

# **BARGAINING AGREEMENT**

***BETWEEN THE***

**SENECA TOWNSHIP HIGH SCHOOL  
DISTRICT #160**

**&**

**THE SENECA HIGH STAFF UNION,  
IEA/NEA**

**EFFECTIVE: 7/1/2021**

**EXPIRES: 6/30/2026**

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# ARTICLE 1

## Recognition & Definitions

### 1.1 Recognition

The Board of Education of Seneca Township High School District #160, LaSalle County, Illinois (hereinafter referred to as the "Board") recognizes the Seneca High Staff Union, IEA/NEA (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all full-time and part-time regularly employed non-certificated personnel including the positions of aides, secretaries, building services, security monitors, and cafeteria personnel. Excluded are all supervisors, managers, confidential and short-term employees, as defined in the Illinois Educational Labor Relations Act.

### 1.2 Definitions

**Employee** — The term employee when used hereinafter in this Agreement shall refer to all Employees covered by this Agreement, except as otherwise specified in this Agreement or as provided below.

**Full-time** — An Employee shall be considered full-time if he/she is regularly employed for a minimum of forty (40) hours per week and 220 or more days per year

**Part-time**—An Employee shall be considered part-time if he/she is regularly employed for less than forty (40) hours per week and less than 220 days per year.

**Business Days** – Business Days are days in which school is in session or during summer vacation, days in which the district office is open.

# ARTICLE 2

## Employee & Association Rights

### 2.1 Right to Organize

Employees shall have the right to organize, join and assist the Association, to participate in negotiations with the Employer through representatives of their own choosing, and to engage in other activities for the purpose of establishing, maintaining, protecting or improving conditions of employment and the quality of the educational environment.

### 2.2 Right to Representation

An employee shall have the right to request an Association representative when an employee is required to appear before a supervisor, administrator, or the Board of Education concerning any matter which is disciplinary in nature or which could adversely affect the employee's terms and conditions of employment.

### **2.3 Rules and Regulations Governing Employees**

Board policies, regulations and rules of the Employer shall be published and distributed to employees. Rules and regulations governing employee conduct shall be reasonable, and enforcement of discipline shall be fair and exercised for just cause. No employee, except for those classified as probationary, shall be given a suspension without pay or dismissed without just cause.

### **2.4 Personnel Files**

An employee shall have the right, upon reasonable notice, to examine his/her personnel file and if requested have an Association representative present. Such review shall be during normal business hours and in the presence of a designated employee of the Board. No employee shall remove any material from a personnel file. Such review shall not be applicable to confidential material, such as recommendations for employment. Upon written request, the Board shall reproduce for the employee one (1) copy of any materials in his/her personnel file, except for any confidential material. The employee shall bear the cost of duplication established at the rate established by the Board.

The employee shall have the right to respond to any material that is put in the personnel file and have his/her response attached.

### **2.5 Dues Deductions**

Proper authorization for membership payroll deductions shall be the signature of the employee on an authorization form provided by the Association to the Board. The authorization is continuous and shall remain in effect from year to year unless the employee revokes said authorization between September 1 and September 15 of any year.

The Board shall deduct from each employee's pay the current dues of the Association provided the Board has received an authorization form. Pursuant to such authorization, the Board shall equally deduct such dues from the regular monthly pay check of the bargaining unit member beginning with the October 15<sup>th</sup> pay period ending with the April 15<sup>th</sup> pay period.

The Board shall remit said deducted dues to the Association Treasurer within fifteen (15) business days following the pay period deduction.

### **2.6 Board Meetings and Minutes**

The Board shall post agenda and minutes to the district website. The copies shall be distributed to the designated member at the same time the Board members receive their copies. If the information is not available prior to the Board meeting, at least two copies shall be made available to the Association members in attendance at the Board meeting.

### **2.7 Use of School Facilities**

The Association and its representatives have the right to use school buildings, facilities and equipment for Association business provided prior authorization has been given by the Superintendent or his/her designee and Association pays for extraordinary associated costs for the above items.

**2.8 Communication to Members**

The Association shall have the right to post notices of activities and matters of Association business on the Association bulletin board located in the maintenance lunchroom, teacher workroom and kitchen work area. The Association may use the District e-mail and employee mail boxes for communication to bargaining unit members.

**2.9 Names and Addresses of New Employees**

Names and addresses of newly hired bargaining unit employees shall be provided to the Association President within fourteen (14) calendar days of Board action to employ.

**2.10 Printing of Agreement**

Within thirty (30) calendar days after the Agreement is signed by the Board and the Association, the Board shall have one signed copy of this Agreement prepared for the Association for distribution as the Association deems appropriate. In addition, the Board shall post the Agreement on the school Intranet for employee access and printing if desired.

**2.11 Probationary Period for New Employees**

A newly hired employee shall serve a probationary period of one (1) year. All new employees will be evaluated after 90 days. If after 90 days, the highest overall evaluation rating is obtained, the probationary period will end. Upon completion of the probationary period the employee shall become a regular employee entitling the employee to notice of termination with reason and disciplinary dismissal only for just cause.

