

NEGOTIATIONS AGREEMENT

2007 - 2012

between

BOARD OF EDUCATION

GLENBROOK HIGH SCHOOL DISTRICT #225

and

**GLENBROOK EDUCATIONAL SUPPORT STAFF ASSOCIATION
(GESSA)**

For the period July 1, 2007 -- June 30, 2012

Published July 1, 2010

Table of Contents

Preamble	Page 3
Article I - Recognition	Page 3
Article II - Association Rights and Responsibilities	Page 4
Article III - Board Rights	Page 5
Article IV - Employee Rights	Page 6
Article V - Working Conditions	Page 7
Article VI - Employee Discipline	Page 7
Article VII - Vacancies	Page 8
Article VIII - Assignments/Involuntary Transfers	Page 8
Article IX - Leaves	Page 9
Article X - Holidays/Calamity Days	Page 13
Article XI - Seniority	Page 14
Article XII - Resignations	Page 15
Article XIII - Reduction in Force	Page 15
Article XIV - Professional Development	Page 16
Article XV - Reclassification	Page 17
Article XVI - Job Descriptions	Page 17
Article XVII - Work Day/Work Week/Work Year	Page 17
Article XVIII - Overtime	Page 18
Article XIX - Employee Evaluation	Page 19
Article XX - Probationary Period	Page 19
Article XXI - Grievance Procedure	Page 20
Article XXII - Compensation/Benefits	Page 23
Article XXIII - Negotiation Procedures	Page 27
Article XXIV - Term of Agreement	Page 29
Exhibit A - Salary Schedule/Clerical - Technical	Page 31
Exhibit B - Voluntary Termination Benefits	Page 49
Memorandum of Understanding – Reclassification on Salary Schedules/ Voluntary Extension of Negotiations Agreement for 2010-12	Page 52

NEGOTIATIONS AGREEMENT

2007 – 2010

PREAMBLE

This Agreement is, entered into on the dates hereinafter set forth by each party's signature, between the Glenbrook Board of Education, District #225 ("Board") and the Glenbrook Educational Support Staff Association, IEA-NEA, ("Association").

WHEREAS, the Board and the Association both agree that providing a quality education and a positive learning environment for all the youth of Glenbrook Schools is a mutual aim,

WHEREAS, the Board and the Association have reached certain understandings which they desire to confirm in this Agreement,

NOW, THEREFORE, the parties mutually agree to respect and comply with the following:

ARTICLE I. RECOGNITION

A. **Recognition/Exclusions.** The Board recognizes the Association as the exclusive representative of all the employees in the unit set forth below, pursuant to Certification of Representative, issued by the Illinois Educational Labor Relations Board, dated June 6, 2002.

Included: All regularly employed secretarial, clerical, and technology employees of Glenbrook High School 225.

Excluded: Executive Assistant to the Superintendent, Assistant Superintendent, Assistant Superintendent – Business Affairs, Director – Business Affairs, Director – Human Resources, and Principals; Director – Information Services; Network Technicians – All Levels; Technicians – Level III; Information System Technicians – Level III; Technology Support Manager, and all supervisory managerial, and confidential employees as defined in the Illinois Educational Labor Relations Act.

B. **GESSA Employee.** Unless otherwise expressly provided or clearly indicated by the context, the phrase "GESSA employee" when used in this Agreement shall mean all employees included in the bargaining unit as described in Article I, Section A.

ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. **Board of Education Provisions.** The Board agrees to furnish the president of the Association with the following:

1. A copy of the tentative school district annual budget at least 30 days prior to adoption.
2. Other data relating to the financial resources of the district which will assist the Association in developing intelligent, accurate, and constructive recommendations. This information will be provided upon request so long as it does not create additional work for the administrative staff.
3. The approved minutes of regular Board meetings will be provided directly to the Association president or designee at the time of normal distribution.
4. One copy of the Board agenda provided to the Association president upon request.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once per pay period for 18 pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the credit union or other agency designated by the association. An itemized statement will also be furnished to the Association president or his/her designee. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the Board. Revocation shall become effective within 30 days after such notice is given. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section.

C. **Association Activities During Working Hours.** Whenever a representative of the Association or a GESSA employee is scheduled by the Board, or by the superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the bargaining unit member shall suffer no loss in pay nor shall such participation be charged to the GESSA employee's leave time.

D. **Association Use of School Equipment.** The Association shall have the right to make use of school equipment, such as typewriters, duplicating equipment, calculators, computers, telecommunications supplies and equipment and audio-visual equipment outside the GESSA employee's work day and when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies and the actual cost of the use of the equipment.

E. **Notice of Association Meetings.** The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent. The Association's scheduling of use of buildings will be subject to usual and customary building procedures for reservation of space. If possible, notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. **Association Use of School Buildings.** The Association and its representatives may be permitted to use school buildings for meetings outside of GESSA employees' workdays. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. **No Strike Provision.** The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the Board during the term of this Agreement.

H. **Professional Conduct.** The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a GESSA employee reflect adversely upon the GESSA employee's performance. The Association shall use its best efforts to encourage proper professional conduct on the part of its members.

I. **Printing and Distributing of Contract.** Within a reasonable time after the Agreement is signed, copies of this Agreement shall be printed at the expense of the Board and presented to the Association for distribution to each current employee. New GESSA employees will receive a contract from Human Resources at the time of hire.

J. **Association Leave.** The Association shall be granted up to four (4) days per school year of this Agreement for purposes of attending the annual state Association convention or further training in collective bargaining. No more than two (2) GESSA employees may utilize Association leave on any workday. The Association shall be responsible for all costs relative to attendance at such meetings. Such leave will not be considered "other paid leave" for purposes of overtime.

ARTICLE III. BOARD RIGHTS

A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.

B. All terms and conditions of employment not covered nor abridged by this Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV. EMPLOYEE RIGHTS

A. **Board Regulations.** GESSA employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. **Personnel Files.**

1. Each GESSA employee shall have the right upon advanced request to review the content of his/her personnel file maintained at the district administrative office. A local representative of the Association may accompany the GESSA employee in the review.
2. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review as well as any other records to which access is not required by law.
3. Only one official file shall be maintained. A copy of all communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the GESSA employee which are included in the GESSA employee's official file shall be given to the GESSA employee at the time of inclusion. No evaluative materials shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The GESSA employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.
4. The GESSA employee will be permitted to file a response to any item placed in the file. The response shall be prepared in triplicate, one for the supervisor, one for the principal, and one forwarded to the Human Resources director to be placed in the GESSA employee's personnel file.
5. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the GESSA employee's file as so ordered.

ARTICLE V. WORKING CONDITIONS

A. **Safe Working Conditions.** The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through compliance with applicable standards required by law. GESSA employees shall promptly report unsafe or hazardous conditions to an appropriate school authority, or, in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department).

B. **Equipment / Materials.** A GESSA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.

ARTICLE VI. EMPLOYEE DISCIPLINE

A. **Right to Representation.** A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any investigatory meeting which could lead to disciplinary action, including any meeting with the Human Resources director regarding suspension without pay or recommendation for dismissal.

B. **Warnings.**

1. A GESSA employee may receive either a written or verbal warning for a work infraction that could result in a recommendation for dismissal.
2. A copy of the written warning shall be submitted to the Human Resources director after the GESSA employee has had the opportunity to review and sign the document. The employee's signature indicates that he/she has received the document, not that he/she is in agreement with the substance of the document.
3. A GESSA employee may request a meeting with his/her supervisor to discuss a verbal or written warning. Such a meeting shall be scheduled to occur within ten (10) days of the GESSA employee's request for a meeting.

C. **Suspension Without Pay / Dismissal.** If an infraction is so serious that a recommendation for suspension without pay or dismissal is indicated, the Administration reserves the right to suspend the GESSA employee without pay or recommend the GESSA employee's dismissal to the Board of Education. Prior to a suspension without pay or a recommendation to the Board of Education for dismissals, the GESSA employee will be afforded the opportunity to meet with the Human Resources director regarding the suspension or recommendation for dismissal.

D. **Just Cause.** GESSA employees who have completed their probationary period shall not be suspended without pay or dismissed without just cause.

ARTICLE VII. VACANCIES

- A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.
- B. Absent extenuating circumstances, a notice of vacancy in the bargaining unit will be posted on the District website at least ten (10) calendar days prior to filling of the position. The Association president shall be notified, on the date of posting, that the vacancy has been posted on the District website. The notice of vacancy shall include the job title, location, hours of work, work year, salary, level, and start date.

ARTICLE VIII. ASSIGNMENTS / INVOLUNTARY TRANSFERS

- A. **Definition of Assignment.** Assignment shall be defined as the position to which a GESSA employee is assigned for employment.
- B. **Involuntary Change of Assignment.** A GESSA employee shall be given written notice of a change in his/her assignment for the forthcoming school year, if known, no later than the end of the school term. Such notice shall include location(s), name(s) of supervisors(s) (if known), and job description. If an assignment needs to be changed following the end of the school term, notification will be given as soon as practicable.
- C. **Involuntary Change of Assignment to Another Building.** In the event that an involuntary change in assignment involves a change to a position in another building for the forthcoming school term, the Human Resources director will solicit volunteers for the change. However, after such solicitation, the Human Resources director shall make the final determination as to the employee whose assignment will be changed. This section shall be inapplicable if the need for a change in assignment follows the close of the school term preceding the necessary change.
- D. **Certifications / Temporary Assignments.**
1. A GESSA employee without certification shall not be required to cover a position that requires certification. If a GESSA employee is certified and requested to work a position that requires certification, that GESSA employee will be paid the certified substitute rate.
 2. In the event GESSA employee is temporarily assigned to another position at a higher level in his/her category for more than fifteen (15) workdays, the GESSA employee will be compensated at his/her step in the higher level for the duration of the temporary assignment.

