

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

DATE: March 4, 2015

| Received From   | Request  | Received Request | Date Replied | Responded w/in required deadline | How response was sent |
|---|--|------------------|--------------|----------------------------------|-----------------------|
| Flowers, Kathleen   | <ul style="list-style-type: none"><li>• requests, approvals, and denials for evaluations by outside providers related to special education eligibility and services by Glenbrook District 225 from 2012-present? Also,</li><li>• a record of all cooperative day placements and private therapeutic placements for special education students divided by disability category by Glenbrook District 225 from 2012-present?</li><li>• public records relating to or regarding Glenbrook District 225's status as failing to make AYP including ISBE recommendations, supports, and services resulting from this status from 2010- present, plus finally</li><li>• complaints, due process requests, or other correspondence by ISBE regarding or relating to concerns about special ed programming or safety at any Glenbrook District 225 schools and the results of those proceedings?</li></ul> | 02.05.15         | 02.20.15     | Yes                              | email                 |
| The responsive documents are voluminous and may be viewed upon request. |  |                  |              |                                  |                       |
| Drews, Katie  | <ul style="list-style-type: none"><li>• The total amount of TRS creditable earnings for the superintendent for the 2013-'14 school year.</li><li>• The total amount of TRS retirement fund contributions paid for by the school district for the superintendent in the 2013-'14 school year.</li><li>• The total amount of TRS health insurance contributions to the Teachers' Health Insurance Security Fund paid for by the school district for the superintendent in the 2013-'14 school year.</li></ul>  | 02.13.15         | 02.20.15     | Yes                              | email                 |
| The responsive documents are available on line.                         |  |                  |              |                                  |                       |

| Received From                                   | Request  | Received Request | Date Replied | Responded w/in required deadline | How response was sent |
|---|--|------------------|--------------|----------------------------------|-----------------------|
| Jesse, Karen                                    | <ul style="list-style-type: none"> <li>• Copies of contracts for all insect and vertebrate pest control work performed and/or contracted for all District 225 facilities.</li> <li>• Copies of RFPs/RFQs/RFIs associated with insect and vertebrate pest control work performed and/or contracted for all District 225 facilities.</li> <li>• Any invoices for ongoing pest control work with pricing below the level required for formal contracts.</li> <li>• Should contracts or proposals for pest control not be required by the school district, please provide information about any long-standing service agreements and/or a vendor payment history for pest control services between 2005 and 2015.</li> </ul> | 02.23.15         | 02.27.15     | Yes                              | email                 |
| The responsive documents are available on line. |  |                  |              |                                  |                       |
| Mlynarek, Ursula                                | <p>(1) Wage and Salary Schedule including starting rate, rate after six years and rate after 15 years.</p> <p>(2) Collective Bargaining Agreement</p>  | 02.25.15         | 02.26.15     | Yes                              | email                 |
| The responsive documents are available on line. |  |                  |              |                                  |                       |



Elaine Geallis <egeallis@glenbrook225.org>

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## FOIA.Drews.02.13.15

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Fri, Feb 20, 2015 at 8:52 AM

To: kdrews@bettergov.org

Bcc: egeallis@glenbrook225.org

Dear Ms. Drews,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/13/15 we received your request for the following information:

- The total amount of TRS creditable earnings for the superintendent for the 2013-'14 school year.
- The total amount of TRS retirement fund contributions paid for by the school district for the superintendent in the 2013-'14 school year.
- The total amount of TRS health insurance contributions to the Teachers' Health Insurance Security Fund paid for by the school district for the superintendent in the 2013-'14 school year.

**District response:**

2013-14 creditable earnings = \$255,000

2013-14 Board Paid Employee TRS Contributions = \$24,000

2013-14 Board Paid Employer TRS Contributions = \$1,479

2013-14 Board Paid Employee THIS Contributions = \$2,425

2013-14 Board Paid Employer THIS Contributions = \$1,836

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026



Elaine Geallis <[egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)>

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## Re: Pest Control FOIA Request

1 message

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**Rosanne Marie Williamson** <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>

Fri, Feb 27, 2015 at 10:58 AM

To: Karen Jesse <[karenjesse8@yahoo.com](mailto:karenjesse8@yahoo.com)>

Bcc: [egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)

Dear Ms. Jesse,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/23/15 we received your request for the following information:

- Copies of contracts for all insect and vertebrate pest control work performed and/or contracted for all District 225 facilities.

**District response: Please see attached contract.**

- Copies of RFPs/RFQs/RFIs associated with insect and vertebrate pest control work performed and/or contracted for all District 225 facilities.

**District response: N/A**

- Any invoices for ongoing pest control work with pricing below the level required for formal contracts.

**District response: N/A**

- Should contracts or proposals for pest control not be required by the school district, please provide information about any long-standing service agreements and/or a vendor payment history for pest control services between 2005 and 2015.

**District response: N/A**

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Mon, Feb 23, 2015 at 12:24 PM, 'Karen Jesse' via FOIA <[Foia@glenbrook225.org](mailto:Foia@glenbrook225.org)> wrote:

Dear Dr. Williamson,

Attached, please find my formal FOIA request for pest control services for Illinois School District 225. Should you need any other information, please contact me via email or via phone at (847) 903-8085. Thank you for your time and consideration.

ACCOUNT NO: 135644

Tech: \_\_\_\_\_

Grid/Zip: \_\_\_\_\_



Main Office  
501 West Lake Street, Suite 204  
Evanston, Illinois 60126  
Tel: 630-834-3300  
Fax: 630-834-9298  
www.AndersonPestSolutions.com

**THE NATURAL CHOICE® COMMERCIAL**

ANDERSON PEST SOLUTIONS, (Hereinafter referred to as Anderson) agrees to provide pest control service by application of control measures performed on the described premises.

Unless otherwise indicated, THIS AGREEMENT IS FOR ONE YEAR, and shall continue thereafter, on a month to month basis subject to cancellation by either party on written notice at least 30 days before the next scheduled service.

This agreement covers only the pests and services specified below. Should the customer request treatments for pests other than these specified below, additional charges will be made for the extra service.

It is further agreed that the premises shall be made available for inspection and treatments by Anderson as often as necessary to control the specified pests during the duration of this agreement.

This agreement does not guarantee against present or future pest damage to building or contents, or provide repairs or compensation thereafter. Terms on the reverse side form a part of this agreement.

THIS AGREEMENT COVERS ONLY THE PREMISES, PESTS, AND SERVICES SPECIFIED BELOW:  
(Please Print Clearly)

Bill To Name 1 Glenbrook District 225

Bill To Name 2 \_\_\_\_\_

Street 1835 Landwehr Rd

City Glenview State IL Zip 60026

Phone 847-486-5752 Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email vpalmer@glenbrook225.org

**INITIAL SERVICES & EQUIPMENT DETAIL:**

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

|                                   |       |
|-----------------------------------|-------|
| Interior Permanent Rodent Control | _____ |
| Exterior Permanent Rodent Control | _____ |
| Insect Light Trap                 | _____ |
| Cleanze (Quarts)                  | _____ |
| Floor Fans                        | _____ |

Initial Services & Equipment \$ \_\_\_\_\_

**REGULAR PREVENTATIVE SERVICE:**

Service Schedule per Year:  12  24  52 Other: \_\_\_\_\_

Preventative Service Begins: \_\_\_\_\_

Monthly Service Investment \$ 70.00

Natural Choice® Commercial Provides protection from these most common pests:

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <input type="radio"/> Roaches      | <input type="radio"/> Millipedes      |
| <input type="radio"/> Ants         | <input type="radio"/> Centipedes      |
| <input type="radio"/> Fruit Flies  | <input type="radio"/> Ground Beetles  |
| <input type="radio"/> Silverfish   | <input type="radio"/> Crickets        |
| <input type="radio"/> Wasps / Bees | <input type="radio"/> Sow & Pill bugs |
| <input type="radio"/> Spiders      | <input type="radio"/> Mice & Rats     |

ADDITIONAL PESTS & SERVICES Available at an additional charge:

|                                      |   |
|--------------------------------------|---|
| <input type="radio"/> Lady Beetles   | <input type="radio"/> Stored Product Pest |
| <input type="radio"/> Boxelder Bug   | <input type="radio"/> Cluster Flies       |
| <input type="radio"/> Birds          | <input type="radio"/> House / Flth Fly    |
| <input type="radio"/> Fumigation     | <input type="radio"/> Insect Light Trap   |
| <input type="radio"/> Drain Cleaning | <input type="radio"/> Exterior Barrier    |
|                                      | <input type="radio"/> _____               |

**PREVENTATIVE SERVICE DESCRIPTION:**

monthly service for crawling insect and rodent control

2x annual barrier \$125.00

Contact Name: Mike Service Time: \_\_\_\_\_

**SERVICE ADDRESS:**

(if different than the "Bill To" address)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**ACCOUNT TYPE:**

|                                       |  |   |
|---------------------------------------|--|---|
| <input type="radio"/> Industrial      | <input type="radio"/> Multi Unit Housing             | <input checked="" type="radio"/> Logbook                  |
| <input type="radio"/> Food Retail     | <input type="radio"/> Office / Retail                | <input checked="" type="radio"/> Electronic Documentation |
| <input type="radio"/> Food / Drug Mfg | <input type="radio"/> Food Service                   | <input type="radio"/> Scheduled QC                        |
| <input type="radio"/> Healthcare      | <input checked="" type="radio"/> School / Child Care | <input type="radio"/> Audited By                          |
| <input type="radio"/> Hospitality     |  |   |

**PAYMENT METHOD:**

TECHNICIANS DO NOT ACCEPT CASH OR CHECKS AT TIME OF SERVICE

CREDIT CARD  Visa  MasterCard  
(automatic monthly debit)  American Express  Discover

Name on card \_\_\_\_\_

Account # \_\_\_\_\_

Expiration (mm/yy) \_\_\_\_\_

INVOICE FIRST OF THE MONTH. Net 30 days. Taxable:  Yes  No  
Tax Exempt# \_\_\_\_\_

X Neil Krummel  
Customer Acceptance Date

Neil Krummel 2015  
ANDERSON Rep. & No. Date

Neil Krummel 2015  
ANDERSON Sales Manager Date

|                                  |                                |                                      |                                      |
|----------------------------------|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Billboards | <input type="radio"/> Vehicles | <input type="radio"/> Yellow Pages   | <input type="radio"/> Radio          |
| <input type="radio"/> Internet   | <input type="radio"/> Referred | <input type="radio"/> Self Generated | <input type="radio"/> Prior Customer |

### ANDERSON'S Responsibility:

- Under this agreement include all materials and first class workmanship.
- Monthly service fees do not include products such as rodent and fly control devices.
1. We are authorized and directed to use on or about the premise such material and compounds, deemed necessary, in accordance with labels, specifications and conform to Federal, State and local laws.
  2. Communicate pest conducive conditions, including sanitation and structural elements, requiring corrective action by the client.
  3. Suspend monthly service under this agreement if for any reason it becomes impossible to provide service, due to causes beyond our control (strikes, accidents, delays of carrier and any and all unavoidable delays), and continue invoicing when service resumes, and such temporary discontinuation of service in no way breaches this agreement.
  4. Maintain proper regulatory certification, licenses and compliances as well as necessary liability insurance coverage.
  5. Give notice of changes in fees, in writing, at least 10 days in advance. Charge no greater than 1.8% per month on outstanding balances over 30 days past due.
  6. Anderson's liability is specifically limited to the labor and products necessary to reduce and eliminate pest populations.

### Clients's Responsibility:

1. Become a "Partner" in providing pest control measures including: providing ready access to premises, including parking, maintaining appropriate sanitation levels, and making requested structural corrections and modifications in order to control pest populations. If the client does not make such modifications, satisfactory results cannot be assured and the satisfaction guarantee below shall be terminated and cancelled.
2. After receiving an invoice, make payment in full within thirty (30) days. Client agrees to pay any cost of collection including but not limited to court costs and attorney fees.
3. Remit \$25 for each returned check and 1.8% per month on all balances due over 30 days.
4. The client agrees that this agreement does not guarantee against present or future consequential pest damage to building, contents or person and specifically releases Anderson from providing repairs or compensation thereafter. Under no circumstances will Anderson be responsible for any damage, injury, disease or illness caused or allegedly caused by fungus, mold allergens, bites, stings or contamination of bed bugs or any other insects, spiders, rodents, or beetles.
5. The client agrees that Anderson will not be responsible for any and all damage caused by Wood Destroying Insects or organisms.

### Satisfaction Guaranteed

Anderson guarantees your satisfaction. As our client, if you are not satisfied with our services, we will return to your business and diligently work to solve the problem. If the pest problem is not solved to your satisfaction, we will keep working until you are completely satisfied or we will refund your last regular service payment.

ACCOUNT NO: 21400006

Tech: \_\_\_\_\_

Grid/Zip: \_\_\_\_\_



Main Office  
501 West Lake Street, Suite 204  
Elmhurst, Illinois 60126  
Tel: 630-834-3300  
Fax: 630-834-9298  
www.AndersonPestSolutions.com

**THE NATURAL CHOICE® COMMERCIAL**

ANDERSON PEST SOLUTIONS, (Hereinafter referred to as Anderson) agrees to provide pest control service by application of control measures performed on the described premises.

Unless otherwise indicated, THIS AGREEMENT IS FOR ONE YEAR, and shall continue thereafter, on a month to month basis subject to cancellation by either party on written notice at least 30 days before the next scheduled service.

This agreement covers only the pests and services specified below. Should the customer request treatments for pests other than those specified below, additional charges will be made for the extra service.

It is further agreed that the premises shall be made available for inspection and treatments by Anderson as often as necessary to control the specified pests during the duration of this agreement.

This agreement does not guarantee against present or future pest damage to building or contents, or provide repairs or compensation thereafter. Terms on the reverse side form a part of this agreement.

THIS AGREEMENT COVERS ONLY THE PREMISES, PESTS, AND SERVICES SPECIFIED BELOW: (Please Print Clearly)

Bill To Name 1 Glenbrook South High School

Bill To Name 2 \_\_\_\_\_

Street 4000 W Lake St

City Glenview State IL Zip 60026

Phone 847-998-6100 Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email adelapaz@glenbrook.k12.il.us

**INITIAL SERVICES & EQUIPMENT DETAIL:**

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

- Interior Permanent Rodent Control \_\_\_\_\_
- Exterior Permanent Rodent Control \_\_\_\_\_
- Insect Light Trap \_\_\_\_\_
- Cleanze (Quarts) \_\_\_\_\_
- Floor Fans \_\_\_\_\_

Initial Services & Equipment \$ \_\_\_\_\_

**SERVICE ADDRESS:**

(if different than the "Bill To" address)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**ACCOUNT TYPE:**

- Industrial
- Food Retail
- Food / Drug Mfg
- Healthcare
- Hospitality
- Multi Unit Housing
- Office / Retail
- Food Service
- School / Child Care
- Logbook
- Electronic Documentation
- Scheduled QC
- Audited By \_\_\_\_\_

**PAYMENT METHOD:**

TECHNICIANS DO NOT ACCEPT CASH OR CHECKS AT TIME OF SERVICE

- CREDIT CARD (automatic monthly debit)
- Visa
- MasterCard
- American Express
- Discover

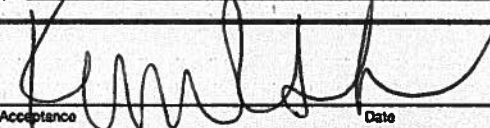
Name on card \_\_\_\_\_

Account # \_\_\_\_\_

Expiration (mm/yy) \_\_\_\_\_

INVOICE FIRST OF THE MONTH. Net 30 days. Taxable:  Yes  No

Tax Exempt# \_\_\_\_\_

X  Date \_\_\_\_\_

Neil Krummel  2015  
ANDERSON Rep. & No. Date

Neil Krummel  2015  
ANDERSON Sales Manager Date

**REGULAR PREVENTATIVE SERVICE:**

Service Schedule per Year:  12  24  52 Other: \_\_\_\_\_

Preventative Service Begins: \_\_\_\_\_

Monthly Service Investment \$ 198.50

- Natural Choice® Commercial**  
Provides protection from these most common pests:
- Roaches
  - Ants
  - Fruit Flies
  - Silverfish
  - Wasps / Bees
  - Spiders
  - Millipedes
  - Centipedes
  - Ground Beetles
  - Crickets
  - Sow & Pill bugs
  - Mice & Rats

- ADDITIONAL PESTS & SERVICES**  
Available at an additional charge:
- Lady Beetles
  - Boxelder Bug
  - Birds
  - Fumigation
  - Drain Cleaning
  - Stored Product Pest
  - Cluster Flies
  - House / Flth Fly
  - Insect Light Trap
  - Exterior Barrier

**PREVENTATIVE SERVICE DESCRIPTION:**

2x monthly service for crawling insect and rodent control

Wasp proofing during August-October \$189.47/mo

Contact Name: Mike Service Time: \_\_\_\_\_

- Billboards
- Internet
- Vehicles
- Referred
- Yellow Pages
- Self Generated
- Radio
- Prior Customer



Unless otherwise indicated, this agreement remains in effect for one year and shall continue thereafter, on a month-to-month basis until terminated by either party upon 30 day's written notice. This proposal, its fees and related services remain in effect for a period of 30 days. If the proposal is not accepted by the client within 30 days, fees and structure may change. This agreement shall be subject to the following terms and conditions:

**ANDERSON'S Responsibility:**

1. Prices under this agreement include all materials and first class workmanship. Monthly service fees do not include products such as rodent and fly control devices.
2. We are authorized and directed to use on or about the premise such material and compounds, deemed necessary, in accordance with labels, specifications and conform to Federal, State and local laws.
3. Communicate pest conducive conditions, including sanitation and structural elements, requiring corrective action by the client.
4. Suspend monthly service under this agreement if for any reason it becomes impossible to provide service, due to causes beyond our control (strikes, accidents, delays of carrier and any and all unavoidable delays), and continue invoicing when service resumes, and such temporary discontinuation of service in no way breaches this agreement.
5. Maintain proper regulatory certification, licenses and compliances as well as necessary liability insurance coverage.
6. Give notice of changes in fees, in writing, at least 10 days in advance. Charge no greater than 1.8% permonth on outstanding balances over 30 days past due.
7. Anderson's liability is specifically limited to the labor and products necessary to reduce and eliminate pest populations.

**Clients's Responsibility:**

1. Become a "Partner" in providing pest control measures including: providing ready access to premises, including parking, maintaining appropriate sanitation levels, and making requested structural corrections and modifications in order to control pest populations. If the client does not make such modifications, satisfactory results cannot be assured and the satisfaction guarantee below shall be terminated and cancelled.
2. After receiving an invoice, make payment in full within thirty (30) days. Client agrees to pay any cost of collection including but not limited to court costs and attorney fees.
3. Remit \$25 for each returned check and 1.8% per month on all balances due over 30 days.
4. The client agrees that this agreement does not guarantee against present or future consequential pest damage to building, contents or person and specifically releases Anderson from providing repairs or compensation thereafter. Under no circumstances will Anderson be responsible for any damage, injury, disease or illness caused or allegedly caused by fungus, mold allergens, bites, stings or contamination of bed bugs or any other insects, spiders, rodents, or beetles.
5. The client agrees that Anderson will not be responsible for any and all damage caused by Wood Destroying Insects or organisms.

**Satisfaction Guaranteed**

Anderson guarantees your satisfaction. As our client, if you are not satisfied with our services, we will return to your business and diligently work to solve the problem. If the pest problem is not solved to your satisfaction, we will keep working until you are completely satisfied or we will refund your last regular service payment.



ACCOUNT NO: 127248

Tech: \_\_\_\_\_

Grid/Zip: \_\_\_\_\_



Main Office  
501 West Lake Street, Suite 204  
Elmhurst, Illinois 60126  
Tel: 630-834-3300  
Fax: 630-834-9298  
www.AndersonPestSolutions.com

**THE NATURAL CHOICE® COMMERCIAL**

ANDERSON PEST SOLUTIONS, (Hereinafter referred to as Anderson) agrees to provide pest control service by application of control measures performed on the described premises.

Unless otherwise indicated, THIS AGREEMENT IS FOR ONE YEAR, and shall continue thereafter, on a month to month basis subject to cancellation by either party on written notice at least 30 days before the next scheduled service.

This agreement covers only the pests and services specified below. Should the customer request treatments for pests other than these specified below, additional charges will be made for the extra service.

It is further agreed that the premises shall be made available for inspection and treatments by Anderson as often as necessary to control the specified pests during the duration of this agreement.

This agreement does not guarantee against present or future pest damage to building or contents, or provide repairs or compensation thereafter. Terms on the reverse side form a part of this agreement.

THIS AGREEMENT COVERS ONLY THE PREMISES, PESTS, AND SERVICES SPECIFIED BELOW:  
(Please Print Clearly)

Bill To Name 1 Glenbrook Schools - Admin Office

Bill To Name 2 Attn: Dist 225

Street 3801 W Lake Ave #200

City Glenview State IL Zip 60026

Phone 847-486-4729 Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email vpalmer@glenbrook225.org

**INITIAL SERVICES & EQUIPMENT DETAIL:**

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

|                                   |       |
|-----------------------------------|-------|
| Interior Permanent Rodent Control | _____ |
| Exterior Permanent Rodent Control | _____ |
| Insect Light Trap                 | _____ |
| Cleanze (Quarts)                  | _____ |
| Floor Fans                        | _____ |

Initial Services & Equipment \$ \_\_\_\_\_

**SERVICE ADDRESS:**

(If different than the "Bill To" address)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**ACCOUNT TYPE:**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="radio"/> Industrial      | <input type="radio"/> Multi Unit Housing             | <input type="radio"/> Logbook                             |
| <input type="radio"/> Food Retail     | <input type="radio"/> Office / Retail                | <input checked="" type="radio"/> Electronic Documentation |
| <input type="radio"/> Food / Drug Mfg | <input type="radio"/> Food Service                   | <input type="radio"/> Scheduled QC                        |
| <input type="radio"/> Healthcare      | <input checked="" type="radio"/> School / Child Care | <input type="radio"/> Audited By                          |
| <input type="radio"/> Hospitality     |  |   |

**PAYMENT METHOD:**

TECHNICIANS DO NOT ACCEPT CASH OR CHECKS AT TIME OF SERVICE

- CREDIT CARD       Visa       MasterCard  
(automatic monthly debit)       American Express       Discover

Name on card \_\_\_\_\_

Account # \_\_\_\_\_

Expiration (mm/yy) \_\_\_\_\_

INVOICE FIRST OF THE MONTH. Net 30 days. Taxable:  Yes  No

Tax Exempt# \_\_\_\_\_

X  
Customer Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Neil Krummel \_\_\_\_\_ 2015

ANDERSON Rep. & No. \_\_\_\_\_ Date \_\_\_\_\_

Neil Krummel \_\_\_\_\_ 2015

ANDERSON Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

- |                                  |                                |                                      |                                      |
|----------------------------------|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Billboards | <input type="radio"/> Vehicles | <input type="radio"/> Yellow Pages   | <input type="radio"/> Radio          |
| <input type="radio"/> Internet   | <input type="radio"/> Referred | <input type="radio"/> Self Generated | <input type="radio"/> Prior Customer |

**REGULAR PREVENTATIVE SERVICE:**

Service Schedule per Year:  12  24  52 Other: \_\_\_\_\_

Preventative Service Begins: \_\_\_\_\_

Monthly Service Investment \$ 55.00

**Natural Choice® Commercial**  
Provides protection from these most common pests:

|   |  |
|---|--|
| <input checked="" type="radio"/> Roaches      | <input checked="" type="radio"/> Millipedes      |
| <input checked="" type="radio"/> Ants         | <input checked="" type="radio"/> Centipedes      |
| <input checked="" type="radio"/> Fruit Flies  | <input checked="" type="radio"/> Ground Beetles  |
| <input checked="" type="radio"/> Silverfish   | <input checked="" type="radio"/> Crickets        |
| <input checked="" type="radio"/> Wasps / Bees | <input checked="" type="radio"/> Sow & Pill bugs |
| <input checked="" type="radio"/> Spiders      | <input checked="" type="radio"/> Mice & Rats     |

**ADDITIONAL PESTS & SERVICES**  
Available at an additional charge:

|                                      |   |
|--------------------------------------|---|
| <input type="radio"/> Lady Beetles   | <input type="radio"/> Stored Product Pest |
| <input type="radio"/> Boxelder Bug   | <input type="radio"/> Cluster Flies       |
| <input type="radio"/> Birds          | <input type="radio"/> House / Flth Fly    |
| <input type="radio"/> Fumigation     | <input type="radio"/> Insect Light Trap   |
| <input type="radio"/> Drain Cleaning | <input type="radio"/> Exterior Barrier    |
| <input type="radio"/>                | <input type="radio"/>                     |

**PREVENTATIVE SERVICE DESCRIPTION:**

monthly service for crawling insect and rodent control  
annual barrier \$100.00

Contact Name: Mike Service Time: \_\_\_\_\_



Unless otherwise indicated, this agreement remains in effect for one year and shall continue thereafter, on a month to month basis until terminated by either party upon 30 day's written notice. This proposal, its fees and related services remain in effect for a period of 30 days. If the proposal is not accepted by the client within 30 days, fees and structure may change. This agreement shall be subject to the following terms and conditions:

**ANDERSON'S Responsibility:**

1. Prices under this agreement include all materials and first class workmanship. Monthly service fees do not include products such as rodent and fly control devices.
2. We are authorized and directed to use on or about the premise such material and compounds, deemed necessary, in accordance with labels, specifications and conform to Federal, State and local laws.
3. Communicate pest conducive conditions, including sanitation and structural elements, requiring corrective action by the client.
4. Suspend monthly service under this agreement if for any reason it becomes impossible to provide service, due to causes beyond our control (strikes, accidents, delays of carrier and any and all unavoidable delays), and continue invoicing when service resumes, and such temporary discontinuation of service in no way breaches this agreement.
5. Maintain proper regulatory certification, licenses and compliances as well as necessary liability insurance coverage.
6. Give notice of changes in fees, in writing, at least 10 days in advance. Charge no greater than 1.8% per month on outstanding balances over 30 days past due.
7. Anderson's liability is specifically limited to the labor and products necessary to reduce and eliminate pest populations.

**Clients's Responsibility:**

1. Become a "Partner" in providing pest control measures including: providing ready access to premises, including parking, maintaining appropriate sanitation levels, and making requested structural corrections and modifications in order to control pest populations. If the client does not make such modifications, satisfactory results cannot be assured and the satisfaction guarantee below shall be terminated and cancelled.
2. After receiving an invoice, make payment in full within thirty (30) days. Client agrees to pay any cost of collection including but not limited to court costs and attorney fees.
3. Remit \$25 for each returned check and 1.8% per month on all balances due over 30 days.
4. The client agrees that this agreement does not guarantee against present or future consequential pest damage to building, contents or person and specifically releases Anderson from providing repairs or compensation thereafter. Under no circumstances will Anderson be responsible for any damage, injury, disease or illness caused or allegedly caused by fungus, mold allergens, bites, stings or contamination of bed bugs or any other insects, spiders, rodents, or beetles.
5. The client agrees that Anderson will not be responsible for any and all damage caused by Wood Destroying Insects or organisms.

**Satisfaction Guaranteed**

Anderson guarantees your satisfaction. As our client, if you are not satisfied with our services, we will return to your business and diligently work to solve the problem. If the pest problem is not solved to your satisfaction, we will keep working until you are completely satisfied or we will refund your last regular service payment.

ACCOUNT NO: 21400032

Tech: \_\_\_\_\_

Grid/Zip: \_\_\_\_\_



Main Office  
501 West Lake Street, Suite 204  
Elmhurst, Illinois 60126  
Tel: 630-834-3300  
Fax: 630-834-9298  
www.AndersonPestSolutions.com

**THE NATURAL CHOICE® COMMERCIAL**

ANDERSON PEST SOLUTIONS, (Hereinafter referred to as Anderson) agrees to provide pest control service by application of control measures performed on the described premises.

Unless otherwise indicated, THIS AGREEMENT IS FOR ONE YEAR, and shall continue thereafter, on a month to month basis subject to cancellation by either party on written notice at least 30 days before the next scheduled service.

This agreement covers only the pests and services specified below. Should the customer request treatments for pests other than these specified below, additional charges will be made for the extra service.

It is further agreed that the premises shall be made available for inspection and treatments by Anderson as often as necessary to control the specified pests during the duration of this agreement.

This agreement does not guarantee against present or future pest damage to building or contents, or provide repairs or compensation thereafter. Terms on the reverse side form a part of this agreement.

THIS AGREEMENT COVERS ONLY THE PREMISES, PESTS, AND SERVICES SPECIFIED BELOW:  
(Please Print Clearly)

Bill To Name 1 Glenbrook North High School

Bill To Name 2 District 225

Street 2300 Shermer Rd

City Northbrook State IL Zip 60062

Phone 847-509-2585 Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email adelapaz@glenbrook.k12.il.us

**INITIAL SERVICES & EQUIPMENT DETAIL:**

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

|                                   |       |
|-----------------------------------|-------|
| Interior Permanent Rodent Control | _____ |
| Exterior Permanent Rodent Control | _____ |
| Insect Light Trap                 | _____ |
| Cleanze (Quarts)                  | _____ |
| Floor Fans                        | _____ |

Initial Services & Equipment \$ \_\_\_\_\_

**REGULAR PREVENTATIVE SERVICE:**

Service Schedule per Year:  12  24  52 Other: \_\_\_\_\_

Preventative Service Begins: \_\_\_\_\_

Monthly Service Investment \$ 198.50

**Natural Choice® Commercial**  
Provides protection from these most common pests:

|   |  |
|---|--|
| <input checked="" type="radio"/> Roaches      | <input checked="" type="radio"/> Millipedes      |
| <input checked="" type="radio"/> Ants         | <input checked="" type="radio"/> Centipedes      |
| <input checked="" type="radio"/> Fruit Flies  | <input checked="" type="radio"/> Ground Beetles  |
| <input checked="" type="radio"/> Silverfish   | <input checked="" type="radio"/> Crickets        |
| <input checked="" type="radio"/> Wasps / Bees | <input checked="" type="radio"/> Sow & Pill bugs |
| <input checked="" type="radio"/> Spiders      | <input checked="" type="radio"/> Mice & Rats     |

**ADDITIONAL PESTS & SERVICES**  
Available at an additional charge:

|                                      |   |
|--------------------------------------|---|
| <input type="radio"/> Lady Beetles   | <input type="radio"/> Stored Product Pest |
| <input type="radio"/> Boxelder Bug   | <input type="radio"/> Cluster Flies       |
| <input type="radio"/> Birds          | <input type="radio"/> House / Fifth Fly   |
| <input type="radio"/> Fumigation     | <input type="radio"/> Insect Light Trap   |
| <input type="radio"/> Drain Cleaning | <input type="radio"/> Exterior Barrier    |
| <input type="radio"/>                | <input type="radio"/>                     |

**PREVENTATIVE SERVICE DESCRIPTION:**

2x monthly service for crawling insect and rodent control

Wasp proofing during August-October \$189.00/mo

2x annual barrier \$243.61/svc

Quarterly sewer treatment for Amer Roaches \$199.75/qu

Contact Name: Jim Quinn Service Time: \_\_\_\_\_

**SERVICE ADDRESS:**

(if different than the "Bill To" address)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**ACCOUNT TYPE:**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="radio"/> Industrial      | <input type="radio"/> Multi Unit Housing             | <input type="radio"/> Logbook                             |
| <input type="radio"/> Food Retail     | <input type="radio"/> Office / Retail                | <input checked="" type="radio"/> Electronic Documentation |
| <input type="radio"/> Food / Drug Mfg | <input type="radio"/> Food Service                   | <input checked="" type="radio"/> Scheduled QC             |
| <input type="radio"/> Healthcare      | <input checked="" type="radio"/> School / Child Care | <input type="radio"/> Audited By                          |
| <input type="radio"/> Hospitality     |  |   |

**PAYMENT METHOD:**

TECHNICIANS DO NOT ACCEPT CASH OR CHECKS AT TIME OF SERVICE

- CREDIT CARD  Visa  MasterCard  
(automatic monthly debit)  American Express  Discover

Name on card \_\_\_\_\_

Account # \_\_\_\_\_

Expiration (mm/yy) \_\_\_\_\_

INVOICE FIRST OF THE MONTH. Net 30 days. Taxable:  Yes  No

Tax Exempt# \_\_\_\_\_

X  
Customer Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Neil Krummel 2015

ANDERSON Rep. & No. \_\_\_\_\_ Date \_\_\_\_\_

Neil Krummel 2015

ANDERSON Sales Manager \_\_\_\_\_ Date \_\_\_\_\_

- |                                  |                                |                                      |                                      |
|----------------------------------|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Billboards | <input type="radio"/> Vehicles | <input type="radio"/> Yellow Pages   | <input type="radio"/> Radio          |
| <input type="radio"/> Internet   | <input type="radio"/> Referred | <input type="radio"/> Self Generated | <input type="radio"/> Prior Customer |



Unless otherwise indicated, this agreement remains in effect for one year and shall continue thereafter, on a month-to-month basis until terminated by either party upon 30 day's written notice. This proposal, its fees and related services remain in effect for a period of 30 days. If the proposal is not accepted by the client within 30 days, fees and structure may change. This agreement shall be subject to the following terms and conditions:

**ANDERSON'S Responsibility:**

1. Prices under this agreement include all materials and first class workmanship. Monthly service fees do not include products such as rodent and fly control devices.
2. We are authorized and directed to use on or about the premise such material and compounds, deemed necessary, in accordance with labels, specifications and conform to Federal, State and local laws.
3. Communicate pest conducive conditions, including sanitation and structural elements, requiring corrective action by the client.
4. Suspend monthly service under this agreement if for any reason it becomes impossible to provide service, due to causes beyond our control (strikes, accidents, delays of carrier and any and all unavoidable delays), and continue invoicing when service resumes, and such temporary discontinuation of service in no way breaches this agreement.
5. Maintain proper regulatory certification, licenses and compliances as well as necessary liability insurance coverage.
6. Give notice of changes in fees, in writing, at least 10 days in advance. Charge no greater than 1.8% permonth on outstanding balances over 30 days past due.
7. Anderson's liability is specifically limited to the labor and products necessary to reduce and eliminate pest populations.

**Clients's Responsibility:**

1. Become a "Partner" in providing pest control measures including: providing ready access to premises, including parking, maintaining appropriate sanitation levels, and making requested structural corrections and modifications in order to control pest populations. If the client does not make such modifications, satisfactory results cannot be assured and the satisfaction guarantee below shall be terminated and cancelled.
2. After receiving an invoice, make payment in full within thirty (30) days. Client agrees to pay any cost of collection including but not limited to court costs and attorney fees.
3. Remit \$25 for each returned check and 1.8% per month on all balances due over 30 days.
4. The client agrees that this agreement does not guarantee against present or future consequential pest damage to building, contents or person and specifically releases Anderson from providing repairs or compensation thereafter. Under no circumstances will Anderson be responsible for any damage, injury, disease or illness caused or allegedly caused by fungus, mold allergens, bites, stings or contamination of bed bugs or any other insects, spiders, rodents, or beetles.
5. The client agrees that Anderson will not be responsible for any and all damage caused by Wood Destroying Insects or organisms.

**Satisfaction Guaranteed**

Anderson guarantees your satisfaction. As our client, if you are not satisfied with our services, we will return to your business and diligently work to solve the problem. If the pest problem is not solved to your satisfaction, we will keep working until you are completely satisfied or we will refund your last regular service payment.



Elaine Geallis <egeallis@glenbrook225.org>

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## Freedom of Information Act Request

1 message

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**Ursula Mlynarek** <umlynarek@seiu73.org>

Wed, Feb 25, 2015 at 4:22 PM

To: "foia@glenbrook225.org" <foia@glenbrook225.org>

To Whom It May Concern:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140. Please provide copies of the following documents for all employees:

- (1) Wage and Salary Schedule including starting rate, rate after six years and rate after 15 years.
- (2) Collective Bargaining Agreement

I would prefer to receive the information in chronological electronic format, delivered by either electronic mail or via standard mail in an electronic format. My email address is [umlynarek@seiu73.org](mailto:umlynarek@seiu73.org)

Please provide the requested information within five (5) business days of receipt of this request, as per the Act. If this request is denied in part or in whole, please cite the specific exception as the Act requires. In addition, please provide the names and title of each person responsible for the denial. Finally please also provide the names and addresses of officials to whom an appeal may be sent if this request is denied.

I am prepared to pay a reasonable cost to cover your agency's expenses in reproducing and sending the requested material to me. However, I request that such fees be waived under the provision of the Act which gives authorization to public agencies to waive copying fees when the release of the requested information is "in the public interest." If the waiver is denied, please notify me of any costs over \$20.00 prior to processing with the fulfillment of this request.

If you have any questions concerning this request, please contact me by phone at [773.559.8557](tel:773.559.8557).

Sincerely,

Ursula Mlynarek

Research Associate

Service Employees International Union-Local 73

[umlynarek@seiu73.org](mailto:umlynarek@seiu73.org)



Elaine Geallis <egeallis@glenbrook225.org>

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## Re: Freedom of Information Act Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Feb 26, 2015 at 10:02 AM

To: Ursula Mlynarek <umlynarek@seiu73.org>

Bcc: egeallis@glenbrook225.org

Dear Ms. Mlynarek,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 2/25/15 we received your request for the following information:

- (1) Wage and Salary Schedule including starting rate, rate after six years and rate after 15 years.
- (2) Collective Bargaining Agreement

**District response:** Please see attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Wed, Feb 25, 2015 at 4:22 PM, Ursula Mlynarek <umlynarek@seiu73.org> wrote:

To Whom It May Concern:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140. Please provide copies of the following documents for all employees:

- (1) Wage and Salary Schedule including starting rate, rate after six years and rate after 15 years.
- (2) Collective Bargaining Agreement

I would prefer to receive the information in chronological electronic format, delivered by either electronic mail or via standard mail in an electronic format. My email address is umlynarek@seiu73.org

Please provide the requested information within five (5) business days of receipt of this request, as per the Act. If this request is denied in part or in whole, please cite the specific exception as the Act requires. In addition, please provide the names and title of each person responsible for the denial. Finally please also provide the names and addresses of officials to whom an appeal may be sent if this request is denied.

I am prepared to pay a reasonable cost to cover your agency's expenses in reproducing and sending the requested material to me. However, I request that such fees be waived under the provision of the Act which gives authorization to public agencies to waive copying fees when the release of the requested information is "in the public interest." If the waiver is denied, please notify me of any costs over \$20.00 prior to processing with the fulfillment of this request.

If you have any questions concerning this request, please contact me by phone at [773.559.8557](tel:773.559.8557).

