

AN AGREEMENT BETWEEN

**THE BOARD OF EDUCATION OF
THE GLENVIEW PUBLIC SCHOOLS**

(COMMUNITY CONSOLIDATED SCHOOL DISTRICT No. 34)

AND

**THE DISTRICT 34 GLENVIEW PROFESSIONAL ASSOCIATION
IEA/NEA**

2017-2020



GLENVIEW 34
SCHOOL DISTRICT

TABLE OF CONTENTS		PAGE
ARTICLE 1	RECOGNITION	1
ARTICLE 2	ASSOCIATION RIGHTS	2
	A. Association Leave	2
	B. Notice of Board Meetings	2
	C. Meeting on District Property	2
	D. New Employees	2
	E. Labor Management Committee	2
	F. Standing Committees	2
	G. Communication	3
	H. Dues Deduction	3
	I. Fair Share/Maintenance of Membership	3
ARTICLE 3	EMPLOYEE RIGHTS	5
	A. Complaint Against Employee	5
	B. Remediation for Unsatisfactory Performance and Dismissal	5
	C. Personnel Files	5
ARTICLE 4	NEGOTIATION PROCEDURES	6
	A. Bargaining Teams	6
	B. Negotiation Meetings	6
	C. Tentative Agreement	6
	D. Mediation Procedures	6
	E. Authorized Agreement - Copies	6
ARTICLE 5	GRIEVANCE PROCEDURES	7
	A. Definitions	7
	B. Procedures	7
	C. Bypass to Step II	8
	D. Bypass to Arbitration	8
	E. Association Participation - Employee Representation	8
	F. Release Time	8
	G. Grievance Withdrawal	8
	H. Grievance Documents	8
ARTICLE 6	REDUCTION IN FORCE AND SENIORITY	9
	A. Reduction-in-Force Procedures	9
	B. Categories of Positions	9
	C. Recall	9
	D. Seniority	9
	E. Resolving Identical Seniority	10
	F. Seniority Lists	10
ARTICLE 7	VACANCIES, TRANSFERS & SUMMER WORK ASSIGNMENTS	11
	A. Posting of Vacancies or Newly Created Positions	11
	B. Application Process	11
	C. Involuntary Transfer	11
	D. Summer School and Summer Work Assignments	11

ARTICLE 8	PROFESSIONAL DEVELOPMENT	12
	A. Professional Development Plan	12
	B. Student Management and Financial Systems	12
	C. Chemicals, Equipment and Use of Equipment	12
	D. Food Service Sanitation	12
	E. Professional Development	12
	F. Health Coordinator	12
ARTICLE 9	EVALUATION	13
	A. Scope	13
	B. Notification	13
	C. Employee Evaluation	13
	D. Evaluation Conference	13
	E. Content of Evaluation	13
	F. Labor Management Committee	13
ARTICLE 10	LEAVES	14
	A. Sick Leave	14
	B. Unpaid Disability Leave	14
	C. Personal Leave	14
	D. Court Leave	15
	E. Salary Advancement During/After Leave	15
	F. Leaves and School Closings	15
	G. Sick Bank Leave	15
	H. Unpaid Leaves of Absence	15
ARTICLE 11	WORKING CONDITIONS	16
	A. Working Calendar	16
	B. Work Year	16
	C. Work Hours/Lunch Breaks	16
	D. Overtime	17
	E. School Closings	17
	F. Job Descriptions	17
ARTICLE 12	COMPENSATION AND BENEFITS	18
	A. Salary	18
	B. Health Insurance	19
	C. Holidays	19
	D. Uniforms	20
	E. Free Lunch	20
	F. Lead Cooks	20
	G. Head Nurse	20
	H. Retirement	20
	I. Substitute Teaching	21
	J. Health Coordinators	21
	K. Toileting Stipend	21
	L. Term Life Insurance	21

ARTICLE 13	VACATIONS/DISCRETIONARY DAYS	22
	A. Summer	22
	B. During the School Year	22
	C. Black Out Dates	23
ARTICLE 14	EFFECT OF THE AGREEMENT AND DURATION	24
	A. Complete Understanding	24
	B. Severability	24
	C. Management Rights	24
	D. No Strike or Work Stoppage	24
	E. Duration	24
SIGNATURE PAGE		25
APPENDIX A-1	2017-18 Salary Schedule	26
APPENDIX A-2	2018-19 Salary Schedule	27
APPENDIX A-3	2019-20 Salary Schedule	28
APPENDIX B	Insurance Plan Chart	29

ARTICLE 1

RECOGNITION

The Board of Education of Glenview Community Consolidated School District No. 34, Cook County, Illinois, hereby recognizes the Illinois Education Association-NEA, and its affiliated local, the District 34 Glenview Professional Association, as the sole and exclusive bargaining representative for all regularly employed full and part-time non-certified employees of Glenview Community Consolidated School District No. 34. Such representation shall exclude all certificated employees as defined in Article 21 of the *School Code*, the Administrative Assistants to the Superintendent, Executive Director of Human Resources, Assistant Superintendent for Business Services, the Board of Education Secretary, the Printing/Graphic Specialist, the Maintenance Supervisor, the Custodial Supervisors, the Network Manager, the Network Technicians, the Network Engineer, the Network Data Engineer, the Interns and any other confidential, managerial, supervisory, short-term or student employee as defined by the *Illinois Educational Labor Relations Act*. "Employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as above defined. The term "Board" when used hereinafter in this Agreement shall refer to the Board of Education of Glenview Community Consolidated School District 34 or its administrative or supervisory personnel.

ARTICLE 2

ASSOCIATION RIGHTS

A. Association Leave

In the event that the Association desires to send, at its own expense, representatives to National or State Affiliate conferences, conventions or workshops, these representatives shall be excused for such purposes without loss of salary for not more than ten (10) school days in the aggregate. The Association shall pay the District the equivalent of the cost of the substitute(s) for these ten (10) days. No individual member shall be excused for more than five (5) days in any school year. A written request for leave shall be submitted to the Superintendent five (5) days prior to the requested leave date.

B. Notice of Board Meetings

The President of the Association or his/her designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting and a copy of the unapproved minutes of Board Meetings, if any, at least forty-eight (48) hours prior to the scheduled time of such meeting.

C. Meeting on District Property

The Association and its representatives shall have the right to hold a reasonable number of official meetings per year on District property, related to the Association's role as bargaining agent for bargaining unit employees, provided that such meetings in no way interfere with District use of said property and provided that when special, custodial service is required, the Association will reimburse the District for the cost of same. If an employee works later than scheduled meeting time, the employee may make arrangements agreeable with his/her supervisor so that said member can attend the meeting.

D. New Employees

The Board shall provide the Association with the names, addresses and positions on salary schedule of newly hired employees within 14 days of their employment.

E. Labor Management Committee

The Labor Management Committee shall consist of up to five (5) board representatives selected by the Board and up to five (5) GPA representatives selected by the GPA. Members of the Labor Management Committee may invite other staff members to attend Labor Management Committee meetings in an advisory capacity based on the nature of the issue.

