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AGREEMENT BETWEEN

THE BOARD OF EDUCATION

LASALLE ELEMENTARY SCHOOL DISTRICT 122

AND

THE LASALLE ELEMENTARY ASSOCIATION OF PARAPROFESSIONALS

2018-2019

2019-2020

2020-2021

2021-2022

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ARTICLE I - RECOGNITION

1.1 RECOGNITION

The Board of Education of School District 122, LaSalle County, LaSalle, Illinois, hereinafter referred to as the "Board," recognizes the LaSalle Elementary Association of Paraprofessionals, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all paraprofessionals of the District including, but not limited to, paraprofessionals assigned to regular education, special education, bilingual education and library paraprofessionals. Excluded from the bargaining unit are all employees who are not employed as qualified paraprofessionals and paraprofessionals employed for fewer than thirty (30) hours per week. A qualified paraprofessional shall have an active, registered, Paraprofessional Educator Endorsement from Illinois State Board of Education before or on the first day of employment in the District. Current employees will be given until December 1, 2018 to complete this requirement if not currently certified. Any Paraprofessional who does not maintain the Paraprofessional Educator Endorsement by December 1, 2018 will be terminated from employment based upon lack of qualifications.

ARTICLE II - NEGOTIATIONS PROCEDURE

2.1 BARGAINING NOTIFICATIONS

The parties shall commence bargaining for a successor agreement on or before May 1, of the year the Agreement expires. Meetings shall be held as necessary at times and places agreed to by both parties.

2.2 FINAL APPROVAL

When the Association and the Board reach a tentative agreement on a contract, the Agreement will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for approval.

2.3 MEDIATION

After all proposals have been discussed and the parties are unable to further resolve their differences, either party may call for mediation in accordance with Illinois Education Labor Relations Act. In this event, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff.

2.4 RELEASE TIME FOR BARGAINING

When negotiations are conducted during regular work hours, release time shall be provided for the Association's negotiating committee members.

2.5 PRINTING OF CONTRACT, COSTS AND DISTRIBUTION

The Board shall provide the Association president with a digital PDF file of the Agreement within seven calendar days of ratification.

ARTICLE III - ASSOCIATION RIGHTS

3.1 BOARD MEETINGS/NOTIFICATION/MINUTES

The packet, which is distributed to Board members, minus any confidential information, will be available on the web site when it becomes available to Board members.

3.2 NEW PARAPROFESSIONALS

The names and addresses of all newly hired paraprofessionals shall be provided to the Association President and Association Secretary via electronic mail within five (5) calendar days after the new paraprofessional's start date.

3.3 ASSOCIATION LEAVE

In the event that the Association desired to send representatives to local, state, or national conferences or be on other business pertinent to Association affairs, these representatives shall be excused without loss of pay, providing the Association reimburses the Board for the cost of the substitute(s).

The Association shall provide three (3) days advance notice of attendance at such meetings to the Superintendent. Such release time shall not exceed five (5) Association leave days per school year provided that no more than two (2) employees may attend any such conference or Association business (excluding negotiations sessions) on the same day.

3.4 BULLETIN BOARD, MAIL FACILITIES, AND MAILBOXES

The Association shall have the privilege of using the Board's facilities for Association business. Association meetings may be held in school facilities during non-working time and with the advance approval of the Superintendent. Employees shall not work on Union business during working time. Association notices may be posted on bulletin boards in staff workrooms and lounges per district policy. The Association may distribute Association notices and newsletters in school mailboxes. The Board's administrative building printing facilities and paper may be used for printing monthly newsletters and notices with costs to be paid by the Association at the rate of \$0.10 per copy.

The Association shall have the right to post notices of activities and matters of Association concern on a designated bulletin board in each building.

3.5 COLLECTION OF DUES

Proper authorization for payroll deduction of membership dues shall be the signature of the paraprofessionals on an authorization form prepared by the Association and submitted to the Board. Authorization shall remain effective from year to year unless the program assistant cancels such authorization in writing to the Superintendent and Association prior to September first, effective for such school year. Authorization submitted to employer by the 15th of any month shall become effective by the first pay period of the following month. Such payroll deductions shall be remitted to the Association within ten (10) working days following each pay period in which the deduction was made.

