCTION IN FORCE/SENIORITY/RECALL

### 8.1 Reduction in Force, District Seniority and Recall

8.1.1 Paraprofessional Categories. The categories of positions for paraprofessionals shall be as follows:

1. Alternative Education Paraprofessionals (AEP)
2. Special Education Paraprofessionals
3. English Language Learning Paraprofessionals (ELL)
4. General Education Paraprofessionals
5. Licensed Practical Nurses Paraprofessionals (LPN)
6. Media Paraprofessionals
7. Reading Paraprofessionals
8. Part-time Paraprofessional (employed less than 30 hours per week)
9. Parent Educator

8.1.2 Secretary Categories. The categories of position for secretaries shall be as follows:

1. Part-time employees who are employed less than 30 hours per week on a regular basis and shall be dismissed first; and
2. Members who are assigned to nine (9) month to twelve (12) month positions shall be dismissed next in inverse order of seniority.

8.1.3 Accrual of Seniority. Bargaining unit members shall accrue seniority in their respective category of position for sequence of dismissal purposes. No combined seniority list will be prepared for all educational support personnel (ESP) for sequence of dismissal purposes. A seniority list for each category of position will be prepared and delivered to the JSSA Co-Presidents by February 1 of each year.

8.1.4 Reduction Process\_The Board shall dismiss employees in inverse seniority order in each category of position, when a reduction in force due to economic reasons and/or due to reduction of some particular type of educational support personnel service is deemed to be in the best interest of the District. The sequence of dismissal for bargaining unit members in a reduction in force shall be the following order:

1. All part-time ESPs shall be dismissed prior to dismissal of full-time members;
2. The least senior members in each of the remaining categories of positions listed in Section A hereinabove as the Board determines;
3. Any ties in seniority dates shall be broken by a draw of lots;
4. "Bumping rights" as a part of reduction in force shall be as follows:
  - a) Part-time employees shall have no right to "bump" or move into any other category of position because of seniority acquired at JSD #117.
  - b) Bargaining unit members may only "bump" or move into the General Education Paraprofessionals category of position if a member has more seniority in that category than a less senior member assigned to that

category and the member is highly qualified under the law. No bargaining unit member may "bump" into any other category of position other than the General Education Paraprofessionals category of position as provided herein above.

- c) Any employee who moves classification due to a bump in lieu of dismissal begins new employment in the new category consistent with the years of continuous service in the new category. Any employee recalled into a position for which they are qualified begins employment consistent with the years of continuous service consistent with the employed category of employment.

## 8.2 Recall

A Recall List shall be developed which lists reduced employees by seniority and the categories of positions for which they meet legal qualifications and the qualifications as set forth in the applicable job description for specific position. Employees shall be recalled based upon seniority provided they meet the qualifications for the specified position to which they are being recalled. Employees, who are honorably dismissed pursuant to a reduction in force, shall notify the Superintendent, or his/her designee, in writing within ten (10) calendar days of receipt of the notice of honorable dismissal of their current email and U.S. mail address. If the member fails to provide current contact information within that ten-day period, then the District shall use the employee's contact information it has on file as that employee's most current contact information. The Superintendent, or his/her designee, shall notify the employee in writing of an offered position on recall by sending such notice electronically to the employee's email address and by letter via U.S. mail addressed to member's residence. The member shall have three (3) business days following the date the email and letter are respectively mailed to accept or reject the position offered. The employee shall notify the Superintendent, or his/her designee" in writing of acceptance or declination of the position offered. The failure of the employee to accept/decline the offered position within the three (3) business day period shall constitute a refusal of the offered position. A bargaining unit member who either declines an offered position or fails to respond in the three (3) day period shall be removed from the recall list.

## 8.3 Determination of Seniority

Seniority of bargaining unit members shall be determined from the date the Board of Education approves the member's employment in a bargaining unit position. If two (2) or more members are approved on the same date by the Board of Education for hire, then prior District employment experience shall be used to determine instructional support seniority. If two or more bargaining unit members have the same District seniority for reasons other than the same hire date, their seniority shall be decided by lot. Except as required by law for reduction in force, the Board of Education shall not otherwise be required to make employee decisions based upon an employee's seniority, but shall make such decisions based upon the best interest of the District.

