DUPAGE HIGH SCHOOL
DISTRICT 88 ADDISON TRAIL WILLOWBROOK
Building Futures

COLLECTIVE BARGAINING AGREEMENT

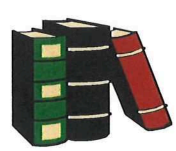
Between

DuPage District 88 Clerical and Technical Staff Council
West Suburban Teachers Union, Local 571
IFT-AFT/AFL-CIO

And

Board of Education, High School District 88
2 Friendship Plaza
Addison, IL 60101

2025-2030



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Article 1 – Recognition

1.1 Definition of Bargaining Unit

The Board of Education, DuPage High School District #88, DuPage County, Illinois, hereafter known as the "Board," and the DuPage District 88 Clerical and Technical Staff Council, Local 571, IFT-AFT/AFL-CIO hereafter known as the "Union," agree and bind themselves to the terms and conditions of professional service and other matters relating to the employment and representation now and for the life of this Collective Bargaining Agreement (CBA or Agreement) of persons to be known hereafter as "Employees." Unless more specifically designated as established herein, "Employees" will be interpreted to include all regularly employed part-time and full-time accounts payable specialists, administrative assistants, bookkeepers, bookstore managers, building assistants, business operations specialist, financial secretaries, network/system specialists, network and security specialists, payroll specialists, registrars, student accountants, school improvement assistants specialists, student program specialists, student information specialists, media production specialists, system and theatre specialists, learning services secretaries and assistants, district office receptionist, and technical support specialists.

Excluded from this bargaining unit are all ISBE certified/licensed employees; all administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discipline, or discharge employees or make recommendations thereon; all managerial employees as defined in the Illinois Educational Labor Relations Act (IELRA); all confidential employees as defined in the IELRA, including without limitation the Superintendent's secretary/administrative assistant, the Assistant Superintendent's secretary/administrative assistant, the Chief School Business Official's secretary/administrative assistant, the Chief Financial Officer's secretary/administrative assistant, Building Principal secretary/administrative assistant, Director of Technology, Teaching and Learning, Data Management Specialist, Network Administrator and Software Engineer, Human Resources Generalist, Director of Buildings and Grounds' secretary/administrative assistant, cafeteria/lunchroom employees, custodial/maintenance employees, health aides, library clerks, nurses, paraprofessionals, student and teacher aides, student supervisors, and all short-term, substitute and temporary employees.

1.2 Non-Discrimination

District 88 is an equal opportunity employer. Candidates will be given consideration without regard to gender, race, color, creed, ancestry, ethnic group, citizenship, religion, age, national origin, physical or mental disability, medical condition, marital or parental status, sexual orientation, or other protected classification. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

District 88 is committed to providing a work environment that is free from all forms of illegal harassment, intimidation, or retaliation for opposing such conduct. Harassment takes many forms and can include biased statements and conduct, slurs, comments or a pattern of unfair treatment based on race, religion, national origin, age, ethnicity, sexual orientation and disability. Sexual and other illegal harassment undermines the integrity of the workplace and interferes with a positive employment relationship.

It will be a violation of Board policy for any member of the District staff to harass another individual in the work place. Violation of this policy shall be considered grounds for disciplinary action. Procedures to address alleged complaints are addressed in Board policy. These procedures are available in the office of the Assistant Principal in each building and the Office of Human Resources at the District Office.

1.3 Sole Bargaining Agent

The Board recognizes the Union as the sole agent for the Employees and will negotiate with no other individual or group purporting to represent the Employees with respect to the terms and conditions of professional service.

All collective bargaining shall be conducted between the Union and the Board or their fully empowered agents or representatives.

All agreements must result from action taken at official collective bargaining meetings or meetings of the Professional Dialogue Committee.

Article 2 – Board Rights

2.1 Notification of Status

A newly employed Employee shall receive a copy of the Requisition for Employee form and an employment conditions letter (hours, break and lunch times, etc.) issued by location supervisor. The Administration retains the right to place new hires on Step 1, 3, or 5 of the salary schedule based on qualifications, experience, or District needs. This would be applicable to all levels, but would apply only if there are no internal candidates who meet the experience and qualifications posted for the position.

An Employee who changes classification shall receive a copy of the Change of Status form and an employment letter.

2.2 Recruitment

The Office of Human Resources shall take appropriate action to advertise for needed personnel and to initiate contacts with employment agencies, schools or other sources of applicants. He/she shall assist the appropriate administrative officer in the school or District office in arranging interviews of applicants and in preparing proper recommendations to the Superintendent for approval of appointments. Employees will be informed of anticipated vacancies via email so they may express interest through the internal application system.

Article 3 – Union Rights

3.1 Access to Information

The Union President and Vice-President(s) will be furnished a copy of the agenda of each Board meeting at the same time the agenda is sent to Board members. This would include the report of the finance committee and supportive informational materials provided with the agenda.

3.2 Collective Bargaining Agreement Distribution

At time of hire, Employees shall be directed to the District's website in order to print a copy of the current Collective Bargaining Agreement.

The names, addresses and home phone numbers of newly hired Employees shall be provided to the Union President within five (5) week days of Board approval.

3.3 Dues Check-Off

A. The Business Office will deduct Union dues from the regular salary paychecks of those Employees submitting properly completed Membership Dues Check-Off Authorization Forms. The authorization form must be presented to the Business Office at least fifteen (15) working days before the first payroll deduction can be made.

The Union shall notify the School District Business Office of the annual amount to be deducted by August 15 of each year. If notice is not received by August 15 in any subsequent year, the annual amount to be deducted shall remain the same.

All Union dues collected for that month by the Board shall be forwarded to the Union office along with a list of the Employees from whose paychecks the dues have been deducted. The list shall reflect the individual amount deducted. Deductions are for Union dues only.

Should an employee notify the Business Office instead of the Union regarding his/her desire to revoke dues deduction, the Business Office will notify the Union President and Treasurer via District e-mail.

B. The Board shall also deduct contributions for the West Suburban Teachers Committee on Political Education for any Employee who submits by November 1 a properly executed form prepared by the Union authorizing such deduction.

The deduction shall be made from the second paycheck in November. The transmittal and revocation procedures described above shall be followed.

3.4 Union Bulletin Boards

A District 88 Clerical and Technical Staff Union Bulletin board shall be located in the mailroom of each school building and in the break room of the District Office.

3.5 Union Listing

A listing of Union officers shall be included in the District #88 Employee Directory. A list of the Union President and the Union Vice-President(s)/Building Representatives shall be included in the laminated D88 Telephone Directory.

3.6 Union President Release Time

The Union President shall be afforded no more than seven (7) hours of release time per month to handle Union-related matters.

The Union will be permitted to send the equivalent of one (1) Union member per building to a state or national conference for three (3) days each year. The cost of the substitute, in such instances, shall be borne by the Union.

Article 4 – Employee Rights/Working Conditions

4.1 Emergency School Closing Days

Should weather conditions be severe, a decision will be made by 6:00 a.m. as to whether the schools will operate without bus service, open on delayed start schedule or be closed altogether. The decision will be disclosed in the school bulletins broadcast by local radio stations and also through a special telephone tree. If no call is received, assume that it is a workday.

If the school district is officially closed by the Superintendent or designee for one (1) emergency closing, 10 month Employees will not:

a) be required to report to work,
b) receive a loss of pay or
c) be required to make up the day

For the second school closing, or any closing thereafter, the 10 month Employees will be obligated to make up the day(s) at the end of the year.

4.2 Evaluation

Employees will be evaluated by all immediate supervisors using the Performance Evaluation Plan on an annual basis with the final evaluation summative presented to the Employee in a meeting to be scheduled no later than May 1. The final evaluation summative shall be completed and archived in the SPARK evaluation system.

