

NEW  
TRIER

TOWNSHIP  
HIGH SCHOOL  
DISTRICT 203

2019–2024

# Agreement

*Between*

The New Trier Township High School  
District 203 Board of Education

The New Trier Physical Plant  
Services Association



## Table of Contents

Article I .....	2
Recognition .....	2
Article II.....	2
Board Rights .....	2
Article III .....	3
Employee and Association Rights.....	3
Article IV .....	4
Negotiations Procedure .....	4
Article V .....	5
Employment Status .....	5
Article VI .....	5
Leaves.....	5
Article VII.....	8
Working Conditions.....	8
Article VIII .....	11
No Strike .....	11
Article IX.....	12
Grievance Procedure .....	12
Article X .....	13
Reduction in Force.....	13
Article XI.....	14
Compensation and Benefits.....	14
Article XII .....	17
Entire Agreement/Waiver.....	17
Article XIII.....	17
Term .....	17
APPENDIX A.....	18
Salary Schedules .....	18

# **AGREEMENT**

THIS AGREEMENT made this 18 day of June, 2019, by and between New Trier Township High School District 203, Cook County, Illinois (“Board”), and the New Trier Physical Plant Association, IEA-NEA (“Association”).

## **ARTICLE I**

### **RECOGNITION**

**Section 1.1.** Pursuant to the Illinois Educational Labor Relations Board (“IELRB”) certification dated November 17, 1995, the Board recognizes the Association as the sole and exclusive bargaining representative for the purpose of negotiations regarding wages, hours and working conditions for all full-time and regular part-time employees in Physical Plant Services, excluding the Facilities Manager, Winnetka and Northfield campus custodial, maintenance and grounds managers; Winnetka campus second shift building manager, watchmen, food service employees, and all managerial, professional, secretarial, clerical, and supervisory employees.

## **ARTICLE II**

### **BOARD RIGHTS**

**Section 2.1.** The Board, on behalf of the electors of the District, retains and reserves unto itself, except as specifically limited by the Agreement, 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 of America, including but not limited to the responsibilities for and the right to:

1. Manage, organize and retain administrative control of the District, its properties and facilities, and the work activities of its employees;
2. Determine the function and purpose of the District;
3. Direct the work of its employees and determine the time and hours of operation, the kinds and levels of services to be provided, and the methods and means of providing services, except as specifically limited by this Agreement;
4. Hire, direct, assign, discharge, suspend or otherwise discipline, demote, promote, evaluate, transfer, and determine qualifications and the conditions for continued employment for all employees, except as specifically limited by this Agreement;
5. Maintain its current employee conduct guidelines and disciplinary rules and to make reasonable additions and revisions thereto;
6. Establish the needs of the District and the most effective manner of meeting those needs by establishing educational policies, goals and objectives, determining standards of service, ensuring the public’s rights and educational opportunities, determining staffing patterns, and determining the number and kinds of personnel required in order to maintain the efficiency of District operations;

7. Build move of modify facilities, establish budget procedures and determine budgetary allocations, determine the methods of raising revenue, and take action on any matter in the case of an emergency; and
8. Exercise control over all matters of inherent managerial policy.

## **ARTICLE III**

### **EMPLOYEE AND ASSOCIATION RIGHTS**

**Section 3.1.** The Board agrees not to discriminate against any employee covered by this Agreement because of the employee's participation in any lawful Association activities.

**Section 3.2.** The Association shall have the right to post notices of its activities on a bulletin board at the Department time clocks in the Northfield and Winnetka campuses. The Association shall have the privilege of distributing information regarding its business to its members through Department mailboxes.

**Section 3.3.** Upon request, the Board will provide the Association's President with such available public information concerning the District as assists the Association in evaluating an item pending in negotiations or currently involves an item of negotiation, or is relevant to the processing of a grievance, as well as copies of the Board's agenda and copies of its official minutes. Name, address, category and step placement of newly hired employees will be provided to the Association five (5) days after the Board takes official action in hiring any employee covered by the Agreement.

**Section 3.4.** Matters that the Association submits to the Board in writing, which are considered appropriate by the Superintendent for Board action, shall be considered by the Board.

**Section 3.5.** The Association and the Board recognize the importance of good communications in maintaining positive relationships, and their representatives therefore agree to meet from time-to-time to discuss problems of mutual concern relating to implementation of this Agreement and not the subject of a pending grievance or negotiation. Meetings shall be held at a mutually agreeable time and place. The Association shall furnish in advance a list of items that it would like to discuss at such a meeting. Each party may have no more than two (2) representatives attend such meetings, unless otherwise agreed.

**Section 3.6.** Within ninety (90) days after this Agreement is signed, copies of it will be reproduced by the Board and will be distributed to each employee. The Association and the Board shall equally share the cost of such.

**Section 3.7.** An employee has the right to inspect, make copies of, or attach rebuttals to information in his/her personnel file. Employees will receive a copy of any evaluative

materials placed in their personnel file within ten (10) calendar days of its placement. The parties recognize that an employee's disciplinary record is a relevant factor in determining the appropriate level of discipline for misconduct and that passage of a significant period of time without discipline may diminish the weight given to prior discipline. Upon mutual agreement with the employee and the Facilities Manager, a written reprimand can be expunged from an employee's personnel file.

## ARTICLE IV

### NEGOTIATIONS PROCEDURE

**Section 4.1.** The Board and Association agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals and counterproposals in the course of negotiating, and to attempt to reach tentative agreements to present respectively to the Board and the Association.