3.6 NEW HIRE WELCOME LETTER

An Association information letter (composed and printed by the Association) will be given to each new paraprofessional at the time of employment by the district. Included in this letter will be an additional letter outlining benefits of full membership.

ARTICLE IV – EMPLOYEE RIGHTS

4.1 REPRESENTATION

When a paraprofessional is required to appear before the Administration and/or the Board regarding discipline or dismissal, the paraprofessional shall have the right to have a representative of the Association present upon request. Should a paraprofessional request a representative during the course of a meeting, the meeting will end and shall reconvene once union representation has been secured by the paraprofessional. Further, when a paraprofessional is required to appear before the Board, he/she shall be advised in writing of the reasons for the requirement at least twenty-four (24) hours before the required appearance except where an emergency or extraordinary situation exists and the paraprofessional is required to appear before the Board as a result of such situation.

4.2 PERSONNEL FILE REVIEW

Each paraprofessional shall have the right upon request to the Superintendent or designee, to review the contents of his/her personnel file during regular working hours or by appointment and to place therein written reactions to any of its contents.

4.3 PLACEMENT OF ITEMS IN PERSONNEL FILE

Paraprofessionals shall be notified within ten (10) workdays (days in which the students are in attendance) of any disciplinary, derogatory, or critical matters placed in their personnel file. A Paraprofessional shall have the right to respond to any disciplinary materials contained in his/her personnel file within ten (10) business days of notice and to have such response placed in his/her personnel file.

4.4 EVALUATION

The Administration will develop an evaluation instrument with input from the Association. The Performance Evaluation of Paraprofessionals manual will be used to evaluate paraprofessionals. Paraprofessionals will be evaluated annually during their first five (5) years of employment. Any paraprofessional hired with less than thirty (30) calendar days remaining in the school year will receive their first evaluation during the following school year. Paraprofessionals with greater than five (5) years of experience will be evaluated every other year unless the paraprofessional receives less than a Proficient rating. No scheduled observations shall be conducted before October 1, or after May 1 of the school year. New hires will be provided a copy of evaluation instrument upon hiring.

4.5 RIGHT TO HEALTH SAFETY INFORMATION

A Paraprofessional shall be informed of health safety information within the student's file to the extent necessary for the paraprofessional to perform his/her job functions, through the normal building procedure for informing employees, in a timely manner.

4.6 IEP AND BEHAVIOR INFORMATION

A paraprofessional may, if appropriate, participate in IEP meetings, behavior meetings, or team meetings in which the child they work directly with is discussed. The District acknowledges the importance of communication, knowledge, or special expertise regarding the best interests of the child as it relates to the IEP.

4.7 ASSISTANCE FOR EMPLOYEES FOR CONTROL AND DISCIPLINE OF STUDENTS

The District and its administration shall support the reasonable efforts of paraprofessionals with respect to the control and discipline of students in the paraprofessionals designated work area. Any case of an assault upon a paraprofessional by a student or parent on school property shall be promptly reported to the Superintendent in writing. The Superintendent or designee will work with the Paraprofessional in understanding the Assistant's rights and services available.

4.8 EMPLOYEE NOTIFICATION OF ASSIGNMENT

Paraprofessionals not assigned to the classroom shall be given written notice of any change of his/her assignments for the forthcoming school year as soon as may be reasonably ascertained preceding the first day of the new school term.

4.9 PROFESSIONAL CONFERENCES

Each paraprofessional may apply to attend professional conferences, meetings, or workshops. Attendance will be authorized with full pay. No paraprofessional shall be compelled to attend such conferences without full pay and reimbursement of expenses.

4.10 LIABILITY INSURANCE

Upon request, the Board shall provide the Association with a statement indicating the type and limits of liability insurance carried by the Board covering Paraprofessionals.

ARTICLE V – WORKING CONDITIONS

5.1 WORK YEAR

All full time paraprofessionals shall be scheduled to report to work for a minimum of 176 days.

5.2 MEDICATION

Student Medication will only be administered in compliance with school code and district policy.

