



**Clerical Council Local # 604  
IFT, AFT, AFL-CIO**

**and**

**Kankakee School District #111**

**2009-2013 Contract**

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**Working Agreement Between  
The Board of Education  
Kankakee School District No. 111  
and  
Clerical Staff  
The Kankakee School District No. 111 Council  
of the American Federation of Teachers, AFL-CIO**

**Preamble**

This Agreement is made and entered into at Kankakee, Illinois, by and between the Board of Education, the Kankakee School District No. 111, and the Clerical Staff of the Kankakee School District No. 111 Council of the American Federation of Teachers, AFL-CIO.

The Agreement is entered into as of February 8, 2010 and shall terminate at Midnight on June 30, 2013. This Agreement shall be renewed automatically from year to year, thereafter, unless either party shall notify the other in writing no earlier than January 1, 2013, and no later than May 1, 2013, or any year thereafter, that it desires to modify, change, amend, or terminate this Agreement. In the event of such notice to modify, change, amend, or terminate this Agreement, negotiations shall begin no later than 30 days thereafter, or on such other dates as the parties may agree.

**Article 1**

**Purpose and Scope**

It is the intent and purpose of the parties hereto, by entering into this Agreement, to promote and improve the relations between the Board and the school district clerical staff and to expedite and facilitate the attainment of the worthy objectives of the school district.

The Council of AFT Local 604 represents professional clericals who are interested in the total educational picture in relation to the Kankakee schools. Those interests go far beyond mere salary agreements and terms or conditions of employment. Therefore, this Agreement includes not only provisions for clerical earnings and fringe benefits, but also communication between the Board and the Union whereby the Assistant Superintendent for Human Resources and one other Administrator shall meet regularly with the Union President and one other Union representative to discuss matters of clerical concern and/or other provisions of this Agreement.

It is recognized by the parties that all provisions of the Agreement may be altered only by consent of both parties. If any provisions of this Agreement are, subsequently, declared by the proper legislative or judicial authority to be illegal or not binding, all other provisions remain in force and will not be affected, so that this Agreement will remain whole with the void provision deleted.

**Article 2**

**Recognition**

The Board recognizes the Union as the sole and exclusive bargaining representative for all clerical staff, full-time and part-time, excluding the Superintendent's secretary, assistant superintendent for instructional programs' secretary, payroll secretary, human resources secretary, business office secretary, mailroom secretary, accounts payable secretary, and grant-

program secretaries. The Board shall not negotiate with any other individual or group purporting to represent the clerical staff nor shall any other group have the rights granted to the Union herein.

### **Article 3 Fair Practices**

In the application of the terms and conditions of this Agreement, neither the Board nor the Union shall discriminate against any clerical member on the basis of race, national origin, religion, gender, marital status, sexual orientation, or membership in, or association with, the Kankakee School District #111 Council of AFT Local 604.

### **Article 4 Collective Bargaining Meetings**

All collective bargaining meetings shall be held at a time that both parties have mutually agreed upon.

### **Article 5 School Year**

Days and years mentioned within this Agreement shall refer to work days and the July 1 to June 30 fiscal year, respectively, unless specifically noted otherwise.

### **Article 6 Working Conditions**

#### **6.1 Work Day**

Working days shall mean the days Monday through Friday inclusive and excludes Saturdays, Sundays, and those days of holiday observance as herein established according to the District calendar.

#### **6.2 Hour of Work**

**A.** A full-time workday shall be eight hours, including a paid thirty minute lunch, for all twelve-, eleven- and/or ten-month clerical members beginning with the 2009-2010 school year.

**B.** Part-time shall mean less than eight hours per working day beginning with the 2009-2010 school year.

#### **6.3 Overtime**

Full-time employees who work in excess of forty hours a week shall be paid at one and one-half times their straight-time rate of pay. Overtime must be preapproved in writing by the principal or the immediate supervisor. However, preapproval for overtime is not required if the Administration is not present in the building at the end of the school day and the clerical staff is left in charge of students not yet picked up by parents or buses.

On the scheduled registration days, clerical employees will receive overtime for hours worked in excess of eight per day. On these scheduled registration days, clerical employees working at the registration site do not need pre-approval for overtime.

**6.4 Job Skills**

If the Employer requires a new skill of technological knowledge that the clerical staff member does not possess, the clerical staff member shall be provided with the necessary training.

**6.5 Traveling Clerical Staff Members**

Clerical staff members traveling in personal vehicles for authorized District business shall be reimbursed at the per-mile rate authorized by the IRS.

**6.6 Securing Substitute Teachers**

During their work day, clerical staff members may be required to secure substitutes for Teachers who are absent. Outside of their normal work day, the clerical staff member shall not be responsible for securing substitutes for Teachers who are absent.

**Article 7  
Health Services**

**7.1 Physical Examinations**

- A. Any requirement by the Board for a physical examination of the clerical staff member after the pre-employment physical shall be paid for by the Board.
- B. Specific reasons, in writing, shall be given to the clerical staff member for requiring this physical examination.
- C. The selection of the examining physician shall be governed by applicable law.

