

2023-2027

AGREEMENT

(hereinafter referred to as "The Agreement")

between the

**TOWNSHIP HIGH SCHOOL DISTRICT 113
BOARD OF EDUCATION**

and

THE ADMINISTRATIVE ASSISTANTS

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ARTICLE I - INTRODUCTION

Shared Commitment to Non-Discrimination / Equal Employment Opportunity Practices

The Board and the Administrative Assistants affirm their continued support of the Board's policies prohibiting discrimination on account of race, religion, color, nationality, gender, gender identity, sexual orientation, marital status, age, or disability in accordance with law.

ARTICLE II – ADMINISTRATIVE ASSISTANT POLICIES

A. Board of Education Policies and Procedures

All employees must adhere to Board of Education Policies and Procedures. These policies and procedures can be found on the District's website at:
https://boardpolicyonline.com/?b=townshiphsd_113.

B. Desk Instructions/Office Procedures

Administrative Assistants are expected to keep their office procedures/desk instructions current and submit an updated version to the Office Manager by October 15 of each year.

C. Consumers Credit Union

District employees are eligible for membership in the Consumers Credit Union. This organization provides savings opportunities through payroll deduction. The Credit Union is also a source of installment credit for a variety of purposes. Loan repayments can be made via payroll deduction. For more information contact the District Payroll Department or the Consumers Credit Union at (877) 275-2228.

D. Voice Mail

Each employee receives a voice mailbox number that can be accessed from any phone, on or off campus. Voice mailboxes should be checked for messages frequently. The voice mail greeting should be changed to indicate when you are out of the office.

ARTICLE III - EMPLOYMENT

A. Job Vacancies

District Administrative Assistant vacancies are posted on the District website. An employee of the District has the right to apply. If an employee chooses to apply for a higher classification and is hired, salary will be adjusted per the Administrative Assistants' Salary and Benefits agreement posted on the HR Portal of the District 113 website.

B. Probationary Review for New Employees

New employees to the District shall be on a probationary period for one calendar year. The purpose of the probationary status is to enable District 113 to determine that the employee has the desired work habits, skills, knowledge, attitude and performance to warrant continued employment.

The Office Manager will schedule probationary review meetings with the immediate supervisor to discuss and review the probationary employee's performance. The meetings will be held at one month, three months and six months during the first year of employment.

C. Substitutes

The need (*i.e., long-term illness, family emergencies, emergency situations that are out of the control of the staff member*) for a substitute will be reviewed on an individual basis depending on the length of absence and the position needed to be covered. The hiring of a substitute will be at the discretion of the Office Manager in consultation with the immediate supervisor and Human Resources.

ARTICLE IV - WORKING CONDITIONS

A. School Day/Year

For 10-month employees, the school day will consist of 8.25 hours, which reflects a 7.5 hour workday and 45 minute unpaid lunch break. For 12-month employees, the school day will consist of 8.5 hours, which reflects a 7.75 hour workday, with a 45 minute unpaid lunch.

For 10-month employees the school year will consist of 205 days. For 12-month employees the school year will consist of 260 days.

B. Work Schedule

Full-time twelve-month Administrative Assistants work 7.75 hours/day (Monday through Friday) during the school year and 7.75 hours/day (Monday through Thursday) for 9 weeks during the summer (the summer flex schedule) for a total of 1950 hours a year. The work week during the regular school year is 38.75 hours; the work week for the 9 week summer period is 31 hours. 12-month employees will be paid for 1950 hours of work at their designated hourly rate, divided by 24 pay periods.

Full-time ten-month Administrative Assistants work 7.5 hours/day (Monday through Friday) for a total of 1537.5 hours per year. The work week consists of 37.5 hours during the school year. 10-month employees will be paid for 1537.5 hours of work, divided by 24 pay periods.

Start times and end times will be determined based on this schedule by the administrative assistant's supervisor.

C. Breaks

Both 10-month and 12-month employees receive two 20-minute paid breaks, which shall be taken at times determined through collaboration between the employee and their direct supervisor. Employees acknowledge that a supervisor may rearrange a scheduled paid break time to accommodate the needs of the District.

D. Summer Fridays

12-Month Employees

12-Month administrative assistants will adjust their hours to accommodate the summer flex schedule.

With respect to 12-month administrative assistants, an employee will be paid for any unused summer hours if the employee separates from employment. The preferred method of payment will be to calculate the number of days the employee has accumulated, and then adjust that employee's last day of work in order to effectuate the payment. For example, an employee leaving on the 15th of the month who has accumulated four days of unused summer hours will be permitted to stop reporting to work four days prior to the 15th, and will be paid through the 15th as if the employee has worked those days.