5.3 UNSAFE OR HAZARDOUS CONDITIONS

The Board shall endeavor to provide a safe, hazard-free environment in which to work. No paraprofessional shall be required to enter a building alone or to be left alone in a building.

5.4 EARLY DISMISSAL

On days before holidays or breaks, or early dismissal, or early dismissal due to inclement weather, and the last day of student attendance, paraprofessionals shall be allowed to leave when teaching staff is dismissed.

5.5 WORK DAY

Paraprofessionals directed to participate in activities beyond the paraprofessionals' normal working day shall be compensated for such time at their regular rate of pay. If the workweek exceeds forty (40) hours, the rate will be time and one half. The normal workday will be seven (7) hours, excluding lunch.

5.6 MILEAGE

Paraprofessionals, who use his/her personal vehicle when on approved business or when traveling from one work site to another, shall be reimbursed for such travel at the current district rate.

5.7 DUTY FREE LUNCH

All paraprofessionals who work more than five (5) hours shall receive a lunch break of at least thirty (30) minutes.

5.8 DUTIES

Job descriptions shall be reviewed annually by the administration. Paraprofessional employees shall be required to perform all essential functions listed in the paraprofessional employee job description(s), and other duties assigned by their supervisor. The District will post job descriptions on the website and each newly hired paraprofessional shall receive a copy of his/her job description on or before the first day of employment. When a bargaining unit member is asked to execute ongoing duties that are not specific to the individual's job description, the member will receive training to execute the duty.

5.9 ORIENTATION

During the opening day orientation, the association will be allowed to meet with its members.

5.10 INCLEMENT WEATHER

Administration will refer to the "Child Care Weather Watch" chart as a guideline when assigning outdoor recess duty.

5.11 BUS DUTY

For the safety of the children, if required, the bus duty will be equally shared between Northwest Elementary and Lincoln Jr. High paraprofessionals. One paraprofessional from each school will be required to ride for one semester, alternating different paraprofessionals for the next semester. No paraprofessional will be required to ride the bus for two consecutive semesters.

5.12 TOILETING

For reasons of student safety and staff protection, no paraprofessional will be required or directed to assist with toileting outside the physical presence of a district employee.

5.13 PAID HOLIDAYS

The following days shall be considered regular paid holidays: Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Day, New Year's Day, Lincoln's Birthday or President's Day, Casimir Pulaski, Dr. Martin Luther King's Birthday, and Memorial Day provided school is not in session. When school is scheduled to be in session on one of the listed holidays, paraprofessionals will be afforded a floating holiday to be used at their discretion on a date approved by administration. Floating holidays may not be used during the month of May.

5.14 STIPEND POSITIONS

Any stipend position vacated and available after the teaching staff has been offered them will be made available for application to the Paraprofessional staff. All Paraprofessionals shall have the opportunity to apply and interview for available positions before they are offered to any other district employee or community member.

5.15 PARAPROFESSIONALS SUBBING FOR TEACHERS

Any Paraprofessional who is certified to substitute teach and is asked to do so, will be compensated for that time at the District substitute teacher pay rate, if said rate is more than the Paraprofessionals hourly rate.

ARTICLE VI – VACANCIES AND TRANSFERS

6.1 TRANSFER REQUESTS

Each year, in which a position is available, interested Paraprofessionals may apply in writing to the Superintendent or designee. A vacancy shall be defined as a newly created position or a present position that is not filled.

6.2 VACANCIES

Vacancies that occur during the school term may be filled by the Board for the balance of the school year. If the Board decides to fill said vacancy, it shall have the discretion as to the selection of the temporary placement. However, the Superintendent/Principal shall email all bargaining unit members and have posted in each building a list of known vacancies, new positions for the next school year, and vacancies, if any that were temporarily filled by the Board in the current school year. The posting shall contain a brief description of the job, the certification requirements, a statement of required qualifications and/or experience. Any paraprofessional may request to be considered for the position on or before the date stated in the posting. Any vacancy for the following year in existing or newly created positions shall be posted for five (5) school days. The vacant position shall not be filled during the five (5) day posting period. The Administration will interview and consider any District paraprofessionals who are qualified for the vacancy and who submit an application during the five day posting period.