ARTICLE IX. LEAVES

A. Sick Leave.

1. A twelve (12) month GESSA employee shall be eligible for fifteen (15) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
2. A nine (9) and a ten (10) month GESSA employee shall be eligible for eleven (11) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
3. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household.
4. Sick leave days shall be credited to the individual GESSA employee's sick leave account at the beginning of the GESSA employee's work year. Sick leave may be accumulated up to a maximum of 240 days at the end of the fiscal year. The Board will provide each GESSA employee with a written statement of accumulated sick leave days at least twice per year until such time this information is available to the employee through the personnel computer system.
5. The Human Resources director may require the GESSA employee to provide the Human Resources director with a physician's certificate. If the Human Resources director believes there may have been an abuse of the sick leave policy, the Human Resources director may require an examination by a physician selected by the District. An examination by a physician selected by the District shall be at the Board's expense.
6. Sick leave may only be taken in half or full-day increments. A GESSA employee, when ill, must call his/her immediate supervisor prior to his/her start time each day, unless reported by the employee that he/she will be absent for an extended period of time or is on approved leave for other medical circumstances. Failure of a GESSA employee to notify his/her supervisor or designee of his/her illness may result in a pay deduction.
7. A GESSA employee who is absent from school for reasons ordinarily associated with sick leave, who has exhausted his/her sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for a GESSA employee shall be interpreted as an amount equal to the GESSA employee's ten (10) or twelve (12) month salary divided by the required number of days in the GESSA employee's work calendar.

8. When the Superintendent officially closes schools, GESSA employees shall not be charged for sick leave.

B. Sick Leave Bank. The Board shall establish a paid sick leave bank. A GESSA employee must exhaust all other leave including vacation in order to use days from the sick bank. A GESSA employee who receives compensation under Workers' Compensation may not use the sick leave bank. The Human Resources office shall administer the sick leave bank.

C. Emergency / Personal Days.

1. A non-probationary, full-time GESSA employee is eligible for two (2) days of paid emergency/personal leave each fiscal year. A probationary, full-time GESSA employee who successfully completes his/her probationary period by June 30 shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the school year. A probationary, full-time GESSA employee who successfully completes his/her probationary period on July 1 or after shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the current school year. The GESSA employee shall receive his/her daily compensation for emergency/personal leave.
2. Emergency/personal leave days may be accumulated from year to year up to a maximum of four (4) days. Accumulated emergency/personal leave days in excess of four (4) days at the end of a fiscal year shall be added to the GESSA employee's accumulated sick leave.
3. Emergency/personal leave shall be used for urgent personal or family matters that require the GESSA employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods. Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESSA employee's vacation or leave without pay. The Human Resources director may make exceptions to this stipulation in unusual circumstances.
4. Application for emergency/personal leave shall be made in writing by the GESSA employee through the GESSA employee's immediate supervisor. Requests for emergency/personal leave are subject to approval by the GESSA employee's supervisor, associate principal, and/or appropriate building administrator. The application shall be made at least one week before taking said leave, if possible. In the event of an emergency the GESSA employee shall provide notice as soon as possible to the GESSA employee's immediate supervisor. GESSA employees are not required to disclose the reason for emergency/personal leaves unless the leave requested is directly before or after any legal or granted school holiday or the employee's vacation time.

5. When the Superintendent officially closes schools, twelve (12) month GESSA members shall not be charged for emergency/personal leave; and nine (9) and ten (10) month GESSA members shall not be charged for emergency/personal leave days nor be compensated.

D. **Jury Duty.** A GESSA employee who is required to be absent from work for jury duty shall receive his/her normal pay for each day of absence if he/she reimburses the district compensation received for performing jury duty minus monies expended for mileage (not to exceed the IRS rate), train fare, parking and tolls, meals (not to exceed the per diem rate authorized by the district) and miscellaneous expenses that are itemized.

E. **Vacation.**

1. A full-time twelve (12) month GESSA employee, with an effective start date prior to July 1, 2007, with a 260 paid day work year, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.84 days vacation per month worked. A GESSA employee who has worked 49 months to 108 months will accrue vacation at the rate of 1.25 days per month worked. A GESSA employee who has worked more than 109 months will accrue vacation on the basis of 1.67 days per month worked.

A full-time twelve (12) month GESSA employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.42 days vacation per month worked. A GESSA employee who has worked more than 49 months will accrue vacation on the basis of 0.84 days per month worked.

2. Vacation time may only be taken in half or full-day increments. Prior to using vacation, the GESSA employee will obtain the pre-approval of his/her immediate supervisor and the Associate Principal, or other appropriate building administrator. A GESSA employee eligible for vacation time must use such time prior to being granted leave without pay or accessing the sick bank.
3. A GESSA employee, with a 260 paid day work year, may carry over from one fiscal year to the next fifteen (15) days of accumulated vacation time. Vacation days in excess of fifteen (15) days at the end of any fiscal year will be added to the GESSA employee's accumulated sick leave subject to the provisions in Section A of this Article.

A GESSA employee, with a 239 paid day work year, may carry over from one fiscal year to the next fifteen (15) days of accumulated vacation time. Vacation days in excess of fifteen (15) days at the end of any fiscal year will

be added to the GESSA employee's accumulated sick leave subject to the provisions in Section A of this Article.

4. A GESSA employee changing from a ten (10) month to a twelve (12) month position will receive vacation credit equal to the seniority they have accumulated on the seniority list. Credit does not result in extra vacation days, but does expedite the date from which a GESSA employee will earn vacation days at a higher monthly rate.

F. Leave Without Pay.

1. GESSA employees may not be granted leave without pay until they have used all of their accrued personal leave and vacation days. If the reason for the request for leave without pay is due to illness of the GESSA employee or the employee's immediate family, the GESSA employee may not be granted leave without pay until he/she used all of his/her sick days.
2. The Human Resources director is authorized to grant leaves without pay to GESSA employees when extenuating circumstances dictate that it is in the best interest of the GESSA employee and the district. The request for a leave without pay must have the prior approval of the GESSA employee's immediate supervisor(s) and building supervisor. The Human Resources director shall make the final determination as to what constitutes extenuating circumstances.
3. Leave without pay shall be limited to five (5) days during a GESSA employee's school year calendar. The Human Resources director may grant additional days, exceeding five (5) days of leave without pay in a school year. However, exceeding five (5) days of leave without pay in one school year may be considered cause for discipline up to and including dismissal.
4. If a GESSA employee has not received prior approval from the Human Resources director for leave without pay, the Human Resources director may request a statement from the GESSA employee's physician verifying the inability of the employee to work. However, the GESSA employee's failure to receive prior approval from the Human Resources director for leave without pay, or failure to provide the requested statement from his/her physician, may be considered cause for discipline up to and including dismissal.

G. FMLA. Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 6370 of the same name.

H. Military Leaves. Military leaves shall be in accordance with Board Policy 6190.

ARTICLE X. HOLIDAYS / CALAMITY DAYS

- A. The fiscal year for all GESSA employees shall be from July 1 to June 30.
- B. Paid holidays are days designated on the calendar when the GESSA employee is not required to work but for which they receive work credit and are paid their regular rate of pay. In order to be paid for a legal or granted holiday, an employee must be paid for his/her last scheduled workday prior to the holiday and his/her first scheduled workday after the holiday.
- C. GESSA employees, with an effective start date prior to July 1, 2007 shall be paid for holidays as follows:
 - 1. A GESSA employee, with a 260 paid day work year, shall be paid for no less than eight (8) granted and those legal holidays indicated on the school district's official school calendar which fall within their work year. Legal holidays that fall on a Saturday or Sunday shall be added to the GESSA employee's accrued vacation time.
 - 2. Nine (9) and ten (10) month GESSA employees shall be paid for all legal holidays that fall within their work year.
- D. GESSA employees, with an effective start date after June 30, 2007, shall be paid for holidays as follows:
 - 1. Twelve (12) month employees with a 239 paid day work year shall be paid for legal and granted holidays, which fall on a workday within their work year.
 - 2. Nine (9) month and/or ten (10) month employees shall be paid for legal holidays that fall on a workday within their work year.
 - 3. Any holiday that falls on a weekend or within winter or spring recess is unpaid.
- E. Notification of said holidays shall be distributed to all GESSA employees in writing annually no later than two (2) weeks after Board approval.
- F. In the event of a school emergency or district closure, including but not limited to natural disaster, quarantine or governmental order, twelve (12) month GESSA employees shall receive their daily rate of pay and benefits. If make-up days are required, nine (9) and ten (10) month employees shall be notified of said make-up day(s). GESSA employees, who have applied for a leave day on the day when the district is closed, shall not be charged for said leave day.

ARTICLE XI. SENIORITY

A. **Types of Seniority / Definition.** There shall be three (3) types of seniority: (1) seniority in district employment; (2) seniority in a bargaining unit category; and (3) seniority in a level within a bargaining unit category. The bargaining unit shall be divided into two (2) categories: secretarial/clerical and technology. The technical category shall have those levels as reflected in Exhibit A. Seniority shall be defined as a GESSA employee's length of service in district employment, in a bargaining unit category, and in a level or levels within a bargaining unit category. However, all district employees retain seniority accrued in categories and levels prior to the certification of GESSA as an exclusive representative.

B. Seniority Accumulation.

1. Accumulation of seniority shall begin from the GESSA employee's first working day in the district (for district seniority), in a bargaining unit category (for seniority within the bargaining unit category), and in a level (for seniority in a level within a bargaining unit category).
2. A GESSA employee shall accrue seniority based upon days of service (prorated for less than 1.0 F.T.E.) in district employment, within a bargaining unit category, and within the level(s) in a bargaining unit category wherein the GESSA employee currently holds or has previously held a position. Seniority shall not accrue during unpaid leave, except during unpaid FMLA leave.
3. A probationary GESSA employee shall have no seniority until the completion of the probationary period at which time his/her seniority shall revert to his/her first day of work.