**ARTICLE 3  
Working Conditions**

**3.1 Work Day/Work Week**

The standard work week for full-time employees shall be forty (40) hours per week and eight (8) hours a day. Each full-time employee shall be entitled to a duty-free lunch of no less than thirty (30) consecutive minutes in length. Employees shall be permitted to leave the building and grounds during any break period including lunch.

Category	Work Day	Work Year
Aides – Classroom	7 hours	180 school days as assigned
Media Director P.T. Media Clerk	7 hours 5 hours	

<b>Building Services --</b> Building Technician General Maintenance Groundskeeper Housekeeping	8 hours	260 days
<b>Cafeteria --</b> Cashier Cook Dishwasher Assistant Manager Manager	2.5-7 hours	164 - 185 days
<b>Security Monitor-</b>	5-7 hours	164-185 days
<b>Secretaries- 220</b>	8 hours	220 days
200 day	8 hours	200 days
<b>Part Time Employees</b>	As Assigned	As Assigned
<b>Substitute Workers</b>	As needed	As needed

Hours may be adjusted due to early dismissal, institute days, or other early release days as scheduled. In the event an employee needs to adjust the work day due to a medical appointment, legal obligation or family emergency, the employee shall secure prior approval from their immediate supervisor. Such requests shall be for no longer than one (1) hour and the time shall be made up within the work week with approval of the immediate supervisor.

### 3.2 Overtime

Overtime may only be worked upon pre-approval of an employee's immediate supervisor. The Administration has the right to assign individuals to work events outside their regularly scheduled work hours. Such scheduling shall be offered first on a voluntary basis. Failing to fill the required positions, the District shall assign employees to work using a rotating schedule of all Employees kept by the Superintendent or Designee.

All work over and above forty (40) hours of work per week shall be compensated at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay. For the purposes of calculating the forty (40) hours required before an employee is eligible for overtime, any paid leave, with the exception of sick leave, shall be included.

Employees working overtime will be entitled to an additional fifteen (15) minute relief time for every two (2) hours worked.

- Overtime will be rotated among employees based on departments.
- Overtime hours shall be assigned so that employees have equal access.

Compensation for emergency callouts and building checks shall consist of a minimum of two (2) hours at the rate of one and one-half (1 ½) times the employee's regular rate of pay.

### **3.3 Subcontracting**

The District maintains the right to subcontract in accordance with the applicable law regarding the outsourcing of services.

### **3.4 Emergency School Closing**

When school is closed due to inclement weather, the following expectations shall prevail:

- Building Services shall be expected to report to work. However, if weather conditions make travel impossible or unusually hazardous, employees may use a day of accumulated personal leave or vacation leave or upon approval of the immediate supervisor make up the time lost due to hazardous driving conditions.
- Aides and Cafeteria personnel shall not be expected to work but their regular work year may be extended to make up for days missed due to emergency school closing. Such make up days will not include additional pay. Previously scheduled leave days (sick or personal) shall not be charged to the employee during an emergency school closing.
- The Secretaries will be expected to report to work in the event two or more consecutive emergency days occur unless prior arrangements have been made with the immediate supervisor to make up the work by extending the work year.
- Building Services and Secretaries will be charged leave days (personal or vacation) if they do not report to work. If no personal or vacation leave is available, the day will be unpaid.

### **3.5 Labor Relations Committee**

For the purpose of maintaining communications and allowing for discussions of issues of mutual concern, the parties shall formally establish and maintain a Labor Relations Committee, which shall meet on a mutually determined basis. The Committee shall be comprised of the Association President, Association Vice-President, Principal and Superintendent, who shall discuss and prepare, prior to each meeting, the Committee agenda. The parties may involve other District employees or SHSU officers as deemed necessary.

### **3.6 Job Descriptions**

The employer shall maintain job descriptions for all bargaining unit positions. Each employee shall be provided with a copy of the job description for their respective position. All new employees shall receive a copy of the current job description as a part of the employment orientation process. When a job description is revised, a copy of the revision shall be sent to the Association President. A copy shall also be sent to the employees so affected by the revision. The job description shall form the primary basis for performance evaluations.

### **3.7 Performance Evaluation**

Employees will be formally evaluated a minimum of one (1) time per fiscal year by the supervisor/administrator designated in the job description. The job description and employee's job performance shall form the primary basis for the performance evaluation. The results of the completed evaluation shall be signed by the employee



and filed with the Superintendent. Copies of the evaluation shall be given to the employee and supervisor/administrator. The employee shall have the right to attach a written response to the performance evaluation within five (5) business days immediately following the post-evaluation conference.

## **ARTICLE 4**

### **Leaves**

#### **4.1 Sick Leave**

Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household or birth, adoption or placement for adoption. Following three (3) consecutive days' absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's, spiritual advisor or practitioner's certificate of treatment as a basis for pay. Immediate family or household includes: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews and legal guardians.