The Performance Evaluation may be modified upon mutual agreement of a committee comprised of three (3) Employees appointed by the Union and three (3) Administrators appointed by the Superintendent.

4.3 Full-Time Status

Any Employee who regularly works six (6) hours or more per day, five days (5) per week shall be considered a "Full-time" Employee and shall receive all benefits as outlined in this Agreement. Those working fewer hours shall have the benefits, to which they are entitled, prorated on the basis of hours worked per day divided by six (6).

4.4 Lunch Period and Rest Breaks

All Employees working more than six (6) hours per day shall be given a forty-five (45) minute lunch period. Each school building provides cafeteria service when school is in session. A ten (10) minute rest break is allowed in the morning and another ten (10) minute rest break in the afternoon. These two (2) breaks can be combined by the Employee into one (1) twenty (20) minute break or on rare occasions may be combined with the forty-five (45) minute lunch period for a sixty-five (65) minute lunch period in consultation with and approval of the immediate supervisor. The immediate supervisor shall notify the building Principal in writing with a copy to the Employee of the Employee's regularly scheduled break(s) and lunch. Break and lunch times are duty free periods.

4.5 Probation

All new Employees shall be on a probationary status for the first twelve (12) months of employment. During the probationary period either the Employee or the Board may terminate the employment if such employment is unsatisfactory. The Administration will conduct quarterly evaluations during the probationary period.

4.6 Progressive Discipline

If, in the judgment of the Administrator who supervises the Employee, the Employee should be disciplined, a written statement shall be presented to the Principal or to the Superintendent (with a copy to the Employee) who shall review the case. An Employee directed to attend an investigatory meeting with Administration shall be provided a minimum of forty-eight (48) hours' notice and shall have the right to Union representation at the Employee's request. If the immediate supervisor deems that the matter requires attention, the forty-eight (48) hour notice period may be waived by notifying the Union President.

Discipline shall not be arbitrary or capricious. For any discipline issued other than termination, the Employee may request a hearing with the Principal or the Superintendent. If dismissal is indicated, such recommendation shall be presented to the Principal or to the Superintendent for action. An Employee may be dismissed under the above procedure after being afforded an opportunity to appeal to the Board of Education in closed session during a regularly scheduled Board of Education meeting. If dismissed, the Employee shall be paid for the current year vacation allowance earned to the date of dismissal.

4.7 Promotions

Promotions from one position to another will be based on the performance record of the Employee, expected ability to handle the new position satisfactorily, willingness to make a change and record of dependability. A skills test may be required of all applicants. The appropriate administrator will recommend to the Office of Human Resources the appointment of the most eligible candidate for the position.

4.8 Reduction in Force

Reduction in force for Employees covered by this handbook will be addressed as defined by 105 ILCS 5/10-23.5 of the Illinois School Code entitled "Educational Support Personnel Employees."

Employees laid off due to a reduction in force and later recalled during the statutory recall period shall regain their seniority status for the purpose of placement on the wage schedule as well as for the purpose of a reduction in force. Employees rehired beyond the statutory recall period shall also regain their seniority status which they had at the time of layoff for the purpose of a reduction in force.

4.9 Resignation

At least two (2) weeks' notice of intention to leave employment is recommended (one (1) month is preferable). Notice of resignation should be submitted in writing to the Superintendent or designee. Employees who resign from the District lose seniority in the bargaining unit should the Employee seek re-employment at a future date.

4.10 Summer Hours

The work schedule for Employees on duty from the first work day after the final checkout day through the Friday prior to registration in August will be reduced to thirty-four and three-quarters (34-3/4) hours per week with seven and one-half (7.5) hours on Monday through Thursday and four and three-quarter (4.75) hours on Friday. Office hours and specific work schedules of employees shall be determined by the Administration. Days of vacation are to be charged before leave without pay is granted. Friday vacation will be counted as ½ vacation day regardless of the number of days worked during the week. Not more than half of the Fridays can be taken off using vacation or comp time.

4.11 Transfers and Vacancies

Transfer to another position or classification shall be based upon a consideration of (1) a change in the entire nature of the job; (2) increased or reduced responsibilities; (3) quality of work performed; or (4) length of service.

Vacant bargaining unit positions shall be posted internally for a minimum of five (5) work days prior to posting externally. The District will send an email to all Employees once an open position(s) has been posted. Should the Administration determine that no internal qualified Employees apply for a vacancy within the internal posting period, external candidates may be considered.

An Employee transferring from a 10 month position to a 12 month position, or vice versa, shall have all the years of service count as full years of credit for benefits based on length of service.

Employees hired after July 1, 2020 and with existing District experience but outside of the Clerical and Technical Staff collective bargaining unit shall start anew in acquiring seniority.

4.12 Work Schedule

Employees are to work thirty-eight and one-half (38-1/2) hours per week with assignment of daily schedules to be determined by the Assistant Principals and the Superintendent annually. The Principal shall have the right to designate selected Employees to work a "flex day" if staff is needed for evening duties. These evening duties would include, but not be limited to such things as parent conferences, curriculum nights, guidance registration nights, etc. (An example of a flex day: An Employee whose regular hours are 7:30 a.m. to 4:00 p.m. would be asked to flex their hours to work 11:00 a.m. to 7:30 p.m. or 11:30 am to 8:00 p.m.) It is not mandatory that the Employee accept the flex day assignment.

Article 5 – Leaves

5.1 Absences

A. Addison Trail/Willowbrook

It is the responsibility of the Employee, when an absence is necessary, to notify the Assistant Principal or appropriate supervisor and submit such notice online via an electronic absence management system designated by administration preferably before 6:45 a.m., giving the reason for such absence. Employees may opt to use District-paid benefits, including vacation days and comp time to assist with payment during an absence. After 6:45 a.m., the Employee shall e-mail their respective substitute coordinator to report a same-day absence. Until the District has a new electronic absence management system implemented, employees shall continue using the process which is in place.

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B. District Office

It is the responsibility of the Employee, when an absence is necessary, to notify the appropriate supervisor and submit such notice via an electronic absence management system designated by administration preferably before 6:45 a.m., giving the reason for such absence. Employees may opt to use District-paid benefits, including vacation days and comp time to assist with payment during an absence. Until the District has a new electronic absence management system implemented, employees shall continue using the process which is in place.

5.2 Family and Medical Leave (FMLA)

Employees who have been employed by the Board for at least twelve (12) months shall be eligible for medical and/or family leave in accordance with the provisions of the federal Family and Medical Leave Act of 1993 (FMLA). Such leave shall be unpaid unless accumulated sick or personal leave is available to an Employee. An eligible Employee is entitled to leave of up to twelve (12) work weeks, or such other period of time designated in U.S. Department of Labor regulations, during a twelve (12) month period for the following purposes:

1. The birth of a child and to care for the newborn child, provided the leave is taken no later than twelve (12) months after the birth of the child;

2. The placement of a child for adoption or foster care, provided the leave is taken no later than twelve (12) months after the placement of the child;

3. The care of the employee's spouse, child or parent with a serious health condition;

4. The treatment of a serious health condition that makes the employee unable to perform the functions of the job; or,

5. Military family leave, which may be a military caregiver leave or a qualifying exigency leave.

An eligible Employee's use of unpaid leave under another section of this Agreement for one of the purposes set forth above shall also be considered as an FMLA leave under this Section, and shall be counted against the foregoing FMLA leave period.