Sincerely,

Ursula Mlynarek

Research Associate

Service Employees International Union-Local 73

[umlynarek@seiu73.org](mailto:umlynarek@seiu73.org)

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**4 attachments**

 **FY15 Salary Schedules.pdf**  
200K

 **GEA-14-18-CBA\_FINAL\_publication\_052214.pdf**  
2272K

 **GESPAgreement.PDF**  
3068K

 **GESSA-Agreement-2012-2015.pdf**  
12727K

|  |  |
|--|--|
|  |  |
|--|--|

| MATRIX CODE : | FY15AC1   | DESCRIPTION : | FY15 Admin Category I |           |           |  | DIST BASE : | \$0.00 |
|---------------|-----------|---------------|-----------------------|-----------|-----------|--|-------------|--------|
| STEP          | MA-0      | MA-15         | MA-30                 | MA-45     | MA-60     |  |             |        |
| 1.00          | 81040.00  | 84163.00      | 87297.00              | 90433.00  | 93569.00  |  |             |        |
| 2.00          | 84281.00  | 87529.00      | 90787.00              | 94046.00  | 97313.00  |  |             |        |
| 3.00          | 87863.00  | 91109.00      | 94363.00              | 97619.00  | 100865.00 |  |             |        |
| 4.00          | 91280.00  | 94527.00      | 97779.00              | 101045.00 | 104305.00 |  |             |        |
| 5.00          | 95833.00  | 99083.00      | 102326.00             | 105582.00 | 108842.00 |  |             |        |
| 6.00          | 99410.00  | 102657.00     | 105916.00             | 109161.00 | 112405.00 |  |             |        |
| 7.00          | 102990.00 | 106249.00     | 109500.00             | 112742.00 | 115979.00 |  |             |        |
| 8.00          | 107383.00 | 110630.00     | 113889.00             | 117138.00 | 120391.00 |  |             |        |
| 9.00          | 110953.00 | 114212.00     | 117468.00             | 120720.00 | 123971.00 |  |             |        |
| 10.00         | 114544.00 | 117792.00     | 121048.00             | 124305.00 | 127544.00 |  |             |        |
| 11.00         | 118110.00 | 121370.00     | 124630.00             | 127881.00 | 131135.00 |  |             |        |
| 12.00         | 121770.00 | 124960.00     | 128371.00             | 131471.00 | 134735.00 |  |             |        |
| 13.00         | 125423.00 | 128536.00     | 132093.00             | 135045.00 | 138312.00 |  |             |        |
| 14.00         | 129062.00 | 132265.00     | 135790.00             | 138689.00 | 142047.00 |  |             |        |
| 15.00         | 132804.00 | 135967.00     | 139594.00             | 142435.00 | 145739.00 |  |             |        |
| 16.00         | 136523.00 | 139772.00     | 143360.00             | 146280.00 | 149528.00 |  |             |        |
| 17.00         | 140345.00 | 143549.00     | 147234.00             | 150083.00 | 153415.00 |  |             |        |
| 18.00         | 144135.00 | 147426.00     | 151059.00             | 153984.00 | 157253.00 |  |             |        |
| 19.00         | 148027.00 | 151258.00     | 154987.00             | 157837.00 | 161183.00 |  |             |        |
| 20.00         | 151876.00 | 155189.00     | 158863.00             | 161782.00 | 165052.00 |  |             |        |
| 21.00         | 155822.00 | 159070.00     | 162675.00             | 165813.00 | 169188.00 |  |             |        |



| MATRIX CODE : | FY15AC1T | DESCRIPTION : |          |          |          |  | FY15 Admin Category I TRS | DIST BASE : | \$0.00 |
|---------------|----------|---------------|----------|----------|----------|--|---------------------------|-------------|--------|
| STEP          | MA-0     | MA-15         | MA-30    | MA-45    | MA-60    |  |                           |             |        |
| 1.00          | 7047.00  | 7319.00       | 7591.00  | 7864.00  | 8137.00  |  |                           |             |        |
| 2.00          | 7329.00  | 7611.00       | 7895.00  | 8178.00  | 8462.00  |  |                           |             |        |
| 3.00          | 7640.00  | 7923.00       | 8206.00  | 8489.00  | 8771.00  |  |                           |             |        |
| 4.00          | 7937.00  | 8220.00       | 8503.00  | 8787.00  | 9070.00  |  |                           |             |        |
| 5.00          | 8333.00  | 8616.00       | 8898.00  | 9181.00  | 9465.00  |  |                           |             |        |
| 6.00          | 8644.00  | 8927.00       | 9210.00  | 9492.00  | 9774.00  |  |                           |             |        |
| 7.00          | 8956.00  | 9239.00       | 9522.00  | 9804.00  | 10085.00 |  |                           |             |        |
| 8.00          | 9338.00  | 9620.00       | 9903.00  | 10186.00 | 10469.00 |  |                           |             |        |
| 9.00          | 9648.00  | 9932.00       | 10215.00 | 10497.00 | 10780.00 |  |                           |             |        |
| 10.00         | 9960.00  | 10243.00      | 10526.00 | 10809.00 | 11091.00 |  |                           |             |        |
| 11.00         | 10270.00 | 10554.00      | 10837.00 | 11120.00 | 11403.00 |  |                           |             |        |
| 12.00         | 10589.00 | 10866.00      | 11163.00 | 11432.00 | 11716.00 |  |                           |             |        |
| 13.00         | 10906.00 | 11177.00      | 11486.00 | 11743.00 | 12027.00 |  |                           |             |        |
| 14.00         | 11223.00 | 11501.00      | 11808.00 | 12060.00 | 12352.00 |  |                           |             |        |
| 15.00         | 11548.00 | 11823.00      | 12139.00 | 12386.00 | 12673.00 |  |                           |             |        |
| 16.00         | 11872.00 | 12154.00      | 12466.00 | 12720.00 | 13003.00 |  |                           |             |        |
| 17.00         | 12204.00 | 12483.00      | 12803.00 | 13051.00 | 13341.00 |  |                           |             |        |
| 18.00         | 12534.00 | 12820.00      | 13136.00 | 13390.00 | 13674.00 |  |                           |             |        |
| 19.00         | 12872.00 | 13153.00      | 13477.00 | 13725.00 | 14016.00 |  |                           |             |        |
| 20.00         | 13207.00 | 13495.00      | 13814.00 | 14068.00 | 14352.00 |  |                           |             |        |
| 21.00         | 13550.00 | 13832.00      | 14146.00 | 14419.00 | 14712.00 |  |                           |             |        |

| MATRIX CODE : | FY15AC2   | DESCRIPTION : | FY15 Admin Category II |           |           |  | DIST BASE : | \$0.00 |
|---------------|-----------|---------------|------------------------|-----------|-----------|--|-------------|--------|
| STEP          | MA-0      | MA-15         | MA-30                  | MA-45     | MA-60     |  |             |        |
| 1.00          | 75451.00  | 78359.00      | 81276.00               | 84196.00  | 87116.00  |  |             |        |
| 2.00          | 78468.00  | 81493.00      | 84526.00               | 87560.00  | 90601.00  |  |             |        |
| 3.00          | 81803.00  | 84826.00      | 87855.00               | 90887.00  | 93909.00  |  |             |        |
| 4.00          | 84985.00  | 88008.00      | 91036.00               | 94076.00  | 97112.00  |  |             |        |
| 5.00          | 89224.00  | 92250.00      | 95269.00               | 98301.00  | 101336.00 |  |             |        |
| 6.00          | 92554.00  | 95577.00      | 98611.00               | 101633.00 | 104653.00 |  |             |        |
| 7.00          | 95887.00  | 98922.00      | 101948.00              | 104966.00 | 107981.00 |  |             |        |
| 8.00          | 99977.00  | 103000.00     | 106034.00              | 109060.00 | 112088.00 |  |             |        |
| 9.00          | 103301.00 | 106335.00     | 109367.00              | 112395.00 | 115421.00 |  |             |        |
| 10.00         | 106644.00 | 109669.00     | 112700.00              | 115732.00 | 118748.00 |  |             |        |
| 11.00         | 109964.00 | 113000.00     | 116035.00              | 119062.00 | 122091.00 |  |             |        |
| 12.00         | 113372.00 | 116342.00     | 119518.00              | 122404.00 | 125443.00 |  |             |        |
| 13.00         | 116773.00 | 119672.00     | 122983.00              | 125731.00 | 128773.00 |  |             |        |
| 14.00         | 120161.00 | 123143.00     | 126426.00              | 129124.00 | 132251.00 |  |             |        |
| 15.00         | 123645.00 | 126590.00     | 129967.00              | 132612.00 | 135688.00 |  |             |        |
| 16.00         | 127107.00 | 130133.00     | 133473.00              | 136191.00 | 139216.00 |  |             |        |
| 17.00         | 130666.00 | 133649.00     | 137079.00              | 139732.00 | 142835.00 |  |             |        |
| 18.00         | 134194.00 | 137258.00     | 140642.00              | 143364.00 | 146408.00 |  |             |        |
| 19.00         | 137818.00 | 140827.00     | 144298.00              | 146952.00 | 150067.00 |  |             |        |
| 20.00         | 141402.00 | 144487.00     | 147907.00              | 150625.00 | 153669.00 |  |             |        |
| 21.00         | 145075.00 | 148100.00     | 151456.00              | 154378.00 | 157520.00 |  |             |        |

| MATRIX CODE | DESCRIPTION                  |          |          |          |          | DIST BASE |
|-------------|------------------------------|----------|----------|----------|----------|-----------|
| : FY15AC2T  | : FY15 Admin Category II TRS |          |          |          |          | : \$0.00  |
| STEP        | MA-0                         | MA-15    | MA-30    | MA-45    | MA-60    |           |
| 1.00        | 6561.00                      | 6814.00  | 7068.00  | 7321.00  | 7575.00  |           |
| 2.00        | 6823.00                      | 7086.00  | 7350.00  | 7614.00  | 7878.00  |           |
| 3.00        | 7113.00                      | 7376.00  | 7640.00  | 7903.00  | 8166.00  |           |
| 4.00        | 7390.00                      | 7653.00  | 7916.00  | 8181.00  | 8445.00  |           |
| 5.00        | 7759.00                      | 8022.00  | 8284.00  | 8548.00  | 8812.00  |           |
| 6.00        | 8048.00                      | 8311.00  | 8575.00  | 8838.00  | 9100.00  |           |
| 7.00        | 8338.00                      | 8602.00  | 8865.00  | 9128.00  | 9390.00  |           |
| 8.00        | 8694.00                      | 8957.00  | 9220.00  | 9484.00  | 9747.00  |           |
| 9.00        | 8983.00                      | 9247.00  | 9510.00  | 9774.00  | 10037.00 |           |
| 10.00       | 9273.00                      | 9536.00  | 9800.00  | 10064.00 | 10326.00 |           |
| 11.00       | 9562.00                      | 9826.00  | 10090.00 | 10353.00 | 10617.00 |           |
| 12.00       | 9859.00                      | 10117.00 | 10393.00 | 10644.00 | 10908.00 |           |
| 13.00       | 10154.00                     | 10406.00 | 10694.00 | 10933.00 | 11198.00 |           |
| 14.00       | 10449.00                     | 10708.00 | 10994.00 | 11228.00 | 11500.00 |           |
| 15.00       | 10752.00                     | 11008.00 | 11302.00 | 11532.00 | 11799.00 |           |
| 16.00       | 11053.00                     | 11316.00 | 11606.00 | 11843.00 | 12106.00 |           |
| 17.00       | 11362.00                     | 11622.00 | 11920.00 | 12151.00 | 12420.00 |           |
| 18.00       | 11669.00                     | 11936.00 | 12230.00 | 12467.00 | 12731.00 |           |
| 19.00       | 11984.00                     | 12246.00 | 12548.00 | 12779.00 | 13049.00 |           |
| 20.00       | 12296.00                     | 12564.00 | 12862.00 | 13098.00 | 13363.00 |           |
| 21.00       | 12615.00                     | 12878.00 | 13170.00 | 13424.00 | 13697.00 |           |

| MATRIX CODE : FY15AC3 |           | DESCRIPTION : FY15 Admin Category III |           |           |           | DIST BASE : \$0.00 |
|-----------------------|-----------|---------------------------------------|-----------|-----------|-----------|--------------------|
| STEP                  | MA-0      | MA-15                                 | MA-30     | MA-45     | MA-60     |                    |
| 1.00                  | 72657.00  | 75457.00                              | 78266.00  | 81078.00  | 83890.00  |                    |
| 2.00                  | 75562.00  | 78474.00                              | 81395.00  | 84317.00  | 87246.00  |                    |
| 3.00                  | 78773.00  | 81684.00                              | 84601.00  | 87521.00  | 90431.00  |                    |
| 4.00                  | 81837.00  | 84749.00                              | 87664.00  | 90592.00  | 93515.00  |                    |
| 5.00                  | 85919.00  | 88833.00                              | 91740.00  | 94660.00  | 97583.00  |                    |
| 6.00                  | 89126.00  | 92037.00                              | 94959.00  | 97869.00  | 100777.00 |                    |
| 7.00                  | 92336.00  | 95258.00                              | 98172.00  | 101079.00 | 103981.00 |                    |
| 8.00                  | 96274.00  | 99185.00                              | 102107.00 | 105021.00 | 107937.00 |                    |
| 9.00                  | 99475.00  | 102397.00                             | 105316.00 | 108232.00 | 111147.00 |                    |
| 10.00                 | 102694.00 | 105607.00                             | 108526.00 | 111446.00 | 114350.00 |                    |
| 11.00                 | 105891.00 | 108814.00                             | 111737.00 | 114652.00 | 117569.00 |                    |
| 12.00                 | 109173.00 | 112033.00                             | 115091.00 | 117871.00 | 120797.00 |                    |
| 13.00                 | 112448.00 | 115239.00                             | 118428.00 | 121075.00 | 124004.00 |                    |
| 14.00                 | 115711.00 | 118582.00                             | 121743.00 | 124342.00 | 127352.00 |                    |
| 15.00                 | 119065.00 | 121901.00                             | 125153.00 | 127700.00 | 130663.00 |                    |
| 16.00                 | 122400.00 | 125313.00                             | 128529.00 | 131147.00 | 134060.00 |                    |
| 17.00                 | 125826.00 | 128699.00                             | 132002.00 | 134557.00 | 137545.00 |                    |
| 18.00                 | 129224.00 | 132175.00                             | 135433.00 | 138054.00 | 140986.00 |                    |
| 19.00                 | 132714.00 | 135611.00                             | 138954.00 | 141509.00 | 144509.00 |                    |
| 20.00                 | 136165.00 | 139135.00                             | 142429.00 | 145046.00 | 147977.00 |                    |
| 21.00                 | 139702.00 | 142615.00                             | 145846.00 | 148660.00 | 151686.00 |                    |

| MATRIX CODE | DESCRIPTION                   |          |          |          |          | DIST BASE |
|-------------|-------------------------------|----------|----------|----------|----------|-----------|
| : FY15AC3T  | : FY15 Admin Category III TRS |          |          |          |          | : \$0.00  |
| STEP        | MA-0                          | MA-15    | MA-30    | MA-45    | MA-60    |           |
| 1.00        | 6318.00                       | 6561.00  | 6806.00  | 7050.00  | 7295.00  |           |
| 2.00        | 6571.00                       | 6824.00  | 7078.00  | 7332.00  | 7587.00  |           |
| 3.00        | 6850.00                       | 7103.00  | 7357.00  | 7611.00  | 7864.00  |           |
| 4.00        | 7116.00                       | 7369.00  | 7623.00  | 7878.00  | 8132.00  |           |
| 5.00        | 7471.00                       | 7725.00  | 7977.00  | 8231.00  | 8486.00  |           |
| 6.00        | 7750.00                       | 8003.00  | 8257.00  | 8510.00  | 8763.00  |           |
| 7.00        | 8029.00                       | 8283.00  | 8537.00  | 8790.00  | 9042.00  |           |
| 8.00        | 8372.00                       | 8625.00  | 8879.00  | 9132.00  | 9386.00  |           |
| 9.00        | 8650.00                       | 8904.00  | 9158.00  | 9412.00  | 9665.00  |           |
| 10.00       | 8930.00                       | 9183.00  | 9437.00  | 9691.00  | 9943.00  |           |
| 11.00       | 9208.00                       | 9462.00  | 9716.00  | 9970.00  | 10223.00 |           |
| 12.00       | 9493.00                       | 9742.00  | 10008.00 | 10250.00 | 10504.00 |           |
| 13.00       | 9778.00                       | 10021.00 | 10298.00 | 10528.00 | 10783.00 |           |
| 14.00       | 10062.00                      | 10312.00 | 10586.00 | 10812.00 | 11074.00 |           |
| 15.00       | 10354.00                      | 10600.00 | 10883.00 | 11104.00 | 11362.00 |           |
| 16.00       | 10644.00                      | 10897.00 | 11177.00 | 11404.00 | 11657.00 |           |
| 17.00       | 10941.00                      | 11191.00 | 11479.00 | 11701.00 | 11960.00 |           |
| 18.00       | 11237.00                      | 11494.00 | 11777.00 | 12005.00 | 12260.00 |           |
| 19.00       | 11540.00                      | 11792.00 | 12083.00 | 12305.00 | 12566.00 |           |
| 20.00       | 11840.00                      | 12099.00 | 12385.00 | 12613.00 | 12868.00 |           |
| 21.00       | 12148.00                      | 12401.00 | 12682.00 | 12927.00 | 13190.00 |           |

| MATRIX CODE | DESCRIPTION              |           |           |           |           | DIST BASE |
|-------------|--------------------------|-----------|-----------|-----------|-----------|-----------|
| : FY15AC4   | : FY15 Admin Category IV |           |           |           |           | : \$0.00  |
| STEP        | MA-0                     | MA-15     | MA-30     | MA-45     | MA-60     |           |
| 1.00        | 69862.00                 | 72555.00  | 75256.00  | 77960.00  | 80663.00  |           |
| 2.00        | 72656.00                 | 75456.00  | 78264.00  | 81074.00  | 83890.00  |           |
| 3.00        | 75744.00                 | 78543.00  | 81348.00  | 84155.00  | 86953.00  |           |
| 4.00        | 78690.00                 | 81489.00  | 84293.00  | 87108.00  | 89918.00  |           |
| 5.00        | 82615.00                 | 85416.00  | 88212.00  | 91019.00  | 93830.00  |           |
| 6.00        | 85698.00                 | 88497.00  | 91307.00  | 94104.00  | 96901.00  |           |
| 7.00        | 88785.00                 | 91594.00  | 94397.00  | 97191.00  | 99982.00  |           |
| 8.00        | 92572.00                 | 95371.00  | 98180.00  | 100981.00 | 103785.00 |           |
| 9.00        | 95649.00                 | 98458.00  | 101266.00 | 104069.00 | 106872.00 |           |
| 10.00       | 98745.00                 | 101545.00 | 104352.00 | 107159.00 | 109951.00 |           |
| 11.00       | 101819.00                | 104629.00 | 107440.00 | 110242.00 | 113047.00 |           |
| 12.00       | 104974.00                | 107724.00 | 110664.00 | 113337.00 | 116151.00 |           |
| 13.00       | 108123.00                | 110807.00 | 113873.00 | 116418.00 | 119234.00 |           |
| 14.00       | 111260.00                | 114021.00 | 117061.00 | 119560.00 | 122454.00 |           |
| 15.00       | 114486.00                | 117213.00 | 120339.00 | 122789.00 | 125637.00 |           |
| 16.00       | 117692.00                | 120493.00 | 123586.00 | 126103.00 | 128903.00 |           |
| 17.00       | 120987.00                | 123749.00 | 126925.00 | 129382.00 | 132255.00 |           |
| 18.00       | 124254.00                | 127091.00 | 130224.00 | 132744.00 | 135563.00 |           |
| 19.00       | 127610.00                | 130395.00 | 133609.00 | 136067.00 | 138951.00 |           |
| 20.00       | 130927.00                | 133784.00 | 136951.00 | 139467.00 | 142286.00 |           |
| 21.00       | 134329.00                | 137129.00 | 140237.00 | 142943.00 | 145852.00 |           |

| MATRIX CODE : FY15AC4T |          | DESCRIPTION : FY15 Admin Category IV TRS |          |          |          | DIST BASE : \$0.00 |
|------------------------|----------|--|----------|----------|----------|--------------------|
| STEP                   | MA-0     | MA-15                                    | MA-30    | MA-45    | MA-60    |                    |
| 1.00                   | 6075.00  | 6309.00                                  | 6544.00  | 6779.00  | 7014.00  |                    |
| 2.00                   | 6318.00  | 6561.00                                  | 6806.00  | 7050.00  | 7295.00  |                    |
| 3.00                   | 6586.00  | 6830.00                                  | 7074.00  | 7318.00  | 7561.00  |                    |
| 4.00                   | 6843.00  | 7086.00                                  | 7330.00  | 7575.00  | 7819.00  |                    |
| 5.00                   | 7184.00  | 7428.00                                  | 7671.00  | 7915.00  | 8159.00  |                    |
| 6.00                   | 7452.00  | 7695.00                                  | 7940.00  | 8183.00  | 8426.00  |                    |
| 7.00                   | 7720.00  | 7965.00                                  | 8208.00  | 8451.00  | 8694.00  |                    |
| 8.00                   | 8050.00  | 8293.00                                  | 8537.00  | 8781.00  | 9025.00  |                    |
| 9.00                   | 8317.00  | 8562.00                                  | 8806.00  | 9050.00  | 9293.00  |                    |
| 10.00                  | 8587.00  | 8830.00                                  | 9074.00  | 9318.00  | 9561.00  |                    |
| 11.00                  | 8854.00  | 9098.00                                  | 9343.00  | 9586.00  | 9830.00  |                    |
| 12.00                  | 9128.00  | 9367.00                                  | 9623.00  | 9855.00  | 10100.00 |                    |
| 13.00                  | 9402.00  | 9635.00                                  | 9902.00  | 10123.00 | 10368.00 |                    |
| 14.00                  | 9675.00  | 9915.00                                  | 10179.00 | 10397.00 | 10648.00 |                    |
| 15.00                  | 9955.00  | 10192.00                                 | 10464.00 | 10677.00 | 10925.00 |                    |
| 16.00                  | 10234.00 | 10478.00                                 | 10747.00 | 10966.00 | 11209.00 |                    |
| 17.00                  | 10521.00 | 10761.00                                 | 11037.00 | 11251.00 | 11500.00 |                    |
| 18.00                  | 10805.00 | 11051.00                                 | 11324.00 | 11543.00 | 11788.00 |                    |
| 19.00                  | 11097.00 | 11339.00                                 | 11618.00 | 11832.00 | 12083.00 |                    |
| 20.00                  | 11385.00 | 11633.00                                 | 11909.00 | 12128.00 | 12373.00 |                    |
| 21.00                  | 11681.00 | 11924.00                                 | 12195.00 | 12430.00 | 12683.00 |                    |

| MATRIX CODE | DESCRIPTION             |           |           |           |           | DIST BASE |
|-------------|-------------------------|-----------|-----------|-----------|-----------|-----------|
| : FY15AC5   | : FY15 Admin Category V |           |           |           |           | : \$0.00  |
| STEP        | MA-0                    | MA-15     | MA-30     | MA-45     | MA-60     |           |
| 1.00        | 64292.00                | 66770.00  | 69256.00  | 71744.00  | 74232.00  |           |
| 2.00        | 66863.00                | 69440.00  | 72024.00  | 74610.00  | 77201.00  |           |
| 3.00        | 69704.00                | 72280.00  | 74861.00  | 77445.00  | 80020.00  |           |
| 4.00        | 72416.00                | 74992.00  | 77572.00  | 80162.00  | 82749.00  |           |
| 5.00        | 76028.00                | 78606.00  | 81178.00  | 83762.00  | 86348.00  |           |
| 6.00        | 78865.00                | 81441.00  | 84026.00  | 86601.00  | 89175.00  |           |
| 7.00        | 81705.00                | 84291.00  | 86870.00  | 89442.00  | 92010.00  |           |
| 8.00        | 85190.00                | 87766.00  | 90352.00  | 92930.00  | 95510.00  |           |
| 9.00        | 88023.00                | 90608.00  | 93191.00  | 95771.00  | 98351.00  |           |
| 10.00       | 90871.00                | 93448.00  | 96032.00  | 98615.00  | 101185.00 |           |
| 11.00       | 93700.00                | 96287.00  | 98873.00  | 101452.00 | 104034.00 |           |
| 12.00       | 96604.00                | 99135.00  | 101841.00 | 104300.00 | 106890.00 |           |
| 13.00       | 99502.00                | 101972.00 | 104793.00 | 107136.00 | 109727.00 |           |
| 14.00       | 102389.00               | 104930.00 | 107727.00 | 110027.00 | 112691.00 |           |
| 15.00       | 105358.00               | 107867.00 | 110744.00 | 112999.00 | 115620.00 |           |
| 16.00       | 108308.00               | 110886.00 | 113732.00 | 116049.00 | 118626.00 |           |
| 17.00       | 111340.00               | 113882.00 | 116805.00 | 119066.00 | 121709.00 |           |
| 18.00       | 114347.00               | 116958.00 | 119840.00 | 122160.00 | 124754.00 |           |
| 19.00       | 117435.00               | 119998.00 | 122956.00 | 125218.00 | 127872.00 |           |
| 20.00       | 120488.00               | 123117.00 | 126032.00 | 128347.00 | 130941.00 |           |
| 21.00       | 123619.00               | 126196.00 | 129055.00 | 131545.00 | 134223.00 |           |



| MATRIX CODE | : FY15AC5T |          | DESCRIPTION : FY15 Admin Category V TRS |          |          | DIST BASE | : | \$0.00 |
|-------------|------------|----------|---|----------|----------|-----------|---|--------|
| STEP        | MA-0       | MA-15    | MA-30                                   | MA-45    | MA-60    |           |   |        |
| 1.00        | 5591.00    | 5806.00  | 6022.00                                 | 6239.00  | 6455.00  |           |   |        |
| 2.00        | 5814.00    | 6038.00  | 6263.00                                 | 6488.00  | 6713.00  |           |   |        |
| 3.00        | 6061.00    | 6285.00  | 6510.00                                 | 6734.00  | 6958.00  |           |   |        |
| 4.00        | 6297.00    | 6521.00  | 6745.00                                 | 6971.00  | 7196.00  |           |   |        |
| 5.00        | 6611.00    | 6835.00  | 7059.00                                 | 7284.00  | 7509.00  |           |   |        |
| 6.00        | 6858.00    | 7082.00  | 7307.00                                 | 7531.00  | 7754.00  |           |   |        |
| 7.00        | 7105.00    | 7330.00  | 7554.00                                 | 7778.00  | 8001.00  |           |   |        |
| 8.00        | 7408.00    | 7632.00  | 7857.00                                 | 8081.00  | 8305.00  |           |   |        |
| 9.00        | 7654.00    | 7879.00  | 8104.00                                 | 8328.00  | 8552.00  |           |   |        |
| 10.00       | 7902.00    | 8126.00  | 8351.00                                 | 8575.00  | 8799.00  |           |   |        |
| 11.00       | 8148.00    | 8373.00  | 8598.00                                 | 8822.00  | 9046.00  |           |   |        |
| 12.00       | 8400.00    | 8620.00  | 8856.00                                 | 9070.00  | 9295.00  |           |   |        |
| 13.00       | 8652.00    | 8867.00  | 9113.00                                 | 9316.00  | 9542.00  |           |   |        |
| 14.00       | 8903.00    | 9124.00  | 9368.00                                 | 9568.00  | 9799.00  |           |   |        |
| 15.00       | 9162.00    | 9380.00  | 9630.00                                 | 9826.00  | 10054.00 |           |   |        |
| 16.00       | 9418.00    | 9642.00  | 9890.00                                 | 10091.00 | 10315.00 |           |   |        |
| 17.00       | 9682.00    | 9903.00  | 10157.00                                | 10354.00 | 10583.00 |           |   |        |
| 18.00       | 9943.00    | 10170.00 | 10421.00                                | 10623.00 | 10848.00 |           |   |        |
| 19.00       | 10212.00   | 10435.00 | 10692.00                                | 10889.00 | 11119.00 |           |   |        |
| 20.00       | 10477.00   | 10706.00 | 10959.00                                | 11161.00 | 11386.00 |           |   |        |
| 21.00       | 10750.00   | 10974.00 | 11222.00                                | 11439.00 | 11672.00 |           |   |        |

| MATRIX CODE | DESCRIPTION              |           |           |           |           | DIST BASE |
|-------------|--------------------------|-----------|-----------|-----------|-----------|-----------|
| : FY15AC6   | : FY15 Admin Category VI |           |           |           |           | : \$0.00  |
| STEP        | MA-0                     | MA-15     | MA-30     | MA-45     | MA-60     |           |
| 1.00        | 60526.00                 | 62858.00  | 65198.00  | 67541.00  | 69883.00  |           |
| 2.00        | 62946.00                 | 65372.00  | 67805.00  | 70239.00  | 72679.00  |           |
| 3.00        | 65621.00                 | 68046.00  | 70476.00  | 72908.00  | 75332.00  |           |
| 4.00        | 68173.00                 | 70598.00  | 73027.00  | 75466.00  | 77901.00  |           |
| 5.00        | 71574.00                 | 74001.00  | 76423.00  | 78855.00  | 81290.00  |           |
| 6.00        | 74245.00                 | 76670.00  | 79104.00  | 81528.00  | 83951.00  |           |
| 7.00        | 76919.00                 | 79353.00  | 81781.00  | 84202.00  | 86620.00  |           |
| 8.00        | 80200.00                 | 82625.00  | 85059.00  | 87486.00  | 89915.00  |           |
| 9.00        | 82866.00                 | 85300.00  | 87732.00  | 90161.00  | 92589.00  |           |
| 10.00       | 85548.00                 | 87974.00  | 90406.00  | 92838.00  | 95257.00  |           |
| 11.00       | 88211.00                 | 90646.00  | 93081.00  | 95509.00  | 97939.00  |           |
| 12.00       | 90945.00                 | 93327.00  | 95875.00  | 98190.00  | 100628.00 |           |
| 13.00       | 93673.00                 | 95998.00  | 98654.00  | 100859.00 | 103299.00 |           |
| 14.00       | 96391.00                 | 98783.00  | 101416.00 | 103581.00 | 106089.00 |           |
| 15.00       | 99185.00                 | 101548.00 | 104257.00 | 106379.00 | 108847.00 |           |
| 16.00       | 101963.00                | 104390.00 | 107069.00 | 109250.00 | 111676.00 |           |
| 17.00       | 104818.00                | 107211.00 | 109963.00 | 112091.00 | 114579.00 |           |
| 18.00       | 107648.00                | 110106.00 | 112820.00 | 115004.00 | 117446.00 |           |
| 19.00       | 110555.00                | 112968.00 | 115753.00 | 117882.00 | 120381.00 |           |
| 20.00       | 113430.00                | 115905.00 | 118648.00 | 120828.00 | 123270.00 |           |
| 21.00       | 116377.00                | 118803.00 | 121495.00 | 123839.00 | 126360.00 |           |

| MATRIX CODE : FY15AC6T |          | DESCRIPTION : FY15 Admin Category VI TRS |          |          |          | DIST BASE : \$0.00 |
|------------------------|----------|--|----------|----------|----------|--------------------|
| STEP                   | MA-0     | MA-15                                    | MA-30    | MA-45    | MA-60    |                    |
| 1.00                   | 5263.00  | 5466.00                                  | 5669.00  | 5873.00  | 6077.00  |                    |
| 2.00                   | 5474.00  | 5685.00                                  | 5896.00  | 6108.00  | 6320.00  |                    |
| 3.00                   | 5706.00  | 5917.00                                  | 6128.00  | 6340.00  | 6551.00  |                    |
| 4.00                   | 5928.00  | 6139.00                                  | 6350.00  | 6562.00  | 6774.00  |                    |
| 5.00                   | 6224.00  | 6435.00                                  | 6646.00  | 6857.00  | 7069.00  |                    |
| 6.00                   | 6456.00  | 6667.00                                  | 6879.00  | 7089.00  | 7300.00  |                    |
| 7.00                   | 6689.00  | 6900.00                                  | 7111.00  | 7322.00  | 7532.00  |                    |
| 8.00                   | 6974.00  | 7185.00                                  | 7396.00  | 7608.00  | 7819.00  |                    |
| 9.00                   | 7206.00  | 7417.00                                  | 7629.00  | 7840.00  | 8051.00  |                    |
| 10.00                  | 7439.00  | 7650.00                                  | 7861.00  | 8073.00  | 8283.00  |                    |
| 11.00                  | 7671.00  | 7882.00                                  | 8094.00  | 8305.00  | 8516.00  |                    |
| 12.00                  | 7908.00  | 8115.00                                  | 8337.00  | 8538.00  | 8750.00  |                    |
| 13.00                  | 8146.00  | 8348.00                                  | 8579.00  | 8770.00  | 8983.00  |                    |
| 14.00                  | 8382.00  | 8590.00                                  | 8819.00  | 9007.00  | 9225.00  |                    |
| 15.00                  | 8625.00  | 8830.00                                  | 9066.00  | 9250.00  | 9465.00  |                    |
| 16.00                  | 8866.00  | 9077.00                                  | 9310.00  | 9500.00  | 9711.00  |                    |
| 17.00                  | 9115.00  | 9323.00                                  | 9562.00  | 9747.00  | 9963.00  |                    |
| 18.00                  | 9361.00  | 9574.00                                  | 9810.00  | 10000.00 | 10213.00 |                    |
| 19.00                  | 9614.00  | 9823.00                                  | 10066.00 | 10251.00 | 10468.00 |                    |
| 20.00                  | 9864.00  | 10079.00                                 | 10317.00 | 10507.00 | 10719.00 |                    |
| 21.00                  | 10120.00 | 10331.00                                 | 10565.00 | 10769.00 | 10988.00 |                    |

MATRIX CODE : FY15BOHR DESCRIPTION : **FY15 Business/HR Office** DIST BASE : \$0.00

| STEP  | BH1-2-0  | BH2-3-0  | BH3-4-0  |
|-------|----------|----------|----------|
| 1.00  | 32787.00 |          |          |
| 2.00  | 33424.00 |          |          |
| 3.00  | 34093.00 |          |          |
| 4.00  | 34776.00 |          |          |
| 5.00  | 35470.00 |          |          |
| 6.00  | 36179.00 |          |          |
| 7.00  | 36903.00 |          |          |
| 8.00  | 37642.00 |          |          |
| 9.00  | 38395.00 |          |          |
| 10.00 | 39162.00 |          |          |
| 11.00 | 39945.00 | 39945.00 |          |
| 12.00 | 40744.00 | 40744.00 |          |
| 13.00 | 41560.00 | 41560.00 |          |
| 14.00 | 42390.00 | 42390.00 |          |
| 15.00 | 43239.00 | 43239.00 |          |
| 16.00 | 44103.00 | 44103.00 |          |
| 17.00 | 44919.00 | 44919.00 |          |
| 18.00 | 45750.00 | 45750.00 |          |
| 19.00 | 46597.00 | 46597.00 |          |
| 20.00 | 47458.00 | 47458.00 |          |
| 21.00 |          | 48335.00 | 48335.00 |
| 22.00 |          | 49158.00 | 49158.00 |
| 23.00 |          | 49994.00 | 49994.00 |
| 24.00 |          | 50844.00 | 50844.00 |
| 25.00 |          | 51708.00 | 51708.00 |
| 26.00 |          | 52586.00 | 52586.00 |
| 27.00 |          | 53377.00 | 53377.00 |
| 28.00 |          | 54176.00 | 54176.00 |
| 29.00 |          | 54989.00 | 54989.00 |
| 30.00 |          | 55814.00 | 55814.00 |
| 31.00 |          |          | 56651.00 |
| 32.00 |          |          | 57417.00 |
| 33.00 |          |          | 58190.00 |
| 34.00 |          |          | 58978.00 |
| 35.00 |          |          | 59773.00 |

| MATRIX CODE : | FY15CLTE | DESCRIPTION : | FY15 Clerical/Tech | DIST BASE : | \$0.00 |
|---------------|----------|---------------|--------------------|-------------|--------|
| STEP          | CT1-2-0  | CT3-4-0       | CTSP-0             |             |        |
| 0.00          |          |               | 81811.00           |             |        |
| 1.00          | 44702.00 | 55057.00      |                    |             |        |
| 2.00          | 45596.00 | 56157.00      |                    |             |        |
| 3.00          | 46508.00 | 57281.00      |                    |             |        |
| 4.00          | 47438.00 | 58427.00      |                    |             |        |
| 5.00          | 48387.00 | 59596.00      |                    |             |        |
| 6.00          | 49355.00 | 60786.00      |                    |             |        |
| 7.00          | 50864.00 | 62001.00      |                    |             |        |
| 8.00          | 51880.00 | 63243.00      |                    |             |        |
| 9.00          | 52919.00 | 64508.00      |                    |             |        |
| 10.00         | 53978.00 | 65798.00      |                    |             |        |
| 11.00         | 55057.00 | 67113.00      |                    |             |        |
| 12.00         | 56157.00 | 68455.00      |                    |             |        |
| 13.00         | 57281.00 | 69824.00      |                    |             |        |
| 14.00         | 58427.00 | 71222.00      |                    |             |        |
| 15.00         | 59596.00 | 72645.00      |                    |             |        |
| 16.00         | 60786.00 | 74099.00      |                    |             |        |
| 17.00         | 62001.00 | 75579.00      |                    |             |        |
| 18.00         | 63243.00 | 77092.00      |                    |             |        |
| 19.00         | 64508.00 | 78634.00      |                    |             |        |
| 20.00         | 65798.00 | 80207.00      |                    |             |        |

| MATRIX CODE : FY15COC |                 | DESCRIPTION : <b>FY15 Coach Certified</b> |                |                |                | DIST BASE :    |                | \$0.00         |                |                |  |
|-----------------------|-----------------|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| STEP                  | DI-0            | DIA-0                                     | DII-0          | DIII-0         | DIV-0          | DIX-0          | DV-0           | DVI-0          | DVII-0         | DVIII-0        |  |
| <b>1.00</b>           | <b>7822.00</b>  | <b>9543.00</b>                            | <b>7024.00</b> | <b>6234.00</b> | <b>5616.00</b> | <b>1981.00</b> | <b>4772.00</b> | <b>3976.00</b> | <b>3447.00</b> | <b>2913.00</b> |  |
| 2.00                  | 8353.00         | 10075.00                                  | 7550.00        | 6762.00        | 6151.00        | 2256.00        | 5299.00        | 4507.00        | 3976.00        | 3447.00        |  |
| 3.00                  | 9024.00         | 10883.00                                  | 8153.00        | 7302.00        | 6641.00        | 2432.00        | 5722.00        | 4857.00        | 4295.00        | 3719.00        |  |
| 4.00                  | 9656.00         | 11645.00                                  | 8723.00        | 7814.00        | 7104.00        | 2600.00        | 6125.00        | 5201.00        | 4600.00        | 3976.00        |  |
| 5.00                  | 10335.00        | 12458.00                                  | 9330.00        | 8360.00        | 7604.00        | 2783.00        | 6551.00        | 5563.00        | 4922.00        | 4256.00        |  |
| <b>6.00</b>           | <b>11055.00</b> | <b>13332.00</b>                           | <b>9986.00</b> | <b>8943.00</b> | <b>8136.00</b> | <b>2979.00</b> | <b>7013.00</b> | <b>5955.00</b> | <b>5265.00</b> | <b>4560.00</b> |  |
| 7.00                  | 11830.00        | 14263.00                                  | 10687.00       | 9571.00        | 8705.00        | 3184.00        | 7502.00        | 6373.00        | 5633.00        | 4878.00        |  |
| 8.00                  | 12659.00        | 15263.00                                  | 11438.00       | 10241.00       | 9317.00        | 3405.00        | 8025.00        | 6820.00        | 6027.00        | 5215.00        |  |

| MATRIX CODE  | : FY15Cust      |          | DESCRIPTION : <b>FY15 Custodial/Maintenance</b> |          |                 | DIST BASE |                 | : \$0.00 |                 |          |                 |
|--------------|-----------------|----------|---|----------|-----------------|-----------|-----------------|----------|-----------------|----------|-----------------|
| STEP         | CU-D-0          | CU-DS-0  | CU-E-0  | CU-ES-0  | GR-D-0          | GR-DS-0   | LR-D-0          | LR-DS-0  | MA-D-0          | MA-DS-0  | MA-E-0          |
| 0.00         | 35791.00        | 51841.00 | 36147.00  | 52207.00 | 35791.00        | 51841.00  | 35791.00        | 46225.00 | 35791.00        | 51841.00 | 36147.00        |
| <b>1.00</b>  | <b>36614.00</b> |          | <b>36978.00</b>                                 |          | <b>36614.00</b> |           | <b>36614.00</b> |          | <b>36614.00</b> |          | <b>36978.00</b> |
| 2.00         | 37551.00        |          | 37919.00  |          | 37551.00        |           | 37551.00        |          | 37551.00        |          | 37919.00        |
| 3.00         | 38476.00        |          | 38842.00  |          | 38476.00        |           | 38476.00        |          | 38476.00        |          | 38842.00        |
| 4.00         | 39368.00        |          | 39734.00  |          | 39368.00        |           | 39368.00        |          | 39368.00        |          | 39734.00        |
| 5.00         | 40281.00        |          | 40649.00  |          | 40281.00        |           | 40281.00        |          | 40281.00        |          | 40649.00        |
| <b>6.00</b>  | <b>41217.00</b> |          | <b>41583.00</b>                                 |          | <b>41217.00</b> |           | <b>41217.00</b> |          | <b>41217.00</b> |          | <b>41583.00</b> |
| 7.00         | 42174.00        |          | 42539.00  |          | 42174.00        |           | 42174.00        |          | 42174.00        |          | 42539.00        |
| 8.00         | 43151.00        |          | 43519.00  |          | 43151.00        |           | 43151.00        |          | 43151.00        |          | 43519.00        |
| 9.00         | 44152.00        |          | 44519.00  |          | 44152.00        |           | 44152.00        |          | 44152.00        |          | 44519.00        |
| 10.00        | 45175.00        |          | 45543.00  |          | 45175.00        |           | 45175.00        |          | 45175.00        |          | 45543.00        |
| 11.00        | 46225.00        |          | 46592.00  |          | 46225.00        |           |                 |          | 46225.00        |          | 46592.00        |
| 12.00        | 47297.00        |          | 47665.00  |          | 47297.00        |           |                 |          | 47297.00        |          | 47665.00        |
| 13.00        | 48394.00        |          | 48762.00  |          | 48394.00        |           |                 |          | 48394.00        |          | 48762.00        |
| 14.00        | 49517.00        |          | 49883.00  |          | 49517.00        |           |                 |          | 49517.00        |          | 49883.00        |
| <b>15.00</b> | <b>50667.00</b> |          | <b>51031.00</b>                                 |          | <b>50667.00</b> |           |                 |          | <b>50667.00</b> |          | <b>51031.00</b> |

