

PANA COMMUNITY UNIT NO.8

BOARD OF EDUCATION

AND

EDUCATIONAL SERVICE PERSONNEL AGREEMENT

2008-2013

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ARTICLE I

RECOGNITION

- 1.1 The Board of Education of Pana District No. 8, Christian County, Illinois, (hereinafter referred to as the "Employer" or the "Board") recognizes the Pana District No. 8 Educational Service Personnel IEA-NEA (hereinafter referred to as the "Association") as the sole and exclusive negotiating agent for all full-time and regularly scheduled part-time Educational Service Personnel employees, including but not limited to, those listed in article 9.2 of this Contract. Those excluded from the bargaining unit shall be certified employees, confidential, managerial and supervisory employees, as defined by the Illinois Educational Labor Relations Act.
- 1.2 The Board agrees not to enter into contract negotiations in regard to hours, wages and terms and conditions of employment with any other employee organization, individual employee or groups of employees covered by this Agreement as defined in 1 .1 above, unless otherwise provided for in this Agreement, or unless mutually agreed to by the parties during the term of this Agreement. Nothing herein shall preclude individuals or other organizations from presenting their views and recommendations to the Board or administrative staff at any time.
- 1.3 The term "full-time" bargaining unit member shall mean any member of the bargaining unit who is employed on a regularly scheduled basis of thirty (30) hours per week for nine (9), nine and one-half (9 1/2), ten (10), eleven (11) and twelve (12) months. The term "part-time" bargaining unit member shall mean any member of the bargaining unit who is employed on a regularly scheduled basis for less than thirty (30) hours per week. Bargaining unit members working on other than a full-time basis shall be provided all benefits and conditions specified in this Agreement, on a pro rata basis, unless expressly provided otherwise. Additionally, any new employee hired after July 1st of each new fiscal year shall have their salary and benefits provided for on a pro rata basis for the remainder of the contractual year in which they were hired.

ARTICLE II

NEGOTIATIONS PROCEDURES

- 2.1 Negotiations on successor agreements shall begin no later than May 1 unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
- 2.2 Each party to negotiations shall select its negotiating representatives, not to exceed five (5) in number, provided that the Board shall not select a member of the bargaining unit as herein defined, and the Association shall not select any District administrator. Either party may, if it so desires, utilize the services of outside consultants.
- 2.3 The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations.
- 2.4 The parties agree that they shall make available to the other upon request, information within their possession, which is not privileged under law, and which is relevant to the subject matters under discussion. Nothing herein shall require either party to research and assemble information.
- 2.5 All language proposals that the Association desires to negotiate shall be submitted in writing at the first negotiations session. All salary proposals that the Association desire to negotiate and all proposals that the Board desires to negotiate shall be submitted in writing at the second meeting, which shall be held within twenty-one (21) calendar days of the date of the first meeting. Counterproposals shall be submitted by both parties at subsequent meetings. Prior to the conclusion of any meeting, the parties will agree upon the date for the next meeting.
- 2.6 When tentative agreement is reached on a specific item it shall be reduced to writing and initialed by the spokespersons of the negotiating teams. When the Associations and the Board reach tentative agreement on all matters being negotiated, the items will be reduced in writing and shall be submitted to the membership of the Association for ratification and subsequently to the Board for official approval.
- 2.7 If an agreement is not reached on all items within forty-five (45) days prior to the expiration of the current agreement, either party may declare to the other in writing that a deadlock exist. When a deadlock has been declared, the parties will jointly request the Federal Mediation and Conciliation Service appoint a mediator from its staff. Should the Federal Mediation and Conciliation Service be unavailable, the parties shall notify the Illinois Educational Labor Relations Board. The costs of mediation shall be shared equally by the Association and the Board.

2.8 Within thirty (30) days after an Agreement has been ratified by both the Board and the Association, copies of the Agreement will be prepared by the Board, with the expense being mutually shared, and made available to all members of the bargaining unit, administrators and the Board members.

ARTICLE III

GRIEVANCE PROCEDURE

- 3.1 Definition — A grievance shall mean a written complaint by a member of the bargaining unit/Association that there has been an alleged violation, misinterpretation or misapplication of the specific provisions of this Agreement.
- 3.2 Purpose — Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, the purpose of which is to secure, at the lowest possible administrative level, equitable solutions to valid grievances which may arise.
- 3.3 Representation — The grievant has the right to representation of choice in the grievance procedure. The grievant shall be present at all grievance discussions unless the Board, Association and the grievant mutually agree that the grievant's presence is not desirable or necessary. When the presence of the grievant at the grievance hearing is required by either party, illness or incapacity of the grievant shall be grounds for any necessary extension of grievance procedure time limits.
- 3.4 Time Limits — A grievance must be filed within fifteen (15) days of the occurrence of the event which gave rise to the grievance. The number of days indicated at each step in the procedure shall be considered as the maximum allowable to the parties and every effort shall be made to resolve the grievance as rapidly as possible. All time limits consist of school days, except when a grievance is submitted fewer than fifteen (15) days before the close of the current school term, then time limits shall consist of all weekdays.
- 3.5 Procedures — The parties acknowledge that it is desirable for an employee and the immediate supervisor to resolve problems through free and informal communications. Therefore, before a grievance is filed, the grievant/Association shall discuss the claim with the most immediate supervisor.

Step One: If the complaint can not be resolved informally, the grievant/Association shall file the grievance in writing with the immediate supervisor, who shall certify by signature the date and hour the grievance was received. This certification shall be witnessed by the grievant. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement which are applicable, and shall state the remedy requested. The supervisor shall make a decision on the grievance and communicate it in writing to the grievant/Association and the Superintendent within seven (7) days after receipt of the grievance.

Step Two: In the event a grievance has not been satisfactorily resolved at the first step, the grievant/Association shall file, within seven (7) days of the immediate supervisor's written decision at Step One, a copy of the grievance with the Superintendent. Within seven (7) days after receipt of

the grievance, the Superintendent or his designee shall meet with the grievant/Association to resolve the grievance. The Superintendent or his designee shall file an answer stating the reasons within ten (10) days of the meeting and communicate it in writing to the grievant/Association and the immediate supervisor.

Step Three: If the grievance is not satisfactorily resolved at Step Two, the grievant/Association shall file, within seven (7) days of receipt of the Superintendent's decision at Step Two, a request for a hearing with the Board. The Board shall meet with the grievant/Association within seven (7) days after receipt of the request for a hearing. The Board, or their designee, shall file an answer stating the reasons within seven (7) days of the hearing and communicate it in writing to the grievant and the Superintendent.

Step Four: If the grievance is not satisfactorily resolved at Step Three, the grievance may proceed to binding arbitration. The Association shall submit to the Superintendent a written demand on behalf of the Association and the grievant to enter into binding arbitration. This demand must be submitted within thirty (30) days of receipt of the Step Three answer. If a demand for arbitration is not filed with the Superintendent within thirty (30) days, the grievance shall be deemed withdrawn.