Building Services and Secretaries (220), day shall be provided thirteen (13) paid sick leave days per fiscal year. Aides, Cafeteria, and Secretaries (200), shall be provided eleven (11) sick leave days. Sick leave days shall be proportionate to the employee's regular work day. Unused sick leave has no maximum accumulation.

The Board shall maintain an accounting of the employee's sick leave and shall notify the employee of such accounting at the beginning of each fiscal year.

Additional sick leave days shall not be accrued by any employee after he/she qualifies for benefits under Worker's Compensation, Illinois Municipal Retirement Fund Disability or is on unpaid leave.

#### **4.2 Personal Leave**

All employees covered under this agreement shall be provided two (2) paid personal leave days per fiscal year. Personal leave shall be proportionate to the employee's regular work day. A maximum of four personal days may be accumulated. All personal leave over the maximum allowed will be added to accumulated sick leave.

Except in case of emergency, requests for personal leave shall be submitted to the immediate supervisor at least two (2) weeks prior to the requested date. Personal leave may not be used in increments of less than one half day.

#### **4.3 Bereavement Leave**

Employees shall be provided up to three (3) days per incident for leave in connection with the death of members of the immediate family. Should additional days be needed, employees may use other leave as needed. Immediate family is defined as parents, spouse, civil union, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. One bereavement day will be provided for aunts, uncles, nieces, and nephews. Employees shall be able to use one (1) sick day per incident for leave in connection with the death of a close friend. All bereavement leave shall be used as intended and any misuse will be addressed.

#### 4.4 Jury Duty Leave

Any employee required to report for jury duty will continue to receive their pay with no loss of any leave, seniority, or loss of any other benefits. The employee will be paid their regular salary, provided the Employee shall promptly remit to the Board any fees paid as a consequence of such service (other than reimbursement for expenses).

#### 4.5 Vacation Leave

Building Services shall be eligible for paid vacation leave days according to the following schedule:

Length of Employment	Days per year	Maximum accumulation
Year 2 -5	10 days	15 days
Year 6-15	15 days	20 days
Year 16+	20 days	25 days

All vacation will be determined from July 1 to June 30 of each contract year ("fiscal year").

New employees in their first fiscal year of employment will have vacation leave prorated at the rate of 5/6 day per complete month and will be eligible to use such accrued vacation leave beginning with the following fiscal year. New employees will not be allowed to use vacation leave before the vacation leave has been earned.

Employees shall submit a written vacation request to the immediate supervisor for approval three (3) weeks in advance, except in case of emergency. During summer break, employees will be limited to no more than ten (10) consecutive work days of vacation leave at one time with consent of supervisor.

A day of vacation leave will not be charged should a paid holiday fall during the vacation leave.

Vacation leave days earned in one fiscal year must be used by the end of the following fiscal year. (See maximum accumulation above).

- Vacation days shall not accrue when an employee qualifies for benefits under Worker's Compensation, IMRF Disability or is on unpaid leave.
- Upon separation from the District, the employee will receive any unused vacation leave in salary at the employee's regular daily rate of pay.

#### 4.6 Workers' Compensation Leave

Employees receiving worker's compensation temporary total disability paychecks from the School District's worker's compensation insurer may retain such checks and receive payment from the School District for one-third of a day of available sick, vacation, personal or other paid leave, less applicable deductions. Upon payment to the employee for any such leave, one-third of a day of the leave will be subtracted from the employee's corresponding accumulated leave. If no sick, vacation, personal or other paid leave is available; the employee will not receive any supplemental payment from the School District beyond the worker's compensation check.

Days on workers' compensation leave shall count as days worked for seniority and advancement on the salary schedule. Employees on workers' compensation leave shall not accrue sick leave days, personal days and vacation days.

#### 4.7 Association Leave

The Association shall be allowed to send a maximum of two (2) representatives per day to attend to Association business and such employees shall be excused without loss of pay providing the Association reimburse the District for the cost of the substitute. A written request for Association leave shall be submitted to the Superintendent by the President of the Association at least one (1) week in advance for approval. Such release time shall not exceed four (4) Association leave days per fiscal year.

## ARTICLE 5 Grievance Procedure

#### 5.1 Grievance Procedure

Definition - A grievance shall be any claim by an employee, group of employees, or the Association, that there has been a violation, misinterpretation or misapplication of the term of this agreement, a violation of Board Policy or a violation of fair and equitable treatment of an employee.

The written grievance shall contain a

- 1) Description of the specific grounds of the grievance, including names, dates and places necessary for a complete understanding of the grievance;
- 2) Listing of the provisions of this agreement which are alleged to have been violated, misinterpreted or misapplied;
- 3) Listing of specific actions requested of the administration which will remedy the grievance.

As used in this Article the term "days" will mean days in which school is in session or during summer vacation, days on which the district office is open.

