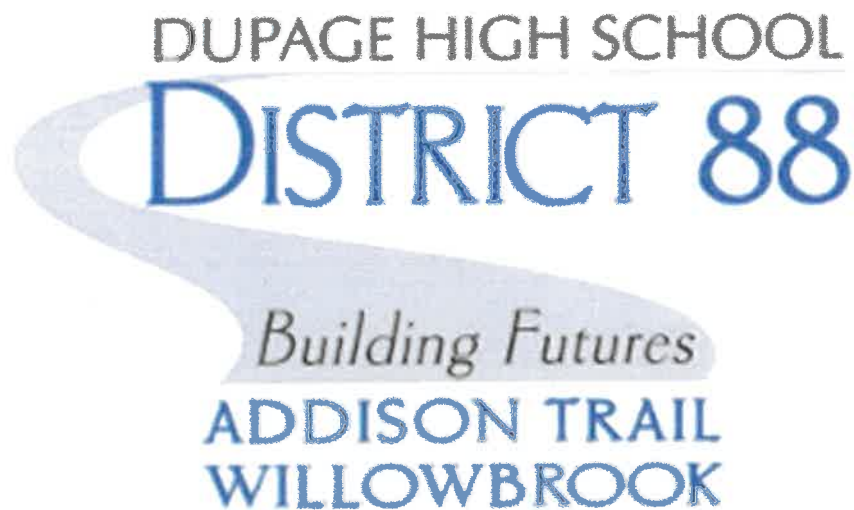


**DUPAGE HIGH SCHOOL DISTRICT 88  
Contractual Agreement  
Between  
District 88 Teacher Aides,  
West Suburban Teachers Union Local 571  
And  
Board of Education**

**Addison Trail High School  
213 N. Lombard Road  
Addison, IL 60101  
(630) 628-3300**

**Willowbrook High School  
1250 S. Ardmore Avenue  
Villa Park, IL 60181  
(630) 530-3400**



**District Office  
2 Friendship Plaza  
Addison, IL 60101  
(630)-530-3981  
Amended May 2023**

**CONTRACTUAL AGREEMENT**

**BETWEEN**

**DISTRICT 88 TEACHER AIDES,  
WEST SUBURBAN TEACHERS UNION  
LOCAL 571**

**AND**

**BOARD OF EDUCATION, DUPAGE HIGH SCHOOL DISTRICT 88  
2 Friendship Plaza  
Addison, Illinois**

**2023-2027**

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#### **APPENDIX A - TEACHER AIDE GRIEVANCE FORM**

## **ARTICLE I            RECOGNITION**

The BOARD OF EDUCATION OF DUPAGE HIGH SCHOOL DISTRICT NO. 88, DuPage County, Illinois (hereinafter referred to for convenience as the "BOARD") hereby recognizes the West Suburban Teachers Union, Local 571, IFT/AFT, AFL-CIO (hereinafter referred to for convenience as the "UNION") as the exclusive representative of all full-time Teacher Aides, including all part-time Teacher Aides (i.e., those working less than six (6) hours, exclusive of a 3/4 hour, unpaid, duty-free lunch), but specifically excluding all technical assistants, custodians, maintenance workers, secretaries, clerks, student supervisors, nurse assistants, cafeteria workers, supervisors, managers, confidential and short-term employees and teachers.

Part-time Teacher Aides shall not be entitled to health insurance or tuition reimbursement but shall be entitled to pro-rated sick and personal leave based on a seven (7) hour work day.

## **ARTICLE II                    MANAGEMENT RIGHTS**

The Board retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including but not limited to, the responsibility and the right:

- A.     To maintain executive management and administrative control for the School District, its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.
- B.     To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, and to promote and transfer all such employees.
- C.     To delegate authority through recognized administrative channels for the development and organization of the means and methods of governance of the District according to current written Board policy or as the same may from time to time be amended.
- D.     To determine work schedules, the hours of work, including the requirement of overtime assignments and the duties, responsibilities and assignments of employees with respect thereof.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board shall be limited only by the specific express terms of this Agreement. Any grievance filed which alleges a violation of this Agreement may not, as a term of its requested remedy, seek a reversal of the exercise of any of the Board's aforesaid powers but may only request a declaratory decision that the Board violated the procedures enumerated herein alleged to have been violated.

## **ARTICLE III            UNION RIGHTS**

### **3.1     Use of Facilities and Equipment**

The Union shall, upon the building principal's approval of scheduled use, have the right to use building reproduction equipment for purposes of duplicating materials used in conducting official business. There shall be no charge for the use of equipment. The Union shall pay the cost of duplication. Information distributed by the Union using mailroom facilities must bear the name of the Union. The Union shall send to the Superintendent and principals a copy of all printed material on the same day it is distributed to the staff.

The Union shall be permitted to use part of an existing bulletin board designated by the administration for Union business.

Copies of any correspondence from the Union or its elected officers to the Board and its individual members shall be provided to the Superintendent on the same day.

### **3.2     Board Agenda**

The Union president will be furnished a copy of the agenda of each Board meeting prior to said meeting.

### **3.3     Union Announcements**

Union meetings and other scheduled activities shall be published in the building calendar, if submitted to the building administrator in writing within seven (7) calendar days after the end of the school term. Union announcements shall be carried in faculty bulletins.

### **3.4     Non-Interference**

The conducting of Union business shall not encroach upon the educational program of the schools.

### **3.5     Union Listing**

A listing of Union officers shall be included in the District 88 Faculty Directory.

### **3.6     Check-Off**

1.     The School District Business Office will deduct Union dues from the regular salary paychecks of those Teacher Aides submitting properly completed Membership Dues Check-Off Authorization Forms. The authorization form must be presented to the District Business Office at least fifteen (15) working days before the first payroll deduction can be made.

The Union shall notify the School District Business Office of the annual amount to be deducted by August 15 of each year. If notice is not received by August 15 in any subsequent year, the annual amount to be deducted shall remain the same.