One meeting per month will be held September through May, unless otherwise agreed to by the parties. Meetings will have rotating start times (e.g. before school hours/after school hours) to accommodate the schedules of employees in different categories. The parties shall agree upon an agenda of matters to be discussed at the meeting at least seven (7) days prior to the meetings. Agenda items will be categorized under three areas: 1) Education, 2) Personnel, and 3) Compensation. Committee agendas and minutes will be electronically distributed to all employees. Matters involving a pending grievance or other litigation between the parties shall not be discussed at this meeting, unless otherwise agreed to by the parties in writing. The salary placement parameters will be reviewed each fall to ensure consistency in practice.

F. Standing Committees

The Association shall have representative(s) and a vote on District Standing Committees as follows: Sick Leave Bank Review Board (2 members), Insurance (2 members), and District Coordinating Council (1 member).

G. Communication

For the purpose of communicating Association business, the Association shall be allowed use of the following:

- 1) The District mail service and employee mail boxes.
- 2) A bulletin board in the employee lounge, dining room or appropriate work area of each District facility to post notices and other Association information.
- 3) The District printing equipment provided it will not interfere with instructional or other needs of the District and the Association reimburses the Board for any charge to its equipment occasioned by such use and the cost of all consumables and/or machine unit or like charges.
- 4) The use of an e-mail alias by one authorized representative of the Association. The Association shall notify the Board in writing no later than the start of school of the authorized representative.

H. Dues Deduction

- 1) Any member of the bargaining unit who is a member or has applied for membership in the Association shall sign and deliver to the District a written authorization for continuous or annual dues deduction. The Association will provide the appropriate authorization forms. The continuous authorization shall remain in effect from year to year unless the employee revokes said authorization in writing between the start of the school year and September 15 of any year.
- 2) By October 1st of each year, the Association shall provide the Board with a list of members from whom current membership dues of the Association and its affiliates shall be deducted. The member may pay the dues in one lump sum, or the Association dues will be prorated and deducted from seventeen (17) consecutive paychecks beginning with the first paycheck in October. The dues authorization shall be irrevocable for the current school year. However, termination of employment for any reason shall constitute revocation of authorization for dues deduction.
- 3) All dues deducted by the Board shall be transmitted to the treasurer of the Association in nine (9) installments during the months of October through June (for the June 15th and June 30th paychecks). The Association agrees to hold harmless and defend the Board from any and all claims, suits or other actions which may arise from the deduction of dues under this section, provided only that the Board shall make such deductions and remittances as are provided herein.

I. Fair Share/Maintenance of Membership

- 1) In the event that the Association demonstrates to the Board that 80% of the employees are dues-paying members of the Association, paragraphs 3 through 8 of Section I of this Article shall become effective in:
 - a) the same school year if such demonstration of membership is made prior to October 1; or
 - b) the following school year if such demonstration of membership is made after October 1.

- 2) The Association's demonstration of membership may be made through evidence of dues deduction and/or other evidence of payment of Association dues.
- 3) Beginning on the date provided for in paragraph 4 of this Section, if an employee does not join the Association or execute a dues deduction authorization within fourteen (14) days after posting of the notice required in subparagraph (a) of this paragraph 3, the Board shall deduct the sum equivalent to the employee's share of the costs of the services rendered by the Association for collective bargaining and contract administration in its role as the sole and exclusive bargaining agent as annually certified in writing by the Association to the Board in equal payments from the regular salary check to the employee in the same manner as it deducts for members of the Association, provided:
 - a) The Association has posted the appropriate notices of imposition of such fair share fee in accordance with the rules and regulations of the IELRB; and
 - b) The Association has annually certified in writing to the Board the amount of such fair share fees and has annually certified in writing to the Board that such notice has been posted.
- 4) The Board shall begin such fair share fee deduction no earlier than fourteen (14) days (or any later period as required by the Rules and Regulations of the IELRB) after certification by the Association as described in Paragraph 1 of this Section. The Board's obligation, if any, to collect fair share deductions for any employee who has not joined the Association or who has subsequently renounced voluntary membership in the Association shall cease in its entirety as of March 31, 2020.
- 5) The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claim, demand, suit, or other form of liability which may rise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith.
- 6) In the event an employee objects to the amount of such fee, the Board shall continue to deduct the fee and the Board shall transmit the fee (or the portion of the fee in dispute) to the IELRB which shall hold the fee in escrow in an account established for that purpose. The Board shall continue to transmit such fee to the IELRB until further order of the IELRB. If the employee is entitled to a refund, the employee shall receive such refund plus any interest earned on the refund during the pendency of the action.
- 7) If a non-member employee declares the right of non-association based upon bona fide religious tenets such employee shall be required to pay an amount equal to the employee's proportionate share to a non-religious charitable organization mutually agreed upon by the employee and the Association. If the employee and the Association are unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the Illinois Education Labor Relations Board in connection with its rules.
- 8) The provisions of this Article shall not apply to any employee who was not a dues-paying member of the Association on the date of demonstration of membership provided herein, except and unless such employee at some future date voluntarily agrees to take out a membership in the Association.
- 9) All portions of this Section I of Article 2, other than this Paragraph 9 and the second sentence of Paragraph 4, shall become void and of no further force or continuing effect (i.e., shall sunset in their entirety) as of March 31, 2020; provided, however, termination of the Board's obligations pursuant to this Section shall not affect the Board's duty to remit such dues or fee payments for the 2019-20 school year collected prior to or as of March 31, 2020.

ARTICLE 3

EMPLOYEE RIGHTS

A. Complaint Against Employee

Any complaint to an Administrator or Board Member deemed by the Administrator or Board Member to justify investigation and/or disciplinary action shall be brought to the attention of the employee involved. Except in cases of extreme emotional instability or alleged criminal action, or when the safety and health of the pupils and/or other person(s) are in jeopardy or other emergency situation, no disciplinary action shall be taken until the information contained in the complaint has been discussed with the employee

B. Remediation for Unsatisfactory Performance and Dismissal

If the Board seeks to dismiss an employee who has been employed for at least 2 years for unsatisfactory performance, the Board shall notify the Association and the employee of his or her deficiencies and shall offer the employee an opportunity to remediate his or her deficiencies prior to notice of termination. Unsatisfactory performance shall be determined by the Board in its sole discretion.

In such case, the employee shall be given an opportunity to meet with his/her immediate supervisor to discuss his/her deficiencies. The employee will be given sixty (60) calendar days to remediate his/her deficiencies during which time the Board shall evaluate the performance of the employee.

If after such remediation, the employee's performance has not improved sufficiently in the sole opinion of the Board, the employee shall be dismissed. Such employee shall have the right to meet with the Board in closed session prior to his/her proposed dismissal and the right to be represented at this meeting by a representative of the Association. The Board's decision shall be final and not grievable.

Nothing herein shall prevent the Board from immediately dismissing such employee for reasons which it deems, in its sole discretion, not directly involving performance, including, but not limited to such reasons as repeated unexcused absences and intentional failure to follow Board policies or directives, or which it deems, in its sole discretion, to be irremediable, including, but not limited to sexual harassment, carrying a weapon and conduct that is injurious to the health, safety and welfare of the students. Such employee shall also have the right to meet with the Board in closed session prior to his/her proposed dismissal and the right to be represented at this meeting by a representative of the Association. The decision of the Board on the need for remediation and the dismissal shall be final and not grievable.