#### 5.2 Procedure

Before any grievance is filed, an attempt may be made to resolve the problem through free and informal communication with the immediate supervisor. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

- A. STEP 1 - Within twenty (20) days of the occurrence of the event giving rise to the grievance, the grievant or the Association shall present the grievance in writing to the principal or designee. The principal or designee will arrange for a meeting to take place within ten (10) days following receipt of the grievance. Within ten (10) days of the meeting, the grievant and the Association President shall be provided with the principal's or designee's written response, including the reasons for the decision.
- B. STEP 2 - If the grievance is not resolved at Step 1, then the grievant or Association designee may refer the grievance to the Superintendent or designee within ten (10) days after the receipt of the Step 1 response. The Superintendent or designee will arrange for a meeting to take place within ten (10) days

of receipt of the appeal. Within ten (10) days of the meeting, the Superintendent or designee will provide the written response including the reasons for the decision to the grievant and the Association President.

- C. STEP 3 – If the Association is not satisfied with the Step 2 response, the Association may submit the grievance to final and binding arbitration through the Panel from Federal Mediation and Conciliation Services (FMCA), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 2 response, then the grievance shall be deemed withdrawn.

### 5.3 Other Conditions

- A. Bypass  
If the Association and the Superintendent mutually agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- B. Association Participation – Employee Represented  
The Association has the right to participate in the processing of a grievance at any formal step of the grievance procedure.
- C. Release Time  
Investigation or processing of any grievance shall normally be carried out on the employee's own time, after school hours. However, with prior written approval of the Superintendent, affected personnel may investigate or process a grievance on school time without loss of salary.
- D. Filing of Materials  
Grievances and documents pertaining solely to the processing of grievances shall be kept separate from employee personnel files.
- E. Grievance Withdrawal  
A grievance may be withdrawn at any level without prejudice.
- F. Time Limits  
The failure of the grievant or the Association to act within the time limits will act as a bar to any further appeal, and an administrator's failure to render a decision or meet within the time limits set forth shall permit the grievant or Association to proceed to the next step. Time limits may be extended only by mutual agreement.

## ARTICLE 6 Vacancies & Transfers

### 6.1 Definition of Vacancies

A vacancy shall be defined as a position within the bargaining unit that is presently unfilled including newly created positions as well as positions currently filled but anticipated to be open in the future. Open positions created due to leave of absence shall not be considered a vacancy unless the leave of absence exceeds one year.

## **6.2 Posting of Vacancies**

If a vacancy occurs in a position covered by this Agreement as a result of a resignation, termination, promotion, or new position, such vacancy shall be posted on the Association bulletin board located in the maintenance lunchroom, teacher workroom, and kitchen work area for at least five (5) business days and shall be e-mailed to the Association President.

## **6.3 Voluntary Transfer**

Any employee may apply for transfer to another position when a vacancy occurs. Such applications shall be in writing to the Superintendent. If the Superintendent denies an employee's transfer request, the employee will be given an opportunity to meet with the Superintendent or designee to discuss the reasons for the denial of the transfer, upon the employee's request.

## **6.4 Involuntary Transfer**

The Superintendent or his/her designee may, in his/her sole discretion, can permanently reassign or promote an employee to a different bargaining unit position. The employee will be given written notification within five (5) working days prior to the date the transfer is to become effective.

# **ARTICLE 7**

## **Seniority & Reduction in Force**

### **7.1 Seniority**

Seniority shall be defined as the total length of continuous service as either a part-time or full-time employee within a category of position as set forth in 7.4 of this Article. Seniority shall not be interrupted by approved Board leave, but time on unpaid leave of absence of ninety (90) consecutive days or more shall not count toward the accrual of seniority. Seniority shall be earned and maintained within each category of position and shall begin with the first working day in such category of position. Part-time employees shall accrue seniority on a pro rata basis. If an employee transfers from a part-time to a full-time position (or vice versa) within the same category, the employee shall be able to utilize the seniority accrued in his/her prior position in his/her new position. Continuous service shall be interrupted by resignation, retirement or termination.

### **7.2 Resolving Identical Seniority**

1. If total years of continuous service referred to in 7.1 of this Article are equal between two (2) or more employees, then seniority shall be determined by total continuous service with the District in any capacity.

2. If total years of continuous service referred to above are equal between two (2) or more employees, then a lot drawing witnessed by the Association President and a representative from the Administration shall determine seniority.

### **7.3 Seniority Lists**

A copy of the annual seniority list shall be furnished to the Association President and posted in all buildings on the Association bulletin board by February 1. Any employee disagreeing with his or her seniority shall respond, in writing, to the Superintendent and the Association President within thirty (30) calendar days following the date of the posting. After expiration of the posting period, the seniority lists shall be considered final as of that date and for all prior years.

### **7.4 Categories of Positions**

Employees shall be ranked by their seniority as either full-time (as determined by full-time for their particular category) or part-time within the following categories of positions:

- 1) Instructional Aides
- 2) Media (Media Director, Media Clerk)
- 3) Housekeeping
- 4) Maintenance (Groundskeeper, General Maintenance, Building Technician)
- 5) Secretaries 200, 220 day
- 6) Cafeteria (Dishwasher/Cashier, Cook, Assistant Manager)
- 7) Security Monitor

### **7.5 Reduction-in-Force**

If an employee is removed or dismissed as a result of a decision of the school board to decrease the number of employees or to discontinue a particular type of service, written notice shall be mailed to the employee at least thirty (30) calendar days before the employee is dismissed, together with a statement of honorable dismissal. Reduction in force shall be made on the basis of seniority accrued. Employees with the least seniority in the affected category of position shall be removed in such sequence (i.e. least to most senior) until the necessary reduction has been made, provided more senior employees are qualified to hold the positions of the less senior employees. In determining an employee's qualifications for purposes of reduction-in-force, the Board shall consider any statutory or regulatory employment pre-requisites, and the specific skills required for the position as determined by the District in its policies, rules, regulations, or job descriptions.