All Union dues collected for the month by the Board shall be forwarded to the Union office along with a list of the Teacher Aides from whose paychecks the dues have been deducted. The list shall reflect the individual amount deducted. Deductions are for Union dues only.

Should a Teacher Aide notify the Business Office instead of the Union regarding his/her desire to revoke dues deduction, the Business Office will notify the Union President and Treasurer via District e-mail.

2. The Board shall also deduct contributions for the West Suburban Committee on Political Education for any Teacher Aide who submits by November 1 a properly executed form prepared by the Union authorizing such deduction. The deduction shall be made from the second paycheck in November. The transmittal and revocation procedures described above shall be followed.
3. The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

### **3.7 Discussion of Views**

Matters encompassed in this Agreement and/or concerning Union/Board business will not be discussed by the parties or the Administration in the presence of District 88 students, nor will the parties solicit or encourage students to convey such information to parents or the public. However, this provision shall not be construed to prohibit discussion with a student relative to any pending employee or student disciplinary investigation or proceeding or administrative, civil or criminal proceeding, in which the student is directly or indirectly involved.

### **3.8 Union Orientation**

On the first "shortened schedule" attendance day of each school year, the Union President or a designee, and one additional designee, will be given release time after the 1:40 dismissal to address new full-time teacher aides in each building as Union orientation, not to exceed one hour in each building. New employees in the bargaining unit will be released to attend these orientations. The Union President or designee and the new employees shall be released without loss of pay or other benefit.



## **ARTICLE IV           TEACHER AIDE RIGHTS/WORKING CONDITIONS**

### **4.1     Student Discipline**

The Board and Union recognize it is necessary for Teacher Aides to give careful attention to accurate and complete documentation of disciplinary cases. Teacher Aides shall be responsible for reporting all essential information in all student discipline cases referred by the Teacher Aides to the deans or the administration.

### **4.2     Care of Property**

Teacher Aides are expected to exercise reasonable care in the use, storage and accounting for instructional materials and equipment.

### **4.3     Professional Conferences**

Arrangements for reimbursements for professional conferences, conventions and workshops shall be agreed upon in advance and may include travel, direct conference expenses, lodging and meals.

### **4.4     Union Released Time**

The Union will be permitted to send the equivalent of two (2) Union member to a state or national conference for three (3) days each year. The cost of the substitute, in such instances, shall be borne by the Union.

### **4.5     Administration Conference**

Any Teacher Aide required to appear before the Board or the administration concerning any matter which could reasonably result in disciplinary action shall receive prior notification of the purpose of the meeting and shall be entitled to have a Union representative present, if so desired. The right to a Union representative shall not apply to evaluation conferences or informal impromptu discussions regarding employee performance.

### **4.6     Substitutions**

The Administration shall assign only Teacher Aides holding Illinois teacher licensure or substitute teacher licensure, or other credentials approved for substitute teachers per the Illinois State Board of Education to assume the responsibilities of absent teachers or substitute teachers. Teacher Aides who are not eligible for Illinois teacher licensure or substitute teacher licensure, but are eligible for the Short-Term Substitute Teacher Licensure, must take the required class at the DuPage ROE. Teacher Aides will be paid thirty-seven dollars (\$37) per period for the 2023-24 through 2025-26 school years. Beginning school year 2026-27, the rate will increase to thirty-eight dollars (\$38) per period. Such compensation shall be prorated based upon the length of the substitution period(s). Teacher Aides will be given preference on substitute periods before Teachers are assigned for compensated substitute periods unless it interferes with the Teacher Aide's assignment or causes disruption to the safety of students or the school environment. Teacher Aides will not be directed to substitute during lunch.

#### **4.7 Traveling Teacher Aides**

Preference for travel will be given to volunteers who meet the criteria for the available position. Teacher Aides who travel between buildings as part of their daily assignment shall be entitled to the following rights and limitations of their workday while they are scheduled as traveling Teacher Aides:

1. They will receive mileage compensation at the Internal Revenue Service rate as established as of January 1 of each school year for all required travel between buildings.
2. They shall be covered by District 88 insurance while traveling between schools as a part of their assignment.
3. Vocational Aides will use a District 88 vehicle to transport students to work sites.

#### **4.8 Human Resources Files**

Except for incidental notes, all human resources records for any Teacher Aide shall be maintained in his/her file in the Office of Human Resources. For purposes of this provision, the term "incidental notes" shall mean those documents which are not used to make job-related decisions.

Access to human resources files shall be strictly limited to the Teacher Aide and to authorized administrators who have a legitimate purpose of access. By prior appointment, a Teacher aide shall be able to review his/her human resources file.

A copy of any material placed in a Teacher Aide's human resources file shall be promptly given to the Teacher Aide and all material in the file shall bear an entry date. This is effective as of the ratification of this Agreement. A Teacher Aide may submit a written response to any material placed in the Teacher Aide's human resources file.

#### **4.9 Professional Staff Development**

The Board shall provide professional staff development for Teacher Aides on Institute Days. Professional staff development may include, but not be limited to, computer training, Institute Day professional staff development workshops or team meeting participation.

#### **4.10 Vocational Aides**

The Board shall bear the cost of commercial driver's license training and driver's permits for all Vocational Aides who are responsible for transporting students.

#### **4.11 New Teacher Aide/Vocational Aide Training**

During the first week of employment, all Teacher Aide/Vocational Aides new to the District shall be required to attend an orientation. The Administration will be responsible for the arrangements and details of the orientation meetings.

## **ARTICLE V                    ASSIGNMENTS, VACANCIES, TRANSFERS**

### **5.1      Work Schedule**

A full-time work week shall consist of not more than forty (40) hours, all as scheduled by the Administration. The regular work day for full-time Teacher Aides shall consist of six and three-quarter (6 3/4) hours or more per day, which shall include an unpaid, duty-free lunch period equal to the regular school lunch period but not less than thirty (30) minutes.