Alternatively, the employee may request to use the earned summer hours prior to the final days of employment.

E. Summer Hours
10-Month Employees

In the event that summer hours are required by specific departments to address District/School needs, such hours may be assigned to 10-month employees in that department. Employees of notified of summer hours before the end of the regular school year.

F. Emergency Days/School Closures/Late Starts

Employees will be notified of school emergency closings, late starts, and other special announcements as soon as possible.

Employees should arrive no later than 30 minutes before the student day begins on emergency late start days.

When school is closed due to an emergency (weather related or other circumstances) and the day is not required to be made up at a later date, then all employees (10 and 12-month) will not be required to report to work during the school closure and will be paid for such days.

If an emergency day is required to be made up at a later date, then 12-month employees are required to report to work during the emergency day unless otherwise notified by the District.

If an emergency day is required to be made up at a later date, then 10-month employees will be paid for the emergency day but must work the make-up day without extra pay. To the greatest extent possible, the Administration will consider opportunities for both 10 and 12 month employees to complete their work remotely during emergency days.

G. Absence/Tardy Procedure

An employee who is unable to report to work or anticipates being late/tardy shall notify their immediate supervisor and the Office Manager the night before or as soon as possible. A pattern of frequent absences and/or tardiness may subject the employee to disciplinary action which may include loss of pay and/or termination.

H. Medical Appointments

Employees shall make every reasonable effort to schedule non-emergency medical treatment so as not to disrupt unduly the operations of the District. Employees are to notify their immediate supervisor and the Office Manager of scheduled medical appointments.

In the event that a medical appointment causes an employee to be absent from work for one hour or less, the employee will not be required to use sick leave days for such absences. If the medical appointment causes the employee to be absent from work for more than one hour, but no more than one half of the workday, the employee will be required to use one half of a sick leave day. All absences in excess of one half of the workday shall require the employee to use a sick leave day for each such absence.

ARTICLE V - LEAVES OF ABSENCE

A. Sick Leave

The Board of Education shall award 15 sick days per year for 10-month employees and 18 days per year for 12-month employees. These days accumulate each year if not used to a maximum of 280 days. If an employee has accumulated the maximum carryover days, the new year allotment will be added to the available total for that year. For example, if the employee has accumulated the 280 unused days allowed, and is a 12-month employee, the coming year's allotment of 18 days would be added to the maximum allowed to be carried over for a total of 298 available for that year (*i.e.*, $280+18=298$ available for use).

The employee may utilize their accumulated sick leave for personal illness or for serious illness in the immediate family. The definition of immediate family can be found in the school code.

B. Vacation for 12-Month Employees

Vacation days are earned in arrears (*i.e.*, vacation is earned in one work year and available for use at the beginning of the following work year). Previously earned and unused vacation days, to a maximum of one-half of annual earned days, may be "carried over" into the next work year. Carry-over days must be used no later than the last day of winter break.

12-month employees earn two weeks' vacation after 12 months of continuous employment and then one additional day every year thereafter up to a maximum of 20 days.

Vacation days for 12-month employees are earned in one year and available for use in the following year in the following amounts:

	<u>Earned</u>	<u>Available for use</u>
First 12 months:	10	0
After Year 1:	11	10
After Year 2:	12	11
After Year 3:	13	12
After Year 4:	14	13
After Year 5:	15	14
After Year 6:	16	15
After Year 7:	17	16
After Year 8:	18	17
After Year 9:	19	18
After Year 10:	20	19
After Year 11:	20	20

Unused personal days will be converted to sick days at the end of each contract year.

10-month employees are not eligible for vacation.

C. Personal Leave

For 10-month employees, two (2) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor. 10-month employees with full extracurricular assignment are entitled to a third day of personal leave. Previously earned and unused personal leave days may be carried over into the next work year. However, an employee may only accumulate up to three personal leave days per work year.

For 12-month employees, three (3) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor. Previously earned and unused personal leave days may be carried over into the next work year. However, an employee may only accumulate up to three personal leave days per work year.

Requests for such leave should be directed to the Office Manager and supervisor at least 48 hours in advance.

Every unused personal day may be rolled over to the following work year as a sick leave day (i.e., one unused personal day equals one sick leave day) subject to IMRF approval provided the employee notifies the building Office Manager and the Human Resources department in writing by **July 1st**. ([Reference Board Policy 5-330](#)).