MATRIX CODE : FY15Cust      DESCRIPTION : **FY15 Custodial/Maintenance**      DIST BASE : \$0.00

| <u>STEP</u> | <u>MM-D-0</u> | <u>MM-DS-0</u> | <u>MM-E-0</u> |
|-------------|---------------|----------------|---------------|
| 0.00        |               | 67816.00       |               |
| 16.00       | 51841.00      |                | 52207.00      |
| 17.00       | 54218.00      |                | 54584.00      |
| 18.00       | 55463.00      |                | 55830.00      |
| 19.00       | 56740.00      |                | 57107.00      |
| 20.00       | 58045.00      |                | 58412.00      |
| 21.00       | 59380.00      |                | 59746.00      |
| 22.00       | 61920.00      |                | 62285.00      |
| 23.00       | 63344.00      |                | 63710.00      |
| 24.00       | 64799.00      |                | 65166.00      |
| 25.00       | 66293.00      |                | 66657.00      |



| MATRIX CODE : FY15DIFF |      | DESCRIPTION : FY15 Differentials-Cert |          |          |          |         | DIST BASE : |         | \$0.00  |         |         |  |
|------------------------|------|---------------------------------------|----------|----------|----------|---------|-------------|---------|---------|---------|---------|--|
| STEP                   | DD-0 | DI-0                                  | DIA-0    | DII-0    | DIII-0   | DIV-0   | DIX-0       | DV-0    | DVI-0   | DVII-0  | DVIII-0 |  |
| 1.00                   | 0.00 | 7822.00                               | 9543.00  | 7024.00  | 6234.00  | 5616.00 | 1981.00     | 4772.00 | 3976.00 | 3447.00 | 2913.00 |  |
| 2.00                   | 0.00 | 8353.00                               | 10075.00 | 7550.00  | 6762.00  | 6151.00 | 2256.00     | 5299.00 | 4507.00 | 3976.00 | 3447.00 |  |
| 3.00                   | 0.00 | 9024.00                               | 10883.00 | 8153.00  | 7302.00  | 6641.00 | 2432.00     | 5722.00 | 4857.00 | 4295.00 | 3719.00 |  |
| 4.00                   | 0.00 | 9656.00                               | 11645.00 | 8723.00  | 7814.00  | 7104.00 | 2600.00     | 6125.00 | 5201.00 | 4600.00 | 3976.00 |  |
| 5.00                   | 0.00 | 10335.00                              | 12458.00 | 9330.00  | 8360.00  | 7604.00 | 2783.00     | 6551.00 | 5563.00 | 4922.00 | 4256.00 |  |
| 6.00                   | 0.00 | 11055.00                              | 13332.00 | 9986.00  | 8943.00  | 8136.00 | 2979.00     | 7013.00 | 5955.00 | 5265.00 | 4560.00 |  |
| 7.00                   | 0.00 | 11830.00                              | 14263.00 | 10687.00 | 9571.00  | 8705.00 | 3184.00     | 7502.00 | 6373.00 | 5633.00 | 4878.00 |  |
| 8.00                   | 0.00 | 12659.00                              | 15263.00 | 11438.00 | 10241.00 | 9317.00 | 3405.00     | 8025.00 | 6820.00 | 6027.00 | 5215.00 |  |

| MATRIX CODE : FY15DIFN |      | DESCRIPTION : FY15 Differentials-NonCert |          |          |         |         | DIST BASE : |         | \$0.00  |         |         |  |
|------------------------|------|--|----------|----------|---------|---------|-------------|---------|---------|---------|---------|--|
| STEP                   | DD-0 | DI-0                                     | DIA-0    | DII-0    | DIII-0  | DIV-0   | DIX-0       | DV-0    | DVI-0   | DVII-0  | DVIII-0 |  |
| 1.00                   | 0.00 | 7196.00                                  | 8780.00  | 6462.00  | 5735.00 | 5167.00 | 1823.00     | 4390.00 | 3658.00 | 3171.00 | 2680.00 |  |
| 2.00                   | 0.00 | 7685.00                                  | 9269.00  | 6946.00  | 6221.00 | 5659.00 | 2076.00     | 4875.00 | 4146.00 | 3658.00 | 3171.00 |  |
| 3.00                   | 0.00 | 8302.00                                  | 10012.00 | 7501.00  | 6718.00 | 6110.00 | 2237.00     | 5264.00 | 4468.00 | 3951.00 | 3421.00 |  |
| 4.00                   | 0.00 | 8884.00                                  | 10713.00 | 8025.00  | 7189.00 | 6536.00 | 2392.00     | 5635.00 | 4785.00 | 4232.00 | 3658.00 |  |
| 5.00                   | 0.00 | 9508.00                                  | 11461.00 | 8584.00  | 7691.00 | 6996.00 | 2560.00     | 6027.00 | 5118.00 | 4528.00 | 3916.00 |  |
| 6.00                   | 0.00 | 10171.00                                 | 12265.00 | 9187.00  | 8228.00 | 7485.00 | 2741.00     | 6452.00 | 5479.00 | 4844.00 | 4195.00 |  |
| 7.00                   | 0.00 | 10884.00                                 | 13122.00 | 9832.00  | 8805.00 | 8009.00 | 2929.00     | 6902.00 | 5863.00 | 5182.00 | 4488.00 |  |
| 8.00                   | 0.00 | 11646.00                                 | 14042.00 | 10523.00 | 9422.00 | 8572.00 | 3133.00     | 7383.00 | 6274.00 | 5545.00 | 4798.00 |  |

MATRIX CODE : FY15EVEN

DESCRIPTION : **FY15 Evening School**

DIST BASE : \$0.00

| <u>STEP</u> | <u>EVEN-0</u>  |
|-------------|----------------|
| <b>1.00</b> | <b>2205.00</b> |
| 2.00        | 2628.00        |
| 3.00        | 3053.00        |
| 4.00        | 3475.00        |
| 5.00        | 3902.00        |
| <b>6.00</b> | <b>4328.00</b> |
| 7.00        | 4751.00        |

| MATRIX CODE  | : | FY15Exec        | DESCRIPTION | : | FY15 Executive Assistant | DIST BASE | : | \$0.00   |
|--------------|---|-----------------|-------------|---|--------------------------|-----------|---|----------|
| STEP         |   | EX1-2-0         | EX12S-0     |   | EX2-3-0                  |           |   | EX23S-0  |
| 0.00         |   |                 | 56656.00    |   |                          |           |   | 64786.00 |
| <b>1.00</b>  |   | <b>39958.00</b> |             |   |                          |           |   |          |
| 2.00         |   | 40749.00        |             |   |                          |           |   |          |
| 3.00         |   | 41563.00        |             |   |                          |           |   |          |
| 4.00         |   | 42394.00        |             |   |                          |           |   |          |
| 5.00         |   | 43243.00        |             |   |                          |           |   |          |
| <b>6.00</b>  |   | <b>44107.00</b> |             |   |                          |           |   |          |
| 7.00         |   | 44923.00        |             |   |                          |           |   |          |
| 8.00         |   | 45755.00        |             |   |                          |           |   |          |
| 9.00         |   | 46601.00        |             |   |                          |           |   |          |
| 10.00        |   | 47462.00        |             |   |                          |           |   |          |
| 11.00        |   | 48342.00        |             |   | 48342.00                 |           |   |          |
| 12.00        |   | 49163.00        |             |   | 49163.00                 |           |   |          |
| 13.00        |   | 49998.00        |             |   | 49998.00                 |           |   |          |
| 14.00        |   | 50848.00        |             |   | 50848.00                 |           |   |          |
| <b>15.00</b> |   | <b>51713.00</b> |             |   | <b>51713.00</b>          |           |   |          |
| 16.00        |   | 52591.00        |             |   | 52591.00                 |           |   |          |
| 17.00        |   | 53381.00        |             |   | 53381.00                 |           |   |          |
| 18.00        |   | 54181.00        |             |   | 54181.00                 |           |   |          |
| 19.00        |   | 54994.00        |             |   | 54994.00                 |           |   |          |
| 20.00        |   | 55819.00        |             |   | 55819.00                 |           |   |          |
| 21.00        |   |                 |             |   | 56656.00                 |           |   |          |
| 22.00        |   |                 |             |   | 57422.00                 |           |   |          |
| 23.00        |   |                 |             |   | 58197.00                 |           |   |          |
| 24.00        |   |                 |             |   | 58983.00                 |           |   |          |
| 25.00        |   |                 |             |   | 59779.00                 |           |   |          |
| 26.00        |   |                 |             |   | 60585.00                 |           |   |          |
| 27.00        |   |                 |             |   | 61403.00                 |           |   |          |
| 28.00        |   |                 |             |   | 62233.00                 |           |   |          |
| 29.00        |   |                 |             |   | 63072.00                 |           |   |          |
| 30.00        |   |                 |             |   | 63922.00                 |           |   |          |

| MATRIX CODE | : FY15Exem |          | DESCRIPTION | : FY15 Exempt |          | DIST BASE |  | : | \$0.00 |
|-------------|------------|----------|-------------|---------------|----------|-----------|--|---|--------|
| STEP        | X-1-0      | X-2-0    | X-2S-0      | X-3-0         | X-3S-0   | X-4S-0    |  |   |        |
| 0.00        |            |          | 67987.00    |               | 77744.00 | 87068.80  |  |   |        |
| 1.00        | 39328.00   |          |             |               |          |           |  |   |        |
| 2.00        | 40115.00   |          |             |               |          |           |  |   |        |
| 3.00        | 40915.00   |          |             |               |          |           |  |   |        |
| 4.00        | 41734.00   |          |             |               |          |           |  |   |        |
| 5.00        | 42567.00   |          |             |               |          |           |  |   |        |
| 6.00        | 43420.00   |          |             |               |          |           |  |   |        |
| 7.00        | 44287.00   |          |             |               |          |           |  |   |        |
| 8.00        | 45173.00   |          |             |               |          |           |  |   |        |
| 9.00        | 46078.00   |          |             |               |          |           |  |   |        |
| 10.00       | 46999.00   |          |             |               |          |           |  |   |        |
| 11.00       | 47939.00   | 47939.00 |             |               |          |           |  |   |        |
| 12.00       | 48897.00   | 48897.00 |             |               |          |           |  |   |        |
| 13.00       | 49875.00   | 49875.00 |             |               |          |           |  |   |        |
| 14.00       | 50873.00   | 50873.00 |             |               |          |           |  |   |        |
| 15.00       | 51890.00   | 51890.00 |             |               |          |           |  |   |        |
| 16.00       | 52929.00   | 52929.00 |             |               |          |           |  |   |        |
| 17.00       | 53909.00   | 53909.00 |             |               |          |           |  |   |        |
| 18.00       | 54906.00   | 54906.00 |             |               |          |           |  |   |        |
| 19.00       | 55921.00   | 55921.00 |             |               |          |           |  |   |        |
| 20.00       | 56954.00   | 56954.00 |             |               |          |           |  |   |        |
| 21.00       |            | 58008.00 |             | 58008.00      |          |           |  |   |        |
| 22.00       |            | 58994.00 |             | 58994.00      |          |           |  |   |        |
| 23.00       |            | 59998.00 |             | 59998.00      |          |           |  |   |        |
| 24.00       |            | 61019.00 |             | 61019.00      |          |           |  |   |        |
| 25.00       |            | 62055.00 |             | 62055.00      |          |           |  |   |        |
| 26.00       |            | 63111.00 |             | 63111.00      |          |           |  |   |        |
| 27.00       |            | 64056.00 |             | 64056.00      |          |           |  |   |        |
| 28.00       |            | 65018.00 |             | 65018.00      |          |           |  |   |        |
| 29.00       |            | 65992.00 |             | 65992.00      |          |           |  |   |        |
| 30.00       |            | 66982.00 |             | 66982.00      |          |           |  |   |        |
| 31.00       |            |          |             | 67987.00      |          |           |  |   |        |
| 32.00       |            |          |             | 68905.00      |          |           |  |   |        |
| 33.00       |            |          |             | 69835.00      |          |           |  |   |        |
| 34.00       |            |          |             | 70779.00      |          |           |  |   |        |

| MATRIX CODE : FY15GB32 |         | DESCRIPTION : FY15 Glenbrook Day 32-Step |         |         |         |         | DIST BASE : \$0.00 |  |
|------------------------|---------|--|---------|---------|---------|---------|--------------------|--|
| STEP                   | BA-0    | BA-15                                    | MA-0    | MA-15   | MA-30   | MA-45   | MA-60              |  |
| 1.00                   | 908.00  | 954.00                                   | 1013.00 | 1052.00 | 1091.00 | 1130.00 | 1169.00            |  |
| 2.00                   | 929.00  | 976.00                                   | 1036.00 | 1076.00 | 1116.00 | 1156.00 | 1196.00            |  |
| 3.00                   | 950.00  | 998.00                                   | 1060.00 | 1100.00 | 1141.00 | 1182.00 | 1223.00            |  |
| 4.00                   | 972.00  | 1021.00                                  | 1084.00 | 1126.00 | 1168.00 | 1210.00 | 1252.00            |  |
| 5.00                   | 994.00  | 1045.00                                  | 1109.00 | 1151.00 | 1193.00 | 1236.00 | 1279.00            |  |
| 6.00                   | 1016.00 | 1068.00                                  | 1133.00 | 1176.00 | 1220.00 | 1263.00 | 1307.00            |  |
| 7.00                   | 1038.00 | 1091.00                                  | 1158.00 | 1202.00 | 1246.00 | 1291.00 | 1336.00            |  |
| 8.00                   | 1061.00 | 1115.00                                  | 1184.00 | 1227.00 | 1273.00 | 1318.00 | 1364.00            |  |
| 9.00                   | 1084.00 | 1139.00                                  | 1209.00 | 1253.00 | 1299.00 | 1346.00 | 1393.00            |  |
| 10.00                  | 1106.00 | 1162.00                                  | 1234.00 | 1279.00 | 1327.00 | 1374.00 | 1421.00            |  |
| 11.00                  | 1128.00 | 1187.00                                  | 1260.00 | 1306.00 | 1354.00 | 1403.00 | 1449.00            |  |
| 12.00                  | 1151.00 | 1211.00                                  | 1286.00 | 1333.00 | 1383.00 | 1431.00 | 1478.00            |  |
| 13.00                  |         | 1235.00                                  | 1313.00 | 1361.00 | 1412.00 | 1460.00 | 1508.00            |  |
| 14.00                  |         | 1259.00                                  | 1341.00 | 1390.00 | 1440.00 | 1489.00 | 1538.00            |  |
| 15.00                  |         |  | 1369.00 | 1419.00 | 1469.00 | 1519.00 | 1568.00            |  |
| 16.00                  |         |  | 1398.00 | 1449.00 | 1498.00 | 1549.00 | 1600.00            |  |
| 17.00                  |         |  | 1427.00 | 1479.00 | 1528.00 | 1580.00 | 1630.00            |  |
| 18.00                  |         |  | 1457.00 | 1509.00 | 1559.00 | 1612.00 | 1661.00            |  |
| 19.00                  |         |  | 1488.00 | 1539.00 | 1590.00 | 1642.00 | 1693.00            |  |
| 20.00                  |         |  | 1519.00 | 1570.00 | 1622.00 | 1674.00 | 1725.00            |  |
| 21.00                  |         |  | 1549.00 | 1601.00 | 1653.00 | 1705.00 | 1758.00            |  |
| 22.00                  |         |  | 1580.00 | 1633.00 | 1684.00 | 1738.00 | 1789.00            |  |
| 23.00                  |         |  | 1612.00 | 1664.00 | 1716.00 | 1771.00 | 1821.00            |  |
| 24.00                  |         |  | 1644.00 | 1696.00 | 1749.00 | 1803.00 | 1854.00            |  |
| 25.00                  |         |  | 1677.00 | 1728.00 | 1782.00 | 1835.00 | 1888.00            |  |
| 26.00                  |         |  | 1709.00 | 1761.00 | 1814.00 | 1868.00 | 1922.00            |  |
| 27.00                  |         |  | 1741.00 | 1794.00 | 1847.00 | 1902.00 | 1956.00            |  |
| 28.00                  |         |  | 1775.00 | 1827.00 | 1880.00 | 1936.00 | 1989.00            |  |
| 29.00                  |         |  | 1808.00 | 1860.00 | 1914.00 | 1969.00 | 2023.00            |  |
| 30.00                  |         |  | 1841.00 | 1893.00 | 1946.00 | 2002.00 | 2058.00            |  |
| 31.00                  |         |  | 1874.00 | 1925.00 | 1979.00 | 2036.00 | 2093.00            |  |
| 32.00                  |         |  | 1906.00 | 1958.00 | 2013.00 | 2071.00 | 2128.00            |  |

|               |          |               |                                |         |         |  |             |        |
|---------------|----------|---------------|--------------------------------|---------|---------|--|-------------|--------|
| MATRIX CODE : | FY15GB-G | DESCRIPTION : | FY15 Glenbrook Day Grandfather |         |         |  | DIST BASE : | \$0.00 |
| STEP          | MA-0     | MA-15         | MA-30                          | MA-45   | MA-60   |  |             |        |
| 15.00         | 1681.00  | 1722.00       | 1764.00                        | 1805.00 | 1846.00 |  |             |        |
| 16.00         | 1726.00  | 1768.00       | 1809.00                        | 1851.00 | 1892.00 |  |             |        |
| 17.00         | 1772.00  | 1813.00       | 1854.00                        | 1896.00 | 1938.00 |  |             |        |
| 18.00         | 1817.00  | 1859.00       | 1900.00                        | 1942.00 | 1983.00 |  |             |        |
| 19.00         | 1863.00  | 1904.00       | 1946.00                        | 1987.00 | 2029.00 |  |             |        |
| 20.00         | 1945.00  | 1987.00       | 2029.00                        | 2072.00 | 2114.00 |  |             |        |

| MATRIX CODE | : FY15GBD |         | DESCRIPTION : FY15 Glenbrook Days |         |         |         |         | DIST BASE : \$0.00 |  |
|-------------|-----------|---------|-----------------------------------|---------|---------|---------|---------|--------------------|--|
| STEP        | BA-0      | BA-15   | MA-0                              | MA-15   | MA-30   | MA-45   | MA-60   |                    |  |
| 1.00        | 908.00    | 954.00  | 1012.00                           | 1052.00 | 1091.00 | 1130.00 | 1169.00 |                    |  |
| 2.00        | 935.00    | 992.00  | 1053.00                           | 1094.00 | 1134.00 | 1175.00 | 1216.00 |                    |  |
| 3.00        | 976.00    | 1033.00 | 1098.00                           | 1138.00 | 1179.00 | 1220.00 | 1260.00 |                    |  |
| 4.00        | 1015.00   | 1071.00 | 1140.00                           | 1181.00 | 1222.00 | 1262.00 | 1303.00 |                    |  |
| 5.00        | 1067.00   | 1124.00 | 1197.00                           | 1238.00 | 1278.00 | 1319.00 | 1360.00 |                    |  |
| 6.00        | 1108.00   | 1165.00 | 1242.00                           | 1283.00 | 1323.00 | 1364.00 | 1404.00 |                    |  |
| 7.00        | 1148.00   | 1205.00 | 1287.00                           | 1327.00 | 1368.00 | 1409.00 | 1449.00 |                    |  |
| 8.00        |           | 1256.00 | 1342.00                           | 1382.00 | 1423.00 | 1463.00 | 1504.00 |                    |  |
| 9.00        |           |         | 1386.00                           | 1427.00 | 1468.00 | 1508.00 | 1549.00 |                    |  |
| 10.00       |           |         | 1431.00                           | 1472.00 | 1512.00 | 1553.00 | 1594.00 |                    |  |
| 11.00       |           |         | 1476.00                           | 1516.00 | 1557.00 | 1598.00 | 1638.00 |                    |  |
| 12.00       |           |         | 1521.00                           | 1561.00 | 1604.00 | 1643.00 | 1683.00 |                    |  |
| 13.00       |           |         | 1567.00                           | 1606.00 | 1650.00 | 1687.00 | 1728.00 |                    |  |
| 14.00       |           |         | 1612.00                           | 1652.00 | 1697.00 | 1733.00 | 1775.00 |                    |  |
| 15.00       |           |         | 1659.00                           | 1699.00 | 1744.00 | 1780.00 | 1821.00 |                    |  |
| 16.00       |           |         | 1706.00                           | 1746.00 | 1791.00 | 1828.00 | 1868.00 |                    |  |
| 17.00       |           |         | 1753.00                           | 1793.00 | 1839.00 | 1875.00 | 1917.00 |                    |  |
| 18.00       |           |         | 1801.00                           | 1842.00 | 1887.00 | 1924.00 | 1965.00 |                    |  |
| 19.00       |           |         | 1849.00                           | 1890.00 | 1936.00 | 1972.00 | 2014.00 |                    |  |
| 20.00       |           |         | 1897.00                           | 1939.00 | 1985.00 | 2021.00 | 2062.00 |                    |  |
| 21.00       |           |         | 1947.00                           | 1987.00 | 2032.00 | 2072.00 | 2114.00 |                    |  |



| MATRIX CODE : | FY15INDM | DESCRIPTION : | FY15 Info/Data Mgmt | DIST BASE : | \$0.00 |
|---------------|----------|---------------|---------------------|-------------|--------|
| STEP          | ID 1-0   | ID 2-0        | IDS-0               |             |        |
| 0.00          |          |               | 44988.00            |             |        |
| 1.00          | 30274.00 |               |                     |             |        |
| 2.00          | 30882.00 |               |                     |             |        |
| 3.00          | 31500.00 |               |                     |             |        |
| 4.00          | 32130.00 |               |                     |             |        |
| 5.00          | 32772.00 |               |                     |             |        |
| 6.00          | 33428.00 |               |                     |             |        |
| 7.00          | 34096.00 |               |                     |             |        |
| 8.00          | 34778.00 |               |                     |             |        |
| 9.00          | 35475.00 |               |                     |             |        |
| 10.00         | 36182.00 |               |                     |             |        |
| 11.00         | 36906.00 | 36906.00      |                     |             |        |
| 12.00         | 37644.00 | 37644.00      |                     |             |        |
| 13.00         | 38398.00 | 38398.00      |                     |             |        |
| 14.00         | 39165.00 | 39165.00      |                     |             |        |
| 15.00         | 39947.00 | 39947.00      |                     |             |        |
| 16.00         | 40748.00 | 40748.00      |                     |             |        |
| 17.00         | 41563.00 | 41563.00      |                     |             |        |
| 18.00         | 42393.00 | 42393.00      |                     |             |        |
| 19.00         | 43242.00 | 43242.00      |                     |             |        |
| 20.00         | 44106.00 | 44106.00      |                     |             |        |
| 21.00         |          | 44989.00      |                     |             |        |
| 22.00         |          | 45888.00      |                     |             |        |
| 23.00         |          | 46806.00      |                     |             |        |
| 24.00         |          | 47743.00      |                     |             |        |
| 25.00         |          | 48698.00      |                     |             |        |
| 26.00         |          | 49671.00      |                     |             |        |
| 27.00         |          | 50663.00      |                     |             |        |
| 28.00         |          | 51678.00      |                     |             |        |
| 29.00         |          | 52711.00      |                     |             |        |
| 30.00         |          | 53766.00      |                     |             |        |

|               |          |               |                    |          |             |        |
|---------------|----------|---------------|--------------------|----------|-------------|--------|
| MATRIX CODE : | FY15IA   | DESCRIPTION : | FY15 Instruct Asst |          | DIST BASE : | \$0.00 |
| STEP          | IA1-0    | IA1S-0        | IA2-0              | IA2S-0   |             |        |
| 0.00          |          | 49731.00      |                    | 51928.00 |             |        |
| 1.00          | 34746.00 |               | 36826.00           |          |             |        |
| 2.00          | 35476.00 |               | 37556.00           |          |             |        |
| 3.00          | 36221.00 |               | 38301.00           |          |             |        |
| 4.00          | 36981.00 |               | 39061.00           |          |             |        |
| 5.00          | 37758.00 |               | 39838.00           |          |             |        |
| 6.00          | 38551.00 |               | 40631.00           |          |             |        |
| 7.00          | 39360.00 |               | 41440.00           |          |             |        |
| 8.00          | 40187.00 |               | 42267.00           |          |             |        |
| 9.00          | 41031.00 |               | 43111.00           |          |             |        |
| 10.00         | 41893.00 |               | 43973.00           |          |             |        |
| 11.00         | 42772.00 |               | 44852.00           |          |             |        |
| 12.00         | 43670.00 |               | 45750.00           |          |             |        |
| 13.00         | 44588.00 |               | 46668.00           |          |             |        |
| 14.00         | 45524.00 |               | 47604.00           |          |             |        |
| 15.00         | 46480.00 |               | 48560.00           |          |             |        |
| 16.00         | 47456.00 |               | 49536.00           |          |             |        |
| 17.00         | 48453.00 |               | 50533.00           |          |             |        |

MATRIX CODE : FY15LAB DESCRIPTION : **FY15 Lab Manager** DIST BASE : \$0.00

| STEP         | LAB1-0          | LAB2-0          |
|--------------|-----------------|-----------------|
| <b>1.00</b>  | <b>39034.00</b> | <b>41114.00</b> |
| 2.00         | 39854.00        | 41934.00        |
| 3.00         | 40691.00        | 42771.00        |
| 4.00         | 41545.00        | 43625.00        |
| 5.00         | 42418.00        | 44498.00        |
| <b>6.00</b>  | <b>43308.00</b> | <b>45388.00</b> |
| 7.00         | 44218.00        | 46298.00        |
| 8.00         | 45146.00        | 47226.00        |
| 9.00         | 46094.00        | 48174.00        |
| 10.00        | 47062.00        | 49142.00        |
| 11.00        | 48051.00        | 50131.00        |
| 12.00        | 49060.00        | 51140.00        |
| 13.00        | 50090.00        | 52170.00        |
| 14.00        | 51142.00        | 53222.00        |
| <b>15.00</b> | <b>52216.00</b> | <b>54296.00</b> |
| 16.00        | 53313.00        | 55393.00        |
| 17.00        | 54432.00        | 56512.00        |

MATRIX CODE : FY15PARA DESCRIPTION : **FY15 Paraprofessional** DIST BASE : \$0.00

| <u>STEP</u>  | <u>PARA-0</u>   | <u>PARAS-0</u> |
|--------------|-----------------|----------------|
| <b>1.00</b>  | <b>29930.00</b> | 41316.00       |
| 2.00         | 30529.00        |                |
| 3.00         | 31139.00        |                |
| 4.00         | 31762.00        |                |
| 5.00         | 32397.00        |                |
| <b>6.00</b>  | <b>33141.00</b> |                |
| 7.00         | 33903.00        |                |
| 8.00         | 34683.00        |                |
| 9.00         | 35482.00        |                |
| 10.00        | 36298.00        |                |
| 11.00        | 37133.00        |                |
| 12.00        | 37986.00        |                |
| 13.00        | 38861.00        |                |
| 14.00        | 39754.00        |                |
| <b>15.00</b> | <b>40668.00</b> |                |
| 16.00        | 41482.00        |                |
| 17.00        | 42312.00        |                |
| 18.00        | 43158.00        |                |

MATRIX CODE : FY15PO                      DESCRIPTION : **FY15 Plant Operator**                      DIST BASE : \$0.00

| <u>STEP</u>  | <u>PO-0</u>     |
|--------------|-----------------|
| <b>31.00</b> | <b>81584.00</b> |
| 32.00        | 82686.00        |
| 33.00        | 83802.00        |
| 34.00        | 84935.00        |
| 35.00        | 86080.00        |
| <b>36.00</b> | <b>87242.00</b> |
| 37.00        | 88421.00        |
| 38.00        | 89615.00        |
| 39.00        | 90823.00        |
| 40.00        | 92050.00        |

MATRIX CODE : FY15TCHG      DESCRIPTION : **FY15 Tchr 180-Day Grandfather**      DIST BASE : \$0.00

| STEP         | MA-0             | MA-15            | MA-30            | MA-45            | MA-60            |
|--------------|------------------|------------------|------------------|------------------|------------------|
| <b>15.00</b> | <b>100838.00</b> | <b>103331.00</b> | <b>105820.00</b> | <b>108302.00</b> | <b>110784.00</b> |
| 16.00        | 103569.00        | 106068.00        | 108545.00        | 111032.00        | 113516.00        |
| 17.00        | 106301.00        | 108803.00        | 111269.00        | 113774.00        | 116275.00        |
| 18.00        | 109043.00        | 111526.00        | 114014.00        | 116498.00        | 118981.00        |
| 19.00        | 111770.00        | 114262.00        | 116751.00        | 119238.00        | 121732.00        |
| 20.00        | 116700.00        | 119217.00        | 121760.00        | 124298.00        | 126828.00        |

| MATRIX CODE | : FY15TEAC |          | DESCRIPTION : FY15 Teacher 180-Day |           |           |           | DIST BASE : \$0.00 |  |
|-------------|------------|----------|------------------------------------|-----------|-----------|-----------|--------------------|--|
| STEP        | BA-0       | BA-15    | MA-0                               | MA-15     | MA-30     | MA-45     | MA-60              |  |
| 1.00        | 54468.00   | 57228.00 | 60750.00                           | 63091.00  | 65440.00  | 67791.00  | 70142.00           |  |
| 2.00        | 56099.00   | 59514.00 | 63179.00                           | 65614.00  | 68056.00  | 70498.00  | 72948.00           |  |
| 3.00        | 58544.00   | 61952.00 | 65864.00                           | 68298.00  | 70737.00  | 73178.00  | 75611.00           |  |
| 4.00        | 60873.00   | 64289.00 | 68426.00                           | 70860.00  | 73298.00  | 75747.00  | 78191.00           |  |
| 5.00        | 64039.00   | 67453.00 | 71839.00                           | 74274.00  | 76706.00  | 79148.00  | 81592.00           |  |
| 6.00        | 66476.00   | 69886.00 | 74520.00                           | 76954.00  | 79397.00  | 81831.00  | 84261.00           |  |
| 7.00        | 68907.00   | 72324.00 | 77204.00                           | 79647.00  | 82083.00  | 84515.00  | 86941.00           |  |
| 8.00        |            | 75373.00 | 80496.00                           | 82932.00  | 85374.00  | 87809.00  | 90247.00           |  |
| 9.00        |            |          | 83173.00                           | 85616.00  | 88056.00  | 90495.00  | 92932.00           |  |
| 10.00       |            |          | 85865.00                           | 88301.00  | 90741.00  | 93182.00  | 95610.00           |  |
| 11.00       |            |          | 88538.00                           | 90981.00  | 93425.00  | 95864.00  | 98302.00           |  |
| 12.00       |            |          | 91281.00                           | 93673.00  | 96230.00  | 98554.00  | 101001.00          |  |
| 13.00       |            |          | 94020.00                           | 96353.00  | 99019.00  | 101233.00 | 103682.00          |  |
| 14.00       |            |          | 96748.00                           | 99149.00  | 101792.00 | 103965.00 | 106482.00          |  |
| 15.00       |            |          | 99554.00                           | 101923.00 | 104643.00 | 106772.00 | 109250.00          |  |
| 16.00       |            |          | 102340.00                          | 104778.00 | 107466.00 | 109655.00 | 112091.00          |  |
| 17.00       |            |          | 105206.00                          | 107608.00 | 110370.00 | 112506.00 | 115004.00          |  |
| 18.00       |            |          | 108047.00                          | 110514.00 | 113238.00 | 115431.00 | 117881.00          |  |
| 19.00       |            |          | 110964.00                          | 113386.00 | 116182.00 | 118319.00 | 120826.00          |  |
| 20.00       |            |          | 113850.00                          | 116333.00 | 119087.00 | 121276.00 | 123727.00          |  |
| 21.00       |            |          | 116808.00                          | 119242.00 | 121945.00 | 124298.00 | 126828.00          |  |

| MATRIX CODE | : FY15T-32 |          | DESCRIPTION : FY15 Teacher 32-Step 180-Day |           |           | DIST BASE : \$0.00 |           |
|-------------|------------|----------|--|-----------|-----------|--------------------|-----------|
| STEP        | BA-0       | BA-15    | MA-0                                       | MA-15     | MA-30     | MA-45              | MA-60     |
| 1.00        | 54468.00   | 57228.00 | 60750.00                                   | 63091.00  | 65440.00  | 67791.00           | 70142.00  |
| 2.00        | 55721.00   | 58544.00 | 62147.00                                   | 64542.00  | 66945.00  | 69350.00           | 71755.00  |
| 3.00        | 57002.00   | 59891.00 | 63577.00                                   | 66027.00  | 68485.00  | 70945.00           | 73406.00  |
| 4.00        | 58313.00   | 61268.00 | 65039.00                                   | 67545.00  | 70060.00  | 72577.00           | 75094.00  |
| 5.00        | 59655.00   | 62677.00 | 66535.00                                   | 69031.00  | 71601.00  | 74174.00           | 76746.00  |
| 6.00        | 60967.00   | 64056.00 | 67999.00                                   | 70550.00  | 73177.00  | 75806.00           | 78434.00  |
| 7.00        | 62308.00   | 65466.00 | 69495.00                                   | 72102.00  | 74786.00  | 77473.00           | 80160.00  |
| 8.00        | 63679.00   | 66906.00 | 71023.00                                   | 73616.00  | 76357.00  | 79100.00           | 81843.00  |
| 9.00        | 65016.00   | 68311.00 | 72515.00                                   | 75162.00  | 77960.00  | 80761.00           | 83562.00  |
| 10.00       | 66382.00   | 69745.00 | 74038.00                                   | 76740.00  | 79598.00  | 82457.00           | 85233.00  |
| 11.00       | 67709.00   | 71210.00 | 75593.00                                   | 78352.00  | 81269.00  | 84189.00           | 86938.00  |
| 12.00       | 69063.00   | 72634.00 | 77180.00                                   | 79997.00  | 82976.00  | 85873.00           | 88677.00  |
| 13.00       |            | 74087.00 | 78801.00                                   | 81677.00  | 84718.00  | 87590.00           | 90450.00  |
| 14.00       |            | 75569.00 | 80456.00                                   | 83393.00  | 86413.00  | 89342.00           | 92259.00  |
| 15.00       |            |          | 82145.00                                   | 85144.00  | 88141.00  | 91129.00           | 94104.00  |
| 16.00       |            |          | 83870.00                                   | 86932.00  | 89904.00  | 92951.00           | 95987.00  |
| 17.00       |            |          | 85631.00                                   | 88757.00  | 91702.00  | 94810.00           | 97810.00  |
| 18.00       |            |          | 87430.00                                   | 90533.00  | 93536.00  | 96707.00           | 99669.00  |
| 19.00       |            |          | 89266.00                                   | 92343.00  | 95407.00  | 98544.00           | 101562.00 |
| 20.00       |            |          | 91140.00                                   | 94190.00  | 97315.00  | 100416.00          | 103492.00 |
| 21.00       |            |          | 92963.00                                   | 96074.00  | 99164.00  | 102324.00          | 105458.00 |
| 22.00       |            |          | 94822.00                                   | 97995.00  | 101048.00 | 104268.00          | 107357.00 |
| 23.00       |            |          | 96719.00                                   | 99857.00  | 102968.00 | 106249.00          | 109289.00 |
| 24.00       |            |          | 98653.00                                   | 101755.00 | 104924.00 | 108162.00          | 111256.00 |
| 25.00       |            |          | 100626.00                                  | 103688.00 | 106918.00 | 110109.00          | 113259.00 |
| 26.00       |            |          | 102538.00                                  | 105658.00 | 108842.00 | 112091.00          | 115298.00 |
| 27.00       |            |          | 104486.00                                  | 107665.00 | 110801.00 | 114108.00          | 117373.00 |
| 28.00       |            |          | 106472.00                                  | 109603.00 | 112796.00 | 116162.00          | 119368.00 |
| 29.00       |            |          | 108495.00                                  | 111576.00 | 114826.00 | 118137.00          | 121398.00 |
| 30.00       |            |          | 110447.00                                  | 113585.00 | 116778.00 | 120146.00          | 123461.00 |
| 31.00       |            |          | 112436.00                                  | 115516.00 | 118763.00 | 122188.00          | 125560.00 |
| 32.00       |            |          | 114347.00                                  | 117479.00 | 120782.00 | 124265.00          | 127695.00 |