C. **Loss of Seniority.** Loss of seniority occurs with resignation, dismissal (unless the GESSA employee is recalled during the recall period), or retirement.

D. **Tiebreaker.** In the event of a tie in seniority within a level or category, district seniority shall break the tie. If more than one employee has the same date of district seniority, then seniority shall be determined by lottery.

E. **Preparation and Maintenance of Seniority List.** The Board of Education shall prepare, maintain, and post the seniority list. An updated seniority list shall be prepared and posted conspicuously in all buildings of the district no later than February 1. A copy of the seniority list shall be furnished to the Association president. Any GESSA employee who disagrees with his/her seniority placement shall respond, in writing, to the Human Resources director within thirty (30) workdays after the effective date of the posting. A copy of a GESSA employee's objection with his/her seniority placement shall be provided to the Association president within ten (10) days of receipt.

ARTICLE XII. RESIGNATIONS

A. When a GESSA employee decides to resign his/her position, he/she must notify the district, in writing, at least two (2) weeks prior to the resignation date. A resigning twelve (12) month GESSA employee who has followed this procedure will be paid for up to ~~10~~ 25 unused accrued vacation days.

B. A bargaining unit member who fails to report to work for five (5) workdays without notifying his/her supervisor shall be considered to have abandoned his/her position. His/her employment will be considered terminated. No pay for accrued vacation will be provided the former bargaining unit member.

ARTICLE XIII. REDUCTION IN FORCE

A. **Definition.** A reduction in force (“RIF”) is defined as a decision of the Board of Education to decrease the number of nonprobationary GESSA employees or to discontinue some particular type of educational support service provided by nonprobationary GESSA employees. Probationary GESSA employees within a category will be dismissed prior to the RIF of GESSA nonprobationary employees within the category.

B. **RIF Procedure.** In the event of the elimination of a position within a level due to a RIF in a bargaining unit category, the least senior nonprobationary GESSA employee within the affected level may be honorably dismissed, subject to the following.

1. If such GESSA employee has retained seniority in another level within the category due to previous service within the level, the GESSA employee shall be reassigned to a position held by the least senior GESSA employee within the level.
2. If the affected GESSA employee does not have such seniority in another level within the category, he/she may be reassigned to either a vacant position or the position in a lesser level within the category that is held by the GESSA employee with the least district seniority; however, the GESSA employee will be reassigned only if the GESSA employee is qualified and can currently perform all of the duties and responsibilities of the position as determined by the Human Resources director.
3. The GESSA employee displaced by a reassignment under subsection B.1. may be reassigned to another position within his/her category pursuant to subsection B.2.

C. The hourly rate of pay for a GESSA employee who is reassigned to a position in a lesser level as a result of a RIF will not be reduced for a period of twelve (12) months following the effective date of the reassignment. Thereafter, without further action by the

Board, the reassigned GESSA employee's rate of pay shall be determined on the salary schedule for the lesser level based on the GESSA employee's step placement in his/her previous level, plus one (1) step.

D. **Notice.** If a GESSA employee is dismissed as the result of a RIF, a notice of honorable dismissal shall be given to such GESSA employee as provided by law. At the same time that the GESSA employee is notified of a RIF, the Board will also notify the Association.

E. **Recall.** GESSA employees that have been RIF'd shall be recalled for a period of one (1) calendar year from the beginning of the following school term, in order of seniority, with the most senior GESSA employee being recalled first to any GESSA position in a category and level in which the employee holds seniority. Notices of recall shall be sent by certified mail to the last known address as shown on the Board's records. A recalled employee must accept or decline the position within five (5) days of receipt of the recall notice. Recalled GESSA employees that accept the position shall report to work no later than ten (10) working days from the receipt of notice. A GESSA employee that declines recall to full-time work, fails to report, or does not reply in writing to decline recall will forfeit his/her seniority rights and has no further right of recall.

ARTICLE XIV. PROFESSIONAL DEVELOPMENT

A. GESSA may provide suggestions for the professional development of GESSA employees to the appropriate site administrator. An Association representative may request to meet with the appropriate site administrator for such purpose.

B. Professional development must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.

C. GESSA employees will be reimbursed by the Board for expenses incurred at conferences/workshops as per current Board policy.

D. GESSA employees will not be paid for attendance at professional development activities unless they are mandated by the Superintendent or designee. GESSA employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.

E. With the approval of his/her supervisor and for good cause, a GESSA employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the activity may be rescheduled within sixty (60) calendar days of the activity that the GESSA employee cannot attend.

ARTICLE XV. RECLASSIFICATION

A Reclassification Committee will meet annually, in February, to consider whether any adjustment should be made to the placement (level) of a GESSA position on the salary schedule. The committee will be comprised of three (3) GESSA members and three (3) district members. Each team will be allowed to bring no more than three (3) positions to the table to either increase or lower their respective positions on the salary schedule. A simple majority of all Reclassification Committee members will be required for any salary placement adjustment to take place.

ARTICLE XVI. JOB DESCRIPTIONS

A. **Maintenance.** A job description for each position shall be maintained by the Human Resources director and shall be available for inspection and copying by the Association upon request. A copy of any job description that is revised shall be given to the employee and the Association.

B. **Content and Distribution of Job Descriptions.** Descriptions shall be distributed to all current employees when they become available and to all new employees when hired by the District. The descriptions will include:

1. Job title and description
2. Minimum requirements
3. A statement of required tasks and responsibilities

C. **Job Descriptions for New Positions / Job Description Modification.** In the event that a new position is posted as a vacancy or an existing vacated position is modified, a job description shall be developed and filed in the Human Resources office.

ARTICLE XVII. WORK DAY / WORK WEEK / WORK YEAR

A. The standard workday for a full-time GESSA employee shall be eight (8) hours per day. A workweek is five (5) workdays within a calendar week (Sunday through Saturday). The standard workweek for a full-time GESSA employee shall be forty (40) hours per week. The standard work year for twelve (12) month full-time GESSA employees, with an effective start date prior to July 1, 2007, shall be 260 paid days per year. The standard work year for a twelve (12) month full-time employee, with an effective start date after June 30, 2007, shall be 239 paid days per year. The standard work year for a ten (10) month employee, with an effective start date prior to July 1, 2007, shall be 209 paid days per year. The standard work year for a ten (10) month employee, with an effective start date after June 30, 2007, shall be 203 paid days per year. In the event that a standard work year exceeds 260 days, due to the calendar, a full-time twelve (12) month GESSA employee, with an effective start date prior to July 1,

2007, shall be provided one or more unpaid non-work days, determined by the Board, for the hours in excess of 260 days.

B. Human Resources annually publishes work calendars listing the days for which GESSA employees are paid and/or granted time off (i.e. granted and legal holidays, non-work days, etc.).

C. The GESSA employee's supervisor will set the GESSA employee's starting and ending times upon hire or based upon the previous year's work schedule. In the event that a change in a GESSA employee's starting or ending times does not exceed one (1) hour (e.g. the GESSA employee will start and/or end his/her day one (1) hour earlier or later), the GESSA employee will be given at least two (2) weeks written notice of the change. In the event that the GESSA employee's supervisor changes the GESSA employee's starting or ending time(s) by more than one (1) hour, the GESSA employee will be given three (3) weeks written notice and given the opportunity to meet with his/her supervisor and the building administrator (or department supervisor if the GESSA employee works in the central office) to discuss the change.

D. If a change in the building's schedule affects a GESSA employee's work day schedule (but not the schedule of certified staff), the GESSA employee will be given three (3) weeks notice of the change. When certified staff are also subject to a building schedule change, affected GESSA employees will be notified of the change at the same time that notice is provided to certified staff.

E. Each GESSA employee is entitled to an unpaid one-half (1/2) hour duty-free lunch break. GESSA employees working more than four (4) hours but less than eight (8) hours per day are entitled to a fifteen (15) minute break in addition to their lunch period. GESSA employees working eight (8) hours per day are entitled to two (2) fifteen (15) minute breaks in addition to their lunch period. Breaks may not be taken at the beginning or end of the day. GESSA employees may request to combine one (1) or both breaks with lunch if approved by and coordinated with the GESSA employee's immediate supervisor.

F. GESSA employees who are asked to return to work for emergency situations after the GESSA employee's normal workday shall be guaranteed a minimum payment for two (2) hours worked at the appropriate rate.

ARTICLE XVIII. OVERTIME

GESSA employees are not to work any additional hours unless specifically requested to and authorized in writing by their immediate supervisor. When overtime is granted a GESSA employee will be paid at time and one half (1.5) their normal rate of pay for hours worked over forty (40) hours in a given work week (Sunday through Saturday). Where an employee does not work and receives paid sick leave, vacation, jury duty, or emergency/personal leave, or other paid leave, except for approved professional

development, this time shall not count in calculating the GESSA employee's work hours for purposes of paying overtime. Paid legal and granted holidays shall count in said calculation. When an emergency situation occurs the GESSA employee may not work overtime until he/she obtains the approval of his/her immediate supervisor or building administrator.

ARTICLE XIX. EMPLOYEE EVALUATION

- A. Upon initial employment, GESSA employees shall be advised of the district's evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.
- B. Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee's performance during any year; such conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.
- C. Each GESSA probationary employee shall be evaluated at least sixty (60) days prior to the end of the probationary period.
- D. A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.
- E. A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

ARTICLE XX. PROBATIONARY PERIOD

- A. A new GESSA employee shall be considered a probationary employee. A GESSA employee's probationary period shall begin on his/her first day of work and shall end one hundred eighty (180) workdays following his/her first workday. The new GESSA employee shall be evaluated at least twice during his/her probationary period. Assuming the probationary GESSA employee is then employed, the first evaluation shall occur at least sixty (60) workdays following his/her first workday, and at least twenty (20) workdays prior to the expiration of the probationary period.