## ARTICLE IX – EVALUATIONS

### 9.1 Employee Review/Evaluation

All bargaining unit members shall be evaluated annually by their immediate supervisor based upon performance aligned with the job description for the instructional support position the member is assigned and with input from the classroom teacher and/or site administrator. An observation by the immediate supervisor shall occur before the evaluation is completed if the para feels that the input from the teacher does not accurately reflect the para's performance. The para will be given the opportunity to provide documentation to support. The results of the evaluation shall be discussed in a conference between the instructional support employee and the immediate supervisor. A completed copy of each year's evaluation shall be delivered to the employee by the immediate supervisor prior to the conference to review the evaluation with the employee. This evaluation process must be completed before the last day of the school term for nine-month (or less) bargaining unit members and for all other bargaining unit members before their last day of work in a fiscal year.

Any bargaining unit member may within seven (7) calendar days after the conference with the immediate supervisor submit a written rebuttal or other statement concerning the evaluation. The employee's written statement shall be attached to the completed evaluation form and placed in the member's personnel file.

The evaluation instrument shall have four performance ratings, based upon formal and informal observations: Excellent, Proficient, Needs Improvement, Unsatisfactory. An Excellent rating shall demonstrate job performance of an exceptional quality based upon the requirements of the employee's job description. A Proficient rating shall demonstrate acceptable levels of job performance based upon the employee's job description. Needs Improvement rating shall occur when the employee performs some at acceptable levels, but in other job requirements does not perform at acceptable levels based upon the requirements of the employee's job description. An Unsatisfactory rating demonstrates that the employee's performance is generally at levels below acceptable levels of performance based upon the requirements of the employee's job description.

The evaluation instruments for the bargaining positions currently being used are attached in Appendix C1 /C2tC3 to this Agreement. The evaluation instruments for each position shall be reviewed by a committee comprised of three members appointed by JSSA and three members appointed by the Superintendent. If the committee determines that an evaluation instrument for a particular position should be revised, the committee shall develop a revised evaluation instrument and submit the revision to the Superintendent for approval. A revised and approved evaluation instrument shall be used for performance reviews instead of the prior evaluation instrument for a particular position.

## ARTICLE X – GRIEVANCE PROCEDURE

### 10.1 Grievance Definition

Any claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided.

### 10.2 Employee Protection

A bargaining unit member shall not be disciplined, warned, or reprimanded for participation in a grievance.

### 10.3 Employee Rights

Any employee shall have the right to present grievances in accordance with this procedure and to be represented by the Association. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her immediate supervisor and having the grievance resolved, provided the resolution is consistent with the provisions of this Agreement.

### 10.4 Time Limits

The time limits in this Article shall be strictly observed but may be mutually extended by the parties. Such an extension shall be confirmed in writing. Whenever illness or other incapacity of a grievant and/or administrator prevents his/her presence at a grievance meeting, then time limits shall be extended to such reasonable time as either person may be present. When grievance meetings are held during the bargaining unit member's workday which requires that member's attendance, that member shall be excused, with pay, for that limited purpose.

A grievance meeting is defined for purposes of this Agreement as meetings between the Association / Grievant and members of the Administration as prescribed in Step I, Step II and Step III of the Grievance Procedure.

### 10.5 Conformity with Agreement

Adjustment of any grievance as described herein shall be consistent with the provisions of this Agreement.

### 10.6 Bypass

The parties may at any time jointly agree in writing to advance a grievance to any step, including directly to arbitration.

### 10.7 Withdrawing Grievances

A grievance may be withdrawn at any level by the grievant.

### 10.8 Procedure

The formal grievance procedures shall be as follows:

#### *Step I (Immediate Supervisor)*

The grievant must submit any grievance under this Agreement within ten (10) business days after the grievant (including the Association) has knowledge of the event or circumstances giving

rise to the grievance in Step I of the Grievance Report Form as set forth in Appendix D to this Agreement. The failure of the grievant to submit the grievance to his/her immediate supervisor within the applicable ten (10) business day period bars the grievance. Within ten (10) business days of receipt of the grievance, the immediate supervisor shall meet with the grievance and an Association representative in an effort to resolve the grievance. The immediate supervisor shall within five (5) business days after the meeting complete Step I of the Grievance Report Form and deliver a copy to the grievant, Association, Human Resources Director and Superintendent setting forth the disposition of the grievance.

*Step II (Superintendent)*

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within the above-stated time limits, the grievant shall complete Grievance Report Form, Step II within seven (7) business days after receiving the immediate supervisor's disposition or after the above-stated time limits have expired, and submit the grievance to the Superintendent or his/her designee. Within seven (7) business days the Superintendent and/or his/her designated representative shall meet with the grievant and his/her Association representative. Within seven (7) business days of the meeting the Superintendent or his/her designee shall indicate in writing his/her disposition by completing his/her portion of Step II in the Grievance Report Form and forward it to the grievant. The Association and the immediate supervisor shall be notified of said disposition.

