



NEGOTIATED AGREEMENT

2018-19 to 2021-22

between

**The Board of Education
Northfield Township High School District #225**

and

**The Glenbrook Education Support Paraprofessional Association
(GESPA)**

for the period July 1, 2018, through June 30, 2022.

*The Glenbrook High Schools are learning communities
dedicated to students and committed to
quality of thought, word, and deed.*

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PREAMBLE

This Agreement is entered into on the dates hereinafter set forth by each party's signature between the Glenbrook Board of Education, District #225 ("Board") and the Glenbrook Educational Support Paraprofessional Association (IEA-NEA), hereinafter called the "Association", becomes effective July 1, 2018.

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

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

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

ARTICLE I – RECOGNITION

A. Recognition/Exclusions

The Board hereby recognizes the Association as the sole and exclusive representative of all the employees in the unit set forth below, pursuant to Certification of Representative, issued by the Illinois Educational Labor Relations Board, dated June 14, 2002.

Included: All regularly employed paraprofessional employees.

Excluded: All supervisory managerial and confidential employees as defined in the Illinois Educational Labor Relations Act.

B. GESPA Employee

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

ARTICLE II – ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. Board of Education Provisions

The Board agrees to furnish the board liaison of the GESPA executive board of the Association with the following:

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

B. Dues Deduction

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

C. Association Activities during Working Hours

Whenever a representative of the Association or a GESPA employee is scheduled by the Board, or by the superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the GESPA employee shall suffer no loss in pay nor shall such participation be charged to the GESPA employee's leave time.

D. Association Use of School Equipment

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

E. Notice of Association Meetings

The Association will establish the date and time for all Association meetings and submit these dates and times to the Office of the Superintendent not less than two (2) weeks prior to a proposed meeting date. Notice of all Association meetings and other activities of the Association shall be included on the weekly calendar of each school. Responsibility for seeing

that information regarding Association meetings and activities is received in ample time for publication rests with the Association.

F. Association Use of School Buildings

The Association and its representatives may be permitted to use school buildings for meetings outside of the regularly scheduled GESPA employee's work day and when such building space is not otherwise in use. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. Distribution of Contract

Within a reasonable time after the Agreement is signed, copies of this Agreement and all amendments, MOU's, and/or schedules shall be printed at the expense of the Board and presented to the Association for distribution to each GESPA employee. Newly hired GESPA employees shall receive a copy of the Agreement at the time of employment as part of their new employee information packet.

H. No Strike Provision

The Association hereby agrees not to strike or engage in or support or encourage any concerted refusal to render full and complete service to the school district.

I. Professional Conduct

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

J. Joint Labor-Management Committee

The Association and the Board agree to create a Joint Labor-Management Committee made up of the Assistant Superintendent of Human Resources, one (1) Administrator from each building, and two (2) Association representatives from each building appointed by the Association President. Additionally the Committee may agree to include additional individuals to participate as a resource to assist the Committee as needed. This Committee will meet as often as mutually agreed, but no less than twice each school year. The purpose of this Committee will be to discuss problems of mutual concerns and the implementation of this Agreement.

Committee meetings shall be co-chaired by a representative of the Administration and a representative of the Association. All meetings will be the subject of mutual agreement as to meeting date(s) and time(s). Co-chairs will mutually prepare and publish to committee members

an agenda for each meeting.

K. Association Leave

The Association shall be granted up to four (4) paid days per school year of this Agreement for purposes of attending the annual state Association convention or further training in

collective bargaining. No more than two (2) GESPA employees may utilize Association leave on any workday. The Association shall be responsible for all costs relative to attendance at such meetings. If the Administration obtains a substitute for a GESPA employee who uses Association leave, the Association will reimburse the Board for the cost of the substitute.

ARTICLE III – BOARD RIGHTS

- A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of educational policy, the operation and management of the schools, and the control, supervision, and direction of all certificated and non-certificated staff are vested exclusively with the Board.
- B. All terms and conditions of employment not covered nor abridged by the Agreement shall not be the subject of negotiations during the life of this Agreement, unless such negotiations are mutually agreed to in writing by the Board and the Association.

ARTICLE IV – EMPLOYEE RIGHTS

A. Board Regulations

GESPA employees are expected to comply with the rules and regulations adopted by the Board or its representatives.

B. Personnel Files

1. Each GESPA employee shall have the right upon advanced request to review the content of his/her personnel file maintained at the district administrative office. A local representative of the Association may accompany the GESPA employee in the review.
2. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review as well as any other records to which access is not required by law.
3. Only one official file shall be maintained. A copy of all communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the GESPA employee which are included in the GESPA employee's official file shall be given to the GESPA employee at the time of inclusion. No evaluative materials (including disciplinary, commendation, complaint or other such information which may be considered for discipline, promotion, demotion, or dismissal) shall be placed in an employee's personnel file unless the employee has had an opportunity to read such material. The GESPA employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed.

4. The GESPA employee will be permitted to file a response to any item placed in the file. The response shall be prepared in triplicate, one for the supervisor, one for the principal, and one forwarded to the Assistant Superintendent for Human Resources to be placed in the GESPA employee's personnel file.
5. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the GESPA employee's file as so ordered.
6. GESPA employees will be covered by the provisions of the Illinois Personnel Records Review Act. The employees will be notified when a document is to be placed in their personnel files. In the event the employee wishes to discuss any document to be placed in the personnel file, the employee may request a meeting with the appropriate administrator. At the meeting the GESPA employee is entitled to GESPA representation.