C. Personnel Files

There shall be one official personnel file maintained for each employee. An employee shall have the right, upon reasonable notice, to review the post-employment contents of his/her personnel file. Such review shall be during normal business hours and in the presence of a designated employee of the Board. No employee shall remove any material from a personnel file. Such review shall not be applicable to confidential material, such as recommendations for employment. Upon written request, the employer shall reproduce for the employee one (1) copy of any materials in his/her personnel file. An Employee shall have the right to respond to any critical or derogatory material contained in his/her personnel file and to have such response placed in his/her personnel file. Employees shall be notified within ten (10) workdays (days in which the Administration Building is open) of any disciplinary matters placed in their personnel file.

ARTICLE 4

NEGOTIATION PROCEDURES

A. Bargaining Teams

Each party in negotiations shall select its respective representatives provided that the Board shall not select a GPA employee, as herein defined, as its representative.

B. Negotiations Meetings

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. When negotiations are conducted during regular working hours, release time shall be provided for the Association's negotiating committee members.

C. Tentative Agreement

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.

D. Mediation Procedures

If agreement is not reached on all items within ninety (90) days prior to the commencement of the school year and all items sought to be negotiated had been thoroughly explored without reasonable expectation of reaching agreement, either party may call for the appointment of a mediator. When mediation has been called for, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. The mediator shall have no authority to make public statements regarding either party's negotiating positions.

E. Authorized Agreement - Copies

A copy of this agreement will be distributed to all employees, including employees upon initial hire. The cost of providing these copies shall be shared equally between the District and the Association.

ARTICLE 5

GRIEVANCE PROCEDURES

A. Definitions

1. Any claim by the Association or any employee that there has been a violation, misinterpretation or misapplication of the terms of this Agreement shall be a grievance.
2. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An Administrator's failure to give a decision within the prescribed time limits shall permit the grievance automatically to proceed to the next step. These time limits may be extended by mutual written agreement.
3. All time limits shall consist of days when the District's Administration Building is open.

B. Procedures

The parties hereby acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, an Association representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

- Step I—Within twenty (20) days following the occurrence of the event giving rise to the grievance, the employee or the Association may present the grievance in writing to the immediate supervisor, who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The written grievance shall include: 1) the factual basis for the grievance; 2) the provisions of this agreement which are alleged to have been violated or misapplied; and 3) a specific remedy requested. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the immediate supervisor's written response, including the reasons for the decision.
- Step II—If the grievance is not resolved at Step I, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) days after the receipt of the Step I answer. The Superintendent or designee shall arrange with the Association representatives for a meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and internal representatives as it deems necessary to develop the facts pertinent to the grievance. Within ten (10) days of the meeting, the Association shall be provided with the Superintendent or designee's written response, including the reasons for the decision.
- Step III—If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association ("AAA"), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty (20) days of the date for the Step II answer, then the grievance shall be deemed withdrawn.
 - a. The arbitrator shall have no power to alter the terms of this Agreement nor to amend, modify, nullify, ignore or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the parties involved and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of this Agreement.

- b. The Board and the Association shall bear equally the costs of arbitration proceedings. All legitimate expenses incurred by the arbitrator and his/her fee shall be shared equally by the Board and the Association. Each party shall be responsible for compensating its own legal counsel, representatives and witnesses, if they are necessary to process the grievance.
- c. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the parties. If a copy of the transcript shall be furnished to the arbitrator, the cost of such shall be paid as part of the costs for the arbitration proceedings.
- d. All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned plus interest, less any state unemployment compensation or other salary s/he may have earned on a replacement job during the period of back pay.

C. Bypass to Step II

If the Association and the immediate supervisor agree, Step I of the grievance procedure may be bypassed and the grievance brought directly to Step II.

D. Bypass to Arbitration

If the Superintendent or his designee and the Association agree, a grievance may be submitted directly to arbitration.

E. Association Participation - Employee Representation

The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present.

F. Release Time

Should the processing of any grievance require that employees be released from their regular assignment, such employee shall be released without loss of pay or benefits.

G. Grievance Withdrawal

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

H. Grievance Documents

Grievances and documents pertaining solely to the processing of grievances shall be kept separate from employee personnel files.

ARTICLE 6

REDUCTION IN FORCE AND SENIORITY

A. Reduction-in-Force Procedures

Reduction in force shall be made on the basis of seniority accrued. Employees with the least seniority in the affected classification shall be removed in such sequence (i.e. least to most senior) until the necessary reduction has been made, provided more senior employees are qualified to hold the positions of the less senior employees. In determining an employee's qualifications for purposes of reduction-in-force, the Board shall consider any statutory or regulatory employment prerequisites, and the specific skills required for the position as determined by the District in its policies, rules, regulations, or job descriptions.

B. Categories of Positions

Employees shall be ranked by their seniority as either full-time (as determined by full-time for their particular category) or part-time within the following categories of positions:

- 1) Education Associate
- 2) School Administrative Assistant
- 3) Central Office Administrative Assistant
- 4) Registered Nurse
- 5) Health Coordinator
- 6) Maintenance Worker
- 7) Accounts Payable Coordinator
- 8) Senior Secretary
- 9) Custodian
- 10) Mobile Liaison/Receptionist
- 11) Food Service

C. Recall

To be eligible for recall, the honorably dismissed employee must provide the Board, prior to the last day of employment, with written notification of the address where the employee may be reached. The employee must notify the Board in writing, within fourteen (14) calendar days of mailing or within seven (7) calendar days of receipt of the offer, whichever shall first occur, of the acceptance or rejection of any vacant position offered to the employee during the recall period.

Any employee recalled during the recall period shall retain his/her accrued rights and all accumulated seniority; however, any period after the honorable dismissal during which the employee did not work shall not be counted towards seniority.

D. Seniority

Seniority shall be defined as the total length of continuous service as either a part-time or full-time employee within a category of position as set forth in Section B of this Article. Seniority shall not be interrupted by approved Board leave, but time on unpaid leave of absence of ninety (90) consecutive days or more shall not count toward the accrual of seniority. Seniority shall begin with the first working day in such category of position. Part-time employees shall accrue seniority on a pro rata basis. If an employee transfers from one category to another (as set forth in section B) the employee shall retain seniority in the category from which he/she transferred until the seniority of the employee in the two categories are equal. If an employee transfers from a part-time to a full-time

position (or vice versa) within the same category, the employee shall be able to utilize the seniority accrued in his/her prior position in his/her new position.

E. Resolving Identical Seniority

- 1) If total years of continuous service referred to in Section D of this Article are equal between two (2) or more employees, then seniority shall be determined by total continuous service with the District in any capacity.
- 2) If total years of continuous service referred to above are equal between two (2) or more employees, then a lot drawing witnessed by the Association President and a representative from the Administration shall determine seniority.

F. Seniority Lists

The Board shall furnish the Association with annual seniority lists by February 1 and such lists shall show the names of employees in order of their District seniority.