D. Parental Leave

Reference Board Policy 5:160 (Parental Leave), Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

E. Grandparent Leave

Paid leave taken for the birth or adoption of an employee's grandchild shall be two (2) days per occurrence. The intent of the leave is to allow the grandparent the opportunity to be present for the birth/adoption or to provide support for the family members. The approved days off are to be used within 30 days of the birth/adoption.

F. FMLA Leave

Reference Board Policy 5:185 (Family and Medical Leave) and Board Policy 5:160 (Parental Leave).

G. Bereavement Leave

Reference Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

H. Jury Duty

Reference Board Policy 5:80 (Court Duty).

I. Holiday Leave/Pulaski Day

The Board of Education shall grant the following paid holidays:

Independence Day	Martin Luther King Day
Labor Day	Casimir Pulaski Day**
Yom Kippur*	Christmas Day
Rosh Hashanah*	New Year's Day
Indigenous Peoples' Day	Presidents' Day
Veterans Day**	Good Friday
Thanksgiving Day	Memorial Day
Friday after Thanksgiving Day	Juneteenth

*When the holiday falls during the work week.

**Floating Holiday when the holiday falls on the weekend. (The holiday needs approval by the employee's direct supervisor, and will be subject to the same rules that apply to personal days. The floating holiday must be used in the current school year and may not be carried over to the following school year.)

10-month employees will be given the day before Thanksgiving off, with pay, if the teaching staff is not scheduled to work.

J. Winter Break

Winter Break paid days for 12-month administrative assistants:

<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>
Monday, 12/25	Tuesday, 12/24	Wednesday, 12/24	Thursday, 12/24
Tuesday, 12/26	Wednesday, 12/25	Thursday, 12/25	Friday, 12/25
Monday, 1/1	Tuesday, 12/31	Wednesday, 12/31	Thursday, 12/31
Tuesday, 1/2	Wednesday, 1/1	Thursday 1/1	Friday, 1/1

Winter Break paid days for 10-month administrative assistants:

<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>
Monday, 12/25	Wednesday, 12/25	Thursday, 12/25	Friday, 12/25
Monday, 1/1	Wednesday, 1/1	Thursday, 1/1	Friday, 1/1

ARTICLE VI - SALARY AND BENEFITS

A. Salary

1. Hourly Starting Pay

	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>
		\$0.50	\$0.50	\$0.50
<u>Level 1</u>	\$23.00	\$23.50	\$24.00	\$24.50
<u>Level 2</u>	\$21.84	\$22.34	\$22.84	\$23.34

Level 1 will be those who support an Assistant Principal, Athletic Director and/or Activities Director. Level 2 will be all other administrative assistant roles.

The starting salary is to increase each year \$0.50.

Any administrative assistant whose hourly rate is \$45/hour or higher will receive 50% of the annual hourly wage increase.

2. Annual Salary Increases

The annual salary increases for all administrative assistants are as follows:

- 2024-2025: 3.9%
- 2025-2026: 2023 CPI* (floor of 3%, ceiling of 5%)
- 2026-2027: 2024 CPI* (floor of 3%, ceiling of 5%)

**CPI defined as December CPI% (This is December to December % change in the national Consumer Price Index (CPI) for all items and all urban consumers published by the United States Bureau of Labor Statistics in January of each year).*

3. Conversion to New Rates and Retroactive Pay

For the 2023-2024 work year, a one-time conversion will take place to increase the salaries for all employees. All employees will receive an hourly wage rate in an amount that is the greater of one of the following options:

- a. 2.75% over the 2023-2024 work year wage rate plus \$0.50 per annual allotment of hours. (i.e., 38.75 hours/week for a 12-month employee is 1950 hours per year -- \$975.00); or
- b. An increase of 1.25% per year of seniority over the 2023-2024 starting salary rate for the respective category of position.

For purposes of calculating option 2, seniority is based on an agreed upon list shared between the parties identifying the seniority of each employee under this Agreement.

Each party has shared a list of employees that confirms the employee will receive the proper conversion and retroactive payment.

B. 35 ILCS 200/18-206

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between District 113 and the Educational Support Personnel labor group, the CMSEC labor group, the Bus Drivers labor group and the Teachers labor group (DEA). "Notwithstanding any provision to the contrary in this Agreement, the salary increase for employees shall be 0% over the prior year's base salary for any fiscal year covered by the term of this Agreement that is impacted by a petition, passed by the voters of the District, to limit the educational levy imposed by the District to fund its programs pursuant to 35 ILCS 200/18-206.