C. Internal Substitution

GESPA employees shall not be required to substitute for an absent GESPA employee on a regular basis. A GESPA employee planning to be absent will not be permitted to or be held responsible for obtaining a substitute. The supervisor shall make a reasonable effort to obtain a substitute for any absence. When a GESPA employee is absent and a substitute is not available, other GESPA employees in the department shall comply with the request to substitute in the best interest of the students and the school.

D. Subcontracting

The Board will notify the GESPA president, in writing, by February 1 of its intent to subcontract bargaining unit work for the following school term. If GESPA wishes to enter into negotiations regarding the Board's decision to subcontract, GESPA will provide written notice to the Assistant Superintendent for Human Resources by not later than February 15.

ARTICLE V – WORKING CONDITIONS

A. Safe Working Conditions

The Board shall endeavor to provide a work environment that considers employee health and safety. One way that the Board shall be deemed to have met the aforementioned goal is through

compliance with applicable standards required by law. GESPA employees shall promptly report unsafe or hazardous conditions to an appropriate school authority, or, in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department).

B. Equipment/Materials

A GESPA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.

C. Clothing

The Board will make available appropriate indoor and outdoor clothing for GESPA employees. Annually by July 1, a committee of administrators and employees (chosen by the GESPA President) will be convened to evaluate clothing options and make recommendations before the first Glenbrook Day. Pants and footwear to be worn will be at the discretion of the GESPA employee and are expected to be professionally appropriate for the circumstances. While employees are expected to wear the chosen clothing on all work days, the building administration may approve days when such dress requirement may be waived (e.g. "Spirit Days").

D. Custodial Duties

GESPA employees are not required to perform custodial duties while supervising the cafeteria.

E. Student Resources Time ("SRT")/Study Hall

GESPA employees, who are qualified, may be assigned to an SRT/Study Hall Beginning with the 2008-09 school year, GESPA employees will not be assigned to SRT/study hall supervision for more than ninety (90) minutes per day.

F. Office Duties

GESPA employees may be required to assist with clerical duties in the dean's office, up to ninety (90) minutes per day.

G. Communication of Information

Communication that is specific to GESPA work duties will be communicated via information board, hard copy and/or radio. Communication that is applicable to all employee groups will be communicated to GESPA employees through hard copy and/or electronically.

H. Impact of Technology

In the event that the District determines that all of its employees shall use a specific technology in the performance of their work duties, the Board and GESPA agree to bargain the impact of that decision.

ARTICLE VI – EMPLOYEE DISCIPLINE

A. Right to Representation

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

B. Warnings

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

C. Suspension without Pay/Dismissal

If an infraction is so serious that a recommendation for suspension without pay or dismissal is indicated, the Administration reserves the right to suspend the GESPA employee without pay or recommend the GESPA employee's dismissal to the Board of Education. Prior to a suspension without pay or a recommendation to the Board of Education for dismissal, the GESPA employee will be afforded the opportunity to meet with the Assistant Superintendent for Human Resources regarding the suspension or recommendation for dismissal.

D. Just Cause

A GESPA employee who has completed his/her probationary period shall not be suspended without pay or dismissed without just cause.

ARTICLE VII – VACANCIES AND TRANSFERS

A. Vacancies and Transfers

1. When a permanent vacancy occurs within the bargaining unit or a new position within the bargaining unit is created, such vacancy shall be posted in each building with a copy sent to the Association president. Such vacancy shall be posted for a minimum of ten (10) calendar days.
2. A GESPA employee who wishes to transfer to a vacant position shall apply, in writing or on the district's website, to the Human Resources office. A GESPA employee who applies for a vacancy in the bargaining unit will be given the same consideration as any other applicant.
3. The District will notify a GESPA employee who applies for a transfer or vacancy of the decision with respect to the filling of the vacancy or transfer.

B. Involuntary Transfers

Should an involuntary transfer of a GESPA employee be necessary, the involved GESPA employee shall be notified as soon as practicable and shall have an opportunity to meet with the appropriate administrator and discuss the reason for the transfer. The GESPA employee may request and have an Association representative at this meeting if the GESPA employee so chooses.

ARTICLE VIII – LEAVES

A. Emergency Leave

1. Non-probationary, full-time GESPA employees are eligible for two days of emergency leave each fiscal year. Probationary, full-time GESPA employees who successfully complete their probationary period by January 1 shall be entitled to one emergency day at the completion of their probationary period. The GESPA employee shall receive his/her daily compensation for emergency leave.
2. Emergency leave shall be used for urgent personal or family matters that require the GESPA employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during times when school is not in session.
3. Emergency leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESPA employee's leave without pay. The Assistant Superintendent for Human Resources may make exceptions to this stipulation in unusual circumstances.
4. All requests for emergency leave shall conform to the procedures established by the district.
5. Any unused emergency days at the end of a fiscal year shall be added to the individual GESPA employee's accumulated sick leave.

B. Sick Leave

1. At the beginning of each work year, each GESPA employee shall be credited eleven (11) days, two (2) days of which will be put into the district's Educational Support Personnel Sick Leave Bank each year until he/she has contributed a maximum of twenty (20) days. Any GESPA employee hired after the beginning of the work year shall be credited sick days on a prorated basis.
2. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as a GESPA employee's spouse, or the parent, legal guardian, brother, sister, son, daughter,

grandparent, or grandchild of either the GESPA employee or spouse, or any other person who is at the time of such illness a member of the same household as the GESPA employee.

