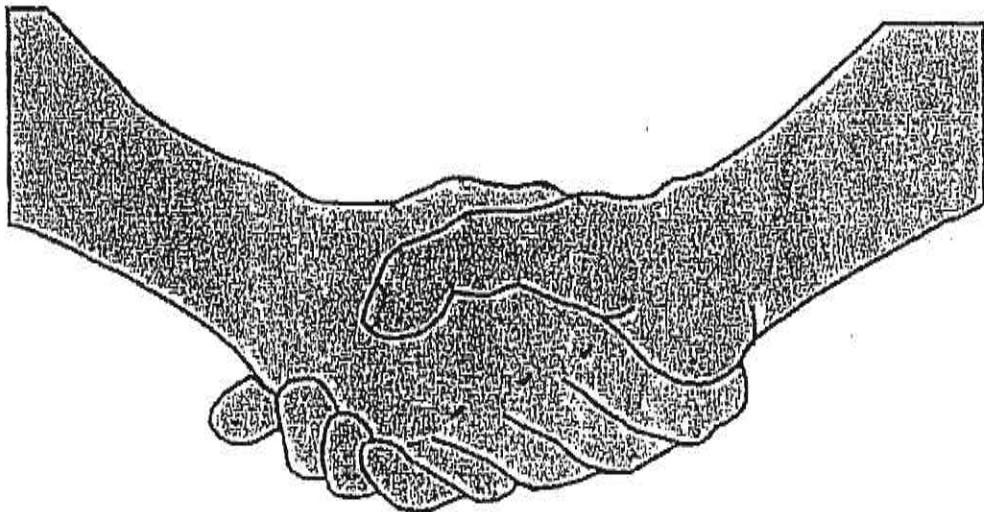


NON-CERTIFICATED  
2026-2029 CONTRACT AGREEMENT  
BETWEEN BOARD OF EDUCATION OF  
COMMUNITY UNIT SCHOOL DISTRICT  
NO. 7, MACOUPIN COUNTY, ILLINOIS,  
AND  
MACOUPIN COUNTY FEDERATION OF TEACHERS  
LOCAL NO. 528,  
AMERICAN FEDERATION OF TEACHERS



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## **ARTICLE I**

### **RECOGNITION: JURISDICTION AND SCOPE**

Section 1. The Board of Education of Community Unit School District No. 7, Macoupin County, Illinois (hereinafter referred to as the "Board" or the "Employer") recognized the Macoupin County Federation of Teachers Local #528, IFT -AFL-CIO (hereinafter referred to as the "Union") as exclusive bargaining representative for all regularly employed; 1) Custodians / Bus Maintenance, 2) Bus Drivers, and 3) Cooks 4) Paraprofessionals, 5) Bus Aides, 6) Parent Educator, and 7) Program Coordinator. Excluded are all supervisors, managerial employees, confidential employees and short-term employees as defined in the Act and all other employees.

Section 2. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction or in the event the Congress or the Legislature enacts a law in conflict with any article, section, or clause of this Agreement, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent it violates the law, but the remaining articles, sections, or clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section, or clause.

Section 3. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through written mutual consent of the parties.

The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and that negotiations will not be re-opened on any item which was a specific subject of the negotiations leading to this Agreement, whether contained in this Agreement or not; nor will negotiations be re-opened on the effect of any legal permissible management action, during the life of this Agreement, unless a mandatory subject of bargaining requiring impact bargaining.

Section 4. During the term of this Agreement, the work and functions which have customarily been performed by members of the bargaining unit will not be assigned, transferred, or subcontracted to any other employees if the persons are not within the bargaining unit and/or the school district. The Board may investigate, solicit information, and/or otherwise seek proposals from companies or firms providing bargaining unit services. Temporary short-term employees may be hired, particularly in the summer.

## **ARTICLE II**

### **MANAGEMENT RIGHTS**

The Board retains and reserves unto itself all powers, rights, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

## **ARTICLE III**

### **NO STRIKE**

Section 1. The Union agrees that there shall be no strike or withholding of services during the term this Agreement is in full force and effect.

## **ARTICLE IV**

### **UNION RIGHTS AND RESPONSIBILITIES**

Section 1. Neither the Union nor any officer or employee of the Board, in its recruitment programs, hiring practices, dismissal procedures, or in any other relationship, shall discriminate against any person on the basis of union activities.

Section 2. The Board shall provide the Union with the name and address of any new employee within ten (10) working days of hiring such employee.