All Teacher Aides shall be given a duty-free unpaid lunch period as provided above. Teacher Aides working a six (6) or more hour day shall be given a ten (10) minute rest break in the morning and ten (10) minute rest break in the afternoon. With the approval of the Administration, Teacher Aides may combine these two (2) breaks into one (1) twenty (20) minute break in the morning only.

### **5.2      Work Year**

Teacher Aides will be required to work their normal hours on all days that students are in attendance, the opening day institute and the teacher work day following the opening day institute. At the beginning of each school year two (2) comp days will be allocated to each full-time Teacher Aide. Compensation is based on 177 student attendance days – if student attendance days increase or decrease the annual compensation will be adjusted accordingly based on the per diem. Any such change in the number of student attendance days must be noted in writing to the Union by May 15 of the prior school year.

### **5.3      Notice of Assignment**

In the event of a change in a Teacher Aide's assignment, he/she will be notified as soon as practicable.

### **5.4      Notice of Library Aide Assignments**

In the event of a change to library hours, a Library Aide's shift may be subject to change. Library Aide shifts shall be chosen in the order of seniority with the Library Aide with the greatest seniority in the respective building choosing first.

### **5.5      Work Responsibilities**

A Teacher Aide daily schedule may include the supervision of students in credit recovery, study hall, resource periods, behavioral intervention centers, library/media centers and other academic intervention systems. In addition to supporting classroom instruction, duties may include taking daily attendance, along with the supervision of students. The areas of support include, but are not limited to Behavioral Intervention Center (BIC) or In School Intervention (ISI), study halls, credit recovery and Learning Support Center (LSC) or Academic Resource Center (ARC) or other academic intervention systems.

The Administration will work with the Union to make necessary adjustments as needed.

#### **5.6 Flexible Lunch and Breaks**

On early student release days for Open House, Course Information Night / Showcase, Parent/Teacher Conferences and final exam days, a Teacher Aide and his/her supervisor may agree to allow the Teacher Aide to take lunch and break time at the end of the day to allow for an early departure. All such agreements will be on a case by case basis and shall not establish a practice or precedent.

#### **5.7 Notice of Vocational Aide Assignments**

Due to changes in student work hours, a Vocational Aide's shift may be subject to change at the onset of each school year.

## **ARTICLE VI            REDUCTION IN FORCE**

### **6.1        Classifications Within Bargaining Unit**

For purposes of this Agreement, each bargaining unit employee shall earn seniority rights within one of the following bargaining unit classifications:

1.     Teacher Aide - Special Education
2.     Teacher Aide - Science
3.     Teacher Aide - Literacy (Reading, ESL, LSC/ARC)
4.     Teacher Aide - Music
5.     Teacher Aide - Library
6.     Teacher Aide - English
7.     Teacher Aide - Math
8.     Teacher Aide - General
9.     Teacher Aide - Vocational

### **6.2        Seniority List**

Annually, not later than February 1, the Administration shall prepare, maintain and post a seniority list. A copy of said list shall be provided to the Union. Teacher Aides' total length of full-time service in the employ of the Board as a Teacher Aide shall be calculated for purposes of seniority provided, however, that a Teacher Aide must have worked a minimum of ninety (90) days in a given work year in order to receive seniority credit for such year.

Any district employee hired to be a Teacher Aide shall retain his/her seniority for purposes of benefits, but not for purposes of Reduction in Force, where seniority shall be determined by length of service as a Teacher Aide.

Any employee whose responsibilities are split between more than one classification will have seniority in the classification where the majority of their hours are contributed.

### **6.3        Reduction Procedures**

If the bargaining unit member(s) is/are removed or dismissed as a result of a decision by the Board to decrease the number of bargaining unit employees or to discontinue a particular type of bargaining unit service, written notice shall be given to the employee(s) by registered mail at least sixty (60) days before the end of the school term, together with a statement of honorable dismissal and the reasons therefore.

The employee(s) with the shorter length of district seniority of those in his/her respective classification (as defined in subparagraph 6.2 above) shall be dismissed first. Ties in seniority shall be broken by lot.

When a reduction-in-force occurs due to elimination of a program or for economic reasons, the Union President shall be notified of the positions in the bargaining unit that shall be affected.

#### **6.4 Recall Rights**

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within the specific classification (as defined in subparagraph 6.1 above) shall be tendered to the employee(s) so removed or dismissed from that classification, so far as they are qualified to hold such position.

Notice of recall shall be sent by certified mail, return receipt requested, to the employee's last known address as listed with the Office of Human Resources. Failure of the employee to accept in writing the available recall position within fourteen (14) calendar days from receipt of the recall notice shall extinguish all recall, seniority and employment rights of said employee.

## ARTICLE VII

## GRIEVANCE PROCEDURE

"Grievance" as used in this Agreement means a complaint by an employee that there has been a violation, misinterpretation or misapplication of any specific provision(s) of this Agreement.

The Board acknowledges the right of the Union to assist a grievant at any level of the grievance procedure, and the Union acknowledges the right of any member of the Administration to receive assistance as desired in any step of the grievance procedure. Failure of any grievant or the Union to act on a grievance within the prescribed time limits will act as a bar to any further appeal, and the Administrator's failure to give a decision within the prescribed time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual consent.

A grievance involving the act of any Administrator above the building level shall initially be filed at Step 2 of the grievance procedure after the grievant first has consulted with the building level Administrator involved.