C. Tuition Reimbursement

Up to \$1,500 every three (3) years shall be reimbursed to employees taking approved course work that will raise their efficiency or work proficiency and for which prior approval was received from their immediate supervisor and the Assistant Superintendent for Finance. Payment shall be made upon successful completion of the course or term.

Up to \$500 of the three-year allotment of \$1,500 may be used to attend workshops, seminars, webinars and conferences subject to prior approval by the supervisor and the Chief Human Resources Officer.

D. Child Care, District 113

District employees may enroll their children, ages two through five, in Deer Park Teaching and Learning Center (DPTLC) which is housed at Deerfield High School, or the Little Giants Day Care Center, housed at Highland Park High School. For further information contact the Director of DPTLC, at 224-632-3380 or the Director of LGDCC at 224-765-2800.

E. Compensatory Time

Compensatory time may be used subject to **pre-approval** by the supervisor and the Office Manager. ([Reference Board Policy 5-310](#)).

F. Direct Deposit Payroll

Employee paychecks are distributed via direct deposit.

G. Employee and Family Assistance Program (EFAP)

The District provides the Employee and Family Assistance Program (EFAP) at no charge to employees. Interested employees should contact the Benefits office for more information.

ARTICLE VII - FRINGE BENEFITS AND INSURANCE

A. Insurance Coverage -- Group Coverage

Life insurance, accidental death and dismemberment insurance, health insurance, and dental insurance shall be provided by the Board, pursuant to the following specifications and conditions:

1. All administrative assistants who are employed on a 0.5 FTE basis or higher are eligible to participate in the District’s insurance plans at the contribution rates set forth below. An administrative assistant’s insurance coverage shall run from July 1st through June 30th provided the administrative assistant remains employed for the full school year.
2. Coverage for new hires will begin the first day they are required to report to work (orientation, inservice, and/or teaching, whichever comes first).

B. Insurance - Health, Dental, Vision

During open enrollment, or within thirty (30) days of experiencing a qualifying major life change, administrative assistants will be provided PPO/HMO/Dental/Vision options for contribution. Dental PPO/HMO percentages will match the Board health insurance contributions in the chart below; vision insurance is currently included in District 113 health plans.

	2023-2024	2024-2025	2025-2026	2026-2027
PPO	<p>The Board will pay 100% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 76% of the family premium for eligible administrative assistants.</p>	<p>The Board will pay 95% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 80% of the family premium for eligible administrative assistants.</p>	<p>The Board will pay 90% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 80% of the family premium for eligible administrative assistants.</p>	Mirror terms of DEA agreement.
HMO	<p>The Board will pay 100% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 76% of the family premium for eligible administrative assistants.</p>	<p>The Board will pay 100% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 85% of the family premium for eligible administrative assistants.</p>	<p>The Board will pay 100% of the single premium for eligible administrative assistants.</p> <p>The Board will pay 85% of the family premium for eligible administrative assistants.</p>	Mirror terms of DEA agreement.

Employees with domestic partners who comply with the Illinois Civil Union Law shall be afforded access to family medical and dental benefits at the premium cost splits above.

Beginning with open enrollment for the 2024-25 school year, administrative assistants who do not elect health insurance benefits will receive \$2,000 in lieu of insurance payment. This payment will be disbursed as a lump sum and will be included in the final paycheck of the fiscal year.

C. Term Life Insurance

Administrative assistants are entitled to life insurance coverage in the amount of their yearly salary up to a maximum amount of \$50,000 with 100% of the premium paid by the Board.

D. Accidental Death and Dismemberment Insurance

The Board provides \$50,000 for Accidental Death and Dismemberment to administrative assistants, which is paid at 100% by the Board.

E. Flexible Benefits Plan

The Board shall maintain a “flexible benefits plan” which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or its underlying regulations shall be amended, the parties shall promptly meet to agree upon an amendment of such plan.

F. Workers’ Compensation

The Board of Education shall provide a comprehensive workers' compensation policy to protect its employees from injury on the job.

ARTICLE VIII – RETIREMENT/IMRF

A. Eligibility Requirements for Retirement Benefits

All Administrative Assistants hired prior to January 1, 2012, are eligible for a retirement stipend ([Reference Board Policy 5-295](#)). To be eligible, one must have:

1. begun their employment with the District prior to January 1, 2012, and must have remained continuously employed with the District thereafter until their retirement date; and
2. at least ten (10) years of continuous service with the District at the time of retirement and must qualify for retirement under the IMRF at the time of retirement; and
3. provided the Superintendent with irrevocable written notice of retirement at least six (6) months prior to the date of retirement.

