

AGREEMENT

BETWEEN THE

BOARD OF CONTROL
LAKE COUNTY TECH CAMPUS
LAKE COUNTY, ILLINOIS

AND THE



TECH CAMPUS TEACHERS' UNION
LAKE COUNTY FEDERATION OF TEACHERS
LOCAL NO. 504, IFT-AFT/AFL-CIO

FOR THE SCHOOL YEARS

2020-2025

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ARTICLE I

UNION AND BOARD RELATIONS

A. Recognition and Scope

The Board of Control of the Lake County Tech Campus (hereinafter "Board") recognizes the Tech Campus Teachers' Union, Lake County Federation of Teachers Local 504, Illinois Federation of Teachers, American Federation of Teachers, AFL-CIO (hereinafter "Union") as the sole and exclusive bargaining agent for wages, hours, and terms and conditions of employment for all full-time and regularly employed part-time instructors, instructor aides, Emergency First Aid personnel, the Assistant to the Assistant Principal for Student Services, the Assistant to the Assistant Principal for Technology and Curriculum, accounts payable clerk, computer support technician, maintenance employees, security personnel, and flex scheduled personnel employed by LCTC. Excluded are the Executive Director, Assistant Director of Operations, Principal, Associate Principals, Assistant Principals, Dean of Student Services, Business Manager, Accounting Coordinator, Payroll and Benefits Specialist, Assistant to the Executive Director, Assistant to the Principal, Technology Director, Assistant Director of Technology, Professional Development Coordinator, Director of Building and Grounds, Marketing and Special Projects Coordinator and other supervisory, managerial, and confidential employees as defined in the Illinois Educational Labor Relations Act.

B. Definitions

As used in this Agreement, the following definitions shall apply:

1. The term "LCTC" shall refer to the Lake County Tech Campus.
2. The term "unit" or "bargaining unit" shall mean all those represented by the Union in Section A, above.
3. The term "employee," "staff member," or "bargaining unit member" shall mean all members of the bargaining unit unless otherwise specified.
4. The term "instructor" shall mean members of the bargaining unit employed in professional positions requiring teacher certification.
5. The term "educational support personnel (ESP)" shall mean members of the bargaining unit employed in non-professional positions not requiring teacher certification.

C. Dues Deduction

Upon receipt of a voluntary authorization in writing by an employee, and until such time as the employee shall revoke in writing such authorization, the Board shall honor employees' individually authorized deduction forms, and shall deduct from the employee's wages the amount of dues each pay period. This authorization shall remain in effect according to its terms. All dues authorized shall be effective no later than thirty (30) days following receipt by the Board. The Treasurer of the Union or designee shall furnish a list of employees and copies of their written dues authorizations and designate the amount of such deductions to the Board in writing.

The Union may change the method or amount of such deductions upon written notice to the Board. The dues and a list of employees from whose pay the dues have been deducted along with amount

deducted from each shall be forwarded to the Union not later than fourteen (14) ten (10) days after such deductions were made.

Dues revocations are processed by the Union. The Board will direct all employee inquiries related to all Union business, including revocations, to the Union. In the event that an employee revokes his/her dues in accordance with the terms under which he/she authorized the dues deduction, the Union will notify the Board.

The Union shall indemnify the Board for any damages and reasonable costs incurred for any claims made by employees for deductions made in good faith reliance on its notification.

D. Voluntary COPE Check-Off

Upon receipt of a voluntary authorization in writing by an employee, the Board shall deduct from the employee's wage the amount authorized by the employees for the Union's Committee on Political Education. Such deduction shall be made on the last paycheck in October and forwarded to the Treasurer of the Union not more than fourteen (14) days after such deductions were made along with a list of employees from whose pay such deductions were made and the amount deducted for each.

Union dues and COPE deductions shall be forwarded in separate checks.

E. Union Meetings

The Union shall have the right to meet on District premises outside the school day of instructors, including during lunch periods, in such places that do not interfere with the education of students attending either LCTC or CLC classes. One member from each class (junior/senior) of the Cosmetology staff or faculty shall be allowed to attend the meeting until Cosmetology classes are dismissed, at which time all members of the Cosmetology staff and faculty shall be allowed to attend Union meetings.

F. Union Business, Union Communication and New Employee Orientation

In accordance with 115 ILCS 115 5/3, the Union shall have the right to:

- a. Meet, without charge to pay or leave time, in such places that do not interfere with the education of students attending LCTC classes. One member from each class (junior/senior) of the Cosmetology staff or faculty shall be allowed to attend the meeting until Cosmetology classes are dismissed, at which time all members of the Cosmetology staff and faculty shall be allowed to attend Union meetings.
- b. Shall have the right to conduct, without charge to pay or leave time, routine and perfunctory business of the Union such as distributing newsletters, without loss of leave, pay, or benefits, at lunch times and at times other than assigned class periods or when directly supervising students or when otherwise required to attend meetings involving school business. This in no way mitigates or lessens any employee's responsibility to fulfill completely all responsibilities and assignments pertaining to that employee's position. The Union shall annually notify the Board in writing not later than September 1 of the names of all Union Officers, and shall immediately update this list should there be any changes.
- c. shall have one (1) bulletin board to display Union materials and the Union shall have the right to use the employees' mailboxes for distribution of materials and communications. If approved by the Director, the Union shall have the right to use District word processing, computing, and photocopying equipment and supplies provided such use does not interfere with the operation of the District and that such equipment is used by a person qualified to do so. The Union shall pay the reasonable cost of supplies used under this Section.

- d. Meet, without charge to pay or leave time, with newly-hired employees(s) during the first ten (10) calendar days of an employee's service to the Board, for up to sixty (60) minutes during work time on the employer's premises. Normally, this will occur during new employee orientation.

The Union shall have one (1) bulletin board to display Union materials, and the Union shall have the right to use the employees' mailboxes for distribution of materials and communications.

If approved by the Executive Director, the Union shall have the right to use District word processing, computing, and photocopying equipment and supplies provided such use does not interfere with the operation of the District and that such equipment is used by a person qualified to do so. The Union shall pay the reasonable cost of supplies used under this Section.

G. Board Meetings

The Union President or designee shall be granted released time with pay and without loss of leave or benefits for the purpose of attending meetings of the Board of Control, which are held during the school day.

The Union President or designee shall complete and submit an Absence Request Form within seventy-two (72) hours of any such scheduled meeting of the Board of Control that the President or designee plans to attend. Upon written request by the Union President delivered to the Executive Director at least seventy-two (72) hours prior to the regular board meeting, the Union shall be placed on the agenda if requested. Such written request shall outline the matter the Union desires to bring before the Board. Such matters shall not involve a grievance or such matters which have not initially been brought to the attention of the Director. The seventy-two (72) hour timeline shall be waived when the meeting is scheduled at such a late date that such a timeline could not realistically be met.

Upon request, the Board shall furnish to the Union a copy of the Board of Control minutes within ten (10) days following the adoption of such minutes by the Board, and the Board will provide the Union with the codes necessary to access electronic Board materials no later than forty-eight (48) hours prior to each Board meeting.

H. Policies

The Board shall make available, upon request by the Union, a copy of its official policies and implementing instructions, as well as any employee handbook created. In addition, the Board shall provide the Union with copies of all subsequent additions, deletions, and amendments after they are approved for the sole purpose of allowing the Union to keep such books neat and up to date.

I. No Strike

1. It is hereby agreed by the Board and the Union that this Agreement provides for the orderly and amicable adjustment of any and all disputed differences, disagreements, or controversies of any nature or character. Therefore, the Union agrees for itself and its individual members, that during the life of this Agreement, none of its officers, representatives, or members shall authorize, support, or take part in any strike, walk-out, slow down, or to engage in any concerted activity which would disrupt the operation of the LCTC. This shall include sympathy strikes.
2. The Union agrees that it shall use its best efforts to prevent any act forbidden in Paragraph 1, above, on the part of any employee or group of employees, and that in the event such acts take place by any employee or group of employees, the Union further agrees that it shall use its best efforts to cause an immediate cessation thereof.

J. Release Time for the Union

Upon written advance notice to the Executive Director or designee of at least four (4) working days, a leave of absence without loss of leave, pay, or benefits shall be granted to Union officer(s) or delegate(s) for a total of up to four (4) days to attend Union conventions, or to meet with the Executive Director or designee.

The Union President or designee and the grievant(s) shall be granted released time to attend any grievance or arbitration hearing conducted during the normal employee workday.

The Union Negotiating Team shall be granted released time without loss of leave, pay, or benefits to attend any negotiating sessions mutually scheduled to be held during the workday up to a maximum number of days to be determined between the parties, but in no case will such release days be less than two (2) in number.

Increments of these days shall be in two (2) hour increments-

K. Management Rights

1. It is understood and agreed that the Board has and retains all the customary and usual rights, functions, and authority of management.
2. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Illinois and the United States, except as abridged by the Illinois Educational Labor Relations Act and the terms of this Agreement.
3. Except as provided in this Agreement, the Board hereby retains and reserves unto itself the following rights:
 - a. To the exclusive managerial, organizational, and administrative control of the LCTC;
 - b. To direct the work of its employees, and determine the kinds and levels of services provided;
 - c. To hire all employees, and, subject to the provisions of law, to determine their qualifications and conditions for their continued employment, discipline, or dismissal; and to review, evaluate, promote and assign all such employees;
 - d. To establish educational policies, goals, and objectives; to ensure rights and educational opportunities of students; to determine staffing patterns, numbers, and kinds of personnel;
 - e. To build, move, or modify facilities; establish budget procedures, and determine budgetary allocation.
4. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, in the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.
5. The Board's not exercising any rights hereby reserved to it, or its exercising any such function in a particular way, shall not be deemed a waiver of its right to exercise such functions or preclude the Board from exercising the same in some other way not in conflict with the express provisions of the Agreement.