**Section 4.2.** when an impasse has been declared by either the Board or the Association with respect to the negotiation of a successor collective bargaining agreement, or requested by either party with respect to the negotiation of such and within thirty (30) days of the expiration of this Agreement, the Federal Mediation and Conciliation Service (FMCS) shall be asked in a joint letter to provide a mediator to assist the parties in voluntarily reaching a successor collective bargaining agreement. If a FMCS mediator is not readily available for such, the parties shall attempt to agree upon an acceptable third party to serve as mediator. The costs attributed to the use of such a mediator shall be borne equally by the parties.

**Section 4.3.** If the amount of general state aid received from the Illinois State Board of Education by the Board over the previous school year is projected to decrease or if tax cap levy legislation (such as an amendment to the Property Tax Extension Limitation Law) is enacted which has the effect of freezing or reducing the Board's expected revenue from the extension of the real estate levy, then the Board shall have the one-time right to reopen the contract to negotiation, for the final three contract years only.

In the unlikely event that the negotiation teams are unable to reach an agreement after mediation and impasse, the Agreement shall expire the day before the start of the next school year and the Board and the Association each reserve their procedural and substantive rights under the Illinois Educational Labor Relations Act to reach a settlement.

## ARTICLE V

### EMPLOYMENT STATUS

**Section 5.1.** Newly hired employees shall be on a probationary status for their first continuous year of employment, 20 days of which shall be an on the job training period, provided by the Custodial and Maintenance Supervisors for newly hired employees. The training period will include job shadowing, consultation with supervisors, and independent work. The purpose of the probationary status is to enable New Trier to determine that the employee has the desired work habits, skills, knowledge, attitude, and performance to warrant continued employment. Dismissal of a probationary employee may occur without just cause. After an employee has completed the probationary period, he/she shall not be discharged without just cause.

**Section 5.2.** An employee, who so desires, is entitled to have a representative of the Association present during a meeting that reasonably could lead to disciplinary action. It is the employee's responsibility to request said representative. If the employee is notified, in advance, that said meeting could lead to disciplinary action, then representation, if desired, must be arranged prior to the scheduled meeting.

#### **Section 5.3. Evaluation**

1. Non-probationary employees may be evaluated before the end of the school year. If an evaluation is completed, the supervisor shall do so in written form, using the District instrument. If an employee disagrees with the evaluation, he/she may attach a written rebuttal thereto.
2. Employees who are on the schedule and who receive an unsatisfactory evaluation will have their pay impacted in the following school year. Reference Section 11.1 Pay for further detail.

## ARTICLE VI

### LEAVES

**Section 6.1. Sick Leave** On July 1, each employee who has been on the active payroll shall be granted sick leave of fifteen (15) days at full pay. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

An employee whose first employment date is after July 1 shall automatically receive one sick leave day per whole month until July 1, at which time the employee will receive another fifteen (15) days. New employees shall accrue sick leave days but may not use any of them until they have been employed for three (3) months. If any

employee does not use the full amount of the annual sick leave thus allowed, the unused amount shall accumulate to available sick leave of up to two hundred forty (240) days.

Accumulated sick leave days in excess of two hundred forty (240) days will automatically transfer to the employee's Retirement Sick Leave Bank. The employee's Retirement Sick Leave Bank may be used as a retirement benefit, but cannot be used as additional sick leave days. See *Section 11.4-Retirement Stipend* for more information.

**Section 6.2. Doctor's Verification of Illness** Any employee who is absent due to illness at least five (5) separate times in a 12-month period may be required to submit to the administration a statement from his/her doctor certifying that he/she is able to return to work or that he/she was ill and was under a doctor's care/treatment on particular days. Whenever the Board requires an additional medical certification to verify that an employee is able to work, the Board will select the physician and pay for the examination.

**Section 6.3. Personal Business Leave.** On July 1, each employee who had been on the active payroll for at least one year will be credited with three (3) paid personal business leave days. Personal business leave days will not be accumulated from year to year. A paid personal business leave day may be used for urgent business or family matters that require the employee's presence during the workday and are of such nature that they cannot be transacted at another time, such as on a weekend, after school hours, or during vacation periods. Verification may be required. A personal business leave day cannot be used to extend a scheduled vacation period. Application for personal business leave day shall be made by the employee to the Facilities Manager and, except in the case of an emergency, shall be made at least one week in advance of such leave. An emergency leave without pay may be granted by the Facilities Manager if requested less than one week in advance. Unused personal leave on June 30 shall be added to accumulated sick leave to the maximum provided.

**Section 6.4. Family and Medical Leave.** An eligible employee may take approved absences of up to twelve (12) weeks in a rolling twelve (12) month period for the reasons set forth below:

1. An eligible employee is one who has been employed by the District for at least twelve (12) months and who has worked at least 1250 hours during the twelve (12) month period preceding leave commencement.
2. The circumstances under which an approved leave may be taken are as follows:
  - a. Upon the birth of the employee's child;
  - b. Upon the placement of a child with the employee for adoption or foster care;