#### **Section 3. Payroll Deduction**

The District shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees in accordance with the requirements of state and federal law. The union shall indemnify and hold harmless the board, its members, officers, agents, and employees, in both their individual and official capacities, from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of action taken by the Board for the purposes of complying with the above payroll deduction provisions, or in reliance on any list, notice, certifications of deductions or revocations.

## **ARTICLE V**

### **WORKING CONDITIONS**

Section 1. All positions or jobs covered by this Agreement shall have designated days of work, hours of work, and length of work year as specified by this Agreement. Any positions or jobs created during the term of this Agreement shall be made following negotiation with the Union.

Section 2. The normal workdays for all positions shall be weekdays (i.e., Monday through Friday) unless otherwise specified in this Agreement.

Section 3. EVALUATION TOOL. Starting in the 2026-27 School Year, all non-certified employees shall be evaluated by the District using an evaluation tool created by members of Administration and the Union.

## **ARTICLE VI**

### **INTERNAL POSTING OF POSITIONS AVAILABLE AND ASSIGNMENTS**

Section 1. All vacant and promotional positions within the bargaining unit shall be posted for a minimum of ten (10) working days prior to filling the position.

Section 2. The Superintendent shall make the custodial assignments considering seniority, qualifications, and other relevant factors, and will base the decision upon judgment of the needs of the District.

Section 3. The Superintendent shall consider the need to assign a custodian to extracurricular activities on a case-by-case basis.

Section 4. All non-certified staff shall have access to the voluntary teacher pool for ticket taking that is part of the certified staff CBA under Article XIII, Section 1. The same hourly rate of pay and procedures will apply to non-certified staff.

## **ARTICLE VII**

### **DISCIPLINE – NON-PROBATIONARY EMPLOYEE**

Section 1. Any disciplinary action involving a non-probationary employee covered by this Agreement shall require:

- a. Charges reduced to writing and presented to the employee prior to any other formal action by the employer;
- b. Right to union representation;
- c. Due process rights;
- d. Access to the employer's personnel file with the right to dated copies of all materials here within;
- e. No employee shall be confronted or disciplined before other employees, students, or the public in order to avoid public embarrassment to the employee and employer;
- f. Disciplinary action shall be progressive and corrective unless the severity of the infraction warrants otherwise or students are involved;

g. Formal written disciplinary action shall be subject to just cause standards.

Section 2. All employees shall work for 12 months as a probationary period with two (2) weeks' notice at the sole discretion and judgment of the employer. Part-time employees shall remain probationary until assuming a full-time position.

## **ARTICLE VIII**

### **PERSONNEL FILE**

Section 1. No material other than that in the official Board file shall be used in the evaluation or discipline of the employee.

Section 2. Any material to be placed in the official Board file shall be inserted in a timely fashion, but not to exceed twenty (20) calendar days from the date of the event giving rise to the material to be inserted.

Section 3. Every employee shall have immediate access to all material in his/her official file.

Section 4. Neither an employee's official Board file nor any of its contents shall be copied or otherwise made known to other persons without the employee's permission either during or after his/her service in the school district provided; however, that such a file be available to the Board, the Superintendent, and any administrator supervising the employee and those legally empowered.

Section 5. Every employee shall immediately be given a copy of any material added to his/her official Board file. Every employee shall have the right to be furnished within twenty-four (24) hours a reasonable number of copies of any or all file material.

Section 6. Every employee shall have the right to add material to his/her official Board file and attach dissenting or explanatory material to any document or other piece of material in the file.

Section 7. Any disciplinary notices in the employee's file shall be removed or considered moot if no further disciplinary action is taken within three (3) calendar years of the date of notice.

## **ARTICLE IX**

### **GRIEVANCE PROCEDURE**

A. Definition: A grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement.

B. General Provisions:

1. No employee at any stage of the Grievance Procedure will be required to meet with any administrator or supervisor without a Union representative.