ARTICLE 7

VACANCIES, TRANSFERS, SUMMER SCHOOL & SUMMER WORK ASSIGNMENTS

A. Posting of Vacancies or Newly Created Positions

If a vacancy occurs in a position covered by this Agreement as a result of a resignation, termination, promotion, or new position, such vacancy shall be listed in the "Up to the Minute," or "Up to the Month," and posted on the internet for at least seven (7) calendar days unless the needs of the District require otherwise. The Board will consider all qualified employees who apply for job openings within the bargaining unit. The Association President shall also receive a copy of all vacancy notices.

B. Application Process

Qualified employees may apply for a vacancy covered by this Agreement by submitting a written application to the Executive Director of Human Resources in accordance with the timeline established in the posted notice. An employee may at any time also notify the Executive Director of Human Resources in writing if he/she is interested in a transfer to an existing bargaining unit position.

C. Involuntary Transfer

Any employee who is involuntarily transferred will be given an opportunity to meet the Executive Director of Human Resources or designee to discuss the transfer within 14 calendar days of any written request to do so.

The Labor Management Committee will address concerns related to involuntary transfers such as notification, review of voluntary transfer requests and employee input prior to involuntary transfers.

D. Summer School and Summer Work Assignments

The Board shall provide employees with the opportunity to apply for summer school and summer work assignments.

ARTICLE 8

PROFESSIONAL DEVELOPMENT

A. Professional Development Plan

The Labor Management Committee will develop and recommend the professional development plan ("Plan") for employees on an annual basis.

B. Student Management and Financial Systems

Administrative assistants and health coordinators will be offered training regarding update of the student management and financial systems.

C. Chemicals, Equipment and Use of Equipment

The District will provide mandatory training for use of chemicals, equipment and building safety issues for maintenance and custodial employees.

D. Food Service Sanitation

The Board will reimburse fees related to food service sanitation classes and recertification classes every five (5) years including cost of state licenses and renewals.

E. Professional Development

Associates and Health Coordinators/Nurses will receive at least three (3) professional development days per year; Building Administrative Assistants, Senior Secretaries and Twelve Month Non-Certified Staff Members will receive at least two (2) professional development days per year; food service employees will receive at least two (2) professional development day per year.

F. Health Coordinator

The Board shall reimburse fees or provide for certification for Health Coordinators in CPR, AED and First Aid. The Board shall pay all fees related to vision and hearing re-certification and training for Health Coordinators.

ARTICLE 9

EVALUATION

A. Scope

The performance of each support staff member shall be monitored on an ongoing basis. An employee's evaluation shall be based on the quality of work as determined by informal observation; relationship with students, teachers, other support staff and administrators; professionalism; and other areas as outlined in the formal evaluation instrument.

B. Notification

As part of the support staff intake process, all new employees will be informed of and furnished with a copy of the evaluation procedures, standards, evaluation form, and job description. Each employee shall sign a statement indicating participation in the orientation regarding an understanding of the evaluation procedure.

C. Employee Evaluation

Employees shall be formally evaluated at least once prior to June 1st during each employment year, provided that additional informal evaluations may be conducted at the Administration's discretion.

D. Evaluation Conference

All formal evaluations shall be written and given to the employee at the conference. In the case of an employee receiving any rating less than proficient, additional information shall be included in the comment section. Once the evaluation conference is completed, both the employee and the evaluator shall sign the evaluation indicating that the evaluation has been read. The employee and the Executive Director of Human Resources shall each be provided with a copy of the signed evaluation form for their records. An employee shall have the right to respond in writing and to have the response attached to the file copy of his/her evaluation.

E. Content of Evaluation

The content of any evaluation or observation report is not grievable. Failure to comply with a procedural step in the evaluation process set forth in this Article 9 shall not prevent the Board from placing an employee on a plan of remediation nor prevent the Board from releasing an employee.

F. Labor Management Committee

Issues concerning evaluation procedures and processes will be addressed by the Labor Management Committee.

faith, attendance at a wedding, graduation, or start or end of college of a member of the immediate family, a funeral not covered by sick leave, or an emergency which shall be explained. Personal leave shall not be used during a work stoppage of any kind.

D. Court Leave

Court leave for jury duty or witness duty in any local, state or federal court shall be granted with full pay with the understanding that the Board reserves the right to attempt to get the employee excused from said jury duty and provided the employee submits a copy of his/her jury duty reimbursement voucher to the Executive Director of Human Resources. Court leave shall not apply when the person is party to a lawsuit.

E. Salary Advancement During/After Leave

For purposes of advancement on the salary schedule, an employee who shall be employed less than a full year shall be entitled to advancement thereon according to the following:

- 1) A ten-month employee who has been employed more than 116 days in the year in which the leave is taken shall advance a step on the schedule.
- 2) A twelve-month employee who has been employed more than 170 days in the year in which the leave is taken shall advance a step on the schedule.

F. Leaves and School Closings

When the Superintendent officially closes the schools, no sick, personal, or religious leave days previously arranged shall be deducted for any day that schools are closed.

G. Sick Bank Leave

Participants who have exhausted all personal sick leave days may apply to the Sick Leave Bank Review Board for additional sick leave days. The Sick Leave Bank Review Board shall consist of three teachers (one primary, one intermediate and one middle school) elected by the process established by the GEA; a principal, elected by a process established by Administrative Council; two representatives from the non-certified staff, one of which is an associate, elected by a process established by the GPA; and the Executive Director of Human Resources. The Board shall operate by consensus. Employees shall make a one-time contribution of one sick day at the time of hire.

A participant withdrawing from the District for whatever reason will not be able to withdraw contributed days. The guidelines for use of the Sick Leave Bank shall be developed by the Sick Leave Bank Review Board and shall be subject to approval by the Board. Participants shall not hold the Sick Leave Bank Review Board or the Administration of School District 34 liable for any decision made by the Sick Leave Bank Review Board. All leave taken under the above provisions shall be deducted from the participant's twelve (12) week entitlement to unpaid Family Medical leave.

H. Unpaid Leaves of Absence

Upon written application, a leave of absence of up to one (1) year without pay may be granted by the Board. The grant or denial of a leave is within the discretion of the Board and not subject to the grievance procedure.

Sick leave shall not be applicable during the period of leave. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.

Return to the District shall be in accordance with the previously agreed upon plan. Failure to advise the Superintendent or his/her designee to return as required by the plan shall be treated as an election not to return to employment and as a resignation from the District.

ARTICLE 11

WORKING CONDITIONS

A. Working Calendar

The official work calendar will be established yearly and will become an Appendix to this Agreement. Prior to the establishment of the work calendar, the Association will be given an opportunity to provide input.