B. A GESSA employee's probationary period may be extended for an additional sixty (60) workdays at the discretion of the Administration.

C. If the GESSA employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal, or the extension of the probationary period, before the expiration of the probationary period or extension thereof. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period notwithstanding the provision of a written notice of dismissal to the GESSA employee.

D. If a probationary GESSA employee voluntarily assumes another GESSA position during his/her probationary period, the probationary period will begin anew.

E. If a nonprobationary GESSA employee voluntarily assumes another GESSA position at the same or a higher level, he/she will be designated a semi-probationary employee. However, this semi-probationary period may be waived by the supervisor after consultation with the Human Resources director if the position is at the same level. A GESSA employee's semi-probationary period shall begin on his/her first day of work in the new position and shall end sixty (60) workdays following his/her first workday in the new position. The GESSA employee shall be evaluated at least fifteen (15) days prior to the expiration of the semi-probationary period. During such period, the GESSA employee shall not lose any current benefits or accumulated leave days.

F. A GESSA employee's semi-probationary period may be extended for an additional sixty (60) workdays at the discretion of the Administration.

G. If the GESSA employee does not successfully complete the semi-probationary period, or the extension of the semi-probationary period, the GESSA employee will be placed in his/her previous position, if available, or another available position either in his/her previous level or any level in which he/she holds seniority. In the event that such positions are unavailable, he/she shall be provided with a written notice of his/her dismissal before the expiration of such period or extension thereof. At the discretion of the Administration, a semi-probationary employee may complete the school term beyond the end of his/her new probationary period notwithstanding the provision of a written notice of dismissal to the GESSA employee.

ARTICLE XXI. GRIEVANCE PROCEDURE

A. General Policy

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby GESSA employees can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all GESSA employees, and no action of any kind shall be taken

against any GESSA employee for initiating or participating in a grievance procedure.

2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this agreement.
4. A grievance is defined to be a complaint by any GESSA employee or a group of GESSA employees within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of one or more provisions of this agreement.
5. Nothing contained herein shall be construed as limiting the right of any GESSA employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement. If requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
6. Re-employment of probationary GESSA employees is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this agreement are subject to the grievance procedures.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the GESSA employee's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out at a time agreed upon by the Association president or grievance chair and the appropriate building administrator (i.e. associate principal, Human Resources director).
9. The parties hereto acknowledge that it is usually most desirable for a GESSA employee and the GESSA employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the GESSA employee, the Association representative may accompany the GESSA employee to assist in the resolution of the grievance.
10. If the grievant and the Human Resources director agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought

directly to the next step. If the grievant and the Human Resources director agree, in writing, the timelines may be extended for either party at any step.

11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no GESSA employee shall be required to discuss any grievance if the Association's representative is not present.
12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

B. Procedure for Grievance. It is agreed that any grievance must be presented under the process of this Article promptly and within the prescribed time limitations. Working days for the purposes of the grievance procedure shall mean the GESSA employee's employment days. Any grievance not presented by the individual, or the Association in the event of an appeal to arbitration, within the time limitations shall be considered settled on the basis of the decision which was not appealed or shall be deemed settled on the basis of the decision in the last step to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual agreement in writing.

Step 1 A GESSA employee with a grievance shall first discuss the alleged complaint with GESSA employee's immediate supervisor with the objective of resolving the matter informally. Every effort shall be made by both parties to maintain the informality of these discussions. Tape recorders shall not be permitted during these discussions.

Step 2 If the grievance cannot be resolved informally, the GESSA employee may file the grievance with the associate principal or appropriate building administrator. The grievance must be filed in writing within fifteen (15) working days from the alleged occurrence of the event giving rise to the grievance or when the grievant knew of the event. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, which have been violated, misinterpreted, or misapplied, and shall state the remedy requested. Within seven (7) working days after such a written grievance is filed, the associate principal or appropriate building administrator shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within seven (7) working days after the second step grievance meeting, the associate principal or appropriate building administrator shall make a decision on the grievance and shall communicate it in writing to the GESSA employee and the Human Resources director.

Step 3 If the grievance has not been satisfactorily resolved at the second step, the GESSA employee may file the grievance with the Human Resources director.

The grievance must be filed with the Human Resources director within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Human Resources director shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Human Resources director shall make a decision on the grievance and shall communicate it in writing to the GESSA employee, the associate principal or appropriate building administrator, and the Board.

- Step 4** If the grievance has not been satisfactorily resolved at the third step, the Association may submit, on behalf of the Association and the grieving GESSA employee, the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. The Association must submit in writing to the Human Resources director within ten (10) working days from the receipt of the decision by the GESSA employee rendered in Step #3, a notice of intent to enter into arbitration. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the American Arbitration Association will be borne equally by the Board and the Association. The arbitrator, in the arbitrator's decision, shall not suggest amending, modifying, nullifying, ignoring, or adding to the provisions of this agreement. The arbitrator's authority will be strictly limited to the issue or issues presented to the arbitrator in writing by the Board and the Association, and the arbitrator's decision must be based solely upon the arbitrator's interpretation of the meaning or application of the express relevant language of the agreement.

ARTICLE XXII. COMPENSATION / BENEFITS

A. General Policy.

1. Newly hired GESSA employees will be placed on the appropriate salary schedule based upon their skills and experience. The Human Resources director will determine initial placement on the salary schedule. Newly hired GESSA employees are eligible for an annual salary increase on July 1 provided they were hired and began work on or before the first workday in January of the same year.
2. Newly promoted GESSA employees will be placed on the salary schedule based on their skills and experience. Upon promotion, the Human Resources director will determine placement on the salary schedule. Newly promoted GESSA employees are eligible for an annual salary increase on July 1 provided they began work on or before the first workday in January of the same year.

3. All ten (10) month GESSA employees are required to submit to the district office a time sheet signed by their immediate supervisor. Time sheets are due to the payroll office by the published cut-off date.
4. All twelve (12) month GESSA employees are required to submit an exception time sheet report to the district office if their work hours vary, in any way, from the work hours outlined in their respective salary letters.

B. Salary.

1. Salary Schedule.

- a. The 2007/08 and 2008/09 salary schedules for clerical and technology staff are attached, (Exhibit A).
- b. Effective July 1, 2009 each step of the 2009/10 Salary Schedules shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2007 to December 31, 2007. In no case, however, shall the adjustment be less than 1% nor greater than 5%.

2. Salary Payments.

- a. GESSA employees shall be paid via direct deposit.
- b. Twelve (12) month GESSA employees shall be paid over twenty-four (24) semi-monthly installments beginning July 15th. All other GESSA employees shall be paid over twenty (20) semi-monthly installments beginning September 15th, except for ten (10) month employees who begin work prior to August 15th of each year, who shall be paid over twenty-one (21) semi-monthly installments beginning August 31st. Payments shall be on the 15th and last day of the month, or on the last school day prior to the 15th or the last day of the month, if it should fall on a weekend or holiday.

C. Employee Benefits.

GESSA employees who regularly work at least thirty (30) hours per week, ten (10) months per year shall be considered full-time GESSA employees and are eligible for benefits. GESSA employees not on district paid leave or FMLA (Family Medical Leave Act) shall not be eligible for board paid benefits.

1. Life Insurance Coverage.

The Board shall provide a full-time GESSA employee with a \$50,000 group term life insurance policy. Full-time GESSA employees may purchase either an additional \$50,000 or \$100,000 in life insurance coverage, provided they qualify.

2. Individual Disability Insurance Coverage.

The Board shall provide each full-time GESSA employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee. The premium paid by the Board shall cover the period beginning September 1, 2007 and ending August 31, 2012. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2006, or as mutually agreed to by the Board and the Association.

3. Individual Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2007 and ending August 31, 2012. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2006, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

4. Family Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2007 and ending August 31, 2012. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2006, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

5. Dental Insurance Coverage.
 - a. The Board shall provide GESSA employees with the opportunity to purchase either individual or family dental insurance.
 - b. The Board shall contribute 90% of the individual dental insurance premiums for each GESSA employee who does not select family medical insurance.
6. Flexible Spending Account Allowance Per Plan Year.
 - a. The Board shall provide a flexible spending account allowance equal to \$500 for each 10-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
 - b. The Board shall provide a flexible spending account allowance of \$750 for each 12-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
 - c. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESSA employee shall be responsible for premium costs that exceed the amount of his/her allowance. A GESSA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.
7. Tuition Reimbursement.
 - a. A full-time, non-probationary GESSA employee may be reimbursed for courses successfully completed, subject to the following provisions.
 - b. A GESSA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
 - c. A GESSA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hour, up to a maximum of twelve (12) semester hours per year. For such GESSA employee, tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than twelve (12) semester hours per year.
 - d. In order to receive reimbursement, the GESSA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Human Resources director, as follows:
 - 1) Application forms for tuition reimbursement shall be completed by the GESSA employee and provided to his/her supervisor for endorsement.

The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.

- 2) If the supervisor endorses the application, the application shall be forwarded to the Human Resources director for consideration. The Human Resources director may approve or reject the application. If the application is rejected, the Human Resources director will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
 - 3) A copy of the application form specifying the action taken by the Human Resources director will be returned to the supervisor and the GESSA employee. The original application form will be placed in the GESSA employee's personnel file.
 - 4) In order to receive the tuition reimbursement, the GESSA employee shall present the human resources office with a paid receipt showing the amount of the tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.
8. Voluntary Termination. Voluntary termination benefits for GESSA employees, retiring under IMRF, are contained in Exhibit B of this agreement.