Arbitration proceedings shall be conducted by an arbitrator to be selected by the two (2) parties from a roster of arbitrators provided by the American Arbitration Association. Within seven (7) days after the Association requests binding arbitration, the two (2) parties will alternately strike one (1) name at a time from the panel until only one (1) name shall remain. The remaining name shall be the Arbitrator. Expenses for the arbitrator's services shall be born equally by the School District and the Association. The decision of the Arbitrator shall be final and binding on the parties. The Arbitrator, in his opinion, shall not amend, modify, nullify, ignore or add to the provisions of the Agreement. The Arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association and his decisions must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

3.6 Additional Items

- (a) Bypass: By Mutual agreement, any step of the grievance procedure may be bypassed.
- (b) Withdrawal: A grievance may be withdrawn at any level without establishing a precedent.
- (c) Settlement: By mutual agreement, a grievance may be settled at any step without establishing a precedent.

- (d) Costs of Arbitration: The fees and the expenses of the arbitrator shall be shared equally by the parties. The parties shall each be responsible for the costs of their own representation. If only one (1) party requests the presence of a court reporter, that party shall bear the costs of the reporter. If only one (1) party requests the postponement of an arbitration hearing that party shall bear the costs of such postponement.
- (e) Cooperation: The District and the Association shall cooperate in the investigation of any grievance.
- (f) Handling of Grievance: Any investigation or other handling or processing of any grievance by the grievant or the Association shall be conducted so as to result in no interference with or interruption whatsoever of the work activities of the grievant or of the District's employees.
- (g) Bar to Appeal: Failure of a grievant or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits may be extended by mutual agreement.
- (h) Other Complaints: If the Association or any employee files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the District shall not be required to process this same claim or set of facts through the grievance procedure.
- (i) No Reprisal: No reprisals shall be taken by the District or the Association against any employee because of the employee's participation or refusal to participate in a grievance.
- (j) Class Grievance: A grievance involving more than one (1) employee or more than one (1) supervisor shall be deemed as a class grievance and maybe filed by the Association, on behalf of the employees, at Step Two.
- (k) American Arbitration Association Rules: The parties, by mutual agreement, may request that the Expedited Arbitration rules of the American Arbitration Association be used.

ARTICLE IV

EMPLOYEE RIGHTS

- 4.1 Right to Organize and Participate — The Board and the Association recognize that each employee has the right to join or not to join any organization for the member's professional or economic improvement, and membership in any organization shall not be required as a condition of employment.
- 4.2 Non-Discrimination — The Board and the Association agree that they will not discriminate against any employee for reasons of color, race, marital status, religious affiliation, age, sex or national origin.
- 4.3 Employer Hearings/Employee Rights — When an employee is requested to appear before the Board or any Board Committee concerning any matter which could adversely affect that member's position, employment or salary, the staff member shall be given reasonable prior written notice of the reasons for such meeting and shall be entitled to have a personal representative at said meeting.
- 4.4 Rules and Regulations — Copies of Board Policy and any written Administrative Manual shall be made available to each employee upon hire within the District. Any changes in said policy or administrative manual shall be made available to each employee within fifteen (15) days after Board action.
- 4.5 Board Meetings/Notification — The President of the Association shall be given written notice of all regular and special meetings of the Board at the same time such notice is provided the media.
- 4.6 Student Presence — It is understood that it is in the best interest of all concerned that verbal disagreements between employees and supervisors should be conducted outside the presence of students or other employees.
- 4.7 Names and Addresses/New Employees — Names and addresses of newly hired employees shall be provided to the Association within fourteen (14) days after Board action hiring them.
- 4.8 Leave — In the event that the Association desires to send representatives to local, state or national conferences or on business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the District for the cost of the substitute (s) for any day exceeding one (1). No more than five (5) aggregate days may be taken in any one (1) year and no individual may use more than three (3) days. The Association President will be granted one (1) additional paid day per year. Written notice for leave must be submitted to the Superintendent at least seven (7) days prior to said leave.

4.9 Association Use of District Facilities — The Association shall have the right to reasonable use of school buildings for official Association meetings, providing that such facilities are available, prior notice has been given to the building Principal a minimum of two (2) working days in advance of the meeting, there is no interruption of the education program, and the Association reimburses the District for any costs incurred as the result of the Association's use of facilities.

In addition, the Association shall have the right to use equipment including typewriters, mimeographing or ditto machines, other duplicating or printing equipment, binding equipment, calculating machines, audio-visual equipment and computer and word processing equipment at reasonable times when such equipment is not in use. The Association shall pay for the reasonable cost of all materials, supplies and operator (when necessary) incident to such use.

4.10 Business by Association Representatives on School Property — Authorized representatives of the Association shall be permitted to transact official Association business on school property during lunch periods and before and after school, provided that such activities shall not interfere with or interrupt normal school operations, and that any Association representatives who are not District employees shall make their presence known to the building Principal.

4.11 Mail Facilities and Inter-School Mail — The Association shall have the right to use employee mail boxes and inter-school mail service for communication with members of the bargaining unit.

4.12 Credit Union—

(a) The employer shall provide an optional payroll deduction plan for the Illinois Education Association Credit Union or the Land of Lincoln Credit Union. The deduction may be initiated or adjusted by submitting such request to the Superintendent by the first day of any month.

(b) All monies collected shall be forwarded to the Illinois Education Association or the Land of Lincoln Credit Union within ten (10) working days following each pay period with a printout of the amount deducted for each employee.

4.13 Payroll Deductions —

(a) Procedures for Membership Authorization: Proper authorization for membership payroll deductions shall be the signature of the employee or an authorization form prepared by the Association and submitted to the Superintendent or his/her designee. Such authorization shall remain effective from year to year unless the employee cancels such authorization by notice in writing to the Superintendent and the Association prior to September 1~ of any school year, to be effective for such year.

- (b) Payment to the Association: Authorizations submitted to the Superintendent or his/her designee by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be equally deducted over the remaining pay periods and remitted to the Association within ten (10) working days following each pay period.

4.14

Payment of Salaries —

- (a) Bi-monthly payments on the 5th and 20th of each month.
- (b) If a pay date falls on a Saturday, Sunday, or holiday, each employee shall be paid on the last work day immediately prior to said Saturday, Sunday, or holiday.

ARTICLE V

PERSONNEL FILE

- 5.1 Members of the bargaining unit shall have the right, upon request and at a time mutually convenient to the parties, to review the contents of their own personnel file as maintained by the District. Privileged information, such as letters of reference, shall be specifically exempted from such a review. A bargaining unit member shall have the right to have a representative of the Union accompany him/her in such review.
- 5.2 Members of the bargaining unit may write a response to any materials contained in their personnel file and this response will also be placed in the personnel file.
- 5.3 Upon written request, members of the bargaining unit will be provided with one (1) copy of any materials in the employee's personnel file, exclusive of privileged information.
- 5.4 If a formal evaluation of an employee is conducted, the employee shall be notified within five (5) days of the placement of the evaluation in the file. The employee has the right to sign the evaluation and the evaluation shall be signed by the employer and/or designee.

