

**2021-2024  
AGREEMENT**

**between the**

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

**and**

**THE ADMINISTRATIVE ASSISTANTS**

1. Salary Wages

<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
3.7%	2.4%	2% CPI (min. of 2%, max. of 3%)

With respect to the aforementioned wage increase:  
 Raises will be distributed to the "individual" rather than the "pool".

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

2. Levels. Starting Wages and Reclassification

The starting salary is to increase each year \$0.50

Increase Greater of:	<u>FY2021</u> CPI or .25	<u>FY2022</u> \$0.50	<u>FY2023</u> \$0.50	<u>FY2024</u> \$0.50
Level A	\$17.54	\$18.04	\$18.54	\$19.04
Level B	\$17.80	\$18.30	\$18.80	\$19.30
Level C	\$18.06	\$18.56	\$19.06	\$19.56
Level D	\$19.09	\$19.59	\$20.09	\$20.59

FY2021 is the former starting salary range. These numbers were used to calculate the future starting salary increases and are included for reference purposes.

If a current employee moves to a higher Level, the wage adjustment shall be as follows:

- A to B: \$0.50
- A to C: \$1.00
- A to D: \$2.50
- B to C: \$0.50
- B to D: \$2.00
- C to O: \$1.50

If a current employee voluntarily applies for and is offered a lower Level position, his/her salary will be reduced by the aforementioned adjustment amount provided the hourly rate will not be reduced below the starting hourly wages set forth above. If an employee is involuntarily transferred to a lower level position, his/her hourly rate will be maintained.

If an employee believes his or her position is not placed at the appropriate Level classification, a request to review the Level classification must be submitted to the Director of Human Resources. For more details regarding the Reclassification Process, please see the Administrative Assistant Handbook.

3. Senate Bill 1947

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 state imposed property tax "freeze" or upon a successful voter initiated referendum pursuant to **S.B. 1947.**"

4. Health Insurance

All employees who are employed on a .5FTE basis or higher are eligible to participate in the District's insurance plan at the contribution rates set forth immediately below. An administrative assistant's insurance coverage shall run from July 1st through June 30th provided he/she remains employed for the full work year.

HM0/PPO/Dental 1/Vision Contribution

Single: For the duration of this Agreement, the Board will pay 100% of the single premium for eligible employees.

Family: For the duration of this Agreement, the Board will pay 76% of the family premium for eligible employees.

Upon separation from the District (i.e., retirement, resignation, termination, etc.) only the District HMO insurance plan will be available to the employee if continuing insurance coverage.

Insurance benefits shall mirror those of all other groups.

5. Vacation

12-month employees shall be granted vacation days in the following amounts:

First 12 months:	0
After Year 1:	10
After Year 2:	11
After Year 3:	12
After Year 4:	13
After Year 5:	14
After Year 6:	15
After Year 7:	16
After Year 8:	17
After Year 9:	18
After Year 10:	19
After Year 11+:	20

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 December 31.

Unused vacation and/or personal days may be converted to sick days at a rate of 2 sick days for each unused vacation and/or personal day subject to IMRF approval. If an employee intends to convert unused vacation and/or personal days into sick days, the employee must declare with the payroll department prior to July 1st.

10-month employees are not eligible for vacation.

6. Personal Days

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) 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 two (2) sick leave days subject to IMRF approval provided the employee notifies the building office manager and the District payroll department by July 1<sup>st</sup>.

7. 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 his/her 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.

8. Day Prior to Thanksgiving

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

9. Tuition Reimbursement/Professional Growth

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 Director of Human Resources.

10. Emergency Days-School Closures/Late Starts

Employees will be notified of school emergency closures as soon as possible.

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 unless otherwise notified by the District. If a 12-month employee chooses not to report to work on such a day, he/she will be permitted to use a personal day, vacation day, work an extra Friday in the summer or arrange to make up the missed hours with the supervisor.

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.

The District will notify employees of a late start as soon as possible and employees should arrive no later than 30 minutes before the student day begins on late start days.

11. Pulaski Day

In the event the District opts to not observe Pulaski Day as a designated holiday, administrative assistants will receive a floating holiday. This holiday must be preapproved by the direct supervisor, and it 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.

12. Retirement Stipend and Insurance for Employees Hired before January 1, 2012

No Change to the Retirement Board Policy 5-295 which was adopted on December 12, 2011.

Full-time employees who are eligible for the retirement stipend set forth in Board Policy 5-295 are also eligible for an insurance supplement for 5 years or until age 65, whichever comes first. This supplement amount is \$200/month (\$2,400/year).

For the full eligibility requirements and details regarding this retirement stipend and insurance supplement, please see Board Policy 5-295 and the Administrative Assistant Handbook.

13. Summer Hours

Each school building will receive summer hours to be divided among the departments with the greatest need for hours. The number of hours shall be determined annually at the discretion of the

District administration and the Executive Council. The Office Manager and the Principal (or designee) at each building shall collaborate on how the hours are to be divided and will communicate their decision to the affected administrative assistants.

10-month administrative assistants have the option of when they would like to use their three days prior to Prep Week (for example, two days at the end of the school year and one at the beginning, or vice versa, or any combination of the three days), as long as the days are all used during the same fiscal year and as long as there is a legitimate student-based reason for doing so. These days must be approved in advance by the administrative assistant's immediate supervisor and the Office Manager.

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 had worked those days.

14. Duration

This Agreement shall be effective from July 1, 2021, until June 30, 2024.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this 23rd day of November 2021.

FOR THE ADMINISTRATIVE ASSISTANTS'  
SALARY COMMITTEE

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

  
\_\_\_\_\_  
Lisa Johnson, DHS

DocuSigned by:  
  
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Board President, Jodi Shapira

  
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Bettie Liberles, DHS

DocuSigned by:  
  
\_\_\_\_\_  
Superintendent of Schools, Dr. Bruce Law

  
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Maggie Reese, HPHS

  
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Eleanor Singleton, HPHS