The Employee shall provide thirty (30) days' notice to the Superintendent, or his/her designee, before a foreseeable FMLA leave is to begin based upon the expected treatment. If thirty (30) days' notice is not practicable due to lack of knowledge, a change in circumstances, or medical emergency, notice shall be given as soon as practicable. If the request is for an intermittent leave or leave on a reduced schedule basis, the Employee shall also advise the Superintendent, or his/her designee, of the reasons why the leave schedule is necessary, and of the schedule for treatment.

During an FMLA leave, the District will continue to provide insurance benefits for an Employee on the same terms and conditions as the insurance benefits would have been provided if the Employee had continued in employment continuously for the duration of the leave. In addition, an Employee who applies for an FMLA leave will be given a copy of the formula used to calculate how his/her salary may be prorated or otherwise affected as a result of the leave.

An Employee returning from Family and Medical Leave will be restored to his or her old position *or* to a position with equivalent benefits, pay and other terms and conditions of employment.

In the event the FMLA is repealed, then this section shall, as of the date of repeal, no longer be in force and effect.

5.3 Disability Leave

Illinois Municipal Retirement Fund provides two types of disability benefits:

1. Temporary disability benefits are paid if you are unable to perform the duties of any position which might reasonably be assigned by your current IMRF employer.

2. Total and permanent disability benefits are paid after temporary disability benefits have expired and if you are unable to engage in any gainful activity for any employer.

An Employee is eligible for temporary disability benefits if:

1. The Employee has at least twelve (12) consecutive months of IMRF service credit preceding their disability.

2. The Employee is unable to perform his/her job for more than 30 days.

3. The Employee receives treatment for his/her disabling condition as soon as he/she stops working, and his/her physician(s) certifies his/her disability and provides evidence of his/her disability to IMRF.

Temporary disability benefits may also be available for a disability resulting from elective surgery and pregnancy. An Employee may receive benefits from worker's compensation, Social Security Disability or Social Security Retirement and outside (non-IMRF) disability insurance plans in conjunction with the benefits they receive from IMRF.

If the Employee's temporary disability benefits run out and they are still disabled, an investigation will be conducted by IMRF to determine the eligibility for total and permanent disability benefits.

Additional information and assistance in filing is available in the District Business Office or by calling IMRF.

In all cases, an Employee's disability shall be subject to applicable law, including, but not limited to, the application provisions of the *Pension Code* and the Illinois Municipal Retirement Fund's rules and regulations. The Board and the Union make no representations or warranties regarding an Employee's eligibility for disability benefits and/or the amount of or duration of such benefits.

5.4 Emergency/Personal Business

In addition to other provisions for absences, and upon notification to the proper Administrator, an Employee shall be allowed full pay for not more than four (4) days in any one (1) school year for personal business.

Emergency/personal business leave for newly hired Employees shall be prorated based upon the date of hire. Submission for such leave shall be made to the Administration via electronic absence management system or such other method designated by the Administration at least forty-eight (48) hours prior to such leave, provided that, in cases where such notice is not practicable, submission shall be made immediately upon the Employee's return to work to their respective substitute coordinator.

When an Employee has used up the four (4) annual emergency/personal business days, in instances of serious illness or death of a relative or death of a close friend, additional days of absence will be charged against the Employee's sick leave.

Personal business absence will generally not be granted on the day before or following school vacation or holidays periods, opening Institute Days or during the first ten (10) or the last ten (10) days of the school term. For Employees the school term begins the first day of student registration. An exception to this rule may be granted by a decision of the Superintendent (or designee). Exceptions will be granted on rare occasions at the discretion of the Superintendent based upon the following guidelines:

If needed, only two (2) of the Emergency/Personal leave days may be used during the first two (2) or last two (2) weeks of the school year.

A. The request must be submitted in writing to the Building Principal at least ten (10) calendar days before the date the Employee wants to use a personal business leave day. The written request must set forth detailed reason(s) for the exception.

B. The Building Principal will bring the request to the Superintendent (or designee) who shall review the request and determine whether an exception should be approved.

C. In the event that an emergency occurs within the ten (10) day time frame, an Employee needs to request a "personal business leave day exception," the Employee will provide a detailed written request to the Building Principal. The Building Principal will work with the Superintendent or designee to render a more immediate decision.

D. In making the decision whether to grant a "personal business leave day exception," the Superintendent or designee will consider the following:

No request will be approved for vacation, travel or recreational purposes or similar reasons. Determinations by the Superintendent or designee to grant or deny an exception shall not establish a practice or precedent and shall not be subject to the grievance procedure set forth in the Collective Bargaining Agreement.

The request must be for a significant once-in-a-lifetime event for which the Employee has no control over the scheduling including, but not limited to, the following examples:

1. Attendance at a school graduation ceremony/recognition of achievement ceremony of an Employee's child, stepchild or member of the Employee's immediate family; or

2. Attendance at a college graduation/recognition of achievement ceremony of an Employee, Employee's spouse, child, stepchild or member of the Employee's immediate family; or

3. Attendance at a military graduation ceremony or an overseas military deployment ceremony of an Employee's spouse, child, stepchild or member of the Employee's immediate family; or

4. Appearance in a court of law as a litigant when sincere but unsuccessful efforts have been made to reschedule an appearance; or
5. Attendance at a funeral (for situations not covered under the leave policy).
6. Attendance at a wedding event for family (children, grandchildren, father,

mother, siblings, step-children, step-parents, step-grandparents, grandparents, aunt, uncle, cousin, niece, or nephew) or when an Employee is a participant.

7. Religious holidays will be exempt from restricted days.

Emergency/personal days shall be immediately available for use as sick leave and three (3) unused emergency/personal days shall, at the end of the school year, accumulate as unused, available sick leave.

5.5 Holidays

For the established Monday holidays of Memorial Day, Columbus Day, Martin Luther King, Jr.'s Birthday and Pulaski's Birthday, and for the following regularly observed legal holidays when they fall during the work week, Monday through Friday (i.e. New Year's Day, Lincoln's Birthday or President's Day, whichever day is being observed by the District, Juneteenth, Independence Day, Labor Day, General Election Day, Veteran's Day, Thanksgiving Day and the following Friday, and Christmas Day) the schools and the District office will be closed and Employees will not report to work.

Good Friday will be a non-attendance day for Employees, provided that school is not in session.

When Juneteenth or Independence Day falls on Sunday, vacation time with full pay will be allotted to full-time Employees on the Monday following the day, if summer school is not in session.

If one of the holidays currently listed in the Agreement is eliminated by the State or by District waiver, and school is in session on that date, Employees will be required to work.

For the second holiday eliminated or waived, or any additional holidays thereafter, the Employees will be awarded a floating holiday.

5.6 Intermission Employment

The District recognizes that on occasion Employees may be required to work during school intermissions. If the Employee's assignment is related to his/her present position the Employee will be compensated at the same rate as his/her regular payroll. The District may select to pay for this assignment as miscellaneous payroll or compensatory time.

If the assignment is voluntary and related to another position, the Employee will be informed prior to the assignment that he/she will be paid at his/her hourly rate.

5.7 Jury Duty

An Employee called for jury duty will reimburse the District for the daily fee received for jury duty while continuing to receive regular salary from the District.

The Employee may retain jury duty pay for travel, food and other expenses incurred in performance of jury duty.

5.8 Leave Without Pay

Occasionally, leave without pay may be granted to Employees. Employees shall use all earned vacation time and all accrued compensatory time before requesting leave without pay. Approval for leave without pay shall be at the discretion of the Board. Employees seeking an unpaid leave of absence may do so for a period not to exceed one (1) calendar year and for reasons including, but not limited to, personal or family illness, educational pursuits, involuntary transfer of a spouse or other reasons deemed permissible by the Board. Employees seeking an unpaid leave of absence should provide a written request to the Superintendent no later than sixty (60) calendar days prior to the onset of the leave of absence except in the case of emergency or sudden notice (health or work transfer of spouse).