3. Serious Illness shall be interpreted according to the normal use of the term by the medical profession. In the event a GESPA employee is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Assistant Superintendent for Human Resources may require the GESPA employee to provide the Assistant Superintendent for Human Resources with a physician's certificate; or if the Assistant Superintendent for Human Resources believes there may have been an abuse of the sick leave policy, the Assistant Superintendent for Human Resources may require an examination by a physician selected by the district. An examination by a physician selected by the district shall be at the Board's expense.
4. The associate principal or appropriate building administrator may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the GESPA employee's immediate family.
5. Any GESPA employee who is absent from school for reasons ordinarily associated with the sick leave, who has not accumulated sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per Diem pay for a GESPA employee shall be interpreted as an amount equal to the GESPA employee's salary divided by the required number of days in the GESPA employee's work calendar.
6. Sick leave may only be taken in half or full-day increments. A GESPA employee, when ill, must call his/her immediate supervisor prior to his/her starting time each day until such time as he/she is capable of returning to work. Failure of a GESPA employee to notify his/her supervisor each day of his/her illness may result in a pay deduction.

C. Sick Leave Bank

1. The Board shall establish a paid sick leave bank. A GESPA employee must have exhausted all other leave in order to use days from the sick bank. GESPA employees who receive compensation under Workers' Compensation may not use the sick leave bank.
2. The sick bank shall be administered by the Human Resources office.

D. Leave without Pay

1. GESPA employees may not be granted leave without pay until they have used all of their accrued sick leave and emergency days.
2. The Assistant Superintendent for Human Resources is authorized to grant leaves without pay to GESPA employees when extenuating circumstances dictate that it is in the best interest of the GESPA employee and the district. The request for a leave without pay must receive the endorsement of the GESPA employee's immediate supervisor. The Assistant Superintendent for Human Resources, in his/her sole

discretion, will make the final determination as to what constitutes extenuating circumstances.

3. Leave without pay will be limited to three (3) days during a GESPA employee's school year calendar. GESPA employees who exceed three (3) days of leave without pay must provide documentation regarding that absence to the District #225 Board of Education without which may result in the GESPA employee's discipline or dismissal.

ARTICLE IX – SENIORITY

A. Definition

Seniority shall be defined as a GESPA employee's length of service within the GESPA bargaining unit. Accumulation of seniority shall begin from the GESPA employee's first working day within the bargaining unit.

B. Seniority in Multiple District Positions

A GESPA employee who accepts a district position outside of the bargaining unit shall retain his/her seniority within the bargaining unit. A GESPA employee shall only accrue additional seniority within the bargaining unit when he/she returns to a bargaining unit position.

C. Same Start Dates

In the event that more than one GESPA employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.

D. Probationary GESPA Employees

A probationary GESPA employee shall have no seniority until the completion of the probationary period at which time his/her seniority shall revert to his/her first day of work.

E. Posting of Seniority

1. The Board of Education shall prepare, maintain, and post the seniority list. An updated seniority list shall be prepared and posted conspicuously in all buildings of the district annually by February 1.
2. A copy of the seniority list and subsequent revisions shall be furnished to the Association liaison. Any GESPA employee disagreeing with his/her seniority placement shall respond, in writing, to the Assistant Superintendent for Human Resources within thirty (30) workdays after the effective date of the posting.

F. Loss of Seniority

Loss of seniority shall be determined by the following: resignation, dismissal for cause, or retirement.

ARTICLE X – REDUCTION IN FORCE

A. Definition

A reduction in force ("RIF") is defined as a decision of the Board of Education to decrease the number of non probationary GESPA employees or to discontinue some particular type of educational support service provided by non-probationary GESPA employees. Probationary GESPA employees will be dismissed prior to the RIF of GESPA non probationary employees.

B. RIF Procedure

In the event of the elimination of a position due to a RIF the least senior non probationary GESPA employee within the affected level may be honorably dismissed.

C. Notice

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

D. Recall

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

ARTICLE XI – PROFESSIONAL DEVELOPMENT AND JOB DESCRIPTION COMMITTEE

A Joint Steering Committee will be convened to make recommendations to the Superintendent or designee regarding professional development opportunities for the members of the GESPA bargaining unit. The Committee will be comprised of three (3) members appointed by the Superintendent and the three (3) members appointed by the GESPA president. The Committee will meet at least semi-annually and will be co-chaired by a representative from each group. The Committee will operate under a consensus decision model and will receive training in the consensus process.

The Committee will be charged with the following responsibilities:

1. Assist in identification of core competencies
2. Identify training needs of the GESPA members
3. Recommend the professional development content and delivery model reflecting identified training needs
4. Annually assess the implementation of the training
5. Review and recommend revisions to job descriptions based on the identified core competencies when necessary

ARTICLE XII - PROFESSIONAL DEVELOPMENT

- A. GESPA may provide suggestions for the professional development of GESPA employees to the appropriate site administrator. An Association representative may request to meet with the appropriate site administrator for such purpose.
- B. Professional development must be pre-approved by the appropriate supervisor and will be reimbursed in accordance with Board policy.
- C. GESPA employees will be reimbursed by the Board for expenses incurred at conferences/workshops as per current Board policy.
- D. GESPA employees will not be paid for attendance at professional development activities unless they are mandated by the Superintendent or designee. GESPA employees will not receive additional pay for professional development occurring during their regular work hours or for travel time.
- E. With the approval of his/her supervisor and for good cause, a GESPA employee may be excused from a mandated professional development activity that is scheduled for a non-workday, provided the activity may be rescheduled within sixty (60) calendar days of the activity that the GESPA employee cannot attend.