Whenever vacancies occur during the summer months when the regular school year is not in session, the vacant positions shall be posted in each building and listed on the District website.

The Board retains the authority to hire the best-qualified applicant whether the district currently employs that applicant or not. Among the criteria that will be used by the Board in determining the best-qualified candidate, will be the following:

1. Certification;
2. Qualifications;
3. Relevant Skills
4. Performance Evaluations
5. Seniority

Seniority will be considered as a factor in appointing paraprofessionals to new or vacant positions if all of the above listed factors are equal among qualified candidates. If a paraprofessional is denied a transfer, the paraprofessional, upon request, may meet with the Administrator to discuss the reason for the denial of the transfer.

6.3 ASSIGNMENTS

Paraprofessionals shall be provided five working day's notice if their assignment category (e.g. Special Education to Preschool) is changed during the school year. In addition, the Association President shall be notified in writing or electronically of all Employees' assignments within ten (10) days of the start of each school term.

ARTICLE VII – SENIORITY/LAYOFF/RECALL

7.1 Each paraprofessional and the association president shall be provided with an individual updated seniority list by February 1st of each year. The seniority list shall identify both the names of the currently employed paraprofessionals and their respective dates of hire.

Seniority shall be determined as follows:

1. Length of continuous time in the School District and in the paraprofessional's current category of position classification; provided, however, that unpaid leaves of absence of more than ninety (90) days shall not be counted in determining seniority. In addition, leaves of absence shall not constitute an interruption or break in continuing service for seniority purposes.
2. If the years of total continuous service in the paraprofessional's classification with the School District are equal between two or more paraprofessionals, then seniority shall be determined by total length of time of service in the School District, whether or not continuous.
3. If two or more employees remain equal after application of the factors set forth in (1 and 2) above, the employee having the greater seniority shall be determined by lot.

7.2 LAYOFF

Layoff shall be defined as a reduction in the workforce beyond normal attrition.

No paraprofessional shall be laid off pursuant to a reduction in the work force unless the paraprofessional shall have been notified of said layoff at least thirty (30) days prior to the effective date of the layoff. In the event of an unforeseen reduction in the student population, the paraprofessional shall receive a five (5) day written notice of the layoff. In the event of a reduction in work force, the Employer shall first lay off the paraprofessional with the least seniority in accordance with 105 ILCS 5/10-23.5. In no case shall a new paraprofessional be employed by the Employer while there are laid off paraprofessionals still subject to recall and who are qualified for the position.

7.3 REDUCTION OF WORK HOURS

In the event of a reduction in the work hours, a paraprofessional with the greater seniority may bump the person with the lowest seniority that has the same number of hours provided the more senior paraprofessional is qualified for that position.

7.4 RECALL

A. RECALL RIGHTS AND PROCEDURES

Laid off paraprofessionals shall be recalled in order of seniority with the most senior being recalled first if qualified. Notices of recall shall be sent by standard first class mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the paraprofessional is to report back to work. Laid off paraprofessionals shall be subject to and eligible for recall for a period of one (1) calendar year from the beginning of the following school term.

B. EMPLOYEE'S OBLIGATION TO RESPOND TO CALL

It shall be the paraprofessional's responsibility to keep the Employer notified as to his/her current mailing address. A recalled paraprofessional shall be given fifteen (15) calendar days from the date of notice to report to work. Paraprofessionals recalled to full-time work for which they are qualified are obligated to take said work. A paraprofessional who declines recall to full-time work for which he/she is qualified, shall forfeit his/her recall rights. Paraprofessionals on layoff shall maintain but not accrue seniority.

ARTICLE VIII - LEAVES

8.1 BEREAVEMENT LEAVE

Paraprofessionals, upon written request, shall be granted two (2) bereavement days without loss of pay, provided the bereavement days are due to a death in the immediate family. A paraprofessional shall be granted one (1) paid bereavement day upon written request for any death outside the paraprofessional's immediate family. Immediate family shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers/sisters-in-law, grandparents-in-law and legal guardians.