2. In all steps of the Grievance Procedure, when it becomes necessary for individuals to be involved during work hours, they shall be excused with pay for that purpose.
3. If a grievance arises from the action of an authority higher than the principal of the school, the Union may present such a grievance at the appropriate steps of the Grievance Procedure or to the person who had authority to resolve the grievance.
4. An employee who participates in the Grievance Procedure shall not be subject to disciplinary action or reprisal because of such participation.
5. A grievance must be filed within ten (10) days from the date of the occurrence of the event which created the grievance.
6. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of this procedure within the time allotted had the decision been given.
7. In any instance where the Union is not representing the grievant, the administrator or supervisor receiving the grievance or making the decision shall notify the Union in writing of all meetings, hearings, and resolution at any level. The Union may appeal any decision which would see either to violate any terms of the Agreement or to affect working conditions of the employees in the bargaining unit.
8. A grievance may be initiated and/or conducted by:
  - a. An employee in his/her own behalf;
  - b. An employee accompanied by a Union representative;
  - c. A Union representative at the employee's request;
  - d. The Union as sole and exclusive bargaining agent.
9. Conferences held under this procedure shall be conducted at a time and a place that will afford a fair and reasonable opportunity for all persons entitled to be present to attend during non-working hours.
10. All references to days shall mean school days, except that between the end of the school year in June and the beginning of the next school year, days shall mean days when the district's business offices are open.
11. All time limits may be extended by mutual agreement between the parties.
12. Neither the written grievance nor any subsequent correspondence shall be inserted in the employee's official Board file unless requested by the employee.

### C. Procedure for Adjustment of Grievances

**INFORMAL CONFERENCE:** A complaint may be discussed with the object of resolving the matter informally. In the event that the matter is resolved informally and a Union representative was not present at the adjustment of the complaint, the principal or supervisor shall inform the Union President of the adjustment.

**STEP ONE:** In the event the matter is not resolved informally, the grievant or the Union shall present a written grievance form of the alleged violation to the Principal or other appropriate supervisor. The Principal shall, within ten (10) days of the receipt of the grievance, confer with the grievant and/or his/her designee shall confer with the union and the grievant in an effort to solve the grievance. The Principal, within ten (10) school days following the conference, shall file his/her written decision with the grievant and the Union.

**STEP TWO:** In the event the grievance has not been resolved in the first step, the Union or the grievant may file an appeal to the Superintendent or his/her designee. The appeal shall be made within ten (10) school days after the receipt of the Principal's decision. Within ten (10) school days of the appeal, the Superintendent or his/her designee, shall confer with the union and the grievant in an effort to solve the grievance. The Superintendent, within ten (10) school days following the conference, shall file his/her written decision with the grievant and the Union.

**STEP THREE:** In the event the grievance has not been resolved in the second step, the Union or grievant may submit a written appeal to the Board of Education. Such appeal shall be made within thirty (30) school days after receipt of the Superintendent's decision. No later than fifteen (15) school days after receiving the appeal, the Board shall hold a hearing; the Board shall communicate its decision in writing and state their reasons, if requested, to the Union and the grievant.

**STEP FOUR:** Within thirty (30) school days after receiving the decision of the Board, the Union may submit the grievance to binding arbitration under the Voluntary Labor Rules of the American Arbitration Association (AAA). The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties. Expenses for the arbitration services shall be born equally by the Board and the Union.

## **ARTICLE X**

### **LEAVE OF ABSENCE**

Section 1. **SICK LEAVE.** Custodians, Cooks, Special Education Route Drivers, Paraprofessionals, Bus Aides, Parent Educators, and Program Coordinators shall be entitled to 12 days of sick leave the first year of employment, 15 days the 2<sup>nd</sup> year of employment and 18 days each year after without loss of pay. Such employees whose first year of service to the District is the 2024-25 year or later will be supplied with the following number of sick leave days: 9- and 10- month employees; 12 sick days annually. 12-month employees: 15 sick days annually. Route drivers and bus aides working less than six (6.0) hours per day shall be entitled to six days of sick leave the first year of employment; 7.5

days the second year of employment; and 9 days each year thereafter without loss of pay. Such employees whose first year of service to the District is the 2024-25 year or later will be supplied with 6 days of sick leave annually.

**Attendance Incentive**

All non-certified employees will receive the following bonus based on the number of sick or unpaid days used annually, based on their term of employment; 9/10 month employees hired by Sept 15 or 12 month employees hired by July 1 shall be eligible.

9/10 Employee (June 30 paycheck)	12 Month Employee (July 15 paycheck)
0 days: \$400 1 day: \$250 2 days: \$100	0 days: \$450 1 day: \$300 2 days: \$ 150

Sick leave not used in the year of service for which it was granted shall accumulate to two-hundred and forty (240) days. This is intended to allow an employee 19 days of “cushion” to turn in for 1 year of service credit toward retirement. Employees shall be notified in writing at the beginning of each school year and periodically thereafter upon request the current number of sick days they have accumulated.

**Sick Leave Buyout**

If an employee concludes a school year with 240 accumulated sick leave days, then at the beginning of the following school year, such employee shall receive 20 sick leave days for use during that school year. At the end of such year, the employee shall be compensated \$10 per day for each of those 20 sick leave days that the employee may have remaining (if any); *i.e.*, the employee shall be compensated \$10 per day for any sick leave days in excess of 240, up to a potential \$200 in annual compensation.