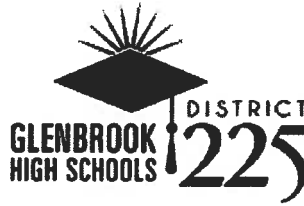
MATRIX CODE : FY15TECH      DESCRIPTION : **FY15 Technology**      DIST BASE : \$0.00

| STEP         | T1-0            | T2-0            | T3-0     | T3S-0    | T4-0 |
|--------------|-----------------|-----------------|----------|----------|------|
| 0.00         |                 |                 |          | 81811.00 |      |
| <b>1.00</b>  | <b>40494.00</b> |                 |          |          |      |
| 2.00         | 41297.00        |                 |          |          |      |
| 3.00         | 42123.00        |                 |          |          |      |
| 4.00         | 42966.00        |                 |          |          |      |
| 5.00         | 43826.00        |                 |          |          |      |
| <b>6.00</b>  | <b>44702.00</b> |                 |          |          |      |
| 7.00         | 45596.00        |                 |          |          |      |
| 8.00         | 46508.00        |                 |          |          |      |
| 9.00         | 47438.00        |                 |          |          |      |
| 10.00        | 48387.00        |                 |          |          |      |
| 11.00        |                 | 49868.00        |          |          |      |
| 12.00        |                 | 50864.00        |          |          |      |
| 13.00        |                 | 51880.00        |          |          |      |
| 14.00        |                 | 52920.00        |          |          |      |
| <b>15.00</b> |                 | <b>53978.00</b> |          |          |      |
| 16.00        |                 | 55057.00        |          |          |      |
| 17.00        |                 | 56158.00        |          |          |      |
| 18.00        |                 | 57281.00        |          |          |      |
| 19.00        |                 | 58427.00        |          |          |      |
| 20.00        |                 | 59595.00        |          |          |      |
| 21.00        |                 | 60786.00        |          |          |      |
| 22.00        |                 | 62001.00        |          |          |      |
| 23.00        |                 | 63243.00        |          |          |      |
| 24.00        |                 | 64508.00        |          |          |      |
| 25.00        |                 | 65798.00        |          |          |      |
| 26.00        |                 |                 | 67113.00 |          |      |
| 27.00        |                 |                 | 68455.00 |          |      |
| 28.00        |                 |                 | 69824.00 |          |      |
| 29.00        |                 |                 | 71222.00 |          |      |
| 30.00        |                 |                 | 72645.00 |          |      |
| 31.00        |                 |                 | 74098.00 |          |      |
| 32.00        |                 |                 | 75580.00 |          |      |
| 33.00        |                 |                 | 77092.00 |          |      |
| 34.00        |                 |                 | 78634.00 |          |      |

MATRIX CODE : FY15TSR      DESCRIPTION : **FY15 Technology Supervisor**      DIST BASE : \$0.00

| <u>STEP</u> | <u>TSR-0</u>    |
|-------------|-----------------|
| <b>1.00</b> | <b>89289.00</b> |
| 2.00        | 91342.00        |
| 3.00        | 92712.00        |
| 4.00        | 94103.00        |
| 5.00        | 95513.00        |
| <b>6.00</b> | <b>96948.00</b> |
| 7.00        | 98401.00        |
| 8.00        | 99878.00        |
| 9.00        | 101375.00       |
| 10.00       | 102896.00       |

\*\*\*\*\* End of report \*\*\*\*\*



# Negotiated Agreement

2014-2018

**between**

The Board of Education  
Northfield Township High School District #225

**and**

The Glenbrook Education Association  
(For the period May 12, 2014 through June 30, 2018)

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



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# **NEGOTIATED AGREEMENT**

## **2014-2018**

This Agreement, entered into May 12, 2014 between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Education Association, hereinafter called the "Association," becomes effective May 12, 2014. This Agreement constitutes a successor Negotiated Agreement entered into during the term of an existing predecessor Negotiated Agreement and shall take effect May 12, 2014 and terminate on June 30, 2018. This Negotiated Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Negotiated Agreement and supercedes all prior agreements, arrangements and communication between the parties concerning such subject matter. Specifically, as of May 12, 2014, this Negotiated Agreement terminates and replaces any and all previous Negotiated Agreements between the Board and the Glenbrook Education Association.

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

WHEREAS, the parties 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. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all regularly employed certificated teaching personnel in the District excluding the Superintendent, directors, principals, assistant principals, deans, instructional supervisors, and other administrative personnel.

B. Unless otherwise expressly provided or clearly indicated by the context, the word "teachers" or the phrase "certificated teaching personnel" when used in this Agreement shall mean all regularly employed certificated District personnel whose position requires a certificate issued under Article 21 of The School Code. However, the word "teachers" or the phrase "certificated teaching personnel" shall not include (1) evening school personnel while employed as such, (2) summer school personnel while employed as such, (3) personnel employed in a capacity or in any program which is not usually or typically associated with the regular school year program or after school "extracurricular" programs while acting as such, (4) instructional supervisors unless they are teaching and seek representation in their role as a teacher.

## ARTICLE II. ASSOCIATION RIGHTS AND RESPONSIBILITIES

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

1. A copy of the tentative School District annual budget at least thirty (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 on behalf of the teachers, students, and educational programs. This information will be provided upon request so long as it does not create additional work for the administrative staff.

B. **Dues Deduction.** The Board agrees to deduct Association membership dues, once each month, 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 together with an itemized statement to the president of 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 employer. Revocation shall become effective within thirty (30) days after such notice is given. The Association shall indemnify and save harmless the employer 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 employer for the purpose of complying with the provisions of this section. (Section B shall be modified by the provisions of Appendix K of this Agreement as of July 1, 1999).

C. **Association Leave.** Whenever a representative of the Association or a teacher is scheduled by the Board, or by the Superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay nor shall such participation be charged to the teacher's leave time. The Association shall be allowed to send up to five (5) official Association delegates to the state association annual convention, for no more than two (2) days each, without salary adjustment provided the Board of Education is reimbursed an amount equal to the normal substitute teacher costs for each day each delegate is absent. The Superintendent may, at his/her sole discretion, grant upon request of the Association, additional days to be used for Association business with the Association reimbursing the Board for substitute teacher costs.

D. The Board shall grant 0.2 FTE to both Glenbrook North and Glenbrook South for the purpose of GEA administrative release. The FTE shall be in addition to each building's standard FTE allotment. The GEA Executive Board shall determine the recipient of the release in each building. Recipient names will be provided to the building Principals by April 1. If a recipient's release would result in hardship to a department, the Principal and the GEA Executive Board agree to discuss, in good faith, an alternative recipient.

E. The Association shall have the right to make use of school equipment, such as copiers, calculators, computers, telephones, e-mail, and audio-visual equipment when such equipment is not otherwise in use. The Association agrees to pay for the actual cost of supplies.

F. The Association and its representatives may be permitted to use school



buildings for meetings at times that do not conflict with instructional responsibilities. The Association shall reimburse the Board for any extra labor costs required for such meetings.

G. 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.

H. The Association recognizes that abuses of sick leave, leaves of absence, tardiness, deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession. The Association shall use its best efforts to enforce proper professional conduct on the part of its members.

I. The Association will continue to encourage and improve the professional performance of its members. Any professional employee may bring an incident of alleged improper professional conduct to the attention of the GEA executive board.

### **ARTICLE III. BOARD RIGHTS AND RESPONSIBILITIES**

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 staff are vested exclusively with the Board.

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

### **ARTICLE IV. RIGHTS AND RESPONSIBILITIES OF TEACHERS**

A. Teachers shall comply with the rules and regulations adopted by the Board or its representatives.

B. Teachers of the Northfield Township High School district shall be assigned to teach or supervise educational activities 275 minutes of each 465-minute teaching day. The 465-minute teaching day shall include the fifteen (15) minutes prior to the start of the school day and fifteen (15) minutes at the end of the school day.

C. The Board recognizes its responsibility to continue to give reasonable support and assistance to all teachers with respect to control and discipline of students. Teachers shall continue to share responsibility for student control and discipline throughout the school day in the entire school facility and at any school sponsored event.

D. Each teacher shall have the right upon advanced request to review the content of the teacher's official personnel file maintained at the District administration office. Privileged information such as confidential credentials and related personal references sought at the time of employment are specifically exempt from such review. All communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the teacher which are included in the teacher's official personnel file shall be called to the teacher's

attention at the time of inclusion, and the teacher will be permitted to file a rebuttal.

The rebuttal shall be prepared in triplicate, one for the instructional supervisor, one for the principal, and one forwarded to the Superintendent to be placed in the teacher's personnel file. A local representative of the Association may, at the teacher's request, accompany the teacher in the review. Only those materials included in the official file may be used for the purpose of taking disciplinary action.

E. The Board and the Association agree that in no case shall a teacher planning to be absent be permitted to or be held responsible for obtaining a substitute teacher. Teachers shall not be required to substitute for an absent teacher except in short-term emergencies. In short-term emergencies, however, when a teacher is absent and a substitute is not available, other teachers in the department when asked to substitute by their instructional supervisor for their absent colleague shall comply with the requests in the best interests of the students and the school. The instructional supervisor shall make a reasonable effort to obtain a substitute for any absence.

F. As a duly elected body exercising governmental power under the laws of the State of Illinois, the Board shall not discriminate against any teacher in the enjoyment of any rights conferred by the Constitution of the United States, the Constitution of the State of Illinois, and the laws of Illinois. However, this section is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

G. Academic freedom shall be guaranteed to the teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect the student's right to form the student's own judgment.

2. The teacher may assume full political and citizenship responsibilities but shall refrain from exploiting the instructional privileges of the teacher's professional position to promote candidates, parties, or personal philosophies.

3. Academic freedom exercised by a teacher requires that the teacher be cognizant of the maturity of the teacher's students and that this be recognized in the teacher's instructional presentation.

In the event of adverse criticism by parents or citizens of the District, all reasonable effort shall be made by the parties to settle academic freedom disputes on the administrative level prior to submitting same to the Board for its decision. The Board recognizes its obligation to support the teacher in the legitimate exercise of the teacher's academic freedom as defined above.

H. The Board and the Administration believe in the tenets of progressive discipline, which include: verbal reprimand, written reprimand, suspension and dismissal. However, nothing herein will require the exhaustion of all of the above disciplinary steps when a decision is made that an incident requires a more severe disciplinary outcome.

When a Teacher is required to appear before the Board or the Administration concerning any matter which the Teacher believes could result in discipline, the Teacher is entitled to have a representative of the Association present. Furthermore, the Teacher directed to appear at such investigatory meetings will receive reasonable advance written notice of the meeting, except where an emergency or extraordinary situation exists which prohibits the provision of such written notice. The Teacher's right to Association representation shall not apply to evaluation conferences or impromptu meetings relative to the Teacher's regular daily performance.

At any such investigatory meeting, the Teacher will be presented with a factual explanation of any evidence gathered to date and will be offered a reasonable amount of time to review and an opportunity to respond to the evidence.

Prior to the time disciplinary action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. The Teacher, and if represented, the Association shall be provided an opportunity to respond both to the basis for the discipline and the possible disciplinary consequences.

#### **ARTICLE V: VOLUNTARY TRANSFERS AND INVOLUNTARY ASSIGNMENT**

A. The Board shall have the sole responsibility to promote employees to positions outside the bargaining unit as defined in Article I of this Agreement.

B. During the school year the Board agrees to give notice of vacancies existing or anticipated in all positions before filling the vacancy. Notices of vacancies will be posted on the District website at least ten (10) business days prior to filling the position. Any teacher who meets specified requirements for job opportunities and desires to make application for any vacancy should file a written application to the Superintendent or his/her designee within ten (10) business days following the announcement of the vacancy. In the case of positions listed on the Differential Responsibilities Schedule contained in Appendix F of this Agreement, and when an immediate need exists, the notice period prior to filling the vacancy shall be five (5) days.

C. In the event that a teacher chooses not to accept a position offered, it shall have no effect upon the teacher's future opportunities for other positions that are created or become vacant.

D. Teachers wishing to be considered for transfer must notify the Assistant Superintendent of Human Resources in writing by February 1 indicating the reasons for requesting the transfer and the school and position desired. Approval of the building principal and of the instructional supervisor involved is a prerequisite for such transfer. If the request for transfer from one building to another is not approved, the reasons for non-approval shall be given the teacher in writing by the Assistant Superintendent of Human Resources as soon as possible but no later than June 1.

E. Notice of involuntary re-assignment shall be given to the teacher no later than May 1 by the Assistant Superintendent of Human Resources or the principal under whom the employee was assigned prior to the re-assignment.

Involuntary transfers to new or vacant positions for teachers will be based on the consideration of the following factors: certifications, qualifications, merit and ability (including performance evaluations, if available), and relevant experience, provided that seniority must not be considered as a factor, unless all other factors are determined by the Board to be equal.

Within ten (10) days after receipt of notification of re-assignment, an employee dissatisfied with the new assignment may make a request in writing for a meeting with the principal under whom the employee was assigned prior to the re-assignment to discuss reasons for the re-assignment.

Within five (5) business days after such meeting the employee, if dissatisfied with the reasons given for the re-assignment, shall have the further right to request a meeting with the Superintendent to discuss said reasons. If the Assistant Superintendent of Human Resources has not attended the meeting with the appropriate principal, the Superintendent may elect to have said Assistant Superintendent of Human Resources confer with the employee in the Superintendent's place.

An Off-campus employee whose position prior to re-assignment does not come within the jurisdiction of any principal shall have the right to request a conference with the Director of Special Education and shall make the employee's request thereof within ten (10) days after receipt by the employee of the notice of re-assignment. Such meeting with the appropriate principal or Superintendent shall be held five (5) days after receipt of a request thereof by the Superintendent.

F. If the foregoing procedures have been followed, the decision of the Superintendent in all matters of promotion, voluntary transfer, and involuntary re-assignment shall be final.

G. Nothing in this Agreement shall prohibit the Board from making temporary appointments until positions can be filled with permanent appointments as provided in this Agreement.

## **ARTICLE VI: SENIORITY**

A. The Board shall develop District-wide seniority lists of teachers by service areas to be determined and as defined by the State Board of Education. Seniority shall be based on the number of full-time, full-term, continuous years of service in District #225, including service in District #225 in an administrative position as defined by Section A of Article I of this Agreement. Full-term shall be defined as employment in the District not later than January 1st.

B. To be included on a seniority list, teachers must have been legally certified and legally qualified in Illinois for employment in that service area and have employed in that service area in District #225.

C. Placement on a seniority list for teachers with equal number of years of service to the District shall be determined by the relative lane placement of the involved teachers on the teachers' salary schedule, the higher lane placement being more desirable.

D. If an administrator is assigned exclusively to the classroom, the administrator shall be placed on the seniority lists in the service areas for which the administrator is legally certified and legally qualified and in which the administrator has had previous teaching experience. The administrator will be placed on the seniority list on the step which correlates to his/her years of service in District #225.

## **ARTICLE VII: STAFF REDUCTION / HONORABLE DISMISSAL PROCESS**

1. When the Board determines that a decrease in the number of teachers or a discontinuance of some teaching service is necessary, such reductions in force will be accomplished in accordance with Section 24-12 of the School Code and other applicable sections of the School Code.

### **2. Honorable Dismissal List**

Annually, the District will establish an Honorable Dismissal List based on a categorization of each Teacher into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications, certifications, endorsements, and any other qualification established in a District job description. Job descriptions must be established on or before May 10 prior to the school year during which the sequence of dismissal is determined. Copies of the list shall be distributed to the Association at least seventy-five (75) calendar days before the end of the school term.

### **3. Grouping of Teachers Within the Honorable Dismissal List**

Group One will consist of each non-tenured Teacher who has not received a summative performance evaluation rating;

Group Two will consist of Teachers with a "Needs Improvement" or "Unsatisfactory" summative performance evaluation rating on either of the Teacher's last two summative performance ratings;

Group Three will consist of each Teacher with a summative performance evaluation rating of at least "Proficient" on both of the Teacher's last two summative performance ratings, if two ratings are available, or on the Teacher's last summative performance evaluation, if only one evaluation is available, unless the Teacher qualifies for placement into Group 4;

Group Four will consist of each Teacher whose last two summative performance evaluation ratings are "Excellent" as well as each Teacher with two "Excellent" summative performance evaluation ratings out of the Teacher's last three summative performance evaluation ratings with a third rating of "Proficient."

4. Order of Dismissal:

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last.

a. Within Group 1, the sequence of dismissal is at the sole discretion of the district.

b. Within Group 2, the sequence of dismissal is based on the average of the last two summative performance evaluation ratings, if two ratings are available, or the teacher's last summative performance rating if only one rating is available. The average is calculated using the following numeric values: 4 for "excellent"; 3 for "Proficient" or "Satisfactory"; 2 for "Needs Improvement"; and 1 for "Unsatisfactory". Teachers with the lowest average summative performance evaluation rating shall be dismissed based on seniority, with teachers that have shorter length of continuing service with the District dismissed first.

c. Within Groups 3 and 4, the sequence of dismissal is based on certification qualifications, and seniority, with teachers that have shorter length of continuing service with the District dismissed first.

This article is not evidence that the Board waives any rights it may have to determine the qualifications of a Teacher to perform the duties of a specific position.

**ARTICLE VIII. RECALL**

With respect to any Teacher who has been honorably dismissed, in the event 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 positions thereby becoming available shall be tendered to the Teachers who were in Group 4 and Group 3 and based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the date of the position becoming available. Teachers from Group 3 or 4 shall be eligible for recall in reverse order of dismissal.

Teachers are responsible for informing the Office of the Superintendent of any changes in their qualifications and/or contact information after the date of their dismissal. The Board is responsible for sending notice to Teachers eligible for recall. A copy of this Article will be enclosed with the notice. Notice will be sent by registered mail to the last address on file with the Board. The Teacher

must give a written response postmarked within seven (7) days of receipt of the notice of vacancy, or within fourteen (14) days of the mailing of the notice of the vacancy, whichever occurs first.

Any Teacher who fails to respond to a proper notice of a vacancy or who declines to accept the position offered shall be placed at the bottom of the recall list as it then exists, and shall be eligible for one more recall opportunity.

**ARTICLE IX. TEACHING LOAD**

A. The Board and the Association recognize that effective learning is the basic foundation for a sound educational program. Effective learning depends primarily upon effective teaching. Effective learning and teaching can only take place when an appropriate number of students are assigned to the teacher. Appropriateness is based upon the following criteria:

1. the background and experience of the teacher,
2. the capabilities of the students enrolled,
3. the content of the course,
4. the techniques of teaching required, and
5. other considerations as mutually agreed upon by the Administration and Association on a case by case basis.

B. The following will serve as maximums for class size and load:

|                             | <b>Max. Teacher Load</b>       | <b>Max. Class Size</b>         |
|-----------------------------|--------------------------------|--------------------------------|
| Art                         | 125                            | 25/28                          |
| Physical Education          | 185                            | 35/37                          |
| English                     | 130                            | 30                             |
| Business Education          | 140/160                        | 35/40                          |
| Foreign Language            | 135                            | 30                             |
| Family and Consumer Science | 120                            | 24/30                          |
| Applied Technology          | 120                            | 24/28                          |
| Mathematics                 | 140                            | 34                             |
| Science                     | 112                            | 28                             |
| Social Studies              | 140                            | 34                             |
| Driver Education            | According to the<br>State Code | According to the<br>State Code |
| Special Education           | Max Case Load*                 | 15 *Unless required by law     |

C. **Class Schedules.** The Board shall have the right to conduct either 8-period class schedules or block class schedules under the terms and conditions described below in

Sections D and E. If the Board plans to change the schedule or schedules from one year to the next year, the Board shall notify the Association in writing not later than May 1st of the schedule or schedules it plans to conduct during the subsequent school year.

**D. 8-period class schedule.** Teachers shall be assigned to instructional assignments for five (5) of the eight (8)-period class day. Teachers are expected to be in the building at least 15 minutes prior to the start of the first period of each teaching day, or 15 minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and 15 minutes at the end of the school day. Teachers are expected to be at their respective period #1 assignment at least five (5) minutes prior to the start of period #1. Those teachers who do not have a period #1 assignment shall check in with their respective departments at least five minutes prior to the start of the school day.

An example of a teacher schedule in an 8-period schedule is shown below:

|          |  |
|----------|--|
| Period 1 | Class  |
| Period 2 | Unscheduled                                      |
| Period 3 | Lunch  |
| Period 4 | 30-min.conf./20 min. for available resource time |
| Period 5 | Class  |
| Period 6 | Class  |
| Period 7 | Class  |
| Period 8 | Class  |

**E. Block Class Schedule.** Teachers shall be assigned to instructional assignments for five (5) ninety (90)-minute blocks plus one (1) Ninety (90)-Minute Resource period over two (2) days. The ninety-minute resource period referenced above constitutes a sixth assignment. Teachers are not expected to take attendance during the Ninety (90) Minute Resource period.

Teachers are expected to be in the building at least fifteen (15) minutes prior to the start of the first block of teaching day, or fifteen (15) minutes prior to their "early bird" class if the teacher is assigned to an "early bird" class, and fifteen (15) minutes at the end of the school day. Teachers are expected to be at their respective first block assignment at least five (5) minutes prior to the start of the first block. Those teachers who do not have a first block assignment shall check in with their respective departments at least five (5) minutes prior to the start of the school day.

In an alternating day, quarter, or semester schedule, the maximum teacher load shall be determined by the total teacher loads over the (2) days, quarters, semesters. Each teacher shall have at least one (1) unscheduled block each day.

**Block and a Half Class Assignments:** Classes which meet one hundred thirty five (135) minutes every two days are the equivalent of one and a half (1.5) block classes. For example, a teacher assigned to two (2) block and a half classes and two (2) block classes would be considered as teaching five (5) block classes and therefore, could be assigned a sixth assignment. A teacher who teaches one (1) block and a half class and four (4) block classes would not be given an additional assignment.



An example of a teacher schedule in the block schedule is shown below:

|           | (A) <u>Day</u>                       | (B) <u>Day</u>  |
|-----------|--------------------------------------|---|
| Block 2-3 | Class                                | Class   |
| Block 4-5 | Unscheduled                          | 30 min. conf/Unscheduled                                  |
| Block 6-7 | Class with 45-min.<br>embedded lunch | 6 <sup>th</sup> assignment with 45-min.<br>embedded lunch |
| Block 8-9 | Class                                | Class   |

**Special Assignments:** If a teaching assignment does not fulfill the five (5)-blocks over two (2)-day instructional assignment referenced above, a teacher may be assigned to any of the following Special Assignments to meet this requirement:

1. Individual work with assigned students
2. Supervision of open labs
3. Supervision of departmental resource centers
4. Special department project(s)
5. A period assignment, such as Advocacy
6. Other educational activities assigned by the principal

Teachers who are assigned to a Special Assignment shall be expected to teach educational activities during the resource period as mutually agreed upon by the Association and the Administration. Teachers assigned to any of the above Special Assignments shall be expected to record student attendance. These Special Assignment periods shall not exceed an average of 25 minutes per day.

For example a teacher who teaches four (4) blocks over two days may be assigned a 25 (twenty-five) minute Advocacy period in addition to a Ninety (90) Minute Resource period. Or a teacher who teaches four (4) could be assigned two (2) Ninety (90) Minute Resource periods.

Teachers assigned to a Special Assignment must meet at least one of the following criteria:

- (1) The teacher has volunteered to accept a Special Assignment, or
- (2) The teacher has fewer than three preparations in his/her regular teaching assignment, or
- (3) The part-time teacher has an F.T.E. of 0.75 or greater.

The Board may assign up to 15% of the teaching staff, in addition to the teachers identified in items #(1) through #(3) above, if the pool of teachers provided by items #(1) through #(3) fails to satisfy the full complement of Special Assignment needs for not more than two grade levels during any one school year. If a teacher with five blocks is assigned or volunteers for a Special Assignment, this will constitute that teacher's sixth assignment. The overall average class size shall be maintained in a range of from 20 to 25 students whenever teachers outside of items # (1) through # (3) are utilized.

F. The Board and Association recognize that new techniques of teaching and new organizational arrangements of teachers and students make occasional deviations in class size desirable. With the written consent of the teachers involved, class size and teacher maximums as indicated above may not apply in these cases as well as in cases of experimental programs. The Association recognizes and will continue to respect every teacher's individual right to increase class size and teacher load to improve instructional effectiveness.

G. It shall not be a practice to assign teachers to more than three teaching preparations; in no case shall a teacher with four or more teaching preparations have any additional assignments during the teaching school day.

H. A teaching preparation is defined as the assignment of a teacher to instruct students in a course and/or additional ability levels therein, whenever the instructional materials are substantially different, to constitute a distinct preparation as determined by concurrence of the teacher, the instructional supervisor, and the principal.

I. The teacher's unscheduled time shall be used for tasks directly related to the teacher's instructional responsibilities, except for occasional breaks. When necessary, a teacher may leave the building during unscheduled time with approval of the teacher's instructional supervisor. In those cases when the teacher's instructional supervisor is not available, the teacher may leave the building with the knowledge of the principal's office. The teacher shall post available times of not less than thirty (30) minutes per day, or every other day on the block schedule, for conferences during the teacher's unscheduled time within the teaching day. These conference times shall be scheduled at a time and at a location mutually acceptable to the teacher and the teacher's supervisor.

J. Teachers not engaged in classroom teaching shall have two (2) fifteen (15) - break periods and a lunch period equal to that of a classroom teacher. The break periods and lunch period shall be scheduled at a time mutually acceptable to the teacher and the teacher's supervisor.

K. All teachers shall be required to attend up to one staff meeting each week. These meetings should be planned on a monthly basis and shall normally be scheduled on Mondays. Staff meetings shall normally be adjourned no later than 4:30 p.m. Every teacher must attend these meetings unless an emergency situation develops which precludes such attendance. The principal must approve in advance all emergency requests for release from attendance at faculty meetings. The teacher's supervisor must approve in advance all emergency requests for release from attendance at all other staff meetings. Whenever possible, all such emergency requests shall be made by the teacher at least 24 hours in advance of the meeting.

L. All teachers as a part of their regular school responsibility will be required to supervise one student social activity per school year. Supervision of a student social activity may not include an activity for which the teacher receives compensation.

M. All teachers as part of their regular school responsibilities shall be required to attend up to three (3) Parent Conference Nights per school year. Teachers will not receive compensatory release time for participating in the first two Parent Conference Nights; however,

if a third Parent Conference Night is scheduled teachers will be provided with a two- (2) hour late arrival on the morning following the third conference night.

N. Glenbrook teachers share in the responsibility for addressing the educational needs of the students, the community and the School District, and for actively cooperating in the efforts to improve the total school program. These responsibilities include, but are not limited to: honoring the designated time of arrival and departure from school; assisting students outside of the regularly scheduled school day; attending special conferences with parents as they are needed; spending sufficient time in the school building to fulfill the teacher's total professional responsibilities.

O. In addition to student attendance days and institute days authorized by the School Code, all teachers will be required to attend Glenbrook days of normal working hours, on days designated by the Board for such purposes in or immediately before the school calendar adopted by the Board. The Glenbrook days shall be used for purposes deemed appropriate by the Board, such as additional student attendance, curriculum development, parent-teacher conferences, planning and evaluation, staff development, and student assessment. The number of such days scheduled shall not exceed five (5) days during any school year. For each day so scheduled by the Board, the Board shall increase teacher salaries by an amount equal to per diem for each such day scheduled, for the school year in which the days are scheduled. The Board shall schedule not less than three (3) Glenbrook days for the duration of the Agreement; however, the requirement for the Board to schedule the three (3) days shall terminate at the end of the **2017-2018** school year.

P. All teachers as a part of their regular school responsibilities shall be required to attend up to one (1) special staff development activity of up to four (4) hours per year outside the regular school day if the activity cannot reasonably be conducted during a regular department meeting and if the activity is approved by the school principal. Nothing in this section, however, shall preclude or prevent teachers from volunteering for other staff development activities outside the regular school day.

Q. The Board and the Association agree that a committee shall be established in each building to enhance the partnership in the creation, execution, evaluation, and revision of building and district improvement initiatives.

Each building school improvement committee shall include a representative from each department and selected members of the administrative staff. The Board and GEA may add to the committee membership by mutual agreement.

The operation of the committees, including regular meeting times and agendas, shall be determined within each building.

## **ARTICLE X. EVALUATION**

The Board and the Association have developed a Teacher Evaluation Plan for all certified staff covered by this agreement. Future modifications to the Plan will be collaboratively developed by the Board and the Association, consistent with the Illinois School Code. Evaluations will be conducted pursuant to the procedures in the Teacher Evaluation Plan.

A. Observations: Non-Tenured teachers shall be formally observed at least two (2) times, and informally observed at least one (1) time, by March 1 of each school year. At least one formal observation will occur by November 1. Tenured teachers shall be formally observed at least once, and informally observed at least once, by March 1 every other school year.

B. Evaluations: Non-Tenured teachers shall be evaluated at least once each school year by March 1st. Tenured teachers shall be evaluated at least once every other school year by March 1.

The written evaluation will include reflection on the teacher's goals and include evaluative comments relative to all four teaching domains: (1) planning and preparation, (2) classroom environment, (3) instruction, and (4) professional responsibilities.

The teacher shall sign copies of the written evaluation. One (1) copy of the written evaluation shall be retained by the instructional supervisor, one (1) copy shall be sent to the principal, one (1) copy shall be given to the teacher, and one (1) copy shall be sent to the Assistant Superintendent of Human Resources for placement in the teacher's personnel file.

C. On or before the first day of school or the first day of employment and before the evaluation process begins, the building principal or immediate supervisor shall provide each teacher with a copy of, and training on, the Teacher Evaluation Plan.

D. Within ten (10) school days of a formal teacher observation, the evaluator shall meet with the teacher to discuss the observation and provide a written summary of the observation. The teacher shall acknowledge receipt of such written summary.

E. The Administrators shall use such procedures, instruments(s), or form(s) as are set forth in the District's Teacher Evaluation Plan. All teacher evaluations will be completed no later than March 1.

F. Right to Respond:  
The teacher shall have the right to attach written comments regarding the evaluation within ten (10) school days after the meeting with the evaluator. Receipt of such attachment shall be acknowledged by the Administrator's signature.

G. District Evaluation Committee  
A Joint Board-Association committee composed of administrators and teachers will annually review the District's Teacher Evaluation Plan and recommend changes, if any, to the Board for approval.

**ARTICLE XI. LEAVES OF ABSENCE**

A. **Sick Leave.** Sick leave shall be accumulated at a rate of fifteen (15) days per school year. No limit shall be placed on the number of accumulated sick leave days unless a law is passed which requires the District's payment of a specified number of sick days upon the teacher's resignation/retirement from the District. Under no circumstances, unless required by law, will the District provide payment for a teacher's unused sick days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, as well as, birth, adoption or placement of adoption. Immediate family is defined as a teacher's spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either teacher or spouse, or approved domestic partner who is at the time of such illness a member of the same household as the teacher. Under extraordinary circumstances, the principal may approve the use of sick leave for attendance at a funeral of an individual who was not a member of the teacher's immediate family. Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event a teacher is absent for illness or injury, and irrespective of whether such absence is charged to any accumulated sick leave, the Superintendent may require the teacher to provide the Superintendent with a physician's certificate; or if the Superintendent believes there may have been an abuse of the sick leave policy, the Superintendent may require an examination by a physician selected by the Superintendent. An examination by a physician selected by the Superintendent shall be at the Board's expense.

All teachers upon request shall be provided with a statement of total unused, accumulated sick leave once each school year. The Board shall establish a sick leave bank. The sick leave bank shall be administered by the Human Resources Office under the guidelines of Board Policy 6270: Certificated Personnel Sick Leave Bank.

Any teacher who is absent from school for reasons ordinarily associated with sick leave, who has no 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 an employee covered by this Agreement shall be interpreted as an amount equal to the teacher's annual salary divided by the required number of teacher attendance days in the school year.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for sick leave.

B. **Professional Leave.** Teachers shall be granted time off with pay for the purpose of visiting other schools or attending meetings or conferences of an educational nature provided that: (1) the administration considers the impact on the department and determines that such a visit, meeting, or conference would be worthwhile for the participating teacher; (2) the administration determines that funds are available (3) the teacher granted such permission is encouraged to share new knowledge of the school visit, meeting, or conference; (4) under no circumstances shall a teacher be paid more than the teacher's per diem pay and varied expenses without the prior written approval of the administration; (5) the teacher shall be required to credit against the teacher's regular per diem pay all sums received by the teacher from other sources for attendance at or participation in such functions; (6) the teacher shall be permitted to receive an

advance draw in the amount of up to two-thirds of the total anticipated expenses if the application for the draw is submitted to the Business Office at least one week prior to said leave.

C. **Leave for Legal Purposes.** Time off with pay shall be granted to any teacher when necessary for appearance in any legal proceedings arising out of a teacher's employment, providing said decision does not find unprofessional or dishonorable conduct of the teacher, dismissal of the teacher, or any breach of this Agreement by either the teacher or the Association.

D. **Jury Duty.** The District shall make up the difference in pay, if any, lost by any teacher as a result of being called to jury duty. The teacher shall, in turn, reimburse the District for any pay above the teacher's regular per diem teaching salary and expenses for such duty. Notification of being called to jury duty should be submitted to the building principal at least one week prior to such duty. A receipt containing a verified statement of expenses should be submitted to the Business Office within one week following completion of said duty.

E. **Sabbatical Leaves.** The Board may grant sabbatical leaves in accordance with the following procedures:

1. On recommendation of the Superintendent of Schools, the Board may permit teachers to take sabbatical leaves for one school year. Such leaves shall be granted for purposes designed to benefit the school system through study, research, a planned program of travel, or an approved combination of the above. The sabbatical plan shall require the approval of the teacher's instructional supervisor, the principal, and the Superintendent.

2. A maximum of five (5) teachers divided equitably between the schools may be granted leaves for any school year. Whenever more than five (5) applications have been received, awards will be based on the quality of service as determined by criteria to be established by the principal, the Superintendent, and the supervisory personnel (in the case of a teacher).

3. It is the policy of this Board to consider only those applicants who hold a Master's degree and who have or will have completed seven (7) years of service to the District. Such service need not be continuous but any leave from service will not exceed one school year, and at least three years of uninterrupted service must have been or will be completed immediately prior to the beginning of such a sabbatical.

4. Further, it is the policy of this Board to give priority to requests for one-year sabbaticals. Semester sabbaticals will be granted only if circumstances are deemed to be extenuating in the judgment of the administration and the Board.

5. A teacher on sabbatical leave shall receive a salary equal to one-half of the basic salary as if in actual service or the minimum salary provided by the first paragraph of Section 24- 8 of The School Code of Illinois, whichever is larger. In addition, the Board shall pay the retirement contribution as provided for under the Teachers' Retirement System, State of Illinois. The Board will maintain the premium contributions toward any fringe benefits agreed to in this Agreement.

6. Normal credit on the salary schedule shall be given for such leave. Time on sabbatical leave is considered as time in service to the District.

7. During the sabbatical the teacher shall file at least three (3) reports outlining the teacher's progress in meeting the sabbatical plans together with the teacher's impressions, experiences, and other matters consistent with the purpose and of interest to the students, staff, Board, and community.

8. The granting by the Board of a sabbatical leave should be interpreted as a finding that the leave is deemed to benefit the school system. Acceptance of such a leave carries with it the clear moral obligation on the part of the recipient to continue the recipient's service in the District following the termination of the leave. The Board considers it reasonable to expect recipients of sabbaticals to return and perform contractual continued service for a period of at least two school years following the end of the sabbatical leave. A teacher who fails to continue the teacher's services for two school years following the sabbatical shall be required to reimburse the Board for all compensation and fringe benefits paid by the Board to the teacher or on behalf of the teacher during the sabbatical year unless such return and performance is prevented by illness or incapacity. The teacher shall be required to sign a contract with the Board containing the reimbursement provision prior to the approval of the teacher's sabbatical.

9. All requests for sabbaticals shall be submitted to the Superintendent through the instructional supervisor and the building principal before February 1 of the year prior to the school year for which the sabbatical is requested. Requests for semester leaves must be received at least one full semester in advance of the leave. The letter of application shall outline the purpose of the sabbatical leave together with a tentative plan for the achievement of that purpose.

**F. Personal Leave.** Each teacher shall be eligible for two (2) days of personal leave with pay per school year for urgent personal or family matters that require the teacher's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days, in excess of three, in a teacher's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the teacher's retirement.

Application for personal leave with pay shall be made in writing by the teacher through the teacher's supervisor to the principal. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible so that the school can make appropriate arrangements to cover the absence. A statement setting forth the nature of the emergency shall be submitted in writing to the principal immediately upon return to school.

All such applications shall be subject to the approval of the principal.

It shall be the practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the Superintendent may make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the Superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days approved each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the Superintendent, a teacher who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

When schools are officially closed by the Superintendent, teachers shall neither be charged nor compensated for personal leave.