L. Notification of New Employees and Changes in Employee Status

Beginning in the month of the start of the school year (or within a month after ratification of this Agreement), and then by the end of each month thereafter, the (1) names, (2) employment status (e.g., on leave, active, etc.), (3) personal mailing addresses, (4) job titles, (5) building/worksite location(s), (6) personal home and cell telephone number on file with the employer, (7) date of hire and (8) any personal email address on file with the employer of all those covered by the collective bargaining agreement shall be provided to the Union monthly; such information will be provided electronically using Microsoft Excel to the council president and to membership@lcft.org at the Lake County Federation of Teachers (Local 504, 248 Ambrogio Drive, Gurnee, IL 60031). As employees are hired, transferred, discontinue service to the District, or as employees have name or address changes, or as any changes to the information enumerated above occur, such changes will be included and highlighted in the next monthly electronic list.

M. FOIA Notification

The Union shall be notified as soon as is practicable of the employer's receipt of a Freedom of Information Act (FOIA) request that asks for information about any bargaining unit member, including, but not limited to, names, email addresses, any part of a home address or other personal information, or list of members of the union, dues payers, or non-members. Furthermore, the employer will follow all applicable statutes, including, but not limited to, the Freedom of Information Act, the Illinois Education Labor Relations Act and the Illinois Pension Code, regarding protecting privileged employee information from FOIA requests which is exempt from inspection, review and copying under the foregoing statutes.

ARTICLE II

WORKING CONDITIONS

A. Seniority

1. For instructors, seniority shall be defined as continuous employment by the LCTC and shall be counted at the beginning of the fifth consecutive full-time year of employment. In case of a tie, the employee with the earlier date of hire shall be deemed the more senior. Unpaid leaves of absence of more than four (4) months duration shall not be considered in the accrual of seniority, but neither shall it constitute a break in continuous service. Part-time instructors, who have already acquired tenure, shall accrue seniority on a pro-rata basis only after they have entered upon continued contractual service (tenure).
2. Seniority for Educational Support Personnel shall be defined as the length of continuous service at the LCTC, beginning with the first day after the completion of the probationary period. Seniority shall not accrue during any unpaid approved leave of absence of ninety (90) consecutive employment days or more, excluding any job-related disability or injury.

For purposes of this Agreement, all Educational Support Personnel shall be placed in one of the following job categories:

- a. Instructional Aides/Lab Assistants
- b. Custodians and Maintenance employees
- c. Secretarial and Clerical employees
- d. Computer Technicians
- e. Special Services Resource Facilitators

B. School Year Calendar

The school year calendar of the LCTC shall include not more than one hundred eighty-five (185) instructor employment days, including five (5) emergency days. If it is not necessary to utilize any such emergency days for an emergency, the unused days shall be declared days on which instructors shall not be required to be present.

The Board may schedule no more than one (1) additional day beyond the school term as a required instructor attendance day. This additional day may only be used to require instructors to attend the Tech Campus student awards night; bargaining unit members will be released at 3:00 p.m. on awards night with no loss of pay or benefits.

C. Schedule and Work Day

The length of the daily student schedule shall remain the same as in effect during the 2019-2020 school term.

For the duration of this agreement the instructors' and instructional aides' workday shall begin twenty (20) minutes before the first class and last until thirty (30) minutes after the last class (other than cosmetology), except that, for the duration of the Agreement, instructors and staff may leave at 3:00 p.m. on every Friday, days before holidays and vacation periods. On these days, instructors and staff

may leave immediately after the last class with no loss of pay or benefits. Such twenty (20) minutes before the first class and thirty (30) minutes after the last class shall be plan time (other than Cosmetology).

For the duration of the Agreement, no more than two (2) monthly Administration-directed meetings will occur per school year on a regular basis when appropriate with an effort to schedule them on the same days of the week, except that for December and March each school year, there will be no more than one (1) such monthly administration-directed meeting. These meetings will be for such things as staff meetings, professional development, etc. and will not last beyond 4:00 p.m. The specific school year schedule of these administration-directed meetings will be given to staff no later than the first day of the school year to which the schedule applies. Furthermore, two (2) additional monthly administration-directed meetings may occur per school year on a regular basis when appropriate with an effort to schedule them on the same days and will not last beyond the end of the regular workday (3:30 p.m.). Emergency staff meetings may occur without limitation, for appropriate cause to be determined by the Executive Director or designee, during the school day.

Cosmetology instructors' day shall be from 8:00 a.m. to 4:30 p.m. on Monday through Friday and 8:00 a.m. to 2:00 p.m. on Saturday when classes are scheduled.

Each Cosmetology employee shall receive a seventy-five minute (75) break, which includes a forty-five (45) minute lunch period and a thirty (30) minute plan period. In addition, each cosmetology employee shall receive one (1) twenty (20) minute duty-free break per day.

Instructors shall be required to attend unless given administrative leave, no more than two (2) formally scheduled campus-wide events, inclusive of Awards Night, per year. Such campus-wide events shall not be scheduled on a weekend. Such campus-wide events shall be no more than three (3) hours in length and shall be scheduled to end by no later than 9:00 p.m. On the day of the campus-wide event, instructors and instructional aides shall be able to leave at 3:00 p.m. In the 2015-2016 school year only, the maximum number of campus-wide events shall be two (2) events, and specifically Tour of Tech and Awards Night.

When requested by the administration, instructors and instructional aides who voluntarily agree to work in excess of the regular Monday through Friday workday hours shall be compensated as follows:

Certified staff shall be paid at a rate of .000772% of their regular pay extended to full-time equivalency for each hour worked in excess of the regular workday. Furthermore, the Cosmetology instructors will receive the same rate for one (1) hour per day times one hundred sixty-seven (167) days for excess student contact time. ESP's shall be paid at their regular hourly rate or regular overtime rate as applicable.

On the day before a legal school holiday or school vacation period, employees will be allowed to leave at 3:00 p.m. without loss of pay or benefits.

D. Internal Substitution

Every effort shall be made to provide outside substitutes so that internal substitutes are unnecessary.

In the event an external substitute cannot be found or cannot get to LCTC in time for class, it may become necessary to use internal substitutes. In this situation, instructors or instructional aides with proper licensures may be used as internal substitutes. When an internal substitute is required within a multi-instructor program, the Administration shall choose which of the remaining program staff in the same program will be allowed to perform this in-house substitution. This selection will be performed on a rotation basis. In the Cosmetology Program, internal substitute pay shall be split evenly between the remaining instructors.

Such person shall receive thirty dollars and sixty-five cents (\$30.65) per hour of internal substitute pay in addition to such person's regular pay for the life of this agreement.

First Aid Substitute Pay Rate– \$95/day

E. Equipment Repair

All equipment in need of repair shall be repaired as soon as possible, with the understanding that LCTC maintenance staff shall first be given the repair request, when appropriate, and that repair request placed on their schedule before the item is repaired by an outside party. The financial picture of LCTC shall be an important consideration in the timeliness of the repair.

F. School Equipment

Upon prior approval, employees shall be allowed to use school equipment from their program area at home for the purpose of doing work related to the employees' job at the LCTC, provided the employee is competent in the use of such equipment. The employee must sign out the equipment from the Director's office and sign a release of liability, as well as certify that the employee will be the only person to use the equipment.

G. Health and Safety

The Board shall make an effort to maintain a healthy and safe environment, including proper ventilation in all areas. The Union agrees to utilize only one forum in litigating any alleged violation of this Section. On an annual basis, the Board shall provide the Union President or designee a copy of the Regional Superintendent's Life/Safety Report for LCTC.

H. Liaison Committee

A Liaison Committee shall be established. This committee shall discuss issues of mutual concern relative to LCTC. Such committee shall meet as needed and consist of two LCTC administrative representatives and two LCTC union representatives.

I. Reduction-in-Force

Reduction-in-force shall be performed pursuant to the School Code of Illinois. This Section shall not be subject to the grievance procedure.

J. Organizational Reporting Chart

The Board shall make known in writing to all staff the chain of command, or organizational reporting chart, within fifteen (15) days of the start of each school term.

K. Mentor Program

No instructor shall mentor more than two (2) new instructors in any given year. Mentors shall be paid six hundred dollars (\$600) a year for each new instructor mentored. Mentors shall be released from instructional duties three (3) times per year to perform in-class observation of each new instructor mentored. Such release time shall be no less than one (1) hour per observation. Instructors may make written application for a mentor position in the absence of a posting notice.

LCTC administration shall notify the LCTC staff of mentor openings through school e-mail.

L. Qualifications

If, in an emergency, an instructor is assigned a position outside the area of qualification, any evaluation of that instructor shall take such into account during the first year of such assignment. This in no way lessens the employee's responsibility to perform to the best of the instructor's ability.

M. Donations

All donations, including automobiles, trucks, recreational vehicles, internal combustion engines, etc., given to LCTC, must first be approved by the Board.

A form for recording such donations shall need to be completed by the instructor and filed in the Director's office.

N. Classroom Production Work

1. Persons requesting service or production work shall be required to complete the necessary applications for such work on the appropriate forms provided by the LCTC.
2. The individual program instructors shall have the authority to approve or deny any production work or service done by the students in a particular program area.
3. Service charges shall be agreed upon and set by the Director and the instructor.
4. Payment for production work or services shall be paid for in advance if the estimate of materials and service charges total less than one hundred dollars (\$100). If the estimated amount is more than one hundred dollars (\$100), then a fifty percent (50%) down payment is required before work shall begin. The balance of the total charges shall be paid before such production or service work is removed from the property of LCTC. Member School Districts shall be excluded from Paragraph 4 of this Section.
5. In no case shall the LCTC or its employees violate the statutes listed in the School Code of Illinois 105 ILCS 5/10-23.3a, "Conduct of Business for Vocational Training."

O. Student Discipline

The Board agrees to insert in the Employee Handbook language, which indicates that student discipline is ultimately controlled by the Member districts.

P. Assignment of Aides

The Board shall make a good faith effort to provide an aide to any instructor when class safety is a concern.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

A grievance shall mean a dispute concerning the Administration or interpretation of any provision of this Agreement, as defined in the Illinois Educational Labor Relations Act.

B. Statement of Basic Principles

1. Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation of the Union. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual employee from discussing a problem with the Administration and having it resolved without intervention of or representation by the Union so long as such resolution is consistent with the terms of this Agreement.
2. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
3. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee or Union representatives shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities.

C. Procedures

"Working Days" shall mean days that the LCTC administrative office is open.

1. First Step

An attempt shall be made to resolve any grievance in informal, verbal discussion between the grievant and his/her immediate supervisor, or between a representative of the Union and a representative of the Board.