Section 2. EMERGENCY LEAVE. Each employee shall be entitled to three (3) days per year for personal business or emergency without loss of pay or deduction of sick leave. Employees shall have the option of a fourth Emergency Day provided the Employee reimburses the District for the cost of a substitute. Employees shall notify the Superintendent of his/her designee at least twenty-four (24) hours in advance of the leave whenever possible. Unused personal business or emergency leave shall be allowed to be used as sick leave not to exceed 18 days if and when sick leave is exhausted.

Section 3. BEREAVEMENT LEAVE. In the event of the death of a member of an employee's immediate family, such employee shall be entitled to a maximum of 5 days of sick leave without a loss of pay.

Section 4. JURY LEAVE. No employee shall suffer loss of pay or benefits due to lost time at work caused by serving on a jury.

Section 5. NOTIFICATION OF ABSENCES. When using leave for the purpose of illness, personal leave, or vacation, all non-certified employees shall notify both their direct supervisor and the District Office.

## **ARTICLE XI**

### **SENIORITY REDUCTIONS IN FORCE**

Section 1. Seniority shall be defined as the length of continuous non-probationary service to the Employer within the employee's category and shall be district wide in the bargaining unit. The seven categories are 1) custodial / bus maintenance, 2) bus drivers, 3) cooks 4) paraprofessionals, 5) bus aides, 6) parent educators, and 7) program coordinators. Upon employment, each employee shall receive a Seniority Date, which shall be the first day of actual work. If two or more employees have the same Seniority Date, the school board minutes verifying employment shall control; whereby the employee listed first with said minutes shall be senior. Employees working 8 hours but less than 12 months shall have seniority prorated.

Section 2. Continuous Service is broken only by one of the following:

- A. Voluntary quitting or resignation;
- B. Discharge for proper cause;
- C. Failure of the employee to return to work at the expiration date of an approved leave of absence or recall to work after a layoff when a notice of ten (10) or more work days has been delivered to the employee by certified or registered mail at the last address filed by the employee with the Board office.

Section 3. Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence if less than a year, layoff, or disability.

Section 4. A Seniority List shall be prepared annually by the Employer and delivered to the Union President no later than February 1st of each school year.

Section 5. Layoffs or decreases in the number of employees covered by this Agreement.

**ARTICLE XII**

**SALARY SCHEDULES**

Negotiated Salary Schedules are shown below.

**A. Custodians** (starting @ \$18.59 per hour):

2026-2029		
Step	Salary Equivalent	Bumps*
1	\$ 38,656.80	
2	\$ 39,429.94	
3	\$ 40,218.54	
4	\$ 43,090.88	*
5	\$ 43,954.74	
6	\$ 44,833.84	
7	\$ 45,730.52	
8	\$ 48,604.87	*
9	\$ 49,576.96	
10	\$ 50,568.50	
11	\$ 53,442.86	*
12	\$ 55,745.48	

\*Notes: 2% increases between steps except for larger Bumps shown.

\$ 8,351.63	<i>difference from step 11 to step 12 (\$53,990.78) at continuous 2% in the 24-25 schedule</i>
\$ 2,783.88	<i>Bumps-divided in to 3</i>

**B. Mechanics and Other 12 Month Transportation Members**

\*Chart below is for new hires only;

2026-2029	
Step	Salary Equivalent
1	\$ 38,656.80
2	\$ 39,429.94
3	\$ 40,218.53
4	\$ 43,092.89
5	\$ 43,954.74
6	\$ 44,833.84
7	\$ 45,730.52
8	\$ 48,604.87
9	\$ 49,576.97
10	\$ 50,568.51
11	\$ 53,442.86
12	\$ 55,745.48

Bumps\*

\*

\*

\*

\*Notes: 2% increases between steps except for larger Bumps shown.

\$ 8,351.63	<i>difference from step 11 to step 12 (\$53,990.78) at continuous 2% in the 24-25 schedule</i>
\$ 2,783.88	<i>Bumps-divided into 3</i>

**C. Paraprofessionals & Cooks (starting @ \$ 18.07 per hour):**

2026-2029	
Step	Salary Equivalent
1	\$ 18.07
2	\$ 18.43
3	\$ 18.80
4	\$ 20.40
5	\$ 20.80
6	\$ 21.22
7	\$ 21.64
8	\$ 23.24
9	\$ 23.71
10	\$ 24.18
11	\$ 25.78
12	\$ 26.81

Bumps\*

\*

\*

\*

\*Notes: 2% increases between steps except for larger Bumps shown.