The steps shall be as follows:

- Step 1: If the grievance cannot be resolved informally, the grievant shall present the grievance in writing on a form, which is attached as Appendix A, to the Assistant Principal no later than ten (10) business days after the occurrence of the claim or complaint. The Assistant Principal will arrange for a meeting to take place within five (5) business days after receipt of the grievance. A Union representative, the aggrieved party and the immediately involved supervisor, and any person whose assistance he/she requests, may be present for the meeting. The Assistant Principal will then, within five (5) business days after the meeting, provide the grievant with a written memorandum setting forth the disposition of the grievance. Such memorandum shall contain reasons upon which the disposition of the matter was based.
- Step 2: If the grievant is not satisfied with the disposition of the grievance at Step 1, or if Step 1 time limits expire without the issuance of the Assistant Principal's memorandum, the grievant may within five (5) business days refer the grievance to the Principal and his/her designee. The Principal shall within five (5) business days conduct a meeting with the same parties being present as may be present in Step 1. Upon the conclusion of the hearing of the grievance, the Principal shall have five (5) business days in which to provide his/her written decision to the grievant.
- Step 3: If the grievant is not satisfied with the disposition of the grievance at Step 2, or if Step 2 time limits expire without the issuance of the Principal's written decision, the grievant may within five (5) business days refer the grievance to the Assistant Superintendent or his/her designee. The Assistant Superintendent shall within five (5) business days conduct a meeting with the same parties being present as may be present in Steps 1 and 2. Upon the conclusion of the hearing of the grievance, the Assistant Superintendent shall have five (5) business days in which to provide his/her written decision to the grievant.

Step 4: If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Union shall submit, in writing, a request to the American Association within ten (10) business days from receipt of the Step 2 answer to proceed to Step 3. The arbitrator shall be selected from the American Arbitration Association in accordance with their Voluntary Labor Tribunal Rules.

Each party shall be entitled to representation and witnesses. The arbitrator shall have no power to alter the terms of this Agreement, or to make any award void or prohibited by law, statutory or decisional.

The cost of the arbitrator shall be borne equally by the parties. Should either party request a transcript of the proceedings, that party will bear the cost of the transcript. The arbitrator's decision shall be final and binding upon the parties. His/her decision must be based solely and only upon his or her interpretation of the meaning or application of the express, relevant language of the Agreement.

Should the investigation of any grievance require, in the judgment of the Administration, that an employee be released from his/her regular assignment, he/she shall be released without loss of pay or benefits for a period of time, determined by the Administration, necessary to complete said investigation.

The Board agrees not to take any reprisal against any person for his/her participation in the grievance process. The Union agrees to take no reprisals against any person because of his or her participation or refusal to participate in the grievance process.



## ARTICLE VIII

## LEAVES

### 8.1 Sick Leave

Sick leave shall be interpreted to mean leave due to illness, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, stepchildren, grandparents, grandchildren, parents-in-law, brothers-in-law, sister-in-law and legal guardians.

Teacher Aides shall be entitled to a maximum of eleven (11) days of sick leave per year. Unused sick leave days may be accumulated to a maximum of three hundred (300) days.

Any employee absent more than five (5) consecutive school days shall notify the Office of Human Resources. Certification forms will be provided to the employee for completion by a health care provider authorizing fitness to return to duty, if necessary.

During the first year of employment Teacher Aides shall accumulate sick leave as follows:

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	11	10	9	8	7	6	5	4	3	2	1(day)

## 8.2 Personal Business Leave

Teacher Aides shall be entitled to three (3) days of leave annually for matters of personal business which cannot be accomplished on non-school days. Personal business leave for newly hired Teacher Aides shall be prorated based upon the date of hire.

Application for such leave shall be made to the Administration utilizing the attendance management program at least forty-eight (48) hours prior to such leave, provided that, in cases where such notice is not practicable, application shall be made immediately upon the Teacher Aide's return to work.

Personal business absence will generally not be granted on the day before or following school vacation or holidays periods, Institute Days or during the first ten (10) or the last ten (10) days of the school term. An exception to this rule may be granted by a decision of the Superintendent (or designee). Exceptions will be granted on rare occasions at the discretion of the Superintendent based upon the following guidelines:

- A. The request must be submitted in writing to the Building Principal at least ten (10) calendar days before the date the Teacher Aide wants to use a personal business leave day. The written request must set forth detailed reason(s) for the exception.
- B. The Building Principal will bring the request to the Superintendent (or designee) who shall review the request and determine whether an exception should be approved.
- C. In the event that an emergency occurs within the ten (10) day time frame, and a Teacher Aide needs to request a "personal business leave day exception", the Teacher Aide will provide a detailed written request to the Building Principal. The Building Principal will work with the Superintendent or designee to render a more immediate decision.
- D. In making the decision whether to grant a "personal business leave day exception", the Superintendent or designee will consider the following:

No request will be approved for vacation, travel or recreational purposes or similar reasons. Determinations by the Superintendent or designee to grant or deny an exception shall not establish a practice or precedent and shall not be subject to the grievance procedure set forth in the Collective Bargaining Agreement.

- 1. The request must be for a significant one-in-a-lifetime event for which the Teacher Aide has no control over the scheduling including, but not limited to, the following examples:
- 2. Attendance at a school graduation ceremony/recognition of achievement ceremony of a Teacher Aide's child, stepchild or member of the Teacher Aide's immediate family; or
- 3. Attendance at a college graduation/recognition of achievement ceremony of a Teacher Aide, Teacher Aide's spouse, child, stepchild or member of the Teacher Aide's immediate family; or
- 4. Attendance at a military graduation ceremony or an overseas military deployment ceremony of a Teacher Aide's spouse, child, stepchild or member of the Teacher Aide's immediate family; or

5. Appearance in a court of law as a litigant when sincere but unsuccessful efforts have been made to reschedule an appearance; or
6. Attendance at a funeral (for situations not covered under the leave policy).
7. Attendance at a wedding event for family (children, grandchildren, father, mother, siblings, step-children, step-parents, step-grandparents, grandparents, aunt, uncle, cousin, niece, or nephew) or when a Teacher Assistant is a participant.
8. Religious holidays will be exempt from restricted days.

Personal business leave days shall be immediately available for use as sick leave and unused personal business leave days shall, at the end of each school year, accumulate as unused, available sick leave.