5.9 Sick Leave

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, birth, adoption, or placement for adoption. For purposes of this section, 'immediate family member" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians (as amended by Section 24-6 of the School Code).

Any Employee absent more than five (5) consecutive school days shall notify the Office of Human Resources. Certification forms will be provided to the Employee for completion by a health care provider authorizing fitness to return to duty.

Personnel employed for a twelve (12) month work year will be entitled to a maximum of thirteen (13) days of sick leave per year. Unused sick leave days may be accumulated. Maximum accumulation allowable is limited to three hundred sixty-one (361) days.

Personnel employed for a ten (10) month work year will be entitled to a maximum of eleven (11) days of sick leave per year. Unused sick leave days may be accumulated. Maximum accumulation allowable is limited to three hundred sixty-one (361) days.

SICK LEAVE PRO-RATION TABLE

First Fiscal Year:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
10 Month		11	10	9	8	7	6	5	4	3	2	1
12 Month	13	12	11	10	9	8	7	6	5	4	3	2

Subsequent years:
Twelve month Employees are allotted thirteen (13) sick days per year and ten month Employees are allotted eleven (11) sick days per year.

The Board shall provide four (4) remote work days to each employee to be used within the fiscal year in which they are awarded. These remote work days cannot be carried into a a subsequent fiscal year. Remote work guidelines shall comply with those established in the eLearning Memorandum of Agreement dated December 14, 2021.

Non-Emergency Day Remote Work Parameters and Restrictions

1. Employees must be able to perform duties remotely without significant distraction.

2. Employees must receive approval from a supervisor who shall consider as part of the decision-making process what, if any, impact on department responsibilities such a remote day would cause; employees may work remotely for a full day.

3. Employees working remotely shall generally be available during work hours.

5.10 Sick Leave Bank

Any member of the Clerical and Technical Staff can donate sick days to provide for the alleviation of any hardship caused to an employee and the employee's family in the event of a catastrophic illness or if injury forces the employee to exhaust all leave time earned by that employee. The Union President or other staff member will call upon the clerical and technical staff to donate sick days on an as needed weekly basis. A form will be submitted to the Human Resources department with all of the specific information.

5.11 Vacation

1. All Employees shall be given, as vacation, the student non-attendance days during winter intermission (approximately ten (10) days) and spring intermission (approximately five (5) days).

   Twelve (12) month Employees shall, in addition, receive the following additional vacation days at the beginning of each year.

YEARS	VACATION CREDIT
1 - 2	5
3 - 4	7.5
5 - 6	10
7 - 8	12.5
9 - 11	15
12 & Over	17

Employees hired after July 1st will receive vacation on a pro-rata basis.

Employees leaving the district during a given school year shall be granted vacation days for the year in progress on a pro-rata basis; if those days have not been used at time of separation they shall be paid out.

2. Persons having the greatest length of service in District 88 are to have first choice of vacation periods being arranged in their respective offices (school office or district office), but must not delay the selection of dates to the disadvantage of other Employees.
3. Vacation schedules are to be arranged with the supervisor and notification sent to the Assistant Principal or Assistant Superintendent. Employees are to use their earned vacation credits for each fiscal year (July 1 to June 30) prior to December 1 of the following fiscal year. Only in unusual cases will these vacation credits be retained beyond this date.

4. Employees with more than two (2) weeks of vacation may be required to split their vacation schedule unless otherwise approved by the Employee's supervisor.

5. See TRANSFER language regarding allocation of vacation days to Employees transferring from ten (10) to twelve (12) month positions.

6. A maximum of two (2) unused vacation days will be converted into sick days or paid out as determined by the Employee.

5.12 Winter and Spring Breaks

Offices will be closed for winter and spring breaks.

Article 6 – Compensation and Fringe Benefits

6.1 Employee Levels

Level VI
- Bookkeeper
- Network/Systems Specialist
- Payroll Specialist
- Student Information Specialist
- Systems and Theatre Specialist
- Network Security Specialist
- Media Production Specialist
- Technical Support Specialist

Level V
- School Improvement Specialist
- Student Program Specialist
- Business Operations Specialist

Level IV
- Administrative Assistant
  - District Office Directors
  - Athletic Directors
  - Assistant Principals
- Registrar
- Bookstore/Financial Secretary

Level III
- Financial Secretary
- Learning Services Secretary
- District Office Learning Services Department Assistant/District Office Receptionist
- CTE Building Assistant (10 month)

Level II
- Building Assistant

Technical Support Specialists employed on or after July 1, 2022 shall have the opportunity to move from Level III to Level IV following the attainment of certification through CompTIA Network+ or Security+ or other skill-based certification mutually agreeable to the Union and the Board. The District shall pay for the exam and training materials for the certification. Certification must be obtained within one hundred eighty (180) calendar days after their first official day of work.

Network System Specialist would be required to hold one of the following certifications:

- Bachelor's Degree (or higher) in a related IT field (IE: Computer Science, Cybersecurity), to be approved by the Director of Software Engineering and Operations
- Attending college full-time in pursuit of a Bachelor's Degree (or higher) in a related IT field. Timeline and field of study and specific courses studied must be approved by the Superintendent or designee.
- CompTIA Security+
- CompTIA Network+
- CompTIA Linux+
- Cisco Certified Network Associate (CCNA)
- Microsoft Certified: Windows Server Fundamentals (MCSA or MCSE)
- Associate Google Workspace Administrator
- Certified Ethical Hacker
- Other Certifications or Job Experiences Approved by the District 88 Administrative team.

Existing employees will need to secure one of the certifications listed above no later than June 30, 2026. Current Technical Support Specialists will keep their current rates with yearly base increase/step until they receive any of the above certifications. Current Technical Support Specialist will move to Level VI in the subsequent pay period following the attainment of any certification(s).

6.2 Compensation

For the 2025-2026 School Year the base salary increase will be 90% of the CPI-U as reported for December 31, 2023, (3.40%) equivalent to 3.06%, to the base salary for 2024-2025 Salary Schedule plus step increases per the Collective Bargaining Agreement.

For the 2026-2027 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2024, (2.9%), equivalent to 2.47% to the base salary for 2025-2026 plus step increases per the Collective Bargaining Agreement.

For the 2027-2028 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2025, (PTELL capped at 5.0%), equivalent to X.XX%, to the base of the 2026-27 Salary Schedule, no less than 2.25%, plus step increases per the Collective Bargaining Agreement.

For the 2028-2029 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2026, (PTELL capped at 5.0%), equivalent to X.XX%, to the base of the 2027-28 Salary Schedule, plus step increases per the Collective Bargaining Agreement.

For the 2029-2030 School Year the base salary increase will be 85% of the CPI-U as reported for December 31, 2027, (PTELL capped at 5.0%), equivalent to X.XX%, to the base of the 2028-29 Salary Schedule, plus step increases per the Collective Bargaining Agreement.

The step schedule has been modified to every year instead of every other. Each step is 2.47%, (compounds to 5.0% after 2 years) for maximum of 9 steps.

Step advancement will be adjusted on a July 1 anniversary date instead of each Employee's own individual start date. Employees shall be given credit towards salary step advancement as follows: If hired prior to November 1 of any year, shall be given full year credit of service and advance next July 1. Those hired after November 1 will not advance until completing a full twelve months of employment before advancement.