- c. When the employee is needed to care for a child, spouse, or a parent who has a serious health condition; or
  - d. When the employee is unable to perform the functions of his or her position because of a serious health condition. A serious health condition is any illness, injury, impairment or physical or mental condition that requires inpatient care or continuing treatment by a physician or other health care provider.
3. If an employee has accrued or unused paid sick or personal leave or vacation, such paid time of must be exhausted before the District will grant unpaid leave under this provision, except that use of sick leave will not be required if an employee is not eligible for sick leave as defined in Section 6.1.
  4. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide notice in writing at least 30 days prior to the start of the leave or, if these events require leave to begin in less than 30 days, as soon as practicable.
  5. The District may require medical certification to support claim for leave for the employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, such certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, such certification must include an estimate of the amount of the time the employee is needed to provide care. In its discretion, the District may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the District, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the District and the employee.
  6. If certified medically necessary for a serious health condition, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on such a basis, however, the District may require the employee to transfer temporarily to an alternative, equivalent position.
  7. Any employee who is granted an approved leave of absence under this provision may maintain group health insurance coverage by paying to the District before the end of the preceding month, their contribution to the cost of that insurance. If the employee maintains such coverage, the District will continue during the leave period to make any contributions it would otherwise make. If the employee elects not to work upon completion of an unpaid leave, the District may recover from the employee the cost of such payments made by the District, unless the employee's failure to return is for reasons beyond his or her control.

**Section 6.5. Extended Unpaid Leave.** A leave of absence without pay and benefits, provided the conditions of work are such that the employee's services can be spared, may for justifiable reasons be granted for up to one (1) year for employees with more than five (5) years of service. All requests must be made in writing to the



Superintendent or his/her designee and must be accompanied by a recommendation from the Facilities Manager. An employee granted a leave under this provision shall upon return be placed in a comparable position within the District. Requests for such leave should be infrequent and submitted only for compelling reasons. During these leaves of absence, seniority shall NOT accumulate. If an employee overstays such leave of absence, or if the employee accepts employment elsewhere during such leave without the consent of the Facilities Manager, the employee's employment will be terminated.

**Section 6.6 Jury Duty.** Employees employed on a twelve-month basis will receive their regular wages while on require jury duty. All fees received for jury service, including monies received for travel and other expenses will be retained by the employee. No earned vacation or sick leave days will be deducted from the employee.

**Section 6.7 Work-Related Injury.** If an employee is injured while at work, an accident report form must be filled out immediately and submitted to the employee's supervisor. During the first three (3) days, the employee shall receive his/her normal pay and no deductions will be taken from the employee's earned vacation or sick leave days and the worker's compensation reimbursements must be returned to the District. After the third day, the employee shall receive workers' compensation to the extent he/she is eligible. If an employee who received workers' compensation desires to use 1/3 sick days to receive a full day's pay, the employee may do so to the extent that he/she has available sick days.

**Section 6.8 Association Business.** If the Association desires to send representatives to state or national conferences, hearings or legal proceedings, these representatives will be excused without loss of salary, provided that 1.) the Association reimburses the District for the cost of any substitute; 2.) a written notice for leave has been submitted to the Superintendent or his designee at least fourteen (14) days in advance; and 3.) the number of days taken each year for all employees does not exceed eight (8) days. Upon reasonable advance notice to his/her supervisor, the Association President(s) will be given up to a combined maximum of five (5) hours of release time per week to attend to Association business. At the beginning of each year, the Association President(s), his/her supervisor and the Director of Human Resources or his/her designee will meet in order to determine, generally, how this release time can be scheduled to cause a minimum of disruption to the District.

## ARTICLE VII

### WORKING CONDITIONS

**Section 7.1.** The Board has the exclusive right to assign and reassign employees except as may be expressly limited by this Agreement.

**Section 7.2.**

1. All vacancies regarding bargaining unit jobs, including those caused by newly created positions, shall be posted as expeditiously as possible, on approved appropriate bulletin boards. Employees are encouraged to apply for promotional vacancies for which they consider that they are qualified. Vacancies shall be posted for a minimum of five (5) workdays. Vacant positions shall be filled as expeditiously as possible, allowing for time for both the internal application process to take place and for external applicants to be screened.
2. Factors that the Board will consider when filling a vacancy include ability, performance and seniority.
3. Any employee who has a bid for vacancy and has been denied same may request an explanation for the denial. The Facilities Manager or designee shall promptly explain the reason (s) for the denial.
4. If an employee is offered a reassignment for which he/she has applied and the employee choose not to accept same, such shall have no effect upon future opportunities for change/promotion in assignment for which the employee applies.

**Section 7.3.** The Administration will utilize the following factors as guidelines in determining the step placement of new staff on the Physical Plant Services salary schedule:

1. Experience in a similar or related field;
2. Training in a similar or related field;
3. Education or other certification in a similar or related field;
4. The above factors in relation to the experience, training, and education of existing staff.

The Association will be notified of the placement of the new hire prior to the appointment.

**Section 7.4.**

1. The basic workweek normally shall normally consist of five (5) regularly scheduled workdays. There normally shall be two (2) regularly scheduled consecutive days off. The basic workday normally shall consist of eight (8) hours of work and a one half-hour unpaid meal break.
2. The day shift normally will be 7:00pm to 3:30pm on either Monday through Friday or Tuesday through Saturday. The evening shift normally will be 3:15pm to 11:45pm on either Monday through Friday or Tuesday through Saturday. The night shift normally will be 10:30pm to 7am on either Tuesday through Saturday or Wednesday through Sunday. All full-time employees may have two (2) paid 15-minute breaks.