**G. Special Leaves of Absence.** The Board of Education of District #225 may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district, the building, and the staff member.

In order for the Board of Education to approve any request for a special leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

All requests for special leaves of absence to be considered by the Board must be made by February 1 of the year prior to the anticipated date the leave is to begin.

Special leaves of absence shall be determined between the teacher and Assistant Superintendent of Human Resources to establish the starting and ending time.

All staff members granted special leaves of absence must notify the Human Resources Office in writing by February 1 in the year of their leave of their intent to return or resign from District #225.

Failure to notify the Human Resources Office in writing of their decision to return or resign by February 1 will constitute an automatic resignation of the staff member, and each leave of absence is specifically predicted upon this resignation condition.

No salary or other remuneration will be paid to the staff member on a full-time special leave. Medical and dental insurance coverage may be continued at the sole expense of the staff member on a full-time special leave. Life insurance and disability insurance are not provided for staff members on a full-time special leave of absence.

Upon the completion of the special leave of absence, the staff member shall be returned to a position for which she/he is professionally trained and certified. The tenure status of the staff member shall not be affected by the terms of the leave of absence.



Teachers applying for a partial special leave of absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured staff members on a partial special leave of absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial special leave FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made. Teachers on a partial special leave shall receive the same benefits as listed in Article XIII, Section T, "Benefits/Compensation for Part-Time Teachers".

**H. Family & Medical Leave of Absence.** Teachers employed by District #225 for at least twelve (12) months shall be eligible for leave under the Family & Medical Leave of Absence Act (FMLA) as outlined in Board Policy: Family & Medical Leave of Absence. FMLA leave shall run concurrently with the teacher's other applicable leaves of absence.

## **ARTICLE XII. GRIEVANCE PROCEDURE**

### **A. General Policy.**

1. The Board recognizes that in the interests of effective personnel management a procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedure shall be available to all teachers, and no action of any kind shall be taken against any teacher 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 teacher or a group of teachers within the bargaining unit, based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of the terms of this Agreement.

5. Nothing contained herein shall be construed as limiting the right of any teacher 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 teacher, the Association representative may accompany the teacher to assist in the resolution of the grievance.

6. Re-employment of probationary teachers 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. Re-employment of

probationary teachers shall be in compliance with provisions of The Illinois School Code.

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 teacher's own time, after school hours. However, when necessary, the investigation or processing of a grievance may be carried out on the teacher's unscheduled time (excluding regularly scheduled conference modules as required by Section I of Article VI of this Agreement).

9. The parties hereto acknowledge that it is usually most desirable for a teacher and the teacher's immediately involved supervisor to resolve problems through free and informal communications.

10. If the grievant and the Superintendent agree, Step #1 and/or Step #2 of the grievance procedure 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 teacher 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.

13. Section F of Article IV of this Agreement is not a proper subject for binding arbitration as provided for under the grievance procedure of this Agreement.

14. **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 teacher 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 teacher with a grievance shall first discuss the teacher's alleged complaint with the teacher'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 teacher may file the grievance with the principal. The grievance must be filed in writing within ten (10) 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 Agreement 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 principal 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 principal shall make a decision on the grievance and shall communicate it in writing to the teacher and the Superintendent.

**Step 3-** If the grievance has not been satisfactorily resolved at the second step, the teacher may file the grievance with the Superintendent. The grievance must be filed with the Superintendent 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 Superintendent or the Superintendent's designated representative 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 Superintendent or the Superintendent's designated representative, shall make a decision on the grievance and shall communicate it in writing to the teacher, the Principal, 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 teacher, 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 Superintendent within ten (10) working days from the receipt of the decision by the teacher 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 XIII. COMPENSATION POLICY**

**A. Intent and Purpose.** It is the intent and purpose of the compensation policy to attract and retain the highest quality teacher who can make continuing contributions to the educational growth and development of all the teacher's students attending the Glenbrook Schools.

**B. General Policies.**

1. All teachers employed by the Board as of the end of the 2013-2014 school year shall remain placed and compensated on the 21-step schedule labeled "Teacher 1 Salary Schedule", found in Appendix A, unless noted below. Any teacher employed by the Board as of the end of the 2013-2014 school year who was placed on the 20-step schedule denoted "Teacher 2 Salary Schedule"

found in Appendix A, shall remain on that schedule until the teacher reaches Step 20 of such schedule. Thereafter, the teacher shall be placed on the "Teacher 1 Salary Schedule" on Step 21. Any teacher employed by the Board on or after July 1, 2014, shall be placed on the 32-step salary schedule denoted "Teacher 3 Salary Schedule" found in Appendix B.

2. Annual experience increments on the salary schedule are not automatic but are dependent upon an annual evaluation for all teachers as reported to the Superintendent by the building principal and shall be in conformity with statutory provisions. In the absence of an annual evaluation the teacher will be entitled to the annual increment. Teachers not receiving the annual increment under the conditions set forth above will be provided with an explanation in writing by the Superintendent or the Superintendent's designated representative. Such teachers shall be afforded the opportunity to respond in writing within ten (10) school days of the issuance of the written explanation, before a final decision is made. A copy of the Superintendent's explanation and the teacher's written response shall become part of the teacher's permanent personnel file. One (1) step on the salary schedule will be credited for each effective year of teaching in the Glenbrook Schools including the current year, but no more than one (1) step on the salary schedule may be granted in any one (1) year.

3. Experience outside the District may be counted at Board discretion.

**C. Academic Attainment.**

1. A teacher who has earned the right to move to a higher salary level by additional professional training (academic attainment) shall be placed at the higher salary level at the beginning of the next contract year.

2. Coursework submitted for Academic Attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.

3. Requests for all courses to be approved for advancement on the salary schedule shall be made by the teacher to the Assistant Superintendent of Human Resources at least ten (10) business days in advance of the start of the course. Application will be made using the appropriate form provided by the Human Resources office. Courses not approved in advance by the Assistant Superintendent of Human Resources shall not be considered for approval at a later date.

4. Denials of academic attainment requests shall be accompanied by a written rationale from the administrator issuing the decision. In the event of an appeal, written rationales will be provided to the Academic Attainment Committee.

5. The Academic Attainment committee will provide an appeal option for teachers whose requests for academic attainment course approval have been denied. The Committee will be comprised of the Assistant Superintendent of Human Resources, the Assistant Principals for Curriculum and a GEA representative from Glenbrook North and Glenbrook South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member from Off-Campus will be seated.

6. Written notification that the teacher has earned sufficient credits to move to a higher salary level must be filed by the teacher with the Human Resources office no later than September 15th. An official transcript must be on file in the Human Resources office no later than October 15th.

**D. Salary Schedules.**

The Teacher Salary Schedules and Differential Responsibilities Salary Schedules in effect for the life of this Agreement are contained in Appendices A through E of this Agreement.

These schedules found in Appendices A through E were derived by using a formula whereby each step of the Teacher Salary Schedules and the Differential Responsibilities Salary Schedules was adjusted by a negotiated increase which was averaged with the rolling 10-year average of the Consumer Price Index for All Urban Consumers, rounded to the nearest 1/10 of 1%. If, in the judgment of the Board of Education, fundamental changes occur in the method of financing public school education in the State of Illinois which adversely affects the financial condition of this District, the Board shall have the option of having Article XIII and Section 0 of Article IX of this Agreement expire as of June 30, 2015, and renegotiating Article XIII and Section 0 of Article IX with the Association for the remaining school years of this Agreement. If the Board desires to renegotiate Article XIII and Section 0 of Article IX, the Board shall notify the Association of its intentions no later than February 1, 2015. Such a negotiation shall be limited to Article XIII and Section 0 of Article IX of this Agreement.

**E. Differential Responsibilities Schedule.**

1. The Differential Responsibilities Schedule is an instrument designed to compensate those Glenbrook teachers who assume responsibilities for directing student activities above and beyond the normal expectations of a professional teacher which occur after the school day except for those activities which have as a matter of past practice occurred during the school day and for which compensation has been paid.
2. The parties agree that the stipend for the extra assignment should be equitable to all teachers. Therefore, the Board agrees to pay all teachers who perform extra assignments as approved by the Board the same stipend for the same work. The only differential will come about based on experience in the position and performance as determined in a written evaluation by a supervisor. Of course, differential stipends will be paid for the various extra assignments in accordance with categories as listed in Appendix F.
3. The Board assumes the responsibility for approving all activities. Board action is required before any new activity is added to the list. Activities may be added or deleted from time to time. Proposals for additions or deletions will normally arise through administrative channels and be referred to the Board for their action. All assignments of individuals to extra responsibilities are subject to annual review by the building principals. Continued assignment of an individual

in a given activity is the principal's decision.

4. The scope, variety, and extent of extracurricular activities is a policy decision and, therefore, shall be determined by the Board. There is no continuing commitment that the program of responsibilities as outlined and specified shall remain in effect.
5. The list of activities attached hereto does not necessarily mean that an appointment of a staff member is automatic. This is to say that any activity which cannot be supported by adequate pupil response will not be sponsored for that year.
6. A sports season is defined as the period beginning with the first permissible day for practice through and including the last scheduled contest including tournament participation.
7. Every teacher or staff member who assumes an extra responsibility assignment shall, as soon as the activity is organized, submit to the Assistant Superintendent of Human Resources through the appropriate supervisor, the following information: (a) the names of all participants, and (b) the beginning and ending dates of the activity including rehearsals, all practices, and preparation dates and times.

This regulation applies to all boys' and girls' intramural programs, athletics, music, dramatics, debate activities, swim and dance shows, and cheerleading.

8. The preparation and distribution of basic contracts for the ensuing school year shall not be contingent upon the completion of all assignments of teachers to extracurricular responsibilities. All assignments of extra responsibilities shall, when agreed upon by the teacher and the administrative staff, be formalized by a separate and supplemental contract. If the basic contract and the assignment for extra responsibility can be accomplished at one time, both contracts shall be issued simultaneously.
9. All payments for extra responsibilities less legally required deductions shall be made as soon as possible upon the conclusion of the assigned responsibility. In the case of athletics, assigned responsibilities shall include all pre and post season meetings, banquets, and equipment returns and equipment inventory. Request for payment shall be initiated by the coordinator of athletics, instructional supervisor, or appropriate administrator, channeled through the building principal, and submitted to the Assistant Superintendent of Human Resources for authorization to pay. No request for payment shall be honored without the successive recommendations and endorsements indicated above. Whenever possible, payment for differential responsibilities will be made throughout the length of the season/activity.
10. The administration shall attempt to fill the positions listed on the Differential Responsibilities Schedule on a voluntary basis. The Association shall encourage its members to volunteer for these positions. However, if a qualified volunteer is not

available, the administration may assign teachers to the positions listed in Categories 1A through 1X of the Schedule provided that: (a) no teacher shall be involuntarily assigned to more than one assignment per year; (b) no teacher may be involuntarily assigned to the same extra-curricular assignment more than twice every three (3) years; (c) a teacher shall not be placed in an involuntary assignment during any semester in which the teacher is filling one other assignment on the Schedule on a voluntary basis; and (d) assignments shall be related to the teacher's training or experience.

**F. Teacher's Salary Payments.** A teacher will be paid the teacher's total salary over twelve (12) equal monthly payments starting in September.

Teacher pay for July and August will be received in separate direct deposits at the same time the June payment is made.

The pay dates for each school year, shall be on the 15th of each month or the last teaching day prior to the 15th if it should fall on a weekend or a holiday. It is understood that variances to this procedure may be necessitated for June.

**G. Board Payment of Required Medical.** The Board shall pay the costs examinations of all medical and other examinations required of a teacher by the Board. The Board shall not pay more than \$50.00 toward the cost of the pre-employment physical.

**H. Individual Medical Insurance Coverage.** Board shall provide individual medical insurance coverage under the District's Medical Benefit Plans. For the District's PPO plans, and HMO Illinois plans, the Board shall pay an amount equal to 95% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

**I. Family Medical Insurance Coverage.** The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan. For the District's PPO Plans, and HMO Illinois Plans, the Board shall pay an amount equal to 88% of the premium for the duration of the Agreement for those teachers with a 1.0 full-time equivalency. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2012 or as mutually agreed to by the Board and the Association.

In all cases the teacher shall be responsible for the payment of the remaining cost of the premium.

**J. Medical Insurance Premiums for Part-Time/Special Leave Teachers.** For all part-time teachers or teachers on a special leave of absence (less than 1.0 full-time equivalency) the Board shall pay a prorated amount of the percentages of the health insurance premiums stated in Section H and Section I in direct proportion to the contractual instructional assignment carried by the teacher.

**K. Term Life Insurance Coverage.** An amount equal to \$75,000.00 shall be provided by the Board for teachers. Optional additional group term life insurance shall be made available by the Board, if approved by the insurance carrier, in amounts of either \$50,000.00 or \$100,000.00. Teachers, who select to purchase either of these optional additional amounts, shall be responsible for the full premium.

**L. Additional Fringe Benefits.** The Board shall provide a Section 125 flexible benefit plan contribution and an allowance for each teacher who was a member of the faculty prior to July 1, 2000, and who does not select family health insurance coverage for the duration of the contract. The flexible benefit plan contribution shall be \$1000 and the allowance shall be \$2350.

The flexible benefit plan contribution and the allowance shall be paid only in those years during which the teacher does not select family medical insurance. The allowance may be used toward the purchase of individual dental insurance, family dental insurance, additional Section 125 flexible plan benefits, optional term life insurance or other benefits mutually agreed to by the Board and the Association. Any unused portion of the allowance shall be paid to the teacher as salary.

Final fringe benefit selections shall be made by the anniversary date of the plan. Changes after that date shall be made in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

**M. Section 125 Flexible Benefit Plan.** The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include premium conversion, medical reimbursement and dependent/child care provisions. To the extent provided by law, the plan may be used for the purchase of health and dental insurance, optional term life insurance offered by the District and other benefits mutually agreed to by the Board and Association.

**N. Tax-Sheltered Annuities.** The Board shall maintain a tax-sheltered annuity program.

**O. Professional Dues.** The Board shall reimburse each teacher up to \$100.00 annually for dues to professional organizations, not including the GEA, IEA, and NEA, or other similar teacher organizations. The dues shall be paid after July 1 and evidence of payment shall be submitted to the District Business Office by May 1 of the fringe benefit year. Any unused portion of the annual professional dues allowance shall be forfeited by the teacher.

**P. Registration of Teaching Certificates/Licenses.** The Board shall pay the cost of teacher certificate/license renewal up to \$100 for a 5 year renewal period. In the event the cost exceeds \$100, the Administration and GEA will meet to resolve the additional cost.

**Q. Compensation for Short-Term Substituting.** The compensation for a teacher substituting for an absent colleague as described in Section E of Article IV of this Agreement, shall be based on the hourly rate of pay of a teacher salaried at the MA



Column, step 5, of the Teacher Salary Schedule contained in Appendix A of this Agreement, rounded to the nearest dollar amount.

R. **Compensation for a Sixth Class Assignment.** A sixth class shall be additionally compensated at a rate of 15% of the teacher's teaching salary.

S. **Compensation for Summer School Employment.** The compensation for a teacher employed in the summer school session shall be an hourly rate equivalent to 1/6 of the per diem pay of a teacher salaried at the BA +15 Column, step 1, of the Teacher Salary Schedule contained in Appendix A of this Agreement, for the school year preceding the summer school session, rounded to the nearest dollar amount.

T. **Salary Schedule Advancement/Compensation for Part-Time Teachers.** Part-time teachers or teachers on a special leave of absence will advance on the salary schedules when the sum of their partial instructional assignments equals or exceeds a 1.0 FTE.

U. **Individual Disability Insurance Coverage.** The Board shall provide full individual disability insurance coverage under the District's Group Long Term Disability Plan at no cost to the individual teacher. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.

V. **Domestic/Civil Partner Coverage.** Eligible same sex domestic partners and partners in a legally certified civil union shall be entitled to the same health and dental insurance coverage as provided to the other bargaining unit members.

To be eligible for coverage as partners in a civil union, the District employee must produce proof of registration as a civil union from the county of residency.

To be eligible for coverage as same-sex domestic partners, the District employee must meet the eligibility criteria and complete the required affidavit (including providing required supporting documentation) found on the District website.

Criteria for insurance coverage under this provision will be governed by the District Insurance Plan Document.

W. **Longevity Pay.** Teachers who would be on the equivalent of Step 25 of the salary schedule will receive an annual longevity stipend of \$500 subject to the requirements of Board Policy 6110.

## ARTICLE XIV. NEGOTIATIONS PROCEDURES

A. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a teacher, as herein defined, as its representative.

B. Negotiations shall begin no later than February 1, unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.

C. During negotiations agreed-upon materials shall be prepared for the Board and the Association and initialed prior to the adjournment of the meeting at which such agreement was reached.

D. 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.

### E. **Impasse Procedures.**

1. **Definition.** An impasse occurs after both parties have considered the proposals and counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.

2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one (1) party shall be considered a joint request.

3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.

4. The mediator shall have no authority to make recommendations to either party or the public.

5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XV. TERM OF THE AGREEMENT**

This official Agreement shall become effective May 12, 2014 and remain in effect until June 30, 2018. 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.

\_\_\_\_\_  
Matt Whipple, President  
Glenbrook Education Association

\_\_\_\_\_  
Mike Riggle, Superintendent  
Glenbrook High School District #225

May 12, 2014

**APPENDIX A**

**Glenbrook High Schools  
Office of Human Resources**

**2013 - 2014 Teacher 1 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 54,611    | 57,379       | 60,910    | 63,257       | 65,612       | 67,969       | 70,327       |
| 2           | 56,246    | 59,671       | 63,345    | 65,787       | 68,234       | 70,684       | 73,140       |
| 3           | 58,698    | 62,115       | 66,038    | 68,477       | 70,923       | 73,370       | 75,810       |
| 4           | 61,034    | 64,458       | 68,605    | 71,047       | 73,490       | 75,946       | 78,396       |
| 5           | 64,208    | 67,630       | 72,028    | 74,470       | 76,908       | 79,356       | 81,806       |
| 6           | 66,651    | 70,070       | 74,716    | 77,157       | 79,606       | 82,046       | 84,483       |
| 7           | 69,089    | 72,514       | 77,407    | 79,856       | 82,299       | 84,737       | 87,170       |
| 8           |           | 75,571       | 80,708    | 83,150       | 85,598       | 88,041       | 90,484       |
| 9           |           |              | 83,393    | 85,841       | 88,288       | 90,733       | 93,177       |
| 10          |           |              | 86,090    | 88,534       | 90,979       | 93,427       | 95,861       |
| 11          |           |              | 88,772    | 91,220       | 93,671       | 96,115       | 98,561       |
| 12          |           |              | 91,521    | 93,920       | 96,482       | 98,813       | 101,267      |
| 13          |           |              | 94,268    | 96,606       | 99,280       | 101,499      | 103,954      |
| 14          |           |              | 97,002    | 99,410       | 102,060      | 104,239      | 106,762      |
| 15          |           |              | 99,815    | 102,192      | 104,918      | 107,053      | 109,538      |
| 16          |           |              | 102,610   | 105,053      | 107,749      | 109,943      | 112,386      |
| 17          |           |              | 105,482   | 107,891      | 110,660      | 112,802      | 115,306      |
| 18          |           |              | 108,331   | 110,804      | 113,536      | 115,734      | 118,191      |
| 19          |           |              | 111,255   | 113,685      | 116,488      | 118,630      | 121,143      |
| 20          |           |              | 114,149   | 116,640      | 119,400      | 121,596      | 124,053      |
| 21          |           |              | 117,115   | 119,556      | 122,266      | 124,625      | 127,162      |

**2013 - 2014 Teacher 2 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|--------------|--------------|--------------|
| 15          | 101,103   | 103,602      | 106,098      | 108,587      | 111,075      |
| 16          | 103,841   | 106,347      | 108,830      | 111,324      | 113,815      |
| 17          | 106,580   | 109,089      | 111,562      | 114,073      | 116,581      |
| 18          | 109,329   | 111,819      | 114,314      | 116,805      | 119,294      |
| 19          | 112,064   | 114,562      | 117,058      | 119,552      | 122,052      |
| 20          | 117,007   | 119,531      | 122,080      | 124,625      | 127,162      |

**APPENDIX B**

**Glenbrook High Schools  
Office of Human Resources**

**2014 - 2015 Teacher 1 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 55,376    | 58,182       | 61,762    | 64,143       | 66,530       | 68,921       | 71,311       |
| 2           | 57,034    | 60,506       | 64,232    | 66,707       | 69,190       | 71,673       | 74,164       |
| 3           | 59,520    | 62,985       | 66,962    | 69,436       | 71,916       | 74,398       | 76,871       |
| 4           | 61,888    | 65,360       | 69,566    | 72,041       | 74,520       | 77,009       | 79,494       |
| 5           | 65,106    | 68,578       | 73,036    | 75,512       | 77,984       | 80,467       | 82,951       |
| 6           | 67,584    | 71,051       | 75,762    | 78,237       | 80,721       | 83,195       | 85,666       |
| 7           | 70,056    | 73,529       | 78,491    | 80,974       | 83,451       | 85,923       | 88,390       |
| 8           |           | 76,629       | 81,838    | 84,314       | 86,797       | 89,273       | 91,751       |
| 9           |           |              | 84,560    | 87,043       | 89,523       | 92,004       | 94,481       |
| 10          |           |              | 87,296    | 89,773       | 92,253       | 94,735       | 97,204       |
| 11          |           |              | 90,014    | 92,498       | 94,982       | 97,461       | 99,941       |
| 12          |           |              | 92,803    | 95,235       | 97,833       | 100,196      | 102,685      |
| 13          |           |              | 95,587    | 97,959       | 100,669      | 102,920      | 105,410      |
| 14          |           |              | 98,360    | 100,801      | 103,489      | 105,698      | 108,257      |
| 15          |           |              | 101,213   | 103,622      | 106,387      | 108,552      | 111,071      |
| 16          |           |              | 104,046   | 106,524      | 109,257      | 111,483      | 113,959      |
| 17          |           |              | 106,959   | 109,401      | 112,209      | 114,381      | 116,921      |
| 18          |           |              | 109,848   | 112,356      | 115,126      | 117,355      | 119,845      |
| 19          |           |              | 112,813   | 115,276      | 118,118      | 120,291      | 122,840      |
| 20          |           |              | 115,747   | 118,272      | 121,072      | 123,298      | 125,789      |
| 21          |           |              | 118,755   | 121,230      | 123,977      | 126,370      | 128,942      |

**2014 - 2015 Teacher 2 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|--------------|--------------|--------------|
| 15          | 102,519   | 105,053      | 107,584      | 110,107      | 112,630      |
| 16          | 105,295   | 107,836      | 110,354      | 112,883      | 115,408      |
| 17          | 108,072   | 110,617      | 113,124      | 115,670      | 118,213      |
| 18          | 110,860   | 113,385      | 115,914      | 118,440      | 120,964      |
| 19          | 113,633   | 116,166      | 118,697      | 121,226      | 123,761      |
| 20          | 118,645   | 121,204      | 123,789      | 126,370      | 128,942      |

**APPENDIX B (con't)**

**Glenbrook High Schools  
Office of Human Resources**

**2014 - 2015 Teacher 3 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 55,376    | 58,182       | 61,763    | 64,143       | 66,531       | 68,921       | 71,311       |
| 2           | 56,650    | 59,520       | 63,183    | 65,618       | 68,061       | 70,506       | 72,951       |
| 3           | 57,952    | 60,889       | 64,637    | 67,127       | 69,626       | 72,127       | 74,629       |
| 4           | 59,285    | 62,289       | 66,123    | 68,671       | 71,228       | 73,787       | 76,346       |
| 5           | 60,649    | 63,722       | 67,644    | 70,182       | 72,794       | 75,410       | 78,025       |
| 6           | 61,983    | 65,124       | 69,132    | 71,726       | 74,397       | 77,069       | 79,741       |
| 7           | 63,346    | 66,557       | 70,653    | 73,304       | 76,032       | 78,764       | 81,496       |
| 8           | 64,740    | 68,021       | 72,207    | 74,843       | 77,630       | 80,418       | 83,207       |
| 9           | 66,100    | 69,450       | 73,724    | 76,415       | 79,259       | 82,107       | 84,955       |
| 10          | 67,488    | 70,907       | 75,272    | 78,019       | 80,925       | 83,831       | 86,654       |
| 11          | 68,837    | 72,397       | 76,853    | 79,658       | 82,623       | 85,592       | 88,387       |
| 12          | 70,214    | 73,845       | 78,466    | 81,330       | 84,359       | 87,304       | 90,155       |
| 13          |           | 75,322       | 80,114    | 83,038       | 86,130       | 89,050       | 91,958       |
| 14          |           | 76,828       | 81,797    | 84,783       | 87,853       | 90,831       | 93,797       |
| 15          |           |              | 83,514    | 86,563       | 89,610       | 92,648       | 95,672       |
| 16          |           |              | 85,268    | 88,381       | 91,402       | 94,500       | 97,587       |
| 17          |           |              | 87,058    | 90,236       | 93,230       | 96,390       | 99,440       |
| 18          |           |              | 88,887    | 92,042       | 95,095       | 98,319       | 101,330      |
| 19          |           |              | 90,754    | 93,882       | 96,997       | 100,186      | 103,255      |
| 20          |           |              | 92,659    | 95,760       | 98,937       | 102,090      | 105,217      |
| 21          |           |              | 94,512    | 97,675       | 100,817      | 104,029      | 107,216      |
| 22          |           |              | 96,402    | 99,628       | 102,732      | 106,006      | 109,146      |
| 23          |           |              | 98,331    | 101,521      | 104,684      | 108,020      | 111,110      |
| 24          |           |              | 100,297   | 103,451      | 106,673      | 109,965      | 113,110      |
| 25          |           |              | 102,303   | 105,416      | 108,700      | 111,944      | 115,147      |
| 26          |           |              | 104,247   | 107,419      | 110,656      | 113,959      | 117,220      |
| 27          |           |              | 106,227   | 109,459      | 112,648      | 116,010      | 119,329      |
| 28          |           |              | 108,247   | 111,430      | 114,676      | 118,098      | 121,357      |
| 29          |           |              | 110,303   | 113,436      | 116,740      | 120,106      | 123,421      |
| 30          |           |              | 112,288   | 115,478      | 118,724      | 122,148      | 125,519      |
| 31          |           |              | 114,310   | 117,441      | 120,742      | 124,224      | 127,653      |
| 32          |           |              | 116,253   | 119,437      | 122,795      | 126,336      | 129,823      |

**APPENDIX C**

**Glenbrook High Schools  
Office of Human Resources**

**2015 - 2016 Teacher 1 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 56,206    | 59,055       | 62,689    | 65,105       | 67,528       | 69,955       | 72,381       |
| 2           | 57,889    | 61,413       | 65,196    | 67,708       | 70,228       | 72,748       | 75,276       |
| 3           | 60,413    | 63,930       | 67,967    | 70,478       | 72,994       | 75,514       | 78,024       |
| 4           | 62,816    | 66,340       | 70,610    | 73,122       | 75,637       | 78,164       | 80,686       |
| 5           | 66,083    | 69,606       | 74,132    | 76,645       | 79,154       | 81,674       | 84,196       |
| 6           | 68,597    | 72,116       | 76,898    | 79,411       | 81,931       | 84,443       | 86,951       |
| 7           | 71,107    | 74,632       | 79,668    | 82,189       | 84,703       | 87,212       | 89,716       |
| 8           |           | 77,778       | 83,066    | 85,579       | 88,099       | 90,612       | 93,127       |
| 9           |           |              | 85,828    | 88,349       | 90,866       | 93,384       | 95,898       |
| 10          |           |              | 88,605    | 91,119       | 93,637       | 96,156       | 98,662       |
| 11          |           |              | 91,364    | 93,885       | 96,407       | 98,923       | 101,440      |
| 12          |           |              | 94,195    | 96,663       | 99,301       | 101,699      | 104,225      |
| 13          |           |              | 97,021    | 99,429       | 102,179      | 104,464      | 106,991      |
| 14          |           |              | 99,836    | 102,313      | 105,041      | 107,284      | 109,881      |
| 15          |           |              | 102,731   | 105,176      | 107,983      | 110,180      | 112,737      |
| 16          |           |              | 105,606   | 108,122      | 110,896      | 113,155      | 115,668      |
| 17          |           |              | 108,563   | 111,042      | 113,892      | 116,097      | 118,674      |
| 18          |           |              | 111,495   | 114,041      | 116,853      | 119,115      | 121,643      |
| 19          |           |              | 114,506   | 117,005      | 119,890      | 122,095      | 124,683      |
| 20          |           |              | 117,484   | 120,046      | 122,888      | 125,147      | 127,676      |
| 21          |           |              | 120,536   | 123,048      | 125,837      | 128,265      | 130,876      |

**2015 - 2016 Teacher 2 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|--------------|--------------|--------------|
| 15          | 104,057   | 106,629      | 109,197      | 111,759      | 114,319      |
| 16          | 106,875   | 109,454      | 112,009      | 114,576      | 117,139      |
| 17          | 109,693   | 112,276      | 114,821      | 117,405      | 119,987      |
| 18          | 112,523   | 115,085      | 117,653      | 120,217      | 122,778      |
| 19          | 115,338   | 117,908      | 120,477      | 123,044      | 125,617      |
| 20          | 120,425   | 123,022      | 125,646      | 128,265      | 130,876      |

**APPENDIX C (con't)**

**Glenbrook High Schools  
Office of Human Resources**

**2015 - 2016 Teacher 3 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 56,206    | 59,055       | 62,689    | 65,105       | 67,529       | 69,955       | 72,381       |
| 2           | 57,499    | 60,413       | 64,131    | 66,602       | 69,082       | 71,563       | 74,045       |
| 3           | 58,821    | 61,803       | 65,606    | 68,134       | 70,671       | 73,209       | 75,749       |
| 4           | 60,174    | 63,223       | 67,115    | 69,701       | 72,296       | 74,893       | 77,491       |
| 5           | 61,559    | 64,677       | 68,659    | 71,234       | 73,886       | 76,541       | 79,195       |
| 6           | 62,913    | 66,100       | 70,169    | 72,802       | 75,513       | 78,225       | 80,937       |
| 7           | 64,297    | 67,555       | 71,713    | 74,403       | 77,173       | 79,946       | 82,718       |
| 8           | 65,711    | 69,041       | 73,290    | 75,966       | 78,794       | 81,625       | 84,455       |
| 9           | 67,091    | 70,491       | 74,829    | 77,561       | 80,448       | 83,339       | 86,229       |
| 10          | 68,501    | 71,971       | 76,401    | 79,189       | 82,139       | 85,089       | 87,953       |
| 11          | 69,870    | 73,483       | 78,006    | 80,853       | 83,863       | 86,876       | 89,713       |
| 12          | 71,267    | 74,952       | 79,643    | 82,550       | 85,624       | 88,614       | 91,507       |
| 13          |           | 76,452       | 81,316    | 84,284       | 87,422       | 90,386       | 93,337       |
| 14          |           | 77,981       | 83,024    | 86,055       | 89,171       | 92,193       | 95,204       |
| 15          |           |              | 84,767    | 87,862       | 90,954       | 94,038       | 97,107       |
| 16          |           |              | 86,547    | 89,707       | 92,773       | 95,918       | 99,051       |
| 17          |           |              | 88,364    | 91,590       | 94,629       | 97,836       | 100,932      |
| 18          |           |              | 90,220    | 93,423       | 96,521       | 99,794       | 102,850      |
| 19          |           |              | 92,115    | 95,290       | 98,452       | 101,689      | 104,804      |
| 20          |           |              | 94,049    | 97,196       | 100,421      | 103,621      | 106,795      |
| 21          |           |              | 95,930    | 99,140       | 102,329      | 105,590      | 108,824      |
| 22          |           |              | 97,848    | 101,123      | 104,273      | 107,596      | 110,783      |
| 23          |           |              | 99,806    | 103,044      | 106,254      | 109,640      | 112,777      |
| 24          |           |              | 101,802   | 105,003      | 108,273      | 111,614      | 114,807      |
| 25          |           |              | 103,838   | 106,997      | 110,330      | 113,623      | 116,874      |
| 26          |           |              | 105,811   | 109,030      | 112,316      | 115,669      | 118,978      |
| 27          |           |              | 107,821   | 111,101      | 114,337      | 117,750      | 121,119      |
| 28          |           |              | 109,870   | 113,101      | 116,396      | 119,870      | 123,178      |
| 29          |           |              | 111,958   | 115,137      | 118,491      | 121,908      | 125,273      |
| 30          |           |              | 113,972   | 117,210      | 120,505      | 123,981      | 127,401      |
| 31          |           |              | 116,025   | 119,203      | 122,554      | 126,088      | 129,567      |
| 32          |           |              | 117,997   | 121,229      | 124,637      | 128,231      | 131,771      |



**APPENDIX D**

**Glenbrook High Schools  
Office of Human Resources**

**2016 - 2017 Teacher 1 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 57,050    | 59,940       | 63,629    | 66,081       | 68,541       | 71,004       | 73,467       |
| 2           | 58,757    | 62,334       | 66,174    | 68,724       | 71,281       | 73,840       | 76,406       |
| 3           | 61,319    | 64,889       | 68,986    | 71,535       | 74,089       | 76,647       | 79,195       |
| 4           | 63,759    | 67,336       | 71,669    | 74,219       | 76,772       | 79,337       | 81,896       |
| 5           | 67,074    | 70,650       | 75,244    | 77,795       | 80,342       | 82,899       | 85,459       |
| 6           | 69,626    | 73,198       | 78,052    | 80,602       | 83,160       | 85,709       | 88,255       |
| 7           | 72,173    | 75,751       | 80,863    | 83,422       | 85,974       | 88,520       | 91,062       |
| 8           |           | 78,945       | 84,312    | 86,863       | 89,420       | 91,971       | 94,524       |
| 9           |           |              | 87,115    | 89,674       | 92,229       | 94,785       | 97,337       |
| 10          |           |              | 89,934    | 92,486       | 95,042       | 97,598       | 100,142      |
| 11          |           |              | 92,735    | 95,293       | 97,853       | 100,407      | 102,961      |
| 12          |           |              | 95,608    | 98,113       | 100,790      | 103,225      | 105,789      |
| 13          |           |              | 98,476    | 100,920      | 103,712      | 106,031      | 108,596      |
| 14          |           |              | 101,333   | 103,848      | 106,617      | 108,893      | 111,529      |
| 15          |           |              | 104,272   | 106,754      | 109,602      | 111,833      | 114,428      |
| 16          |           |              | 107,190   | 109,744      | 112,559      | 114,852      | 117,403      |
| 17          |           |              | 110,192   | 112,708      | 115,601      | 117,839      | 120,454      |
| 18          |           |              | 113,168   | 115,752      | 118,605      | 120,902      | 123,468      |
| 19          |           |              | 116,223   | 118,760      | 121,689      | 123,926      | 126,553      |
| 20          |           |              | 119,246   | 121,847      | 124,731      | 127,024      | 129,591      |
| 21          |           |              | 122,344   | 124,894      | 127,724      | 130,189      | 132,839      |

**2016 - 2017 Teacher 2 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|--------------|--------------|--------------|
| 15          | 105,618   | 108,228      | 110,835      | 113,435      | 116,034      |
| 16          | 108,478   | 111,096      | 113,689      | 116,294      | 118,896      |
| 17          | 111,339   | 113,960      | 116,543      | 119,166      | 121,786      |
| 18          | 114,211   | 116,812      | 119,418      | 122,020      | 124,620      |
| 19          | 117,068   | 119,677      | 122,284      | 124,890      | 127,501      |
| 20          | 122,231   | 124,867      | 127,531      | 130,189      | 132,839      |

**APPENDIX D (con't)**

**Glenbrook High Schools  
Office of Human Resources**

**2016 - 2017 Teacher 3 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 57,050    | 59,940       | 63,629    | 66,081       | 68,542       | 71,004       | 73,466       |
| 2           | 58,362    | 61,319       | 65,092    | 67,601       | 70,118       | 72,637       | 75,156       |
| 3           | 59,704    | 62,730       | 66,590    | 69,156       | 71,731       | 74,307       | 76,885       |
| 4           | 61,077    | 64,172       | 68,122    | 70,746       | 73,381       | 76,017       | 78,653       |
| 5           | 62,482    | 65,648       | 69,688    | 72,303       | 74,995       | 77,690       | 80,383       |
| 6           | 63,857    | 67,092       | 71,222    | 73,894       | 76,645       | 79,399       | 82,151       |
| 7           | 65,261    | 68,569       | 72,789    | 75,519       | 78,331       | 81,145       | 83,959       |
| 8           | 66,697    | 70,077       | 74,389    | 77,105       | 79,976       | 82,849       | 85,722       |
| 9           | 68,097    | 71,549       | 75,952    | 78,724       | 81,655       | 84,589       | 87,522       |
| 10          | 69,528    | 73,051       | 77,547    | 80,377       | 83,371       | 86,365       | 89,273       |
| 11          | 70,918    | 74,585       | 79,176    | 82,066       | 85,121       | 88,179       | 91,058       |
| 12          | 72,336    | 76,077       | 80,838    | 83,788       | 86,909       | 89,943       | 92,880       |
| 13          |           | 77,598       | 82,536    | 85,548       | 88,733       | 91,741       | 94,737       |
| 14          |           | 79,151       | 84,269    | 87,345       | 90,509       | 93,576       | 96,632       |
| 15          |           |              | 86,038    | 89,179       | 92,318       | 95,448       | 98,564       |
| 16          |           |              | 87,845    | 91,052       | 94,165       | 97,356       | 100,536      |
| 17          |           |              | 89,690    | 92,964       | 96,048       | 99,304       | 102,446      |
| 18          |           |              | 91,574    | 94,824       | 97,969       | 101,290      | 104,393      |
| 19          |           |              | 93,497    | 96,720       | 99,929       | 103,215      | 106,376      |
| 20          |           |              | 95,460    | 98,654       | 101,927      | 105,175      | 108,397      |
| 21          |           |              | 97,369    | 100,627      | 103,864      | 107,174      | 110,456      |
| 22          |           |              | 99,316    | 102,640      | 105,837      | 109,210      | 112,445      |
| 23          |           |              | 101,303   | 104,590      | 107,848      | 111,285      | 114,469      |
| 24          |           |              | 103,329   | 106,578      | 109,897      | 113,288      | 116,529      |
| 25          |           |              | 105,395   | 108,602      | 111,985      | 115,328      | 118,627      |
| 26          |           |              | 107,398   | 110,666      | 114,001      | 117,404      | 120,763      |
| 27          |           |              | 109,438   | 112,768      | 116,052      | 119,516      | 122,936      |
| 28          |           |              | 111,518   | 114,798      | 118,142      | 121,668      | 125,025      |
| 29          |           |              | 113,637   | 116,864      | 120,268      | 123,736      | 127,152      |
| 30          |           |              | 115,682   | 118,968      | 122,313      | 125,840      | 129,312      |
| 31          |           |              | 117,765   | 120,991      | 124,392      | 127,979      | 131,511      |
| 32          |           |              | 119,767   | 123,047      | 126,507      | 130,155      | 133,747      |