### **8.3 Family and Medical Leave**

District 88 provides Family and Medical Leave in accordance with the Family and Medical Leave Act of 1993 as amended (“FMLA”). Employees who have been employed in a full-time capacity for at least one (1) year, *and* for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. Such leave shall be unpaid unless accumulated sick or emergency/personal business leave is available to the employee.

Spouses employed by the district are jointly entitled to a *combined* total of 12 work weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption, and to care for a parent who has a serious health condition.

#### **Reasons for Leave**

All employees who meet the applicable time of service requirements may be granted family or medical leave for a period of twelve (12) weeks (during any 12-month period) for the following reasons:

- a. The birth of a child, or placement of a child with you for adoption or foster care*
- b. Your own serious health condition*
- c. Because you are needed to care for your spouse, child or parent due to his/her serious health condition*
- d. Because of a qualifying exigency arising out of the fact that your spouse, son/daughter or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves*
- e. Because you are the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness*

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. For leave reasons of birth or placement of the employee’s child, intermittent and reduced schedule are not permitted.

## **Procedure for Requesting Leave**

In all cases, an employee requesting leave must complete the "Request for Leave of Absence" application and return it to the office of Human Resources. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to the office of Human Resources as soon as the necessity for the leave arises.

In the case of a request for intermittent or reduced schedule leave, or leave for planned medical treatment, the employee shall make every reasonable effort to schedule the leave so as not to unduly disrupt the District's operations.

## **Medical Certification**

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

## **Benefits Coverage During Leave**

During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. In addition, employees will be given a copy of the formula used to calculate how his/her salary may be prorated or otherwise affected as a result of the leave.

The continuation of benefits pursuant to this policy ends on the effective date of the notification to the office of Human Resources of the employee's intent not to return to work. Benefits will also end when the employee fails to return to work on the scheduled date, unless an emergency exists preventing such a return, or if the employee exhausts his or her family and medical leave rights.

Employees who fail to return to work without good cause shown, shall be required to repay the cost of all insurance benefits provided during the leave

## **Restoration to Employment Following Leave**

An employee returning from Family and Medical Leave will be restored to his or her old position *or* to a position with equivalent benefits, pay and other terms and conditions of employment.

In the event the *Family Medical Leave Act* of 1993 as amended is repealed, then this section shall, as of the date of repeal, no longer be in force and effect.

### **8.4 General Leaves of Absence Without Pay**

Special leave of absence without pay may be approved and granted at the discretion of the Board or its designee. Such leave may be for the balance of the current school term and one (1) additional full school term. Any such leaves granted shall be of no precedential force or effect. If such leave is granted, and contingent upon the insurance carrier's continuing approval of the Teacher Aide's participation, the Teacher Aide shall be allowed to continue his/her participation in District insurance programs by paying the full cost of the premiums at the group rate.

General leave requests of ten (10) days or less shall be written on a copy of the form attached as Appendix B and submitted to the Superintendent or his/her designee who shall grant or deny the request.

General leave requests of more than ten (10) days shall be written on a copy of the form attached as Appendix B and submitted to the Board, which shall grant or deny the request.

### **8.5 Jury Duty**

An employee called for jury duty will reimburse the school district for the daily fee received for jury duty while continuing to receive regular salary from the district.

The employee may retain jury duty pay for travel, food and other expenses incurred in performance of jury duty.

### **8.6 Disability Leave**

Illinois Mutual Retirement Fund provides two types of disability benefits:

1. **Temporary** disability benefits are paid if you are unable to perform the duties of any position which might reasonably be assigned by your current IMRF employer.
2. **Total and permanent** disability benefits are paid after temporary disability benefits have expired and if you are unable to engage in any gainful activity for any employer.

An employee is eligible for temporary disability benefits if:

1. The employee has at least twelve (12) consecutive months of IMRF service credit preceding their disability.

2. The employee is unable to perform his/her job for more than 30 days.

3. The employee receives treatment for his/her disabling condition as soon as he/she stops working, and his/her physician(s) certifies his/her disability and provides evidence of his/her disability to IMRF.

Temporary disability benefits may also be available for a disability resulting from elective surgery and pregnancy. An employee may receive benefits from worker's compensation, Social Security Disability or Social Security Retirement and outside (non-IMRF) disability insurance plans in conjunction with the benefits they receive from IMRF.

If the employee's temporary disability benefits run out and they are still disabled, an investigation will be conducted by IMRF to determine the eligibility for total and permanent disability benefits.

Additional information and assistance is available by calling IMRF at (800) 275-4673.

## ARTICLE IX

## COMPENSATION AND FRINGE BENEFITS

### 9.1 Compensation

1. For the 2023-24 School Year the base salary increase will be \$1.50 per hour plus 95% percent of the CPI-U as reported for December 31, 2021, (PTELL capped at 5.0%) equivalent to 4.75%, to the base salary for 2022-2023.

For the 2024-25 School Year the base salary increase will be 90% of the CPI-U as reported for December 31, 2022, (PTELL capped at 5.0%), equivalent to 4.50% to the base salary for 2023-24.

For the 2025-26 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2023, (PTELL capped at 5.0%), to the base salary for 2024-25, with a ceiling of 4.25% and floor of 3.25%

For the 2026-27 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2023, (PTELL capped at 5.0%), to the base salary for 2024-25, with a ceiling of 4.25% and floor of 3.25%

Definition: The Consumer Price Index (CPI-U) as defined under Section 1-5 of the *Property Tax Extension Limitation Law (PTELL)*, is that which is allowed for property tax levy which is capped at a maximum of 5.0%.