ARTICLE VI

LEAVES

6.1 Sick Leave — The Board shall grant up to fifteen (15) sick leave days per school term without loss of pay. Sick leave accumulation shall be unlimited for purposes of making a claim for absences from work for actual sickness as defined herein. For purposes of retirement, the Board agrees to give credit to the employee for up to an additional sixty (60) days, which credit is in addition to the unused sick days to be used for an actual illness. Unused sick days shall not be paid out if a person vacates their position for any reason including resignation or retirement. Sick leave shall be interpreted to mean personal illness or serious illness, birth, adoption or placement of adoption, or death in the immediate family or household. The immediate family for purposes of this article shall include: parents, spouse, brothers, sisters, children, grandparent, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, wards, nieces, nephews, aunts, uncles and legal guardians. Absences for attendance at funerals of members of the family shall be allowed under accrued sick leave provided such absence does not exceed the date of the funeral and reasonable travel time. Absence due to pregnancy-related disability shall be treated as sick leave.

6.2 Personal Leave — The Board shall grant two (2) personal leave days without loss of pay to be deducted from sick leave. One unused personal leave day shall be carried over to the following year allowing an accumulation of no more than three (3) personal leave days which the accumulated total includes the then current year's allotment of personal days. Any additional personal leave days granted by the Superintendent shall be subject to loss of pay.

A written application for personal leave shall be made to the immediate supervisor. Advance notice of personal leave, except in emergency situations, shall be at least two (2) days prior to the day of leave.

Personal leave may not be taken during the first or last five (5) school days, prior to or to extend Thanksgiving, Christmas, and Easter/Spring Break vacation periods, on days when final examinations or state tests are scheduled, or when special teacher programs (institutes, school improvement days, special workshops and/or conferences) are scheduled. These restrictions may be waived when deemed necessary by the Superintendent.

No more than ten percent (10%) of the E.S.P. staff in each classification may be absent on the same day unless deemed necessary by the Superintendent. Unused personal leave days shall be allowed to accumulate as sick leave.

- 6.3 Professional Leave — With the Approval of the Superintendent, members of the bargaining unit may be permitted two (2) days of leave per year which will contribute to the staff member's professional improvement.

A staff member planning to use professional leave shall submit a written application to the Superintendent at least five (5) days prior to the date of the requested leave. Professional leave may not be taken during the first or last five (5) days of school, on days when final examinations or special programs (as institutes, conferences, workshops) are scheduled, or on the first working day preceding or following a vacation or holiday, except in emergency situations as approved by the Superintendent.

- 6.4 Accident or Injury Leave — Absence due to injury, accident or illness incurred in the employee's employment shall be compensated for in the following manner. Following a 3-day wait period (sick days or vacation days would be applied during this period) the District shall stop payment of salary and worker's compensation payments would be paid to the employee directly. Employees will not be allowed to use sick, personal or vacation time in lieu of worker's compensation payment of salary. The District would continue all benefits of medical and life insurance. Employees will be required to pay all current deductions to the employer each month.

- 6.5 Jury Service and Other Related Appearances — Staff members summoned to jury duty when school is in session shall receive full salary during the time the member is on jury duty provided the member pays to the District the fees received for performing jury service.

Staff members issued a valid subpoena concerning matters relating to their employment by the District shall be paid for each working day of required absence, providing the member pays to the District any witness fees received. This provision is not applicable if the member is subpoenaed to testify under the following conditions:

- (a) A matter in which either the member, or any of the member's family, or any business associate, have a family or financial interest (i.e., divorce trials, personal injury cases, personal business ventures, criminal trials).
- (b) If the employee is a witness against the School District, the Board of Education or its representatives as the result of any legal actions commenced by the Pana District No. 8 Educational Service Personnel, IENNEA, its agents or members. This section is inapplicable if legal action is commenced by the School District, the Board of Education, or its representatives. If legal actions arise out of collective negotiations and resulting decisions are rendered in favor of the Pana District No. 8 Educational Service Personnel, IEA-NEA, this section shall be inapplicable. This section is also inapplicable to any arbitration proceeding resulting from the grievance procedures set forth in this Agreement.

6.6 Leaves of Absence — Leaves of absence for up to one (1) year may be granted by the Board to bargaining unit employees. A written request for leave shall be made three (3) months in advance. Leaves may be granted without pay for:

- (a) Child rearing leave.
- (b) Military service.
- (c) Unforeseen disabling illness or accidents to an employee or member of the immediate family.
- (d) Other reasons acceptable to the Board.

A notice of return from leave of absence for the coming school year shall be supplied in writing to the Board by May 1. Failure to provide such notification shall be treated as a resignation.

Any insurance program shall be maintained by the District for said employee, provided the insurance carrier approves, and providing the employee reimburses the District for any insurance costs.

ARTICLE VII

CONDITIONS OF EMPLOYMENT

- 7.1 The following general conditions of employment shall apply to all employees in the bargaining unit, regardless of classification:
- (a) Shut Down: Permission may be granted for an employee for absences due to bad roads or inclement weather when the circumstances of the individual case warrant. If permission is denied and the employee is absent, he/she may utilize one of his/her vacation or personal days for the basis of pay.
 - (b) Resignation: An employee who is resigning from his/her position shall give the normal two (2) weeks notice. Earned vacation shall be paid according to the proportion of full months worked to the total contract year.
 - (c) Breaks: Employees working six (6) or more hours per day shall be entitled to two (2) fifteen (15) minute breaks each day. Employees working four (4) to six (6) hours per day shall be entitled to one (1) fifteen (15) minute break each day. Employees working less than four (4) hours per day shall not be entitled to a break. The break times shall be determined by the employee's immediate supervisors and shall not be combined.
 - (d) Evidence of Physical Fitness: The District will pay for all physical examinations requested by the District, except the examination for initial employment.
 - (e) District Directory: All employees who are employed as of September 15 of a given year shall be listed in the Regional Directory, if one is prepared, for that year.
 - (f) In-Service: When an employee is required to attend an institute, training session or in-service program during work time, the employee shall suffer no loss of pay or benefits for said time.
 - (g) Work Day: Any employee who works in excess of forty (40) hours per week shall be paid at the rate of one and one-half (1½) times their normal rate of pay.
 - (h) Extra-Curricular Trips: Twelve (12) month employees shall have the right of first refusal on one-third (1/3) of all extra-curricular routes. Any trips remaining shall be assigned on a rotating basis. A roster shall be prepared and assignments made on the basis of the roster. A trip will be considered assigned whether accepted or not. On all trips involving an overnight stay, the driver will be paid for actual driving time plus room and meals.