2. Second Step

If the grievance cannot be resolved informally, the grievant shall, within twenty (20) working days of the event giving rise to the grievance, file the grievance in writing to the immediate supervisor and, at a mutually agreeable time within fifteen (15) working days, discuss the matter with the immediate supervisor. The written grievance should state the nature of the grievance, should note the specific Clause or Clauses of the Agreement allegedly violated, and should state the remedy requested. The immediate supervisor shall make such a decision and communicate it in writing to the employee within fifteen (15) working days of the Second Step grievance meeting.

3. Third Step

In the event a grievance has not been satisfactorily resolved at the Second Step, the grievant shall file the grievance with the Director within fifteen (15) working days of receipt of the Second Step response. Within fifteen (15) working days after such a written grievance is filed at the Third Step, the grievant, the Union representative of the grievant, if desired, the immediate supervisor and the Director shall meet to resolve the grievance. The Director shall file an answer within fifteen (15)

working days of the Third Step grievance meeting and communicate it in writing to the grievant, the immediate supervisor, and the Union.

4. Fourth Step

If the grievance is not resolved at the Third Step, the Union may submit the grievance to binding arbitration by filing a demand for arbitration with the American Arbitration Association (AAA) within fifteen (15) business days of the Step Three response. The AAA Rules for Voluntary Labor Arbitration shall apply.

The arbitrator shall have no power to alter or amend the express terms of this Agreement.

Arbitration fees and other mutually incurred expenses, as defined in the Illinois Educational Labor Relations Act, shall be divided equally between the parties.

ARTICLE IV

LEAVES

A. Sick Leave

Each full-time instructor and full-time non-twelve-month ESP employee shall be entitled to fourteen (14) sick leave days per year for use as defined in the School Code; "immediate family" shall include the School code definition, and will also include nieces, nephews, aunts, uncles. Each full time twelve (12) month ESP employee shall be entitled to fifteen (15) sick leave as defined in the School Code: immediate family" shall include the School Code definition, and will also include nieces and nephews, aunts, uncles. Each part-time instructor and each ESP employee working less than 600 hours per school year for IMRF purposes shall be entitled to sick days based upon their percent of full time. For example, a 40% non-twelve month ESP would get six (6) sick leave days per year. Unused sick leave days shall accumulate without limit.

Except for part-time security staff hired before 2016, all part-time ESP staff have flex schedules, allowing them to make up days missed and, therefore, will not be allotted sick days.

B. Personal Leave

Each employee, except for twelve (12) month ESP's shall be granted upon request three (3) personal leave days to attend to personal business, which cannot be attended to outside the school day. Twelve (12) month ESP employees shall be granted three (3) personal leave days to attend to personal business which cannot be attended to outside the school day. Except in case of emergency, the employee shall notify the Executive Director at least one (1) school day prior to the use of such leave. The day immediately preceding or following a legal holiday, vacation, or school recess shall not be available for personal business leave except in the case of an emergency or religious leave. Unused personal leave shall accumulate as sick leave.

With the exception of part-time security staff who were hired prior to 2016, all part-time ESP positions have flex schedules, allowing them to make up days missed and, therefore, will not be allotted personal days.

C. Jury Duty Leave

Each employee performing jury duty shall receive full compensation and no loss of other leave, provided such employee turns over to the Board compensation earned for such jury duty, less transportation expense.

D. Parental Leave

Non-probationary full-time employees shall be granted such leave without pay for a period not to extend beyond the start of the school year following the child's first birthday. Parental Leave shall commence when the employee ceases to be physically disabled, or the newborn is no longer ill, whichever is the latter. Upon conclusion of such leave, the employee shall be given the option to be placed in a position for which the compensation is no less than the compensation for the employee's position held immediately prior to the commencement of the leave, if such position is available; however, employees may not be placed in a position for which they are not qualified.

The employee requesting parental leave must confer with the Executive Director at least ninety (90) days prior to the expected birth date to decide upon the beginning and ending dates of the leave. Nothing contained herein shall prevent the employee and Executive Director from mutually agreeing to alternative ending dates for the leave.

While on Parental Leave, pursuant to this Section, employees shall not receive any greater seniority and/or reduction-in-force rights than otherwise would have accrued if such employee had taken no Parental Leave. While on Parental Leave, an employee retains the same position and rights as when the employee began Parental Leave with regard to seniority and/or reduction-in-force decisions.

E. Military Leave

Each employee shall be granted a leave of absence to serve in the Armed Forces, including the National Guard and reserves, provided that the employee, with the assistance of the Director, makes every effort to defer such duty to a non-work period of time. It shall be the responsibility of the employee to notify the Executive Director immediately upon receipt of orders of a conflict between the military duty time and work time. Military Duty shall include: military-sponsored school, military training, maneuvers, camps, and mobilization. If through mutual agreement and effort (phone calls, letters, and personal conversations), the employee and the Executive Director are unable to defer such military duty to non-work time, such employee shall receive full compensation and no loss of benefits, provided such employee turns over to the Board compensation earned while performing such military duty.

F. Travel and Conventions

Granting of released time and expenses for attendance at a conference related to an instructor's instructional area shall be rotated among instructors who desire to attend such conferences depending on administration approval and budget considerations.

Reimbursement of expenses for LCTC travel shall be at LCTC travel rates approved by the Board. Reimbursement of expenses for System travel shall be at System travel rates approved by the Board.

G. Time Construction

All leaves (sick, vacation, personal, etc.) are defined by the day in this document. However, these days are converted to hours for use in our management system (currently Skyward). Should an employee request time off on a "regular" workday, 8 hours for non-instructional ESP's and Cosmetology instructors, or 7.5 hours for all other instructional staff and instructional aides, the employee will request the appropriate time off in the school management system. Partial leaves may be taken in ½ hour increments.

When an employee requests time off, they are to select the appropriate hourly option, which correlates to their employment category as described above. This process is no different for an "extended day," such as a Wednesday staff meeting day, or an early release day.

Example 1: If an instructor or instructional aide (7.5-hour workday) is requesting the day off on an early release day, the employee should select 7.5 hours in the management system, not 7.0. If the same employee is requesting the day off on an extended day (such as a Wednesday staff meeting), the employee should select 7.5 hours, not 8.0 hours.

Example 2: If a Cosmetology or non-instructional ESP (8.0-hour workday) is requesting the day off on an early release day, the employee should select 8.0 hours in the management system, not 7.5. If the same employee is requesting the day off on an extended day (such as a Wednesday staff meeting), the employee should select 8.0 hours, not 8.5 hours.

H. Staff Development

Requests for attendance at appropriate staff development conferences applicable to the instructional area shall be addressed on an equitable basis and directly linked to their Professional Growth Opportunities and/or recertification goals. Local, State, and Federal Grant regulations, funding, and frequency of participation will be considered in determining one's participation.

I. Bereavement Leave

Bereavement leave with pay and without loss of other leave of a maximum of three (3) days shall be granted for each death in the immediate family as defined in the School Code, and will also include nieces, nephews, aunts, uncles.

Bereavement leave with pay and without loss of other leave of a maximum of three (3) days may, on a case by case basis without precedent, be granted for each death of a significant other.

J. Annual Report of Accumulated Leave

Accumulated leave shall be available through the school management system.

ARTICLE V

SALARY AND FRINGE BENEFITS

A. Salary and Wages

1. Instructors

- a. Beginning in the school year 2020-2021, and in each year through 2024-2025, each instructor will receive an annual increase of 3.75% over the previous year's salary.
- b. New employees are paid in accordance with Article V, Section L.
- b. Longevity Pay for Certified Staff

Certified staff may earn the respective longevity benefit identified in the Longevity Benefit Chart.

Longevity Benefit Chart

Year Benefit Earned	Benefit Amount
Year 5	\$500
Year 10	\$750
Year 15	\$1,000

These longevity benefits are not cumulative and are paid only once at each level. All longevity pay shall be paid in the last paycheck of the year the benefit is earned. The longevity benefits may be reduced or eliminated to ensure compliance with the 6% TRS salary limitation.

2. Educational Support Personnel (ESP)

- a. Beginning in the school year 2020-2021, and in each year after through 2024-2025, each ESP will receive an annual increase of 3.75% over the previous year.
- b. New employees are paid in accordance with Article V, Section L.

Each ESP shall receive an annual statement showing the number of workdays, hours paid, and calculations that go into figuring the annual wages.

B. Payroll Procedure

Each non-twelve month employee shall be paid in either twenty (20) or twenty-four (24) equal payments, at the discretion of the individual employee.

Paydays shall fall on the fifteenth (15th) and last day of each month; however, if the fifteenth (15th) or last day of a month shall fall on a weekend, holiday, or vacation period, such check shall be dated for and issued on the last working day prior thereto. The first payday of the school year shall be issued the last working day in August. All checks scheduled to be released during the summer months shall be dated for and distributed on the last day of school.

C. Health Insurance

With the exception of part-time security staff who were hired prior to the 2016-2017 school year, who is employed over 50% of the time, the Board shall provide single coverage health insurance, as

provided below, for each employee who is employed seventy-five percent (75%) of the time or more. Dependent coverage health insurance, as provided below, shall be made available for each employee who is employed seventy-five percent (75%) of the time or more at their own cost. Employees working at less than seventy-five percent (75%) will have access to insurance benefits contained herein on a pro-rata basis.

All employees hired before the 2016-2017 school year shall be grandfathered at the fifty percent (50%) full-time equivalent coverage level and shall not be harmed by the immediately preceding paragraph.

An Insurance Review Committee shall be established, comprised of an equal number of representatives of the Union and the Board, to evaluate and investigate various options concerning health and other insurance. There shall be no change in the scope of coverage without mutual agreement between the Board and the Union.

Instructors and instructional aides new to LCTC shall begin insurance coverage on September 1st if hired before the start of the school year or shall begin insurance benefits the month following their start date should it be after the beginning of the school year.

Other non-instructional educational support staff hired will begin insurance benefits the month after their start date.

Instructors and instructional aides who retire, resign or are released at the end of the school year, will receive insurance coverage through August 31st of that year.

For employees leaving employment before the end of their work year, the insurance coverage will cease at the end of their last month of employment.

During the 2020-2025 school years, the Board shall offer the following health insurance coverage plans.