*Step III (Arbitration)*

The Association may file a written demand upon the Superintendent within thirty (30) calendar days after the date of Superintendent's disposition of the grievance as specified in Step II hereinabove. If the Superintendent is not notified within this 30-calendar day period, the grievance is waived. If a written demand for arbitration is filed with the Superintendent within that 30-calendar day period, the parties shall within three (3) business days after receipt of the Demand jointly notify the American Arbitration Association (AAA) for selection of an arbitrator in accordance with AAA's rules. Nothing herein prevents the parties from mutually agreeing upon the selection of an arbitrator.

## ARTICLE XI – ARBITRATION

### 11.1 Arbitration Procedures

Neither party shall be permitted to assert at arbitration any basis nor defense that was not disclosed to the other party in writing by the completion of the final step in the Grievance Procedure contained above and before a demand for arbitration is filed.

### 11.2 Standards for Arbitral Decisions

The arbitrator shall have no authority to alter, add to, modify, amend or subtract from the terms and conditions contained in this Agreement. The arbitrator shall follow the plain language of the Agreement and not award a remedy that was expressly rejected by the parties in bargaining this Agreement or violates the Illinois Education Labor Relations Act or the established public policy of the State of Illinois.

### 11.3 Representation and Witnesses

In any grievance meeting or hearing, either party may bring such witnesses and/or representatives as the respective party may select.

### 11.4 Costs

Each party shall pay one-half (50%) of the arbitrator's fees and reasonable travel expenses for the arbitration. The cost of a court reporter's transcription of the arbitration shall be paid by the party requesting such a transcript or the cost shall be divided equally (50-50) if both parties agree to have a court reporter transcribe the arbitration.



## ARTICLE XII – NEGOTIATIONS

### 12.1 Procedures

Negotiations for all successor collective bargaining agreements shall commence six (6) months prior to the agreement's expiration date. In any subsequent negotiations, the parties in their initial meeting shall negotiate written ground rules to govern the negotiation procedures for any subsequent bargaining. The ground rules shall address the number of representatives each party has at the table at any one time; that all proposals shall be reduced to writing and upon agreement marked "TA'd"; that the parties will meet in good faith at reasonable times at reasonable places to conduct bargaining; that no final agreement shall be executed until final ratification by a majority of the Board of Education and by a majority of the members of the Association. Nothing contained herein shall be construed to compel either party to agree to a proposal or to require either party to make a concession.

### 12.2 Impasse

The declaration of impasse by either party during bargaining shall be governed by the provisions of the Illinois Educational Labor Relations Act ("IELRA"). The parties may jointly agree at any time during bargaining to request mediation services from the Federal Mediation and Conciliation Service (FMCS).

## ARTICLE XIII – SAVINGS CLAUSE

### 13.1 Savings Clause

Should any Article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, 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.

## ARTICLE XIV – CONTRACTUAL AMENDMENTS

### 14.1 Contractual Amendments

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration of this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of both parties in written and signed amendment to this Agreement.

## ARTICLE XV – NO STRIKE STATEMENT

### 15.1 No Strike Statement

During the term of this Agreement and any mutual extension thereof, no employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association shall ever or at any time engage in, authorize, or instigate any picketing, recognition of any picket line at the School District's premises, any strike, slowdown, or other refusal to render in full and complete services to the Board, or any activity whatsoever which would disrupt in any manner in whole or in part the operation of the District.

ARTICLE XVI – DURATION

16.1 Duration

This Agreement shall become effective upon signing, for employees and shall continue for one (1) year in duration, beginning July 1, 2023, and concluding June 30, 2026.

This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**IN WITNESS WHEREOF:**

**For the Jacksonville Support Staff Association, IEA/NEA**

*Andrea Culley* Co-President  
\_\_\_\_\_ Co-President  
\_\_\_\_\_ Secretary

For the Board of Education, Jacksonville School District No. 117

*[Signature]* President  
*[Signature]* Secretary

# Jacksonville School District #117

## Teacher's Aide Feedback

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Building: \_\_\_\_\_

Manager: \_\_\_\_\_

Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Management Review

Use this rating key for the following evaluation:

- 1 = *Unsatisfactory* - Does not perform required tasks. Requires constant supervision  
 2 = *Marginal* - Needs improvement in quality of work. Completes tasks, but not on time.  
 3 = *Meets Requirements* - Meets basic requirements. Tasks are completed on time.  
 4 = *Exceeds Requirements* - Goes above and beyond expectations.  
 5 = *Exceptional* - Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Implements/follows teacher's Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates initiative and creativity with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Required Job Skills And Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open To Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Attendance Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates understanding and enjoyment of children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes Potential Problems And Develops Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers Constructive Suggestions For Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in physical activities with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages required forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates standard school equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Jacksonville School District #117 Teacher's Aide Feedback

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Maintains Strict Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains A Professional Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains A Professional Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Well and in Cooperation with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Professional Conduct With Students, Parents and Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres To District Chain Of Command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends open house, parent conference or other functions as requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates understanding and awareness of student's individual needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Provide Suggestions For Self-Improvement:

Supervisor/Manager Feedback:

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

# Jacksonville School District #117

## Teacher's Aide Feedback

I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

---

*Employee Signature*

*Date*

---

*Manager Signature*

*Date*

# Jacksonville School District #117

## Secretary Performance Review

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Building: \_\_\_\_\_  
 Manager: \_\_\_\_\_  
 Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Management Review

*Use this rating key for the following evaluation:*

- 1 = *Unsatisfactory* - Does not perform required tasks. Requires constant supervision
- 2 = *Marginal* - Needs improvement in quality of work. Completes tasks, but not on time.
- 3 = *Meets Requirements* - Meets basic requirements. Tasks are completed on time.
- 4 = *Exceeds Requirements* - Goes above and beyond expectations.
- 5 = *Exceptional* - Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Achieves Set Objectives</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Open To Constructive Criticism</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Required Job Skills And Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Effective Management And Leadership Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meets Attendance Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Takes Responsibility For Actions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recognizes Potential Problems And Develops Solutions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Problem Solving Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Offers Constructive Suggestions For Improvement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Generates Creative Ideas And Solutions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provides Alternatives When Making Recommendations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exhibits a Working Knowledge of Computer Applications (Word, Excel)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Jacksonville School District #117

## Secretary Performance Review

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Maintains Strict Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains A Professional Attitude and Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Well and in Cooperation with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Professional Conduct With Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Professional Conduct With Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres To District Chain Of Command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pays Attention To Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs Tasks With Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Provide Suggestions For Self-Improvement:

Supervisor/Manager Feedback:

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

# Jacksonville School District #117

## Parent Educator Performance Evaluation

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Job Title: **Parent Educator**  
 Building: **Early Years**  
 Manager: \_\_\_\_\_  
 Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Management Review

*Use this rating key for the following evaluation:*  
 1 = *Unsatisfactory* - Does not perform required tasks. Requires constant supervision  
 2 = *Marginal* - Needs improvement in quality of work. Completes tasks, but not on time.  
 3 = *Meets Requirements* - Meets basic requirements. Tasks are completed on time.  
 4 = *Exceeds Requirements* - Goes above and beyond expectations.  
 5 = *Exceptional* - Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Written Goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains case management files for each family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Required Job Skills And Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open To Constructive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Attendance Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refers, recruits, and prepares for parenting sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognizes Potential Problems And Develops Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designs, plans and prepares for parenting sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers Constructive Suggestions For Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepares weekly schedule, plans home visits, and provides a reflective schedule for the week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages required forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates standard school equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Jacksonville School District #117

## Parent Educator Performance Evaluation

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Maintains Strict Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains A Professional Attitude and Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Well and in Cooperation with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Professional Conduct With Students, Parents and Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres To District Chain Of Command	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends open house, parent conference or other functions as requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates understanding and awareness of family's individual needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in close concert with Classroom teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Provide Suggestions For Self-Improvement:

Supervisor/Manager Feedback:

### Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

**Grievance Report**

Date of Grievance: \_\_\_\_\_

A. Statement of Grievance:

B. Applicable Contract Provisions or Section(s) of Board Policy:

Including but not limited to:

C. Remedy Sought:

Further, the affected employee(s) be granted any other remedy necessary to make the grievant whole; the Employer cease and desist violating said Contract Provisions; and, any and all other appropriate remedies.

\_\_\_\_\_  
Date Grievance Filed

\_\_\_\_\_  
Association Grievance Chairperson

Exhibit E-1

**PARAPROFESSIONAL/PARENT EDUCATORS COMPENSATION FOR CLASSROOM COVERAGE FOR TEACHER  
JACKSONVILLE SCHOOL DISTRICT 117**

**Directions:** In order to receive compensation for substituting for a teacher, paraprofessionals/parent educators must submit this completed form to their immediate supervisor after each occurrence. **Submission must be within the same or next pay period in which the coverage occurred.** Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for class coverage shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

\_\_\_\_\_  
*Paraprofessional's/Parent Educators Name*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Date*

Date	Coverage for-Teacher	Start Time	End Time	Building Administrator/ Designee Signature

Paraprofessionals/Parent Educators who substitute for teachers during the regular school day will be compensated at the following rates.