- (i) Athletic Passes: All employees shall receive a yearly pass to admit said employees and their immediate family (defined as spouse and children) to regular season home athletic activities.
- (j) School Calendar: The board shall prepare, with input from the ESP, a school calendar for the school term, specifying, the opening and closing dates and providing for a minimum term of at least one hundred eighty-five (185) days.
- (k) Emergency Days: On days that school is not in session because of an emergency such as snow, ice, or other weather conditions, custodial, building and grounds maintenance, and full-time transportation employees shall work one-half (1/2) day. All other ESP employees do not work on emergency days when school is not in session. For all new employees hired after July 1, 2008 see 14.3 for applicable treatment of emergency days.
- (l) Expectations: No employee will be held responsible for duties beyond their assigned tasks.
- (m) Custodial Shifts: Custodians shall be assigned to regular shifts in a specific building with the exception that one (1) utility custodian will be assigned to the Unit Office.
- (n) Overtime Pay: Any educational support person who works more than forty (40) hours per week shall be paid overtime pay. The decision to offer educational support personnel work which would qualify as overtime shall be at the sole discretion of the administration. Once such decision is made, overtime work will be offered to qualified twelve (12) month employees on a rotating basis by seniority within a particular building. If the employee, however, voluntarily chooses to receive compensation time at the overtime rate, and signs a written waiver to receive overtime pay, he or she may do so. The election to receive compensation time MUST be made within seventy-two (72) hours of the time overtime work is performed and said election shall be communicated to the employee's supervisor. At the same time the employee makes the election, the supervisor and the employee shall mutually determine when the compensation time shall be taken. The use of agreed upon compensatory time is discouraged and if granted must be used within the same fiscal year that it was accrued. Unused compensatory time shall be paid out to the employee at their overtime rate. If time is accumulated in the month of June, it will be paid at time & a half. There will be no compensatory time offered.
- (o) Resignation and Bargaining Unit Work: Once an employee submits his or her resignation to the Board and it is accepted, said employee shall not retain any right to bargaining unit work after the effective date of the resignation. This does not prevent the retired employee from thereafter applying for employment within the District or being placed on a substitute list, and his or her application will be considered in the same manner as other applications for the position.

- (p) Use of Employee Vehicle: Any educational service employee using his or her own vehicle, and who is required by work assignment to travel more than five miles (5) round trip to carry out said work assignment, shall be reimbursed for travel at the current IRS rate.
- (q) Professional Improvement: The Board, at the discretion of the Superintendent, may pay the cost of any classes, training or instruction necessary for the professional improvement of a bargaining unit member's qualifications in their present position due to growing technology related to that position. Employees, with the approval of the Superintendent, shall be allowed to attend all District offered training (classes) without cost to the employee. Employees shall not receive hourly rate for attendance of said training. The District shall offer to any employee on a voluntary basis CPR/First Aid Workshop(s). Those employees in attendance shall be paid an hourly rate of ten (\$10.00) dollars for the attendance of said workshop(s).
- (r) Employee Substituting: Bargaining Unit employees substituting a position within the Unit are to be paid the beginning wage for that position. Any employee within the same classification who is assuming the responsibilities of the "head" position or a superior position will be paid the beginning salary that position currently pays, or the employee's salary who is substituting, whichever is higher, for the amount of time worked.
- (s) Cancellations: If an employee reports to work at his/her regular scheduled time and is subsequently informed that school or that duty has been canceled due to weather conditions or other circumstances, that employee shall receive five dollars (\$5.00) compensation.
- If a bus driver departs on an extra trip which requires a substitute driver to drive the drivers regular scheduled route, and that trip is canceled prior to the driver reaching his/her destination, the driver shall receive his/her regular pay for their regular route missed or the extra trip pay for the amount of time he/she was in transit, whichever is greater.
- (t) Lunch: All bargaining unit members who work six (6) hours or more per day shall receive a duty free continuous thirty (30) minute lunch break.

ARTICLE VIII

DISCIPLINE, REPRIMAND OR DISMISSAL

- 8.1 An employee may be discharged and/or suspended for reasonable cause. Grounds for discharge or suspension shall include, but not be limited to: drunkenness or drinking or carrying intoxicating beverages on the job, possession or use of any controlled and/or illegal drug, dishonesty, infraction of rules, careless use or abuse of machinery or equipment, insubordination, or negligence in the performance of duties. Infraction of rules, careless use or abuse of machinery or negligence in the performance of duties shall be deemed remediable problems and the employee shall be given an opportunity to remediate.
- 8.2 A conference with the employee shall be held prior to any suspension and/or discharge during which his/her problems shall be discussed.
- 8.3 An employee shall be given a written explanation of the action of the employer.
- 8.4 An employee shall be informed of his right to Association representation in any meeting which may result in suspension and/or discharge.
- 8.5 Discharge or suspension shall be based on matters contained within an employee's personnel file. The employer shall be given ten (10) working days after any incident to place the material in the personnel file.
- 8.6 The employee shall have the right to respond to any oral and/or written reprimand. The written response shall be attached to any written reprimand prior to being placed in any file, including the employee's personnel file.
- 8.7 Any written reprimand shall be signed and dated. The employer shall be given ten (10) working days after any incident to place the materials in the personnel file.
- 8.8 Educational Support Personnel, upon employment with Pana Community Unit School District No. 8, shall be on probationary status during the first ninety (90) days of employment. If the employee's work is deemed unsatisfactory by the administration and the Board during this period, the Board at its discretion may terminate the employment.

ARTICLE IX

SENIORITY

9.1 Definition of Seniority — seniority shall mean the amount of continuous employment in a job classification within the bargaining unit beginning with the bargaining unit member's initial date of employment. Periods of lay-off and unpaid leaves of absence of greater than one (1) year shall not be counted in determining length of service. Further, a lay-off of less than one (1) year duration will not constitute a break in service. In the event seniority is equal, the position on the seniority list shall be determined by date of hiring for said position.

9.2 Classifications Within the Bargaining Unit — For purposes of the Agreement, all bargaining unit members shall be placed in one (1) or more of the following classifications based on their current assignments. Placement on the seniority list shall be according to these classifications:

- | | | | |
|-----|--------------------------------|-----|------------------------|
| (a) | Custodial | (g) | Teaching Assistants |
| | 1. Head Custodian | 1. | Instructional Paraprof |
| | 2. Custodian | 2. | Library Assistant |
| (b) | Maintenance | 3. | Library Aide |
| | 1. Head Maintenance | 4. | Playground Aide |
| | 2. Yard Maintenance/Mowing | (h) | Instruction |
| | 3. Delivery | 1. | PAC Instructor |
| (c) | Administrative Assistants | 2. | PAC Recruiter |
| | 1. Data Entry | (i) | LPN Nurse |
| (d) | Cafeteria | (j) | Technology Assist |
| | 1. Head Cook | (k) | Student Monitors |
| | 2. Cook | 1. | Alternative Ed |
| | 3. Cashier | 2. | Distance Lab |
| | 4. Dishwasher | | |
| | 5. Lunch Aide | | |
| (e) | Transportation | (l) | Parent/Coordinator |
| | 1. Lead Bus Driver | (m) | Technology Assist |
| | 2. Mechanic | | |
| | 3. Bus Driver | | |
| | 4. Bus Aide | | |
| | 5. Alternative School Bus Aide | | |
| | 6. Crossing Guard | | |
| | 7. Bus Maintenance | | |
| (f) | Carpenter | | |

9.3 Maintaining and Posting of Seniority Rights

The employer shall prepare, maintain and post the seniority list by job classification. The seniority list shall be posted in the central office by February 1 of each year. Any disagreement with the seniority listing must be made known to the Superintendent by March 1 of each year or the listing will be deemed to be correct, until next posting. A copy of the seniority list and subsequent revisions shall be furnished to the President of the Association.