8.2 FAMILY MEDICAL LEAVE ACT (FMLA)

The District Office will annually distribute information to all paraprofessionals regarding the provisions of the Family and Medical Leave Act, as well as post the same online, for easy reference.

8.3 JURY DUTY

A paraprofessional will be excused at full pay for the purpose of fulfilling jury duty. The paraprofessional shall refund to the District any monies received for federal jury duty less travel allowances allowed.

8.4 PERSONAL LEAVE

Each paraprofessional may be granted up to two (2) days to be used for business that cannot reasonably be conducted outside of regular school hours. These personal leave days are subject to the conditions set forth below:

Written request shall be submitted to the immediate supervisor at least two (2) days prior to the date requested. In the event of an emergency, the Superintendent may waive this condition. "Emergency" has been defined as an unforeseen turn of events calling for immediate action.

8.5 SICK LEAVE

- A. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, to include spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardians. All paraprofessionals shall notify their immediate supervisor or principal prior to their scheduled starting time in the event of illness.
- B. Sick leave benefits paid for full-time paraprofessionals shall be ten (10) days per year. Sick leave may be accumulated to the IMRF capacity.
- C. Sick leave benefits paid for part-time paraprofessionals shall be pro-rated based on the percentage of full time equivalency.

8.6 DISCRETIONARY LEAVE

A paraprofessional who has exhausted their existing options for leaves as defined in this contract, and requires additional time off, shall submit to the Superintendent or designee the reason for the time off and the duration for the time off. The Superintendent or designee will determine if the time off is approved. The district will not be responsible for payment of salary or benefits for time off constituting discretionary leave. Employees must have exhausted all accumulated Leave balances to be eligible for Discretionary Leave, and will be offered COBRA benefits.

ARTICLE IX – GRIEVANCE PROCEDURE

9.1 DEFINITION

A grievance shall be defined as a complaint that there has been an alleged violation or misapplication of any of the provisions of this Agreement. A grievance must be filed within ten (10) business days of the occurrence of the event complained of, or within ten (10) business days of the date the grievant became aware or reasonably should have been aware that a violation or misapplication of the contract occurred. And further, every paraprofessional covered by this Agreement shall have the right to present grievances in accordance with these following procedures. The written information contained in the filed grievance shall include: 1) a description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance; 2) a listing of the provisions of this Agreement which are alleged to have been violated, or misapplied; 3) a listing of specific actions requested of the administration which will remedy the grievance.

9.2 PROCEDURES

Any paraprofessional may at any time present grievances to the administration without the intervention of the Association provided that the Association Representative has been given the opportunity to be present at all meetings of the grievance procedure.

The failure of a paraprofessional or the Association to act within the time limits will act as a bar to any further appeal, and an administrator's failure to render a decision or meet within the time limits set forth shall permit the paraprofessional(s) or Association to proceed to the next step. Time limits may be extended only by mutual agreement.

Hearings and conferences held under this procedure shall be conducted by mutual agreement. For purposes of this Article IX, "days" referred to will be construed to mean school business days when the District's administrative offices are open.

9.3 INFORMAL CONFERENCE

Before a grievance is filed, a sincere attempt should be made to resolve any difference informally between the aggrieved and the principal or whomever the grievance is against.

9.4 FORMAL PROCEDURE FOR ADJUSTMENT OF GRIEVANCE

First Stage:

The filing of the grievance by the grievant at the first stage must be written within ten (10) business days of the occurrence of the event complained of, or within ten (10) days of the date the grievant became aware or reasonably should have been aware that a violation or misapplication of the contract had occurred. The meeting with the principal, or the appropriate District's representative, will take place within five (5) business days of the receipt of the written grievance. The principal, or appropriate District representative who has authority to make a decision on the grievance, shall make such decision and communicate it in writing stating reasons for the decision within five (5) business days after the meeting to the paraprofessional, Superintendent and the Association President.

Second Stage:

In the event a grievance has not been satisfactorily resolved at the first stage, the aggrieved paraprofessional and his/her Association designee will file within five (5) business days of the receipt of the principal's written decision or answer at the first stage, a letter to the Superintendent requesting a meeting.