Paraprofessionals/Parent Educators shall be paid in accordance with the Daily Substitute Teacher rate of pay under applicable Board policy or at the Employee's daily rate of pay, whichever is higher. If the Employee's daily rate of pay is higher than the Daily Substitute Teacher rate, an additional \$50.00 will be added for that day. The Supervisor shall be responsible for verifying on the form (Appendix E), the date, and hours of substitution. Any Employee who serves as an internal teacher substitute shall not be expected to make-up his/her normally assigned duties. Administration will make every effort to secure a substitute for the paraprofessional/parent educator that is serving as the substitute teacher for the day.

**Compensation for Absent/ Covering/Substituting Paraprofessional  
Jacksonville School District 117**

**Directions:** In order to receive compensation for covering another class and/or losing a planning period, paraprofessionals must submit this completed form to their immediate supervisor after each occurrence. Submission must be within the same or next pay period in which the coverage and/or loss occurred. Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for substitute coverage shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

\_\_\_\_\_  
*Paraprofessional's Name*

\_\_\_\_\_  
*School*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Building Administrator/ Designee Signature</b>

Employees who are required to assume duties of an absent paraprofessionals along with their own shall receive a pay differential at \$4.00 per hour.

**Sick Leave Bank Application  
Jacksonville School District 117**

Directions: Please complete the application below, attach documentation of your doctor's verification of illness or injury and work restrictions, and return to the Director of Human Resources as soon as practicable. Your application will be processed as soon thereafter as practicable.

Name of Applicant: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_ An unlimited number up to 60 days

Provide pertinent information that you want committee members to consider about your request for sick day donations such that they can make an informed decision relative to your catastrophic illness or serious injury?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am eligible to participate in the Sick Leave Donation Plan  Yes  No

I have previously used the Sick Leave Donation Plan?  Yes  No

I have a doctor's statement and am willing, if required, to get a statement from the Sick Leave Donation Committee's choice, at the expense of the Board.  Yes  No

I have exhausted all of my personally accumulated benefit time?  Yes  No

I agree to the following terms:

- I give permission for my application, including my name and all other information, to the Sick Leave Donation Plan to be reviewed by members of the Sick Leave Donation Committee which is comprised per the collective bargaining agreements.
- I give permission for the District to release my name to all District employees as part of my request for sick leave donations (see attached form).
- I agree to use donated sick leave days only for my personal medical treatment, doctor's appointments, surgical procedures, hospitalizations, therapy, diagnostic procedures, and other approved sick leave purposes.
- I agree not to draw more than sixty (60) days in one fiscal year and a maximum of one hundred eighty (180) days during my employment with the District.
- I will notify the Director of Human Resources in writing at least five (5) working days before returning to work. I will use donated sick leave days in increments as established by the Committee's rules.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

**JACKSONVILLE SCHOOL DISTRICT #117**

516 Jordan Street  
Jacksonville, Illinois 62650  
Office: (217)243-9411  
Fax: (217)243-6844



**EXHIBIT G**

**Paraprofessional Referral Form**

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

Employee name: \_\_\_\_\_

Phone: \_\_\_\_\_

Candidate name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position referred for: Paraprofessional

Relationship to employee (friend, family member, referred by 3<sup>rd</sup> party, or other):

\_\_\_\_\_

I have read and understand District #117's employee referral section outlined in the JSSA contract Section 6.2 (also stated below). I understand that if the candidate I referred is hired as a result of my referral, I will receive a bonus in two installments of \$500 each.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 6.2 – Recruitment Bonus for Paraprofessionals**

The district will offer a \$1,000 recruitment bonus to members for recruiting a newly hired paraprofessional. Any JSSA employee is eligible for this bonus.

The new paraprofessional and the recruiting employee must be in continuous employment status to receive each installment. Neither the new paraprofessional nor the recruiter shall be in dock status during the recruitment bonus year; otherwise, the recruitment bonus is null and void.

The bonus will be paid to the recruiter in two (2) installments as defined below:

- \$500 paid after the recruited paraprofessional completes six (6) months of employment
- \$500 paid after the recruited paraprofessional completes one (1) full year of employment

*Please return all completed forms to the Human Resources Department.*