1. NIHIP PPO Plan 750*
2. NIHIP HMO 20 Illinois Plan
3. NIHIP High Deductible 1500 Plan

The Board shall pay one hundred percent (100%) of the premium cost for single coverage in any of the above insurance plans. The board shall reimburse the amount expended by any employee who pays for health coverage for a dependent on either the LCTC plan or any plan other than the board's plan in the amount to not exceed \$2,200. To qualify for the reimbursement, the employee must provide proof of dependent coverage and proof of payment. Employees are eligible for this reimbursement if currently employed and only through the end of the last day of employee's health benefit coverage.

Dependent coverage, as defined by the insurance agency** in any of the above plans, shall be available at the expense of each employee. However, the Board shall also contribute two thousand two hundred dollars (\$2,200) toward the cost of dependent coverage. Such contribution shall be made on behalf of any employee who:

- (1) Does not select the most expensive health insurance plan of the three above options.

AND

- (2) whose dependents are covered either by the Board's plan (i.e., either the NIHIP PPO Plan 750, the NIHIP HMO 20 Illinois Plan, or the NIHIP High Deductible 1500 Plan *TBD) or by any plan other than the Board's plan.

To qualify for the reimbursement, the employee must provide proof of dependent coverage and proof of payment. The employee will only be reimbursed for actual expenses submitted through proof of payment up to \$2200.

Quarterly Reimbursement Schedule

Quarter	Included Months	Reimbursement Paperwork Due Date
1 st Quarter	July – September	October 1st
2 nd Quarter	October – December	January 1st
3 rd Quarter	January – March	April 1st
4 th Quarter	April – June	Last Monday in June*

*Employees hired prior to June 30, 2012, may stay on the PPO Plan 500 by paying the difference in premium cost between the old plan (PPO Plan 500) and the new plan (PPO Plan 750). Furthermore, those employees who stayed on the PPO Plan 500 beyond the 2012-2013 school year will be grandfathered and will be allowed to continue to select the PPO Plan 500 for the duration of the Agreement at their option, continuing to pay the difference in premium cost between the old Plan (PPO Plan 500) and the new plan (PPO Plan 750).

**During every Open Enrollment Period, the Board will give notice to all employees of the insurance company’s definition of “dependent coverage.”

D. Dental Insurance

With the exception of part-time security staff who were hired prior to the 2016-2017 school year, who is employed over 50% of the time, the Board shall provide single coverage dental insurance, as provided below, for each employee who is employed seventy-five percent (75%) of the time or more. Dependent coverage dental insurance, as provided below, shall be made available for each employee who is employed seventy-five percent (75%) of the time or more at their own cost. Employees working at less than seventy-five percent (75%) will have access to insurance benefits contained herein on a pro-rata basis.

The Board will offer a second plan, at the employee’s option and cost, which cost would equate to the difference in the premium costs of the two (2) plans that has substantially better benefits than the Board provided plan referenced in the first sentence.

E. Life Insurance

With the exception of part-time security staff who were hired prior to the 2016-2017 school year, who is employed over 50% of the time, the Board shall provide a \$50,000 life insurance policy for each employee who is employed seventy-five percent (75%) of the time or more. Dependent coverage life insurance, as provided below, shall be made available for each employee who is employed seventy-five percent (75%) of the time or more at their own cost. Employees working at less than seventy-five percent (75%) will have access to insurance benefits contained herein on a pro-rata basis

F. Flexible Benefit Plan

1. The Board agrees to establish and provide to all employees within the unit, a Flexible Spending Account (FSA), a flexible, cafeteria-style fringe benefits program as provided in Section 125 of the Internal Revenue Code.
2. The purpose of FSA shall be to: provide the framework for adding new benefits; offer flexibility to employees in the selection of fringe benefits that shall permit each employee to tailor benefits to his/her individual needs; and to reduce taxes, thereby increasing spendable income.

3. The effective date for employee benefits to begin under this plan is July 1 of each fiscal year.
4. FSA shall be funded by the employees. The Union shall have the right to choose the administrator for the FSA plan.
5. The Board and the Union also agree to adopt an Implementation Agreement, which outlines other provisions dealing with the establishment and implementation of the plan.
6. The existence of the flexible benefits plan shall not affect the existing insurance providers.
7. The flexible benefits plan shall not restrict the Board's ability to modify the existing health insurance plan.
8. The Board shall pay all administrative costs associated with the Flexible Benefit Plan.

G. Workers' Compensation

If an employee suffers an injury that is determined to be a valid Workers' Compensation claim, the employee has the following choices:

1. Any Workers' Compensation check received for lost time related to the injury shall be retained by the employee in lieu of salary payments from LCTC. No deduction of sick leave days shall be made of absences compensated by Workers' Compensation.
2. The employee shall receive full pay from LCTC, and LCTC shall retain the Workers' Compensation check. No deduction of sick days shall be made for absences compensated by Workers' Compensation. Any days not covered by Workers' Compensation shall be divided equally between the Board and the employee.

H. Coursework

Instructors who must leave after the student day is over, but before the instructor's workday is over to travel to pre-approved classes shall be allowed to do so with no loss of pay, leave time, or benefits. Educational Support Personnel who must leave during the normal workday to attend pre-approved classes shall be allowed to do so with no loss of pay, leave time, or benefits, and such time shall not be required to be made up.

I. Curriculum Work

The Board will pay thirty-five dollars (\$35) per hour for summer curriculum work or curriculum work during the year as requested by the Director or designee; this work will be completed during the non-contractual time. The Director or designee shall consider the complexity and scope of the curriculum work when setting dates for project completion. Curriculum work shall be defined as the creation or modification of any of the materials, processes, teaching techniques and/or technologies used for the purposes of classroom instruction; this definition intends to construe "curriculum" as broadly as conceivable.

J. Professional and Occupational Fees

The Board shall pay on behalf of each employee who so desires the annual membership fees for the Illinois Association for Career and Technical Education including one (1) affiliate or a professional association(s) of equal value chosen by the employee and as approved by the Director, for any employee who notifies the Director of the desire to join.

Annual membership fees of up to one hundred dollars (\$100) will be paid for the year of publication of an article for the professional association or the year of a speaking engagement for the professional association upon prior notice to the Director and the Director's prior approval of the article for publication or speaking engagement.

Annually, the Board shall pay on behalf of each instructor employee fees associated with licenses, certifications, or registries (excluding teaching licenses) necessary to maintain continued employment with the Board.

K. Extra Duty Compensation/Stipends

Extra Duty Compensation

New teachers attending the new teacher orientation will be compensated at the daily rate of a 1st-year teacher base salary for that respective fiscal year.

Stipends

The following assignments may be posted, on an annual basis, by administration. Stipend descriptions can be found in the personnel office. An instructor may apply and be appointed to one of the following assignments:

- SkillsUSA (Fall) \$750
- SkillsUSA (State) \$750
- SkillsUSA (National) \$1,000
- SkillsUSA Coordinator \$1,000
- Dual Credit \$300
- EET Teacher Stipend #1 \$900
- EET Teacher Stipend #2 \$550
- EET Stipend Teacher #3 \$550
- EET Support \$400
- EET Support \$300
- EMS Coordinator \$1,000
- CNA Coordinator \$3,000
- Cosmo Adult Ed \$2,100 shared

L. New Employees Salary and Wages

1. Instructors new to the LCTC shall be compensated in accordance with the LCTC Certified Staff Salary Guidelines, included in Appendices A1-A5.
2. Educational Support Personnel new to the LCTC shall be compensated in accordance with ESP Salary Guidelines included in Appendices B1-B5. ESP's new to LCTC shall be placed on a probationary step for the probationary period.

M. Retirement

ESP employees with at least ten (10) years of full-time employment with the School District who retire under the provisions of the Illinois Municipal Retirement Fund (IMRF) may submit an irrevocable written notice to the Executive Director in the school year immediately prior to commencement of the benefit between the first day of school and March 1 (i.e., by March 1 of the fourth school/fiscal year out from retirement for the first of three 6% increases to occur beginning on July 1). Upon proper submission, ESP employees shall receive retirement benefits as outlined below.

- | | |
|---------------|---------------------------------------|
| 4-year notice | 3 years of 6% wage increases per year |
| 3-year notice | 2 years of 6% wage increases per year |
| 2-year notice | 1 year of 6 % wage increase |

The typical ESP retirement date will be at the end of the school or the fiscal year.

All ESP retirement dates not at the end of the school or fiscal year will be considered atypical ESP retirement dates, and irrevocable written notice may be submitted to the Director by no later than four (4) months prior to the beginning of the benefit. Ideally, a retirement date other than on the typical date must be agreed upon by the ESP employee and the Executive Director in order to assure minimum or no disruption of the LCHSTC programs. In this atypical situation, ESP employees shall receive retirement benefits calculated in 12-month intervals back from their retirement date as outlined below:

36, 24, or 12 months' notice a 6% wage increase each 12 month retirement period preceding retirement.

Since the initial 12 month retirement period will begin on a date other than the start of the school or fiscal year and the employee will have already received any available annual increase, the retirement benefit for this initial 12 month period will be the sum of any annual percentage increase (usually July 1) and the difference to equal a 6% wage increase over the previous school or fiscal year. For example, for a December 31st retirement date, the 12-month retirement period will be January 1st through December 31st and the initial 12-month period wage increase would be 4% if the annual increase for that year were 2%. After this initial 12 months period, the following two 12 month period wage increases would be the regular six percent (6%) increases for each of the next two 12 month periods (January 1st through December 31st and again January 1st through December 31st).

ESP employees who give less than a three (3) year notice, whether their retirement date is typical or atypical, will be eligible for the same six percent (6%) per year retirement benefit as described above. Irrespective of when an ESP employee gives notice under such an abbreviated scenario, any and all 12 month periods must be calculated back from the declared date of retirement, with the initial period equaling the sum of any annual percentage increase (usually July 1) and the difference to equal a six percent (6%) wage increase over the previous school or fiscal year. Additionally, regarding the initial period, the ESP employee will receive the first paycheck reflective of the retirement benefits increase within 1 calendar month of giving notice of retirement. Any full 12 month period after the initial period will be six percent (6%) higher than the initial period, and if there is a second 12 month period, that will be six percent (6%) higher than the first 12 month period. Thus with ESP employees who give less than a three (3) year notice, there will be an initial period, and potentially a first 12 month period, and potentially a second 12 month period.