2. Teacher Aides shall have added to their regular salary an additional \$350 after four (4) years of service, \$650 after eight (8) years of service, \$750 after twelve (12) years of service, \$1,150 after sixteen (16) years of service, and \$1,200 after twenty (20) years of service. A full year of service for purposes of this longevity stipend shall be calculated as of June 30. Teacher Aides hired prior to November 1 of any year shall be given credit for a full year towards the longevity stipend. Teacher Aides hired after November 1 will not receive longevity credit until the next school year.
3. No newly hired Teacher Aide will be paid a starting salary which exceeds the salary of a current Teacher Aide with similar experience (Non-Teaching License; Teaching License).

### 9.2 Overtime

1. Assigned, approved hours worked in a similar role to the normal duties of the Teacher Aide, that exceed thirty (30) hours for a 6 hour employee or thirty-five (35) hours for a 7 hour employee, but less than forty (40) hours in a work week, shall be compensated at the Teacher Aide's straight-time rate of pay.

Assigned, approved hours worked in a similar role to the normal duties of the Teacher Aide, that exceed a forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the overtime hours worked. Holidays, sick leave, and personal business/emergency leave shall not count in calculating the

work hours for purposes of paying overtime.

The Teacher Aide may elect to take either overtime pay or compensatory time off.

2. In the event overtime is required, the Administration shall solicit volunteers to fill the overtime positions. In the event no volunteers are available, or the volunteers available are unqualified, overtime may be assigned. Overtime assignments will be made on a rotational basis at each work site to Teacher Aides who normally do the work assigned. Reasonable advance notice will be given to Teacher Aides assigned overtime.
3. No more than forty (40) hours of compensatory time may be earned in a contract year. Use of compensatory time must be approved by the Teacher Aide's building administration. Compensatory time earned must be used during the contract year in which it is earned or no later than the end of the following school year. In the event that compensatory time has not been used as set forth above, the teacher aide will be paid for the time at his or her current base of pay.
4. All overtime hours worked must be submitted on a time sheet to the building administration in accordance with Business Office procedures for processing payroll. Requests for use of compensatory time off shall be submitted in writing to the building administration in accordance with Business Office procedures for processing payroll.

### **9.3 Medical Insurance**

The BOARD shall make available group medical insurance at the Teacher Aide's request. For the duration of this contract the Board shall pay for the PPO and HMO plans 85% of the single employee premium and an additional 70% of the difference between the single premium and the applicable dependent premium. The Board share will be computed as follows:

*Using as an example, a \$300 single premium and \$800 family premium.*

Single Premium =  $\$300 \times .85 = \$255$  board share and \$45 employee share.

Family Premium = \$800.  $\$800 - \$300 = \$500 \times .70 = \$350$ .  $\$255 + \$350 = \$605$  Board share for the family coverage and \$195 employee share.

Should the PPO premiums for the 2023-2024 school year increase more than 22% over the premium rates for the 2022-2023 school year, the deductible and out-of-pocket both will increase by \$100. Any premium increase of more than 22% in subsequent years will result in additional \$100 increase in the deductible.

Should the HMO premiums for the 2023-2024 school year increase more than 22% over the premium rates for the 2022-2023 school year, the office visit and emergency room co-pay will both increase by an additional \$10. Any premium increase of more than 22% in subsequent years will result in additional increases in the co-pay and emergency room care according to the rates established by the provider.



1. PPO Plan (add), HMO Blue Advantage and HMO Illinois Plans (amend) - establish three tier prescription co-pay with mail order option as fourth tier. Three tier will be \$10/\$20/\$40 for generic, formulary and brand. Mail order will be two and one-half times the monthly script cost.
2. PPO only plan change, add a fourth tier for pricing of employee + child(ren).

The new rates shall be published to Teacher Aides prior to the start of each of the above school terms, or as soon thereafter as available from the provider.

The PPO and HMO plans shall be provided through Blue Cross/Blue Shield of Illinois and the Blue Cross/Blue Shield HMO Illinois in accordance with the plans. After consultation with the Insurance Committee as provided in Section 9.6, the Board may change the provider and the plan benefits but only to providers and plans substantially equal to Blue Cross/Blue Shield and the plan summaries. Any such changes shall take effect only with at least 60 days' notice to Teacher Aides.

The Board contribution will be adjusted (increased or decreased) to match the figures in the Teachers' Contract should they change prior to the end of this Agreement.

#### **9.4 Compensation Guides**

All Teacher Aides shall be paid twice a month on the 15th and the last day of the month. If a payday is a holiday, or falls on a weekend, then said payday will be the last working day preceding such holiday or weekend. The final payday shall be nine (9) days after the last day of the contractual work year.

#### **9.5 Illinois Municipal Retirement Fund**

The required Teacher Aide's contribution to IMRF will be tax-sheltered by the Board. The Union and the Teacher Aide will defend and hold harmless the Board and its agents with respect to this payment to IMRF. If the Internal Revenue Service or a court of competent jurisdiction shall hold that the Board lacks authority to make such payments, or that such payments are not excludable from income, the Board shall promptly commence withholding federal and state taxes from such payments.

#### **9.6 Insurance Committee**

A standing committee which includes (1) Teacher Aide selected by the Union shall meet annually with the Board or its designated representatives to review the insurance program, with the purpose of reviewing and suggesting improvements, additions or revisions in the existing program.

The Insurance Committee will be advisory only, but it must be consulted and given an opportunity to review and make recommendations on any potential changes in the provider and plan benefits specified in Section 9.3 at least 180 days in advance of implementation of any such change.

#### **9.7 Worker's Compensation**

A Teacher Aide who is eligible to receive Illinois Worker's Compensation temporary disability benefits for a period of absence from employment may elect whether to take sick leave benefits or Worker's Compensation benefits during the period of disability. If the Teacher Aide elects to take a paid sick leave during the period of disability, said employee shall turn over to the District the amount of Worker's Compensation benefits received. If the Teacher Aide elects to take Worker's Compensation benefits during the period of disability, he/she shall not have any reduction of sick leave credit accrued. A Teacher Aide who has exhausted his or her sick leave accumulation shall not receive a salary and shall not be required to turn over to the School District any Worker's Compensation benefits which he/she receives.