ARTICLE XIII – JOB DESCRIPTIONS

A. Maintenance

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

B. Content and Distribution of Job Descriptions

Job descriptions shall be distributed to all current GESPA employees when they become available

and to all new GESPA employees when hired by the District. The descriptions will include:

1. Job title and description

2. Minimum competencies
3. A statement of required tasks and responsibilities

C. Job Descriptions for New Positions/Job Description Modification

In the event that a new position is required as a vacancy or an existing vacated position is modified, a job description shall be developed and filed in the Human Resources office. The Association will be notified of the new job description before implementation.

ARTICLE XIV – WORKDAY/WORK WEEK/WORK YEAR

A. Calendar

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

B. Work Year

The standard work year for all GESPA employees shall be 180.5 workdays. GESPA employees with an effective start date prior to 7/01/07 shall receive 8 paid holidays. GESPA employees with an effective start date after 6/30/07 shall receive 6 paid holidays. In the event that the District seeks and obtains a waiver of a legal holiday from the Illinois State Board of Education, GESPA employees will receive an alternative paid non-work day.

C. Changes to Work Hours

Building administrators will set the GESPA employee's starting and ending times based upon the previous year's schedule, not to exceed a change in the member's starting and ending times of more than one (1) hour. If there is such a change, the member will be notified in writing two (2) weeks prior to the change. If the member's schedule needs to change more than one (1) hour he/she shall be given written notice three (3) weeks prior to the change. If the building schedule is changed and affects the GESPA employee's schedule he/she shall be notified at the same time all staff is notified with a minimum of three (3) weeks' notice.

D. Lunches/Breaks

Each GESPA employee is entitled to an unpaid one-half hour duty-free lunch break. A GESPA employee working more than four (4) hours but less than eight (8) hours per day is entitled to a 15-minute break in addition to his/her lunch period. A GESPA employee working eight (8) hours per day is entitled to two (2) 15-minute breaks in addition to his/her lunch period. Breaks may not be taken at the beginning or end of the day. A GESPA employee may request to combine one (1) or both breaks with lunch if approved by and coordinated with the GESPA employee's immediate supervisor. If a 45 minute lunch break request is denied, the GESPA employee can

request an alternative 45 minute lunch break during a non-student lunch period. If that request is denied the supervisor must provide a reason for that denial.

E. Overtime

A GESPA employee will be paid time-and-one-half for hours worked over forty (40) in a workweek.

ARTICLE XV – EMPLOYEE EVALUATION

Upon initial employment, GESPA employees shall be advised of the District's evaluation procedures by the Human Resource office. No formal evaluation shall take place until this has been done. Each GESPA employee shall have a conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. Every reasonable effort will be made to complete the formal evaluation by April 1, for ten (10) month GESPA employees any year in which the GESPA employee is formally evaluated. Each GESPA employee shall have the opportunity to respond in writing to the evaluation. Each evaluation will become a part of the GESPA employee's personnel file.

ARTICLE XVI – PROBATIONARY PERIOD

- A. A new GESPA employee shall be considered a probationary employee. For a GESPA employee whose first day of work is the first day of the work year for GESPA employees, the probationary period shall end on the last day of the school term. For a GESPA employee whose first day of work is other than the first day of the work year for GESPA employees, the probationary period shall begin on his/her first day of work and shall end one hundred eighty (180) workdays following his/her first workday.
- B. If the GESPA employee does not successfully complete the probationary period, he/she shall be provided with a written notice of his/her dismissal before the expiration of the probationary period. At the discretion of the Administration, a probationary employee may complete the school term beyond the end of his/her probationary period notwithstanding the provision of a written notice of dismissal to the GESPA employee.

ARTICLE XVII – SCHOOL CLOSINGS DUE TO WEATHER CONDITIONS OR EMERGENCIES

- A. In the event of a full-day school closing, GESPA employees will be required to work on the designated "make-up" day at their regular rate of pay.
- B. In the event of an early dismissal/late arrival due to weather conditions or emergency, which still allows for a recognized full attendance day for students, GESPA employees shall be paid their full day rate of pay.

ARTICLE XVIII – GRIEVANCE PROCEDURE

A. General Policy

1. The Board recognizes that in the interests of effective personnel management, a procedure is necessary whereby GESPA employees can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedures shall be available to all GESPA employees, and no action of any kind shall be taken against any GESPA employee for initiating or participating in a grievance procedure.
2. The parties shall make a sincere and determined effort to settle meritorious grievances in the steps of the grievance procedure and to keep the procedure free of unmeritorious grievances.
3. It is agreed that no grievance shall be presented hereunder which occurred prior to the effective date of this agreement.
4. A grievance is defined to be a complaint by any GESPA employee or a group of GESPA employees within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of one or more provisions of this agreement.
5. Nothing contained herein shall be construed as limiting the right of any GESPA employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of this agreement. If requested by the GESPA employee, the Association representative may accompany the GESPA employee to assist in the resolution of the grievance.
6. Re-employment of probationary GESPA employees is not a proper subject for grievances under the grievance procedure, but violation of the procedures in the evaluation article of this agreement are subject to the grievance procedures.
7. A grievance may be withdrawn at any level without establishing precedent.
8. Investigation or processing of any grievance shall normally be carried out on the GESPA employee's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out at a time agreed upon by the Administrations and the Association.
9. The parties hereto acknowledge that it is usually most desirable for a GESPA employee and the GESPA employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the GESPA employee,

the Association representative may accompany the GESPA employee to assist in the resolution of the grievance.