3. For timekeeping purposes, the workweek will begin and end at midnight Sunday, and the date to which the basic workday is to be allocated shall be the day on which the majority of hours are worked.
4. Physical Plant Services staff who are assigned to work on Saturday, as part of their regular schedule, shall be paid for eight hours but will work a 7.5 hour day on Saturday.
5. By August 1 or the date of hire, if later, all employees will be notified of the specific days they will be required to work.

**Section 7.5** Overtime shall be paid at the rate of time and one-half for all hours worked over forty (40) in the workweek computed to the nearest quarter of an hour.

In any workweek when a paid holiday occurs, for purposes of calculating the hours worked in a week, each paid holiday shall receive a credit of eight (8) hours in any week's count of accumulated hours. If a paid holiday is worked, the hourly compensation shall be at the rate of one and one-half hours for every hour worked. However, in the count of accumulated hours for that week, the employee will be credited with only eight hours for the paid holiday in the week's accumulation of hours.

Employees who, in addition to their regular PPS duties, perform extra-curricular activities (excluding sporadic jobs) shall be paid in accordance with the current stipend schedule contained in the appendix of the New Trier Township Education Association Agreement. This shall include all hours worked in excess of their regular daily work schedule. A regular daily work schedule is defined as the number of hours worked in performing bargaining unit work.

1. A separate hourly rate of pay has been established for physical plant services personnel extra-curricular assignments, based on time and one-half of the Federal minimum wage.
2. All extra-curricular hours are considered to be overtime hours under the Fair Labor Standards Act.
3. In the event that the hours actually worked exceed the amount of salary received according to the stipend schedule, the employee shall be compensated for those additional hours at the rate of time and one-half of the Federal minimum wage.
4. Employees who perform extra-curricular activities must agree with the employer in writing to the above overtime pay plan prior to performance of the extra-curricular duties.

**Section 7.6.** The Board of Education encourages the personal, educational and professional growth of its employees. To promote these goals, the Board of Education offers a tuition reimbursement program to all PPS employees. Employees may be eligible to receive a total annual reimbursement of one (1) course for tuition, fees, and books, for pre-approved course work and/or vocational training taken outside of

regularly scheduled workhours, pursuant to an educational improvement program, per contract year, provided that the total cost of this program to the Board shall not exceed \$35,000 per contract year. To qualify for reimbursement, the following criteria must be met:

1. The course must be related in some way either to specific position requirements or to preparation for an advanced position in the District.
2. Written approval for course registration must be received prior to the class attendance from the Facilities Manager.
3. Reimbursement will be made after successful completion of the approved course as generally evidence by a transcript showing a passing grade of at least C.  
Reimbursement will be made in January and June, following successful completion of the course or workshop and appropriate notification to the Director of Human Resources.

**Section 7.7. Inclement Weather and Emergency Closings** If the Superintendent deems it necessary to close school/District offices, all employees shall be paid for their regularly scheduled hours at their specific rate of pay.

Those employees who work on such a day will be granted an additional vacation day. Late arrivals will be required to use benefit time for the missing time, but will be granted the extra vacation time for the hours worked for the remainder of their regularly scheduled day.

**Section 7.8. On the Job Training Program.** The District and the Association shall collaboratively establish and maintain an On the Job Training program (OTJ) to be conducted in the schools. The purpose of this program is to teach the manual, technical, and leadership skills necessary for the maintenance and operations of our buildings. This program shall place eligible employees in actual work situation with experienced employees and/or supervisors for the purpose of acquiring the skills and knowledge required for promotion to maintenance, grounds, and/or other leadership positions. The trainees will be expected to perform actual tasks and/or assume leadership roles under the guidance of current employees and/or supervisors.

## ARTICLE VIII

### NO STRIKE

**Section 8.1.** Neither the Association nor its members shall engage in any strike or work stoppage or work slowdown during the period of this Agreement for any reason whether grievable or not. The Board shall not lock out its employees during the period of this Agreement.

## ARTICLE IX

### GRIEVANCE PROCEDURE

**Section 9.1.** Any claim by the Association, an employee, or group of employees, that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement is a grievance if submitted in writing as such on a timely basis.

**Section 9.2.** All time limits consist of workdays, which shall be defined as those days on which the District's Business Office is open.

**Section 9.3.** The parties hereto acknowledge that it is usually most desirable for an employee and the immediate supervisor to solve any problems through free and informal communication. Accordingly, the parties shall attempt to informally resolve any grievance. If, However, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

**Step I.** The Association or the grievant may present the grievance in writing within twenty (20) workdays of the event giving rise to the grievance. The grievance shall be delivered to the Facilities Manager who, within seven (7) workdays of receiving the written grievance, shall set a date for a meeting to be held to hear the issue (s). No later than then (10) workdays after the Step I hearing said Director shall issue a written response to grant, deny or otherwise resolve the grievance.

**Step II.** If the grievance is not resolved at Step I, then the Association and/or the grievant may refer the grievance to the Superintendent or his designee within five (5) workdays after receipt of the Step I response. Within seven (7) workdays of the Superintendent's or his official designee's receipt of the appeal, the Superintendent or designee will set a date for a second step meeting to be held with the Association representative. Within ten (10) workdays of the meeting, the Association shall be provided with the Superintendent's or his designee's written response, including the reasons for the decision.

**Step III.** If the grievance is not resolved at Step II to the satisfaction of the Association, the grievance may be referred to binding arbitration by notifying the President of the Board of Education within ten (10) workdays of receipt of the Step II written decision. At the same time, the Association shall forward a demand for arbitration to the FMCS requesting a panel of seven (7) arbitrators.