ARTICLE XXIII. NEGOTIATION PROCEDURES

A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and counterproposals in the course of negotiating, and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a GESSA employee, as herein defined, as its representative.

B. Unless both parties agree to an alternate date, the parties shall commence negotiations by meeting no later than February 1 of the last year of the Agreement. Meetings shall be held as necessary at times and places agreed to by both parties.

C. The parties may mutually agree to enlist the assistance of a third party to assist in the negotiation process.

D. During negotiations agreed-upon materials shall be prepared for the Board and the Association and, unless otherwise agreed by the parties at the time, initialed prior to the adjournment of the meeting at which such agreement was reached.

E. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

F. **Impasse Procedures.**

1. An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XXIV. TERM OF AGREEMENT

This official Agreement shall become effective July 1, 2007 and remain in effect until June 30, 2010. The agreement was extended through June 30, 2012 per discussion between the Board of Education and the leadership of GESSA. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

President, Glenbrook Board of Education District #225

By _____

President, Glenbrook Educational Support Staff Association

By _____

EXHIBIT A

Information / Data Management Secretary Salary Ladder 2007 – 2008

Step	Annual	Hourly	Positions
1	26,316	12.65	Receptionist 1
2	26,842	12.90	Attendance 1
3	27,379	13.16	Guidance 1
4	27,927	13.43	Library 1
5	28,485	13.69	
6	29,055	13.97	
7	29,636	14.25	
8	30,229	14.53	
9	30,833	14.82	
10	31,450	15.12	
11	32,079	15.42	Receptionist 2
12	32,721	15.73	Attendance 2
13	33,375	16.05	Guidance 2
14	34,043	16.37	Library 2
15	34,723	16.69	Secretary 1
16	35,418	17.03	
17	36,126	17.37	
18	36,849	17.72	
19	37,586	18.07	
20	38,337	18.43	
21	39,104	18.80	Guidance 3
22	39,886	19.18	Secretary 2
23	40,684	19.56	
24	41,498	19.95	
25	42,328	20.35	
26	43,174	20.76	
27	44,038	21.17	
28	44,918	21.60	
29	45,817	22.03	
30	46,733	22.47	

Executive Assistant Salary Ladder 2007 – 2008

Step	Annual	Hourly	Positions
1	34,724	16.69	Executive Asst 1
2	35,418	17.03	
3	36,127	17.37	
4	36,849	17.72	
5	37,586	18.07	
6	38,282	18.40	
7	38,990	18.75	
8	39,711	19.09	
9	40,446	19.45	
10	41,194	19.80	
11	41,894	20.14	Executive Asst 2
12	42,607	20.48	
13	43,331	20.83	
14	44,068	21.19	
15	44,817	21.55	
16	45,489	21.87	
17	46,171	22.20	
18	46,864	22.53	
19	47,567	22.87	
20	48,280	23.21	
21	48,932	23.53	Executive Asst 3
22	49,593	23.84	
23	50,262	24.16	
24	50,941	24.49	
25	51,628	24.82	
26	52,325	25.16	
27	53,032	25.50	
28	53,748	25.84	
29	54,473	26.19	
30	55,209	26.54	

**Business / Human Resources
Salary Ladder
2007 – 2008**

Step	Annual	Hourly	Positions
1	28,483	13.69	Business 1 HR 1
2	29,053	13.97	
3	29,634	14.25	
4	30,226	14.53	
5	30,831	14.82	
6	31,448	15.12	
7	32,076	15.42	
8	32,718	15.73	
9	33,372	16.04	
10	34,040	16.37	
11	34,721	16.69	Business 2 HR 2 Accounting 1 Payroll 1
12	35,415	17.03	
13	36,123	17.37	
14	36,846	17.71	
15	37,583	18.07	
16	38,278	18.40	
17	38,986	18.74	
18	39,707	19.09	
19	40,442	19.44	
20	41,190	19.80	
21	41,890	20.14	Business 3 HR 3 Accounting 2 Payroll 2
22	42,603	20.48	
23	43,327	20.83	
24	44,063	21.18	
25	44,812	21.54	
26	45,485	21.87	
27	46,167	22.20	
28	46,859	22.53	
29	47,562	22.87	
30	48,276	23.21	
31	48,927	23.52	Accounting 3 Payroll 3
32	49,588	23.84	
33	50,257	24.16	
34	50,936	24.49	
35	51,623	24.82	
36	52,320	25.15	
37	53,027	25.49	
38	53,743	25.84	
39	54,468	26.19	
40	55,203	26.54	

**Information / Data Management
Secretary Salary Ladder
2008 – 2009**

Step	Annual	Hourly	Positions
1	27,040	13.00	Receptionist 1
2	27,580	13.26	Attendance 1
3	28,132	13.53	Guidance 1
4	28,695	13.80	Library 1
5	29,269	14.07	
6	29,854	14.35	
7	30,451	14.64	
8	31,060	14.93	
9	31,681	15.23	
10	32,315	15.54	
11	32,961	15.85	Receptionist 2
12	33,620	16.16	Attendance 2
13	34,293	16.49	Guidance 2
14	34,979	16.82	Library 2
15	35,678	17.15	Secretary 1
16	36,392	17.50	
17	37,120	17.85	
18	37,862	18.20	
19	38,619	18.57	
20	39,392	18.94	
21	40,180	19.32	Guidance 3
22	40,983	19.70	Secretary 2
23	41,803	20.10	
24	42,639	20.50	
25	43,492	20.91	
26	44,361	21.33	
27	45,249	21.75	
28	46,154	22.19	
29	47,077	22.63	
30	48,018	23.09	

**Executive Assistant
Salary Ladder
2008 – 2009**

Step	Annual	Hourly	Positions
1	35,679	17.15	Executive Asst 1
2	36,392	17.50	
3	37,120	17.85	
4	37,863	18.20	
5	38,620	18.57	
6	39,334	18.91	
7	40,062	19.26	
8	40,803	19.62	
9	41,558	19.98	
10	42,327	20.35	
11	43,047	20.70	Executive Asst 2
12	43,778	21.05	
13	44,523	21.41	
14	45,279	21.77	
15	46,049	22.14	
16	46,740	22.47	
17	47,441	22.81	
18	48,153	23.15	
19	48,875	23.50	
20	49,608	23.85	
21	50,278	24.17	Executive Asst 3
22	50,957	24.50	
23	51,644	24.83	
24	52,342	25.16	
25	53,048	25.50	
26	53,764	25.85	
27	54,490	26.20	
28	55,226	26.55	
29	55,971	26.91	
30	56,727	27.27	

**Business / Human Resources
Salary Ladder
2008 – 2009**

Step	Annual	Hourly	Positions
1	29,266	14.07	Business 1
2	29,852	14.35	HR 1
3	30,449	14.64	
4	31,058	14.93	
5	31,679	15.23	
6	32,312	15.53	
7	32,959	15.85	
8	33,618	16.16	
9	34,290	16.49	
10	34,976	16.82	
11	35,675	17.15	Business 2
12	36,389	17.49	HR 2
13	37,117	17.84	Accounting 1
14	37,859	18.20	Payroll 1
15	38,616	18.57	
16	39,331	18.91	
17	40,058	19.26	
18	40,799	19.62	
19	41,554	19.98	
20	42,323	20.35	
21	43,042	20.69	Business 3
22	43,774	21.05	HR 3
23	44,518	21.40	Accounting 2
24	45,275	21.77	Payroll 2
25	46,045	22.14	
26	46,735	22.47	
27	47,436	22.81	
28	48,148	23.15	
29	48,870	23.50	
30	49,603	23.85	
31	50,273	24.17	Accounting 3
32	50,952	24.50	Payroll 3
33	51,639	24.83	
34	52,337	25.16	
35	53,043	25.50	
36	53,759	25.85	
37	54,485	26.19	
38	55,220	26.55	
39	55,966	26.91	
40	56,721	27.27	

**Information / Data Management /
Secretary Salary Ladder
FY2009/10**

Step	Annual	Hourly	Positions
1	28,000	13.46	Receptionist 1 Attendance 1 Guidance 1 Library 1
2	28,560	13.73	
3	29,131	14.01	
4	29,713	14.29	
5	30,308	14.57	
6	30,914	14.86	
7	31,532	15.16	
8	32,163	15.46	
9	32,806	15.77	
10	33,462	16.09	
11	34,131	16.41	Receptionist 2 Attendance 2 Guidance 2 Library 2 Secretary 1
12	34,814	16.74	
13	35,510	17.07	
14	36,220	17.41	
15	36,945	17.76	
16	37,684	18.12	
17	38,437	18.48	
18	39,206	18.85	
19	39,990	19.23	
20	40,790	19.61	
21	41,606	20.00	Guidance 3 Secretary 2
22	42,438	20.40	
23	43,287	20.81	
24	44,153	21.23	
25	45,036	21.65	
26	45,936	22.08	
27	46,855	22.53	
28	47,792	22.98	
29	48,748	23.44	
30	49,723	23.91	

**Executive Assistant
Salary Ladder
FY2009/10**

Step	Annual	Hourly	Positions
1	36,946	17.76	Executive Asst 1
2	37,684	18.12	
3	38,438	18.48	
4	39,207	18.85	
5	39,991	19.23	
6	40,731	19.58	
7	41,484	19.94	
8	42,252	20.31	
9	43,033	20.69	
10	43,830	21.07	
11	44,575	21.43	Executive Asst 2
12	45,332	21.79	
13	46,103	22.16	
14	46,887	22.54	
15	47,684	22.92	
16	48,399	23.27	
17	49,125	23.62	
18	49,862	23.97	
19	50,610	24.33	
20	51,369	24.70	
21	52,063	25.03	Executive Asst 3
22	52,765	25.37	
23	53,478	25.71	
24	54,200	26.06	
25	54,931	26.41	
26	55,673	26.77	
27	56,425	27.13	
28	57,186	27.49	
29	57,958	27.86	
30	58,741	28.24	

Note: These schedules are based on a 12-month, 2080-hour work year.