#### **9.8 DuPage Credit Union**

Teacher Aides may request payroll deductions for savings or loans to the DuPage Credit Union. Appropriate forms for payroll deductions shall be made available in the District Business Office. Participation may begin at the time of employment or at any time during the year.

#### **9.9 Tax-Sheltered Annuity Programs**

The District will maintain a tax-sheltered annuity program that conforms to all the requirements of applicable law; Teacher Aides and/or participating annuity companies shall be solely responsible for payment of all plan administration costs. All annuity companies must follow federal rules and regulations regarding tax-sheltered annuities. The Union president shall be notified of any Third-party tax-sheltered annuity management company selected company selected by the Board to administer the tax-sheltered annuity program.

#### **9.10 Life Insurance**

Teacher Aides working a minimum of thirty (30) hours per week shall be provided with a term life insurance policy in the amount of \$50,000 per employee, such policy to be provided at Board expense. Teacher Aides actively employed beyond the age of sixty-five (65) will continue to have coverage until they retire. Once the age of seventy (70) is reached the insurance coverage will be reduced to seventy-five percent (75%) of the insured amount.

Once the age of seventy-five (75) is reached the insurance coverage will be reduced to fifty percent (50%) of the insured amount.

#### **9.11 Flex-Spending Plan**

1. The Board shall maintain a salary reduction plan which meets the requirements of Section 125 of the Internal Revenue Code and Treasury Regulations promulgated there under. If, at any time, Section 125 or related Regulations are amended, the parties shall promptly revise the plan to comply with the amendment.
2. A Teacher Aide may annually elect to participate in the salary reduction plan by choosing to receive benefits described below. The amount elected shall be deducted from the Teacher Aide's compensation. The plan year shall begin on July 1 and end on each June 30 thereafter. Prior to the beginning day of the plan year, each Teacher Aide shall, in writing, designate the dollar amount(s) elected for that year for each of

the following benefits:

- a. Premiums for group medical, dental, or other insurance, single or dependent coverage, to the extent such premiums are not paid by the Board; and/or,
  - b. Reimbursement for qualified dependent care assistance as defined and allowed under the Internal Revenue Code, up to the maximum amount allowed by law; and/or,
  - c. Reimbursement for any amount of deductibles under the group insurance described in B.1; and for any other qualified unreimbursed medical care expenses as defined and allowed under the Internal Revenue Code.
3. The amount designated may not be changed during the plan year unless there is a change in family status or other circumstances provided in Section 125 and/or Treasury Regulations promulgated there under. Any amounts designated for which valid reimbursement claims are not made on a timely basis will be forfeited and not otherwise paid to the Teacher Aide during that year or carried over to a succeeding plan year, and such amounts shall become the property of the plan. Any administrative costs relating to this plan shall be borne by the participants of the plan.
  4. The dollar total of the designated benefits elected pursuant to the plan will be deducted in equal amounts from the Teacher Aide's salary payments during the plan year.
  5. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual Teacher Aide. However, the Board shall not report any amount reduced from a Teacher Aide's salary pursuant to this plan as taxable income to any federal or state agency.

## **9.12 Tuition Reimbursement**

The Board shall provide tuition reimbursement for pre-approved college course work to all full-time Teacher Aides to the extent indicated below:

1. For college credit, the rate of reimbursement shall not exceed \$200 per credit hour.
2. Course work submitted for tuition reimbursement must be from an accredited university or its equivalent credit granting institution and must meet the following criteria:

The following guidelines will be used when evaluating courses:

- (a) Courses which are related to the professional assignment(s).
- (b) Courses that lead to additional certification or an education degree as it relates to section (a) above. Teacher Aides pursuing a Teaching License (PEL) in areas of need identified by the District shall be reimbursed up to

\$375 per credit hour. The District will identify the areas of need which will remain in place for the duration of the contract. Areas of need may be added by the District.

- (c) Courses in areas that are recommended by the District. Notification of such courses will be publicized in each faculty bulletin.
- 3. Tuition will be reimbursed after official transcripts and proof of payment have been submitted to the District Office. A grade of "C" or better, or a "pass" if a pass/fail course is offered, must be earned to qualify for tuition reimbursement.

### **9.13 Retirement Benefit**

The Board will offer the following retirement compensation benefit for qualifying Teacher Aides.

#### Eligibility Requirements

In order to qualify for this retirement benefit, a Teacher Aide must:

- a. have at least ten (10) years of continuous service with the District; AND
- b. be at least fifty-five (55) years of age on his/her effective retirement date if a Tier One IMRF employee OR at least sixty-two (62) years of age on the effective retirement date if a Tier Two IMRF employee; AND
- c. retire under circumstances which will not result in a penalty to the Board or require the Board's payment of any additional or one time contribution to IMRF; AND
- d. retire no later than June 30, 2029; AND
- e. submit an irrevocable notice of intent to retire to the Board no later than May 1 of the school year prior to the school year in which the Teacher Aide receives his/her first six percent (6%) base salary increase, with the expectation to retire at the end of a school year.\*

#### Notification Requirements

All notices of intent to retire shall be received by the conclusion of this contract and include the employee's specific retirement date, no later than two (2) years after the expiration of this agreement.

The Board shall approve all timely, written notices of intent to retire by no later than June 1 of each school year. The notice requirement will be waived if an eligible Teacher Aide becomes unable to fulfill the required May 1 notice. The Teacher Aide will be required to supply the district with a doctor's authorization verifying that the Teacher Aide is unable to continue working.

#### Retirement Benefit

- a. A qualifying Teacher Aide whose notice of intent to retire is approved shall receive an hourly wage increase equal to six percent (6%) over the prior year's hourly wage for up to two (2) years prior to the approved retirement date, beginning the year after his/her notice of intent to retire is approved by the Board. Hourly wage for calculation purposes is inclusive of longevity pay.