Upon receipt of the list of arbitrators, the parties shall have ten (10) workdays in which to research the names therein. Upon expiration of that period, the Superintendent and the President of the Association, or their designees, shall

meet and alternately strike one name from the list until only one (1) arbitrator remains. The Association shall strike the first name from the list.

**Section 9.4.** The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Association's representative is not present. The Association at Step II may initially file class grievances involving one or more employees. Should the attendance at a meeting involving any grievance that an employee or an Association representative be released from his/her regular duties; the employee shall be released without loss of pay or benefits.

**Section 9.5.** No reprisals shall be taken by the employer against any employee because of the employee's participation in a grievance.

**Section 9.6.** Should the Board's investigation or processing of any grievance require that an employee or an Association representative be released from his or her regular assignment, the employee and/or Association representative shall be released for a reasonable time period without loss of pay or benefits. This includes an employee testifying in an arbitration hearing, if scheduled during the employee's work hours, as well as one employee representative for the Association at an arbitration hearing.

**Section 9.7.** All records related to a grievance shall be filed separately from the personnel files of an employee.

**Section 9.8.** If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. However, if the other party requests a copy of the transcript, the cost shall be borne equally.

**Section 9.9.** By mutual agreement, a grievance may be settled at any step with or without establishing precedent.

## **ARTICLE X**

### **REDUCTION IN FORCE**

**Section 10.1.** In its determinations as to layoffs, the Board will lay off by reverse seniority within job classification. The job classifications are Custodian, Grounds, Maintenance Technician, Carpenter, HVAC-Refrigeration, Plumber, and Electrician. Laid off non-probationary employees will have recall rights for up to one year, by seniority within job classification.

**ARTICLE XI**

**COMPENSATION AND BENEFITS**

**Section 11.1. Pay**

1. On July 1, 2019, July 1, 2020 and July 1 2021, July 1, 2022 and July 1, 2023, employees who do not receive an unsatisfactory evaluation during the prior year and worked a minimum of six (6) months in the prior calendar year will advance one step on the salary schedule. The six-month period is waived for the July 1, 2019 step movement for those presently on Step 1 only. (See Appendix A for schedule.)

Employees who were on the last step the previous school year who do not receive an unsatisfactory evaluation during the year and who have completed twenty (20) years of New Trier service as of June 30 in the current year shall receive an additional lump sum bonus of seven hundred fifty dollars (\$750), payable in December.

**Section 11.2. Vacations.**

1. Vacation Allotment
  - a. New employees receive a vacation allotment in accordance with the table below based on month of hire for use after July 1. The vacation schedule based on seniority is as follows: the (10) days per year after completing years one (1) through five (5); fifteen (15) days per year after completing years six (6) through nine (9); and twenty (20) days per year after completing the tenth year of employment, and each year thereafter.

<b>Years Completed as of July 1</b>	<b>Number of Vacation Days</b>
.25 (3 months)	3
.50 (6 months)	5
.75 (9 months)	8
1 to 5 years	10
6 to 9 years	15
10 years	20
20 years +	21

- b. If a holiday occurs during an employee's regularly scheduled vacation period, the employee shall be entitled to an extra day off for each holiday.
    - c. An employee's eligibility for a vacation shall not be affected by a prolonged absence due to an illness of less than 30 days. Vacation days shall not accrue after 30 days of absence.

- d. Employees who are discharged or who resign from New Trier are entitled to use of be compensated for remaining unused vacation days at the then hourly pay rate. Vacation days cannot be used by an employee to extend a termination date beyond the last day worked.
- e. Vacation scheduling will be handled consistently with the department's operational needs, by seniority. The weeks of spring vacation and the three week weeks immediately preceding the commencement of the school year ordinarily will not be available for vacations.
- f. An employee may carry over only a maximum of ten (10) days beyond the end of the twelve (12) month vacation year (June 30). The days carried over must be used or forfeited by December 31 (which allows 18 months from the July 1 on which they were granted). No extension beyond December 31 will be granted.

**Section 11.3. Holiday Pay.** On the following holidays, employees will be paid their regular hourly rate for the hours which they would have worked, provided the holiday falls on a weekday and there are no students or teachers in attendance:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Good Friday
Memorial Day	4 <sup>th</sup> of July
Labor Day	Columbus Day or Fall Break (1 day)
Veteran's Day	Day before Thanksgiving
Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day
	New Year's Eve

When an employee's workday falls on one of these holidays, the employee will be given the day off and will be paid at the basic hourly rate of pay. If an employee is not scheduled to work but has to work the holiday, the employee shall be paid at the rate of base pay plus time and one-half for the hours worked. When a holiday occurs during an employee's vacation period, the employee shall receive an extra day of vacation. If a holiday as recognized above falls on a Saturday, Friday will be taken off; or if on a Sunday, Monday will be taken off.

**Section 11.4. Retirement Stipend.** Upon retirement at a minimum age of fifty-five (55) with twelve (12) years of service in the school district, an employee shall receive \$600 for each year of service. "Service" referred to in this section only refers to the length of employment in New Trier District 203. The bonus shall be paid to the employee two calendar months after the employee retires.



For an employee who retires from their position in compliance with the conditions above and has accumulated sick leave days in the employee's Retirement Sick Leave Bank (see *Section 6.1-Sick Leave*) at retirement, these Retirement Sick Leave Days will:

1. First be transferred to bring the employee's accumulated sick leave days to 240
2. Any remaining Retirement Sick Leave Bank days will be paid to the employee as part of his/her retirement stipend at the rate of \$40 per day.