Within five (5) business days after such written grievance is received by the Superintendent, the aggrieved, the principal, and/or the Superintendent or his designee, will meet to resolve the grievance. The Superintendent will file and answer within ten (10) business days for the second stage grievance meeting and will communicate it in writing stating reasons for the decision to the paraprofessional, principal and Association President.

Third Stage:

In the event a grievance has not been satisfactorily resolved at the second stage, the Association will file within five (5) business days of the receipt of the Superintendent's written decision or answer at the Second Stage, a letter to the Board of Education requesting a meeting.

Within ten (10) business days after such written request is received by the Board, the Board will meet with the grievant and/or the grievant's Association representative to resolve the grievance. The Board will file its decision within ten (10) business days after this meeting and will communicate it in writing stating reasons for the decision to the paraprofessional, Superintendent, Principal and Association President.

Fourth Stage:

If the grievance is not resolved satisfactorily to the grievant and the Association after the third stage, there shall be a fourth stage of impartial arbitration. The Association may submit in writing to the American Arbitration Association, within twenty (20) business days of the board's decision, a request to enter into such arbitration.

The Association shall request the American Arbitration Association to submit to them a list of qualified arbitrators in accordance with AAA voluntary labor arbitration rules. The parties shall follow the AAA voluntary labor arbitration rules for selection of the arbitrator and scheduling the arbitration hearing.

The arbitrator's fees shall be shared equally by the Board and the Association. Any legal expenses incurred should be paid by the party engaging the legal counsel.

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator, and he shall be empowered, after due investigation, to make a decision in cases of alleged violation of the specific articles and sections of this Agreement.

- A. He shall have no power to establish salary schedules.
- B. He shall have no power to rule on the following:
 - 1. The termination of services or failure to re-employ any paraprofessional to a position on the

- extra-curricular schedule.
2. Any claim or complaint to which there is another remedial procedure or fourth-established law or regulation having the force of law.

C. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the Board and the Association.

9.5 BYPASS TO SUPERINTENDENT

If the Association and the Superintendent agree, Stage One of the grievance procedure may be bypassed and the grievance brought directly to Stage Two.

9.6 BYPASS TO ARBITRATION

If the Board and the Association agree, a grievance may be submitted directly to arbitration.

9.7 CLASS GRIEVANCES

Class grievances involving one or more paraprofessionals or one or more supervisors, and grievances involving an administrator above the building level, may be initially filed by the Association at Stage Two.

9.8 A grievance may be withdrawn at any level without establishing precedent.

9.9 No reprisals shall be taken by the Board or the administration against any employee(s) because of the employee's participation in a grievance.

9.10 Insomuch as possible, grievance meetings or hearings shall not be scheduled during normal working hours. However, in the event that a meeting or hearing must be held at such times, then no employee shall incur a loss of salary or any other benefits as a result.

ARTICLE X – COMPENSATION & BENEFITS

10.1 HEALTH AND MEDICAL, DENTAL & VISION INSURANCE

All insurance coverage benefits and contributions currently in place shall remain fixed. The paraprofessional will pay \$10 per pay period and the board shall pay the balance of the single coverage insurance for the paraprofessional. In addition, any change in coverage in the LaSalle Education Association (LEA) contract due to premiums exceeding insurance caps will also apply to this contract.

The employee and any dependents included in the plan will be required to do the following

1. Register for Blue Access For Members
2. Complete an annual online Health Assessment, as offered by Blue Cross Blue Shield.
3. Complete an annual wellness physical with a biometrics screening. (This is covered under the health insurance plan if billed as preventative via an in-network provider).

Failure to complete one or more of the above will require the paraprofessional to pay the premium increase in the subsequent year. In order to avoid subsequent year premium increases, paraprofessionals will need to complete the above stated criteria within the timeframe of July 1 – June 30 of the present contract year.