B. Work Year

The work year shall be as follows:

CATEGORY	Pay Grade	Work Year	Work Days Per Year	Additional Work Days + Prof. Dev.	Paid Holidays	TOTAL Paid Days*	Hours Per Day excluding unpaid duty free lunch	Unpaid Duty Free Lunch	Total Hours Per Day including unpaid duty free lunch	Hours Paid Per Year*	Hours Paid Per Week
CENTRAL OFFICE											
Central Office Admin Asst	18	12 Month	260	0	Included	260	7.5	1 hour	8.5	1950	37.5
Accounts Payable	18	12 Month	260	0	Included	260	7.5	1 hour	8.5	1950	37.5
SCHOOL ADMINISTRATIVE ASSISTANTS											
Primary & Intermediate	17	Teacher Year	185	25	8	218	7.5	1 hour	8.5	1635	37.5
Middle School	17	Teacher Year	185	37	8	230	7.5	1 hour	8.5	1725	37.5
Senior Secretary											
Primary	15	Teacher Year	185	25	8	218	3.75	none	3.75	817.5	18.75
Intermediate	15	Teacher Year	185	25	8	218	3.75	none	3.75	817.5	18.75
FOOD SERVICE											
Full Time:											
Primary	12	Student Year	178	3 + 2	8	191	5	1/2 hour	5.5	955	25
Intermediate	12	Student Year	178	3 + 2	8	191	6	1/2 hour	6.5	1146	30
Middle School	12	Student Year	178	3 + 2	8	191	6	1/2 hour	6.5	1146	30
Middle School Lead	12	Student Year	178	3 + 2	8	191	7.5	1/2 hour	8.0	1432.5	37.5
Part-Time:		Student Year	178	3 + 2	8	191	varies	none	varies	varies	varies
CUSTODIANS & MAINTENANCE											
Custodians	14A	12 Month	260	0	Included	260	8	1/2 hour	8.5	2080	40
Maintenance Worker	16	12 Month	260	0	Included	260	8	1/2 hour	8.5	2080	40
Maintenance Electrician	19	12 Month	260	0	Included	260	8	1/2 hour	8.5	2080	40
EDUCATIONAL ASSOCIATE											
Associate	14B	Student Year	178	0 + 3	8	189	6.75	1/2 hour	7.25	1275.75	33.75
MOBILE LIAISON/RECEPTION											
Mobile Liaison/Reception	13	Student Year	178	0 + 3	8	189	7	1/2 hour	7.5	1323	35
HEALTH COORDINATOR 15 - RN 16A											
Primary	15/16A	Student Year	178	4 + 3	8	193	6.75	1/2 hour	7.25	1302.75	33.75
Intermediate	15/16A	Student Year	178	4 + 3	8	193	6.75	1/2 hour	7.25	1302.75	33.75
Middle School	15/16A	Student Year	178	4 + 3	8	193	7	1/2 hour	7.50	1351	35

* Inclusive of paid holidays noted in Article 12.

Work days are based on the number of student attendance days determined by the Board of Education annually.

On days when the students to whom Education Associates are primarily assigned are not in attendance or not expected to be in attendance, the Student Services Coordinator, Building Principal, or his/her designee may assign such Education Associates to alternative assignments and/or buildings.

C. Work Hours/Lunch Breaks

All regularly employed employees shall be given their standard daily hours of work at the beginning of the school year. With prior approval, except in case of emergencies, hours worked beyond the employee's standard workday shall be recorded on an "Extra Time" time sheet. All employees shall be given at least a (30) minute duty free lunch period.

D. Overtime

Pay for overtime work will be at the employee's regular rate until the total number of hours worked (regular and overtime) reaches 40 hours for the week. Beyond 40 hours, overtime pay shall be paid at time and one half the employee's regular rate of pay (daily rate divided by the number of hours per day for the job classification). Emergency callouts shall carry an automatic two (2) hours minimum rate except for one (1) hour minimum rate for fire and safety callouts.

E. School Closings

On days when school sessions are cancelled due to emergency situations and certified personnel are not required to report for work, all employees, excluding custodial/maintenance, warehouse workers, and central office staff, are also not required to report for work.

F. Job Descriptions

Job descriptions may be reviewed and modified, as necessary, by the Board as long as the Board provides the Association the opportunity to review any proposed modifications and give input to the Board. Additionally, the Association may propose recommendations on changes to job descriptions to the Executive Director of Human Resources for the duration of this Agreement.

A copy of all job descriptions in the bargaining unit shall be provided to the Association President.

ARTICLE 12

COMPENSATION AND BENEFITS

A. Salary and Other Compensation

The salary schedules for employees for the 2017-18, 2018-19, and 2019-20 school years shall be as set forth in Appendix A of this Agreement.

- 1) **Year 1: For the 2017-2018** school year each full time FTE employee advancing on the salary schedule shall receive the following increase:

Cooks, Receptionists and Custodians will receive a flat rate increase of \$804.00 and an hourly increase of 0.8% over their 2016-17 hourly compensation.

Associates will receive a flat dollar rate increase of \$804.00 and an additional \$475.00 “market adjustment” over their 2016-17 hourly compensation.

Maintenance Workers (Job Grade 16) will receive a flat dollar rate increase of \$804.00 and a one time “market adjustment” of \$3.50 an hour over their 2016-17 hourly compensation.

Maintenance Electricians (Job Grade 19) will receive a flat dollar rate increase of \$804.00 and a one time “market adjustment” of \$3.50 an hour over their 2016-17 hourly compensation.

Employees in Job Grades 15, 16A, 17, and 18 will receive a flat dollar rate increase of \$804.00 and an hourly rate increase of 0.8% over their 2016-17 hourly compensation.

- 2) **Year 2: For the 2018-2019** school year each full time FTE employee advancing on the salary schedule shall receive the following increase:

Cooks, Receptionists, and Custodians will receive an hourly rate increase of 2% over the 2017-18 hourly compensation.

Associates will receive a flat dollar “market adjustment” increase of \$475.00 over their 2017-18 hourly compensation.

Employees in Job Grades 15, 16, 16A, 17, 18, and 19 will receive an hourly rate increase of 2% over their 2017-18 hourly compensation.

- 3) **Year 3: For the 2019-2020** school year each full time FTE employee advancing on the salary schedule shall receive the following increase:

All positions will receive an increase of 2% increase over the 2018-19 hourly compensation.

B. Health Insurance Options for Eligible Employees

Eligible Employees are those who regularly work at least twenty-five (25) hours per week.

1) Health Insurance Options for Eligible Employees

For each school year included within the term of this Agreement, the Board will pay up to the full cost of the single premium for the District Health Insurance Plan PPO 750 as described in the District's annual Benefits Summary document for staff who elect such coverage. In the event a staff member enrolls in a District-sponsored plan with a premium greater than the premium for single PPO Plan 750, the employee shall pay the incremental premium cost of such plan. For any employee enrolled in any District-sponsored plan on or before June 30, 2017, such staff member may remain in such plan and the District shall continue to pay its share of the premium as it previously paid during the 2016-17 year through December 31, 2017.

For the 2017-18, 2018-19, and 2019-20 school years, the Board shall pay an amount not to exceed the amount it paid in the prior school year for single coverage for District Health Insurance Plan PPO 750 plus any increase up to ten percent (10%) of the actual cost of the single health insurance premium for PPO Plan 750 for that year, and fifty percent (50%) of any such increase above ten percent (10%) for each employee electing single coverage under the District Health Insurance PPO Plan 750: provided, however, that such employee's required additional contribution for health insurance shall not exceed \$200 for the year.

2) Employee Plus Spouse/Civil Union Partner; Employee Plus Children; Family Health Insurance Options ("Family Plans") for Employees

For each school year included within the term of this Agreement, the Board will pay the amount the Board contributes toward the full single premium cost for the District Health Insurance Plan PPO 750 toward the cost of one of the "Family Plans" for those employees who elect such coverage. In the event an employee enrolls in a District-sponsored plan with a premium greater than the premium for single PPO Plan 750, the employee shall pay the incremental premium cost of such plan. For any employee enrolled in one of the District-sponsored plans on or before June 30, 2017, such employee may remain in such plan and the plan shall continue and the District shall continue to pay its share of the premium as it previously paid during the 2016-17 year through December 31, 2017.