For an employee who retires from their position in compliance with the conditions above, upon request and submittal of acceptable proof of payment, the Board of Education will reimburse up to \$2,500 per year for a period of five (5) years toward the retiree's medical insurance, Medicare supplemental plan, and prescription drug plan.

**Section 11.5. IMRF and Social Security Retirement.** If an employee is assigned to a regular position, he/she becomes immediately eligible for the Illinois Municipal Retirement Fund (IMRF) in a coordinate program with Social Security. Deductions are made from his/her paycheck for this retirement system. The Board of Education contributes an additional mandatory amount to this program.

**Section 11.6. Insurance.** The District shall provide hospital/major medical, single or family insurance plans for employees eligible to participate in these plans. The benefits and coverages provided to bargaining unit members and member premiums costs will be the same as the benefits provided to faculty members as provided for in the agreement between New Trier Township High School District 203 and the New Trier Township Education Association IEA-NEA agreement, including the effective date of changes. The Board shall provide term life insurance in an amount equal to one times the employee's annual base salary

Each employee's life insurance amount will remain in effect for the entire term of this Agreement and will only be adjusted each July 1 Life insurance amount for new staff will be based on the scheduled salary at the time of hire. This insurance will become effective on the first day of the month following regular employment.

Employees may purchase additional life insurance during the open enrollment period each year and have the contributions deducted from each paycheck.

**Section 11.7. Call-in time.**

1. An employee who has worked more than 16 hours continuously shall, upon release, be entitled to an eight (8) hour rest period before returning to work. If the rest period extends into the basic workday, the employee shall lose no time thereby.
2. An employee called back at any time outside of his regular work schedule shall be paid a minimum of two (2) hour's pay at the overtime rate.

ARTICLE XII

ENTIRE AGREEMENT/WAIVER

**Section 12.1.** The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of this right are set forth in the Agreement. Therefore, the Board has no obligation to negotiate any further during the term of this Agreement, except as to the impact of Board decisions relating to employee's working conditions.

ARTICLE XIII

TERM

**Section 13.1.** This Agreement shall remain in full force and effect from July 1, 2019 through June 30, 2024, inclusive, and thereafter from year to year, unless within the fifteen (15) day period immediately preceding the ninety (90) days prior to any anniversary date, notice is given in writing by one party to the other, stating a desire to change or terminate the Agreement.

New Trier Township High School District  
203, Cook County, Illinois

New Trier Physical Plant Services  
Association, IEA-NEA

Cathy Albert 6/19/19  
Board of Education President                      Date

Wm. E. S. 6/19/19  
Association President                                      Date

Lizbeth 6-19-19  
Board Secretary    Date

Karl Baumann 6-19-19  
Negotiations Team Member                              Date

Tony Moran 6-18-19  
Negotiations Team Member                              Date

[Signature] 6-19-19  
Negotiations Team Member                              Date

**APPENDIX A**  
**SALARY SCHEDULES**

July 1, 2019 - June 30, 2020									
Step	Custodial & Grounds			General Maintenance			Skilled Maintenance		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
1	17.66	17.86	17.96	20.46	20.66	20.76	23.90	24.10	24.20
2	18.17	18.37	18.47	21.02	21.22	21.32	24.56	24.76	24.86
3	18.69	18.89	18.99	21.59	21.79	21.89	25.23	25.43	25.53
4	18.91	19.11	19.21	21.87	22.07	22.17	25.56	25.76	25.86
5	19.14	19.34	19.44	22.15	22.35	22.45	25.90	26.10	26.20
6	19.54	19.74	19.84	22.56	22.76	22.86	26.41	26.61	26.71
7	19.96	20.16	20.26	23.02	23.22	23.32	26.92	27.12	27.22
8	20.36	20.56	20.66	23.48	23.68	23.78	27.43	27.63	27.73
9	20.77	20.97	21.07	23.89	24.09	24.19	28.05	28.25	28.35
10	21.23	21.43	21.53	24.55	24.75	24.85	28.71	28.91	29.01
11	21.74	21.94	22.04	25.22	25.42	25.52	29.49	29.69	29.79
12	22.30	22.50	22.60	25.73	25.93	26.03	30.11	30.31	30.41
13	22.60	22.80	22.90	26.04	26.24	26.34	30.46	30.66	30.76
14	22.90	23.10	23.20	26.35	26.55	26.65	30.82	31.02	31.12
15	23.47	23.67	23.77	27.01	27.21	27.31	31.70	31.90	32.00
16	23.85	24.05	24.15	27.47	27.67	27.77	32.21	32.41	32.51
17	24.23	24.43	24.53	27.93	28.13	28.23	32.72	32.92	33.02
18	24.55	24.75	24.85	28.29	28.49	28.59	33.12	33.32	33.42
19	24.87	25.07	25.17	28.64	28.84	28.94	33.53	33.73	33.83
20	25.37	25.57	25.67	29.22	29.42	29.52	34.20	34.40	34.50
21	25.88	26.08	26.18	29.80	30.00	30.10	34.88	35.08	35.18
22	26.13	26.33	26.43	30.10	30.30	30.40	35.23	35.43	35.53
2nd Shift			\$ 0.20						
3rd Shift			\$ 0.30						
Supervisor			\$ 1.00						
NF 3rd Shift Supervisor			\$ 0.50						
Grounds Stipend			\$ 2,080						