**APPENDIX E**

**Glenbrook High Schools  
Office of Human Resources**

**2017 - 2018 Teacher 1 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 57,905    | 60,840       | 64,583    | 67,073       | 69,569       | 72,069       | 74,569       |
| 2           | 59,639    | 63,269       | 67,166    | 69,755       | 72,350       | 74,947       | 77,552       |
| 3           | 62,239    | 65,862       | 70,021    | 72,608       | 75,201       | 77,796       | 80,382       |
| 4           | 64,715    | 68,346       | 72,744    | 75,332       | 77,924       | 80,527       | 83,125       |
| 5           | 68,080    | 71,710       | 76,372    | 78,962       | 81,547       | 84,142       | 86,740       |
| 6           | 70,671    | 74,296       | 79,223    | 81,811       | 84,408       | 86,995       | 89,579       |
| 7           | 73,256    | 76,888       | 82,076    | 84,673       | 87,263       | 89,848       | 92,428       |
| 8           |           | 80,129       | 85,576    | 88,166       | 90,761       | 93,351       | 95,942       |
| 9           |           |              | 88,422    | 91,019       | 93,613       | 96,206       | 98,797       |
| 10          |           |              | 91,283    | 93,874       | 96,467       | 99,062       | 101,644      |
| 11          |           |              | 94,126    | 96,723       | 99,321       | 101,913      | 104,506      |
| 12          |           |              | 97,042    | 99,585       | 102,302      | 104,773      | 107,375      |
| 13          |           |              | 99,953    | 102,434      | 105,268      | 107,621      | 110,224      |
| 14          |           |              | 102,853   | 105,406      | 108,216      | 110,526      | 113,202      |
| 15          |           |              | 105,836   | 108,355      | 111,246      | 113,510      | 116,145      |
| 16          |           |              | 108,798   | 111,390      | 114,248      | 116,575      | 119,164      |
| 17          |           |              | 111,845   | 114,398      | 117,335      | 119,606      | 122,261      |
| 18          |           |              | 114,865   | 117,488      | 120,385      | 122,715      | 125,320      |
| 19          |           |              | 117,967   | 120,542      | 123,514      | 125,785      | 128,451      |
| 20          |           |              | 121,035   | 123,675      | 126,602      | 128,930      | 131,535      |
| 21          |           |              | 124,179   | 126,767      | 129,640      | 132,142      | 134,832      |

**2017 - 2018 Teacher 2 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|--------------|--------------|--------------|
| 15          | 107,202   | 109,851      | 112,498      | 115,137      | 117,775      |
| 16          | 110,105   | 112,762      | 115,395      | 118,039      | 120,680      |
| 17          | 113,009   | 115,669      | 118,291      | 120,954      | 123,613      |
| 18          | 115,924   | 118,564      | 121,209      | 123,850      | 126,489      |
| 19          | 118,824   | 121,472      | 124,119      | 126,763      | 129,414      |
| 20          | 124,065   | 126,740      | 129,444      | 132,142      | 134,832      |

**APPENDIX E (con't)**

**Glenbrook High Schools  
Office of Human Resources**

**2017 - 2018 Teacher 3 Salary Schedule (183 Days)**

| <b>STEP</b> | <b>BA</b> | <b>BA+15</b> | <b>MA</b> | <b>MA+15</b> | <b>MA+30</b> | <b>MA+45</b> | <b>MA+60</b> |
|-------------|-----------|--------------|-----------|--------------|--------------|--------------|--------------|
| 1           | 57,905    | 60,839       | 64,584    | 67,072       | 69,570       | 72,069       | 74,568       |
| 2           | 59,237    | 62,238       | 66,069    | 68,615       | 71,170       | 73,726       | 76,283       |
| 3           | 60,599    | 63,671       | 67,589    | 70,194       | 72,807       | 75,422       | 78,038       |
| 4           | 61,993    | 65,134       | 69,143    | 71,808       | 74,481       | 77,157       | 79,833       |
| 5           | 63,420    | 66,632       | 70,734    | 73,387       | 76,119       | 78,855       | 81,589       |
| 6           | 64,814    | 68,098       | 72,290    | 75,002       | 77,795       | 80,590       | 83,384       |
| 7           | 66,240    | 69,597       | 73,881    | 76,652       | 79,505       | 82,362       | 85,219       |
| 8           | 67,698    | 71,128       | 75,505    | 78,262       | 81,176       | 84,092       | 87,008       |
| 9           | 69,119    | 72,622       | 77,091    | 79,905       | 82,880       | 85,858       | 88,835       |
| 10          | 70,571    | 74,146       | 78,710    | 81,583       | 84,621       | 87,661       | 90,612       |
| 11          | 71,982    | 75,704       | 80,363    | 83,297       | 86,398       | 89,502       | 92,424       |
| 12          | 73,421    | 77,218       | 82,051    | 85,045       | 88,212       | 91,292       | 94,273       |
| 13          |           | 78,762       | 83,774    | 86,831       | 90,064       | 93,117       | 96,158       |
| 14          |           | 80,338       | 85,533    | 88,656       | 91,866       | 94,980       | 98,081       |
| 15          |           |              | 87,329    | 90,517       | 93,703       | 96,880       | 100,043      |
| 16          |           |              | 89,163    | 92,418       | 95,578       | 98,817       | 102,044      |
| 17          |           |              | 91,035    | 94,358       | 97,489       | 100,793      | 103,982      |
| 18          |           |              | 92,947    | 96,246       | 99,439       | 102,810      | 105,959      |
| 19          |           |              | 94,899    | 98,170       | 101,428      | 104,763      | 107,971      |
| 20          |           |              | 96,892    | 100,134      | 103,456      | 106,753      | 110,023      |
| 21          |           |              | 98,830    | 102,137      | 105,422      | 108,781      | 112,113      |
| 22          |           |              | 100,806   | 104,179      | 107,425      | 110,848      | 114,132      |
| 23          |           |              | 102,823   | 106,159      | 109,466      | 112,954      | 116,186      |
| 24          |           |              | 104,879   | 108,176      | 111,545      | 114,988      | 118,277      |
| 25          |           |              | 106,976   | 110,231      | 113,665      | 117,058      | 120,406      |
| 26          |           |              | 109,009   | 112,326      | 115,711      | 119,165      | 122,574      |
| 27          |           |              | 111,080   | 114,459      | 117,793      | 121,309      | 124,780      |
| 28          |           |              | 113,191   | 116,520      | 119,914      | 123,493      | 126,901      |
| 29          |           |              | 115,342   | 118,617      | 122,072      | 125,592      | 129,059      |
| 30          |           |              | 117,417   | 120,753      | 124,147      | 127,728      | 131,252      |
| 31          |           |              | 119,531   | 122,806      | 126,258      | 129,899      | 133,484      |
| 32          |           |              | 121,563   | 124,893      | 128,404      | 132,107      | 135,753      |

**APPENDIX F**

**Compensation For Differential Responsibilities  
Glenbrook High Schools  
2014 -2018**

| <b>Activity</b>  | <b>Activity</b>   |
|--|---|
| <p><b>Category IA:</b><br/>Head Debate Coach</p> <p><b>Category I:</b><br/>Head Varsity Basketball - B<br/>Head Varsity Basketball - G<br/>Head Varsity Football<br/>Head Varsity Track - B<br/>Head Varsity Track - G</p> <p><b>Category II:</b><br/>Head Varsity Baseball<br/>Head Varsity Soccer - B<br/>Head Varsity Soccer - G<br/>Head Varsity Softball<br/>Head Varsity Swimming - B<br/>Head Varsity Swimming - G<br/>Head Varsity Wrestling<br/>Marching Band Director</p> <p><b>Category III:</b><br/>Assistant Coaches:<br/>Basketball - B (4)<br/>Basketball - G (4)<br/>Football - Head Freshman<br/>Football - Head Sophomore<br/>Football - Varsity (4)<br/>Track - B &amp; G Combined (7)</p> <p>Cheerleader Sponsor<br/>Pompon Sponsor - Competitive<br/>Head Glenbrook United - District<br/>Head Individual Events Coach<br/>Head Math Team Sponsor<br/>Head Varsity Cross Country - B<br/>Head Varsity Cross Country - G<br/>Head Varsity Gymnastics - B<br/>Head Varsity Gymnastics - G<br/>Head Varsity Lacrosse - B<br/>Head Varsity Lacrosse - G<br/>Head Varsity Volleyball - B<br/>Head Varsity Volleyball - G<br/>Music Show Director</p> <p><b>Category IV:</b><br/>Assistant Coaches:<br/>Baseball (4)<br/>Debate (3)<br/>Football (5)<br/>Soccer - B (5)<br/>Soccer - G (4)<br/>Softball (4)<br/>Swimming - B (3)<br/>Swimming - G (3)<br/>Wrestling (3)</p> <p>Assistant Marching Band Director<br/>Head Varsity Badminton<br/>Head Varsity Bowling<br/>Head Varsity Golf - B<br/>Head Varsity Golf - G</p> | <p><b>Category IV (continued):</b><br/>Head Varsity Tennis - B<br/>Head Varsity Tennis - G<br/>Head Varsity Water Polo - B<br/>Head Varsity Water Polo - G<br/>Modern Dance Show Director<br/>Newspaper Sponsor<br/>Pompon Sponsor - Non-competitive<br/>Radio/TV Director (2)<br/>Variety Show Director<br/>Yearbook Sponsor</p> <p><b>Category V:</b><br/>Assistant Coaches:<br/>Cross Country - B (1)<br/>Cross Country - G (1)<br/>Glenbrook United - District<br/>Gymnastics - B (2)<br/>Gymnastics - G (2)<br/>Individual Events (4)<br/>Lacrosse - B (3)<br/>Lacrosse - G (3)<br/>Math Team (4)<br/>Volleyball - B (3)<br/>Volleyball - G (3)</p> <p>Assistant Music Show Director<br/>Assistant Cheerleader Sponsor (2)<br/>Assistant Pompon Sponsor - Competitive</p> <p><b>Category VI:</b><br/>Assistant Coaches:<br/>Badminton (2)<br/>Bowling (1)<br/>Golf - B (1)<br/>Golf - G (1)<br/>Tennis - B (2)<br/>Tennis - G (2)<br/>Water Polo - B (1)<br/>Water Polo - G (1)</p> <p>Assistant Modern Dance Show Director<br/>Assistant Variety Show Director<br/>Assistant Pompon Sponsor - Non-competitive<br/>Play Director (3)<br/>Senior Class Coordinator</p> <p><b>Category VII:</b><br/>Advanced Choral Director<br/>Assistant Play Director (4)<br/>Concessions<br/>Head DECA/BPA Sponsor<br/>Junior Class Coordinator</p> <p><b>Category VIII:</b><br/>Sophomore Class Coordinator<br/>Freshman Class Coordinator<br/>Literary Magazine Sponsor (Required 2 Issues)</p> <p><b>Category IX:</b><br/>Assistant DECA/BPA Sponsor<br/>FCC Radio Responsibilities (1/2 position)<br/>Life Saving Director</p> |

**APPENDIX F (con't)**

**Glenbrook High Schools  
Office of Human Resources**

**Compensation For Differential Responsibilities**

**FY2013-2014**

| Step | IA     | I      | II     | III    | IV    | V     | VI    | VII   | VIII  | IX    |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|
| 1    | 9,411  | 7,714  | 6,927  | 6,148  | 5,538 | 4,706 | 3,921 | 3,399 | 2,873 | 1,954 |
| 2    | 9,936  | 8,238  | 7,446  | 6,669  | 6,066 | 5,226 | 4,445 | 3,921 | 3,399 | 2,225 |
| 3    | 10,733 | 8,899  | 8,040  | 7,201  | 6,549 | 5,643 | 4,790 | 4,236 | 3,668 | 2,398 |
| 4    | 11,484 | 9,523  | 8,603  | 7,706  | 7,006 | 6,040 | 5,129 | 4,536 | 3,921 | 2,564 |
| 5    | 12,286 | 10,192 | 9,201  | 8,245  | 7,499 | 6,461 | 5,486 | 4,854 | 4,197 | 2,745 |
| 6    | 13,148 | 10,902 | 9,848  | 8,820  | 8,024 | 6,916 | 5,873 | 5,192 | 4,497 | 2,938 |
| 7    | 14,066 | 11,667 | 10,539 | 9,439  | 8,585 | 7,398 | 6,285 | 5,555 | 4,811 | 3,140 |
| 8    | 15,052 | 12,484 | 11,280 | 10,100 | 9,188 | 7,914 | 6,726 | 5,944 | 5,143 | 3,358 |

**FY2014-2015**

| Step | IA     | I      | II     | III    | IV    | V     | VI    | VII   | VIII  | IX    |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|
| 1    | 9,543  | 7,822  | 7,024  | 6,234  | 5,616 | 4,772 | 3,976 | 3,447 | 2,913 | 1,981 |
| 2    | 10,075 | 8,353  | 7,550  | 6,762  | 6,151 | 5,299 | 4,507 | 3,976 | 3,447 | 2,256 |
| 3    | 10,883 | 9,024  | 8,153  | 7,302  | 6,641 | 5,722 | 4,857 | 4,295 | 3,719 | 2,432 |
| 4    | 11,645 | 9,656  | 8,723  | 7,814  | 7,104 | 6,125 | 5,201 | 4,600 | 3,976 | 2,600 |
| 5    | 12,458 | 10,335 | 9,330  | 8,360  | 7,604 | 6,551 | 5,563 | 4,922 | 4,256 | 2,783 |
| 6    | 13,332 | 11,055 | 9,986  | 8,943  | 8,136 | 7,013 | 5,955 | 5,265 | 4,560 | 2,979 |
| 7    | 14,263 | 11,830 | 10,687 | 9,571  | 8,705 | 7,502 | 6,373 | 5,633 | 4,878 | 3,184 |
| 8    | 15,263 | 12,659 | 11,438 | 10,241 | 9,317 | 8,025 | 6,820 | 6,027 | 5,215 | 3,405 |

**FY2015-2016**

| Step | IA     | I      | II     | III    | IV    | V     | VI    | VII   | VIII  | IX    |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|
| 1    | 9,686  | 7,939  | 7,129  | 6,328  | 5,700 | 4,843 | 4,036 | 3,498 | 2,957 | 2,011 |
| 2    | 10,226 | 8,479  | 7,663  | 6,864  | 6,243 | 5,379 | 4,575 | 4,036 | 3,498 | 2,290 |
| 3    | 11,047 | 9,159  | 8,275  | 7,411  | 6,740 | 5,808 | 4,930 | 4,360 | 3,775 | 2,468 |
| 4    | 11,819 | 9,801  | 8,854  | 7,931  | 7,211 | 6,216 | 5,279 | 4,668 | 4,036 | 2,639 |
| 5    | 12,645 | 10,490 | 9,470  | 8,486  | 7,718 | 6,650 | 5,646 | 4,996 | 4,320 | 2,825 |
| 6    | 13,532 | 11,220 | 10,136 | 9,078  | 8,258 | 7,118 | 6,045 | 5,344 | 4,628 | 3,024 |
| 7    | 14,477 | 12,008 | 10,847 | 9,715  | 8,836 | 7,614 | 6,469 | 5,717 | 4,952 | 3,232 |
| 8    | 15,492 | 12,849 | 11,609 | 10,395 | 9,456 | 8,145 | 6,922 | 6,118 | 5,293 | 3,456 |

**FY2016-2017**

| Step | IA     | I      | II     | III    | IV    | V     | VI    | VII   | VIII  | IX    |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|
| 1    | 9,831  | 8,058  | 7,236  | 6,422  | 5,785 | 4,916 | 4,096 | 3,551 | 3,001 | 2,041 |
| 2    | 10,380 | 8,606  | 7,778  | 6,967  | 6,337 | 5,459 | 4,643 | 4,096 | 3,551 | 2,324 |
| 3    | 11,212 | 9,296  | 8,399  | 7,523  | 6,841 | 5,895 | 5,004 | 4,425 | 3,832 | 2,505 |
| 4    | 11,997 | 9,948  | 8,987  | 8,050  | 7,319 | 6,310 | 5,358 | 4,739 | 4,096 | 2,678 |
| 5    | 12,835 | 10,647 | 9,612  | 8,613  | 7,834 | 6,749 | 5,731 | 5,071 | 4,384 | 2,868 |
| 6    | 13,735 | 11,389 | 10,288 | 9,214  | 8,382 | 7,225 | 6,135 | 5,424 | 4,698 | 3,069 |
| 7    | 14,694 | 12,188 | 11,010 | 9,860  | 8,968 | 7,728 | 6,566 | 5,803 | 5,026 | 3,280 |
| 8    | 15,724 | 13,041 | 11,784 | 10,551 | 9,598 | 8,267 | 7,026 | 6,209 | 5,373 | 3,508 |

**FY2017-2018**

| Step | IA     | I      | II     | III    | IV    | V     | VI    | VII   | VIII  | IX    |
|------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|
| 1    | 9,979  | 8,179  | 7,345  | 6,519  | 5,872 | 4,990 | 4,158 | 3,604 | 3,046 | 2,072 |
| 2    | 10,535 | 8,735  | 7,895  | 7,071  | 6,432 | 5,541 | 4,713 | 4,158 | 3,604 | 2,359 |
| 3    | 11,380 | 9,436  | 8,525  | 7,635  | 6,944 | 5,983 | 5,079 | 4,492 | 3,889 | 2,543 |
| 4    | 12,177 | 10,097 | 9,122  | 8,171  | 7,429 | 6,404 | 5,438 | 4,810 | 4,158 | 2,719 |
| 5    | 13,027 | 10,807 | 9,756  | 8,742  | 7,951 | 6,851 | 5,817 | 5,147 | 4,450 | 2,911 |
| 6    | 13,941 | 11,560 | 10,442 | 9,352  | 8,508 | 7,333 | 6,227 | 5,505 | 4,768 | 3,115 |
| 7    | 14,914 | 12,371 | 11,175 | 10,008 | 9,103 | 7,844 | 6,664 | 5,890 | 5,101 | 3,329 |
| 8    | 15,960 | 13,237 | 11,960 | 10,709 | 9,742 | 8,391 | 7,132 | 6,303 | 5,453 | 3,561 |

## APPENDIX G

### **GUIDELINES FOR ACADEMIC ATTAINMENT COURSEWORK**

#### **1. Rationale:**

Coursework submitted for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district.

All applications must include a written rationale that explains how the course(s) or degree program is within the teacher's current professional assignment, general area of instruction, or otherwise of value to the district.

#### **2. Requirements:**

Submissions for academic attainment must be within the teacher's current professional assignment, general area of instruction, or otherwise be of value to the district and can be made in three ways:

- A. A graduate degree program; OR
- B. A non-degree licensure/endorsement program or a focused grouping of classes; OR
- C. A single course

**3. Standards:** Courses submitted for academic attainment must meet the following minimum standards:

- A. A course must meet the standards as outlined in Article XIII, Section C of the Negotiations Agreement between the District #225 Board of Education and the Glenbrook Education Association (GEA). In addition the credits must be earned at an approved College or University as described below.
- B. College and University course credit will be composed of graduate courses, but credit for undergraduate work may be granted based on the rationale provided by the teacher.
- C. College and University Coursework. The coursework may be completed on campus or by distance learning. The credits hereunder must be earned at institutions which are accredited by at least one of the bodies noted below:
  - 1. National Council of Accreditation of Teacher Education
  - 2. North Central Association of Schools and Colleges
  - 3. Middle States, Association of Colleges and Schools
  - 4. New England Association of Colleges and Schools
  - 5. Northwest Association of School and Colleges
  - 6. Southern Association of Colleges and Schools

7. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

\*Note: A course that meets the above requirements is subject to pre-approval.

D. The teacher must earn a minimum grade of "B" if the course is to be applied toward Academic Attainment. (Upon appeal, a grade of "C" may be accepted for credit by the Academic Attainment Committee. A pass/fail grade can only be credited toward a teacher's advancement on the salary schedule if part of an approved degree program.

E. Courses taken for Academic Attainment must meet the Carnegie unit requirement of 15/16 hours of instruction for each academic credit earned.

F. Online courses or degreed programs must:

- meet the standards of academic attainment that are applied to traditional course offerings,
- be recognized on the approved university's official transcript,
- be interactive through e-mail, audio/video conferencing, and/or face-to-face interaction with the instructor and class members.

G. Audio or video courses cannot be accepted for Academic Attainment.

H. Graduate or undergraduate courses focused on supportive topics (i.e. stress management, gang awareness, classroom management, coaching, learning styles, behavioral issues, etc.) are limited to six (6) semester hours per lane change. Typically these courses are not part of a degreed program.

I. Credits that may be offered in conjunction with an approved professional leave may not be applied to advancement on the salary schedule unless the teacher bears the full cost of the professional development activity. Any professional leave activity approved by and paid for by the district is not eligible for Academic Attainment credit. Any credit offered through a professional leave activity which occurs during the regular school day, even if paid for separately by the teacher, is not eligible for Academic Attainment.

#### **4. Academic Attainment Committee**

The committee will be comprised of the Assistant Superintendent of Human Resources; the Associate Principals for Curriculum; and a GEA representative from North and South. If an Off-Campus teacher requests an appeal, an Academic Attainment Committee member for Off-Campus will be seated.

In the event that a request for academic attainment is denied, a written rationale shall be provided to the teacher. The Academic Attainment Committee will provide an appeal option for teachers whose



requests for Academic Attainment course approval have been denied. In the event of an appeal, the aforementioned rationale will be provided to the Academic Attainment Committee.

## **APPENDIX H**

### **Medical Insurance Cost Containment Committee**

Whereas the Board of Education and the Glenbrook Education Association (GEA) agree that there is a mutually beneficial need to contain the increases in medical insurance costs, the Board and the GEA 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 President of the GEA. The committee shall be chaired by the Assistant Superintendent for Business/CSBO.

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 seek representation from the Glenbrook Educational Support Staff Association (GESSA), the Glenbrook Educational Support Paraprofessional Association (GESPA) and representatives from non-unionized support groups.

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

- 1) a review of the prescription drug plans,
- 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 co-pays.

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

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

## APPENDIX I

### Special Education / Off-Campus / Transition

#### MEMORANDUM OF UNDERSTANDING: Special Education

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

1. Caseloads will be determined through resource classes when possible;
2. Case management is the 6<sup>th</sup> assignment for special education teachers;
3. Teachers and related service providers in special education will be granted one full day of release for legal paperwork;
4. Teachers will not be required to administer medication to students;
5. Teachers will not be required to go to students' homes for supportive/aggressive attendance.

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Matt Whipple, President  
Glenbrook Education Association

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Mike Riggle, Superintendent  
Glenbrook High School District #225

May 12, 2014

## APPENDIX J

### **Parent Conference Night:**

#### **MEMORANDUM OF UNDERSTANDING: GBS Parent Conference Nights**

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

Whereas there is a desire to explore alternatives for Glenbrook South's Individual Parent Conference nights, the Board and the GEA agree to establish a committee to examine such alternatives.

The committee shall be composed of five (5) members appointed by the Building Principal and five (5) members appointed by the President of the GEA.

The number of conference nights shall not be reduced, nor shall additional conference nights be added to the current contractual requirement. The provision of a late arrival morning after a third parent conference night shall be maintained.

Any modification to the current conference night approach would be implemented in the 2014-2015 school year based on mutual agreement between the Board and the Association.

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Matt Whipple, President  
Glenbrook Education Association

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Mike Riggle, Superintendent  
Glenbrook High School District #225

May 12, 2014

## APPENDIX K

### Fair Share

The following provisions shall apply to all Glenbrook teachers within the bargaining unit defined by this Agreement whose first teaching position within the Glenbrooks commences after July 1, 1999.

1. Teachers who are not members of the Association, and whose first teaching position within the District commences after July 1, 1999, shall, commencing sixty (60) days after their first full day of work, pay a fair share fee to the Association for the costs of the services rendered by the Association that are chargeable to non-members under state and federal law. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the Association.
2. The Association agrees to assume responsibility to insure full compliance with the requirements of the United States Supreme Court and the Illinois Educational Labor Relations Board with respect to the rights of fair share fee payors. Accordingly, the Association agrees to:
  - a) Give timely notice to fair share fee payors in the amount of the fee and an explanation of the basis for the fee, including the major categories of expenses.
  - b) Advise fair share fee payors of an expeditious and impartial decision-making process whereby fair share fee payors can object to the amount of the fair share fee.
  - c) Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payors to the amount of the fair share fee.
3. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Association with respect to fair share fee payors shall not be subject to the grievance and arbitration procedure set forth in this Agreement.
4. Non-members who object to this fair share fee based upon either bona fide religious tenets or teaching or a church or religious body, as provided in Section 11 of the Illinois Educational Labor Relations Act, shall pay an amount equal to such fair share fee to a non-religious charitable organization in accordance with the rules and regulations of the Illinois Educational Labor Relations Board.
5. The Association shall indemnify and save harmless the employer 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 of Education for the purpose of complying with the provisions of this Appendix.
6. The Association and the Board agree to work cooperatively to develop procedures to implement the provisions of this Appendix.

## APPENDIX L

### **Pension or Legislative Change:**

### **MEMORANDUM OF UNDERSTANDING: Pension or Legislative Change**

The District #225 Board of Education and the Glenbrook Education Association (GEA) have reached an agreement as set forth in this Memorandum as follows:

If, during the life of this agreement, legislation is enacted which affects Teacher pensions or other wages, hours or terms and conditions of employment, the Board and the GEA negotiations teams will meet to discuss the impact of any 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 the GEA membership.

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Matt Whipple, President  
Glenbrook Education Association

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Mike Riggle, Superintendent  
Glenbrook High School District #225

May 12, 2014

## APPENDIX M

### TRS Early Retirement Option (“ERO”):

#### **MEMORANDUM OF UNDERSTANDING: TRS EARLY RETIREMENT OPTION (“ERO”)**

The Board of Education and the Glenbrook Education Association agree that teacher participation in the Early Retirement Option Plan of the Teacher Retirement System (“TRS”) will be governed by the following provisions:

1. For those eligible teachers retiring under the Early Retirement Option prior to June 30, 2016, the Board will continue to participate in the ERO program with the Board paying to TRS any required employer one-time, nonrefundable ERO contribution. The teacher will be required to pay to TRS, without Board contribution, any required teacher one-time nonrefundable ERO contribution.
2. Effective July 1, 2016, the Board will not accept applications for participation in the ERO Plan due to the expiration of the ERO Plan at that time. In the event the ERO Plan is subject to legislative reauthorization, the Board representatives and the GEA leadership will negotiate participation by the Board, if any, in any successor ERO Plan.

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Matt Whipple, President  
Glenbrook Education Association

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Mike Riggle, Superintendent  
Glenbrook High School District #225

May 12, 2014

**NEGOTIATED AGREEMENT**

**2012-2014**

**between**

**BOARD OF EDUCATION**

**GLENBROOK HIGH SCHOOL DISTRICT #225**

**and**

**GLENBROOK EDUCATIONAL SUPPORT PARAPROFESSIONAL  
ASSOCIATION  
(GESPA)**

**For the period July 1, 2012 to June 30, 2014**

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**GESPA  
NEGOTIATIONS AGREEMENT  
2012 2014**

**PREAMBLE**

This Agreement, entered into on the dates hereinafter set forth by and between the Glenbrook Board of Education, District #225, hereinafter called the "Board," and the Glenbrook Educational Support Paraprofessional Association (IEA-NEA), hereinafter called the "Association," becomes effective July 1, 2009.

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 bargaining representative for all of the employees in the unit set forth below, pursuant to a 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 Employees.** 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 thirty (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 shall 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 of the regularly scheduled GESPA employee's workday 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 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. **Association-Administration Building Team.** The Association and Board agree to each appoint two (2) representatives to the Association-Administration Building Team ("AAT") for the Glenbrook North and Glenbrook South, respectively. The Association and Board representatives shall each select co-chairpersons of the teams. The teams will meet up to five (5) times per school year, at mutually agreed dates and times, to discuss implementation of the Agreement and such other issues that the parties may agree to discuss. The co-chairpersons may prepare an agenda in advance of 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 Human Resources Director 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 Director of 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. **Outdoor Clothing.** The Board will have available appropriate outdoor clothing and footwear for GESPA employees assigned to outdoor duties.

D. **Custodial Duties.** GESPA employees are not required to perform custodial duties while supervising the cafeteria.

E. **Student Resource 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 Human Resources Director 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 Human Resources director 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 his/her supervisor 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 Human Resources director 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 Human Resources director 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 pro-rated 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 Human Resources director may require the GESPA employee to provide the Human Resources director with a physician's certificate; or if the Human Resources director believes there may have been an abuse of the sick leave policy, the Human Resources director may require an examination by a physician selected by the district. An examination by a physician selected by the district shall be at the Board's expense.
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 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 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 leave may not use the sick leave bank.
2. The sick leave 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 Human Resources director 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 Human Resources director, 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 Human Resources director 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 nonprobationary GESPA employees or to discontinue some particular type of educational support service provided by nonprobationary GESPA employees. Probationary GESPA employees will be dismissed prior to the RIF of GESPA nonprobationary employees.

B. **RIF Procedure.** In the event of the elimination of a position due to a RIF the least senior nonprobationary GESPA employee shall 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'd 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 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 decisional 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 Human Resources director and shall be available for inspection and copying by the Association upon request. A copy of any job description that is revised shall be given to the employee and the Association.
  
- B.      **Content and Distribution of Job Descriptions.** 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. WORK DAY / 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 7/1/07 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) week's 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**

A. 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 procedure 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 Administration 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 Human Resources director agree, Step #1 and/or Step #2 of the grievance procedure may be bypassed and the grievance brought directly to the next step.
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 GESPA employee 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 GESPA employee's alleged complaint with 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. 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 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 shall make a decision on the grievance and shall communicate it in writing to the GESPA employee and the Human Resources director.



**Step 3** If the grievance has not been satisfactorily resolved at the second step, the GESPA employee may file the grievance with the Human Resources director. The grievance must be filed with the Human Resources director within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Human Resources director shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Human Resources director shall make a decision on the grievance and shall communicate it in writing to the GESPA employee, the associate principal, 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 Human Resources director 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 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 salary schedules based upon their experience and skills. The Human Resources director determines 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.
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.** The salary schedules for each school year under the term of this Agreement shall be calculated as follows:
  - a. For the 2012-2013 school year, GESPA employees will receive a 2.3% increase which includes the Step increase from the 2011-12 GESPA Salary Schedule. GESPA employees who do not step for the 2012-13 school year will receive a 2% salary adjustment.
2. **Salary Schedule.** The 2012-13 salary schedule is attached. (Exhibit A.)
3. **Salary Payments.** GESPA employees will be paid via direct deposit. All GESPA employees shall be paid over twenty (20) bi-monthly installments beginning September 15<sup>th</sup>. Payments shall be on the 15<sup>th</sup> and last day of the month, or on the last school day prior to the 15<sup>th</sup> or last day of the month, if it should fall on a weekend or a holiday.
4. **Stipend.** All GESPA employees who received a \$2,400.00 stipend in the 2008-09 school year shall continue to be paid a non-cumulative annual stipend of \$2,400.00 until such time that the employee voluntarily takes another position in the District.

**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, 2009 and ending August 31, 2013 ~~2~~. Overall coverage under the disability insurance program shall be maintained at not less than the coverage in effect as of September 1, 2007, or as mutually agreed to by the Board and the Association.
3. **Medical Insurance Coverage.**

a. **Individual Medical Insurance Coverage.**

- 1) 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, 2007, or as mutually agreed to by the Board and the Association.
- 2) In all cases the GESPA employee shall be responsible for the payment of the remaining cost of the premium.

b. **Family Medical Insurance Coverage.**

- 1) The Board shall provide family medical insurance coverage under the District's Medical Benefits Plan to full-time employees. For the District's PPO Plan and the District's HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium for the 2012-13 Plan year.
- 2) 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 premium for each GESPA employee who does not select family medical insurance.

5. **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 1<sup>st</sup> through August 31<sup>st</sup>) 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.

**6. 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 Human Resources director, as follows:
  - 1) 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.
  - 2) If the supervisor endorses the application, the application shall be forwarded to the Human Resources director for consideration. The Human Resources director may approve or reject the application. If the application is rejected, the Human Resources director will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
  - 3) A copy of the application form specifying the action taken by the Human Resources director will be returned to the supervisor and the GESPA employee. The original application form will be placed in the GESPA employee's personnel file.
  - 4) 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.

7. **Voluntary Termination Benefits.**

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

8. **Other.** Duration of contract through June 30, 2014

## ARTICLE XX. NEGOTIATION PROCEDURES

A. The Board and the Association agree it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and counterproposals in the course of negotiating, and to reach tentative agreements to present respectively to the Board and the Association to ratify. Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a 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 counter-proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. During the course of negotiations, the respective committees shall make every good faith effort to reach agreement on all issues before invoking the following procedure.
2. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XXI. TERM OF AGREEMENT**

This official Agreement shall become effective July 1, 2012 and remain in effect until June 30, 2014. 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.

The Board and GESPA agree to begin negotiating salary for the 2013-14 school year during the 2012-13 school year. Additionally and issues relating to Article XIX, Section C ("Employee Benefits") for the 2013-14 school year shall be the subject of coordinated negotiations involving representatives of the GESPA, GESSA, and GEA bargaining units. These coordinated negotiations will begin during the 2012-13 school year.

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 *Skip Steen*

President, Glenbrook Educational Support Paraprofessional Association

By *Kimberly Dischamps*

**EXHIBIT A**  
**VOLUNTARY TERMINATION BENEFITS FOR 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**

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

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

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

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



**VOLUNTARY TERMINATION BENEFITS FOR 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. Retiree shall be allowed to convert any term life insurance, bought or provided for by the district and carried, on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Retirees shall be responsible for full payment of any premium.
6. Retirees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed 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 extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments 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 throughout the year.

**VOLUNTARY TERMINATION BENEFITS FOR GESPA EMPLOYEES**  
**RETIRING UNDER IMRF**

**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 of the Retiree, 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 of the benefits contained in this plan.

**Section F - Special Incentive Programs**

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

**Section G – Miscellaneous Provisions**

1. For purposes of this plan, the school year shall begin on July 1 and end on June 30.
2. If changes occur in the operation of IMRF, which results in an increase in the cost of this plan, the Board and the Association representing GESPA employees shall negotiate a revision to this plan.
  1. These benefits shall be effective July 1, 2012.

**Paraprofessional  
Salary Schedule  
FY2012/13**

| <b>Step</b> | <b>FY2013</b> | <b>Hourly</b> |
|-------------|---------------|---------------|
| 1           | 28,995        | 13.94         |
| 2           | 29,663        | 14.26         |
| 3           | 30,346        | 14.59         |
| 4           | 31,044        | 14.92         |
| 5           | 31,758        | 15.27         |
| 6           | 32,488        | 15.62         |
| 7           | 33,235        | 15.98         |
| 8           | 34,000        | 16.35         |
| 9           | 34,783        | 16.72         |
| 10          | 35,583        | 17.11         |
| 11          | 36,401        | 17.50         |
| 12          | 37,238        | 17.90         |
| 13          | 38,095        | 18.32         |
| 14          | 38,971        | 18.74         |
| 15          | 39,867        | 19.17         |

All annual salary amounts are based on a 2080 hour work year.

All GESPA employees who receive a \$2,400 stipend in 2011-12 shall continue to be paid a non-cumulative annual stipend of \$2,400 until such time as the employee voluntarily takes another position in the District.

GESPA employees who do not receive a longevity step on the salary schedule will receive a 2% salary increase for the 2012-13 school year.



**NEGOTIATED AGREEMENT**

**2012- 2015**

**between**

**BOARD OF EDUCATION**

**GLENBROOK HIGH SCHOOL DISTRICT #225**

**and**

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

**For the period July 1, 2012 to June 30, 2015**

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## NEGOTIATED AGREEMENT

2012-2015

### PREAMBLE

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

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

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

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

### ARTICLE I. RECOGNITION

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

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

Excluded: Executive Assistant to the Superintendent, Assistant Superintendent, Assistant Superintendent – Business Affairs, Chief Technology Officer, Lead Information System Technician, Senior Information System Technician, Senior Network Technician, Network Technician, and all supervisory managerial, and confidential employees as defined in the Illinois Educational Labor Relations Act.

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

### ARTICLE II FAIR SHARE AGREEMENT

A. Effective July 1, 2014, each Bargaining Unit member, as a condition of his/her employment, shall join the GESSA or pay a fair share fee to GESSA



equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

1. In the event that the Bargaining Unit member does not pay his/her fair share fee directly to the GESSA by a certain date as established by the GESSA, the Board shall deduct the fair share fee from the wages of the non-member.

2. Such fee shall be paid to the GESSA by the Board no later than ten (10) days following deduction.

3. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the GESSA. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

4. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

(a) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires,

And

(b) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

5. The GESSA agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article.

It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Employer or the Employer's imperfect execution of the obligations imposed upon it by this Article.

6. The provisions of this Fair Share Section (Article I, Section D) shall not apply to any Employee who was a member of the Bargaining Unit and who was not a dues-paying member of the GESSA as of June 30, 2014.

### **ARTICLE III. ASSOCIATION RIGHTS AND RESPONSIBILITIES**

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

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

**B. Dues Deduction.** The Board agrees to deduct Association membership dues, once per pay period for 18 pay periods beginning on October 15, from the pay of those employees who individually request in writing that such deductions be made. After the dues deductions are made, they shall be remitted to the credit union or other agency designated by the association. An itemized statement will also be furnished to the Association president or his/her designee. Authorization for each deduction shall be in effect for the duration of the Agreement unless written notice of revocation is given by the employee to the Board. Revocation shall become effective within 30 days after such notice is given. The Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting from any reasonable action taken or omitted by the Board for the purpose of complying with the provisions of this section. Effective July, 2012, the School District's Administration will annually provide GESSA leadership with an opportunity to meet with all members of the bargaining unit to discuss the work of the GESSA and benefits of GESSA membership. This meeting will be scheduled with the cooperation of the Administration.

**C. Association Activities During Working Hours.** Whenever a representative of the Association or a GESSA employee is scheduled by the Board, or by the superintendent, to participate during working hours in negotiations, grievance proceedings, conferences, or

meetings, the bargaining unit member shall suffer no loss in pay nor shall such participation be charged to the GESSA employee's leave time.