\$ 4.64	<i>difference from step 11 to step 12 (\$25.97) at continuous 2% in the 24-25 schedule</i>
\$ 1.55	<i>Bumps-divided in to 3</i>

\*\*Head Cooks will be provided an additional \$1,093 annually

**D. Bus Drivers & Aides.**

2.5 hours = 450 hours (based on 180 days. If ½ route = 225 hrs.

<b>BUS</b>	<b>2026-2029</b>
FULL	\$ 34.45
HALF	\$34.45
EXTRA	State Minimum Wage

2026-2029 Regular Route Driver Hourly Rates

Step	Hourly
1	34.45
2	35.57
3	36.29
4	38.89
5	39.67
6	40.47
7	43.02
8	43.88
9	44.76
10	45.66
11	47.63
12	48.59

\*\*Extra trip hourly rate for 2026-29 will be paid at the state's minimum hourly rate.

<b>Sped Ed Driver</b>	<b>2026-2029</b>
A	\$23.02
B	\$24.06
C	\$24.92
1	\$25.93

<b>Sped Ed Bus Aides</b>	<b>2026-2029</b>
O	\$16.52
OO	\$16.83
OOO	\$17.14
OOOO	\$17.74
OOOOO	\$18.37
A	\$18.71
B	\$19.69
C	\$20.00
1	\$21.19
	\$22.50

**E. Program Coordinators and Parent Educators**

Salaries for Program Coordinators and Parent Educators shall be increased as follows:  
2026-29 – an annual increase of 3.00%.

**F. Longevity**

All Non-Certified Employees who are on Step 12, or otherwise designated as “off schedule,” shall receive a one thousand five hundred dollars (\$1,500) increase to their base salary for each year of this Agreement.

**ARTICLE XIII**

**FRINGE BENEFITS**

The Board and the Union agree that the cost of the insurance premium for single coverage shall be shared as follows:

- a. Ninety percent (90%) of the single coverage premium shall be paid by the Board.
- b. Ten percent (10%) of the single coverage premium shall be paid by the employee.

Any employee who is not covered or who is not directly receiving the benefits may receive \$200 per month stipend, in accordance with applicable IRS and IRMF regulations. Eligibility for the stipend option shall be contingent on the employee’s ability to demonstrate that said employee is covered by comparable insurance through some other source. The Board’s agreement to such payment is contingent on the participation of the necessary number of employees to ensure the District does not lose money and does not incur additional payments or penalties under applicable state or federal law.

If any of the health insurance or related provisions of this article (including stipend in lieu of insurance) do or would create a penalty for the District under applicable federal or state law, such benefits and/or other related payments will be limited to such amount as to not create a penalty for the District; and the parties will meet to discuss and agree to appropriate revisions to this provision, to ensure that the employee continues to receive to the maximum extent possible-the value of this benefit, while avoiding any penalty to the District.

Those employees, whose spouse also is an employee of the District eligible for insurance, may apply their insurance benefit to employee/spouse or family dependent coverage only. The total Board contribution for the two employees shall be the same, and neither employee shall be entitled to receive the \$200 per month stipend in lieu of insurance. Employees who retire or who cannot work due to temporary permanent disability will be allowed to continue their coverage under the District's group health insurance plan at their own expense. The Board will pay the "usual customary rate" as applied to the schedule of the group health insurance policy.

The Board will establish a plan that will allow non-taxable treatment of employee contributions to group benefits in accordance with Section 125 of the Internal Revenue Code.

The District shall pay for the Head Cook of each attendance center kitchen to attend a District-approved food show. All 6-hour cooks shall maintain a current Food Manager's Certificate for schools. The District shall pay the cost for renewing and keeping the certificate current. The 6-hour cooks currently employed who do not have a current certificate, shall be encouraged to obtain the certificate but shall be grandfathered on individual basis by the Board or their designee.

## **ARTICLE XIV TWELVE MONTH POSITIONS *i.e.*,**

### **12-Month Custodians & 12-Month Custodian/Mechanics**

#### **A. Vacations**

Section 1. If an employee retires, resigns, is laid off, is dismissed or becomes unable to work, that employee shall receive immediately that portion of vacation earned at the time of leaving active employment with the Board.

Section 2. The Superintendent will approve requests for vacation leave based upon the determination of the best interest of the District provided that the Superintendent will decide any conflict between persons seeking vacation on the same date or dates based upon seniority.