July 1, 2020 - June 30, 2021									
Step	Custodial & Grounds			General Maintenance			Skilled Maintenance		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
1	17.84	18.04	18.14	20.67	20.87	20.97	24.20	24.40	24.50
2	18.35	18.55	18.65	21.23	21.43	21.53	24.87	25.07	25.17
3	18.87	19.07	19.17	21.80	22.00	22.10	25.55	25.75	25.85
4	19.10	19.30	19.40	22.09	22.29	22.39	25.88	26.08	26.18
5	19.33	19.53	19.63	22.37	22.57	22.67	26.22	26.42	26.52
6	19.74	19.94	20.04	22.79	22.99	23.09	26.74	26.94	27.04
7	20.16	20.36	20.46	23.25	23.45	23.55	27.26	27.46	27.56
8	20.57	20.77	20.87	23.71	23.91	24.01	27.77	27.97	28.07
9	20.97	21.17	21.27	24.13	24.33	24.43	28.40	28.60	28.70
10	21.44	21.64	21.74	24.80	25.00	25.10	29.07	29.27	29.37
11	21.95	22.15	22.25	25.47	25.67	25.77	29.86	30.06	30.16
12	22.52	22.72	22.82	25.99	26.19	26.29	30.48	30.68	30.78
13	22.83	23.03	23.13	26.30	26.50	26.60	30.84	31.04	31.14
14	23.13	23.33	23.43	26.61	26.81	26.91	31.21	31.41	31.51
15	23.71	23.91	24.01	27.28	27.48	27.58	32.09	32.29	32.39
16	24.09	24.29	24.39	27.75	27.95	28.05	32.61	32.81	32.91
17	24.47	24.67	24.77	28.21	28.41	28.51	33.13	33.33	33.43
18	24.79	24.99	25.09	28.57	28.77	28.87	33.54	33.74	33.84
19	25.11	25.31	25.41	28.93	29.13	29.23	33.95	34.15	34.25
20	25.62	25.82	25.92	29.51	29.71	29.81	34.63	34.83	34.93
21	26.13	26.33	26.43	30.10	30.30	30.40	35.32	35.52	35.62
22	26.40	26.60	26.70	30.40	30.60	30.70	35.67	35.87	35.97
23	26.66	26.86	26.96	30.70	30.90	31.00	36.03	36.23	36.33

2nd Shift	\$	0.20
3rd Shift	\$	0.30
Supervisor	\$	1.00
NF 3rd Shift Supervisor	\$	0.50
Grounds Stipend	\$	2,080

July 1, 2021 - June 30, 2022									
Step	Custodial & Grounds			General Maintenance			Skilled Maintenance		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
1	18.02	18.22	18.32	20.87	21.07	21.17	24.44	24.64	24.74
2	18.54	18.74	18.84	21.44	21.64	21.74	25.12	25.32	25.42
3	19.06	19.26	19.36	22.02	22.22	22.32	25.80	26.00	26.10
4	19.29	19.49	19.59	22.31	22.51	22.61	26.14	26.34	26.44
5	19.52	19.72	19.82	22.59	22.79	22.89	26.48	26.68	26.78
6	19.94	20.14	20.24	23.02	23.22	23.32	27.01	27.21	27.31
7	20.36	20.56	20.66	23.48	23.68	23.78	27.53	27.73	27.83
8	20.77	20.97	21.07	23.95	24.15	24.25	28.05	28.25	28.35
9	21.18	21.38	21.48	24.37	24.57	24.67	28.69	28.89	28.99
10	21.66	21.86	21.96	25.05	25.25	25.35	29.36	29.56	29.66
11	22.17	22.37	22.47	25.73	25.93	26.03	30.15	30.35	30.45
12	22.75	22.95	23.05	26.25	26.45	26.55	30.79	30.99	31.09
13	23.05	23.25	23.35	26.56	26.76	26.86	31.15	31.35	31.45
14	23.36	23.56	23.66	26.88	27.08	27.18	31.52	31.72	31.82
15	23.94	24.14	24.24	27.55	27.75	27.85	32.41	32.61	32.71
16	24.33	24.53	24.63	28.02	28.22	28.32	32.94	33.14	33.24
17	24.72	24.92	25.02	28.49	28.69	28.79	33.46	33.66	33.76
18	25.04	25.24	25.34	28.86	29.06	29.16	33.87	34.07	34.17
19	25.37	25.57	25.67	29.22	29.42	29.52	34.29	34.49	34.59
20	25.88	26.08	26.18	29.81	30.01	30.11	34.97	35.17	35.27
21	26.40	26.60	26.70	30.40	30.60	30.70	35.67	35.87	35.97
22	26.66	26.86	26.96	30.70	30.90	31.00	36.03	36.23	36.33
23	26.93	27.13	27.23	31.01	31.21	31.31	36.39	36.59	36.69
24	27.20	27.40	27.50	31.32	31.52	31.62	36.75	36.95	37.05
2nd Shift		\$	0.20						
3rd Shift		\$	0.30						
Supervisor		\$	1.00						
NF 3rd Shift Supervisor		\$	0.50						
Grounds Stipend		\$	2,080						