**Business / Human Resources
Salary Ladder
FY2009/10**

Step	Annual	Hourly	Positions
1	30,305	14.57	Business 1 HR 1
2	30,911	14.86	
3	31,530	15.16	
4	32,160	15.46	
5	32,803	15.77	
6	33,459	16.09	
7	34,129	16.41	
8	34,811	16.74	
9	35,507	17.07	
10	36,218	17.41	
11	36,942	17.76	Business 2 HR 2 Accounting 1 Payroll 1
12	37,681	18.12	
13	38,434	18.48	
14	39,203	18.85	
15	39,987	19.22	
16	40,727	19.58	
17	41,480	19.94	
18	42,248	20.31	
19	43,029	20.69	
20	43,825	21.07	
21	44,570	21.43	Business 3 HR 3 Accounting 2 Payroll 2
22	45,328	21.79	
23	46,099	22.16	
24	46,882	22.54	
25	47,679	22.92	
26	48,395	23.27	
27	49,120	23.62	
28	49,857	23.97	
29	50,605	24.33	
30	51,364	24.69	
31	52,058	25.03	Accounting 3 Payroll 3
32	52,760	25.37	
33	53,473	25.71	
34	54,195	26.06	
35	54,926	26.41	
36	55,668	26.76	
37	56,419	27.12	
38	57,181	27.49	
39	57,953	27.86	
40	58,735	28.24	

Note: These schedules are based on a 12-month, 2080-hour work year.

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
INFORMATION/DATA MANAGEMENT SALARY SCHEDULE
2010 – 2011**

Step	260	239	209	203	Hourly	Positions
1	28,434	26,137	22,856	22,200	13.67	Receptionist 1
2	29,002	26,660	23,313	22,644	13.94	Attendance 1
3	29,582	27,193	23,780	23,097	14.22	Guidance 1
4	30,174	27,737	24,255	23,559	14.51	Library 1
5	30,777	28,292	24,740	24,030	14.80	
6	31,393	28,857	25,235	24,511	15.09	
7	32,021	29,435	25,740	25,001	15.39	
8	32,661	30,023	26,255	25,501	15.70	
9	33,314	30,624	26,780	26,011	16.02	
10	33,981	31,236	27,315	26,531	16.34	
11	34,660	31,861	27,862	27,062	16.66	Receptionist 2
12	35,354	32,498	28,419	27,603	17.00	Attendance 2
13	36,061	33,148	28,987	28,155	17.34	Guidance 2
14	36,782	33,811	29,567	28,718	17.68	Library 2
15	37,518	34,487	30,158	29,293	18.04	Secretary 1
16	38,268	35,177	30,761	29,878	18.40	
17	39,033	35,881	31,377	30,476	18.77	
18	39,814	36,598	32,004	31,085	19.14	
19	40,610	37,330	32,644	31,707	19.52	
20	41,422	38,077	33,297	32,341	19.91	
21	42,251	38,838	33,963	32,988	20.31	Guidance 3
22	43,096	39,615	34,642	33,648	20.72	Secretary 2
23	43,958	40,407	35,335	34,321	21.13	
24	44,837	41,215	36,042	35,007	21.56	
25	45,734	42,040	36,763	35,707	21.99	
26	46,648	42,881	37,498	36,422	22.43	
27	47,581	43,738	38,248	37,150	22.88	
28	48,533	44,613	39,013	37,893	23.33	
29	49,504	45,505	39,793	38,651	23.80	
30	50,494	46,415	40,589	39,424	24.28	

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
EXECUTIVE ASSISTANT SALARY SCHEDULE
2010 – 2011**

Step	260	239	Hourly	Positions
1	37,518	34,488	18.04	Executive Asst 1
2	38,269	35,178	18.40	
3	39,034	35,881	18.77	
4	39,815	36,599	19.14	
5	40,611	37,331	19.52	
6	41,362	38,021	19.89	
7	42,127	38,725	20.25	
8	42,907	39,441	20.63	
9	43,701	40,171	21.01	
10	44,509	40,914	21.40	
11	45,266	41,610	21.76	Executive Asst 2
12	46,035	42,317	22.13	
13	46,818	43,036	22.51	
14	47,614	43,768	22.89	
15	48,423	44,512	23.28	
16	49,149	45,180	23.63	
17	49,887	45,857	23.98	
18	50,635	46,545	24.34	
19	51,394	47,243	24.71	
20	52,165	47,952	25.08	
21	52,870	48,599	25.42	Executive Asst 3
22	53,583	49,255	25.76	
23	54,307	49,920	26.11	
24	55,040	50,594	26.46	
25	55,783	51,277	26.82	
26	56,536	51,970	27.18	
27	57,299	52,671	27.55	
28	58,073	53,382	27.92	
29	58,857	54,103	28.30	
30	59,651	54,833	28.68	

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
BUSINESS / HUMAN RESOURCES SALARY SCHEDULE
2010 – 2011**

Step	260	239	Hourly	Positions
1	30,775	28,289	14.80	Business 1 HR 1
2	31,390	28,855	15.09	
3	32,018	29,432	15.39	
4	32,659	30,021	15.70	
5	33,312	30,621	16.02	
6	33,978	31,234	16.34	
7	34,658	31,858	16.66	
8	35,351	32,496	17.00	
9	36,058	33,145	17.34	
10	36,779	33,808	17.68	
11	37,515	34,484	18.04	Business 2 HR 2 Accounting 1 Payroll 1
12	38,265	35,174	18.40	
13	39,030	35,878	18.76	
14	39,811	36,595	19.14	
15	40,607	37,327	19.52	
16	41,358	38,018	19.88	
17	42,123	38,721	20.25	
18	42,903	39,437	20.63	
19	43,696	40,167	21.01	
20	44,505	40,910	21.40	
21	45,261	41,605	21.76	Business 3 HR 3 Accounting 2 Payroll 2
22	46,031	42,313	22.13	
23	46,813	43,032	22.51	
24	47,609	43,764	22.89	
25	48,418	44,508	23.28	
26	49,145	45,175	23.63	
27	49,882	45,853	23.98	
28	50,630	46,541	24.34	
29	51,389	47,239	24.71	
30	52,160	47,947	25.08	
31	52,864	48,595	25.42	Accounting 3 Payroll 3
32	53,578	49,251	25.76	
33	54,301	49,916	26.11	
34	55,035	50,589	26.46	
35	55,777	51,272	26.82	
36	56,530	51,965	27.18	
37	57,294	52,666	27.55	
38	58,067	53,377	27.92	
39	58,851	54,098	28.29	
40	59,645	54,828	28.68	

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
INFORMATION/DATA MANAGEMENT SALARY SCHEDULE
2011-2012**

Step	260	239	209	203	Hourly	Positions
1	29,244	26,882	23,508	22,833	14.06	Receptionist 1
2	29,830	27,420	23,978	23,290	14.34	Attendance 1
3	30,426	27,969	24,458	23,756	14.63	Guidance 1
4	31,034	28,527	24,947	24,230	14.92	Library 1
5	31,655	29,098	25,446	24,715	15.22	
6	32,288	29,680	25,954	25,209	15.52	
7	32,934	30,274	26,474	25,714	15.83	
8	33,593	30,880	27,003	26,228	16.15	
9	34,263	31,496	27,543	26,752	16.47	
10	34,949	32,127	28,094	27,287	16.80	
11	35,648	32,769	28,655	27,833	17.14	Receptionist 2
12	36,362	33,425	29,229	28,390	17.48	Attendance 2
13	37,088	34,092	29,813	28,957	17.83	Guidance 2
14	37,829	34,774	30,409	29,536	18.19	Library 2
15	38,587	35,471	31,018	30,128	18.55	Secretary 1
16	39,359	36,180	31,638	30,730	18.92	
17	40,145	36,903	32,271	31,344	19.30	
18	40,949	37,641	32,916	31,971	19.69	
19	41,767	38,394	33,575	32,611	20.08	
20	42,603	39,162	34,246	33,263	20.48	
21	43,455	39,945	34,931	33,928	20.89	Guidance 3
22	44,324	40,744	35,630	34,607	21.31	Secretary 2
23	45,211	41,559	36,343	35,299	21.74	
24	46,115	42,390	37,069	36,005	22.17	
25	47,037	43,238	37,811	36,725	22.61	
26	47,977	44,102	38,567	37,459	23.07	
27	48,937	44,984	39,338	38,209	23.53	
28	49,916	45,884	40,125	38,973	24.00	
29	50,915	46,803	40,928	39,753	24.48	
30	51,933	47,739	41,746	40,548	24.97	

**. NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
EXECUTIVE ASSISTANT SALARY SCHEDULE
2011-2012**

Step	260	239	Hourly	Positions
1	38,588	35,472	18.55	Executive Asst 1
2	39,359	36,180	18.92	
3	40,146	36,904	19.30	
4	40,950	37,642	19.69	
5	41,768	38,395	20.08	
6	42,541	39,105	20.45	
7	43,328	39,828	20.83	
8	44,130	40,566	21.22	
9	44,945	41,315	21.61	
10	45,778	42,080	22.01	
11	46,556	42,796	22.38	Executive Asst 2
12	47,347	43,523	22.76	
13	48,152	44,263	23.15	
14	48,971	45,016	23.54	
15	49,803	45,781	23.94	
16	50,550	46,467	24.30	
17	51,308	47,164	24.67	
18	52,078	47,872	25.04	
19	52,859	48,589	25.41	
20	53,652	49,318	25.79	
21	54,377	49,985	26.14	Executive Asst 3
22	55,110	50,659	26.50	
23	55,855	51,343	26.85	
24	56,609	52,036	27.22	
25	57,372	52,738	27.58	
26	58,147	53,451	27.96	
27	58,933	54,173	28.33	
28	59,727	54,903	28.71	
29	60,533	55,644	29.10	
30	61,351	56,396	29.50	