### **7.6 Recall**

To be eligible for recall, the honorably dismissed employee must provide the Board, prior to the last day of employment, with written notification of the address where the employee may be reached. The employee must notify the Board in writing, within fourteen (14) calendar days of mailing or within seven (7) calendar days of receipt of the offer, whichever shall first occur, of the acceptance or rejection of any vacant position offered to the employee during the recall period.

Any employee recalled during the recall period shall retain his/her accrued rights and all accumulated seniority; however, any period after the honorable dismissal and prior to recall during which the employee did not work shall not be counted towards seniority.

## ARTICLE 8 Compensation & Related Provisions

### 8.1 Pay Periods

Employees covered by this agreement shall be paid on an hourly basis on the 15<sup>th</sup> and the last day of each month for the previous hours worked.

### 8.2 Salary Schedule

The salary schedule shall be set forth as in Appendix A which is attached to and incorporated in this Agreement. All employees hired after the 2015-2016 school year will be placed on the salary schedule as determined by the Administration, but no such employee shall be eligible to obtain level 6 thereafter. No employee currently employed during the 2015-2016 school year will make less per hour in 2016-2017 than was earned in 2015-16. All placement and movement on Appendix A, up or down is determined solely by the Administration. In no case will an individual who has been moved down in the system will receive less compensation per hour than the previous year. When determining Level placement, the Administration considers things including, but not limited to attendance, job courtesy, work habits, attitude, initiative, reliability, motivation, effectiveness, compliance with the rules and regulations, and compliance with the risk management responsibilities.

### 8.3 Paid Holidays

The following paid holidays apply to twelve-month 260 day employees only unless the school district is in receipt of a waiver authorizing non-observance. Accordingly, in this section, the term employee shall only refer to twelve-month employees.

New Year's Eve

New Year's Day

Good Friday/Easter\*

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

*\*Employees whose regular scheduled day is Sunday may choose between Good Friday or Easter as a paid holiday.*

In the event that a paid holiday falls on a weekend or non-work day, the holiday shall be treated as a "floating" holiday which may be used at the employee's request and approval of the supervisor.

The Board may require employees to work on these holidays during an emergency or for the continued operation or maintenance of its facilities. Employees required to work on a holiday will be paid double time.

### 8.4 Insurance

Employees shall receive health, dental, vision, and life insurance as established in Appendix B.

## **ARTICLE 9**

### **Effect of Agreement**

#### **9.1 Severability**

If any provision of this Agreement should be found contrary to law or by a court of competent jurisdiction, such provision or application will be deemed invalid but all other provisions hereof not affected by such invalidation will continue in full force and effect.

#### **9.2 No Strike**

The Association, its officers, agents and the employees shall not engage in a strike, work stoppage, slow-down, picketing, or refuse to fully and faithfully perform job functions and responsibilities or otherwise interfere with the operations of the District during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

The employer agrees that, for the duration of this Agreement, it will not engage in a lockout of the employees of this unit provided they do not engage in any of the above activities.

#### **9.3 Management Clause**

Except as specifically limited by the express provisions of this Agreement, the Board of Education retains all traditional rights to manage and direct the affairs of the Board in all of its various aspects, and to manage and direct its employees, including but not limited to, the following: to plan, direct, control and determine the budget and all operations, services, and missions of the Board; to supervise and direct the working forces; to establish qualifications for employment and to employ employees; to schedule and assign work; to lay off employees or otherwise relieve employees from duty for lack of work or other legitimate reasons; to contract out for goods and services; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make, alter and enforce reasonable rules, regulations, orders, policies and procedures; to evaluate employees; to discipline, suspend and discharge non-probationary employees for cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities or introduce new ones; to determine training needs and assign employees for training; to determine work hours and days; to determine internal investigation procedures.

#### **9.4 Duration of Agreement**

This Agreement shall be in effect as of July 1, 2021 and shall continue in full force and effect through June 30, 2026



This agreement has been ratified and is adopted by the parties hereto.