Instructors with ten (10), eleven (11) or twelve (12) years of full-time employment with the School District who retire under the provisions of the Illinois Teachers Retirement System (ITRS) may submit an irrevocable written notice to the Director in the school year immediately prior to commencement of the benefit between the first day of school and March 1 (i.e., by March 1 of the fourth school year out from retirement for the first of three 6% increases to occur beginning on July 1. Upon proper submission, instructors shall receive retirement benefits as outlined below.

4-year notice	3 years of 6% wage increases per year
3-year notice	2 years of 6% wage increases per year
2-year notice	1 year of 6 % wage increase

Instructors with thirteen (13) or more years of full-time employment with the School District who retire under the provisions of the Illinois Teachers Retirement System (ITRS) may submit an irrevocable written notice to the Director in the school year immediately prior to commencement of the benefit between the first day of school and March 1 (i.e., by March 1 of the fifth school year out from retirement for the first of four 6% increases to occur beginning on July 1). Upon proper submission, instructors shall receive retirement benefits as outlined below.

5-year notice	4 years of 6% wage increases per year
4-year notice	3 years of 6% wage increases per year
3-year notice	2 years of 6% wage increases per year
2-year notice	1 year of 6% wage increase

In order to be eligible for the retirement benefits contained herein instructors at the date of retirement must:

- A. have served a minimum of ten (10) years of full-time employment with the School District,* AND
- B. have attained at least age sixty (60) or have attained at least thirty-five (35) years of service credit with the Illinois Teachers' Retirement System (ITRS), OR
- C. have attained whatever requirements may be necessary under the Illinois Pension Code to eliminate any employer-paid retirement penalty on behalf of the teacher and submitted from TRS, documentation showing that there will be no penalty.

The parties agree to follow applicable statutes, rules, and regulations with regard to the implementation of this provision.

The Board reserves the right to limit retirees to either thirty percent (30%) or ten percent (10%) of those applying each year based upon seniority. The thirty percent (30%) shall apply for ESP. The ten percent (10%) shall apply for instructors.

If, during the term of this contract, any law is enacted that permits for wage increases in excess of six percent (6%) per year which do not give rise to any required Board payments to ITRS as a consequence of granting such increases the parties may give written notice to re-negotiate the above retirement benefits. Said notice must be given no later than sixty (60) calendar days following the effective date of such legislation.

An instructor who gives written notice of retirement shall, upon the Board's approval of such notice, execute a promissory note payable to the Board for the amount of retirement benefit to be paid hereunder by the Board, provided nothing herein shall preclude the instructor and the Board from mutually adjusting the original proffered date of retirement to a later date which would qualify the teacher to full retirement benefits incentives without discount and without giving rise to any required Board payment to ITRS as a consequence of such retirement.

* All Instructors hired for the 2011-2012 school year or earlier will have to have attained 10 years of LCTC service by the time of their retirement to be eligible for this benefit. All Instructors hired for the 2012-2013 school year or later will have to have attained 10 years of LCTC service at the time of submission of their irrevocable notice of intent to retire to be eligible for this benefit.

Retirement Chart for Illustrative Purposes

The range of notification will be between the first day of school and March 1st of the school year immediately prior to commencement of the benefit.

Notification year	Retirement rate	Year Benefit begins
20-21	6%	21-22
21-22	6%	22-23
22-23	6%	23-24
23-24	6%	24-25
24-25	6%	25-26

N. Tuition Reimbursement

The Board shall grant tuition reimbursement to each full-time certified employee, who is serving in a certified position. A grade of “C” or better must be achieved to receive the reimbursement. The following reimbursement schedule applies to instructors.

1 st year	No reimbursement
2 nd year	\$500
3 rd and 4 th years	\$1,000
5 th year and beyond	\$2,250

Full-time ESP's shall receive no reimbursement the 1st year of service to the District and five hundred dollars (\$500) per year in subsequent years.

1. All such reimbursement is subject to the prior approval of the Executive Director or designee.
2. Such approval for employees not holding at least a Bachelor's Degree may be granted for course work deemed beneficial by the Executive Director, in the instructor's instructional area, or pursuant to a degree program previously approved by the Executive Director or designee. The course work must also be necessary to maintain his/her Provisional Career and Technical Educator License or professional registries required to maintain employment with the employer.
3. Such approval for employees holding at least a Bachelor's Degree may be granted for course work necessary to maintain certification, courses deemed beneficial by the Director in the instructor's instructional area, or pursuant to a master's or doctorate program previously approved by the Director or designee.
4. Evidence of successful completion shall be in the form of an official transcript.
5. Employees requesting reimbursement must submit official transcripts. Employees submitting official transcripts shall receive tuition reimbursement within forty-five (45) days.
6. Employees employed less than full-time shall receive reimbursement pro-rata based upon the percentage of employment.
7. Employees shall not be eligible for tuition reimbursement for coursework completed while on an approved leave of absence.
8. Horizontal advancement on the salary guidelines (Appendix A1-5) for approved additional education credits shall take place on the first payday in October (retroactive to start of school year) or in February, (retroactive to start of 2nd semester) provided the teacher has submitted all necessary documentation to the Director at least ten (10) days prior thereto for October advancement or by February 1 for February advancement.

O. Attendance Bonus

Any employee who has a perfect attendance record in any school year shall receive a bonus of \$400 for each year of the Agreement no later than the end of that fiscal year. For purposes of this Section, only sick leave days shall constitute an absence. The employee will lose eligibility for this bonus should a dock day be given or received during the school year.

P. Longevity Pay for Educational Support Personnel (ESP)

ESP Longevity Benefit-Track 1

Any full-time ESP employed by the Board for full-time employment, prior to July 1, 2020, from ten (10) to fifteen (15) consecutive years shall receive for each year of the Agreement longevity pay of seven hundred eighty dollars (\$780) for each year of said service between ten (10) and fifteen (15).

Any full-time ESP employed by the Board for full-time employment (prior to July 1, 2020), for sixteen (16) or more consecutive years shall receive for each year of the Agreement longevity pay of one thousand five hundred fifty-seven dollars (\$1,557) for each year of said service.

ESP Longevity Benefit-Track 2

Year Benefit Earned	Benefit Amount
Year 5	\$500
Year 10	\$750
Year 15	\$1,000

Any full-time ESP employed by the Board (prior to July 1, 2020) will have the option of choosing either Track 1 or Track 2. The employee must notify the business office of their choice, which is irrevocable, by the 4:00 p.m. on September 1, 2020. If the business office is not notified, the employee will remain on Track 1.

Any new full-time ESP employed by the Board after July 1, 2020, will earn the respective longevity benefit identified in ESP Longevity Benefit-Track 2.

Track 1 and Track 2 longevity benefits are not cumulative and are paid only once at each level. All longevity pay shall be paid in the last paycheck of the year the benefit is earned. The longevity benefits may be reduced or eliminated to ensure compliance with the 6% IMRF salary limitation.

Q. National Board Certification

Instructors who obtain or who currently possess National Board for Professional Teaching Standards Certification shall receive an increase of one thousand two hundred fifty dollars (\$1250). Instructors obtaining National Board for Professional Teaching Standards Certification shall receive said increase either in October or February based on the completion date of Certification. The contractual tuition reimbursement benefit applies to this article and section.

R. Retiree Insurance

Instructors with fifteen (15) to seventeen (17) years of full-time employment with the School District immediately preceding their retirement who retire under the provisions of the ITRS and who enroll in the Teachers' Retirement Insurance Program (TRIP) or have health care insurance coverage shall be reimbursed per the below schedule by the Board up to a total of two thousand five hundred dollars (\$2500) for the premium for individual coverage based upon submitted proof of payment by the instructor.

Instructors with eighteen (18) or more years of full-time employment with the School District immediately preceding their retirement who retire under the provisions of the ITRS and who enroll in the Teachers' Retirement Insurance Program (TRIP) or have qualified health coverage, shall be reimbursed per the below schedule by the Board up to a total of five thousand dollars (\$5000) for the premium for individual coverage based upon submitted proof of payment by the instructor.

Qualified instructors who have provided their letter of intent to retire prior to the end of the current contract will receive the appropriate benefit following the quarterly reimbursement schedule.

Quarterly Reimbursement Schedule

Quarter	Included Months	Reimbursement Paperwork Due Date
1 st Quarter	July – September	October 1st
2 nd Quarter	October – December	January 1st
3 rd Quarter	January – March	April 1st
4 th Quarter	April – June	Last Monday in June*

The qualified instructor must provide proof of insurance and payment for the health care insurance coverage by the due date for that quarter. Proceeding the due date, the instructor will receive the appropriate benefit based on the reimbursement paperwork until they reach the qualifying amount. This may span over multiple fiscal years.

*This date will fluctuate based on year.

ARTICLE VI

EVALUATION AND FILES

A. Personnel Files

The Administration shall maintain a separate personnel file for each employee. This file shall include all written materials concerning discipline but not contain grievances and grievance responses.

Materials to be placed in a personnel file by the appropriate supervisor shall bear that supervisor's name and shall be dated upon the date of placement. Copies of materials so placed in a personnel file shall be delivered to the affected employee.

Employees shall have the right, upon written request to review the contents of their own personnel file and may when they deem it appropriate, submit statements concerning any material contained in such file. Any statements so submitted by an employee shall be made part of the file for so long as the material giving rise to the employee's response remains in the file. A copy of the response shall be served upon the appropriate supervisor or other person who originally placed the material in the file, which gave rise to the response.

B. Evaluation Committee

A joint Staff Evaluation Committee shall be established. Such committee shall be comprised of two (2) instructors appointed by the Union President, and two (2) members of the LCTC Administration, appointed by the Director. The purpose of the committee shall be to receive and review input to improve the LCTC Staff Evaluation Plan in compliance with the Illinois State Board of Education regulations. The goal of this committee shall be to devise an evaluation instrument that is more objective and to improve instruction to students and improve job performance. No members of the committee may unreasonably oppose changes that further this goal. The committee shall meet at least one time per school year.