3) All employees who qualify for paid single medical coverage shall also be provided with single dental coverage at no cost to the employee.

C. Holidays

1) Ten-month & Eleven-month employees shall have the following paid holidays:

Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, and Memorial Day.

2) Twelve-month employees shall have the following paid holidays/discretionary days:

Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas, New Year's Day, Martin Luther King Day, President's Day, Casimir Pulaski Day, and Memorial Day. If Independence Day, Christmas Day, or New Year's Day fall on either a Saturday or Sunday, either the preceding Friday or the following Monday shall be declared a holiday for employees.

One discretionary day to be taken, with the approval of supervisor, when the District is open on the paid holiday. The discretionary day must be taken after the actual holiday during the fiscal year in which the holiday occurs.

The following are paid days: Rosh Hashanah and Yom Kippur (when they fall on a weekday), Good Friday, and Friday after Thanksgiving.

D. Uniforms

The Board shall provide a one-time annual clothing reimbursement allowance of \$200 for full-time cooks and \$150 for part-time cooks to be used for the purchase of approved uniform articles of clothing. Receipts must be submitted by November 1st of each year. The Board will provide 3 sets of uniforms for custodians, maintenance and warehouse employees.

E. Free Lunch

Cooks and day custodians, maintenance and warehouse employees shall be provided with a free school lunch. Night custodians who make a prior order shall also receive a free school lunch. Free lunches are not transferable to other employees or students.

F. Lead Cooks

Lead cooks shall be paid an annual stipend of \$2,500, and employees filling in for a lead cook for more than 10 consecutive days shall be paid an additional \$13.59 for every additional consecutive day worked thereafter.

G. Head Nurse

The head nurse, who shall be a registered nurse, shall be paid an annual stipend of \$5,000.

H. Retirement

The District will provide the following benefits to employees requesting to use this voluntary termination of employment program.

- 1) If an employee has provided fifteen (15) or more FTE years of service to the District, the Board shall make partial payment toward the employee's health insurance premium whether the retiree chooses to stay on the District plan in accordance with law or to purchase a plan of his/her choice. Such payment shall be 5% of the premium for individual coverage under the District's base plan after the 15 full years of service and 5% for each additional year of full time service thereafter to 50% of the premium, provided that no premium increase shall exceed 15% of the previous year's premium. Such payment shall be provided for a period not to exceed ten (10) years, or the age of medicare eligibility, whichever comes first.
- 2) Retirement Bonus: The Board shall grant a retirement recognition salary increase equal to two hundred dollars (\$200.00) per year of service within the District for the first twenty (20) years of service; three hundred dollars (\$300.00) per year of service within the District for the 21st through 30th year; four hundred dollars (\$400.00) per year of service with the District for the 31st year and each year thereafter.

The bonus will be given provided:

- 1) For employees working fewer than 12 months, a letter of resignation indicating their retirement is submitted on or before March 1st.

- 2) For 12-month employees notification must be submitted at least 3 months prior to the effective date of retirement (see Chart in Article 11, Section B).
- 3) And the employee is eligible for retirement benefits under the provisions of the Illinois Municipal Retirement Fund.

Part-time employees' retirement bonus would be calculated on a pro-rata basis.

I. Substitute Teaching

If an employee is assigned to temporarily serve in the capacity of substitute teacher for a full day, such employee shall receive a flat stipend of \$50 per day in addition to their regular hourly pay. If an employee serves as a substitute for a half day such employee shall receive \$25 per half day in addition to their regular rate of pay. Hours may not be accumulated from day to day. Employees assigned as full-day substitute teachers, who are also assigned to additional supervisory responsibilities, will be compensated for these additional responsibilities at the same rates identified in the GEA agreement.

J. Health Coordinators

The workday for health coordinators at the elementary buildings shall be 6.75 hours per day, and the workday for health coordinators at the middle schools shall be 7 hours per day.

K. Toileting Stipend

Education Associates who perform toileting duties for students will be awarded a stipend of ten percent (10%) of their annual salary for the relevant time period of such responsibility. If a staff member performs this duty on an as needed basis, the employee will be paid 10% of their annual salary prorated for the number of days this duty is performed.

L. Term Life Insurance

Full-time employees shall receive term life insurance equal to their annual contract salary rounded to the nearest \$1000.

ARTICLE 13

VACATIONS / DISCRETIONARY DAYS

Vacation provisions apply to twelve-month employees only.

For purposes of computing years of service, the employment date for the employee shall be used.

Vacation time shall be accrued only when an employee is on the job. Vacation days shall not be accrued when an employee qualifies for benefits under Workman's Compensation or the Illinois Municipal Retirement Fund.

- 1) No vacation time shall be taken in the first three months of employment except with approval prior to the beginning of employment.
- 2) Employed one through four years – 10 days per year.
- 3) Employed five through eleven years – 15 days per year.
- 4) Employed twelve or more - 20 days per year.

Vacation/discretionary days apply to normal workdays: not Saturdays, Sundays or holidays. Vacation days should be taken within 14 months of the beginning of the fiscal year in which earned. With prior approval of the supervisor, the employee may either be reimbursed for OR carry forward up to five (5) unused vacation days (may be a combination) provided, however, not more than fifty (50) days may be accumulated.

Requests for vacation time shall be made two (2) weeks in advance of the vacation time desired. The District shall approve or deny vacation requests no later than two (2) weeks prior to the start date of the requested vacation.

The following additional provisions shall apply with respect to all Custodians:

A. Summer

- 1) Summer vacation/discretionary requests must be submitted to the Human Resources Department by March 31; not more than up to 15% of the custodians may be on vacation at the same time during the summer.
- 2) Custodial vacation requests will be submitted electronically or in paper form to the Human Resources Department.
- 3) The date and time will be stamped on the request upon receipt.
- 4) A copy will be given to the custodian. HR will process on AESOP and will include date/time of submission in the "Comment" box in AESOP.
- 5) The employee will receive a copy of the paper form with date/time when submitting. Employees will receive a written, signed approval.
- 6) Guidelines for request will be first-come, first-served unless over 15% request the same dates.
- 7) If vacation is denied due to the 15% cap, there will be a rotation for the next dates requested, based on seniority.

B. During the School Year

- 1) Custodians shall submit all requests for vacation/discretionary time to the Human Resources Department.

- 2) Custodians may use no more than fifteen (15) consecutive days of vacation/discretionary time during the school year.
- 3) Custodian requests for vacation/discretionary time during the school year must be submitted a minimum of two (2) weeks prior to the requested date of vacation.

C. Black Out Dates

The following “blackout dates,” are those on which Custodians will not be permitted to use vacation/discretionary time:

- 1) The week prior to the first day of the school year
- 2) The first week of the school year
- 3) The last week of the school year
- 4) The week following the last week of the school year.