In witness thereof:

For the

**BOARD OF EDUCATION OF  
DISTRICT NO. 160**

For the

**SENECA HIGH STAFF UNION-IEA/NEA**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

ATTEST:

  
\_\_\_\_\_  
Secretary

Ratified: 5-19-2021  
(Date)

Ratified 5-20-21  
(Date)

**Appendix A  
School Year 2021-22**

	<b>Housekeeping</b>		<b>Grounds</b>		<b>General Maint</b>		<b>Building Tech</b>
Level 1	\$ 14.81	\$	18.33	\$	20.67	\$	21.88
Level 2	\$ 15.81	\$	19.33	\$	21.67	\$	22.88
Level 3	\$ 16.81	\$	20.33	\$	22.67	\$	23.88
Level 4	\$ 17.81	\$	21.33	\$	23.67	\$	24.88
Level 5	\$ 18.81	\$	22.33	\$	24.67	\$	25.88
Level 6	\$ 20.81	\$	23.33	\$	25.67	\$	26.88

\$1 hour shift premium for afternoons

	<b>Dishwasher</b>		<b>Cashier</b>		<b>Cook</b>		<b>Ass't Manager</b>
Level 1	\$ 12.90	\$	12.90	\$	17.28	\$	18.56
Level 2	\$ 13.40	\$	13.40	\$	17.78	\$	19.06
Level 3	\$ 13.90	\$	13.90	\$	18.28	\$	19.56
Level 4	\$ 14.40	\$	14.40	\$	18.78	\$	20.06
Level 5	\$ 14.90	\$	14.90	\$	19.28	\$	20.56
Level 6	\$ 15.40	\$	15.40	\$	19.78	\$	21.06

	<b>Teacher Aide</b>		<b>Media Clerk</b>		<b>Media Director</b>
Level 1	\$ 16.06	\$	13.75	\$	14.36
Level 2	\$ 17.06	\$	14.75	\$	15.36
Level 3	\$ 18.06	\$	15.75	\$	16.36
Level 4	\$ 19.06	\$	16.75	\$	17.36
Level 5	\$ 20.06	\$	17.75	\$	18.36
Level 6	\$ 21.06	\$	18.75	\$	19.36

\$1 hour for BA Degree or LTA Degree

	<b>200 Secretary</b>		<b>220 Secretary</b>
Level 1	\$ 14.40	\$	16.12
Level 2	\$ 15.40	\$	17.12
Level 3	\$ 16.40	\$	18.12
Level 4	\$ 17.40	\$	19.12
Level 5	\$ 18.40	\$	20.12
Level 6	\$ 19.40	\$	21.12

\$300 per month substitute call stipend

**Part Time Employees**

Maintenance	\$16.00
Aides	\$15.00
Security Monitor	\$14.00
Housekeeping	\$14.00
Media	\$13.00
Secretary	\$12.00

**Substitutes**

Teacher Aide	\$	14.00
Building Services	\$	13.00
Cafeteria	\$	12.00
Saturday School	\$	60.00

**Appendix A  
School Year 2022-23**

	<b>Housekeeping</b>	<b>Grounds</b>	<b>General Maint</b>	<b>Building Tech</b>
Level 1	\$ 15.43	\$ 19.03	\$ 21.44	\$ 22.69
Level 2	\$ 16.43	\$ 20.03	\$ 22.44	\$ 23.69
Level 3	\$ 17.43	\$ 21.03	\$ 23.44	\$ 24.69
Level 4	\$ 18.43	\$ 22.03	\$ 24.44	\$ 25.69
Level 5	\$ 19.43	\$ 23.03	\$ 25.44	\$ 26.69
Level 6	\$ 21.43	\$ 24.03	\$ 26.44	\$ 27.69

\$1 hour shift premium for afternoons

	<b>Dishwasher</b>	<b>Cashier</b>	<b>Cook</b>	<b>Ass't Manager</b>
Level 1	\$ 13.36	\$ 13.36	\$ 17.87	\$ 19.19
Level 2	\$ 13.86	\$ 13.86	\$ 18.37	\$ 19.69
Level 3	\$ 14.36	\$ 14.36	\$ 18.87	\$ 20.19
Level 4	\$ 14.86	\$ 14.86	\$ 19.37	\$ 20.69
Level 5	\$ 15.36	\$ 15.36	\$ 19.87	\$ 21.19
Level 6	\$ 15.86	\$ 15.86	\$ 20.37	\$ 21.69

	<b>Teacher Aide</b>	<b>Media Clerk</b>	<b>Media Director</b>
Level 1	\$ 16.69	\$ 14.31	\$ 14.94
Level 2	\$ 17.69	\$ 15.31	\$ 15.94
Level 3	\$ 18.69	\$ 16.31	\$ 16.94
Level 4	\$ 19.69	\$ 17.31	\$ 17.94
Level 5	\$ 20.69	\$ 18.31	\$ 18.94
Level 6	\$ 21.69	\$ 19.31	\$ 19.94

\$1 hour for BA Degree or LTA Degree

	<b>200 Secretary</b>	<b>220 Secretary</b>
Level 1	\$ 14.98	\$ 16.75
Level 2	\$ 15.98	\$ 17.75
Level 3	\$ 16.98	\$ 18.75
Level 4	\$ 17.98	\$ 19.75
Level 5	\$ 18.98	\$ 20.75
Level 6	\$ 19.98	\$ 21.75

\$300 per month substitute call stipend

**Part Time Employees**

Maintenance	\$17.00
Aides	\$15.00
Security Monitor	\$14.00
Housekeeping	\$14.00
Media	\$13.00
Secretary	\$13.00