10. If the grievant and the Assistant Superintendent for Human Resources agree, Step #1 and/or Step #2 of the grievance procedures may be bypassed and the grievance brought directly to the next step.
11. The Board acknowledges the right of a representative of the Association to participate in the processing of a grievance at any level, and no GESPA employee shall be required to discuss any grievance if the Association's representative is not present.
12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

B. Procedure for Grievance

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

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

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

Step 3 If the grievance has not been satisfactorily resolved at the second step, the GESPA employee may file the grievance with the Assistant Superintendent for Human

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

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

ARTICLE XIX – COMPENSATION AND BENEFITS

A. General Policy

1. **New Hires.** Newly hired GESPA employees will be placed on the appropriate salary schedule, as provided in Exhibit A, based upon their skills and experience. The Assistant Superintendent for Human Resources determines the initial placement on the salary schedule. Newly hired GESPA employees are eligible for an annual salary increase on July 1 provided they were hired and began work on or before the first workday in January of the same year.
 - a. The Assistant Superintendent for Human Resources will inform the GESPA President or designee of the recommended salary placement decision. At that time, an explanation will be provided as to the administrative assessment of the employee skills and experience which influenced the decision on the initial salary placement.
 - b. If under exceptional circumstances (e.g. critical need created by market conditions, lack of applicants, etc.) a newly hired GESPA employee is anticipated to be paid a salary beyond the District experience of a current employee, the Assistant Superintendent for Human Resources will meet with the GESPA

President to explain the rationale for the hiring/salary decision. This meeting will occur before the offer of employment is made to the applicant.

2. **Payroll Procedures.** GESPA employees must submit to the district office, a timesheet signed by their immediate supervisor. The Associate Principal or his/her designee must approve, in advance, any overtime hours. Timesheets are due in the district office by the published cut-off date.

B. Salary

1. Salary.

- a. **Salary:** For each year of this Agreement, GESPA bargaining unit members will receive the following annual salary increases:

2018-2019	4.0%
2019-2020	3.5%

- b. **Stipend:** All GESPA bargaining unit members who received a \$2,400 stipend in 2014-2015 shall continue to be paid a non-cumulative annual stipend of \$2,400 until such time as the member takes another position in the District.

The Board and GESPA agree that they will negotiate the following compensation components of this Agreement for the 2020-2021 work year:

1. Salary
2. Insurance and other benefits
3. Retirement

Negotiations for the above items will begin no later than November 1, 2020.

2. **Salary Payments.** GESPA employees will be paid via direct deposit. All GESPA employees shall be paid over twenty (20) bi-monthly installments beginning September 15th. Payments shall be on the 15th and last day of the month, or on the last school day prior to the 15th or last day of the month, if it should fall on a weekend or a holiday.

C. Employee Benefits

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

1. Life Insurance Coverage

The Board shall provide a full-time GESPA employee with a \$50,000 group term life insurance policy. Effective September 1, 2009 Full-time GESPA employees may purchase

either an additional \$50,000 or \$100,000 in life insurance coverage, provided they qualify.

2. Individual Disability Insurance Coverage

The Board shall provide each full-time GESPA employee with individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the employee. The premium paid by the Board shall cover the period beginning September 1, 2018 and ending August 31, 2022. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2018, or as mutually agreed to by the Board and the Association.

3. Medical Insurance Coverage

a. Individual Medical Insurance Coverage.

i. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2014, or as mutually agreed to by the Board and the Association.

ii. In all cases the GESPA employee shall be responsible for the payment of the remaining cost of the premium.

b. Family Medical Insurance Coverage.

i. The Board shall provide family medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium.

ii. In all cases the GESPA employee shall be responsible for the payment of the remaining cost of the premium.

4. Dental Insurance Coverage.

The Board shall provide GESPA employees with the opportunity to purchase either individual or family dental insurance. The Board shall contribute 90% of the individual dental insurance premiums for each GESPA employee who does not select family medical insurance.

5. Insurance Cost-Sharing

Effective for implementation on January 1, 2021, the Board and the GESPA agree to implement a process for health insurance plan cost containment/reduction. In the event the Board experiences an annual increase in premium equivalent rates (as recommended by the District plan consultant) in excess of five percent (5%) over the prior year's premium equivalent rates, the District Cost Containment Committee will be

charged with recommending changes to plan design which will result in a reduction in the amount of the increase over the 5% threshold. Any such recommended changes will take effect on January 1 following the announced final premium equivalent rates. Premium equivalent increases at or under 5% will be shared by the Board and the employees.

In the event that premium equivalent rates are reduced over the prior year's rates, the Cost Containment Committee will be charged with recommending ways to share the reduction in premiums with employees insured under the affected insurance plan. Such recommendations might include benefit enhancements, wellness benefits, declaring a partial "premium holiday", building District insurance reserves, etc.

In the event the Cost Containment Committee is unwilling or unable to eliminate the increases in premium equivalent rates over 5%, the Board of Education may determine the plan design changes or premium increases necessary to eliminate the increases over 5%.

As an example of the implementation of this provision, assume the prior year's premium equivalent rate totaled \$1,000. The new premium equivalent rate announced in July is \$1,100 (an increase of 10%). Under this scenario, the first 5% (i.e. \$50) would be shared by the Board and the employee pursuant to Article XIX, paragraph C (i.e. 95% Bd./5% employee or 88% Bd./12% employee). The remaining \$50 would be the targeted amount

Cost Containment must eliminate or the Board would make the necessary decision (s) before open enrollment and a January 1 implementation.

It is anticipated that this process would occur as follows:

1. The new premium equivalent rates will be announced annually in July
2. Cost Containment will formulate its recommendations no later than the end of October
3. Open enrollment would occur in November, with the resulting rates known to employees prior to electing coverage
4. The resulting premium equivalent rates would be implemented in January.