Upon termination of employment, an accounting will be made of vacation days accrued to the date of termination. (If the final year is less than a whole year, the number of days earned shall be computed on a pro-rated basis.) Credit will be given at the employee’s normal daily rate of pay for earned vacation days that have not been used.

ARTICLE 14

EFFECT OF THE AGREEMENT AND DURATION

A. Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment.

B. Severability

If any provision of this Agreement should be found contrary to law by a court of competent jurisdiction, such provision or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

C. Management Rights

Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, all functions, rights and powers of the Board including but not limited to the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certified staff are vested exclusively with the Board.

D. No Strike or Work Stoppage

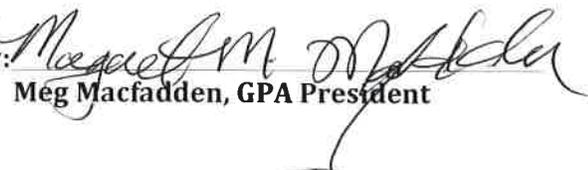
The Association and each employee agree that there shall be no strikes, work stoppages or refusal to fully perform job functions by the Association and each employee during the term of this Agreement.

E. Duration

This Agreement shall be effective as of July 1, 2017, and shall expire June 30, 2020. This Agreement will expire at such expiration date unless it is extended for a specific period or periods of time by mutual written agreement of the parties or is replaced by a Successor Agreement.

Signature Page to Follow

**FOR THE GLENVIEW PROFESSIONAL
ASSOCIATION**

By: 
Meg Macfadden, GPA President

Dated: June 19, 2017

**FOR THE BOARD OF EDUCATION
OF GLENVIEW COMMUNITY
CONSOLIDATED SCHOOL
DISTRICT NO. 34**

By: 
Samuel Ach, President of the Board

Dated: June 19, 2017

Attest: 
Board Secretary

Dated: June 19, 2017

APPENDIX A-1: 2017-18 GPA SALARY SCHEDULE

**GPA SALARY SCHEDULE
2017-2018**

Job Grade	12	13	14A	14B
	Cooks	Reception	Custodian	Associate
Step 1	\$ 10.98	\$ 12.30	\$ 12.89	\$ 13.78
2	\$ 11.14	\$ 12.49	\$ 13.29	\$ 13.99
3	\$ 11.27	\$ 12.62	\$ 13.42	\$ 14.12
4	\$ 11.39	\$ 12.75	\$ 13.56	\$ 14.24
5	\$ 11.56	\$ 12.90	\$ 13.71	\$ 14.39
6	\$ 11.77	\$ 13.11	\$ 13.93	\$ 14.60
7	\$ 11.96	\$ 13.34	\$ 14.13	\$ 14.83
8	\$ 12.16	\$ 13.56	\$ 14.41	\$ 15.06
9	\$ 12.34	\$ 13.77	\$ 14.62	\$ 15.30
10	\$ 12.56	\$ 14.00	\$ 14.90	\$ 15.56
11	\$ 12.81	\$ 14.27	\$ 15.15	\$ 15.85
12	\$ 13.02	\$ 14.52	\$ 15.43	\$ 16.12
13	\$ 13.28	\$ 14.81	\$ 15.72	\$ 16.42
14	\$ 13.53	\$ 15.08	\$ 16.04	\$ 16.74
15	\$ 13.93	\$ 15.66	\$ 16.53	\$ 17.22
16	\$ 14.36	\$ 16.02	\$ 17.06	\$ 17.73
17	\$ 14.81	\$ 16.52	\$ 17.58	\$ 18.28
18	\$ 15.26	\$ 17.03	\$ 18.12	\$ 18.83
19	\$ 15.74	\$ 17.54	\$ 18.71	\$ 19.38
20	\$ 16.24	\$ 18.08	\$ 19.30	\$ 19.99
21	\$ 16.73	\$ 18.65	\$ 19.88	\$ 20.60
22	\$ 17.26	\$ 19.22	\$ 20.51	\$ 21.20
23	\$ 17.79	\$ 19.81	\$ 21.17	\$ 21.85
24	\$ 18.35	\$ 20.42	\$ 21.81	\$ 22.52
25	\$ 18.90	\$ 21.06	\$ 22.50	\$ 23.21
26	\$ 19.50	\$ 21.71	\$ 23.23	\$ 23.92
27	\$ 20.10	\$ 22.34	\$ 23.95	\$ 24.60
28	\$ 20.72	\$ 23.00	\$ 24.71	\$ 25.31
29	\$ 21.36	\$ 23.66	\$ 25.50	\$ 26.04
30	\$ 22.00	\$ 24.35	\$ 26.29	\$ 26.80

Job Grade	15	16	16A	17	18	19
	Health Coord/ Senior Secretary	Maintenance Worker	RN	School Admin Assistant	District Adm Asst/ Accts Payable	Maintenance Electrician
Entry	\$ 15.53	\$ 17.43	\$ 30.42	\$ 20.08	\$ 20.88	\$ 23.10
Maximum	\$ 25.44	\$ 29.48	\$ 34.61	\$ 33.96	\$ 36.91	\$ 39.10

APPENDIX A-2: 2018-19 GPA SALARY SCHEDULE

**GPA SALARY SCHEDULE
2018-2019**

Job Grade	12	13	14A	14B
	Cooks	Reception	Custodian	Associate
Step 1	\$ 11.03	\$ 12.36	\$ 12.99	\$ 13.96
2	\$ 11.20	\$ 12.55	\$ 13.15	\$ 14.17
3	\$ 11.37	\$ 12.74	\$ 13.56	\$ 14.38
4	\$ 11.50	\$ 12.87	\$ 13.69	\$ 14.51
5	\$ 11.62	\$ 13.00	\$ 13.83	\$ 14.63
6	\$ 11.79	\$ 13.16	\$ 13.99	\$ 14.78
7	\$ 12.00	\$ 13.37	\$ 14.21	\$ 14.99
8	\$ 12.20	\$ 13.61	\$ 14.41	\$ 15.22
9	\$ 12.40	\$ 13.83	\$ 14.70	\$ 15.45
10	\$ 12.59	\$ 14.05	\$ 14.91	\$ 15.69
11	\$ 12.82	\$ 14.28	\$ 15.20	\$ 15.95
12	\$ 13.06	\$ 14.56	\$ 15.45	\$ 16.24
13	\$ 13.28	\$ 14.81	\$ 15.74	\$ 16.51
14	\$ 13.55	\$ 15.11	\$ 16.03	\$ 16.81
15	\$ 13.80	\$ 15.38	\$ 16.36	\$ 17.13
16	\$ 14.21	\$ 15.98	\$ 16.86	\$ 17.61
17	\$ 14.65	\$ 16.34	\$ 17.40	\$ 18.12
18	\$ 15.11	\$ 16.85	\$ 17.93	\$ 18.67
19	\$ 15.56	\$ 17.37	\$ 18.48	\$ 19.22
20	\$ 16.05	\$ 17.90	\$ 19.08	\$ 19.77
21	\$ 16.57	\$ 18.45	\$ 19.69	\$ 20.38
22	\$ 17.06	\$ 19.02	\$ 20.28	\$ 20.99
23	\$ 17.61	\$ 19.60	\$ 20.92	\$ 21.59
24	\$ 18.14	\$ 20.20	\$ 21.59	\$ 22.24
25	\$ 18.72	\$ 20.83	\$ 22.25	\$ 22.91
26	\$ 19.28	\$ 21.49	\$ 22.95	\$ 23.60
27	\$ 19.89	\$ 22.14	\$ 23.69	\$ 24.31
28	\$ 20.51	\$ 22.79	\$ 24.43	\$ 24.99
29	\$ 21.13	\$ 23.46	\$ 25.21	\$ 25.70
30	\$ 21.79	\$ 24.13	\$ 26.01	\$ 26.43
31	\$ 22.44	\$ 24.83	\$ 26.82	\$ 27.19