9.4 Loss of Seniority

- (a) Resignation
- (b) Dismissal
- (c) Retirement
- (d) Being on lay-off or an unpaid leave of absence exceeding one (1) year.

9.5 Seniority Continues to Accrue

- (a) Temporary Disability under the Illinois Municipal Retirement Fund (I M RF).

9.6 Transfers and Resignations — Any one (1) employee who works more than one (1) job classification shall accrue seniority in each classification in which he/she works.

Any employee moving from one (1) job classification to another shall retain his/her seniority accrued in the previous classification. Seniority will begin to accrue in the new classification on the effective date of the transfer.

ARTICLE X

ASSIGNMENTS AND VACANCIES

10.1 Notification of Assignments — In the event of changes in work assignment or classification or work, bargaining unit members so affected by said change shall be notified of his/her tentative assignment on or before July 15. In no event shall changes in the employee's assignment be made later than thirty (30) days prior to the commencement of the school term unless an emergency situation exists. In the event of such emergency, the employee shall be allowed to resign if such change is not acceptable to him/her.

10.2 Vacancies

- (a) A vacancy shall be defined as a permanent position which has been newly created, or which has previously existed and has been vacated due to promotion, resignation, retirement, death or termination. Nothing contained herein shall alter the power of the Superintendent or his/her designee to make assignments of personnel. The term vacancy shall not apply to any position from which an employee is absent due to leave. With the exception to the above, employees with four (4) years seniority within the classification shall be given prior consideration.
- (b) The Superintendent shall have posted in all school buildings a notice of all full-time and part-time vacancies, which the administration intends to fill, or new positions posted thirty (30) days after resignation or board action. The Superintendent will send a copy of the notice to the President of the Association via email.
- (c) Except in cases deemed by the Superintendent to be an emergency, no vacancy defined above shall be filled until such vacancy has been posted for five (5) employee or office workdays.
- (d) Nine (9) or ten (10) month employees who are away from their assignments during the summer months may request in writing that the Superintendent or his designee mail to them a copy of vacancy notices and shall supply self-addressed stamped envelopes.
- (e) All vacancy notices shall contain the qualifications for the position, its duties, the rate of compensation and the deadline for making application.

10.3 Promotions

- (a) Promotional positions are defined as those positions paying a salary differential and/or positions that are administrative, supervisory or confidential in nature and for which bargaining unit members are qualified.

(b) All vacancies in promotional positions shall be posted in accordance with the procedures enumerated in Section 10.2 of this Article.

10.4 Transfers — When it is necessary to permanently involuntarily transfer or permanently reassign employees, all volunteers shall be sought and first considered, but the final decision is that of the Board of its designee.

In the case of a permanent involuntary transfer or permanent reassignment between classifications within the bargaining unit the employee will not lose the hourly level of pay they had achieved in their former job classification, If the permanent involuntary transfer or permanent reassignment is to a job classification with a higher hourly rate of pay the employee will receive the benefit of the new higher hourly rate of pay for that job classification.

10.5 Promotion or Transfer: A bargaining unit employee wishing to apply for promotion or transfer to a vacancy or newly created position within the district for which the employee feels qualified may do so. The employee shall apply to the Superintendent in writing. Current district employment status shall be given consideration in evaluating an employee's application.

ARTICLE XI

REDUCTION IN PERSONNEL, LAYOFF AND RECALL

- 11.1 Layoff — Layoff shall be defined as necessary reduction in the work force as determined by the Board and Administration.
- 11.2 Procedure for Layoff — No bargaining unit member shall be laid off pursuant to a necessary reduction in the work force unless said bargaining unit member shall have been notified of said layoff at least forty-five (45) days prior to the effective date of layoff. In the event of a necessary reduction in work force, the Board shall first lay off probationary bargaining unit members, then the least senior bargaining unit members in inverse order of seniority according to job classification. Any employee in a job classification which includes sub-classifications as set forth in section 9.2 hereof may bump an employee in a lower sub-classification of that job classification provided they have greater seniority than the employee in the lower sub-classification. The highest sub-classification shall be denoted as 1, with 2,3 and 4 being descendingly lower sub-classifications.
- 11.3 Laid Off Employees/Substitution — A laid off bargaining unit member shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority.
- 11.4 Fringe Benefits/Laid Off Employees — Laid off bargaining unit members may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Board according to the COBRA guidelines.
- 11.5 Recall Rights and Procedures — Any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term shall be offered to the employees so removed or dismissed from that category of position for which they are qualified or any other category so far as the bargaining unit member is qualified to hold such position.
- 11.6 Employee's Obligation to Respond to Recall — It shall be the bargaining unit member's responsibility to keep the Board notified as to his/her current mailing address. A recalled bargaining unit member shall be given ten (10) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to report to work. The Board may fill the position on a temporary basis until the recalled bargaining unit member can report to work provided the bargaining unit member reports to work within the ten (10) day period. Bargaining unit members recalled to full-time work for which they are qualified are obligated to take said work. A bargaining unit member who declines recall to full-time work for which he/she is qualified shall forfeit his/her seniority rights.

ARTICLE XII

EVALUATION

- 12.1 Purpose — The purpose of evaluation is to observe and evaluate the employee's performance and to identify strengths and help eliminate weaknesses.
- 12.2 Preparation of Job Description — The Board shall prepare job descriptions for each classification of employees. These job descriptions will include job duties, responsibilities and standards to which employees are expected to conform and will form the basis of the instrument of evaluation. The Union will be allowed to have input with the Board and the Superintendent concerning the job descriptions and classifications.
- 12.3 Procedure for Evaluation
- (a) Probationary Employee: All probationary employees shall be evaluated at least two (2) times during their 90 day probationary time. Educational service personnel employees on a full-time or regularly scheduled part-time basis shall be evaluated at least once every two (2) years.
 - (b) Orientation: Within fifteen (15) calendar days of the beginning of each school year the designated administrator or supervisor shall orient all employees under his/her supervision as to the evaluation procedures, standards and instruments to be used in evaluation. The employee shall also be advised as to those administrators or supervisors who may observe and evaluate their performance.
 - (c) Formal Observation: All evaluations shall be reduced to writing and a copy given to the employee within ten (10) days of the formal evaluation. The employee and the evaluator shall mutually agree to a conference to discuss the evaluation within six (6) days after the employee has received the evaluation. At this conference the employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, but only that the contents have been discussed.
 - (d) Employee Right to Respond: In the event the employee feels the formal written evaluation of his/her job performance was incomplete or inaccurate the employee may put these objections in writing. There shall be provided on the signature page of the evaluation form a space for the employee to add any pertinent comments concerning his/her evaluation.
 - (e) Reasons for Unsatisfactory Work: If an administrator/supervisor believes an employee is doing unsatisfactory work, the reasons therefore shall be stated in specific terms.