#### Section 3. Accumulation

##### Paid Vacation:

- 1 week after 1<sup>st</sup> year

- 2 weeks after 2<sup>nd</sup> year
- 3 weeks after 5 years
- 4 weeks after 19 years
- 5 weeks after 25 years\*

\*Custodians whose first year with the District is the 2024-25 school year or after will reach 4 weeks' vacation after 19-year (maximum) not 5 weeks. Current staff members as of 2024-25 will still follow the current allotment.

## **B. Holidays**

Section 1. The following holidays shall be observed by the Board as paid holidays for all 12-month employees covered by this Agreement.

JULY 4	NEW YEAR'S EVE
LABOR DAY	NEW YEAR'S DAY
COLUMBUS DAY	MARTIN LUTHER KING'S BIRTHDAY
VETERAN'S DAY	PRESIDENTS' DAY
THANKSGIVING DAY	GOOD FRIDAY
FRIDAY AFTER THANKSGIVING	MONDAY AFTER EASTER
CHRISTMAS EVE	MEMORIAL DAY
CHRISTMAS DAY	
DECEMBER 26*	
Election Day –	
Juneteenth	

Plus any Board granted holiday or other mandatory holiday designated by federal or state government.

One member of the Union from the custodial department will serve on the advisory calendar committee in order to assist with the formulation of the school calendar presented to the Board of Education for consideration.

If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, provided that the Friday is not a day when all teachers are scheduled to report to work. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday, provided that the Monday is not a day when all teachers are scheduled to report to work.

\*In the event that three consecutive calendar dates designated as holidays fall on a Friday, Saturday, and Sunday- or on a Saturday, Sunday, and Monday – then two of the designated holidays shall be observed on the preceding Friday and on the following Monday, and the third designated holiday shall be observed as a floating holiday or personal day, mutually scheduled by the administration and the employee, by the end of the school year.

\*Example: in 2010, Christmas Eve (December 24<sup>th</sup>) is a Friday, and will be observed on that date. Christmas Day (December 25<sup>th</sup>) is a Saturday and since it cannot be observed on

Friday, it will be observed on the following Monday. The new holiday the day after Christmas (December 26) will fall on a Sunday and it cannot be observed on either the preceding Friday or the following Monday. Accordingly, it will be observed as a floating holiday or personal day, to be mutually scheduled by the administration and the employee, by the end of that school year.

\* In years when the school calendar calls for student attendance on the holidays listed, staff will be provided alternate days off. These days will focus around Easter/Spring break.

Section 2. Employees shall be paid their regular daily rate of pay for the holiday.

### **C. Overtime**

Section 1. For purposes of overtime, the normal week shall be forty (40) hours. Compensatory time for work beyond 8 hours per day shall be voluntary.

Section 2. Overtime shall be any work performed outside the scheduled work times in excess of the normal workweek. Mechanics will be given compensable time and/or convert overtime to summer vacation.

Section 3. Overtime shall be paid at one and a half (1½) times the employee's regular hourly rate of pay unless otherwise specified by this Agreement.

Section 4. Work performed outside of the normal work schedule but does not qualify for overtime pay shall be paid at the employee's regular rate of pay.

Section 5. Overtime after a regular work shift shall be no less than one hour. Overtime performed at a time not immediately following a regular work shift shall be no less than two (2) hours in paid length.

Section 6. Any employee on overtime shall be entitled to a paid fifteen (15) minute break within each four hours of overtime worked. If the overtime exceeds four hours, the employee shall be entitled to a paid duty-free lunch hour.

Section 7. Selection for overtime shall be first by the holder of the position involved and then on a rotating basis by seniority among employees best qualified (skill and ability) in the same category to do the work required. Assignments shall be in reverse order if not to the holder of the position, i.e., employees with least seniority.

### **D. Summer Schedule**

Section 1. Custodians will be assigned shifts and shift schedules wherever, in the judgment of the Superintendent, work is required. Assignments will be based upon skill and ability of the employee and the needs of the district. Alteration of schedules or assignments because of heat shall only occur if approved by the Superintendent or his designee.