July 1, 2022 - June 30, 2023									
Step	Custodial & Grounds			General Maintenance			Skilled Maintenance		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
1	18.20	18.40	18.50	21.08	21.28	21.38	24.69	24.89	24.99
2	18.72	18.92	19.02	21.66	21.86	21.96	25.37	25.57	25.67
3	19.25	19.45	19.55	22.24	22.44	22.54	26.06	26.26	26.36
4	19.49	19.69	19.79	22.53	22.73	22.83	26.40	26.60	26.70
5	19.72	19.92	20.02	22.82	23.02	23.12	26.75	26.95	27.05
6	20.14	20.34	20.44	23.25	23.45	23.55	27.28	27.48	27.58
7	20.56	20.76	20.86	23.72	23.92	24.02	27.81	28.01	28.11
8	20.98	21.18	21.28	24.19	24.39	24.49	28.33	28.53	28.63
9	21.39	21.59	21.69	24.62	24.82	24.92	28.97	29.17	29.27
10	21.87	22.07	22.17	25.30	25.50	25.60	29.66	29.86	29.96
11	22.39	22.59	22.69	25.99	26.19	26.29	30.46	30.66	30.76
12	22.98	23.18	23.28	26.51	26.71	26.81	31.10	31.30	31.40
13	23.29	23.49	23.59	26.83	27.03	27.13	31.46	31.66	31.76
14	23.59	23.79	23.89	27.15	27.35	27.45	31.83	32.03	32.13
15	24.18	24.38	24.48	27.83	28.03	28.13	32.74	32.94	33.04
16	24.57	24.77	24.87	28.30	28.50	28.60	33.27	33.47	33.57
17	24.96	25.16	25.26	28.78	28.98	29.08	33.80	34.00	34.10
18	25.29	25.49	25.59	29.15	29.35	29.45	34.21	34.41	34.51
19	25.62	25.82	25.92	29.51	29.71	29.81	34.63	34.83	34.93
20	26.14	26.34	26.44	30.11	30.31	30.41	35.32	35.52	35.62
21	26.66	26.86	26.96	30.70	30.90	31.00	36.03	36.23	36.33
22	26.93	27.13	27.23	31.01	31.21	31.31	36.39	36.59	36.69
23	27.20	27.40	27.50	31.32	31.52	31.62	36.75	36.95	37.05
24	27.47	27.67	27.77	31.63	31.83	31.93	37.12	37.32	37.42
25	27.74	27.94	28.04	31.95	32.15	32.25	37.49	37.69	37.79
2nd Shift		\$	0.20						
3rd Shift		\$	0.30						
Supervisor		\$	1.00						
NF 3rd Shift Supervisor		\$	0.50						
Grounds Stipend		\$	2,080						

July 1, 2023 - June 30, 2024									
Step	Custodial & Grounds			General Maintenance			Skilled Maintenance		
	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift	1st Shift	2nd Shift	3rd Shift
1	18.47	18.67	18.77	21.40	21.60	21.70	25.06	25.26	25.36
2	19.00	19.20	19.30	21.98	22.18	22.28	25.75	25.95	26.05
3	19.54	19.74	19.84	22.58	22.78	22.88	26.45	26.65	26.75
4	19.78	19.98	20.08	22.87	23.07	23.17	26.80	27.00	27.10
5	20.02	20.22	20.32	23.16	23.36	23.46	27.15	27.35	27.45
6	20.44	20.64	20.74	23.60	23.80	23.90	27.69	27.89	27.99
7	20.87	21.07	21.17	24.07	24.27	24.37	28.22	28.42	28.52
8	21.29	21.49	21.59	24.55	24.75	24.85	28.76	28.96	29.06
9	21.72	21.92	22.02	24.99	25.19	25.29	29.41	29.61	29.71
10	22.20	22.40	22.50	25.68	25.88	25.98	30.10	30.30	30.40
11	22.73	22.93	23.03	26.38	26.58	26.68	30.91	31.11	31.21
12	23.32	23.52	23.62	26.91	27.11	27.21	31.56	31.76	31.86
13	23.63	23.83	23.93	27.23	27.43	27.53	31.94	32.14	32.24
14	23.95	24.15	24.25	27.56	27.76	27.86	32.31	32.51	32.61
15	24.55	24.75	24.85	28.24	28.44	28.54	33.23	33.43	33.53
16	24.94	25.14	25.24	28.73	28.93	29.03	33.77	33.97	34.07
17	25.34	25.54	25.64	29.21	29.41	29.51	34.30	34.50	34.60
18	25.67	25.87	25.97	29.58	29.78	29.88	34.73	34.93	35.03
19	26.00	26.20	26.30	29.95	30.15	30.25	35.15	35.35	35.45
20	26.53	26.73	26.83	30.56	30.76	30.86	35.85	36.05	36.15
21	27.06	27.26	27.36	31.16	31.36	31.46	36.57	36.77	36.87
22	27.33	27.53	27.63	31.48	31.68	31.78	36.93	37.13	37.23
23	27.60	27.80	27.90	31.79	31.99	32.09	37.30	37.50	37.60
24	27.88	28.08	28.18	32.11	32.31	32.41	37.67	37.87	37.97
25	28.16	28.36	28.46	32.43	32.63	32.73	38.05	38.25	38.35
26	28.44	28.64	28.74	32.75	32.95	33.05	38.43	38.63	38.73

2nd Shift	\$	0.20
3rd Shift	\$	0.30
Supervisor	\$	1.00
NF 3rd Shift Supervisor	\$	0.50
Grounds Stipend	\$	2,080



To commit minds to inquiry, hearts to compassion  
and lives to the service of humanity.®

<http://www.newtrier.k12.il.us>