6. Section 125 Flexible Spending Account Allowance per Plan Year.

- a. For a full-time GESPA employee who was hired before July 1, 2000, and does not select family medical insurance, the Board shall provide a flexible spending account allowance in the following amounts per plan year (September 1st through August 31st) of this agreement:

Ten (10) month employee	\$500.00
Twelve (12) month employee	\$750.00

- b. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESPA employee shall be responsible for premium costs

that exceed the amount of his/her allowance. A GESPA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.

7. Tuition Reimbursement.

- a. A full-time, non-probationary GESPA employee may be reimbursed for courses successfully completed, subject to the following provisions.
- b. A GESPA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
- c. A GESPA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hour, up to a maximum of twelve (12) semester hours per year. For such GESPA employee, tuition reimbursement is limited to four (4) semester hours per non summer term and no more than twelve (12) semester hours per year.
- d. In order to receive reimbursement, the GESPA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Assistant Superintendent for Human Resources, as follows:
 - i. Application forms for tuition reimbursement shall be completed by the GESPA employee and provided to his/her supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
 - ii. If the supervisor endorses the application, the application shall be forwarded to the Assistant Superintendent for Human Resources for consideration. The Assistant Superintendent for Human Resources may approve or reject the application. If the application is rejected, the Assistant Superintendent for Human Resources will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
 - iii. A copy of the application form specifying the action taken by the Assistant Superintendent for Human Resources will be returned to the supervisor and the GESPA employee. The original application form will be placed in the GESPA employee's personnel file.
 - iv. In order to receive the tuition reimbursement, the GESPA employee shall present the Human Resources office with a paid receipt showing the amount of the tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.

8. Voluntary Termination.

Voluntary termination benefits for GESPA employees, retiring under IMRF, are contained in Exhibit C of this agreement.

9. Other.

Duration of contract through June 30, 2022

ARTICLE XX – NEGOTIATION PROCEDURES

- A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representative the necessary power and authority to make proposals and counter proposals in the course of negotiating, and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives, provided that the Board shall not select a GESPA employee, as herein defined, as its representative.
- B. Unless both parties agree to an alternate date, the parties shall commence negotiations by meeting no later than February 1 of the last year of the Agreement. Meetings shall be held as necessary at times and places agreed to by both parties.
- C. The parties may mutually agree to enlist the assistance of a third party to assist in the negotiation process.
- D. During negotiations, agreed-upon materials shall be prepared for the Board and the Association and, unless otherwise agreed by the parties at the time, initialed prior to the adjournment of the meeting at which such agreement was reached.
- E. When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.
- F. Impasse Procedures
 - 1. An impasse occurs after both parties have considered the proposals and counterproposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
 - 2. If after a reasonable period of negotiation, and within ninety (90) days before the scheduled start of the upcoming school year, the parties engaged in collective bargaining have reached impasse, either party may petition the Illinois Educational Labor Relations Board (“IELRB”) to initiate mediation or request a mediator through the Federal Mediation and Conciliation Service.
 - 3. When an impasse is declared, or the IELRB invokes mediation, the parties shall seek to agree upon a mediator. If the parties fail to reach such agreement, within seven (7) calendar days, the parties will select a mediator from the staff of the Federal Mediation and Conciliation Service. If the Federal Mediation and Conciliation service is unable, for

any reason, to provide a mediator within ten (10) calendar days after being so requested, the parties will select a mediator from a list to be supplied by the American Arbitration Association.

4. Once a mediator has been appointed or selected, the mediator will meet with the parties or their representatives, or both, forthwith, either jointly or separately, and will take such steps, as the mediator may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The mediator will not, without the consent of both parties, make findings of fact or recommend terms of settlement. Any time after fifteen (15) days of mediation, either party or the mediator may initiate the public posting process. Initiation of the public posting process must be filed with the IELRB and copies must be submitted to the parties the same day. Within seven (7) days after the initiation of the public posting process, each party shall submit to the mediator, the IELRB and the other party in writing, the most recent offer of the party, including a cost summary. Seven (7) days after receipt of the parties' offers, the IELRB will make the offers public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

ARTICLE XXI – TERM OF AGREEMENT

This official Agreement shall become effective July 1, 2018 and remain in effect until June 30, 2022. Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

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

President, Glenbrook Board of Education District 225

By: _____

President, Glenbrook Educational Support Paraprofessional Association

By: _____

EXHIBIT A

GLENBROOK HIGH SCHOOL DISTRICT 225 GESPA SALARY SCHEDULES

Paraprofessional - Entry Salaries

Paraprofessional Entry Salaries 2018-19 School Year

104.00% Step Increase

STEP	Category I	Step %	Days:	260	188.5	188.5	186.5	186.5
			Hours:	8	8	7.5	8	7.5
A	15.51			\$32,260.80	\$23,389.08	\$21,927.26	\$23,140.92	\$21,694.61
B	16.13	4.00%		\$33,551.23	\$24,324.64	\$22,804.35	\$24,066.56	\$22,562.40
C	16.78	4.00%		\$34,893.28	\$25,297.63	\$23,716.53	\$25,029.22	\$23,464.89
D	17.45	4.00%		\$36,289.01	\$26,309.53	\$24,665.19	\$26,030.39	\$24,403.49
E	18.14	4.00%		\$37,740.57	\$27,361.92	\$25,651.80	\$27,071.60	\$25,379.63