Educational Degree Benefit

Newly hired and current Employees who hold an advanced degree, will be compensated the following one-time, noncompounding stipend amount. Employees will receive the highest stipend for the highest degree attained. If an Employee earns additional degrees while employed, they will receive the difference between the two degree stipends. Example: Employee is hired with an Associate's degree and receives $1,000 at the end of their first year of employment. Then the employee earns a Bachelor's degree in two years. They will receive an additional $500. Current employees will receive the stipend on their first paycheck for the 2025-2026 school year. New hires will receive payment on the first paycheck after their start date:

Degree:	Amount:
Associate's Degree	$1,000
Bachelor's Degree	$1,500
Master's Degree	$2,500

6.3 Compensation Guides

All Employees

All full-time and permanent part-time Employees shall be paid twice a month on the 15th and the last day of the month. If a payday is a holiday, or falls on a weekend, then said payday will be the last working day preceding such holiday or weekend. Final contract payout will be nine (9) days after the last day of school.

Ten Month Employees

Ten-month Employees shall be paid on an annualized basis that encompasses twenty (20) or twenty-four (24) equal paychecks. The work year for these Employees will continue to be 193 days, beginning with the first day of registration, as in the past.

6.4 Comprehensive Major Medical Insurance

All Employees of District 88 working a minimum of thirty (30) hours per week have an opportunity to participate in a group plan for Comprehensive Major Medical Insurance or a Health Organization Plan.

There are two medical plans available: PPO Hospital and PPO Physician; and a medical HMO. Two dental plans are offered: traditional indemnity insurance and a dental HMO. Coverage is available for the Employee, Employee's spouse, and for eligible dependent children.

The Board of Education shall contribute an amount each month towards medical insurance premiums for each eligible Employee (10 to 12 months) who may choose to participate in the group insurance program.

Insurance premiums are paid one (1) month in advance. An Employee on unpaid leave must make arrangements with the Business Office in order to continue insurance coverage beyond this one (1) month period.

A new Employee has thirty-one (31) days from the date of employment to begin participation in the group medical or dental programs. Subsequent to the initial enrollment period, an Employee can only begin or change participation during open enrollment or due to "life-style changes" as defined by the policy.

The Board shall make available group medical insurance at the Employee's request (for those Employees working a minimum of 30 hours per week). For the duration of this contract the Board shall pay for the PPO and HMO plans 85% of the single Employee premium and an additional 70% of the difference between the single premium and the applicable dependent premium. The Board share will be computed as follows:

> *Using as an example, a $300 single premium and $800 family premium.*
>
> Single Premium = $300 x .85 = $255 Board share and $45 Employee share.
>
> Family Premium = $800. $800-$300 = $500 x .70 = $350. $255 + $350 = $605 Board share for the family coverage and $195 Employee share.

Should the PPO premiums for the 2025-2026 school year and each subsequent year of this Agreement increase more than 22% over the previous school year premium rates, the deductible and out-of-pocket both will increase by $100. Any premium increase of more than 22% in subsequent years will result in additional $100 increase in the deductible.

Should the HMO premiums for the 2025-2026 school year and each subsequent year of this Agreement increase more than 22% over the previous school year premium rates, the office visit and emergency room co-pay will both increase by an additional $10. Any premium increase of more than 22% in subsequent years will result in additional increases in the co-pay and emergency room care according to the rates established by the provider.

The PPO and HMO plans shall be provided through Blue Cross/Blue Shield of Illinois and the Blue Cross/Blue Shield HMO Illinois in accordance with the plans outlined in the Summary of Benefits Coverage (SBC) available to all employees annually. After consultation with the Insurance Committee as provided in this Agreement, the Board may change the provider and the plan benefits but only to providers and plans substantially equal to Blue Cross/Blue Shield and the plan summaries outlined in the Summary of Benefits Coverage (SBC). Any such changes shall take effect only with at least 60 days' notice to the Employees.

The Board contribution will be adjusted (increased or decreased) to match the figures in the Teachers' Contract should they change prior to the end of this Agreement.

6.5 DuPage Credit Union

Payroll deductions may be arranged for savings or loans to the DuPage Credit Union. You must open an account at the credit union prior to completing appropriate forms for payroll deductions.

These forms are available in the District Business Office. Participation may begin at the time of employment or at any time during the year.

6.6 Flexible Benefits Plan

A. The Board shall maintain a salary reduction plan (the "plan") that meets the requirements of Section 125 of the Internal Revenue Code and all applicable Treasury Regulations ("Section 125"). If, at any time, Section 125 is amended, the District will promptly revise the plan to comply with the amendment.

B. An Employee may annually elect to participate in the plan by choosing to receive one or more of the benefits described below and an amount sufficient to cover the benefit(s) elected by the Employee (the "amount designated") shall be deducted from the Employee's compensation. The plan year shall begin on July 1 and end on each June 30 thereafter. Prior to the beginning day of the plan year, each classified employee shall, in writing, designate the dollar amount(s) elected for that year for each of the following benefits:

    1. Premiums for group medical, dental, or other insurance, single or dependent coverage, to the extent such premiums are not paid by the Board; and/or,

    2. Reimbursement for qualified dependent care assistance as defined and allowed under the Internal Revenue Code, up to the maximum amount allowed by law; and/or,

    3. Reimbursement for eligible expenses not covered by the group insurance described in B.1.

C. The amount designated may not be changed during the plan year unless permitted by Section 125. Any amounts designated for which valid reimbursement claims are not made on a timely basis during the plan year (including any carryover periods set forth in the plan) will be forfeited and not otherwise paid to the Employee or carried over to a succeeding plan year, and such amounts shall become the property of the plan. Any administrative costs relating to this plan shall be borne by the participants of the plan.

D. The amount designated pursuant to the plan will be deducted in equal amounts from the classified employee's salary payments during the plan year.

E. The Board does not guarantee or, in any way, warrant that the salary reductions are non-taxable, said determination to be made by each individual classified employee. However, the Board shall not report any amount reduced from a classified employee's salary pursuant to this plan as taxable income to any federal or state agency.

6.7 Illinois Municipal Retirement Fund (IMRF)

IMRF provides Employees of local government and school districts in Illinois with a sound and efficient system for the payment of retirement annuities, disability and death benefits. These benefits are in addition to those provided by Social Security.

The required Employee's contribution to IMRF will be tax-sheltered by the Board. The Employee will defend and hold harmless the Board and its agents with respect to this payment to IMRF. If the Internal Revenue Service or a court of competent jurisdiction shall hold that the Board lacks authority to make such payments, or that such payments are not excludable from income, the Board shall promptly commence withholding federal and state taxes from such payments.

Complete information regarding obligations under the IMRF and forms for retirement, disability and death benefits may be secured from the Human Resources Office, or by calling IMRF.

6.8 Longevity Stipend

Employees will be eligible for an annual longevity stipend at the beginning of their year of service as follows:

Year of Service	10 Month	12 Month
10 - 15	$700	$770
16 - 21	$750	$820
22+	$800	$870

Employees will not be eligible to receive the longevity stipend until the year after they have reached Step 9 of the salary schedule.

Full year of service is calculated as of June 30. This benefit shall be pro-rated for permanent, part- time Employees. Any Employee hired prior to November 1 of any year shall be given credit for a full year towards the longevity stipend. Those hired after November 1 will not receive longevity until completing the next full school year.

Employees hired after July 1, 2020 and with existing District experience but outside of the Clerical and Technical Staff collective bargaining shall start anew in acquiring Years of Service credit for longevity.

Accumulated longevity stipend pay earned prior to July 1, 2022 will become a permanent part of an employee's base salary and increase by the agreed to annual base salary percentage increase for future years.

Longevity earned from July 1, 2022 or after will be an annual stipend as listed in the chart for 10 and 12 month staff. This non-cumulative, lump sum longevity stipend will be paid in the first payroll of October each year and shall not be subject to any base salary percentage increase for future years.