C. Disciplinary Meeting

When an employee is required to appear before the Board, or any Board committee, concerning any matter which could adversely affect the continuation of that employee in employment, or which could lead to suspension or written reprimand, the employee shall be given reasonable prior written notice of the reasons for such meeting. At these meetings, the employee shall be entitled to have a representative of the Union present to advise the employee during such a meeting. Dismissal of any non-probationary Educational Support Personnel shall be for just cause.

D. Evaluation Instrument and Process

Any problems observed by an administrator in the performance of an instructor's job shall be brought to the attention of the employee in writing within fifteen (15) workdays in order for the employee to have the opportunity to improve such performance. Any such observation not brought to the employee's attention in this manner may not be included in the year-end evaluation.

Educational Support Staff who have successfully completed their 4th year of service with the Tech Campus may be formally evaluated by administration biennially per administrative discretion.

ARTICLE VII

EDUCATIONAL SUPPORT PERSONNEL

A. Probationary Period

New Educational Support Personnel employees shall serve a probationary period of ninety (90) employee working days.

B. Hours of Work

Educational Support Personnel (except Instructional Aides) hours will be 7:30 a.m. to 3:30 p.m. for a twelve (12) month work year.

Security Personnel will work an 8-hour shift between the hours of 7:30 a.m. and 4:30 p.m. for a nine and one half (9.5) month work year.

Instructional aides hours will be 8:00 a.m. to 3:30 p.m. for a nine and one half (9.5) month work year.

Instructional aides Cosmo hours will be 8:30 a.m. to 4:30 p.m. for a nine and one half (9.5) month work year.

On the day before a legal school holiday or school vacation period, Educational Support Personnel shall be allowed to leave at 3:00 p.m. without loss of pay or benefits.

During the school year, the above times include thirty-five (35) minute duty-free lunch, thirty (30) minutes of which shall be unpaid, except custodians receive a paid thirty (30) minute duty-free lunch as a shift differential, and teacher assistants receive a paid duty-free lunch to bring total paid hours to seven and one-half (7.5). During the summer, winter break and spring break the above times include a paid thirty-five (35) minute duty-free lunch.

The Executive Director or designee may adjust work hours and/or days as long as the adjustments are within the hours as described above, and there is no loss of pay or benefits. For example, a 12-month ESP whose regular hours are 7:30 a.m. to 4:00 p.m. may be directed by the Executive Director or designee to work from 7:30 a.m. to 3:30 p.m. with no loss of pay or benefits.

C. Breaks

The normal workday shall include two (2) fifteen (15) minute breaks, one during the first four (4) hours of work, and the other during the second four (4) hours of work. If due to occasional circumstance, an employee can't utilize a break, the employee shall arrange with the supervisor an alternate time to use it.

D. Emergency Call-Back and Alarm Calls

When an employee is called to work early, called to work for an emergency, or asked to return in the evening, there shall be a minimum of two (2) hours pay awarded at one and one-half times the employee's regular rate of pay.

E. Emergency Closing

All Educational Support Personnel shall suffer no loss of pay, leave, or benefits on any day that the LCTC is closed due to emergency, such as inclement weather. Overtime shall apply if such an employee works more than forty (40) hours in the week.

F. Holidays

Each twelve (12) month Educational Support Personnel shall be granted the day off with pay for the following holidays:

New Year's Day
Martin Luther King Day
Lincoln's Birthday or President's Day
Casimir Pulaski Day
Non-attendance day formerly known as Good Friday
Memorial Day
Independence Day (12-month employees only)
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day and Day After
Christmas Eve
Christmas Day
New Year's Eve Day

When any of the above holidays (other than Lincoln's Birthday and Veteran's Day) fall on a Saturday, the preceding Friday shall be a paid holiday, and when they fall on a Sunday, the following Monday shall be a paid holiday. If such an adjacent day is also a holiday, the next adjacent day shall then be observed as the paid holiday.

Any employee required to work on a holiday shall receive regular pay plus one-half (1/2) times the employee's regular rate of pay for each hour worked.

Other full-time Educational Support Personnel and part-time security staff hired prior to 2016, shall be granted Labor Day, Christmas Day, and New Year's Eve Day off with pay.

G. Vacation

Each twelve-month Educational Support Personnel shall accrue vacation time, at the rate of 0.8 days per month upon hire, with 0.8 days being granted in the first month no matter on what day the employee is hired, and 0.8 days being granted thereafter on the first of each month; and, then on July 1 thereafter in accordance with the below chart. Earned vacation time may be taken at any time, subject to the approval of the Executive Director or designee. Employees may use earned vacation days at one time or spread out during the year. Vacation shall be staggered for individuals employed in a similar position, so there is a complement of Educational Support Personnel on hand at all times. Requests for vacation shall not be unreasonably denied, provided the request is submitted with reasonable advance notice.

Earned vacation days shall be used in the employment year following the date on which the days were earned. By mutual agreement between the Executive Director or designee and the employee, because of difficulty in scheduling vacation, the time to use such days may be extended.

Holidays falling within a vacation shall not be counted as a vacation day used.
Vacation Days shall be earned as follows:

Ten (10) days of vacation on first July 1st;
Fifteen (15) days on second July 1st;
Sixteen (16) days on third July 1st;
Seventeen (17) days on fourth July 1st;
Eighteen (18) days on fifth July 1st;

Nineteen (19) days on sixth July 1st;
Twenty (20) days on seventh July 1st and each July 1st thereafter.

Vacation without pay shall be considered for serious reasons and may be granted only with the recommendation of the immediate supervisor and the approval of the Director.

H. Evaluations

Educational Support Personnel employees shall be evaluated annually on a form designed by the Board.

A committee consisting of Educational Support Personnel employees and administrators shall be formed to consider suggestions for improvement to the form.

Any problems observed by an administrator in the performance of an Educational Support Personnel employee's job shall be brought to the attention of the employee in writing within fifteen (15) workdays in order for the employee to have the opportunity to improve such performance. Any such observation not brought to the employee's attention in this manner may not be included in the year-end evaluation.

I. Equipment

The Board shall make an effort to provide secretarial and clerical employees with up-to-date word processing equipment, within the constraints of its budget.

J. Vacancies

Notice of all vacancies within the bargaining unit and new positions shall be posted for a period of not less than ten (10) calendar days. A substitute or temporary employee may be employed during this posting period if needed; however, no position shall be permanently filled until the end of the posting period.

All employees are eligible to apply for vacancies or new positions by making a written application pursuant to the directions of the job posting.

As between two (2) or more bargaining unit employees who make an application for a posted position, the position shall be filled by considering past evaluations, qualifications, educational training, experience, attendance records, disciplinary records, and seniority of the employees. The final decision of who shall be awarded the position shall be within the sole discretion of the Board and Administration.

The above shall not apply for involuntary transfers.

Employees granted transfers or promotions, and employees who are involuntarily transferred shall retain all seniority accrued.

K. Overtime

All employees may be assigned to work additional hours beyond those enumerated above and shall receive overtime pay or compensatory time at the discretion of the Board and Administration. Overtime pay shall be at one and one-half (1-1/2) times the regular rate of pay for all hours over forty (40) in that workweek. Compensatory time shall be at the rate of one and one-half (1-1/2) hours for each hour over forty (40) in that workweek. Compensatory time may only be taken at a mutually agreeable time.

L. Clothing Allowance

The Board shall provide maintenance, security, and First Aid employees with up to five appropriate uniforms annually based on the number of days worked per week. Safety equipment for maintenance

employees, such as boots, coveralls, work coats, and similar items directly associated with the performance of their job as approved by the Administration shall be purchased at Board expense. Uniforms will be worn on a daily basis. Employees shall have a duty to wear the equipment properly for its intended purpose.

M. Contracting Out

The Union retains right to mid-term bargain the decision and impact with respect to contracting out, subject to applicable law. The Board retains the right to contract out, subject to applicable law.

N. In-services

The Board shall provide in-service training appropriate for ESP.

ARTICLE VIII

DURATION AND RELATED CLAUSES

A. Separability

If any provision of this Agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions shall continue in full force and effect.

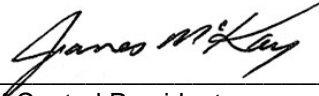
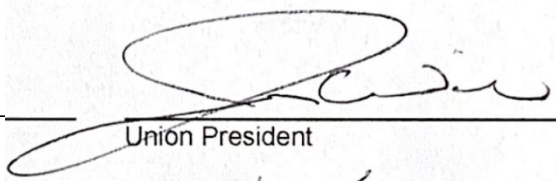
B. Typing and Printing of Agreement

The Union shall assume all responsibility and costs related to the typing and printing of the Agreement for execution by the parties. Upon execution of the Agreement, the Union shall assume all responsibility for the printing of sufficient copies of this Agreement for both parties. The Union shall have access to all LCTC duplicating equipment and supplies for such printing of the Agreement at no cost to the Union.

C. Duration

This Agreement shall be effective beginning July 1, 2020, and shall remain in effect through June 30, 2025.

IN WITNESS WHEREOF:

 _____	 _____
Board of Control President	Union President
May 14, 2020 _____	5/15/2020 _____
Date	Date

FOR THE BOARD OF CONTROL,
LAKE COUNTY AREA VOCATIONAL SYSTEM
LAKE COUNTY, ILLINOIS

FOR THE TECH CAMPUS
TEACHERS UNION, LAKE COUNTY
FEDERATION OF TEACHERS LOCAL 504,
IFT-AFT/AFL-CIO

APPENDIX A1

2020-2021 LAKE COUNTY TECH CAMPUS

Instructor Salary Guidelines

Used for calculating initial salary for certified staff (as defined by TRS)

Teacher Salary Range:

\$48,320 (Base) ----- **\$63,520 (Maximum)**

*Work Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$450	900	1,350	1,800	2,250	2,700	3,150	3,600	4,050	4,500

Teaching Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$750	1,500	2,250	3,000	3,750	4,500	5,250	6,000	6,750	7,500

Education:	Sem. Hrs/ Degree	30	60	90	BS	BS +15	BS +30	MS	MS +15	MS +30	MS +45	MS +60/MFA	PhD
	Amount	\$600	850	1,200	2,200	2,900	3,600	4,600	5,300	6,000	6,700	7,400	7,700

*Work experience must be related to the area of teaching.