- b. Additionally, the Teacher Aide shall receive a lump sum payment during the second (2<sup>nd</sup>) calendar month following the Teacher Aides' retirement date. The lump sum payment is calculated by deducting the total dollar amount of the six percent (6%) hourly wage increases for up to the final two (2) years of employment from the total dollar amount listed below, based on years of service (including your final year).

10-14 years = \$3,000  
15-19 years = \$5,000  
20-24 years = \$7,000  
25 + years = \$10,000

- 1) Any unused compensatory time at time of retirement will be paid to the Teacher Aide during the second (2<sup>nd</sup>) calendar month following the Teacher Aide's retirement date.
- 2) Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit.
- 3) Teacher Aides who received IMRF retirement or disability benefits shall be entitled to continue their participation in the District medical insurance plan as provided in 215 ILCS 5/367j at full cost to the Teacher Aide.

Teacher Aides who do not receive IMRF retirement or disability benefits shall be entitled to continue participation in the District medical insurance plan, at full cost to the Teacher Aide, until the Teacher Aide reaches age sixty-five (65) or is Medicare eligible.

All Teacher Aides shall be entitled to continue their participation in the District dental or life insurance plan, at full cost to the Teacher Aide, until the Teacher Aide reaches age sixty-five (65) or is Medicare eligible.

The retirement benefit set forth in this subsection is inclusive of all payouts to the Teacher Aide due to retirement. Any wage increases will be contingent upon the Teacher Aide continuing to work in the same or comparable position and work schedule during the final year of employment before retirement.

Retirement by	Notification by	6% Retirement Payouts Begin during School Year	Balance of Lump Sum Payout Received
June 30, 2026	May 1, 2024	2024-2025 SY	August, 2026
June 30, 2027	May 1, 2025	2025-2026 SY	August, 2027
June 30, 2028	May 1, 2026	2026-2027 SY	August, 2028
June 30, 2029	May 1, 2027	2027-2028 SY	August, 2029

#### **9.14 Bilingual Incentive Program (in any language as determined by the District)**

##### **Option #1 Alta Testing**

###### **Speaking and Interpreting:**

Employees who are able to pass the ALTA Listening/Speaking Test at ALTA Level 9/ILR 3 or higher shall receive an annual stipend amount of two hundred fifty dollars (\$250). For those who achieve this proficiency, and proceed to pass the ALTA Interpreting test at Level 10/ILR3+ or higher, the annual stipend would increase to five hundred dollars (\$500).

###### **Writing and Translating:**

Employees who are able to pass the ALTA Writing Test at ALTA Level 9/ILR 3 or higher shall receive an annual stipend of two hundred fifty dollars (\$250). For those who achieve this proficiency, and proceed to pass the ALTA Translating Test at ALTA Level 10/ILR 3+ or higher, the annual stipend would increase to five hundred dollars (\$500).

##### **Option #2-passing score on the Language Proficiency Test through the Illinois Licensure Testing System (ILTS) (\$1,000)**

The maximum annual stipend achievable would be one thousand dollars (\$1,000). The District will reimburse the employee for the cost of the exam after achieving certification as described above.

Employees may interpret outside the scope of his/her duties with permission from their supervisor(s). If interpreting during compensated work time, employees shall receive either their hourly rate or the faculty help rate outlined in the teacher Collective Bargaining Agreement, whichever is higher. Employees will have the option to make up the time after work hours for comp time or for hourly compensation based on their straight-time rate and/or overtime, if applicable.

## **ARTICLE X            EFFECT OF AGREEMENT**

### **10.1    Severability**

If any provision of the Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional, illegal, void or otherwise unenforceable, all other provisions of this Agreement shall remain in full force for the duration of this Agreement.

### **10.2    Implementation**

The Union's representatives and the Board's representatives shall meet within a reasonable time following the request of either group for the purpose of carrying out the provisions of this Agreement.

### **10.3    Contract Distribution**

The Board agrees to distribute copies of the completed contract within a reasonable time following ratification of the Agreement. Expenses of printing and distributing the Agreement shall be borne by the Board.

### **10.4    Contract Supremacy**

The Agreement and all of its provisions are policy of the Board and supersede all contrary previously effective policy.

### **10.5    No Strike**

During the term of this Agreement, the Union agrees not to strike or engage in any concerted activity which would result in a withholding of services, slow down, or disruption of the business of the Board.

### **10.6    Duration**

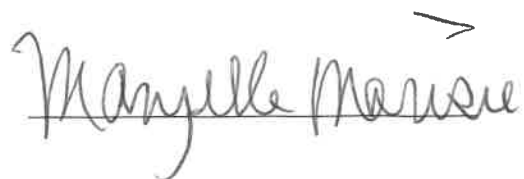
This Agreement shall be in effect from July 1, 2023 through June 30, 2027.

IN WITNESS WHEREOF, the parties have caused these present to be signed by their Presidents and attested by their Secretaries this 22nd day of May with no changes from the tentative agreement reached April 20, 2023.

The Board of Education  
DuPage High School District No. 88  
DuPage County, Illinois



D88 Teacher Aides Council  
Local 571, American Federation  
of Teachers



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# GRIEVANCE FORM

Appendix A

DUPAGE HIGH SCHOOL  
TEACHER AIDE  
GRIEVANCE FORM  
APPENDIX A

NAME \_\_\_\_\_ DATE FILED \_\_\_\_\_

ARTICLE AND SECTION OF THE CONTRACT VIOLATED:

\_\_\_\_\_  
\_\_\_\_\_

DATE OF ALLEGED VIOLATION: \_\_\_\_\_

FACTUAL BACKGROUND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

STATEMENT OF ISSUE:

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\_\_\_\_\_

REMEDY REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRIEVANT'S SIGNATURE \_\_\_\_\_

GRIEVANCE REPRESENTATIVE \_\_\_\_\_