6.9 Overtime

Recognizing that on occasion Employees will be required to work at times other than their "normal" schedule or assigned work for an unfilled position, the District has established a system of compensatory time in accordance with the Fair Labor Standards Act (FLSA). With the approval of the Administration, the Employee may work overtime with compensatory time off to be taken at a later date. Credit for this time shall be given by the Employee's supervisor filing the compensatory reporting form with the appropriate building administrator within five (5) working days of the overtime. Signed copies shall be returned to the Employee and supervisor. Compensatory time will be awarded only for hours assigned by the Employee's supervisor(s) including the training of new employees when training interferes with their normal workday or after hours.

Hours worked in a similar role to the normal duties of the Employee that exceed thirty-eight and one-half (38.5) hour, but less than forty (40) hours in a work week, shall be compensated at the Employee's straight-time rate of pay.

Hours worked in a similar role to the normal duties of the Employee that exceed a forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the overtime hours worked. Paid holidays, sick leave, vacation leave and personal business/emergency leave shall not count in calculating the work hours for purposes of paying overtime. Compensatory time earned in any given school year shall be used by the conclusion of the following school year. In the event that compensatory time has not been used as set forth above, the Employee will be paid for the time at his/her prior year base rate of pay.

To request compensatory time, the Employee shall submit the regular leave pre-approval form to his/her supervisor and then to the appropriate building administrator. The District prefers to grant compensatory time for overtime. However, the Administration may, at its discretion, allow payment for overtime worked.

If an hourly rate is to be computed for an Employee with an annualized salary, the following shall be used to divide the annual salary:
12-month Employee (2,002 hours)
10-month Employee (1,668 hours)

6.10 Professional Training

A Professional Training Committee composed of equal numbers of Administrators and Employees selected by the respective parties and representative of each building and job Level shall convene on an annual basis in the month of May to determine professional training opportunities for all Employees during the subsequent school year. The District shall review these recommendations and, in its discretion, determine the professional training, if any, that will be offered. Professional training shall be provided to all Employees based on job Level.

6.11 Retirement Benefits

Eligibility Requirements

In order to qualify for this retirement benefit, an Employee must:

a. have completed at least ten (10) years of continuous service with the District as of June 30th of the year of notification; AND
b. be at least fifty-five (55) years of age on his/her effective retirement date if a Tier One IMRF Employee, OR at least sixty-two (62) years of age on the effective retirement date if a Tier Two IMRF Employee; AND
c. retire under circumstances which will not result in a penalty to the Board or require the Board's payment of any additional or one time contribution to IMRF; AND
    i. In the year of retirement, the Employee is not eligible for receiving payment in lieu of using available vacation days. Vacation days must be used prior to the last day of work.
    ii. Compensatory time will be paid out in the second (2nd) calendar month after retirement.
d. retire no later than June 30, 2032; AND
    i. submit an irrevocable notice of intent to retire to the Board no later than May 1 of the school year prior to the school year in which the Employee receives his/her first six percent (6%) base salary increase, with the expectation to retire at the end of a school year.

Notification Requirements

All notices of intent to retire shall be received by the conclusion of this Agreement and include the Employee's specific retirement date, no later than two (2) years after the expiration of this Agreement.

The Board shall approve all timely, written notices of intent to retire by no later than June 1 of each school year. The notice requirement will be waived if an eligible Employee becomes unable to fulfill the required May 1 notice. The Employee will be required to supply the District with a doctor's authorization verifying that the Employee is unable to continue working.

Retirement Benefit

a. A qualifying Employee whose notice of intent to retire is approved shall receive a base salary or wage rate increase equal to six percent (6%) over the prior year's base salary or wage rate for up to two (2) years prior to the approved retirement date, beginning the year after his/her notice of intent to retire is approved by the Board. Base salary or wage rate for calculation purposes is inclusive of longevity pay.

b. Any unused compensatory time at time of retirement will be paid to the Employee during the second (2nd) calendar month following the Employee's retirement date.

c. Remaining unused, uncompensated sick leave will be reported to IMRF toward additional service credit.

d. A one-time $14,000 retirement incentive.

e. Said retirement incentive will first be applied to cover the total dollar amount of the six percent (6%) base salary or wage rate increases for up to the final two (2) years of employment. The Employee shall receive the balance of the retirement incentive during the second (2nd) calendar month following the Employee's retirement date.

Employees represented by this group who receive IMRF retirement or disability benefits shall be entitled to continue their participation in the District Medical Insurance Plan as provided in 215 ILCS 5/367j, at full cost to the Employee.

Employees represented by this group who do not receive IMRF retirement or disability benefits shall be entitled to continue participation in the District medical, dental or life insurance plan, at full cost to the Employee, until they reach age sixty-five (65) or is Medicare eligible.

> All Employees represented by this group shall be entitled to continue their participation in the District dental or life insurance plan, at full cost to the Employees, until they reach age sixty-five (65) or are Medicare eligible.

The retirement benefit set forth in this subsection is inclusive of all payouts to the Employee due to retirement. Any wage increases will be contingent upon the Employee continuing to work in the same or comparable position and work schedule during the final years of employment before retirement.

An Employee must submit an irrevocable notice of intent to retire to the Board no later than May 1 of the school year prior to the school year in which the Employee receives his/her six percent (6%) base salary increase, with the expectation to retire at the end of a school year.

Retirement by	Notification by	6% Retirement Payouts Begin during School Year	Balance of Lump Sum Payout Received
June 30, 2028	May 1, 2026	SY 2026-2027	August 2028
June 30, 2029	May 1, 2027	SY 2027-2028	August 2029
June 30, 2030	May 1, 2028	SY 2028-2029	August 2030
June 30, 2031	May 1, 2029	SY 2029-2030	August 2031
June 30, 2032	May 1, 2030	SY 2030-2031	August 2032

6.12 Social Security

All Employees are covered under the Federal Social Security Act. A required amount is deducted from each salary check and is reflected along with the IMRF monies recorded on the Statement of Earnings and Deductions attached to each salary check.

6.13 Tax-Sheltered Annuity Programs

The District will maintain a tax-sheltered annuity program that conforms to all of the requirements of applicable law; staff members and/or participating annuity companies shall be solely responsible for payment of all administrative costs. All annuity companies must follow federal rules and regulations regarding tax-sheltered annuities. The Union President shall be notified of any third-party tax-sheltered annuity management company selected by the Board to administer the tax-sheltered annuity program.

6.14 Term Life Insurance

For those Employees eligible to participate in the group Major Medical plan, or the HMO plan, a $50,000 life insurance plan is also available with premiums paid by the Board of Education. To enroll in this plan, a special form must be completed.

Employees actively employed beyond the age of sixty-five (65) will continue to have coverage until they retire. Once the age of seventy (70) is reached, the insurance coverage will be reduced to seventy-five percent (75%) of the insured amount. Once the age of seventy-five (75) is reached, the insurance coverage will be reduced to fifty percent (50%) of the insured amount. Coverage shall be from the first day of employment.

6.15 Tuition Reimbursement

Tuition reimbursement is offered to all full time (thirty (30) hours per week) Employees to the extent indicated below:

1. For college credit, the rate of reimbursement shall not exceed $250.00 per semester hour.

Course work submitted for tuition reimbursement must be from an accredited North Central Association of Schools and Colleges or its equivalent credit granting institution and must meet the following criteria:

a. Courses which are related to the professional assignment(s) and are preapproved by the administration.
b. Courses that lead to additional certification or an education degree as it relates to section (a) above.
c. Courses in areas that are recommended by the District. Notification of such courses will be publicized in the staff bulletin.