B. Retirement Stipend

Please reference Board Policy 5-295.

C. Insurance Supplement for Retirees

Full-time employees hired before January 1, 2012 who are eligible for the retirement stipend set forth in [Board Policy 5-295](#) are also eligible for an insurance supplement for five years or until age 65, whichever comes first.

The insurance supplement will be provided by the Board, toward the cost of insurance coverage. The insurance supplement can be used to pay for the District provided HMO plan or third-party insurance and can be used for obtaining either single or family insurance coverage. Invoices will be reimbursed up to the allowable maximum amount on a quarterly basis.

The following enhancement structure shall apply:

15-19 years of District 113 service = \$200/Month
20-24 years of District 113 service = \$300/Month
25-29 years of District 113 service = \$400/Month
30+ years of District 113 service = \$500/Month

D. IMRF

The Board of Education shall submit the employee and the district required contributions to the Illinois Municipal Retirement Fund for all employees who work at least 600 hours per year. Deductions will also be made for Social Security (FICA). IMRF benefits information, including an optional voluntary contribution of up to 10% of one's salary can be found here ([IMRF Website](#))

Administrative Assistants working less than 600 hours per year will have deductions for Social Security (FICA) only.

ARTICLE IX - GRIEVANCE PROCEDURES

A. Grievance - Purpose

The primary purpose of this procedure is to secure the resolution of grievances at the lowest level possible.

B. Grievance - Defined

A grievance is any claim by an Administrative Assistant employee or group of Administrative Assistant employees that any policy of the Board of Education, or any administrative regulation, applicable to or affecting the grievance, or grievant in their capacity as an employee of the district is arbitrary, has been discriminatorily applied, or has not been applied in accordance with its terms. A grievance may relate only to an actual or imminent application of a policy or rule.

C. Informal Resolution

It is expected an employee and their immediate supervisor will try to resolve problems through free and informal communications without resorting to the formal grievance procedure. To this end, employees who believe they have a grievance may discuss the matter informally with their immediate supervisor in an effort to resolve the matter before undertaking the formal grievance procedure set forth below.

The formal timeline outlined below for the written grievance can start no later than fifteen (15) school days after the last meeting or good faith effort at informal resolution.

D. Procedures for Adjustment of a Grievance

- **Step 1 - Immediate Supervisor.** All grievances must be presented in writing within fifteen (15) school days following the last meeting or good faith effort at informal resolution, including an attempt to meet to resolve. The written grievance shall specifically identify the policy or administrative regulation violated and the remedy sought. A grievance may be presented:
 - a. by an employee in person; or
 - b. by an employee accompanied by an another employee

Upon receiving the written grievance, the supervisor shall set a meeting to discuss the grievance within five (5) school days. The supervisor shall issue a written determination with the resolution to the grievance to the grievant(s) within five (5) school days of such meeting, with copies of such decision shared with the Office Manager, the Chief Human Resources Officer, and the effected employee.

Step 2 - Principal/District Administrator Level. In the event the matter is not resolved at Step 1, the grievance shall be referred to either the Principal of the School (for school-specific issues) or to the Chief Human Resources Officer within ten (10) school days of the receipt of the decision at Step 1.

Within ten (10) school days after receiving the grievance, the Principal or Chief Human Resources Officer shall hold a meeting with the employee to discuss the nature of the grievance.

Within ten (10) school days after the meeting, the Principal or Chief Human Resources Officer shall state their decision and reasoning in writing, and shall furnish a copy of such decision to the employee.

- **Step 3 - Superintendent Level.** Within ten (10) school days after receiving the decision of the Principal or Chief Human Resources Officer, an appeal of the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the violation of policy or administrative regulation upon which the grievance is based and shall be accompanied by a copy of the decision at Step 2.

The Superintendent shall meet with the employee with a goal of arriving at a mutually satisfactory adjustment. The employee grievant may bring one other employee within their group with them to this meeting, if they so choose. Within fourteen (14) school days after receiving the appeal, the Superintendent shall communicate their decision, and reasoning in writing, to the Principal/Assistant Superintendent, and to the aggrieved employee.

- **Step 4 - Board of Education.** If the grievance is not resolved at Step 3, the employee may appeal the grievance in writing to the Board within ten (10) school days after receipt of the Superintendent's written determination. The Board shall consider the grievance within thirty (30) calendar days after receipt of the appeal. Within ten (10) days after the Board's consideration of the appeal, the Board shall provide the employee with a written response to the grievance.