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
BUSINESS / HUMAN RESOURCES SALARY SCHEDULE
2011-2012**

Step	260	239	Hourly	Positions
1	31,652	29,096	15.22	Business 1 HR 1
2	32,285	29,677	15.52	
3	32,932	30,272	15.83	
4	33,589	30,876	16.15	
5	34,260	31,493	16.47	
6	34,946	32,124	16.80	
7	35,646	32,767	17.14	
8	36,359	33,422	17.48	
9	37,085	34,089	17.83	
10	37,827	34,772	18.19	
11	38,584	35,468	18.55	Business 2 HR 2 Accounting 1 Payroll 1
12	39,356	36,177	18.92	
13	40,142	36,900	19.30	
14	40,946	37,638	19.69	
15	41,764	38,391	20.08	
16	42,537	39,101	20.45	
17	43,324	39,824	20.83	
18	44,126	40,562	21.21	
19	44,941	41,311	21.61	
20	45,772	42,075	22.01	
21	46,551	42,791	22.38	Business 3 HR 3 Accounting 2 Payroll 2
22	47,343	43,519	22.76	
23	48,148	44,259	23.15	
24	48,966	45,011	23.54	
25	49,798	45,776	23.94	
26	50,546	46,463	24.30	
27	51,303	47,159	24.66	
28	52,073	47,867	25.04	
29	52,854	48,585	25.41	
30	53,647	49,314	25.79	
31	54,372	49,980	26.14	Accounting 3 Payroll 3
32	55,105	50,654	26.49	
33	55,850	51,339	26.85	
34	56,603	52,032	27.21	
35	57,367	52,733	27.58	
36	58,142	53,446	27.95	
37	58,926	54,166	28.33	
38	59,722	54,898	28.71	
39	60,528	55,639	29.10	
40	61,345	56,390	29.49	

EXHIBIT A

GLENBROOK HIGH SCHOOLS GESSA TECHNICAL SALARY SCHEDULE 2010 – 2011

Technology Staff Career Paths

Technical Support	Level I	Level II		
Technology Trainer		Level II	Level III	
Service Desk/ Imaging/Software Deployment			Level III	Level IV
Senior Apple/Windows Deskside Support				Level IV
Information Systems Network/Server Support			Level III	Level IV
Web Programmer			Level III	Level IV

Clarifications

1. Individuals in Level I may progress to Level II, provided they meet the qualifications for that level.
2. Level III & IV positions will be allocated by the district and filled based on qualifications.
3. Employees are responsible for submitting proof of qualifications to HR for advancement.
4. Advancement to Level II will take place, on the first day of the employee's work year, provided that qualifications are met and documentation is submitted to HR, by that date.
5. Unless required and approved by the supervisor and Assistant Superintendent for HR, classes needed for advancement must be taken outside of the workday at the expense of the employee and reimbursed through tuition reimbursement.
6. Academic Attainment, or movement to a higher salary band, will occur with the accumulation of skills and knowledge, as well as technical certifications. Each certification takes different amounts of time and study. Accomplishing additional coursework equivalent to 15 semester credit hours would qualify for a higher salary band. Employees need approval from the Assistant Superintendent for Human Resources before beginning a certification path in order to qualify for movement to a higher salary band.

EXHIBIT A

GLENBROOK HIGH SCHOOLS GESSA TECHNICAL SALARY SCHEDULE 2007 – 2008

Step	Annual	Hourly	Positions
1	35,192	16.92	Level I Technician AV Technician
2	35,896	17.26	
3	36,614	17.60	
4	37,346	17.95	
5	38,093	18.31	
6	38,855	18.68	
7	39,632	19.05	
8	40,425	19.44	
9	41,233	19.82	
10	42,058	20.22	
11	43,344	20.84	Level II Technician Web Coordinator I Technology Trainer I AV Technician II Information Systems Technician
12	44,211	21.26	
13	45,095	21.68	
14	45,997	22.11	
15	46,917	22.56	
16	47,855	23.01	
17	48,812	23.47	
18	49,789	23.94	
19	50,784	24.42	
20	51,800	24.90	
21	52,836	25.40	
22	53,893	25.91	
23	54,971	26.43	
24	56,070	26.96	
25	57,191	27.50	
26	58,335	28.05	Level III Technician Web Coordinator II Technology Trainer II Senior Information Systems Technician
27	59,502	28.61	
28	60,692	29.18	
29	61,906	29.76	
30	63,144	30.36	
31	64,407	30.96	
32	65,695	31.58	
33	67,009	32.22	
34	68,349	32.86	
35	69,716	33.52	

Note: These schedules are based on a 12-month, 2080-hour work year.

EXHIBIT A

GLENBROOK HIGH SCHOOLS GESSA TECHNICAL SALARY SCHEDULE 2008 – 2009

Step	Annual	Hourly	Positions
1	36,160	17.38	Level I Technician AV Technician
2	36,883	17.73	
3	37,621	18.09	
4	38,373	18.45	
5	39,141	18.82	
6	39,924	19.19	
7	40,722	19.58	
8	41,536	19.97	
9	42,367	20.37	
10	43,215	20.78	
11	44,536	21.41	Level II Technician Web Coordinator I Technology Trainer I AV Technician II Information Systems Technician
12	45,427	21.84	
13	46,335	22.28	
14	47,262	22.72	
15	48,207	23.18	
16	49,171	23.64	
17	50,155	24.11	
18	51,158	24.60	
19	52,181	25.09	
20	53,225	25.59	
21	54,289	26.10	
22	55,375	26.62	
23	56,482	27.15	
24	57,612	27.70	
25	58,764	28.25	
26	59,940	28.82	Level III Technician Web Coordinator II Technology Trainer II Senior Information Systems Technician
27	61,138	29.39	
28	62,361	29.98	
29	63,608	30.58	
30	64,880	31.19	
31	66,178	31.82	
32	67,502	32.45	
33	68,852	33.10	
34	70,229	33.76	
35	71,633	34.44	

Note: These schedules are based on a 12-month, 2080-hour work year.

**Technical Salary Schedule
FY2009/10**

Step	Annual	Hourly	Positions
1	37,444	18.00	<u>Level I</u> Technician
2	38,193	18.36	
3	38,956	18.73	
4	39,736	19.10	
5	40,530	19.49	
6	41,341	19.88	
7	42,168	20.27	
8	43,011	20.68	
9	43,871	21.09	
10	44,749	21.51	
11	46,117	22.17	<u>Level II</u> Network Technician Technician Technology Trainer
12	47,039	22.62	
13	47,980	23.07	
14	48,940	23.53	
15	49,919	24.00	
16	50,917	24.48	
17	51,935	24.97	
18	52,974	25.47	
19	54,033	25.98	
20	55,114	26.50	
21	56,216	27.03	
22	57,341	27.57	
23	58,487	28.12	
24	59,657	28.68	
25	60,850	29.25	
26	62,067	29.84	<u>Level III</u> Network Technician Image Application/Service Desk Technician Senior Technology Trainer
27	63,308	30.44	
28	64,575	31.05	
29	65,866	31.67	
30	67,184	32.30	
31	68,527	32.95	
32	69,898	33.60	
33	71,296	34.28	
34	72,722	34.96	
35	74,176	35.66	
36	75,288	36.20	<u>Level IV</u> Senior Technician Senior Technician (Apple Emphasis) Senior Technician (MS Emphasis)
37	76,418	36.74	
38	77,565	37.29	
39	78,728	37.85	
40	79,909	38.42	
41	81,108	38.99	
42	82,324	39.58	
43	83,559	40.17	
44	84,812	40.78	
45	86,085	41.39	

Note: These schedules are based on a 12-month, 2080-hour work year.

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
TECHNICAL SALARY SCHEDULE
2010-2011**

Step	260	239	Hourly	Positions
1	38,024	34,953	18.28	Level I Technician Tech Support
2	38,785	35,652	18.65	
3	39,560	36,365	19.02	
4	40,351	37,092	19.40	
5	41,158	37,834	19.79	
6	41,982	38,591	20.18	
7	42,821	39,363	20.59	
8	43,678	40,150	21.00	
9	44,551	40,953	21.42	
10	45,442	41,772	21.85	
11	46,831	43,049	22.52	Level II Technician Tech Support Technology Trainer I
12	47,768	43,910	22.97	
13	48,723	44,788	23.42	
14	49,698	45,684	23.89	
15	50,692	46,598	24.37	
16	51,706	47,529	24.86	
17	52,740	48,480	25.36	
18	53,795	49,450	25.86	
19	54,871	50,439	26.38	
20	55,968	51,447	26.91	
21	57,087	52,476	27.45	
22	58,229	53,526	27.99	
23	59,394	54,596	28.55	
24	60,581	55,688	29.13	
25	61,793	56,802	29.71	
26	63,029	57,938	30.30	Level III Technician Technology Trainer II Service Desk Senior Information Technician Network/Server Support Technician
27	64,290	59,097	30.91	
28	65,575	60,279	31.53	
29	66,887	61,484	32.16	
30	68,225	62,714	32.80	
31	69,589	63,968	33.46	
32	70,981	65,248	34.13	
33	72,400	66,553	34.81	
34	73,848	67,884	35.50	
35	75,325	69,241	36.21	
36	76,455	70,280	36.76	Level IV Technician Senior Info Systems Technician Senior Network Server Technician Web Application Programmer Senior Apple Deskside Support Tech Senior Windows Deskside Support Tech
37	77,602	71,334	37.31	
38	78,766	72,404	37.87	
39	79,948	73,490	38.44	
40	81,147	74,593	39.01	
41	82,364	75,712	39.60	
42	83,600	76,847	40.19	
43	84,854	78,000	40.79	
44	86,126	79,170	41.41	
45	87,418	80,358	42.03	