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

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

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

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

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

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

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

#### **ARTICLE IV. BOARD RIGHTS**

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

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

#### **ARTICLE V. EMPLOYEE RIGHTS**

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

B. **Personnel Files.**

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

## ARTICLE VI. 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.

When one or more construction projects are scheduled in a District 225 building, the administration will notify GESSA leadership and GESSA employees impacted by the project prior to the start of construction. GESSA members will be provided information of any need and amount of time to relocate their work areas. Administration will review and communicate relevant safety and security procedures. A GESSA representative may attend the section of regularly scheduled construction meetings relevant to GESSA issues.

GESSA employees shall promptly report unsafe or hazardous conditions to an appropriate school authority, or, in the absence of an appropriate school authority, to appropriate non-school authorities (e.g. fire department, police department). Additionally GESSA employees are encouraged to notify GESSA leadership of the same.

- B. **Equipment / Materials.** A GESSA employee will not be requested to provide equipment or materials necessary to perform his/her responsibilities.
- C. **Scope of Work.** Upon hire (or modification in Job Description) GESSA employees shall be given a Job Description pursuant to Article XVI Section B of this contract. In the event that a GESSA employee's job responsibilities change significantly or the GESSA member cannot reasonably complete all regularly assigned responsibilities during a 40 hour work week, the GESSA employee shall contact a GESSA representative to schedule a meeting to include their immediate supervisor and GESSA representation. If a satisfactory resolution is not found, the matter can be addressed through any other relevant provision in this contract.

## ARTICLE VII. EMPLOYEE DISCIPLINE

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

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

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

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

## **ARTICLE VIII. VACANCIES**

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

## **ARTICLE IX. ASSIGNMENTS / INVOLUNTARY TRANSFERS**

- A. **Definition of Assignment.** Assignment shall be defined as the position to which a GESSA employee is assigned for employment.
- B. **Involuntary Change of Assignment.** A GESSA employee shall be given written notice of a change in his/her assignment for the forthcoming school year, if known, no later than the end of the school term. Such notice shall include location(s), name(s) of supervisors(s) (if known), and job description. If an assignment needs to

be changed following the end of the school term, notification will be given as soon as practicable.

- C. **Involuntary Change of Assignment to Another Building.** In the event that an involuntary change in assignment involves a change to a position in another building for the forthcoming school term, the Human Resources director will solicit volunteers for the change. However, after such solicitation, the Human Resources director shall make the final determination as to the employee whose assignment will be changed. This section shall be inapplicable if the need for a change in assignment follows the close of the school term preceding the necessary change.
- D. **Certifications / Temporary Assignments.**
1. A GESSA employee without certification shall not be required to cover a position that requires certification. If a GESSA employee is certified and requested to work a position that requires certification, that GESSA employee will be paid the certified substitute rate.
  2. In the event that a GESSA employee is temporarily assigned to another position at a higher level in his/her category for more than fifteen (15) workdays, the GESSA employee will be compensated at his/her step in the higher level for the duration of the temporary assignment.

## **ARTICLE X. LEAVES**

### **A. Sick Leave.**

1. A twelve (12) month GESSA employee shall be eligible for fifteen (15) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
2. A nine (9) and a ten (10) month GESSA employee shall be eligible for eleven (11) days of paid sick leave per school year, two days of which are put into the GESSA employee's sick leave bank each year until a total of twenty (20) are accrued.
3. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household.
4. Sick leave days shall be credited to the individual GESSA employee's sick leave account at the beginning of the GESSA employee's work year. Sick leave may be accumulated up to a maximum of 240 days at the end of the fiscal year. The Board will provide each GESSA employee with a written statement of

accumulated sick leave days at least twice per year until such time this information is available to the employee through the personnel computer system.

5. The Human Resources director may require the GESSA employee to provide the Human Resources director with a physician's certificate. If the Human Resources director believes there may have been an abuse of the sick leave policy, the Human Resources director may require an examination by a physician selected by the District. An examination by a physician selected by the District shall be at the Board's expense.
6. Sick leave may only be taken in half or full-day increments. A GESSA employee, when ill, must call his/her immediate supervisor prior to his/her start time each day, unless reported by the employee that he/she will be absent for an extended period of time or is on approved leave for other medical circumstances. Failure of a GESSA employee to notify his/her supervisor or designee of his/her illness may result in a pay deduction.
7. A GESSA employee who is absent from school for reasons ordinarily associated with sick leave, who has exhausted his/her sick leave, and who is no longer qualified to borrow from the sick leave bank, shall lose per diem pay for each day of absence. Per diem pay for a GESSA employee shall be interpreted as an amount equal to the GESSA employee's ten (10) or twelve (12) month salary divided by the required number of days in the GESSA employee's work calendar.
8. When the Superintendent officially closes schools, GESSA employees shall not be charged for sick leave.

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

**C. Emergency / Personal Days.**

1. A non-probationary, full-time GESSA employee is eligible for two (2) days of paid emergency/personal leave each fiscal year. A probationary, full-time GESSA employee who successfully completes his/her probationary period by June 30 shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the school year. A probationary, full-time GESSA employee who successfully completes his/her probationary period on July 1 or after shall be entitled to two (2) paid emergency/personal days at the completion of his/her probationary period for the current school year. The GESSA employee shall receive his/her daily compensation for emergency/personal leave.



2. Emergency/personal leave days may be accumulated from year to year up to a maximum of four (4) days. Accumulated emergency/personal leave days in excess of four (4) days at the end of a fiscal year shall be added to the GESSA employee's accumulated sick leave.
3. Emergency/personal leave shall be used for urgent personal or family matters that require the GESSA employee's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on weekends, after school hours, or during vacation periods. Emergency/personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with a GESSA employee's vacation or leave without pay. The Human Resources director may make exceptions to this stipulation in unusual circumstances.
4. Application for emergency/personal leave shall be made in writing by the GESSA employee through the GESSA employee's immediate supervisor. Requests for emergency/personal leave are subject to approval by the GESSA employee's supervisor, associate principal, and/or appropriate building administrator. The application shall be made at least one week before taking said leave, if possible. In the event of an emergency, the GESSA employee shall provide notice as soon as possible to the GESSA employee's immediate supervisor. GESSA employees are not required to disclose the reason for emergency/personal leaves unless the leave requested is directly before or after any legal or granted school holiday or the employee's vacation time.
5. When the Superintendent officially closes schools, twelve (12) month GESSA members shall not be charged for emergency/personal leave; and nine (9) and ten (10) month GESSA members shall not be charged for emergency/personal leave days nor be compensated.

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

E. **Vacation.**

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

more than 109 months will accrue vacation on the basis of 1.67 days per month worked.

A full-time twelve (12) month GESSA employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule: A GESSA employee who has worked 48 months or less is eligible to accrue 0.42 days' vacation per month worked. A GESSA employee who has worked more than 49 months, but less than 120 months, will accrue vacation on the basis of 0.84 days per month worked. A GESSA employee who has worked 120 months or more will accrue vacation on the basis of 1.25 days per month worked.

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

A GESSA employee, with a 239 paid day work year, may carry over from one fiscal year to the next fifteen (15) days of accumulated vacation time. Vacation days in excess of fifteen (15) days at the end of any fiscal year will be added to the GESSA employee's accumulated sick leave subject to the provisions in Section A of this Article.

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

**F. Leave Without Pay.**

1. GESSA employees may not be granted leave without pay until they have used all of their accrued personal leave and vacation days. If the reason for the request for leave without pay is due to illness of the GESSA employee or the employee's immediate family, the GESSA employee may not be granted leave without pay until he/she used all of his/her sick days.

2. The Human Resources director is authorized to grant leaves without pay to GESSA employees when extenuating circumstances dictate that it is in the best interest of the GESSA employee and the district. The request for a leave without pay must have the prior approval of the GESSA employee's immediate supervisor(s) and building supervisor. The Human Resources director shall make the final determination as to what constitutes extenuating circumstances.
  3. Leave without pay shall be limited to five (5) days during a GESSA employee's school year calendar. The Human Resources director may grant additional days, exceeding five (5) days of leave without pay in a school year. However, exceeding five (5) days of leave without pay in one school year may be considered cause for discipline up to and including dismissal.
  4. If a GESSA employee has not received prior approval from the Human Resources director for leave without pay, the Human Resources director may request a statement from the GESSA employee's physician verifying the inability of the employee to work. However, the GESSA employee's failure to receive prior approval from the Human Resources director for leave without pay, or failure to provide the requested statement from his/her physician, may be considered cause for discipline up to and including dismissal.
- G. **FMLA.** Family & Medical Leave of Absence (FMLA) shall be in accordance with Board Policy 6370 of the same name.
- H. **Military Leaves.** Military leaves shall be in accordance with Board Policy 6190.

## **ARTICLE XI. HOLIDAYS / CALAMITY DAYS**

- A. The fiscal year for all GESSA employees shall be from July 1 to June 30.
- B. Paid holidays are days designated on the calendar when the GESSA employee is not required to work but for which they receive work credit and are paid their regular rate of pay. In order to be paid for a legal or granted holiday, an employee must be paid for his/her last scheduled workday prior to the holiday and his/her first scheduled workday after the holiday.
- C. GESSA employees, with an effective start date prior to July 1, 2007 shall be paid for holidays as follows:
1. A GESSA employee, with a 260 paid day work year, shall be paid for no less than eight (8) granted and those legal holidays indicated on the school district's official school calendar which fall within their work year. Legal holidays that fall on a Saturday or Sunday shall be added to the GESSA employee's accrued vacation time.

2. Nine (9) and ten (10) month GESSA employees shall be paid for all legal holidays that fall within their work year.
- D. GESSA employees, with an effective start date after June 30, 2007, shall be paid for holidays as follows:
1. Twelve (12) month employees with a 239 paid day work year shall be paid for legal and granted holidays, which fall on a workday within their work year.
  2. Nine (9) month and/or ten (10) month employees shall be paid for legal holidays that fall on a workday within their work year.
  3. Any holiday that falls on a weekend or within winter or spring recess is unpaid.
- E. Notification of said holidays shall be distributed to all GESSA employees in writing annually no later than two (2) weeks after Board approval.
- F. In the event of a school emergency or district closure, including but not limited to natural disaster, quarantine or governmental order, twelve (12) month GESSA employees shall receive their daily rate of pay and benefits. If make-up days are required, nine (9) and ten (10) month employees shall be notified of said make-up day(s). GESSA employees, who have applied for a leave day on the day when the district is closed, shall not be charged for said leave day.

## **ARTICLE XII. SENIORITY**

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

B. **Seniority Accumulation.**

1. Accumulation of seniority shall begin from the GESSA employee's first working day in the district (for district seniority), in a bargaining unit category (for seniority within the bargaining unit category), and in a level (for seniority in a level within a bargaining unit category).
2. A GESSA employee shall accrue seniority based upon days of service (prorated for less than 1.0 F.T.E.) in district employment, within a bargaining unit category,

and within the level(s) in a bargaining unit category wherein the GESSA employee currently holds or has previously held a position. Seniority shall not accrue during unpaid leave, except during unpaid FMLA leave.

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

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

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

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

### **ARTICLE XIII. RESIGNATIONS**

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

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

### **ARTICLE XIV. 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 GESSA employees or to discontinue some particular type of educational support service provided by non-probationary GESSA

employees. Probationary GESSA employees within a category will be dismissed prior to the RIF of GESSA non-probationary employees within the category.

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

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

**C.** The hourly rate of pay for a GESSA employee who is reassigned to a position in a lesser level as a result of a RIF will not be reduced for a period of twelve (12) months following the effective date of the reassignment. Thereafter, without further action by the Board, the reassigned GESSA employee's rate of pay shall be determined on the salary schedule for the lesser level based on the GESSA employee's step placement in his/her previous level, plus one (1) step.

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

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

**ARTICLE XV. PROFESSIONAL DEVELOPMENT COMMITTEE**

A Joint Steering Committee will be convened to make recommendations to the Superintendent or designee regarding professional development opportunities for the members of GESSA bargaining unit. The Committee will be comprised of five (5) members appointed by the Superintendent and five (5) members appointed by the GESSA. The Committee will meet at least quarterly, unless otherwise agreed, 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 GESSA members
3. Review curriculum reflecting identified training needs
4. Recommend the delivery model(s) necessary to implement the training
5. Annually assess the implementation of the training
6. Consider and explore the need for a mentoring program

**ARTICLE XVI. EXTERNAL PROFESSIONAL DEVELOPMENT WORKSHOPS**

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

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

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

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

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

## **ARTICLE XVII. RECLASSIFICATION**

The Reclassification Committee will meet annually, in February, to consider whether any adjustment should be made to the placement (level) of a GESSA position on the salary schedule. The committee will be comprised of four (4) GESSA members and four (4) district members. The committee may utilize additional district employees as a resource to provide the committee with information it needs to accomplish its mission. Each team will be allowed to bring no more than five (5) positions to the table, unless otherwise agreed, to either increase or lower their respective positions on the salary schedule. A simple majority of all Reclassification Committee members will be required for any salary adjustment to take place.

## **ARTICLE XVIII. JOB DESCRIPTION COMMITTEE**

A Job Description Committee will be convened by October 1<sup>st</sup> of each year, if necessary, to review and revise job descriptions. The Committee will be comprised of three (3) GESSA members and three (3) Administrative members. The core competencies to be developed by the Professional Development Committee will be used in the revision of Job descriptions. Through a majority vote, the committee holds the authority to write and revise job descriptions. In the event the committee cannot reach a decision on a specific job description(s), the Superintendent or designee will make the decision.

## **ARTICLE XIX. JOB DESCRIPTIONS**

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

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

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

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



**ARTICLE XX. WORK DAY/WORK WEEK/WORK YEAR**

**A. Workday**

The standard workday for full-time GESSA employees is determined as follows:

| <b>Start Date</b>     | <b>Standard Workday</b>                                    |
|-----------------------|--|
| Prior to July 1, 2012 | 8 hours per day  |
| After July 1, 2012    | 7.5 or 8 hours per day as specified by the job description |

In the event that a GESSA employee hired prior to July 1, 2012 moves to a position in the bargaining unit where they will earn a higher wage, the standard work day for the employee may be either 7.5 or 8 hours per day as determined by job description,

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

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

**B. Workweek**

The standard workweek for full-time GESSA employees is determined as follows:

| <b>Start Date</b>    | <b>Standard Workweek</b>  |
|----------------------|---------------------------|
| Prior to July 1 2012 | 40 hours per week         |
| After July 1, 2012   | 37.5 or 40 hours per week |

**C. Workyear**

The standard workyear for full-time 12 month GESSA employees is determined as follows:

| <b>Start Date</b>     | <b>Standard WorkYear</b> |
|-----------------------|--------------------------|
| Prior to July 1, 2007 | 260 days                 |
| After July1, 2007     | 239 Days                 |

The standard workyear for full-time 10 month GESSA employees is determined as follows:

| <b>Start Date</b>                           | <b>Standard WorkYear</b>  |
|---|---|
| Prior to July 1, 2007                       | 209 Days  |
| After July 1, 2007 but prior to July 1 2012 | 203 days  |
| After July 1, 2012                          | 209, 203, 197,193, or187 days as specified by the job description |

#### D. Published Calendar

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

In the event that the supervisor and GESSA employee determine that work is best completed on a work day that is otherwise unassigned, the supervisor may alter the work calendar in order to complete the work and maintain the employee's total contractual paid days.

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

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

## **ARTICLE XXI. OVERTIME**

All overtime work by a GESSA employee must be approved by the Associate Principal for Administrative Services, or designee, or the Assistant Superintendent for Human Resources, whichever is appropriate. When overtime is granted, a GESSA employee will be paid at time and one half (1.5) their normal rate of pay for hours worked over forty (40) hours in a given work week (Sunday through Saturday). Where an employee does not work and receives paid sick leave, vacation, jury duty, or emergency/personal leave, or other paid leave, except for approved professional development, this time shall not count in calculating the GESSA employee's work hours for purposes of paying overtime. Paid legal holidays shall count in said calculation.

## **ARTICLE XXII. EMPLOYEE EVALUATION**

A. **Initial Employment** Upon initial employment, GESSA employees shall be advised of the district's evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.

B. **Non Probationary** Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee's performance during any year; such conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.

C. **Probationary** Each GESSA probationary employee shall be evaluated at least sixty (60) days prior to the end of the probationary period.

D. **Remediation** If a non-probationary GESSA employee is found to be deficient in the skills required to complete assigned job duties, or if the employee receives an unsatisfactory evaluation, a remediation plan will be put in place.

1. A GESSA employee shall be entitled to have a representative of the Association present, upon request, during any remediation plan meeting.
2. A remediation plan shall consist of:
  - a. Statement of Problem
  - b. Objectives of Remediation\Evidence of Improvement
  - c. Schedule\Timetable\Evaluation
  - d. Further action\failure to remedy
3. Upon completion of the remediation process, the evaluation procedures will be followed to determine if the employee has successfully remedied the deficient areas.

4. Unsuccessful completion of remediation may lead to involuntary transfer or disciplinary action up to and including dismissal.

E. **Documentation** A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.

F. **Rebuttal** A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

### **ARTICLE XXIII. PERFORMANCE EVALUATION COMMITTEE**

- A. A committee of three (3) GESSA members and three (3) administrative members will convene at least twice a year, unless otherwise agreed, to review the current evaluation system. The committee may utilize additional district employees as a resource to provide the committee with information it needs to accomplish its mission.

The committees work shall include (but not be limited to):

1. Evaluation Process
  2. Goal Setting
  3. Performance Indicators
  4. Performance Rating Scale
  5. Procedure
  6. Documentation
- B. This committee, by consensus, will make recommendations to the Superintendent for any changes in the instrument, procedure, and/or practice. The Office of the Superintendent will communicate to the committee whether or not the recommendations are approved or rejected. GESSA employees will receive training on any changes in the evaluation process.
  - C. The Administration will be responsible for training all supervisory employees on appropriate implementation of the approved evaluation system.

### **ARTICLE XXIV. EMPLOYEE EVALUATION**

- A. Upon initial employment, GESSA employees shall be advised of the district's evaluation procedures by the Human Resources office. No formal evaluation shall take place until this has been done.

B. Each GESSA non-probationary employee shall have an evaluation conference with his/her immediate supervisor at least every other year and will be provided a written evaluation of his/her job performance. A GESSA employee may request a conference with his/her supervisor to discuss the employee's performance during any year; such conference will be held at the discretion of the supervisor. Absent extenuating circumstances, the formal evaluation conference for a GESSA non-probationary employee will be held by May 1 in any year in which such GESSA employee is formally evaluated. The GESSA employee and his/her supervisor may also agree that the evaluation conference shall be held after May 1.

C. Each GESSA probationary employee shall be evaluated at least sixty (60) days prior to the end of the probationary period.

D. A GESSA employee shall be given a copy of any evaluation prepared by his/her evaluator. Each evaluation will become part of the GESSA employee's personnel file.

E. A GESSA employee shall have the opportunity to respond in writing to the evaluation. In the event that an employee disagrees with the evaluation, he/she may, within ten (10) working days of receiving the evaluation, file a written rebuttal statement. A copy of the rebuttal shall be provided to the evaluator, attached to the evaluation, and placed in the GESSA employee's personnel file.

#### **ARTICLE XXV. PROBATIONARY PERIOD**

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

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

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

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

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

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

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

## **ARTICLE XXVI. COMMUNICATIONS COMMITTEE**

The Communication Committee will meet no less than four times per school year in order to discuss issues involving both the Association and Administration/Board of Education. The Committee will be comprised of up to four (4) GESSA members and up to four (4) members of the Administration. By June 1 of each, year the Association and the Administration will agree to a minimum of four meeting dates to be scheduled during the upcoming school year. Both the Association and the Administration agree that the spirit of the committee is to foster ongoing communications. The Assistant Superintendent for Human Resources and a President of GESSA will be responsible for the meeting agenda.

## **ARTICLE XXVII. GRIEVANCE PROCEDURE**

### **A. General Policy**

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

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

shall be required to discuss any grievance if the Association's representative is not present.

12. The Board and the Administration shall cooperate with the Association in its investigation of any grievance, and further, they shall furnish the Association with such information requested for the processing of any grievance.

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

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

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

**Step 3** If the grievance has not been satisfactorily resolved at the second step, the GESSA employee may file the grievance with the Human Resources director. The grievance must be filed with the Human Resources director within five (5) working days from the receipt of the decision rendered in Step #2. Within ten (10) working days after such written grievance is filed, the Human Resources director shall meet with the grievant and both parties shall make a reasonable attempt to settle the grievance. Within ten (10) working days after the third step grievance meeting, the Human Resources director shall make a decision on the



grievance and shall communicate it in writing to the GESSA employee, the associate principal or appropriate building administrator, and the Board.

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

## **ARTICLE XXVIII. COMPENSATION / BENEFITS**

### **A. General Policy.**

1. Newly hired GESSA employees will be placed on the appropriate salary schedule based upon their skills and experience. The Human Resources director will determine initial placement on the salary schedule. Newly hired GESSA employees are eligible for an annual salary increase on July 1 provided they were hired and began work on or before the first workday in January of the same year.
2. Newly promoted GESSA employees will be placed on the salary schedule based on their skills and experience. Upon promotion, the Human Resources director will determine placement on the salary schedule. Newly promoted GESSA employees are eligible for an annual salary increase on July 1 provided they began work on or before the first workday in January of the same year.
3. All ten (10) month GESSA employees are required to submit to the district office a time sheet signed by their immediate supervisor. Time sheets are due to the payroll office by the published cut-off date.
4. All twelve (12) month GESSA employees are required to submit an exception time sheet report to the district office if their work hours vary, in any way, from the work hours outlined in their respective salary letters.

**B. Salary.**

1. Salary Schedule.

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

2. Salary Payments.

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

**C. Employee Benefits.**

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

1. Life Insurance Coverage.

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

2. Individual Disability Insurance Coverage.

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

3. Individual Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 95% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2012 and ending August 31, 2013. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2011, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

4. Family Medical Insurance Coverage.

- a. The Board shall provide individual medical insurance coverage under the District's Medical Benefits Plans to full-time employees. For the District's PPO Plan and HMO Illinois Plan, the Board shall pay an amount equal to 88% of the premium. The premium paid by the Board shall cover the period beginning September 1, 2012 and ending August 31, 2013. Overall coverage under the health insurance program shall be maintained at not less than the coverage in effect as of September 1, 2011, except as mutually agreed to by the Board and the Association.
- b. In all cases the GESSA employee shall be responsible for the payment of the remaining cost of the premium.

5. Dental Insurance Coverage.

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

6. Flexible Spending Account Allowance Per Plan Year.

- a. The Board shall provide a flexible spending account allowance equal to \$500 for each 10-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
  - b. The Board shall provide a flexible spending account allowance of \$750 for each 12-month GESSA employee, hired before July 1, 2000, who does not select family medical insurance.
  - c. The flexible spending account allowance shall first be used to offset the employee's contribution for health and dental insurance coverage under the Board's group plans. A GESSA employee shall be responsible for premium costs that exceed the amount of his/her allowance. A GESSA employee shall not be entitled to receive any unused allowance, or portion thereof, in cash.
7. Tuition Reimbursement.
- a. A full-time, non-probationary GESSA employee may be reimbursed for courses successfully completed, subject to the following provisions.
  - b. A GESSA employee who was hired before July 1, 2000, may be reimbursed for tuition up to \$450.00 per year of this Agreement.
  - c. A GESSA employee who was hired beginning July 1, 2000, may be reimbursed for tuition at the rate of up to \$120.00 per semester hour, up to a maximum of twelve (12) semester hours per year. For such GESSA employee, tuition reimbursement is limited to four (4) semester hours per non-summer term and no more than twelve (12) semester hours per year.
  - d. In order to receive reimbursement, the GESSA employee shall obtain, in advance of starting courses, the endorsement of his/her supervisor and the approval of the Human Resources director, as follows:
    - 1) Application forms for tuition reimbursement shall be completed by the GESSA employee and provided to his/her supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.
    - 2) If the supervisor endorses the application, the application shall be forwarded to the Human Resources director for consideration. The Human Resources director may approve or reject the application. If the application is rejected, the Human Resources director will provide the employee with an explanation. This provision shall not be subject to the grievance procedure.

- 3) A copy of the application form specifying the action taken by the Human Resources director will be returned to the supervisor and the GESSA employee. The original application form will be placed in the GESSA employee's personnel file.
  - 4) In order to receive the tuition reimbursement, the GESSA employee shall present the human resources office with a paid receipt showing the amount of the tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.
8. Voluntary Termination. Voluntary termination benefits for GESSA employees, retiring under IMRF, are contained in Exhibit B of this agreement.

## **ARTICLE XXIX. NEGOTIATION PROCEDURES**

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

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

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

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

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

### **F. Impasse Procedures.**

1. An impasse occurs after both parties have considered the proposals and 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. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its regular staff. A written request by one party shall be considered a joint request.
3. If the mediator's efforts to bring about an agreement are unsuccessful, the parties shall meet to discuss and re-evaluate their respective positions. The parties may jointly decide to enlist the assistance of another third party.
4. The mediator shall have no authority to make recommendations to either party or the public.
5. The costs of any third party mutually agreed upon shall be shared equally by the parties.

**ARTICLE XXX. TERM OF AGREEMENT**

This official Agreement shall become effective July 1, 2012 and remain in effect until June 30, 2015.

The Board and GESSA agree to begin negotiating salary for the 2013-14 and 2014-15 school years during the 2012-13 school year. Additionally, any issues relating to Article XXVIII, Section C ("Employee Benefits") for the 2013-14 and 2014-15 school years shall be the subject of coordinated negotiations involving representatives of the GESSA, GESPA, and GEA bargaining units. These coordinated negotiations will begin during the 2012-13 school year.

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law.

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

President, Glenbrook Board of Education District #225

By: 

President, Glenbrook Educational Support Staff Association

By: 

## EXHIBIT A

### GLENBROOK HIGH SCHOOLS GESSA TECHNICAL SALARY SCHEDULE 2010 – 2011

#### Technology Staff Career Paths

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

**Clarifications**

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



## **EXHIBIT B**

### **VOLUNTARY TERMINATION BENEFITS FOR EDUCATIONAL GESSA 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 GESSA employees who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

#### **Section B**

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

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

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

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

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

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

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

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

**Section E – Required Procedures for Participation and Receipt of Benefits**

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

**Section F - Special Incentive Programs**

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

**Section G - Vacation**

In addition to those benefits contained in Section D, 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 Plans, the value of up to ten (10) days of unused vacation days, at their annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be taken or they will convert to sick leave on the Retiree's last day of work.

**Section H – Miscellaneous Provisions**

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

**Business / Human Resources Salary Ladder  
FY2012/13**

| Hrs/Day   | 8.0    |        | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 7.5    | 7.5    | 7.5    |        |              |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|
| Total Hrs | 2080   |        | 1912   | 1672   | 1624   | 1576   | 1544   | 1496   | 1478   | 1448   | 1403   |        |              |
| Calendar  | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | Hourly | Positions    |
| 1         | 31,762 | 15.27  | 29,196 | 25,531 | 24,798 | 24,066 | 23,577 | 22,844 | 22,569 | 22,111 | 21,424 | 15.27  | Business 1   |
| 2         | 32,380 | 15.57  | 29,765 | 26,029 | 25,281 | 24,534 | 24,036 | 23,289 | 23,008 | 22,541 | 21,841 | 15.57  | HR 1         |
| 3         | 33,028 | 15.88  | 30,360 | 26,549 | 25,787 | 25,025 | 24,517 | 23,754 | 23,469 | 22,992 | 22,278 | 15.88  |              |
| 4         | 33,689 | 16.20  | 30,968 | 27,081 | 26,304 | 25,526 | 25,008 | 24,230 | 23,939 | 23,453 | 22,724 | 16.20  |              |
| 5         | 34,362 | 16.52  | 31,586 | 27,621 | 26,828 | 26,035 | 25,507 | 24,714 | 24,417 | 23,921 | 23,178 | 16.52  |              |
| 6         | 35,048 | 16.85  | 32,217 | 28,173 | 27,364 | 26,556 | 26,016 | 25,208 | 24,904 | 24,399 | 23,641 | 16.85  |              |
| 7         | 35,750 | 17.19  | 32,862 | 28,737 | 27,912 | 27,087 | 26,537 | 25,712 | 25,403 | 24,887 | 24,114 | 17.19  |              |
| 8         | 36,466 | 17.53  | 33,521 | 29,313 | 28,471 | 27,630 | 27,069 | 26,227 | 25,912 | 25,386 | 24,597 | 17.53  |              |
| 9         | 37,195 | 17.88  | 34,191 | 29,899 | 29,041 | 28,183 | 27,610 | 26,752 | 26,430 | 25,894 | 25,089 | 17.88  |              |
| 10        | 37,938 | 18.24  | 34,874 | 30,496 | 29,621 | 28,745 | 28,162 | 27,286 | 26,958 | 26,411 | 25,590 | 18.24  |              |
| 11        | 38,697 | 18.60  | 35,571 | 31,106 | 30,213 | 29,320 | 28,725 | 27,832 | 27,497 | 26,939 | 26,102 | 18.60  | Business 2   |
| 12        | 39,471 | 18.98  | 36,283 | 31,729 | 30,818 | 29,907 | 29,300 | 28,389 | 28,047 | 27,478 | 26,624 | 18.98  | HR 2         |
| 13        | 40,261 | 19.36  | 37,009 | 32,364 | 31,435 | 30,506 | 29,886 | 28,957 | 28,609 | 28,028 | 27,157 | 19.36  | Accounting 1 |
| 14        | 41,065 | 19.74  | 37,748 | 33,010 | 32,062 | 31,115 | 30,483 | 29,535 | 29,180 | 28,588 | 27,699 | 19.74  | Payroll 1    |
| 15        | 41,888 | 20.14  | 38,505 | 33,671 | 32,705 | 31,738 | 31,094 | 30,127 | 29,764 | 29,160 | 28,254 | 20.14  |              |
| 16        | 42,725 | 20.54  | 39,274 | 34,344 | 33,358 | 32,372 | 31,715 | 30,729 | 30,359 | 29,743 | 28,819 | 20.54  |              |
| 17        | 43,575 | 20.92  | 40,001 | 34,980 | 33,975 | 32,971 | 32,302 | 31,298 | 30,921 | 30,293 | 29,352 | 20.92  |              |
| 18        | 44,320 | 21.31  | 40,741 | 35,627 | 34,604 | 33,581 | 32,899 | 31,877 | 31,493 | 30,854 | 29,895 | 21.31  |              |
| 19        | 45,141 | 21.70  | 41,495 | 36,286 | 35,245 | 34,203 | 33,508 | 32,467 | 32,076 | 31,425 | 30,448 | 21.70  |              |
| 20        | 45,975 | 22.10  | 42,261 | 36,957 | 35,896 | 34,835 | 34,127 | 33,066 | 32,669 | 32,005 | 31,011 | 22.10  |              |
| 21        | 46,825 | 22.51  | 43,043 | 37,640 | 36,559 | 35,479 | 34,758 | 33,678 | 33,273 | 32,597 | 31,584 | 22.51  | Business 3   |
| 22        | 47,622 | 22.90  | 43,775 | 38,280 | 37,182 | 36,083 | 35,350 | 34,251 | 33,839 | 33,152 | 32,122 | 22.90  | HR 3         |
| 23        | 48,432 | 23.28  | 44,520 | 38,932 | 37,814 | 36,696 | 35,951 | 34,834 | 34,415 | 33,716 | 32,668 | 23.28  | Accounting 2 |
| 24        | 49,255 | 23.68  | 45,277 | 39,594 | 38,457 | 37,320 | 36,563 | 35,426 | 35,000 | 34,289 | 33,224 | 23.68  | Payroll 2    |
| 25        | 50,092 | 24.08  | 46,046 | 40,266 | 39,110 | 37,954 | 37,184 | 36,028 | 35,594 | 34,872 | 33,788 | 24.08  |              |
| 26        | 50,943 | 24.49  | 46,829 | 40,951 | 39,775 | 38,599 | 37,816 | 36,640 | 36,199 | 35,464 | 34,362 | 24.49  |              |
| 27        | 51,709 | 24.86  | 47,532 | 41,566 | 40,372 | 39,179 | 38,384 | 37,190 | 36,743 | 35,997 | 34,878 | 24.86  |              |
| 28        | 52,483 | 25.23  | 48,244 | 42,188 | 40,977 | 39,766 | 38,959 | 37,747 | 37,293 | 36,536 | 35,401 | 25.23  |              |
| 29        | 53,271 | 25.61  | 48,968 | 42,821 | 41,592 | 40,363 | 39,543 | 38,314 | 37,853 | 37,085 | 35,932 | 25.61  |              |
| 30        | 54,070 | 26.00  | 49,702 | 43,464 | 42,216 | 40,968 | 40,136 | 38,889 | 38,421 | 37,641 | 36,471 | 26.00  |              |
| 31        | 54,881 | 26.39  | 50,448 | 44,116 | 42,849 | 41,583 | 40,739 | 39,472 | 38,997 | 38,206 | 37,018 | 26.39  | Accounting 3 |
| 32        | 55,623 | 26.74  | 51,130 | 44,712 | 43,428 | 42,145 | 41,289 | 40,005 | 39,524 | 38,722 | 37,518 | 26.74  | Payroll 3    |
| 33        | 56,372 | 27.10  | 51,819 | 45,315 | 44,014 | 42,713 | 41,846 | 40,545 | 40,057 | 39,244 | 38,024 | 27.10  |              |
| 34        | 57,135 | 27.47  | 52,520 | 45,927 | 44,609 | 43,290 | 42,411 | 41,093 | 40,598 | 39,774 | 38,538 | 27.47  |              |
| 35        | 57,905 | 27.84  | 53,228 | 46,547 | 45,210 | 43,874 | 42,983 | 41,647 | 41,146 | 40,311 | 39,058 | 27.84  |              |
| 36        | 58,686 | 28.21  | 53,946 | 47,175 | 45,821 | 44,466 | 43,563 | 42,209 | 41,701 | 40,855 | 39,585 | 28.21  |              |
| 37        | 59,479 | 28.60  | 54,675 | 47,812 | 46,440 | 45,067 | 44,152 | 42,779 | 42,265 | 41,407 | 40,120 | 28.60  |              |
| 38        | 60,281 | 28.98  | 55,412 | 48,457 | 47,066 | 45,675 | 44,747 | 43,356 | 42,834 | 41,965 | 40,661 | 28.98  |              |
| 39        | 61,096 | 29.37  | 56,161 | 49,111 | 47,702 | 46,292 | 45,352 | 43,942 | 43,413 | 42,532 | 41,210 | 29.37  |              |
| 40        | 61,920 | 29.77  | 56,919 | 49,774 | 48,345 | 46,916 | 45,964 | 44,535 | 43,999 | 43,106 | 41,766 | 29.77  |              |

**Executive Assistant Salary Schedule  
FY2012/13**

| Hrs/Day   | 8.0    |        | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 7.5    | 7.5    | 7.5    |                  |  |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|--|
| Total Hrs | 2080   |        | 1912   | 1672   | 1624   | 1576   | 1544   | 1496   | 1478   | 1448   | 1403   |        |                  |  |
| Calendar  | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | Hourly | Positions        |  |
| 1         | 38,709 | 18.61  | 35,582 | 31,116 | 30,223 | 29,329 | 28,734 | 27,841 | 27,506 | 26,947 | 26,110 | 18.61  | Executive Asst 1 |  |
| 2         | 39,476 | 18.98  | 36,287 | 31,732 | 30,821 | 29,910 | 29,303 | 28,392 | 28,050 | 27,481 | 26,627 | 18.98  |                  |  |
| 3         | 40,264 | 19.36  | 37,012 | 32,366 | 31,437 | 30,508 | 29,888 | 28,959 | 28,611 | 28,030 | 27,159 | 19.36  |                  |  |
| 4         | 41,069 | 19.74  | 37,752 | 33,013 | 32,066 | 31,118 | 30,486 | 29,538 | 29,183 | 28,591 | 27,702 | 19.74  |                  |  |
| 5         | 41,892 | 20.14  | 38,508 | 33,675 | 32,708 | 31,741 | 31,097 | 30,130 | 29,767 | 29,163 | 28,257 | 20.14  |                  |  |
| 6         | 42,729 | 20.54  | 39,278 | 34,347 | 33,361 | 32,375 | 31,718 | 30,732 | 30,362 | 29,746 | 28,821 | 20.54  |                  |  |
| 7         | 43,519 | 20.92  | 40,004 | 34,983 | 33,979 | 32,974 | 32,305 | 31,301 | 30,924 | 30,296 | 29,355 | 20.92  |                  |  |
| 8         | 44,325 | 21.31  | 40,744 | 35,630 | 34,607 | 33,584 | 32,902 | 31,880 | 31,496 | 30,857 | 29,898 | 21.31  |                  |  |
| 9         | 45,145 | 21.70  | 41,499 | 36,290 | 35,248 | 34,206 | 33,511 | 32,470 | 32,079 | 31,428 | 30,451 | 21.70  |                  |  |
| 10        | 45,979 | 22.11  | 42,265 | 36,960 | 35,899 | 34,838 | 34,130 | 33,069 | 32,671 | 32,008 | 31,014 | 22.11  |                  |  |
| 11        | 46,831 | 22.51  | 43,048 | 37,645 | 36,564 | 35,483 | 34,763 | 33,682 | 33,277 | 32,602 | 31,588 | 22.51  | Executive Asst 2 |  |
| 12        | 47,627 | 22.90  | 43,780 | 38,285 | 37,186 | 36,086 | 35,354 | 34,255 | 33,842 | 33,156 | 32,125 | 22.90  |                  |  |
| 13        | 48,436 | 23.29  | 44,524 | 38,935 | 37,817 | 36,700 | 35,954 | 34,837 | 34,417 | 33,719 | 32,671 | 23.29  |                  |  |
| 14        | 49,259 | 23.68  | 45,281 | 39,597 | 38,460 | 37,324 | 36,566 | 35,429 | 35,003 | 34,292 | 33,226 | 23.68  |                  |  |
| 15        | 50,097 | 24.09  | 46,051 | 40,271 | 39,114 | 37,958 | 37,188 | 36,032 | 35,598 | 34,875 | 33,792 | 24.09  |                  |  |
| 16        | 50,948 | 24.49  | 46,833 | 40,955 | 39,779 | 38,603 | 37,819 | 36,644 | 36,203 | 35,468 | 34,366 | 24.49  |                  |  |
| 17        | 51,713 | 24.86  | 47,536 | 41,569 | 40,376 | 39,182 | 38,387 | 37,193 | 36,746 | 36,000 | 34,881 | 24.86  |                  |  |
| 18        | 52,488 | 25.23  | 48,249 | 42,192 | 40,981 | 39,770 | 38,962 | 37,751 | 37,297 | 36,540 | 35,404 | 25.23  |                  |  |
| 19        | 53,276 | 25.61  | 48,973 | 42,826 | 41,596 | 40,367 | 39,547 | 38,318 | 37,857 | 37,088 | 35,936 | 25.61  |                  |  |
| 20        | 54,075 | 26.00  | 49,707 | 43,468 | 42,220 | 40,972 | 40,140 | 38,892 | 38,424 | 37,644 | 36,474 | 26.00  |                  |  |
| 21        | 54,886 | 26.39  | 50,453 | 44,120 | 42,853 | 41,587 | 40,742 | 39,476 | 39,001 | 38,209 | 37,022 | 26.39  | Executive Asst 3 |  |
| 22        | 55,628 | 26.74  | 51,135 | 44,716 | 43,432 | 42,149 | 41,293 | 40,009 | 39,528 | 38,725 | 37,522 | 26.74  |                  |  |
| 23        | 56,378 | 27.10  | 51,824 | 45,319 | 44,018 | 42,717 | 41,849 | 40,548 | 40,061 | 39,247 | 38,028 | 27.10  |                  |  |
| 24        | 57,140 | 27.47  | 52,525 | 45,931 | 44,613 | 43,294 | 42,415 | 41,097 | 40,602 | 39,778 | 38,542 | 27.47  |                  |  |
| 25        | 57,911 | 27.84  | 53,234 | 46,552 | 45,215 | 43,879 | 42,988 | 41,651 | 41,150 | 40,315 | 39,062 | 27.84  |                  |  |
| 26        | 58,692 | 28.22  | 53,951 | 47,179 | 45,825 | 44,470 | 43,567 | 42,213 | 41,705 | 40,858 | 39,589 | 28.22  |                  |  |
| 27        | 59,484 | 28.60  | 54,680 | 47,816 | 46,444 | 45,071 | 44,156 | 42,783 | 42,268 | 41,410 | 40,123 | 28.60  |                  |  |
| 28        | 60,288 | 28.98  | 55,419 | 48,463 | 47,071 | 45,680 | 44,753 | 43,361 | 42,840 | 41,970 | 40,666 | 28.98  |                  |  |
| 29        | 61,101 | 29.38  | 56,166 | 49,116 | 47,706 | 46,296 | 45,356 | 43,946 | 43,417 | 42,536 | 41,214 | 29.38  |                  |  |
| 30        | 61,925 | 29.77  | 56,924 | 49,778 | 48,349 | 46,920 | 45,968 | 44,539 | 44,003 | 43,110 | 41,770 | 29.77  |                  |  |