School days are defined as days on which the employee grievant is assigned to work.

ARTICLE X – PERFORMANCE EVALUATIONS/REMEDIATION PROCESS

Performance Evaluations

A performance evaluation form, completed by the immediate supervisor, is required for each Administrative Assistant employee on an annual basis. The employee and the supervisor will meet to review the evaluation, sign and forward the form to the Office Manager. The Office Manager will sign and make copies for the employee, the supervisor, the employee file and will forward the original to the Human Resources Administrator. Attached is a copy of the performance evaluation.

Remediation Process

If an employee's performance is judged unsatisfactory or does not meet District expectations, evidence will appear in both formative and summative documents written by supervisor(s). The supervisor(s), liaison, and Office Manager will provide the Administrative Assistant with written specific points for improvement, suggestions for making the improvements, the outcome that will indicate the improvement has been made, and a time for completion. This process hopes to develop the Administrative Assistant's performance to an acceptable level. Through cooperative efforts on the part of everyone involved, it is hoped that the Administrative Assistant's performance will improve, and the Administrative Assistant will return to the annual performance review. Should the specifications for improvement not be met, the supervisor(s), Office Manager, and liaison may recommend termination.

Everyone involved in the remediation works to bring the Administrative Assistant's performance to a level that meets District expectations. If the process does not affect an improvement in performance, a recommendation for dismissal will be sent to the Board of Education.

At this time, the Administrative Assistant has a right, upon request through the Superintendent, for a hearing with the Board of Education.

ARTICLE XI – SALARY COMMITTEE

Salary Committee

The Salary Committee will consist of two elected representatives from each high school. The Salary Committee Guidelines and Procedures can be found attached.

ARTICLE XII - TERM OF THE AGREEMENT

This Agreement shall be effective from July 1, 2023, until June 30, 2027.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this ____ day of _____ 2023.

FOR THE ADMINISTRATIVE ASSISTANTS’
SALARY COMMITTEE

FOR TOWNSHIP HIGH SCHOOL
DISTRICT NO. 113, LAKE COUNTY, IL

Lisa Johnson, DHS

Board President, Dan Struck

Julie Freeney, DHS

Superintendent of Schools, Dr. Bruce Law

Norma Aguilar, HPHS

Jodi Mordini, HPHS

Performance Evaluation Form



PERFORMANCE EVALUATION FORM

Name: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Job Title: [Click here to enter text.](#)

Date of Final Evaluation Meeting: [Click here to enter text.](#)

Evaluation Period: [Click here to enter text.](#) **To:** [Click here to enter text.](#)

Purpose:

The purpose of this performance evaluation is to provide recognition and growth-enhancing feedback for the employee being evaluated relative to his/her performance.

Guidelines:

- At the end of the evaluation period, the supervisor will measure the employee's performance. Supervisors will review key job responsibilities and assign one of the ratings below to each:

5. **Clearly Outstanding**

Results produced in all areas of the job far exceed expectations.

4. **Consistently Exceeds Expectations**

Performance consistently exceeds expectations in many job areas.

3. **Consistently Meets Expectations**

Results produced in all job areas consistently meet expectations. This rating applies to a solid performer making a tangible contribution.

2. **Somewhat Less Than Satisfactory**

Results fall short of meeting expectations.

1. **Unacceptable**

Results fall seriously short of consistently meeting expectations in some job areas.

- The supervisor, after reviewing ratings selected for performance qualities, will assign an overall rating. Using the scale above, this rating will reflect the definition that best describes the employee's overall performance during the evaluation period.
- If the employee receives any ratings of 2 or 1, the supervisor and employee will formulate a development plan that addresses areas in which present performance needs to be improved.
- At the end of the annual evaluation discussion, the form will be signed and dated by the employee and the supervisor and forwarded to the office of Human Resources.

I. Performance Qualities - At the end of the evaluation period, assess the employee's performance for each applicable quality and then indicate which rating and description is the best fit. Check the appropriate box, comments are optional.

1. Knowledge/Skills - Understanding and knowledge of policies, procedures and facts relevant to job. Demonstration of technical expertise and skill required (e.g. computer skill, numbers skill, etc.)