Paraprofessional Entry Salaries 2019-20 School Year

103.50% Step Increase

STEP	Category I	Step %	Days:	260	188.5	188.5	186.5	186.5
			Hours:	8	8	7.5	8	7.5
A	16.13			\$33,551.23	\$24,324.64	\$22,804.35	\$24,066.56	\$22,562.40
B	16.69	3.50%		\$34,725.53	\$25,176.01	\$23,602.51	\$24,908.89	\$23,352.08
C	17.28	3.50%		\$35,940.92	\$26,057.17	\$24,428.59	\$25,780.70	\$24,169.40
D	17.88	3.50%		\$37,198.85	\$26,969.17	\$25,283.59	\$26,683.02	\$25,015.33
E	18.51	3.50%		\$38,500.81	\$27,913.09	\$26,188.52	\$27,616.93	\$25,890.87

EXHIBIT B

VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL

GESPA EMPLOYEES RETIRING UNDER IMRF

Section A

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

Section B – Eligibility for Retirement

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

1. Have been full time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five (5) years are immediately preceding their voluntary termination. A “year” is considered to be the employee’s regularly scheduled work year. A newly hired employee must have worked no less than 50% of the scheduled work days from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of the voluntary termination and have completed 35 years of creditable service with IMRF.
3. Has not retired, nor is receiving retirement benefits, under any other District 225 retirement plan.
4. Have requested to retire on either June 30 or December 31 of any given year.

Section C – Benefits Available to Retirees who Satisfy the Eligibility Requirement of Section B

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

coverage on the effective date of their retirement). Retirees shall be responsible for the full premium, therefor, less the Board's contribution referred to in Paragraph 1 of this Section C.

VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESPA EMPLOYEES RETIRING UNDER IMRF

Section D – Other Benefits Available to Retirees who Satisfy the Eligibility requirements of Section B

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

Section E – Required Procedures for Participation and Receipt of Benefits

1. All requests for participation in this plan must be submitted in writing to the Assistant Superintendent for Human Resources prior to April 1 of the GESPA employee's next-to-last year of employment. The request shall include a copy of the GESPA employee's latest statement from the IMRF system indicating the GESPA employee's

service credit information, if that information is necessary to qualify the GESPA employee for this plan.

2. Participation in the benefits of this plan are dependent upon unconditional and irrevocable resignation from employment by the Board of Education, effective at the end of the school year identified in the GESPA employee's notice. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any benefits contained in this Policy, and then notice under this Policy will be deemed void.

Section F – Special Incentive Programs

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

Section G – Vacation

In addition to those benefits contained in Section D, Retirees who were employed by the district on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at their then current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will convert to sick leave on the Retiree's last day of work.

Section H – Miscellaneous Provisions

1. For purposes of this plan, the school year shall begin on July 1 and end on June 30.
2. If IMRF regulatory changes occur, which result in an increase in the cost of this plan, the Board and the Associations representing GESPA employees shall negotiate a revision to this plan, pursuant to Article XXIV of the Agreement.
3. These benefits shall be effective July 1, 2015.

EXHIBIT C

MEDICAL INSURANCE COST CONTAINMENT COMMITTEE

The Board of Education, the Glenbrook Education Association (GEA), the Glenbrook Educational Support Staff Association (GESSA) and the Glenbrook Educational Support Paraprofessional Association (GESPA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs. Therefore, the Board, the GEA, the GESSA, and the GESPA agree to establish a medical insurance cost containment committee.

The committee shall be composed of three (3) members appointed by the Superintendent and three (3) members appointed by the Presidents of the GEA, the GESSA, and the GESPA. The committee shall be chaired by the Assistant Superintendent for Business Services/CSBO.

The committee shall also seek representation from non-unionized support groups.

The committee shall convene at least twice during the school year. The committee shall have its first meeting in the winter and its second meeting in the spring.

The committee shall examine such topics as those contained in the following list:

1. A review of the prescription drug plan,
2. A review of the procedures for setting insurance premiums,
3. Benefit costs and utilization rates,
4. Potential savings and enhancements, and
5. Deductibles and copays.

Implementation of the committee recommendations shall require the approval of the Board, the GEA and the GESSA.

It is understood that the Board retains the sole right to determine premiums.

EXHIBIT D

PENSION OR LEGISLATIVE CHANGES

The Board and GESPA agree as follows:

If during the life of this Agreement, legislation is enacted which affects Board revenue or expenditures in one or more of the following areas:

1. Local property tax “freeze”
2. Pension cost shift to the Board
3. Reduction in state school funding under the Evidence-Based Funding model

The Board and GESPA negotiations teams will meet to discuss the impact of such changes. The teams may then agree to modify the terms of this Agreement, provided, however, that any such modification must be by mutual agreement of the Board and GESPA membership.

MEMORANDUM OF UNDERSTANDING

INSURANCE PLAN CHANGES

This Memorandum of Understanding is entered on the date(s) noted below between the Board of Education of Northfield Township High School District No. 225, the Glenbrook Education Association, the Glenbrook Educational Support Staff Association, and the Glenbrook Educational Support Paraprofessional Association concerning the realignment of group health insurance rates which support the District major medical and health insurance program. As a result, it is agreed as follows:

1. Effective January 1, 2019, the group insurance plan year will annually run from January 1 through December 31. Since the HMO plans already use these plan year dates, the plan year change will only affect the PPO plans.
2. As a result of the noted change in the plan year, the annual open enrollment period for electing insurance coverage will be scheduled annually in the October/November timeframe.
3. The contractual limitations on employee purchase of additional term life insurance will be removed to allow employees, at their own expense, to elect additional life insurance coverage in amounts in excess of those currently found in each relevant collective bargaining agreement.
4. Effective January 1, 2019, the Board plan will include a second High Deductible HSA PPO option.
5. At the present time, the parties agree to reserve the "Single +1" tier option for the Managed Care and newly created High Deductible/HSA PPO plans. Consideration of expanding this tier option to other available plans will be directed to the District Cost Containment Committee for further study and recommendation.
6. Effective January 1, 2019, insurance plan rates will be realigned to reflect the true cost of the value of each plan option. While some plan options would experience a decrease in premiums due to realignment, the current High Deductible/HSA Plan and the Blue Advantage HMO Plan will experience a premium increase due to realignment. This increase will be made known to employees during the open enrollment period.