- (f) Informal Observations: Any informal observation(s) which are evaluative in nature must be reduced to writing, discussed with the employee and submitted to the employee for signature prior to placement in the employee's personnel file. The signature indicated only that the employee has read the content, not that he/she is in agreement.

ARTICLE XIII

VACATIONS AND HOLIDAYS

13.1 Vacation

- (a) All full-time employed bargaining unit members who are employed as twelve (12) months shall be entitled to vacation as follows:
 - (1) Two (2) weeks after one (1) year of full-time service.
 - (2) Three (3) weeks after ten (10) years of full-time service.
 - (3) Four (4) weeks after twenty (20) years of full-time service.

- (b) As a general rule, all members qualifying for vacation shall attempt to take vacations during summer months when school is not in session and said time is subject to the approval by the Superintendent. However, upon approval by the Superintendent, members may be allowed, under special circumstances, to take some vacation at other times of the year, such as Christmas and Easter breaks. Members must request their vacation at least two (2) weeks prior to the request beginning date of the vacation.

- (c) A maximum of five (5) vacation days may be accumulated. Vacation time shall be computed as of each employee's anniversary date. Employees who currently have unused accumulated vacation days shall be grandfathered under this provision for the effective dates of this Agreement. The intent is not to penalize any employee for days so accumulated before the effective dates of this Agreement. In connection with the above, no more than four (4) weeks may be taken in any one (1) year including annual vacation.

13.2 Holidays

- (a) All days observed as holidays under the Illinois School Code are to be considered as holidays and observed as such, including:
 - 1. New Year's Day
 - 2. Lincoln's Birthday
 - 3. Memorial Day
 - 4. July Fourth (4th)
 - 5. Labor Day
 - 6. Columbus Day
 - 7. Veteran's Day
 - 8. Thanksgiving Day
 - 9. Christmas Day
 - 10. Martin Luther King's Birthday
 - 11. Casimir Pulaski's Birthday

If the Board of Education declares Friday after Thanksgiving, December twenty-fourth (24th), December thirty-first (31st) and the Friday before Easter as holidays, they will be observed as such. In the event any of these holidays are no longer required by the Illinois School Code and are not observed as holidays by the Pana School District, they will automatically be deleted as a holiday from this Agreement and shall be reinstated as workdays. If holidays are added to the Illinois School Code and observed by the Pana School District, the employee shall not suffer any loss of pay nor be requested to work additional days as a result of such observance.

- (b) If an employee is on sick leave or vacation when an above-listed holiday is observed, that day(s) shall not be counted as sick leave or vacation.
- (c) During the school year all legal holidays will be observed as they fall on the school calendar. During the summer period when a legal holiday falls on a Sunday, the succeeding Monday shall be specified as a holiday, and when the legal holiday falls on a Saturday, the proceeding Friday shall be observed as a holiday.

ARTICLE XIV

SALARY

- 14.1 Salary Schedule — Educational service personnel employees shall be paid for the 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013 school years according to the salary schedule attached hereto as Appendix A.

Starting Wages for the 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013 school years shall increase according to the salary schedule attached hereto as Appendix A. Exception is for the starting wage of the Mechanic which will be increased by the salary schedule.

- 14.2 Insurance — The Board will pay the single premium coverage for all bargaining unit employees covered prior to June 30, 1993 who regularly work thirty (30) or more hours per week.

The Board will pay the single premium coverage for all bargaining unit employees to a maximum of Four Thousand Four Hundred (\$4400.00) dollars per year for the 2008-2009 and 2009-2010 school years and Four Thousand eight Hundred Fifty (\$4850.00) dollars for the 2010-2011 and 2011-2012 school years and Five Thousand Three Hundred (\$5300.00) dollars for the 2012-2013 school year for all newly covered employees employed after June 30, 1993 and who work at least thirty (30) hours per week.

Employees employed prior to June 30, 1993 for thirty (30) or more hours per week and who do not elect insurance coverage shall have their pay increased Three Thousand Three Hundred Eighty-Four and 00/100 Dollars (\$3384.00) over their otherwise schedule pay.

Employees employed after June 30, 1993 and prior to July 1, 2002 for thirty (30) or more hours per week and who do not elect insurance coverage shall have their pay increased Two Thousand Five Hundred and 00/100 Dollars (\$2500.00) over their otherwise scheduled pay. Employees employed after July 1, 2002 are not entitled to the provisions of this paragraph.

- 14.3 Annualized Salaries - All employees will be paid on an hourly basis and their wages shall be annualized. All employees will be paid using direct deposit.

Time Sheets — All hourly employees will fill out a time sheet starting July 1, 2008. All employees employed by the District before July 1, 2008 will be "Grandfathered" in by past practice of early out days before holidays, snow days or on Fridays and will not receive any "docked" time. Those employees hired on or after July 1, 2008 that choose to leave early on any of the "early out" situations will be docked and only be paid the hours that they worked. If those new employees choose to stay their scheduled time, they will be paid accordingly.

- 14.4 Head Custodians/Building Checks — Head custodians at Junior High, Jefferson, Lincoln and Washington shall be paid at one and one-half (1 ½) times their hourly rate to provide building checks. Building checks will be scheduled for thirty (30) minutes each day that school is not in session during the regular school year and only on days when custodians are not scheduled to work.
- 14.5 The full-time pre-school morning/afternoon route special education driver shall receive Illinois Municipal Retirement, be placed on the extra trip roster and receive all other bus driver benefits.
- 14.6 Extra Trips — Defined as any trips that are in addition to the regular daily driver's route schedule except as a substitute for the noon route. They shall include, but not be limited to, athletic events, band trips, field trips. These extra trips shall be paid at Fourteen Dollars and seventeen Cents (\$14.17) per hour for the 2008-2009 school year; Fourteen Dollars and Ninety-One Cents (\$14.91) for the 2009-2010 school year; Fifteen Dollars and Sixty-Five Cents (\$15.65) for the 2010-2011 school year; Sixteen Dollars and Thirty-Nine Cents (\$16.39) for the 2011-2012 school year and Seventeen Dollars and Twelve Cents (\$17.12) for the 2012-2013 school year. With twenty-four (24) hour advance approval of the transportation supervisor, drivers assigned extra trips on the same day may trade assignments.
- 14.7 Cross-town Trips — Regular route drivers making the cross-town trips to transport Lincoln School students to Washington School and Washington School students to Lincoln School shall be paid at their regular hourly rate. This shall be paid to the driver or drivers actually making the cross-town trip and shall be figured on the basis of thirty (30) minutes per day.
- 14.8 Physicals and Licenses — This District shall pay the reasonable cost of health physicals and bus driver permits that are required yearly for all regularly employed drivers and full-time transportation personnel. The District will pay that portion above the cost of a regular license for a CDL license for all regularly employed drivers and full-time transportation personnel.
- 14.9 Kindergarten, Early Childhood, Pre-School Route Substitutes — Regular bus drivers shall have the right of first refusal when a substitute is needed for the noon route. This shall not count as an extra trip.
- 14.10 Additional Assignments — Regular bus drivers shall be paid their hourly rate of pay for shuttle trips (shuttle trips are defined as two (2) hours trips or less).
- 14.11 Required Attendance — Educational service employees who are required by the Board to attend any job related meetings outside of their work hours shall be paid their hourly rate of pay for the time spent attending such meetings.