<input type="radio"/>	5. Far exceeds knowledge required for job and is always thoroughly informed. Demonstrates excellent technical skill. Expertise is widely acknowledged and sought after. Instructs peers in area of expertise.
<input type="radio"/>	4. Exceeds required level of knowledge in many instances. Demonstrates skill that is often above what is expected in job.
<input type="radio"/>	3 Has a fully satisfactory understanding of the job and the knowledge needed. Fully demonstrates skill required.
<input type="radio"/>	2. Fair knowledge of job duties and procedures. Requires some improvement in skill level. Regularly requires assistance and instruction. (Possibly new to job and in learning stage.)
<input type="radio"/>	1. Lacks knowledge of job. Does not meet skill requirements.

Comment (optional)

Click here to enter text.

2. Problem Solving/Decision Making - Ability to resolve work problems and make appropriate decisions. Application of prior experience to new situations.

<input type="radio"/>	5. Exceptional ability to anticipate and solve problems. Often helps others in resolving problems. Makes innovative, highly effective decisions.
<input type="radio"/>	4. Often anticipates problems and is able to resolve them independently. Makes highly effective, often innovative decisions or suggestions.
<input type="radio"/>	3. Successfully identifies and resolves problems independently. Decisions are based upon a thorough analysis of the problem. Makes good, effective decisions.
<input type="radio"/>	2. Usually able to resolve problems. Needs some assistance in analyzing situations to make effective decisions.
<input type="radio"/>	1. Unable to resolve problems. Makes ineffective decisions.

Comment (optional)

Click here to enter text.

3. **Communication** - Degree to which one communicates all matters of importance. Skill in transmitting and receiving information orally and in writing with individuals or groups.

<input type="radio"/>	5. Exceptional skill in communicating with others. Far exceeds requirements of job in every aspect of communication. Always communicates appropriate information in a timely manner to the right people. Always checks for comprehension.
<input type="radio"/>	4. Exceeds communication requirements of job in many instances. Prepares thoughts that are well prepared, precise and thorough in both oral and written form.
<input type="radio"/>	3. Shares information and knowledge appropriately. Is fully effective in communicating with others, and meeting communication requirements. Seeks additional information/explanation for clarification.
<input type="radio"/>	2. Usually shares appropriate information and knowledge. Requires some improvement in ability to give and receive information effectively.
<input type="radio"/>	1. Ineffective in communicating with others. Does not meet communication requirements of job. Does not share information in a timely way or to appropriate individuals.

Comment (optional)

Click here to enter text.

4. **Internal Relations** - Degree to which one works effectively and cooperatively with other workers and other departments in achieving organization needs. Degree of responsiveness to organization needs. Demonstration of teamwork in the facilitation of workflow.

<input type="radio"/>	5. Shows exceptional level of cooperation in working with others. Takes initiative in responding to organization needs and providing high level of teamwork.
<input type="radio"/>	4. Often takes initiative in responding to organization needs and offering high level of cooperation. Shows high level of teamwork. Anticipates and confronts obstacles.
<input type="radio"/>	3. Cooperates fully with others and is responsive to organization needs. Provides appropriate level of teamwork.
<input type="radio"/>	2. Needs some improvement in level of cooperation and responsiveness. Takes little initiative in providing teamwork. Is late in responding to requests.
<input type="radio"/>	1. Shows little cooperation or teamwork. Not responsive to organization needs.

Comment (optional)

Click here to enter text.

5. **Self-Management** - Degree to which one plans and organizes own work, uses time effectively and sets appropriate priorities. Amount of supervision required.

<input type="radio"/>	5. Highly skilled in independently planning and organizing work to meet job requirements. Requires little supervision.
<input type="radio"/>	4. Usually able to independently plan and organize work. Makes good use of time. Requires minimal supervision.
<input type="radio"/>	3. Requires minimal assistance in planning and organizing work and setting appropriate priorities. Needs reasonable amount of supervision. Very reliable.
<input type="radio"/>	2. Requires assistance in establishing priorities, organizing work and making best use of time. Needs some improvement.
<input type="radio"/>	1. Unable to organize own work or use time effectively. Requires excessive supervision.

Comment (optional)

Click here to enter text.

6. **Quality of Work** - Degree of accuracy, neatness, thoroughness, and/or cost effectiveness in work produced.

<input type="radio"/>	5. Does work of highest level. Work is very complete and almost errorless.
<input type="radio"/>	4. Work exceeds department standards with minimum errors. Usually able to independently plan and organize work. Makes good use of time. Requires minimal supervision.
<input type="radio"/>	3. Fully meets department's quality standards with reasonable errors.
<input type="radio"/>	2. Occasionally work does not meet standards, some rework is required. Rate of errors needs some improvement.
<input type="radio"/>	1. Work does not meet department standards. Error rate is unacceptable.