Subsequent teacher's salaries will be based on initial salary plus a base increase as identified in the LCTC Teachers Union Contract.

A combined maximum of ten (10) years of work experience and teaching experience may be granted.

APPENDIX A2

2021-2022 LAKE COUNTY TECH CAMPUS

Instructor Salary Guidelines

Used for calculating initial salary for certified staff (as defined by TRS)

Teacher Salary Range:

\$48,924 (Base) ----- **\$64,124** (Maximum)

*Work Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$450	900	1,350	1,800	2,250	2,700	3,150	3,600	4,050	4,500

Teaching Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$750	1,500	2,250	3,000	3,750	4,500	5,250	6,000	6,750	7,500

Education:	Sem. Hrs/ Degree	30	60	90	BS	BS +15	BS +30	MS	MS +15	MS +30	MS +45	MS +60/MFA	PhD
	Amount	\$600	850	1,200	2,200	2,900	3,600	4,600	5,300	6,000	6,700	7,400	7,700

*Work experience must be related to the area of teaching.

Subsequent teacher's salaries will be based on initial salary plus a base increase as identified in the LCTC Teachers Union Contract.

A combined maximum of ten (10) years of work experience and teaching experience may be granted.

APPENDIX A3

2022-2023 LAKE COUNTY TECH CAMPUS

Instructor Salary Guidelines

Used for calculating initial salary for certified staff (as defined by TRS)

Teacher Salary Range:

\$49,536 (Base) ----- **\$64,736** (Maximum)

*Work Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$450	900	1,350	1,800	2,250	2,700	3,150	3,600	4,050	4,500

Teaching Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$750	1,500	2,250	3,000	3,750	4,500	5,250	6,000	6,750	7,500

Education:	Sem. Hrs/ Degree	30	60	90	BS	BS +15	BS +30	MS	MS +15	MS +30	MS +45	MS +60/MFA	PhD
	Amount	\$600	850	1,200	2,200	2,900	3,600	4,600	5,300	6,000	6,700	7,400	7,700

*Work experience must be related to the area of teaching.

Subsequent teacher's salaries will be based on initial salary plus a base increase as identified in the LCTC Teachers Union Contract.

A combined maximum of ten (10) years of work experience and teaching experience may be granted.

APPENDIX A4

2023-2024 LAKE COUNTY TECH CAMPUS

Instructor Salary Guidelines

Used for calculating initial salary for certified staff (as defined by TRS)

Teacher Salary Range:

\$50,155 (Base) ----- **\$65,355 (Maximum)**

*Work Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$450	900	1,350	1,800	2,250	2,700	3,150	3,600	4,050	4,500

Teaching Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$750	1,500	2,250	3,000	3,750	4,500	5,250	6,000	6,750	7,500

Education:	Sem. Hrs/ Degree	30	60	90	BS	BS +15	BS +30	MS	MS +15	MS +30	MS +45	MS +60/MFA	PhD
	Amount	\$600	850	1,200	2,200	2,900	3,600	4,600	5,300	6,000	6,700	7,400	7,700

*Work experience must be related to the area of teaching.

Subsequent teacher's salaries will be based on initial salary plus a base increase as identified in the LCTC Teachers Union Contract.

A combined maximum of ten (10) years of work experience and teaching experience may be granted.

APPENDIX A5

2024-2025 LAKE COUNTY TECH CAMPUS

Instructor Salary Guidelines

Used for calculating initial salary for certified staff (as defined by TRS)

Teacher Salary Range:

\$50,782 (Base) ----- **\$65,982 (Maximum)**

*Work Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$450	900	1,350	1,800	2,250	2,700	3,150	3,600	4,050	4,500

Teaching Experience:	Years	1	2	3	4	5	6	7	8	9	10
	Amount	\$750	1,500	2,250	3,000	3,750	4,500	5,250	6,000	6,750	7,500

Education:	Sem. Hrs/ Degree	30	60	90	BS	BS +15	BS +30	MS	MS +15	MS +30	MS +45	MS +60/MFA	PhD
	Amount	\$600	850	1,200	2,200	2,900	3,600	4,600	5,300	6,000	6,700	7,400	7,700

*Work experience must be related to the area of teaching.

Subsequent teacher's salaries will be based on initial salary plus a base increase as identified in the LCTC Teachers Union Contract.

A combined maximum of ten (10) years of work experience and teaching experience may be granted.

APPENDIX B1

2020-2021 LAKE COUNTY TECH CAMPUS

Educational Support Personnel Wage Rate Guidelines

Used for calculating initial wage rate for ESP's

Positions	Work Experience							
	1	2	3	4	5	6	7	8
Secretary Administrative	\$20.84	\$21.10	\$21.36	\$21.63	\$21.90	\$22.17	\$22.45	\$22.73
Secretary General	\$18.70	\$18.93	\$19.17	\$19.41	\$19.65	\$19.90	\$20.15	\$20.40
Accountant	\$21.17	\$21.43	\$21.70	\$21.97	\$22.25	\$22.53	\$22.81	\$23.09
Assistant Bookkeeper	\$18.64	\$18.87	\$19.11	\$19.35	\$19.59	\$19.83	\$20.08	\$20.33
Clerk/Receptionist	\$16.86	\$17.07	\$17.28	\$17.50	\$17.72	\$17.94	\$18.16	\$18.39
*Aide (30 semester hours)	\$16.25	\$16.45	\$16.66	\$16.87	\$17.08	\$17.29	\$17.51	\$17.72
*Aide (60 semester hours)	\$19.31	\$19.55	\$19.80	\$20.04	\$20.29	\$20.55	\$20.80	\$21.06
*Aide (Bachelors or provisionally certified)	\$23.13	\$23.42	\$23.71	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23
Special Services/Resource Facilitators	\$38.34	\$38.82	\$39.30	\$39.79	\$40.29	\$40.79	\$41.30	\$41.82
Computer Technician	\$24.99	\$25.30	\$25.62	\$25.94	\$26.26	\$26.59	\$26.92	\$27.26
Technology System Manager	\$29.26							
Emergency First Aid Provider	\$23.13	23.42	23.71	24.01	24.31	24.61	24.92	25.23
Security	\$17.56							
Monitor	\$17.56							
Custodian	\$20.11	\$20.36	\$20.62	\$20.87	\$21.13	\$21.40	\$21.66	\$21.94
Custodian/Foreman	\$21.83	\$22.10	\$22.38	\$22.66	\$22.94	\$23.23	\$23.52	\$23.81
Maintenance 1	\$35.92							
Maintenance 2	\$23.94							
Maintenance 3	\$18.25							

A combined maximum of eight (8) years of work experience may be granted.

*9½ month position.

APPENDIX B2

2021-2022
LAKE COUNTY TECH CAMPUS

Educational Support Personnel Wage Rate Guidelines

Used for calculating initial wage rate for ESP's

Positions	Work Experience							
	1	2	3	4	5	6	7	8
Secretary Administrative	\$21.10	\$21.36	\$21.63	\$21.90	\$22.17	\$22.45	\$22.73	\$23.02
Secretary General	\$18.93	\$19.17	\$19.41	\$19.65	\$19.90	\$20.15	\$20.40	\$20.65
Accountant	\$21.43	\$21.70	\$21.97	\$22.25	\$22.53	\$22.81	\$23.09	\$23.38
Assistant Bookkeeper	\$18.87	\$19.11	\$19.35	\$19.59	\$19.83	\$20.08	\$20.33	\$20.59
Clerk/Receptionist	\$17.07	\$17.28	\$17.50	\$17.72	\$17.94	\$18.16	\$18.39	\$18.62
*Aide (30 semester hours)	\$16.45	\$16.66	\$16.87	\$17.08	\$17.29	\$17.51	\$17.72	\$17.95
*Aide (60 semester hours)	\$19.55	\$19.80	\$20.04	\$20.29	\$20.55	\$20.80	\$21.06	\$21.33
*Aide (Bachelors or provisionally certified)	\$23.42	\$23.71	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54
Special Services/Resource Facilitators	\$38.82	\$39.30	\$39.79	\$40.29	\$40.79	\$41.30	\$41.82	\$42.34
Computer Technician	\$25.30	\$25.62	\$25.94	\$26.26	\$26.59	\$26.92	\$27.26	\$27.60
Technology System Manager	\$29.63							
Emergency First Aid Provider	\$23.42	\$23.71	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54
Security	\$17.78							
Monitor	\$17.78							
Custodian	\$20.36	\$20.62	\$20.87	\$21.13	\$21.40	\$21.66	\$21.94	\$22.21
Custodian/Foreman	\$22.10	\$22.38	\$22.66	\$22.94	\$23.23	\$23.52	\$23.81	\$24.11
Maintenance 1	\$36.37							
Maintenance 2	\$24.24							
Maintenance 3	\$18.48							

A combined maximum of eight (8) years of work experience may be granted.

*9½ month position

APPENDIX B3

2022-2023
LAKE COUNTY TECH CAMPUS

Educational Support Personnel Wage Rate Guidelines

Used for calculating initial wage rate for ESP's

Positions	Work Experience							
	1	2	3	4	5	6	7	8
Secretary Administrative	\$21.36	\$21.63	\$21.90	\$22.17	\$22.45	\$22.73	\$23.02	\$23.30
Secretary General	\$19.17	\$19.41	\$19.65	\$19.90	\$20.15	\$20.40	\$20.65	\$20.91
Accountant	\$21.70	\$21.97	\$22.25	\$22.53	\$22.81	\$23.09	\$23.38	\$23.67
Assistant Bookkeeper	\$19.11	\$19.35	\$19.59	\$19.83	\$20.08	\$20.33	\$20.59	\$20.84
Clerk/Receptionist	\$17.28	\$17.50	\$17.72	\$17.94	\$18.16	\$18.39	\$18.62	\$18.85
*Aide (30 semester hours)	\$16.66	\$16.87	\$17.08	\$17.29	\$17.51	\$17.72	\$17.95	\$18.17
*Aide (60 semester hours)	\$19.80	\$20.04	\$20.29	\$20.55	\$20.80	\$21.06	\$21.33	\$21.59
*Aide (Bachelors or provisionally certified)	\$23.71	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86
Special Services/Resource Facilitators	\$39.30	\$39.79	\$40.29	\$40.79	\$41.30	\$41.82	\$42.34	\$42.87
Computer Technician	\$25.62	\$25.94	\$26.26	\$26.59	\$26.92	\$27.26	\$27.60	\$27.94
Technology System Manager	\$30.00							
Emergency First Aid Provider	\$23.71	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86
Security	\$18.00							
Monitor	\$18.00							
Custodian	\$20.62	\$20.87	\$21.13	\$21.40	\$21.66	\$21.94	\$22.21	\$22.49
Custodian/Foreman	\$22.38	\$22.66	\$22.94	\$23.23	\$23.52	\$23.81	\$24.11	\$24.41
Maintenance 1	\$36.82							
Maintenance 2	\$24.54							
Maintenance 3	\$18.71							

A combined maximum of eight (8) years of work experience may be granted.