- 14.12 Stipend for Bus Aide(s) — Bus aide(s) required by the District to acquire a CDL license and who are required to drive students on a daily basis shall receive an additional fifty cent (\$.50) per hour above their regular hourly rate (maximum of two dollars (\$2.00) per day).
- 14.13 Notification of Payment — The Board will annually notify the Association of the amount of monies it pays the carpenter for tools, etc.
- 14.14 Nurse Travel – The Nurse will receive a \$100.00 travel expense from August through May for their travel to Washington, Lincoln and Jefferson Schools.

ARTICLE XV

EFFECT OF AGREEMENT

- 15.1 Complete Understanding — The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.
- 15.2 Savings Clause — Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect.
- 15.3 Individual Contracts — Individual contracts of employment between the Board and employee shall not be inconsistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- 15.4 No Strike Clause — During the term of this Agreement neither the Association nor any person acting on behalf of the Association shall engage in or instigate any illegal picketing, recognition of any picket lines at the School District's premises, any illegal strike or slow-down or other refusal to render full and complete services to the Board, or any illegal activity whatsoever which would disrupt in any manner in whole or in part the operation of the School District.
- 15.5 Management Rights — It is expressly understood and agreed that all functions, rights, powers or authority of the administration of the School District and the Board of Education which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of the Agreement.
- 15.6 Waiver of Additional Bargaining — The parties hereby acknowledge that the terms and conditions included in this Agreement represent the full and complete understanding between the parties. The Board and the Association, for the life of this Agreement, each waives any obligation to bargain collectively with respect to any subject or matter that may or may not have been known to either or both of the parties at the time this Agreement was negotiated or signed and that any bargaining will be limited to a successor agreement, except that with the written mutual consent of both parties such matter may be discussed and the Agreement modified.
- 15.7 Fair Share
- (a) Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later,

shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues. Employees who are non-members hired before April 29, 2004 and who work three (3) hours or less per day are exempt from fair share. In addition, all new hires who work 2 hours or less are exempt.

- (b) In the event that the bargaining unit member does not pay his/her fair share directly to the Association by a certain date as established by the Association, the Employer shall deduct the fair share from the wages of the non-member.
- (c) Such fee shall be paid to the Association by the Employer no later than ten (10) days following deduction.
- (d) In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its' own expense and through its' own counsel, provided:
 - a. The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires.
 - 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.
- (e) The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

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

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

15.8

Term of Agreement

The economic terms of this Agreement shall be effective July 1, 2008 and shall extend until June 30, 2013. The language items shall be effective August 19, 2008.

This Agreement is signed this day of _____, 2008.

IN WITNESS WHEREOF:
For the Pana District No. 8
Educational Service
Personnel, IEA/NEA
President

IN WITNESS WHEREOF:
For the Board of
Education Pana District
No. 8
President

Secretary

Secretary

Pana Community Unit District #8
Salary Index
ESP Contract
2009 to 2013

The attached salary schedule reflects the following wage increases for employees, extra trips, cross town and the mechanic's starting wage:

2008-2009	5.50%
2009-2010	5.25%
2010-2011	5.00%
2011-2012	4.75%
2012-2013	4.50%

The starting wage increase will be 2.5% each year of the contract.

ESP SALARY APPENDIX

ADMINISTRATIVE

ASSISTANT	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	10.57	10.83	11.10	11.38	11.66

Riley, Brenda 33,339.13 35,089.43 36,843.90 38,593.99 40,330.72
 Brenda Riley's position has been grandfathered in as 11 1/2 month position with negotiated % increase for 2008-2012. This position will return to a 220 day hourly position upon this employee vacating this position.

Maisch, Faye	15.30	16.10	16.91	17.71	18.51
Lewis, Jackie	13.82	14.55	15.27	16.00	16.72
Zuber, Wendy	12.14	12.78	13.42	14.06	14.69
Schmitz, Cindy	11.98	12.60	13.23	13.86	14.49
Rochkes, Cathy	11.98	12.60	13.23	13.86	14.49
Miller, Keri	10.88	11.45	12.02	12.59	13.16

CAFETERIA

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Head Cook Hourly Start	12.21	12.51	12.83	13.15	13.48
Cook Hourly Start	9.40	9.63	9.88	10.12	10.38
Aide Hourly Start	8.04	8.24	8.44	8.65	8.87

Head Cook

Jones, Anita	14.24	14.99	15.73	16.48	17.22
Coultas, Vickie	13.06	13.74	14.43	15.11	15.79
Schmitz, Janie	12.66	13.32	13.99	14.65	15.31
Christian, Amy	13.00	13.69	14.37	15.05	15.73
Schafer, Delores	12.66	13.32	13.99	14.65	15.31

Cook

Barror, Rhonda	10.74	11.30	11.87	12.43	12.99
Mizeur, Kathy	10.74	11.30	11.87	12.43	12.99
Miller, Alice	10.74	11.30	11.87	12.43	12.99
Dressen, Julie	10.74	11.30	11.87	12.43	12.99
Beeson, Dale	9.67	10.18	10.69	11.20	11.70
Hocq, Jody	9.67	10.18	10.69	11.20	11.70
Sims, Brenda	9.67	10.18	10.69	11.20	11.70

Cashier

Ambrose, Judy	9.18	9.66	10.14	10.63	11.10
Wallace, Sherry	8.45	8.89	9.34	9.78	10.22
Epley, Donna	8.45	8.89	9.34	9.78	10.22
Miller, Nancy	8.27	8.71	9.14	9.57	10.01
Rhodes, Tonda	8.27	8.71	9.14	9.57	10.01

Dishwasher

Hocq, Gretchen	8.27	8.71	9.14	9.57	10.01
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Lunch Aide

Dilley, LeeAnne	8.66	9.12	9.57	10.03	10.48
Blake, Carolyn	8.27	8.71	9.14	9.57	10.01
Miller, Nancy	8.27	8.71	9.14	9.57	10.01
Berner, Susan	8.27	8.71	9.14	9.57	10.01

CUSTODIAN

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
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Head Custodian					
Hourly Start	13.22	13.55	13.89	14.24	14.60
Custodian					
Hourly Start	11.10	11.38	11.66	11.95	12.25

Head Custodian

Arnold, Eric	15.97	16.81	17.65	18.49	19.32
Wilcox, Richard	14.73	15.50	16.28	17.05	17.82
Ashcraft, Cindy	15.97	16.81	17.65	18.49	19.32
Drake, Thomas	14.73	15.50	16.28	17.05	17.82