Job Grade	15	16	16A	17	18	19
	Health Coord/ Senior Secretary	Maintenance Worker	RN	School Admin Assistant	District Adm Asst/ Accts Payable	Maintenance Electrician
Entry	\$ 15.84	\$ 17.78	\$ 31.03	\$ 20.48	\$ 21.29	\$ 23.57
Maximum	\$ 25.95	\$ 30.07	\$ 35.31	\$ 34.64	\$ 37.65	\$ 39.88

APPENDIX A-3: 2019-20 GPA SALARY SCHEDULE

**GPA SALARY SCHEDULE
2019-2020**

Job Grade	12	13	14A	14B
	Cooks	Reception	Custodian	Associate
Step 1	\$ 11.08	\$ 12.42	\$ 13.10	\$ 14.03
2	\$ 11.25	\$ 12.61	\$ 13.25	\$ 14.24
3	\$ 11.42	\$ 12.80	\$ 13.41	\$ 14.46
4	\$ 11.59	\$ 13.00	\$ 13.83	\$ 14.67
5	\$ 11.73	\$ 13.13	\$ 13.97	\$ 14.80
6	\$ 11.86	\$ 13.26	\$ 14.11	\$ 14.92
7	\$ 12.02	\$ 13.42	\$ 14.27	\$ 15.08
8	\$ 12.24	\$ 13.64	\$ 14.49	\$ 15.29
9	\$ 12.44	\$ 13.88	\$ 14.70	\$ 15.52
10	\$ 12.65	\$ 14.10	\$ 14.99	\$ 15.76
11	\$ 12.84	\$ 14.33	\$ 15.21	\$ 16.00
12	\$ 13.07	\$ 14.57	\$ 15.50	\$ 16.27
13	\$ 13.32	\$ 14.85	\$ 15.76	\$ 16.56
14	\$ 13.54	\$ 15.11	\$ 16.05	\$ 16.85
15	\$ 13.82	\$ 15.41	\$ 16.35	\$ 17.15
16	\$ 14.08	\$ 15.69	\$ 16.69	\$ 17.48
17	\$ 14.50	\$ 16.30	\$ 17.20	\$ 17.96
18	\$ 14.94	\$ 16.66	\$ 17.75	\$ 18.48
19	\$ 15.41	\$ 17.18	\$ 18.29	\$ 19.04
20	\$ 15.87	\$ 17.71	\$ 18.85	\$ 19.61
21	\$ 16.38	\$ 18.25	\$ 19.46	\$ 20.17
22	\$ 16.90	\$ 18.81	\$ 20.08	\$ 20.79
23	\$ 17.40	\$ 19.40	\$ 20.69	\$ 21.41
24	\$ 17.96	\$ 19.99	\$ 21.33	\$ 22.03
25	\$ 18.50	\$ 20.61	\$ 22.02	\$ 22.69
26	\$ 19.09	\$ 21.25	\$ 22.69	\$ 23.37
27	\$ 19.67	\$ 21.92	\$ 23.41	\$ 24.07
28	\$ 20.29	\$ 22.59	\$ 24.16	\$ 24.80
29	\$ 20.92	\$ 23.24	\$ 24.92	\$ 25.49
30	\$ 21.56	\$ 23.93	\$ 25.71	\$ 26.22
31	\$ 22.23	\$ 24.62	\$ 26.53	\$ 26.95
32	\$ 22.89	\$ 25.33	\$ 27.35	\$ 27.73

Job Grade	15	16	16A	17	18	19
	Health Coord/ Senior Secretary	Maintenance Worker	RN	School Admin Assistant	District Adm Asst/ Accts Payable	Maintenance Electrician
Entry	\$ 16.16	\$ 18.13	\$ 31.65	\$ 20.89	\$ 21.72	\$ 24.04
Maximum	\$ 26.47	\$ 30.68	\$ 36.01	\$ 35.33	\$ 38.40	\$ 40.68

APPENDIX B: INSURANCE PLAN CHART

Glenview School District 34 INSURANCE PLAN OPTIONS

Medical Coverage: Blue Cross® Blue Shield® of Illinois (BCBSIL)

Plan Feature	Plan A - HMO Illinois (HMOI) Network	Plan B - HMO Illinois (HMOI) Network	PPO 500 (Plan B)		PPO 750 (Plan C)	
	In-Network	In-Network	In-Network	Out-of- Network	In-Network	Out-of- Network
Annual Deductible						
▶ Employee only	\$0	\$0	\$500	\$1,000	\$750	\$1,500
▶ Family	\$0	\$0	\$1,000	\$2,000	\$1,500	\$3,000
Annual Out-of-Pocket Maximum						
▶ Employee only	\$1,500	\$1,500	\$1,500	\$3,000	\$2,750	\$5,500
▶ Family	\$3,000	\$3,000	\$3,000	\$6,000	\$5,500	\$11,000
Office Visit						
▶ Primary Care Physician	\$10 copay	\$20 copay	\$20 copay	Plan pays 70% after deductible is met	\$20 copay	Plan pays 60% after deductible is met
▶ Specialist	\$10 copay	\$40 copay	\$40 copay	Plan pays 70% after deductible is met	\$40 copay	Plan pays 60% after deductible is met
Preventive Care	Plan pays 100%	Plan pays 100%	Plan pays 100%, no deductible		Plan pays 100%	
Emergency Room Visit (copay waived if admitted)	\$50 copay, then plan pays 100%	\$50 copay, then plan pays 100%	\$200 copay, then plan pays 100%, no deductible		\$200 copay, then plan pays 100%, no deductible	
Inpatient Hospital Stay	Plan pays 100%	Plan pays 100%	Plan pays 90%, no deductible	Plan pays 70%, no deductible	Plan pays 80% after deductible is met	Plan pays 60% after deductible is met
Prescription Drugs (Tier 1/Tier 2/Tier 3)						
▶ Retail (Up to a 30-day supply)	\$10/\$20/\$35 copay	\$5/\$25/\$50 copay	\$5/\$25/\$50 copay		\$10/\$25/\$50 copay	
▶ Mail Order (Up to a 90-day supply)	\$10/\$20/\$35 copay	\$10/\$50/\$100 copay	\$10/\$50/\$100 copay		\$20/\$50/\$100 copay	
Prescription Drug Out-of-Pocket Maximum						
▶ Employee only	\$5,100		\$5,100		\$3,850	
▶ Family	\$10,200		\$10,200		\$7,700	

NOTE: Occupational therapy, speech therapy and physical therapy now have a combined calendar year maximum benefit of 60 visits.