2. Tuition will be reimbursed after official transcripts and proof of payment have been submitted to the District Office. A grade of "C" or better for undergraduate studies, a grade of "B" or better for graduate studies, or a "Pass" if a Pass/Fail course is offered, must be earned to qualify for tuition reimbursement.

3. For Employees not eligible for this benefit, less than 30 hours per week, the Assistant Principal or appropriate administrator may request full payment of fees for job-related training.

6.16 Worker's Compensation

All Employees are covered under the Illinois Worker's Compensation Law. On-the-job injuries must be immediately reported to your supervisor. The supervisor will complete the injury report and forward it to the Business Office without delay.

Absences due to on-the-job injuries, and paid for by worker's compensation, are not charged to accumulated sick leave.

6.17 Bilingual Incentive

Bilingual Incentive Program, in any language as determined by the District, is as follows:

Employees who are able to pass the ILTS Target Language Proficiency exam or have earned the Illinois State Seal of Biliteracy shall receive an annual stipend of $1,000.

The District will reimburse the employee for the cost of the exam after achieving certification as described above.

Employees may interpret outside the scope of their duties with permission from their supervisor(s). If interpreting during compensated work time, employees shall receive either their hourly rate of the faculty help rate outlined in the Teacher Collective Bargaining Agreement, whichever is higher. Employees will have the option to make-up the time after work hours for compensatory time off or hourly compensation based on their straight time rate and/or overtime, if applicable.

6.18 Substitute Teaching

The Administration shall assign only Employees holding Illinois teacher licensure or substitute teacher licensure, or other credentials approved for substitute teachers per the Illinois State Board of Education to assume the responsibilities of absent teachers or substitute teachers. Employees who are not eligible for Illinois teacher licensure or substitute teacher licensure, but are eligible for the Short-Term Substitute Teacher Licensure, must take the required class at the DuPage ROE. Employees will be paid thirty-seven dollars ($37) per period for 2025-2026 School Year and thirty-eight dollars ($38) for the 2026-2027 School Year and thirty-eight dollars ($38) for the 2027-2028 through the 2029-2030 School Years. Such compensation shall be prorated based upon the length of the substitution period(s). Employees will substitute during any period, including ATR/Warrior Time, in lieu of their lunch. Employees may move their lunch period for the day in order to substitute and to accommodate the District.

ARTICLE 7 - Grievance and Process

7.1 Definition

A grievance is defined as an alleged violation or an alleged wrongful application of a specific article or section of this Agreement. An individual Employee may present a grievance and have the grievance adjusted without the intervention of the Union or its representatives, as long as the adjustment is not inconsistent with the terms of this Agreement. Nothing contained herein shall be construed to prevent any individual Employee from (1) informally discussing a complaint with an immediate superior or (2) processing a grievance on his/her own behalf in accordance with the grievance procedure, hereinafter set forth. Grievances will be presented in the manner set forth in the Sections below.

7.2 Procedures

A. Any Employee who believes he/she has a grievance, or the Union if it believes it has a grievance which involves more than one (1) Employee, shall present a statement of grievance in writing to the building principal with copies to the Union President, the Union Grievance Chair and the Superintendent. The "Statement of Grievance" shall:

1. name the Employee involved,

2. state the facts giving rise to the grievance,

3. identify by appropriate reference all the provisions of this Agreement alleged to be violated,

4. state the contention of the Employee and of the Union with respect to those provisions, and

5. indicate the specific relief requested.

Any such grievance shall be presented within fourteen (14) days after the occurrence of the event giving rise to the grievance. A meeting shall then be set to occur within five (5) days following the presentation of the grievance. Among those eligible to be present at such meeting shall be the aggrieved Employee, a representative of the Union, the building principal and one of his/her assistants. The principal's answer shall be given in writing to the grievant with a copy to the local Union President and Union Grievance Chair within five (5) days following said meeting.

A grievance considered to be a District-wide issue will be presented to the building Principal with the request that the grievance go directly to the Superintendent for appropriate action. The Principal will comply, and if the Superintendent agrees that the grievance is a District-wide issue, he/she will proceed with Step B of this procedure; if the Superintendent believes that the grievance should begin with the building Principal, he/she will ask the Principal to begin Step A of the grievance procedure.

B. If the grievance is not settled satisfactorily as provided in Step A above, the written appeal shall be submitted to the Superintendent by the Employee or Union within seven (7) days after receipt of the answer in Step A. A meeting shall be held within seven (7) days at which the Superintendent, and another Administrator chosen by the Superintendent (other than the principal from whom the grievance had been appealed), the Union representative and the grievant shall be present. An attempt shall be made formally to resolve the grievance at said meeting but, in any event, the Superintendent's answer shall be given to the Union within seven (7) days.

C. If the grievance is not settled satisfactorily in Step B above, the Union may appeal in writing to the Board within seven (7) days following the Superintendent's answer in Step B above. The Board shall hear the grievance at the next regularly scheduled Board meeting, or the Board may schedule a special Board meeting to hear the grievance at a mutually agreed upon time and will render its decision no later than seven (7) days thereafter.

D. If the grievance is not resolved satisfactorily in Step C and the Union desires further appeal, the Union may appeal in writing to the Board within ten (10) days thereafter requesting impartial, binding arbitration. The Board and the Union jointly will then within ten (10) days request the Federal Mediation and

Conciliation Service to provide a panel of arbitrators. Each of the two (2) parties will alternately strike one (1) name at a time from the panel until one (1) name remains. The party to strike the first name will be determined by the flip of a coin. The remaining name will be the Arbitrator. The Arbitrator's authority shall be specifically limited to an interpretation of a specific provision, or provisions, of this Agreement as applied to the facts of the written grievance involved. The Arbitrator shall have no power to alter, amend, modify, add to or subtract from the provisions of this Agreement.

The decision of the Arbitrator will be binding. The fees and expenses of the arbitration shall be shared equally by the parties. All other fees, expenses and costs shall be borne by the party incurring such.

The Union may not present any material, allegation, or remedy that was not presented in prior steps of the grievance procedure.

7.3 Time Limits

A grievance must be filed and appealed within the time limits set forth above. A day is defined as a day the District office is open for business during the calendar year. If the grievance is not filed and appealed within the time limits set forth above, it shall be considered waived or settled on the basis of the last answer given. If the Board does not give its answer within the time limits set forth above, the grievance shall be considered automatically appealable to the next step of the Grievance Procedure.

It is understood that, with the written agreement of both parties, the time limits specified in this Grievance Procedure may be extended or waived.

7.4 Grievance Meetings

The Superintendent or representative shall preside as chairman of all grievance meetings. All meetings pursuant to the above Grievance Procedure prior to Board level shall occur during both the Employee's and the local Union representative's normal working hours and shall be set for mutually agreeable times. Exceptions to the foregoing time schedules shall be made by mutual agreement in the event that extended grievance discussions result in the Employee's continued absence from work.