**Substitutes**

Teacher Aide	\$ 15.00
Building Services	\$ 14.00
Cafeteria	\$ 13.00
Saturday School	\$ 60.00

**Appendix A  
School Year 2023-24**

	<b>Housekeeping</b>	<b>Grounds</b>	<b>General Maint</b>	<b>Building Tech</b>
Level 1	\$ 16.07	\$ 19.75	\$ 22.23	\$ 23.52
Level 2	\$ 17.07	\$ 20.75	\$ 23.23	\$ 24.52
Level 3	\$ 18.07	\$ 21.75	\$ 24.23	\$ 25.52
Level 4	\$ 19.07	\$ 22.75	\$ 25.23	\$ 26.52
Level 5	\$ 20.07	\$ 23.75	\$ 26.23	\$ 27.52
Level 6	\$ 22.07	\$ 24.75	\$ 27.23	\$ 28.52

\$1 hour shift premium for afternoons

	<b>Dishwasher</b>	<b>Cashier</b>	<b>Cook</b>	<b>Ass't Manager</b>
Level 1	\$ 14.09	\$ 14.09	\$ 18.48	\$ 19.84
Level 2	\$ 14.59	\$ 14.59	\$ 18.98	\$ 20.34
Level 3	\$ 15.09	\$ 15.09	\$ 19.48	\$ 20.84
Level 4	\$ 15.34	\$ 15.34	\$ 19.98	\$ 21.34
Level 5	\$ 15.84	\$ 15.84	\$ 20.48	\$ 21.84
Level 6	\$ 16.34	\$ 16.34	\$ 20.98	\$ 22.34

	<b>Teacher Aide</b>	<b>Media Clerk</b>	<b>Media Director</b>
Level 1	\$ 17.34	\$ 14.89	\$ 15.54
Level 2	\$ 18.34	\$ 15.89	\$ 16.54
Level 3	\$ 19.34	\$ 16.89	\$ 17.54
Level 4	\$ 20.34	\$ 17.89	\$ 18.54
Level 5	\$ 21.34	\$ 18.89	\$ 19.54
Level 6	\$ 22.34	\$ 19.89	\$ 20.54

\$1 hour for BA Degree or LTA Degree

	<b>200 Secretary</b>	<b>220 Secretary</b>
Level 1	\$ 15.58	\$ 17.40
Level 2	\$ 16.58	\$ 18.40
Level 3	\$ 17.58	\$ 19.40
Level 4	\$ 18.58	\$ 20.40
Level 5	\$ 19.58	\$ 21.40
Level 6	\$ 20.58	\$ 22.40

\$300 per month substitute call stipend

**Part Time Employees**

Maintenance	\$17.00
Aides	\$15.00
Security Monitor	\$14.00
Housekeeping	\$14.00
Media	\$14.00
Secretary	\$14.00

**Substitutes**

Teacher Aide	\$ 15.00
Building Services	\$ 15.00
Cafeteria	\$ 14.00
Saturday School	\$ 60.00

**Appendix A  
School Year 2024-25**

	<b>Housekeeping</b>	<b>Grounds</b>	<b>General Maint</b>	<b>Building Tech</b>
Level 1	\$ 16.73	\$ 20.49	\$ 23.05	\$ 24.38
Level 2	\$ 17.73	\$ 21.49	\$ 24.05	\$ 25.38
Level 3	\$ 18.73	\$ 22.49	\$ 25.05	\$ 26.38
Level 4	\$ 19.73	\$ 23.49	\$ 26.05	\$ 27.38
Level 5	\$ 20.73	\$ 24.49	\$ 27.05	\$ 28.38
Level 6	\$ 22.73	\$ 25.49	\$ 28.05	\$ 29.38

\$1 hour shift premium for afternoons

	<b>Dishwasher</b>	<b>Cashier</b>	<b>Cook</b>	<b>Ass't Manager</b>
Level 1	\$ 15.08	\$ 15.08	\$ 19.11	\$ 20.51
Level 2	\$ 15.58	\$ 15.58	\$ 19.61	\$ 21.01
Level 3	\$ 16.08	\$ 16.08	\$ 20.11	\$ 21.51
Level 4	\$ 16.33	\$ 16.33	\$ 20.61	\$ 22.01
Level 5	\$ 16.58	\$ 16.58	\$ 21.11	\$ 22.51
Level 6	\$ 16.83	\$ 16.83	\$ 21.61	\$ 23.01

	<b>Teacher Aide</b>	<b>Media Clerk</b>	<b>Media Director</b>
Level 1	\$ 18.01	\$ 15.49	\$ 16.16
Level 2	\$ 19.01	\$ 16.49	\$ 17.16
Level 3	\$ 20.01	\$ 17.49	\$ 18.16
Level 4	\$ 21.01	\$ 18.49	\$ 19.16
Level 5	\$ 22.01	\$ 19.49	\$ 20.16
Level 6	\$ 23.01	\$ 20.49	\$ 21.16