*9½ month position

APPENDIX B4

2023-2024
LAKE COUNTY TECH CAMPUS

Educational Support Personnel Wage Rate Guidelines

Used for calculating initial wage rate for ESP's

Positions	Work Experience							
	1	2	3	4	5	6	7	8
Secretary Administrative	\$21.63	\$21.90	\$22.17	\$22.45	\$22.73	\$23.02	\$23.30	\$23.59
Secretary General	\$19.41	\$19.65	\$19.90	\$20.15	\$20.40	\$20.65	\$20.91	\$21.17
Accountant	\$21.97	\$22.25	\$22.53	\$22.81	\$23.09	\$23.38	\$23.67	\$23.97
Assistant Bookkeeper	\$19.35	\$19.59	\$19.83	\$20.08	\$20.33	\$20.59	\$20.84	\$21.10
Clerk/Receptionist	\$17.50	\$17.72	\$17.94	\$18.16	\$18.39	\$18.62	\$18.85	\$19.09
*Aide (30 semester hours)	\$16.87	\$17.08	\$17.29	\$17.51	\$17.72	\$17.95	\$18.17	\$18.40
*Aide (60 semester hours)	\$20.04	\$20.29	\$20.55	\$20.80	\$21.06	\$21.33	\$21.59	\$21.86
*Aide (Bachelors or provisionally certified)	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86	\$26.19
Special Services/Resource Facilitators	\$39.79	\$40.29	\$40.79	\$41.30	\$41.82	\$42.34	\$42.87	\$43.41
Computer Technician	\$25.94	\$26.26	\$26.59	\$26.92	\$27.26	\$27.60	\$27.94	\$28.29
Technology System Manager	\$30.37							
Emergency First Aid Provider	\$24.01	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86	\$26.19
Security	\$18.22							
Monitor	\$18.22							
Custodian	\$20.87	\$21.13	\$21.40	\$21.66	\$21.94	\$22.21	\$22.49	\$22.77
Custodian/Foreman	\$22.66	\$22.94	\$23.23	\$23.52	\$23.81	\$24.11	\$24.41	\$24.71
Maintenance 1	\$37.28							
Maintenance 2	\$24.85							
Maintenance 3	\$18.95							

A combined maximum of eight (8) years of work experience may be granted.

*9½ month position

APPENDIX B5

2024-2025
LAKE COUNTY TECH CAMPUS

Educational Support Personnel Wage Rate Guidelines

Used for calculating initial wage rate for ESP's

Positions	Work Experience							
	1	2	3	4	5	6	7	8
Secretary Administrative	\$21.90	\$22.17	\$22.45	\$22.73	\$23.02	\$23.30	\$23.59	\$23.89
Secretary General	\$19.65	\$19.90	\$20.15	\$20.40	\$20.65	\$20.91	\$21.17	\$21.44
Accountant	\$22.25	\$22.53	\$22.81	\$23.09	\$23.38	\$23.67	\$23.97	\$24.27
Assistant Bookkeeper	\$19.59	\$19.83	\$20.08	\$20.33	\$20.59	\$20.84	\$21.10	\$21.37
Clerk/Receptionist	\$17.72	\$17.94	\$18.16	\$18.39	\$18.62	\$18.85	\$19.09	\$19.33
*Aide (30 semester hours)	\$17.08	\$17.29	\$17.51	\$17.72	\$17.95	\$18.17	\$18.40	\$18.63
*Aide (60 semester hours)	\$20.29	\$20.55	\$20.80	\$21.06	\$21.33	\$21.59	\$21.86	\$22.13
*Aide (Bachelors or provisionally certified)	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86	\$26.19	\$26.51
Special Services/Resource Facilitators	\$40.29	\$40.79	\$41.30	\$41.82	\$42.34	\$42.87	\$43.41	\$43.95
Computer Technician	\$26.26	\$26.59	\$26.92	\$27.26	\$27.60	\$27.94	\$28.29	\$28.65
Technology System Manager	\$30.75							
Emergency First Aid Provider	\$24.31	\$24.61	\$24.92	\$25.23	\$25.54	\$25.86	\$26.19	\$26.51
Security	\$18.45							
Monitor	\$18.45							
Custodian	\$21.13	\$21.40	\$21.66	\$21.94	\$22.21	\$22.49	\$22.77	\$23.05
Custodian/Foreman	\$22.94	\$23.23	\$23.52	\$23.81	\$24.11	\$24.41	\$24.71	\$25.02
Maintenance 1	\$37.75							
Maintenance 2	\$25.16							
Maintenance 3	\$19.18							

A combined maximum of eight (8) years of work experience may be granted.

*9½ month position

Appendix C

PROMISSORY NOTE

I, _____, assert and promise as follows:

On the date of my retirement as an employee at Lake County Tech Campus, I will have attained the appropriate* years of service credit with the District and will have given sufficient written notice to the Director so as to eliminate any Board paid costs for the actuarial value of any TRS/IMRF creditable earnings over six (6%) per year that is used in the final average salary calculation for determining the instructor's pension benefit.

Should I fail to meet the above requirements, then for value received, I promise to pay to the order of the Board of Control of Lake County Tech Campus the total sum of all amounts (including withholding and other taxes) added to my compensation by the Board of Control of the Lake County Tech Campus as a result of my notice of retirement.

I agree that should I default in the above-referenced payment, I hereby waive any notice of default and service of process and confess to a judgment that may be entered against me in a court of competent jurisdiction. I further agree that in the event of a default of this agreement, I will pay all costs and fees (including attorney's fees) incurred by the Board of Control of Lake County Tech Campus in collecting the balance due.

Employee Signature

Date

Business Manager Signature

Date

* All employees hired for the 2011-2012 school year or earlier must have attained 10 years of LCTC service by the time of their retirement to be eligible for this benefit. All employees hired for the 2012-2013 school year or later must have attained 10 years of LCTC service at the time of submission of their irrevocable notice of intent to retire to be eligible for this benefit.

Memorandum of Agreement

This memorandum of agreement (MOA) is made and entered into on the date set forth below by and between the Board of Control, Lake County Tech Campus, Lake County, IL District 849 and the Tech Campus Teachers' Union, Lake County Federation of Teachers, Local 504, IFT-AFT, AFL/CIO. This MOA is subject to the terms of the 2020-2025 Master Agreement, including but not limited to the grievance procedure.

Tech Campus Bell Schedule and Future Quest 2022-2025

Tech Campus Bell Schedule

The Tech Campus Bell Schedule for the remainder of the 2021-2022 school year and through the life of the current CBA will be as follows:

First Session 8:20 am – 10:10 am

Second Session 10:25 am – 12:15 pm

Third Session 1:00 pm – 2:50 pm

Cosmetology AM 8:20 am – 11:35 am

Cosmetology PM 1:00 pm – 4:20 pm

Non-Cosmetology instructional staff will be in the building as per the current CBA at 8:00 am and be dismissed at 3:30 pm unless otherwise notated in the current CBA. Cosmetology instructional staff will be in the building as per the current CBA at 8:00 am and be dismissed at 4:30 pm unless otherwise notated in the current CBA.

The additional time between sessions (ten minutes) will be utilized by Instructional staff as planning and preparation time. This time may also include opportunities for the administrative team to meet with instructional staff on an as needed basis.

Furthermore, a bell will sound two minutes prior to each session. At this time, instructional staff will be expected to be in their program areas and allow students into their program areas. A second bell will signal the start of the session.

Future Quest

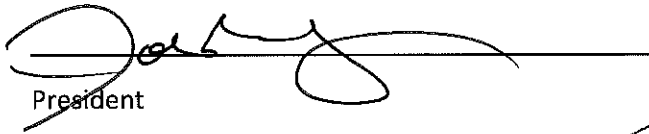
Future Quest is a multi-evening event that allows for Lake County middle school students to attend a hands-on event at Tech Campus. This has traditionally been a voluntary paid staff event.

Beginning in the 2022-2023 school year and throughout the current CBA, Future Quest will no longer be voluntary for instructional staff. Instructional staff must attend two of the nights of Future Quest. Each night of Future Quest will be from 3:30 pm through 7:00 pm. Staff will be paid \$203 per night. Instructors may volunteer to complete an additional night should administration see a need and the compensation will remain \$203 for the additional night. This payment includes submitting a lesson plan and materials list to administration prior to the event.

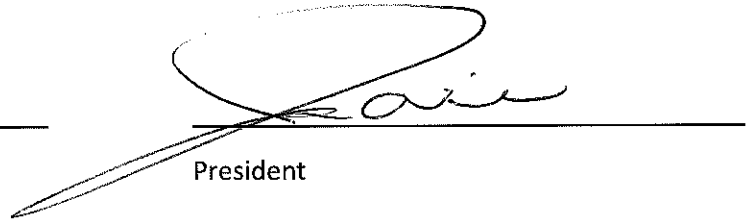
Should an instructor not be available for the event, an instructor's personal or sick time must be utilized.

Educational Support Personnel will remain voluntary and be compensated for this event.
Dates of Future Quest will be provided to staff prior to the start of each school year.

IN WITNESS WHEREOF:



President



President

3/10/22

Date

3/10/2022

Date

FOR THE BOARD OF CONTROL,
LAKE COUNTY AREA VOCATIONAL SYSTEM
LAKE COUNTY, ILLINOIS

FOR THE TECHNOLOGY CAMPUS
TEACHERS UNION, LAKE COUNTY
FEDERATION OF TEACHERS LOCAL 504,
IFT-AFT/AFL-CIO