10.2 SALARY

Any paraprofessional who was employed for the 2017-18 contract year will receive a base hourly wage rate adjustment for the 2018-2019 contract year based upon their years of full-time District service in accordance with the hourly wage rate table set forth below. In subsequent contract years, the adjusted hourly rate will increase 3% for each paraprofessional who has completed 1-4 years of full-time district service. In subsequent contract years, the adjusted hourly rate will increase 3.5% for each paraprofessional who has completed 5-15 years of full-time district service. In subsequent contract years, the adjusted hourly rate will increase 1.5% for each paraprofessional who has completed 16+ years of full-time district service.

Service Year	2018-19 Hourly Rate	Service Year	2018-19 Hourly Rate
1	\$12.50	9	\$14.43
2	\$12.69	10	\$14.72
3	\$12.88	11	\$15.01
4	\$13.07	12	\$15.31
5	\$13.33	13	\$15.62
6	\$13.60	14	\$15.93
7	\$13.87	15	\$16.25
8	\$14.15	Off Schedule	\$15.31

Education Pay - Paraprofessionals who have obtained an Associate’s degree or higher shall receive an additional \$0.50 per hour over their regular wage. Education Pay shall be added to the paraprofessional’s hourly compensation rate after calculation of the hourly wage rate increase set forth above.

**Paraprofessionals who are hired after December 1 of the current contract year, or work (receive pay) less than 100 days in a school year will not be eligible for an hourly rate increase in the subsequent year.

10.3 LONGEVITY

Effective in the 2020-2021 school year, longevity pay will be received annually by paraprofessionals who have completed at least six (6) years of full-time experience in the District. In addition to his or her regular salary, eligible paraprofessionals will receive the annual longevity payment in the amount of \$25.00 per year of full-time service in the district. The annual longevity payment is not to exceed \$500.00. The longevity will be paid annually in one lump sum in a separate check not later than June 1 of each year.

10.4 PAY PERIODS

Each paraprofessional shall have the option of receiving compensation on the basis of twenty-six (26) equal installments or eighteen (18) installments based on hours worked.

Paraprofessionals shall respond in writing to the District by August 1 of the upcoming school year if they choose to be paid in eighteen (18) equal installments.

10.5 LIFE INSURANCE

The Board shall provide term life insurance in the amount of \$30,000.00. Individual paraprofessionals may purchase additional insurance up to a maximum allowed by the insurance carrier.

10.6 WORKERS' COMPENSATION

In case of an accident or injury to a paraprofessional that shall have occurred in the course of and arising out of employment, the paraprofessional shall be entitled to utilize sick leave until the paraprofessional shall begin to receive payments under the provisions of Workers' Compensation. At such point, the paraprofessional may utilize sick leave for the portion of his/her salary not covered by Workers' Compensation.

10.7 TRANSLATING

Any ELL Paraprofessional who is required or requested to complete translation of documents outside of their workday will be compensated at their hourly rate. In the event this causes total hours worked to exceed forty (40) hours for the week, time and one half will be paid.

10.8 CONTINUING EDUCATION

Paraprofessionals interested in taking continuing education courses from an accredited institution related to their current position or which may lead to a Degree in Education that have been approved by the Superintendent will receive course reimbursement of fifty dollars (\$50.00) per class up to a maximum of three hundred and fifty dollars (\$350.00) per year for each year of this contract.

10.9 DURATION

The contract shall be effective on the date of its execution. The contract shall terminate on July 31st, 2022. Any compensation will be retroactive to the beginning of the 2018-2019 school year.

ARTICLE XI – EFFECT OF AGREEMENT

This AGREEMENT shall become effective on the date of its execution. The contract shall terminate on the 31st day of July, 2022.

Ratified by members of LaSalle Elementary Association of Paraprofessionals this 20th day of August, 2018.

Passed, and became a part of the minutes, by the BOARD OF EDUCATION DISTRICT NO. 122, LaSalle, Illinois 61301 this 21st day of August, 2018.

**LASALLE ELEMENTARY
ASSOCIATION OF
PARAPROFESSIONALS**

**BOARD OF EDUCATION OF
LASALLE ELEMENTARY SCHOOL
DISTRICT NO. 122**

By: _____
President

By: _____
President

ATTEST:

ATTEST:

By: _____
Secretary

By: _____
Secretary