As a result, the increased premium realignment cost to the High Deductible/HSA and Blue Advantage HMO will be shared equally for a period of 16 months by the Board and each employee who elects one of these plan options. While this realignment cost sharing will extend over 16 months, the Board share of this cost will be paid directly to each affected employee as a one-time, lump sum payment made in February 2019.

Kim Deschamps, President

Glenbrook Education Support Staff Association
2018-19 to 2021-22 GESPA Negotiated Agreement

Dr. Mike Riggle, Superintendent

Glenbrook High School District #225

MEMORANDUM OF UNDERSTANDING

BUILDING SUPERVISOR ROLE

The Board and GESPA, both recognizing the need for adequate supervision of the School District's premises and facilities at all times, agree to create a new bargaining unit position entitled "Building Supervisor." Accordingly, with respect to such new position, the parties further agree as follows:

1) Job Duties

The Building Supervisor will be responsible for supporting the proper and efficient operation of the School District's premises and facilities by: (a) addressing the needs of students, parents and community members; (b) performing continuous inspections and walkthroughs of common building areas, classrooms, gymnasiums and restrooms; and (c) maintaining a safe and secure school environment at all times.

2) Staffing, Scheduling and Cancellations

The School District's Administration will determine the length, number of and dates/times upon which Building Supervisor shifts will be made available; provided, however, no shifts will be made available on Thanksgiving, Christmas and New Year's Days, and no second shifts will be made available on Christmas Eve and New Year's Eve.

A. Priority of Assignment

- a. GESPA bargaining unit members will be able to sign up for Building Supervisor shifts on a first-come-first-serve basis beginning two (2) months in advance of the month in which such shifts are to be worked.
- b. If there are any Building Supervisor shifts still available one (1) month in advance of the month in which such shifts are to be worked, then all other School District staff members may also sign up to work those available shifts on a first-come-first-serve basis.
- c. If there are any Building Supervisor shifts still available two (2) weeks in advance of the month in which such shifts are to be worked, then temporary and/or substitute School District staff members may also sign up to work those available shifts on a first-come-first-serve basis. In addition, a third-party vendor may be contracted to provide Building Supervisor services as needed.

During the regular work week (*i.e.* Monday through Friday), all School District staff members, including GESPA bargaining unit members, may be limited to working two (2) Building Supervisor shifts.

Attendance, as well as other performance topics, during a Building Supervisor shift and/or a regular day assignment may be taken into account when scheduling future Building Supervisor shifts.

B. Cancellation of Assignment

GESPA bargaining unit members may cancel Building Supervisor shifts that they have previously requested and received with the approval of Administration. If a GESPA bargaining unit member cancels a shift assignment without the approval of Administration within ten (10) days of such shift, then that member may receive a verbal or written reprimand.

Should such an unapproved cancellation within ten (10) days of a shift occur again during the same school year, the GESPA bargaining unit member may be prohibited from signing up for Building Supervisor shifts for the remainder of that school year.

Decisions to issue a GESPA bargaining unit member a verbal or written reprimand, and to prohibit him/her from signing up for Building Supervisor shifts may be appealed to the Building Principal or designee.

3) Compensation and Break Time

During the 2018-2019 school year, the hourly rate paid to Building Supervisors will be the overtime rate of Step E. The Building Supervisor will also be entitled to duty-free breaks and meal times as follows:

- 4-hour shift = one (1) fifteen (15) minute paid break.
- 6-hour shift = one (1) fifteen (15) minute paid break and one (1) thirty (30) minute unpaid meal time.
- 8-hour shift = two (2) fifteen (15) minute paid breaks and one (1) thirty (30) minute unpaid meal time.

Paid breaks and/or unpaid meal times may not be combined or “stacked” without prior Administration approval. The Building Supervisor will also be prohibited from “waiving” his/her paid breaks and unpaid meal times.

4) Supervision of Building Supervisor and Other General Requirements

The School District’s Safety and Security Manager, with the assistance of Administration, will supervise the Building Supervisor. The Building Supervisor will also: (a) be required to wear a uniform at all times during his/her shift, appropriately identifying him/her as the Building Supervisor; (b) be required to utilize an electronic timekeeping system (*i.e.* a time clock) to record the start and end of his/her shift, as well as any unpaid meal times; (c) be required to participate in all mandatory training programs/activities (*e.g.* programs covering general security matters, the proper administration of CPR, etc.), for which the Building Supervisor will be paid at the hourly rate set forth above; and (d) be provided appropriate door fob and key access.

5) Review

By May 15, 2019, the parties will review the terms of this MOU and make any adjustments or modifications deemed necessary, including whether any such adjustments or modifications are

necessary for Summer 2019 Building Supervisor shifts. Furthermore, consistent with the terms of this MOU, Administration will develop and/or update written job descriptions for the positions of: (a) Building Supervisor; (b) Security Coordinator; and (c) Safety and Security Manager.

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Glenbrook Education Support Staff Association

Dr. Mike Riggle, Superintendent

Glenbrook High School District #225