Custodian

Cothorn, Louie	13.46	14.17	14.88	15.58	16.28
Rowcliff, Connie	13.07	13.76	14.45	15.13	15.81
Drake, Cheryl	12.67	13.34	14.00	14.67	15.33
Cothorn, Aaron	12.67	13.34	14.00	14.67	15.33
Gibson, Walter	12.67	13.34	14.00	14.67	15.33
Foster, Tom	12.67	13.34	14.00	14.67	15.33
Jones, Patricia	12.67	13.34	14.00	14.67	15.33
Cottrell, Donald	11.68	12.29	12.91	13.52	14.13
Nicolas, Randy	11.96	12.59	13.22	13.85	14.47
Oller, Cheryl	11.68	12.29	12.91	13.52	14.13
Keeling, Timothy	11.56	12.17	12.78	13.39	13.99
Cottrell, John	11.43	12.03	12.63	13.23	13.82

YARD MAINTENANCE /MOWING

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	10.31	10.57	10.83	11.10	11.38
Ashcraft, Derek	10.95	11.53	12.10	12.68	13.25
Dukeman, Steven	10.61	11.17	11.73	12.29	12.84
Sokolis, Gary	10.61	11.17	11.73	12.29	12.84

HEAD MAINTENANCE

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	13.85	14.19	14.55	14.91	15.29
Beyers, Mark	15.83	16.66	17.49	18.32	19.14
Miller, David	14.92	15.70	16.49	17.27	18.05

DELIVERY

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	9.28	9.51	9.75	9.99	10.24
Funk, Thomas	9.66	10.17	10.68	11.19	11.69

BUS MAINTENANCE

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	11.10	11.38	11.66	11.95	12.25
Nicolas, Randy	11.96	12.59	13.22	13.85	14.47

MECHANIC

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	14.23	14.98	15.73	16.48	17.22
Mashburn, Steven	14.23	14.98	15.73	16.48	17.22

LEAD DRIVER

	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	14.16	14.51	14.87	15.24	15.62

Swenny, Robert	16.43	17.30	18.16	19.02	19.88
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BUS DRIVER	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	13.83	14.17	14.53	14.89	15.26

Extra Trip	14.18	14.92	15.67	16.41	17.15
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Gullidge, James	17.45	18.37	19.28	20.20	21.11
Caulk, Judy	19.62	20.65	21.69	22.72	23.74
Fitzpatrick, Sharon	23.56	24.79	26.03	27.27	28.50
Gruber, Nancy	17.45	18.37	19.28	20.20	21.11
Foor, Keith	19.62	20.65	21.69	22.72	23.74
Hays, Marsha	17.45	18.37	19.28	20.20	21.11
Jenkins, Brian	17.45	18.37	19.28	20.20	21.11
Shellenbarger, Robin	17.45	18.37	19.28	20.20	21.11
Nicolas, Randy	14.89	15.67	16.45	17.23	18.01
Epley, James	15.79	16.62	17.45	18.28	19.11
Vanus, Dawn	16.42	17.29	18.15	19.01	19.87
Dilley, Ray	14.90	15.68	16.46	17.24	18.02
Lading, Gene	14.53	15.29	16.05	16.82	17.57
Wright, Jerry	14.40	15.16	15.91	16.67	17.42

BUS AIDE	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	8.04	8.24	8.44	8.65	8.87

Jenkins, Brian	9.57	10.07	10.57	11.08	11.58
Vanus, Darlene	9.18	9.66	10.14	10.63	11.10
Cothorn, Pat	8.58	9.03	9.48	9.93	10.38
Dilley, LeeAnne	8.38	8.82	9.26	9.70	10.13
Nicolas, Jean	8.46	8.91	9.35	9.79	10.24
Fitzpatrick, John	8.38	8.82	9.26	9.70	10.13

BUS AIDE	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
ALTERNATIVE SCHOOL					
Hourly Start	9.04	9.26	9.49	9.73	9.97

Chaney, Collette	10.18	10.71	11.25	11.78	12.31
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CROSSING GUARD	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	8.04	8.24	8.44	8.65	8.87

Mahnke, Susan	8.89	9.36	9.83	10.30	10.76
Kimmel, Elwin	8.27	8.71	9.14	9.57	10.01

STUDENT MONITOR	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	9.59	9.83	10.08	10.33	10.59

Jones, Cathy	11.97	12.60	13.23	13.86	14.48
Whetsell, Tony	11.97	12.60	13.23	13.86	14.48
Robertson, Lula	11.05	11.63	12.21	12.79	13.36

LPN NURSE	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	14.32	14.68	15.04	15.42	15.81

Deere, Tammy	15.42	16.23	17.05	17.86	18.66
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LIBRARY ASSISTANT	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	11.00	11.27	11.56	11.84	12.14

Harlow, Lori	13.20	13.89	14.59	15.28	15.97
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LIBRARY AIDE	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	8.96	9.18	9.41	9.65	9.89

Stumpf, Lila	10.23	10.77	11.31	11.85	12.38
Nance, Karen	10.23	10.77	11.31	11.85	12.38
Bearup, Fannie	10.23	10.77	11.31	11.85	12.38

INSTRUCTIONAL PARAPROFESSIONAL	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	11.55	11.84	12.14	12.44	12.75

Dell, Sherry	13.20	13.89	14.59	15.28	15.97
Law, Candice	13.20	13.89	14.59	15.28	15.97
Thompson, Barbara	13.20	13.89	14.59	15.28	15.97
Schmitz, Doris	13.20	13.89	14.59	15.28	15.97
Funneman, Amy	13.20	13.89	14.59	15.28	15.97
Sims, Jodi	12.67	13.34	14.00	14.67	15.33
Grotts, Tammy	13.20	13.89	14.59	15.28	15.97
Miller, Nancy	13.20	13.89	14.59	15.28	15.97
McGrath, Susan	12.79	13.46	14.13	14.80	15.47
Reed, Jodi	12.15	12.79	13.43	14.07	14.70
Wallace, Sherry	12.15	12.79	13.43	14.07	14.70
Hamilton, Brandi	12.04	12.67	13.30	13.93	14.56
Berner, Susan	11.89	12.51	13.14	13.76	14.38
Hutchinson, Lori	11.89	12.51	13.14	13.76	14.38
McNeely, Laura	11.89	12.51	13.14	13.76	14.38
Ritchie, Karen	11.89	12.51	13.14	13.76	14.38
Gravatt, Dara	11.55	12.16	12.76	13.37	13.97

PLAYGROUND AIDE	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Aide Hourly Start	8.04	8.24	8.44	8.65	8.87

Funneman, Amy	8.89	9.36	9.83	10.30	10.76
Hutchinson, Lori	8.27	8.71	9.14	9.57	10.01
McNeely, Laura	8.27	8.71	9.14	9.57	10.01

PAC	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	21.27	21.80	22.35	22.90	23.48

Rhodes, Kathleen	25.51	26.85	28.19	29.53	30.86
Elmore, Phyllis	22.90	24.11	25.31	26.51	27.71
Scherzer, Judy	22.16	23.32	24.48	25.65	26.80

PARENT COORDINATOR	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	21.27	21.80	22.35	22.90	23.48

PAC RECRUITER	2008-09	2009-2010	2010-2011	2012-2012	2012-2013
Hourly Start	20.30	20.80	21.32	21.86	22.40