## **E. Terms for 12-month Custodian and Custodian/Mechanic positions**

### Working Conditions:

- Full time work year: 260 days / year
- Full Time Work Day: (8.5 hours scheduled with 30 min. unpaid lunch).
  - Building checks will be done on weekends and/or holidays at the normal overtime rate
  - Building checks will be a minimum of 1 hour per building per day
  - Walk and inspect the buildings and outbuildings as appropriate depending on existing conditions
  - Note relevant information and report to the Director of Maintenance.
  - Mandatory overtime, awarded/assigned by seniority.
  - Custodians will be required to work a full day on early release days, SIP, etc.
- Sick Days for staff members hired prior to the 2024-2025 School Year: 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year. Maximum accumulation 240.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 15 sick days annually.
- Shifts:
  - 5:30 - 2:00
  - 1:30 – 10:00
  - 2:30 – 11:00 High School Custodians
  - \*\* Flex schedules shall be pre-determined based upon need \*\*
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee.
- Uniforms: Custodians/Mechanics –
  - The District will provide up to 5 uniform shirts per year as needed. In addition, The District will provide \$150 annually for the purchase of khaki pants and appropriate shoes.
  - Future replacement, wear and tear, will be within reason and at the District's direct expense.
  - Both classifications of employees shall wear uniforms during working hours during school calendar year.
  - Uniforms for each district classification of employee shall be uniform in style & color.

## ART. XV 9-MONTH AND 10-MONTH CUSTODIANS

### Terms for 9-month and 10-month Custodian Positions

#### Working Conditions

- Full time work year: 10 – 42 weeks / year (0-174 days / year)
- Full Time Work Day:(8.5 hours scheduled with 30 min. unpaid lunch).
  - Building checks will be done on weekends and/or holidays at the normal overtime rate
  - Building checks will be a minimum of 1 hour per building per day
  - Walk and inspect the buildings and outbuildings as appropriate depending on existing conditions
  - Note relevant information and report to the Director of Maintenance.
  - Mandatory overtime, awarded/assigned by seniority.
  - Custodians will be required to work a full day on early release days, SIP, etc.
- Sick Days for staff members hired prior to the 2024-2025 School Year: 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year. Maximum accumulation 240.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
- Shift: 5:30 - 2:00
  - \*\* Flex schedules shall be pre-determined based upon need \*\*
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee
- Paid Vacation: None
- Uniforms: Custodians/Mechanics –
  - The District will provide up to 5 uniform shirts per year as needed. In addition, The District will provide \$150 annually for the purchase of khaki pants and appropriate shoes.
  - Future replacement, wear and tear, will be within reason and at the District's direct expense.
  - Both classifications of employees shall wear uniforms during working hours during school calendar year.
  - Uniforms for each district classification of employee shall be uniform in style & color.

## **ART. XVI DRIVERS**

### **Terms for Route Bus Drivers & Special Ed Drivers**

#### Working Conditions

- Full time work year: school calendar (180 Days)
  - Drivers will be required to work a full day on early release days, SIP days, or any other day counted toward the 180-student attendance day calendar.
- Full Time Work Day: N/A
- Sick Days for staff members hired prior to the 2024-2025 School Year:
  - Special Ed drivers: 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
  - Route drivers: 6 – 1<sup>st</sup> year. 7.5 – 2<sup>nd</sup> year. 9 – 3<sup>rd</sup> year.
  - Maximum accumulation 240.
- Breaks: Lunch unpaid.
- Shifts: “Varies”
  - \*\* Flex schedules shall be pre-determined based upon need \*\*
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee
- Paid Vacation: None

Meal compensation for bus drivers on extra trips (extra-curricular activities, field trips, “charters”)

- Year 1: bus drivers shall receive \$18 per 12 hours for a meal allowance.
- Year 2: bus drivers shall receive \$19 per 12 hours for a meal allowance.
- Year 3: bus drivers shall receive \$20 per 12 hours for a meal allowance.

#### “Show-up” Pay

- If an extra trip (extra-curricular activities, field trips, “charters”) is canceled within 1 hour of the scheduled departure time, the scheduled driver shall receive 2 hours of pay.

## **ART. XVII COOKS**

### **Terms for Cooks**

#### Working Conditions:

- Full time work year: school calendar (180 Days)
  - Cooks will be required to work a full day on early release days, SIP days, or any other day counted toward the 180-student attendance day calendar.