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
TECHNICAL SALARY SCHEDULE
2011-2012**

EXHIBIT B

Step	260	239	Hourly	Positions
1	39,108	35,949	18.80	Level I Technician Tech Support
2	39,890	36,668	19.18	
3	40,687	37,401	19.56	
4	41,502	38,149	19.95	
5	42,331	38,912	20.35	
6	43,178	39,691	20.76	
7	44,042	40,484	21.17	
8	44,923	41,294	21.60	
9	45,821	42,120	22.03	
10	46,738	42,962	22.47	
11	48,167	44,275	23.16	Level II Technician Tech Support Technology Trainer I
12	49,129	45,161	23.62	
13	50,113	46,064	24.09	
14	51,115	46,986	24.57	
15	52,138	47,926	25.07	
16	53,180	48,884	25.57	
17	54,243	49,862	26.08	
18	55,328	50,859	26.60	
19	56,435	51,877	27.13	
20	57,563	52,914	27.67	
21	58,714	53,972	28.23	
22	59,890	55,051	28.79	
23	61,087	56,153	29.37	
24	62,309	57,275	29.96	
25	63,554	58,421	30.55	
26	64,825	59,589	31.17	Level III Technician Tech Trainer Service Desk Senior Information Technician Network/Server Support Technician
27	66,121	60,782	31.79	
28	67,445	61,996	32.42	
29	68,793	63,237	33.07	
30	70,169	64,502	33.74	
31	71,572	65,791	34.41	
32	73,004	67,107	35.10	
33	74,464	68,449	35.80	
34	75,954	69,818	36.52	
35	77,473	71,214	37.25	
36	78,634	72,283	37.80	Level IV Technician Senior Info Systems Technician Senior Network Server Technician Web Application Programmer Senior Apple Deskside Support Tech Senior Windows Deskside Support Tech
37	79,814	73,367	38.37	
38	81,012	74,468	38.95	
39	82,227	75,585	39.53	
40	83,461	76,719	40.12	
41	84,712	77,869	40.73	
42	85,983	79,038	41.34	
43	87,272	80,223	41.96	
44	88,582	81,426	42.59	
45	89,910	82,647	43.23	

**VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESSA
EMPLOYEES RETIRING UNDER IMRF**

Page 1 of 3 pages

Section A

It is the desire of the Board of Education of District #225 to recognize services of its full time GESSA employees who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B

GESSA employees who satisfy the following requirements, may apply for voluntary termination benefits as “Retirees”:

1. Have been full time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five years are immediately preceding their voluntary termination.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF.

Section C – Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B

1. The Board of Education shall provide the Retirees with individual medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO for up to five years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the premium; the Retiree shall be responsible for the remaining premium.
2. Retirees who elect those insurance allowance benefits contained in Paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under the District’s High Deductible Health Care Plan or the District’s Blue Advantage HMO, (provided they had family coverage on the effective date of their retirement). Retirees shall be responsible for the full premium, less the Board’s contribution referred to in Paragraph 1 of this Section C.

VOLUNTARY TERMINATION BENEFITS FOR GESSA EMPLOYEES
RETIRING UNDER IMRF

Page 2 of 3 pages

Section D – Other Benefits Available to Retirees Who Satisfy the Eligibility Requirements of Section B

1. The Board of Education shall contribute \$2,500, annually, in the Glenbrook VEBA Health Savings Plan, (a health reimbursement account), on behalf of the Retiree for each of five years after retirement.
2. Retirees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare, if one exists. Such policy may also provide for a reduction in benefits and premiums. Retirees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Retirees to maintain the dental coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Retiree is eligible for Medicare, whichever occurs first. Retirees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Retirees with \$10,000 of term life insurance until the Retiree reaches age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Retiree.
5. Retiree shall be allowed to convert any term life insurance, bought or provided for by the district and carried, on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed GESSA employees.
7. Participants eligible for benefits under this Section D shall have each of their last two year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as a GESSA employee. The salary shall not include any stipends or compensation for any extra curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the GESSA employee's remaining paychecks. For the second year, payments will be added to the GESSA employee's base salary and paid throughout the year.

VOLUNTARY TERMINATION BENEFITS FOR GESSA EMPLOYEES
RETIRING UNDER IMRF

Page 3 of 3 pages

Section E – Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Director of Human Resources prior to April 1 of the GESSA employee's next-to-last year of employment. The request shall include a copy of the GESSA employee's latest statement from the IMRF system indicating the GESSA employee's service credit information, if that information is necessary to qualify the GESSA employee for this plan.
2. Participation in the benefits of this plan are dependent upon unconditional and irrevocable resignation from employment by the Board of Education of the Retiree, effective at the end of the school year identified in the GESSA employee's notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this plan.

Section F - Special Incentive Programs

Retirees who participate in any special incentive program such as IMRF's Early Retirement Incentive program or any other retirement enhancement or incentive program not contained in this plan, shall be ineligible for the benefits contained in Section D.

Section G - Vacation

In addition to those benefits contained in Section D, full-time 12-month Retirees may choose to be paid for up to 10 days of unused vacation days, at their annual base salary per diem rate over the employee's last four paychecks. Any other vacation days accrued and earned, must be taken or they will convert to sick leave on the Retiree's last day of work.

Section H – Miscellaneous Provisions

1. For purposes of this plan, the school year shall begin on July 1 and end on June 30.
2. If changes occur in the operation of IMRF, which results in an increase in the cost of this plan, the Board and the Associations representing GESSA employees shall negotiate a revision to this plan, pursuant to Article XXIII of the Agreement.
3. These benefits shall be effective July 1, 2007.

5/24/07

MEMORANDUM OF UNDERSTANDING (GESSA)

- Re:** **1. Reclassification on Salary Schedules**
 2. Voluntary Extension of Negotiations Agreement for 2010-12

Whereas, the Glenbrook Educational Support Staff Association (“GESSA”) is the exclusive representative for regularly employed secretarial, clerical and technology employees employed by the Board of Education of Glenbrook High School District 225 (the “Board”) as provided in Article I. Recognition of a Negotiations Agreement for 2006-2007 (“Agreement”); and

Whereas, the parties desire to reduce to writing in this Memorandum of Understanding (“Memorandum”) their agreement regarding the reclassification of GESSA employees on the Salary Schedules for the implementation of the Collective Bargaining Agreement for 2007-2010 and such later voluntary extensions thereof to which the parties may agree as set forth below.

Now, Therefore, in consideration of the promises and consideration made and exchanged below, the parties hereby agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated into and made a part of this Memorandum as set forth fully hereinafter.

2. All GESSA employees whom do not fit on the salary schedule (i.e., exceed the highest salary in their band), shall be paid a non-cumulative annual stipend of \$700 until such time as the salary schedule “catches up” or the employee voluntarily takes another position in the District.

3. For purposes of retirement benefits, salaries are defined as the amount published on the salary bands and agreed to by GESSA and the Board. This clause does not include any hold harmless amounts, stipends, etc.

4. Employees who change jobs during the term of the Collective Bargaining Agreement are subject to the following guidelines:

- a. An employee who changes from a 260 paid day work year position to a 10-month position shall have a 203 paid day work year.
- b. An employee who changes from a 209-day work year to a 12-month position shall have a 239 paid day work year.
- c. A 260 paid day work year employee who takes another 12-month position shall work a 239 paid day work year, so long as this position does NOT result in a loss of pay. In the case where a loss of pay results, the 12-month employee shall stay on a 260-paid day work year.
- d. A 209 paid day work year employee who takes another 10-month position shall work a 203 paid day work year, so long as this position does NOT

result in a loss of pay. In the case where a loss of pay results, the 10-month employee shall stay on a 209-paid day work year.

5. The Board of Education and GESSA agree that they shall meet and confer, no later than February 1, 2009, regarding a Two Year Voluntary Extension of the Negotiations Agreement for 2007-2010. Such voluntary extension would maintain the same language as in the Negotiations Agreement for 2007-2010. Compensation for the 2010-11 and 2011-12 school years would be calculated as follows:

- a. Effective July 1, 2010 each step of the 2010/11 Salary Schedules shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2008 to December 31, 2008. In no case, however, shall the adjustment be less than 1% nor greater than 5%.
- b. Effective July 1, 2011 each step of the 2011/12 Salary Schedules shall be adjusted by the average of 3.0% and the percentage change rounded to the nearest 1/10 of 1% in the United States City Average Consumer Price Index for All Urban Consumers for the twelve month period from January 1, 2009 to December 31, 2009. In no case, however, shall the adjustment be less than 1% nor greater than 5%.

6. Effect of this Memorandum. The terms and provisions of this Memorandum will be deemed nonprecedential in effect. Except in the case of an alleged violation of this Memorandum, neither bargaining unit employees nor GESSA shall present or raise, for any reason, either this Memorandum or its terms or conditions in any subsequent grievance or arbitration proceeding regarding the interpretation, application or implementation of the Negotiations Agreement between the Board and GESSA or a successor to the Negotiations Agreement.

President, G.E.S.S.A

**Superintendent of Schools
Glenbrook High School District 225**

Date: _____

Date: _____