## EXHIBIT C

**Information / Data Management Secretary Salary Schedule  
FY2012/13**

| Hrs/Day   | 8.0    |        | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 8.0    | 7.5    | 7.5    | 7.5    |        |                |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|
| Total Hrs | 2080   |        | 1912   | 1672   | 1624   | 1576   | 1544   | 1496   | 1478   | 1448   | 1403   |        |                |
| Calendar  | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | Hourly | Positions      |
| 1         | 29,328 | 14.10  | 26,959 | 23,575 | 22,898 | 22,222 | 21,770 | 21,094 | 20,840 | 20,417 | 19,782 | 14.10  | Receptionist 1 |
| 2         | 29,917 | 14.38  | 27,500 | 24,048 | 23,358 | 22,668 | 22,207 | 21,517 | 21,258 | 20,827 | 20,179 | 14.38  | Attendance 1   |
| 3         | 30,516 | 14.67  | 28,051 | 24,530 | 23,826 | 23,122 | 22,652 | 21,948 | 21,684 | 21,244 | 20,584 | 14.67  | Guidance 1     |
| 4         | 31,126 | 14.96  | 28,612 | 25,020 | 24,302 | 23,584 | 23,105 | 22,387 | 22,117 | 21,668 | 20,995 | 14.96  | Library 1      |
| 5         | 31,748 | 15.26  | 29,184 | 25,520 | 24,788 | 24,055 | 23,567 | 22,834 | 22,559 | 22,101 | 21,414 | 15.26  |                |
| 6         | 32,383 | 15.57  | 29,768 | 26,031 | 25,284 | 24,536 | 24,038 | 23,291 | 23,011 | 22,544 | 21,843 | 15.57  |                |
| 7         | 33,031 | 15.88  | 30,363 | 26,552 | 25,789 | 25,027 | 24,519 | 23,757 | 23,471 | 22,994 | 22,280 | 15.88  |                |
| 8         | 33,691 | 16.20  | 30,970 | 27,083 | 26,305 | 25,528 | 25,009 | 24,232 | 23,940 | 23,454 | 22,726 | 16.20  |                |
| 9         | 34,366 | 16.52  | 31,590 | 27,625 | 26,832 | 26,039 | 25,510 | 24,717 | 24,419 | 23,924 | 23,180 | 16.52  |                |
| 10        | 35,051 | 16.85  | 32,220 | 28,176 | 27,367 | 26,558 | 26,019 | 25,210 | 24,906 | 24,401 | 23,643 | 16.85  |                |
| 11        | 35,753 | 17.19  | 32,865 | 28,740 | 27,915 | 27,090 | 26,540 | 25,715 | 25,405 | 24,889 | 24,116 | 17.19  | Receptionist 2 |
| 12        | 36,468 | 17.53  | 33,522 | 29,315 | 28,473 | 27,631 | 27,070 | 26,229 | 25,913 | 25,387 | 24,598 | 17.53  | Attendance 2   |
| 13        | 37,198 | 17.88  | 34,194 | 29,902 | 29,043 | 28,185 | 27,613 | 26,754 | 26,432 | 25,896 | 25,091 | 17.88  | Guidance 2     |
| 14        | 37,941 | 18.24  | 34,877 | 30,499 | 29,623 | 28,748 | 28,164 | 27,288 | 26,960 | 26,413 | 25,592 | 18.24  | Library 2      |
| 15        | 38,699 | 18.61  | 35,573 | 31,108 | 30,215 | 29,322 | 28,727 | 27,834 | 27,499 | 26,941 | 26,103 | 18.61  | Secretary 1    |
| 16        | 39,475 | 18.98  | 36,286 | 31,731 | 30,820 | 29,910 | 29,302 | 28,391 | 28,050 | 27,480 | 26,626 | 18.98  |                |
| 17        | 40,264 | 19.36  | 37,012 | 32,366 | 31,437 | 30,508 | 29,888 | 28,959 | 28,611 | 28,030 | 27,159 | 19.36  |                |
| 18        | 41,068 | 19.74  | 37,751 | 33,013 | 32,065 | 31,117 | 30,485 | 29,538 | 29,182 | 28,590 | 27,701 | 19.74  |                |
| 19        | 41,891 | 20.14  | 38,507 | 33,674 | 32,707 | 31,740 | 31,096 | 30,129 | 29,767 | 29,162 | 28,256 | 20.14  |                |
| 20        | 42,728 | 20.54  | 39,277 | 34,346 | 33,360 | 32,374 | 31,717 | 30,731 | 30,361 | 29,745 | 28,821 | 20.54  |                |
| 21        | 43,583 | 20.95  | 40,063 | 35,034 | 34,028 | 33,022 | 32,352 | 31,346 | 30,969 | 30,340 | 29,397 | 20.95  | Guidance 3     |
| 22        | 44,454 | 21.37  | 40,864 | 35,735 | 34,709 | 33,683 | 32,999 | 31,973 | 31,588 | 30,947 | 29,985 | 21.37  | Secretary 2    |
| 23        | 45,343 | 21.80  | 41,681 | 36,449 | 35,403 | 34,356 | 33,659 | 32,612 | 32,220 | 31,566 | 30,585 | 21.80  | Library 3      |
| 24        | 46,251 | 22.24  | 42,515 | 37,179 | 36,111 | 35,044 | 34,332 | 33,265 | 32,865 | 32,198 | 31,197 | 22.24  |                |
| 25        | 47,176 | 22.68  | 43,365 | 37,922 | 36,833 | 35,745 | 35,019 | 33,930 | 33,522 | 32,842 | 31,821 | 22.68  |                |
| 26        | 48,119 | 23.13  | 44,232 | 38,680 | 37,570 | 36,459 | 35,719 | 34,609 | 34,192 | 33,498 | 32,457 | 23.13  |                |
| 27        | 49,080 | 23.60  | 45,116 | 39,453 | 38,321 | 37,188 | 36,433 | 35,300 | 34,875 | 34,168 | 33,106 | 23.60  |                |
| 28        | 50,063 | 24.07  | 46,019 | 40,243 | 39,087 | 37,932 | 37,162 | 36,007 | 35,573 | 34,851 | 33,768 | 24.07  |                |
| 29        | 51,064 | 24.55  | 46,940 | 41,048 | 39,869 | 38,691 | 37,905 | 36,727 | 36,285 | 35,548 | 34,444 | 24.55  |                |
| 30        | 52,086 | 25.04  | 47,879 | 41,869 | 40,667 | 39,465 | 38,664 | 37,462 | 37,011 | 36,260 | 35,133 | 25.04  |                |

**Technical Salary Schedule  
FY2012/13**

| <b>Calendar</b> | <b>260</b> | <b>239</b> | <b>Hourly</b> | <b>Positions</b>                     |
|-----------------|------------|------------|---------------|--------------------------------------|
| 1               | 39,229     | 36,060     | 18.86         | Level I Technician                   |
| 2               | 40,007     | 36,776     | 19.23         | Tech Support                         |
| 3               | 40,807     | 37,511     | 19.62         |                                      |
| 4               | 41,623     | 38,261     | 20.01         |                                      |
| 5               | 42,457     | 39,027     | 20.41         |                                      |
| 6               | 43,305     | 39,807     | 20.82         |                                      |
| 7               | 44,171     | 40,603     | 21.24         |                                      |
| 8               | 45,055     | 41,416     | 21.66         |                                      |
| 9               | 45,956     | 42,244     | 22.09         |                                      |
| 10              | 46,875     | 43,089     | 22.54         |                                      |
| 11              | 47,813     | 43,951     | 22.99         | Level II Technician                  |
| 12              | 49,275     | 45,295     | 23.69         | Tech Support                         |
| 13              | 50,259     | 46,200     | 24.16         | Technology Trainer I                 |
| 14              | 51,266     | 47,125     | 24.65         |                                      |
| 15              | 52,291     | 48,067     | 25.14         |                                      |
| 16              | 53,337     | 49,029     | 25.64         |                                      |
| 17              | 54,403     | 50,009     | 26.16         |                                      |
| 18              | 55,491     | 51,009     | 26.68         |                                      |
| 19              | 56,601     | 52,029     | 27.21         |                                      |
| 20              | 57,733     | 53,070     | 27.76         |                                      |
| 21              | 58,887     | 54,131     | 28.31         |                                      |
| 22              | 60,064     | 55,213     | 28.88         |                                      |
| 23              | 61,267     | 56,319     | 29.46         |                                      |
| 24              | 62,492     | 57,445     | 30.04         |                                      |
| 25              | 63,742     | 58,594     | 30.65         |                                      |
| 26              | 65,016     | 59,764     | 31.26         | Level III Technician                 |
| 27              | 66,316     | 60,960     | 31.88         | Technology Trainer II                |
| 28              | 67,642     | 62,178     | 32.52         | Service Desk                         |
| 29              | 68,996     | 63,423     | 33.17         | Senior Information Technician        |
| 30              | 70,375     | 64,691     | 33.83         | Network/Server Support Technician    |
| 31              | 71,783     | 65,985     | 34.51         |                                      |
| 32              | 73,218     | 67,304     | 35.20         |                                      |
| 33              | 74,683     | 68,651     | 35.91         |                                      |
| 34              | 76,177     | 70,024     | 36.62         |                                      |
| 35              | 77,701     | 71,425     | 37.36         |                                      |
| 36              | 79,255     | 72,854     | 38.10         | Level IV Technician                  |
| 37              | 80,443     | 73,945     | 38.67         | Senior Info Systems Technician       |
| 38              | 81,650     | 75,055     | 39.25         | Senior Network Server Technician     |
| 39              | 82,875     | 76,182     | 39.84         | Web Application Programmer           |
| 40              | 84,118     | 77,324     | 40.44         | Senior Apple Deskside Support Tech   |
| 41              | 85,381     | 78,484     | 41.05         | Senior Windows Deskside Support Tech |
| 42              | 86,660     | 79,661     | 41.66         |                                      |
| 43              | 87,961     | 80,856     | 42.29         |                                      |
| 44              | 89,279     | 82,068     | 42.92         |                                      |
| 45              | 90,619     | 83,300     | 43.57         |                                      |

**Business / Human Resources Salary Ladder**  
**FY2013/14**

| Step | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | 197    | 193    | 187    | Positions    |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|
|      |        |        |        |        |        |        |        |        |        |        |        |        |        |        |              |
| 1    | 32,270 | 15.51  | 29,664 | 25,940 | 25,196 | 24,451 | 23,954 | 23,210 | 22,930 | 22,465 | 21,767 | 22,930 | 22,465 | 21,767 | Business 1   |
| 2    | 32,898 | 15.82  | 30,241 | 26,445 | 25,686 | 24,927 | 24,420 | 23,661 | 23,377 | 22,902 | 22,190 | 23,377 | 22,902 | 22,190 |              |
| 3    | 33,556 | 16.13  | 30,846 | 26,974 | 26,200 | 25,425 | 24,909 | 24,135 | 23,844 | 23,360 | 22,634 | 23,844 | 23,360 | 22,634 |              |
| 4    | 34,228 | 16.46  | 31,463 | 27,514 | 26,724 | 25,934 | 25,408 | 24,618 | 24,322 | 23,828 | 23,087 | 24,322 | 23,828 | 23,087 |              |
| 5    | 34,912 | 16.78  | 32,092 | 28,064 | 27,258 | 26,452 | 25,915 | 25,110 | 24,808 | 24,304 | 23,549 | 24,808 | 24,304 | 23,549 |              |
| 6    | 35,609 | 17.12  | 32,733 | 28,624 | 27,802 | 26,980 | 26,433 | 25,611 | 25,303 | 24,789 | 24,019 | 25,303 | 24,789 | 24,019 |              |
| 7    | 36,322 | 17.46  | 33,388 | 29,197 | 28,359 | 27,521 | 26,962 | 26,124 | 25,810 | 25,286 | 24,500 | 25,810 | 25,286 | 24,500 |              |
| 8    | 37,049 | 17.81  | 34,057 | 29,782 | 28,927 | 28,072 | 27,502 | 26,647 | 26,326 | 25,792 | 24,991 | 26,326 | 25,792 | 24,991 |              |
| 9    | 37,790 | 18.17  | 34,738 | 30,377 | 29,505 | 28,633 | 28,052 | 27,180 | 26,853 | 26,308 | 25,490 | 26,853 | 26,308 | 25,490 |              |
| 10   | 38,545 | 18.53  | 35,432 | 30,984 | 30,095 | 29,205 | 28,612 | 27,723 | 27,389 | 26,833 | 25,999 | 27,389 | 26,833 | 25,999 |              |
| 11   | 39,316 | 18.90  | 36,141 | 31,604 | 30,697 | 29,790 | 29,185 | 28,277 | 27,937 | 27,370 | 26,520 | 27,937 | 27,370 | 26,520 |              |
| 12   | 40,103 | 19.28  | 36,863 | 32,236 | 31,311 | 30,385 | 29,768 | 28,843 | 28,496 | 27,918 | 27,050 | 28,496 | 27,918 | 27,050 |              |
| 13   | 40,905 | 19.67  | 37,601 | 32,881 | 31,938 | 30,994 | 30,364 | 29,420 | 29,066 | 28,476 | 27,591 | 29,066 | 28,476 | 27,591 |              |
| 14   | 41,722 | 20.06  | 38,352 | 33,538 | 32,575 | 31,612 | 30,971 | 30,008 | 29,647 | 29,045 | 28,142 | 29,647 | 29,045 | 28,142 |              |
| 15   | 42,558 | 20.46  | 39,121 | 34,210 | 33,228 | 32,246 | 31,591 | 30,609 | 30,241 | 29,627 | 28,706 | 30,241 | 29,627 | 28,706 |              |
| 16   | 43,409 | 20.87  | 39,903 | 34,894 | 33,892 | 32,890 | 32,223 | 31,221 | 30,845 | 30,219 | 29,280 | 30,845 | 30,219 | 29,280 |              |
| 17   | 44,271 | 21.26  | 40,640 | 35,539 | 34,519 | 33,499 | 32,818 | 31,798 | 31,415 | 30,778 | 29,821 | 31,415 | 30,778 | 29,821 |              |
| 18   | 45,029 | 21.65  | 41,392 | 36,196 | 35,157 | 34,118 | 33,425 | 32,386 | 31,997 | 31,347 | 30,373 | 31,997 | 31,347 | 30,373 |              |
| 19   | 45,863 | 22.05  | 42,159 | 36,867 | 35,809 | 34,750 | 34,045 | 32,986 | 32,589 | 31,928 | 30,936 | 32,589 | 31,928 | 30,936 | Business 3   |
| 20   | 46,711 | 22.46  | 42,938 | 37,548 | 36,470 | 35,392 | 34,674 | 33,596 | 33,191 | 32,518 | 31,507 | 33,191 | 32,518 | 31,507 |              |
| 21   | 47,574 | 22.87  | 43,732 | 38,242 | 37,144 | 36,047 | 35,315 | 34,217 | 33,805 | 33,119 | 32,090 | 33,805 | 33,119 | 32,090 |              |
| 22   | 48,384 | 23.26  | 44,476 | 38,893 | 37,777 | 36,660 | 35,916 | 34,799 | 34,381 | 33,683 | 32,636 | 34,381 | 33,683 | 32,636 |              |
| 23   | 49,207 | 23.66  | 45,233 | 39,555 | 38,419 | 37,284 | 36,527 | 35,391 | 34,965 | 34,256 | 33,191 | 34,965 | 34,256 | 33,191 |              |
| 24   | 50,043 | 24.06  | 46,001 | 40,227 | 39,072 | 37,917 | 37,147 | 35,993 | 35,559 | 34,838 | 33,755 | 35,559 | 34,838 | 33,755 |              |
| 25   | 50,893 | 24.47  | 46,783 | 40,911 | 39,736 | 38,562 | 37,779 | 36,604 | 36,164 | 35,430 | 34,329 | 36,164 | 35,430 | 34,329 |              |
| 26   | 51,758 | 24.88  | 47,578 | 41,606 | 40,411 | 39,217 | 38,420 | 37,226 | 36,778 | 36,032 | 34,912 | 36,778 | 36,032 | 34,912 |              |
| 27   | 52,536 | 25.26  | 48,293 | 42,231 | 41,019 | 39,806 | 38,998 | 37,786 | 37,331 | 36,573 | 35,437 | 37,331 | 36,573 | 35,437 |              |
| 28   | 53,323 | 25.64  | 49,016 | 42,863 | 41,633 | 40,402 | 39,582 | 38,351 | 37,890 | 37,121 | 35,967 | 37,890 | 37,121 | 35,967 |              |
| 29   | 54,123 | 26.02  | 49,752 | 43,507 | 42,258 | 41,009 | 40,176 | 38,927 | 38,459 | 37,678 | 36,507 | 38,459 | 37,678 | 36,507 | Accounting 3 |
| 30   | 54,935 | 26.41  | 50,498 | 44,159 | 42,892 | 41,624 | 40,779 | 39,511 | 39,036 | 38,243 | 37,055 | 39,036 | 38,243 | 37,055 |              |
| 31   | 55,759 | 26.81  | 51,255 | 44,822 | 43,535 | 42,248 | 41,390 | 40,104 | 39,621 | 38,817 | 37,611 | 39,621 | 38,817 | 37,611 |              |
| 32   | 56,513 | 27.17  | 51,948 | 45,428 | 44,124 | 42,819 | 41,950 | 40,646 | 40,157 | 39,342 | 38,119 | 40,157 | 39,342 | 38,119 |              |
| 33   | 57,274 | 27.54  | 52,648 | 46,039 | 44,718 | 43,396 | 42,515 | 41,193 | 40,698 | 39,871 | 38,632 | 40,698 | 39,871 | 38,632 |              |
| 34   | 58,049 | 27.91  | 53,361 | 46,663 | 45,323 | 43,983 | 43,090 | 41,751 | 41,248 | 40,411 | 39,155 | 41,248 | 40,411 | 39,155 |              |
| 35   | 58,831 | 28.28  | 54,080 | 47,291 | 45,934 | 44,576 | 43,671 | 42,313 | 41,804 | 40,956 | 39,683 | 41,804 | 40,956 | 39,683 |              |
| 36   | 59,625 | 28.67  | 54,809 | 47,929 | 46,553 | 45,177 | 44,260 | 42,884 | 42,368 | 41,508 | 40,218 | 42,368 | 41,508 | 40,218 |              |
| 37   | 60,431 | 29.05  | 55,550 | 48,577 | 47,182 | 45,788 | 44,858 | 43,464 | 42,941 | 42,069 | 40,762 | 42,941 | 42,069 | 40,762 |              |
| 38   | 61,245 | 29.44  | 56,299 | 49,232 | 47,819 | 46,405 | 45,463 | 44,050 | 43,520 | 42,636 | 41,311 | 43,520 | 42,636 | 41,311 |              |
| 39   | 62,074 | 29.84  | 57,060 | 49,898 | 48,465 | 47,033 | 46,078 | 44,645 | 44,108 | 43,213 | 41,870 | 44,108 | 43,213 | 41,870 | Accounting 2 |
| 40   | 62,911 | 30.25  | 57,829 | 50,571 | 49,119 | 47,667 | 46,699 | 45,247 | 44,703 | 43,796 | 42,434 | 44,703 | 43,796 | 42,434 |              |



## Executive Assistant Salary Schedule FY2013/14

| Hrs/Day   | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 7.5    | 7.5    | 7.5              |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|------------------|
| Total Hrs | 2080   | 1912   | 1672   | 1624   | 1576   | 1544   | 1496   | 1478   | 1448   | 1403   |        |                  |
| Step      | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | Positions        |
| 1         | 39,328 | 18.91  | 36,152 | 31,614 | 30,706 | 29,799 | 29,194 | 28,286 | 27,946 | 27,379 | 26,528 | Executive Asst 1 |
| 2         | 40,108 | 19.28  | 36,868 | 32,240 | 31,315 | 30,389 | 29,772 | 28,847 | 28,500 | 27,921 | 27,053 |                  |
| 3         | 40,908 | 19.67  | 37,604 | 32,884 | 31,940 | 30,996 | 30,366 | 29,422 | 29,068 | 28,478 | 27,593 |                  |
| 4         | 41,726 | 20.06  | 38,356 | 33,541 | 32,578 | 31,616 | 30,974 | 30,011 | 29,650 | 29,048 | 28,145 |                  |
| 5         | 42,562 | 20.46  | 39,125 | 34,214 | 33,231 | 32,249 | 31,594 | 30,612 | 30,244 | 29,630 | 28,709 |                  |
| 6         | 43,413 | 20.87  | 39,906 | 34,897 | 33,895 | 32,893 | 32,226 | 31,224 | 30,848 | 30,222 | 29,283 |                  |
| 7         | 44,215 | 21.26  | 40,644 | 35,542 | 34,522 | 33,502 | 32,821 | 31,801 | 31,418 | 30,781 | 29,824 |                  |
| 8         | 45,034 | 21.65  | 41,397 | 36,201 | 35,161 | 34,122 | 33,429 | 32,390 | 32,000 | 31,351 | 30,376 |                  |
| 9         | 45,867 | 22.05  | 42,163 | 36,870 | 35,812 | 34,753 | 34,048 | 32,989 | 32,592 | 31,931 | 30,938 |                  |
| 10        | 46,715 | 22.46  | 42,942 | 37,551 | 36,473 | 35,395 | 34,677 | 33,599 | 33,194 | 32,521 | 31,510 |                  |
| 11        | 47,580 | 22.88  | 43,737 | 38,247 | 37,149 | 36,051 | 35,319 | 34,221 | 33,809 | 33,123 | 32,094 | Executive Asst 2 |
| 12        | 48,389 | 23.26  | 44,481 | 38,897 | 37,781 | 36,664 | 35,920 | 34,803 | 34,384 | 33,686 | 32,639 |                  |
| 13        | 49,211 | 23.66  | 45,236 | 39,558 | 38,422 | 37,287 | 36,530 | 35,394 | 34,968 | 34,258 | 33,194 |                  |
| 14        | 50,047 | 24.06  | 46,005 | 40,230 | 39,075 | 37,920 | 37,150 | 35,995 | 35,562 | 34,841 | 33,758 |                  |
| 15        | 50,899 | 24.47  | 46,788 | 40,915 | 39,740 | 38,565 | 37,782 | 36,608 | 36,167 | 35,433 | 34,332 |                  |
| 16        | 51,763 | 24.89  | 47,582 | 41,610 | 40,415 | 39,221 | 38,424 | 37,230 | 36,782 | 36,035 | 34,915 |                  |
| 17        | 52,540 | 25.26  | 48,297 | 42,234 | 41,022 | 39,809 | 39,001 | 37,789 | 37,334 | 36,576 | 35,440 |                  |
| 18        | 53,328 | 25.64  | 49,021 | 42,867 | 41,637 | 40,406 | 39,586 | 38,355 | 37,894 | 37,124 | 35,971 |                  |
| 19        | 54,128 | 26.02  | 49,757 | 43,511 | 42,262 | 41,013 | 40,180 | 38,931 | 38,462 | 37,682 | 36,511 |                  |
| 20        | 54,940 | 26.41  | 50,503 | 44,163 | 42,896 | 41,628 | 40,783 | 39,515 | 39,039 | 38,247 | 37,058 |                  |
| 21        | 55,764 | 26.81  | 51,260 | 44,826 | 43,539 | 42,252 | 41,394 | 40,107 | 39,625 | 38,820 | 37,614 | Executive Asst 3 |
| 22        | 56,518 | 27.17  | 51,953 | 45,432 | 44,128 | 42,823 | 41,954 | 40,650 | 40,160 | 39,345 | 38,123 |                  |
| 23        | 57,280 | 27.54  | 52,654 | 46,044 | 44,722 | 43,401 | 42,519 | 41,198 | 40,702 | 39,876 | 38,636 |                  |
| 24        | 58,054 | 27.91  | 53,365 | 46,667 | 45,327 | 43,987 | 43,094 | 41,754 | 41,252 | 40,415 | 39,159 |                  |
| 25        | 58,838 | 28.29  | 54,085 | 47,296 | 45,939 | 44,581 | 43,676 | 42,318 | 41,809 | 40,960 | 39,687 |                  |
| 26        | 59,631 | 28.67  | 54,815 | 47,934 | 46,558 | 45,182 | 44,265 | 42,889 | 42,372 | 41,512 | 40,222 |                  |
| 27        | 60,436 | 29.06  | 55,554 | 48,581 | 47,186 | 45,792 | 44,862 | 43,467 | 42,944 | 42,073 | 40,765 |                  |
| 28        | 61,253 | 29.45  | 56,305 | 49,238 | 47,824 | 46,411 | 45,468 | 44,055 | 43,525 | 42,641 | 41,316 |                  |
| 29        | 62,079 | 29.85  | 57,065 | 49,902 | 48,469 | 47,036 | 46,081 | 44,649 | 44,112 | 43,216 | 41,873 |                  |
| 30        | 62,916 | 30.25  | 57,834 | 50,575 | 49,123 | 47,671 | 46,703 | 45,251 | 44,707 | 43,799 | 42,438 |                  |

### Information / Data Management / Secretary Salary Schedule FY2013/14

| Hrs/Day   | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 8      | 7.5    | 7.5    | 7.5            | 7.5 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|-----|
| Total Hrs | 2080   | 1912   | 1672   | 1624   | 1576   | 1544   | 1496   | 1478   | 1448   | 1403   |        |                |     |
| Step      | 260    | Hourly | 239    | 209    | 203    | 197    | 193    | 187    | 197    | 193    | 187    | Positions      |     |
| 1         | 29,797 | 14.33  | 27,391 | 23,952 | 23,265 | 22,577 | 22,119 | 21,431 | 21,173 | 20,743 | 20,099 | Receptionist 1 |     |
| 2         | 30,396 | 14.61  | 27,941 | 24,433 | 23,732 | 23,031 | 22,563 | 21,862 | 21,598 | 21,160 | 20,502 | Attendance 1   |     |
| 3         | 31,004 | 14.91  | 28,500 | 24,923 | 24,207 | 23,492 | 23,015 | 22,299 | 22,031 | 21,584 | 20,913 | Guidance 1     |     |
| 4         | 31,624 | 15.20  | 29,070 | 25,421 | 24,691 | 23,961 | 23,475 | 22,745 | 22,471 | 22,015 | 21,331 | Library 1      |     |
| 5         | 32,256 | 15.51  | 29,651 | 25,929 | 25,184 | 24,440 | 23,944 | 23,199 | 22,920 | 22,455 | 21,757 |                |     |
| 6         | 32,901 | 15.82  | 30,244 | 26,447 | 25,688 | 24,929 | 24,423 | 23,664 | 23,379 | 22,904 | 22,192 |                |     |
| 7         | 33,559 | 16.13  | 30,849 | 26,977 | 26,202 | 25,428 | 24,911 | 24,137 | 23,847 | 23,363 | 22,637 |                |     |
| 8         | 34,230 | 16.46  | 31,465 | 27,516 | 26,726 | 25,936 | 25,409 | 24,619 | 24,323 | 23,829 | 23,089 |                |     |
| 9         | 34,916 | 16.79  | 32,096 | 28,067 | 27,261 | 26,455 | 25,918 | 25,113 | 24,810 | 24,307 | 23,551 |                |     |
| 10        | 35,612 | 17.12  | 32,735 | 28,626 | 27,805 | 26,983 | 26,435 | 25,613 | 25,305 | 24,791 | 24,021 |                |     |
| 11        | 36,325 | 17.46  | 33,391 | 29,200 | 28,361 | 27,523 | 26,964 | 26,126 | 25,812 | 25,288 | 24,502 | Receptionist 2 |     |
| 12        | 37,051 | 17.81  | 34,059 | 29,784 | 28,929 | 28,074 | 27,504 | 26,649 | 26,328 | 25,794 | 24,992 | Attendance 2   |     |
| 13        | 37,793 | 18.17  | 34,741 | 30,380 | 29,508 | 28,636 | 28,054 | 27,182 | 26,855 | 26,310 | 25,492 | Guidance 2     |     |
| 14        | 38,548 | 18.53  | 35,435 | 30,987 | 30,097 | 29,208 | 28,615 | 27,725 | 27,391 | 26,835 | 26,001 | Library 2      |     |
| 15        | 39,318 | 18.9   | 36,142 | 31,606 | 30,698 | 29,791 | 29,186 | 28,279 | 27,939 | 27,372 | 26,521 | Secretary 1    |     |
| 16        | 40,107 | 19.28  | 36,867 | 32,240 | 31,314 | 30,388 | 29,771 | 28,846 | 28,499 | 27,920 | 27,053 |                |     |
| 17        | 40,908 | 19.67  | 37,604 | 32,884 | 31,940 | 30,996 | 30,366 | 29,422 | 29,068 | 28,478 | 27,593 |                |     |
| 18        | 41,725 | 20.06  | 38,355 | 33,541 | 32,578 | 31,615 | 30,973 | 30,010 | 29,649 | 29,047 | 28,144 |                |     |
| 19        | 42,561 | 20.46  | 39,124 | 34,213 | 33,231 | 32,248 | 31,594 | 30,611 | 30,243 | 29,629 | 28,708 |                |     |
| 20        | 43,412 | 20.87  | 39,905 | 34,896 | 33,894 | 32,893 | 32,225 | 31,223 | 30,847 | 30,221 | 29,282 |                |     |
| 21        | 44,280 | 21.29  | 40,704 | 35,595 | 34,573 | 33,551 | 32,870 | 31,848 | 31,465 | 30,826 | 29,868 | Guidance 3     |     |
| 22        | 45,165 | 21.71  | 41,517 | 36,306 | 35,264 | 34,221 | 33,527 | 32,484 | 32,093 | 31,442 | 30,465 | Secretary 2    |     |
| 23        | 46,068 | 22.15  | 42,348 | 37,032 | 35,969 | 34,906 | 34,197 | 33,134 | 32,735 | 32,071 | 31,074 |                |     |
| 24        | 46,991 | 22.59  | 43,196 | 37,774 | 36,689 | 35,605 | 34,882 | 33,797 | 33,391 | 32,713 | 31,696 |                |     |
| 25        | 47,931 | 23.04  | 44,059 | 38,529 | 37,423 | 36,317 | 35,579 | 34,473 | 34,059 | 33,367 | 32,330 |                |     |
| 26        | 48,889 | 23.5   | 44,940 | 39,299 | 38,171 | 37,043 | 36,291 | 35,162 | 34,739 | 34,034 | 32,977 |                |     |
| 27        | 49,865 | 23.97  | 45,838 | 40,084 | 38,933 | 37,783 | 37,015 | 35,865 | 35,433 | 34,714 | 33,635 |                |     |
| 28        | 50,864 | 24.45  | 46,756 | 40,887 | 39,713 | 38,539 | 37,757 | 36,583 | 36,143 | 35,409 | 34,309 |                |     |
| 29        | 51,881 | 24.94  | 47,691 | 41,704 | 40,507 | 39,310 | 38,512 | 37,314 | 36,865 | 36,117 | 34,995 |                |     |
| 30        | 52,919 | 25.44  | 48,645 | 42,539 | 41,318 | 40,097 | 39,282 | 38,061 | 37,603 | 36,840 | 35,695 |                |     |
| SP        | 44,280 | 21.29  | 40,704 | 35,595 | 34,573 | 33,551 | 32,870 | 31,848 | 31,465 | 30,826 | 29,868 |                |     |

## Technical Salary Schedule 2013-2014

| Step | 260    | 239    | Hourly | Positions                            |
|------|--------|--------|--------|--------------------------------------|
| 1    | 39,857 | 36,637 | 19.16  | Level 1 Technician                   |
| 2    | 40,647 | 37,364 | 19.54  | Tech Support                         |
| 3    | 41,460 | 38,111 | 19.93  |                                      |
| 4    | 42,289 | 38,873 | 20.33  |                                      |
| 5    | 43,136 | 39,651 | 20.74  |                                      |
| 6    | 43,998 | 40,444 | 21.15  |                                      |
| 7    | 44,878 | 41,253 | 21.58  |                                      |
| 8    | 45,776 | 42,079 | 22.01  |                                      |
| 9    | 46,691 | 42,920 | 22.45  |                                      |
| 10   | 47,625 | 43,778 | 22.90  |                                      |
| 11   | 49,082 | 44,654 | 23.60  | Level 2 Technician                   |
| 12   | 50,063 | 46,020 | 24.07  | Tech Support                         |
| 13   | 51,063 | 46,939 | 24.55  | Technology Trainer 1                 |
| 14   | 52,086 | 47,879 | 25.04  |                                      |
| 15   | 53,128 | 48,836 | 25.54  |                                      |
| 16   | 54,190 | 49,813 | 26.05  |                                      |
| 17   | 55,273 | 50,809 | 26.57  |                                      |
| 18   | 56,379 | 51,825 | 27.11  |                                      |
| 19   | 57,507 | 52,861 | 27.65  |                                      |
| 20   | 58,657 | 53,919 | 28.20  |                                      |
| 21   | 59,829 | 54,997 | 28.76  |                                      |
| 22   | 61,025 | 56,096 | 29.34  |                                      |
| 23   | 62,247 | 57,220 | 29.93  |                                      |
| 24   | 63,492 | 58,364 | 30.52  |                                      |
| 25   | 64,762 | 59,532 | 31.14  |                                      |
| 26   | 66,056 | 60,720 | 31.76  | Level 3 Technician                   |
| 27   | 67,377 | 61,935 | 32.39  | Tech Trainer                         |
| 28   | 68,724 | 63,173 | 33.04  | Service Desk                         |
| 29   | 70,100 | 64,438 | 33.70  | Senior Information Technician        |
| 30   | 71,501 | 65,726 | 34.38  | Network/Server Support Technician    |
| 31   | 72,932 | 67,041 | 35.06  |                                      |
| 32   | 74,389 | 68,381 | 35.76  |                                      |
| 33   | 75,878 | 69,749 | 36.48  |                                      |
| 34   | 77,396 | 71,144 | 37.21  |                                      |
| 35   | 78,944 | 72,568 | 37.95  |                                      |
| 36   | 80,523 | 74,020 | 38.71  | Level 4 Technician                   |
| 37   | 81,730 | 75,128 | 39.29  | Senior Info Systems Technician       |
| 38   | 82,956 | 76,256 | 39.88  | Senior Network Server Technician     |
| 39   | 84,201 | 77,401 | 40.48  | Web Application Programmer           |
| 40   | 85,464 | 78,561 | 41.09  | Senior Apple Deskside Support Tech   |
| 41   | 86,747 | 79,740 | 41.71  | Senior Windows Deskside Support Tech |
| 42   | 88,047 | 80,936 | 42.33  |                                      |
| 43   | 89,368 | 82,150 | 42.97  |                                      |
| 44   | 90,707 | 83,381 | 43.61  |                                      |
| 45   | 92,069 | 84,633 | 44.26  |                                      |

**ClerTech 3-4 Salary Schedule  
2013/2014**

| <b>Step</b> | <b>260</b> | <b>239</b> | <b>Hourly</b> |
|-------------|------------|------------|---------------|
| 1           | 54,190     | 49,813     | 26.05         |
| 2           | 55,273     | 50,809     | 26.57         |
| 3           | 56,379     | 51,825     | 27.11         |
| 4           | 57,507     | 52,862     | 27.65         |
| 5           | 58,657     | 53,919     | 28.20         |
| 6           | 59,829     | 54,997     | 28.76         |
| 7           | 61,025     | 56,096     | 29.34         |
| 8           | 62,247     | 57,219     | 29.93         |
| 9           | 63,492     | 58,364     | 30.53         |
| 10          | 64,762     | 59,531     | 31.14         |
| 11          | 66,056     | 60,721     | 31.76         |
| 12          | 67,377     | 61,935     | 32.39         |
| 13          | 68,724     | 63,173     | 33.04         |
| 14          | 70,100     | 64,438     | 33.70         |
| 15          | 71,501     | 65,726     | 34.38         |
| 16          | 72,932     | 67,041     | 35.06         |
| 17          | 74,389     | 68,381     | 35.76         |
| 18          | 75,878     | 69,749     | 36.48         |
| 19          | 77,396     | 71,145     | 37.21         |
| 20          | 78,944     | 72,568     | 37.95         |

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| <p><b>Scheduler</b><br/><b>Payroll</b><br/><b>Technology Trainer</b></p> |
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