- Full Time Work Day: 6-hour cooks will be scheduled for 6.5 hour workday with a 30-minute unpaid lunch. 3-Hour cooks will be scheduled for 3-hour workdays and placed on the cook salary schedule.
  - Six-hour shift schedules shall be determined based on need of each attendance center kitchen. Flex schedules shall be determined based on need.
  - The superintendent or his designee shall review with each building head cook to establish shifts for building food facility.
  - Shifts are subject to change based on need.
- Sick Days:
  - Sick Days for staff members hired prior to the 2024-2025 School Year: Cooks: 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
  - Maximum accumulation 240.
- Breaks: Lunch unpaid.
- Shifts: “Varies”
  - \*\* Flex schedules shall be pre-determined based upon need \*\*
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee
- Head Cooks will be provided with an annual stipend of \$1093 per year of the contract.
- Paid Vacation: None
- Uniforms: Cooks –
  - Chef’s coats will be leased from a uniform/linen company. All cleaning and repair will be done by the contracted uniform/linen company at the District’s expense. In addition, the District will provide \$150 annually for the purchase of black pants and appropriate shoes.
  - Future replacement, wear and tear, will be within reason and at the District’s direct expense.
  - Both classifications of employees shall wear uniforms during working hours during school calendar year.
  - Uniforms for each district classification of employee shall be uniform in style & color.
- By the first day of school in 2026, all 6-hour food service employees shall have obtained a Food Manager License (district approved ANSI-accredited Certified Food Protection Manager certificate). The expenses associated with the course shall be reimbursed by the District upon successful completion of the course. The District will only reimburse for the first attempt by each Food Service employee.

- Food Manager licensure shall become a condition of employment for all 6-hour Food Service Employees.
- The Food Manager license shall not be a condition of employment for 3-hour Food Service employees.
- 3-hour employees that wish to obtain the Food Manager license will also be eligible for reimbursement under the same provisions as 6-hour employees.

## **ART. XVIII PARAPROFESSIONALS**

### **Terms for Paraprofessionals**

#### Working Conditions:

- Full time work year: School Calendar (180 days)
- Full Time Work Day: 7 – 8 hours\*\*
  - Current 8-hour paraprofessionals will be scheduled for 8.5-hour workday with 30-minute unpaid lunch.
  - Current 7-hour paraprofessionals will be scheduled for a 7.5-hour workday with a 30-minute unpaid lunch
  - Paraprofessionals will be required to work a full day on early release days, SIP days, or any other day counted toward the 180-student attendance day calendar
- Sick Days for staff members hired prior to the 2024-2025 School Year:
  - 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year. Maximum accumulation 240.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
- Breaks: 30 minute duty-free unpaid lunch
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee.
- Paid Vacation: No

## **ART. XIX BUS AIDES**

### **Terms for Special Ed Bus Aides and Route Bus Aides**

#### Working Conditions:

- Full time work year:
  - Special Ed bus aide: varies
  - Route bus aide: school calendar (180 Days)
  - Bus Aides will be required to work a full day on early release days, SIP, etc.

- Full Time Work Day:
  - Special Ed bus aide: varies
  - Route bus aide: N/A
- Sick Days for staff members hired prior to the 2024-2025 School Year:
  - 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
  - Sick Days for staff members hired prior to the 2024-2025 School Year:
  - Bus aides working less than six (6) hours per day shall be entitled to:
    - 6 – 1<sup>st</sup> year. 7.5 – 2<sup>nd</sup> year. 9 – 3<sup>rd</sup> year
    - Bus aides working less than 6 hours per day shall be supplied with 6 sick days annually.
  - Maximum accumulation 240.
- Breaks: 30 minute duty-free unpaid lunch
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by employee
- Paid Vacation: No

## **ART. XX PARENT EDUCATOR and PROGRAM COORDINATOR**

### **Terms for Parent Educator and Program Coordinator**

#### **Working Conditions:**

- Full time work year:
  - Parent Educator: 200 days
  - Program Coord: 200 days
  - Parent Educators and Program Coordinators will be required to work a full day on early release days, SIP, etc.
- Full Time Workday: 8 hours. Flex Hours may be necessary as student parental availability is required with the program.
- Sick Days for staff members hired prior to the 2024-2025 School Year:
  - 12 – 1<sup>st</sup> year. 15 – 2<sup>nd</sup> year. 18 – 3<sup>rd</sup> year. Maximum accumulation 240.
  - Employees whose first year of service to the District is during the 2024-25 school year or later (new hires) will be supplied with the following number of sick days: 12 sick days annually.
- Breaks: 30 minute duty-free unpaid lunch
- Full-Time health ins. For single coverage, 90% paid by District and 10% paid by

employee.

- Paid Vacation: No

**ARTICLE XXI –**

**CBA TERMINATION**

Section 1. This Agreement shall be in effect from July 1, 2026 until June 30, 2029.

This Agreement shall remain in full force and effective until replaced by a successor Agreement.

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**NON-CERT REPRESENTATIVE**

Neil Balzarone

**NON-CERT REPRESENTATIVE**

Sheresa Carter

Michelle Smith

**PRESIDENT, UNION**

\_\_\_\_\_

**PRESIDENT, BOARD OF EDUCATION**

Mark C. Hayes

**SECRETARY, BOARD OF ED**

[Signature]