\$1 hour for BA Degree or LTA Degree

	<b>200 Secretary</b>	<b>220 Secretary</b>
Level 1	\$ 16.16	\$ 18.07
Level 2	\$ 17.16	\$ 19.07
Level 3	\$ 18.16	\$ 20.07
Level 4	\$ 19.16	\$ 21.07
Level 5	\$ 20.16	\$ 22.07
Level 6	\$ 21.16	\$ 23.07

\$300 per month substitute call stipend

**Part Time Employees**

Maintenance	\$17.00
Aides	\$16.00
Security Monitor	\$15.00
Housekeeping	\$15.00
Media	\$15.00
Secretary	\$15.00

**Substitutes**

Teacher Aide	\$ 15.00
Building Services	\$ 15.00
Cafeteria	\$ 15.00
Saturday School	\$ 60.00

**Appendix A  
School Year 2025-26**

	<b>Housekeeping</b>	<b>Grounds</b>	<b>General Maint</b>	<b>Building Tech</b>
Level 1	\$ 17.41	\$ 21.25	\$ 23.89	\$ 25.26
Level 2	\$ 18.41	\$ 22.25	\$ 24.89	\$ 26.26
Level 3	\$ 19.41	\$ 23.25	\$ 25.89	\$ 27.26
Level 4	\$ 20.41	\$ 24.25	\$ 26.89	\$ 28.26
Level 5	\$ 21.41	\$ 25.25	\$ 27.89	\$ 29.26
Level 6	\$ 23.41	\$ 26.25	\$ 28.89	\$ 30.26

\$1 hour shift premium for afternoons

	<b>Dishwasher</b>	<b>Cashier</b>	<b>Cook</b>	<b>Ass't Manager</b>
Level 1	\$ 15.33	\$ 15.33	\$ 19.76	\$ 21.20
Level 2	\$ 15.83	\$ 15.83	\$ 20.26	\$ 21.70
Level 3	\$ 16.33	\$ 16.33	\$ 20.76	\$ 22.20
Level 4	\$ 16.58	\$ 16.58	\$ 21.26	\$ 22.70
Level 5	\$ 16.83	\$ 16.83	\$ 21.76	\$ 23.20
Level 6	\$ 17.33	\$ 17.33	\$ 22.26	\$ 23.70

	<b>Teacher Aide</b>	<b>Media Clerk</b>	<b>Media Director</b>
Level 1	\$ 18.70	\$ 16.10	\$ 16.79
Level 2	\$ 19.70	\$ 17.10	\$ 17.79
Level 3	\$ 20.70	\$ 18.10	\$ 18.79
Level 4	\$ 21.70	\$ 19.10	\$ 19.79
Level 5	\$ 22.70	\$ 20.10	\$ 20.79
Level 6	\$ 23.70	\$ 21.10	\$ 21.79

\$1 hour for BA Degree or LTA Degree

	<b>200 Secretary</b>	<b>220 Secretary</b>
Level 1	\$ 16.79	\$ 18.76
Level 2	\$ 17.79	\$ 19.76
Level 3	\$ 18.79	\$ 20.76
Level 4	\$ 19.79	\$ 21.76
Level 5	\$ 20.79	\$ 22.76
Level 6	\$ 21.79	\$ 23.76

\$300 per month substitute call stipend

**Part Time Employees**

Maintenance	\$17.00
Aides	\$16.00
Security Monitor	\$15.00
Housekeeping	\$15.00
Media	\$15.00
Secretary	\$15.00

**Substitutes**

Teacher Aide	\$ 15.00
Building Services	\$ 15.00
Cafeteria	\$ 15.00
Saturday School	\$ 60.00

Acceptance

## Appendix B

Insurance plan will be the same as the Seneca Education Association (SEA) Collective Bargaining Contract.

### Current Benefits as of adoption of contract.

**Board-Paid Benefits—Full Time 260 and 220 day Employees Only**  
**Family Insurance to include medical, dental, vision, and life**  
**Insurance Flex Fund if coverage is waived will be \$2500 per fiscal year**

Health/Medical/Prescription Insurance	Blue Cross/Blue Shield Single and Family Coverage
Dental Insurance	Delta Dental Single and Family Coverage
Vision Insurance	VSP Single and Family Coverage
Life Insurance	Lincoln Financial \$10,000.00 Term Life Employee Only
Insurance Flex Fund if coverage is waived	\$2500 per fiscal year
Flex Fund	\$500 per fiscal year with a \$750 Maximum Accumulation

**Board H.S.A Contribution-** For those employees who elect the H.S.A. Plan, the board will contribute \$1000 for the single employee, \$2000 for the employee/spouse & employee/child election, and \$2000 to the family H.S.A. account each year of the contract.

### **PART TIME EMPLOYEES WHO WORK MORE THAN 1059 HOURS PER FISCAL YEAR**

#### **Single Medical Insurance Only**

**Insurance Flex Fund if coverage is waived will be \$1500 per fiscal year**

**Staff that qualify for single insurance may purchase Employee + or Family insurance at cost.**