Comment (optional)

<p>Click here to enter text.</p>

7. **Quantity of Work** – Degree to which one produces the required amount of work within the required time frame.

<input type="radio"/>	5. A top producer. Far exceeds required level of output. Finishes far ahead of deadlines.
<input type="radio"/>	4. Exceeds required level of output and finishes ahead of deadlines. Often does more than own share.
<input type="radio"/>	3. Fully meets required level of output within deadlines.
<input type="radio"/>	2. Usually produces required amount of work. Meets most deadlines. Some improvement is needed.
<input type="radio"/>	1. Insufficient output. Usually does not meet deadlines.

Comment (optional)

Click here to enter text.

8. **Attendance/Punctuality** – Punctuality with regard to absence or tardiness.

<input type="radio"/>	5. Never late or absent, unexcused.
<input type="radio"/>	4. Rarely late or absent.
<input type="radio"/>	3. Attendance/punctuality record good.
<input type="radio"/>	2. Has received a written warning within the last 12 months.
<input type="radio"/>	1. Has been placed on formal probation for attendance punctuality within the last 12 months.

Comment (optional)

Click here to enter text.

II. **Overall Rating** – Considering all factors, check the definition which best describes this employee's overall performance during the past period.

<input type="radio"/>	5. Clearly Outstanding
<input type="radio"/>	4. Consistently Exceeds Expectations
<input type="radio"/>	3. Consistently Meets Expectations
<input type="radio"/>	2. Somewhat Less Than Satisfactory
<input type="radio"/>	1. Unacceptable

Comment (optional)

Click here to enter text.

III. Development Plans - For ratings of 2 or 1, list mutually agreed upon steps for areas needing improvement.

Click here to enter text.

IV. Comments (Supervisor and/or employee may attach comments)

Comment (optional)

Click here to enter text.

V. Signatures

Employee Signature
(Acknowledging Receipt)

Date

Supervisor Signature

Date

Office Manager Signature

Date

Note: Employee must be given a copy of this evaluation. Final copy with original signatures should be sent to Human Resources by May 1st.

SALARY COMMITTEE GUIDELINES AND PROCESS

COMMITTEE MEMBERSHIP AND SCOPE:

1. Election of Salary Committee Representatives:

The Office Manager will send a request for nominations in September of a negotiation year, and any other time a vacancy occurs to ensure representation of the Administrative Assistants throughout the year. The Administrative Assistants will then vote, and the results will be tabulated by the Office Manager, Assistant Principal, and one existing member of the Salary Committee. The Office Manager will then inform Administrative Assistant staff from both buildings and Administration the names of the committee members. Only by election can an Administrative Assistant become a member of the Salary Committee.

Once negotiations have begun, no additional committee members can be added should a member decide to step down.

1049080432. Salary Committee: Other Committees and Representations

Two Salary Committee members of each building will represent the Salary Committee at Job Classification Committee Meetings, those representatives to be decided upon by each respective building's committee. The reclassification process may be found on page 40 of the handbook.

Two Salary Committee members and one elected Administrative Assistant will represent each building for the Administrative Assistant Liaison Committee.

ADMINISTRATIVE ASSISTANTS' SALARY NEGOTIATIONS COMMITTEE:

1. The Committee shall consist of:

The Chief Human Resources Officer
The Assistant Superintendent of Finance
The Human Resources Specialist
Two elected Administrative Assistants from each building

1049080512. The Chief Human Resources Officer will invite the Salary Committees to begin meeting in February before the current contract expires.

1049080832. All members of the committee are expected to uphold confidentiality of all materials and discussions shared between the Administration and Salary Committee members.

NEGOTIATION PROTOCOL

1. All policy discussions, unless otherwise specified by the Salary Committee members, will take place with the full committee in attendance.

1049080592. Each committee will elect a representative from their respective building that the administration can follow up with via email for clarification of points pertaining to the proposal. Both representatives will be emailed and they in turn will collectively determine the committee's response to the administration.

1049087232. To ensure all Administrative Assistants are receiving the same communication at the same time, the Salary Committee members will draft all communications to be sent out both DHS and HPHS Administrative Assistants. The agreed upon communication will be sent out by one predetermined representative to both DHS and HPHS Administrative Assistants.

FINALIZATION OF CONTRACT

1. Once the salary and items of the proposal have been agreed upon, the committee will review all points of the agreed upon proposal before the administration presents same to the Board.

1049086672. The Salary Committee and Administration will meet to sign the Agreement once it has been approved by the Board.