DuPage High School District 88
Clerical and Technical Staff
2026-27 Salary Schedule

Level II

Building Assistant

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$1,969.17	$39,383.44	$1,969.17	$47,260.14
Step 2	$2,017.81	$40,356.22	$2,017.81	$48,427.46
Step 3	$2,067.65	$41,353.02	$2,067.65	$49,623.60
Step 4	$2,118.72	$42,374.44	$2,118.72	$50,849.32
Step 5	$2,171.05	$43,421.09	$2,171.05	$52,105.29
Step 6	$2,224.68	$44,493.58	$2,224.68	$53,392.30
Step 7	$2,279.63	$45,592.60	$2,279.63	$54,711.10
Step 8	$2,335.94	$46,718.73	$2,335.94	$56,062.45
Step 9	$2,393.63	$47,872.69	$2,393.63	$57,447.21

Level III

Learning Svc. Secretary, CTE Building Assistant, District Office Learning Svc Asst./Receptionist

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,093.22	$41,864.30	$2,093.22	$50,237.18
Step 2	$2,144.92	$42,898.34	$2,144.92	$51,478.02
Step 3	$2,197.90	$43,957.94	$2,197.90	$52,749.54
Step 4	$2,252.18	$45,043.69	$2,252.19	$54,052.44
Step 5	$2,307.81	$46,156.27	$2,307.81	$55,387.55
Step 6	$2,364.82	$47,296.32	$2,364.82	$56,755.62
Step 7	$2,423.23	$48,464.56	$2,423.23	$58,157.49
Step 8	$2,483.08	$49,661.60	$2,483.08	$59,593.97
Step 9	$2,544.41	$50,888.25	$2,544.41	$61,065.94

Level IV

Administrative Assistant

Registrar, Bookstore Manager/Financial Office Secretary

Accounts Payable Specialist, Student Accountant

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$1,855.13	$44,523.00	$1,855.13	$53,427.60
Step 2	$1,900.95	$45,622.69	$1,900.95	$54,747.23
Step 3	$1,947.90	$46,749.58	$1,947.90	$56,099.50
Step 4	$1,996.01	$47,904.33	$1,996.01	$57,485.19
Step 5	$2,045.31	$49,087.53	$2,045.31	$58,905.04
Step 6	$2,095.83	$50,299.98	$2,095.83	$60,359.98
Step 7	$2,147.60	$51,542.39	$2,147.60	$61,850.87
Step 8	$2,200.65	$52,815.49	$2,200.65	$63,378.59
Step 9	$2,255.00	$54,120.03	$2,255.00	$64,944.04

Level V

School Improvement Specialist, Student Program Specialist

	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,428.96	$58,295.10
Step 2	$2,488.96	$59,735.01
Step 3	$2,550.44	$61,210.44
Step 4	$2,613.43	$62,722.36
Step 5	$2,677.98	$64,271.60
Step 6	$2,744.13	$65,859.11
Step 7	$2,811.91	$67,485.82
Step 8	$2,881.36	$69,152.72
Step 9	$2,952.53	$70,860.80

Level VI

Network / Systems Specialist, Bookkeeper, Payroll Specialist, Student Information Specialist, Systems and Theatre Specialist, Network Security Specialist, Media Production Specialist

	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,559.92	$61,438.09
Step 2	$2,623.15	$62,955.63
Step 3	$2,687.94	$64,510.63
Step 4	$2,754.34	$66,104.04
Step 5	$2,822.37	$67,736.81
Step 6	$2,892.08	$69,409.92
Step 7	$2,963.51	$71,124.35
Step 8	$3,036.71	$72,881.10
Step 9	$3,111.72	$74,681.28

Semi-Monthly Salary figures are calculated from Annual Salary, rounded to two places using 20 pays for 10 month position

8/18/26

Superintendent, Date
DuPage High School District No. 88

8.11.26

DuPage District 88 Clerical & Technical Staff Date
Local 571, IFT/AFT-AFL-CIO

DuPage High School District 88
Clerical and Technical Staff
2027-28 Salary Schedule

Level II

Building Assistant

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,014.46	$40,289.26	$2,014.46	$48,347.12
Step 2	$2,064.22	$41,284.41	$2,064.22	$49,541.29
Step 3	$2,115.21	$42,304.14	$2,115.21	$50,764.94
Step 4	$2,167.45	$43,349.05	$2,167.45	$52,018.85
Step 5	$2,220.99	$44,419.78	$2,220.99	$53,303.71
Step 6	$2,275.85	$45,516.93	$2,275.85	$54,620.32
Step 7	$2,332.06	$46,641.23	$2,332.06	$55,969.46
Step 8	$2,389.66	$47,793.26	$2,389.66	$57,351.89
Step 9	$2,448.69	$48,973.76	$2,448.69	$58,768.50

Level III

Learning Svc. Secretary, CTE Building Assistant, District Office Learning Svc Asst./Receptionist

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,141.36	$42,827.18	$2,141.36	$51,392.64
Step 2	$2,194.25	$43,885.00	$2,194.25	$52,662.01
Step 3	$2,248.45	$44,968.97	$2,248.45	$53,962.78
Step 4	$2,303.98	$46,079.69	$2,303.99	$55,295.65
Step 5	$2,360.89	$47,217.86	$2,360.89	$56,661.46
Step 6	$2,419.21	$48,384.14	$2,419.21	$58,061.00
Step 7	$2,478.96	$49,579.24	$2,478.96	$59,495.11
Step 8	$2,540.19	$50,803.82	$2,540.19	$60,964.63
Step 9	$2,602.93	$52,058.68	$2,602.94	$62,470.46

Level IV

Administrative Assistant

Registrar, Bookstore Manager/Financial Office Secretary

Accounts Payable Specialist, Student Accountant

	Semi-Monthly Salary	Annual Salary (10 month)	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$1,897.79	$45,547.03	$2,277.35	$54,656.43
Step 2	$1,944.67	$46,672.02	$2,333.60	$56,006.42
Step 3	$1,992.70	$47,824.83	$2,391.24	$57,389.79
Step 4	$2,041.92	$49,006.13	$2,450.31	$58,807.35
Step 5	$2,092.36	$50,216.55	$2,510.83	$60,259.86
Step 6	$2,144.04	$51,456.88	$2,572.84	$61,748.26
Step 7	$2,196.99	$52,727.87	$2,636.39	$63,273.44
Step 8	$2,251.26	$54,030.25	$2,701.51	$64,836.30
Step 9	$2,306.87	$55,364.79	$2,768.24	$66,437.75

Level V

School Improvement Specialist, Student Program Specialist

	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,484.83	$59,635.89
Step 2	$2,546.21	$61,108.92
Step 3	$2,609.10	$62,618.28
Step 4	$2,673.54	$64,164.97
Step 5	$2,739.58	$65,749.85
Step 6	$2,807.24	$67,373.87
Step 7	$2,876.58	$69,037.99
Step 8	$2,947.63	$70,743.23
Step 9	$3,020.44	$72,490.60

Level VI

Network / Systems Specialist, Bookkeeper, Payroll Specialist, Student Information Specialist, Systems and Theatre Specialist, Network Security Specialist, Media Production Specialist

	Semi-Monthly Salary	Annual Salary (12 month)
Step 1	$2,618.80	$62,851.17
Step 2	$2,683.48	$64,403.61
Step 3	$2,749.77	$65,994.37
Step 4	$2,817.68	$67,624.43
Step 5	$2,887.28	$69,294.76
Step 6	$2,958.60	$71,006.35
Step 7	$3,031.68	$72,760.21
Step 8	$3,106.56	$74,557.37
Step 9	$3,183.29	$76,398.95

Semi-Monthly Salary figures are calculated from Annual Salary, rounded to two places using 20 pays for 10 month position

8/18/26

Superintendent, DuPage High School District No. 88 — Date

8.11.26

DuPage District 88 Clerical & Technical Staff Local 571, IFT/AFT-AFL-CIO — Date

DURATION

This Agreement shall be in effect from July 1, 2025 through June 30, 2030.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their Presidents and attested by the Secretaries this 11 day of August, A.D. 2026 with no changes from the tentative agreement reached June 3, 2026.

The Board of Education
DuPage High School District No. 88
DuPage County, Illinois

President

Secretary

D88 Clerical and Technical Staff
Local 571, West Suburban Teachers
Union, IFT-AFT/AFL-CIO