**7.2 Immunization Shots**

- A. As long as the District offers the Benefits Health Fair, all clerical staff members, without cost, will be offered annual immunization shots against influenza at the Health Fair.
- B. Receiving the immunizations shot is entirely voluntary.

**7.3 Dispensing Medications**

Under no circumstances, according to Illinois State Law, shall clerical staff members be required to dispense medication.

Clerical employees may perform minor first aid as part of their job duties and to the extent it is covered by the liability insurance as set forth in the District's insurance plan.

**Article 8  
Seniority**

Seniority is the continuous length of time of employment effective with the date of hire. The District will compile and keep an up-to-date seniority list showing his/her date of hire and years of service. An updated seniority list will be sent to the Union President no later than October 1<sup>st</sup>.

Full-time employees shall earn one year of seniority credit for each full year worked in the District. Part-time employees shall earn one-half year of seniority credit for each full year worked in the District.

## **Article 9**

### **Reduction in Force**

#### **9.1 Reduction in Assignments**

When there is a reduction in the number of employee assignments which results in the necessity of releasing an employee, the employee with the least length of continuous, full-time service with the District shall be released first provided the remaining employees are qualified for the position. Written notice shall be mailed to the full-time employee by certified mail and also given to the employee by personal delivery with receipt at least thirty days before the employee is removed or dismissed or the hours are reduced together with a statement of honorable dismissal and the reason for the reduction-in-force. If a reduction in hours is due to an unforeseen reduction in the student population, then the written notice must be mailed and given to the employees at least five days before the hours are reduced.

#### **9.2 Vacancies during Recall Period**

If the Board has any vacancies during the recall period established under the *School Code*, the positions becoming available within a specific category shall be offered to the full-time employee removed or dismissed according to reverse seniority at the time of his/her release, provided the employee is qualified to hold such position.

#### **9.3 Employees Recalled**

Employees shall be returned to the position they held prior to release, if vacant. If that position is not vacant, then the employee shall be eligible for any other vacancy for which they are qualified. Employees who have been released may also be given consideration by the Administration, in its sole and non-grievable discretion, for any posted District vacancy for which they apply and are qualified.

Notice of recall shall be sent to an employee by certified mail (return receipt requested) to the last address submitted to the Board by the employee. The employee must notify the Board in writing within five calendar days of the receipt of the offer, of the acceptance or rejection of any vacant position tendered to the employee during the recall period. Any employee who fails to notify the Board of his/her acceptance or rejection of an offered position within the time lines set forth above shall be deemed to have waived his/her recall rights and will no longer be eligible for any other vacant position that becomes available within the recall period. An employee who timely responds but declines the offered position shall remain on the recall list.

## **Article 10**

### **Personnel Files**

Upon written request, an employee shall have the right to review and have reproduced at his/her own expense all materials in the employee's personnel file that he/she is entitled to inspect under the Personnel Record Review Act.

Each employee shall have the right to insert material in his/her personnel file that is relevant to the employee's service, including the right to reply to any material in the personnel file, at any time.

Evaluation and disciplinary documents shall not be placed in an employee's personnel file unless the employee receives a copy of such material.

## **Article 11**

### **Assault**

Assault on Clerical staff members will not be tolerated.

- A.** Clerical staff members shall report immediately to the Principal or his/her designee all cases of assault or battery suffered by them in connection with their employment.
- B.** If deemed appropriate by the Administration, the Principal or his/her designee shall notify the proper authorities on behalf of the Clerical staff member. The Clerical staff member will be given an immediate opportunity to notify the proper authorities.
- C.** If criminal or civil proceedings are brought against a Clerical staff member alleging that he/she committed an assault or battery in connection with his/her employment, such clerical staff member shall have legal assistance as is required by the Illinois School Code.
- D.** In any case where the rights of a Clerical staff member may be adversely affected by a decision of the Board, the Board shall take every possible precaution to prevent even the appearance of a Clerical staff member being asked to resign prior to informing the Clerical staff member of his/her right to representation by a member of the Federation.
- E.** The Board will pay no fees except for attorneys' fees that may be incurred pursuant to Section C.

## **Article 12**

### **School Liability**

#### **12.1 Insurable Limits**

Clerical staff members shall be covered under the District's insurance coverage for all activities carried on by the clerical staff members in performance of their duties as set forth in the insurance plan.

#### **12.2 Workers' Compensation**

The School District shall maintain a standard workers' compensation policy effective to all clerical staff members. In the event of an on-the-job injury which causes an employee to be absent from work, the employee may use available sick leave during the first three days that preceded becoming eligible for workers' compensation. The employee will

receive workers' compensation benefits, if eligible, beginning with the 4<sup>th</sup> day that the employee is absent from work and will not be charged sick leave as of that 4<sup>th</sup> day.

### **Article 13 Evaluation**

The Board acknowledges the general desirability of formal evaluations for clerical staff members once a year for the first five years of employment and every two years thereafter as long as the employee holds the same position. This does not preclude more frequent evaluations by the Administration. The clerical staff member shall be provided with a copy of the evaluation one day before the conference to review the document before the meeting. At the completion of the formal evaluation, a conference shall be held between the clerical staff member and the Administrator. The clerical staff member will sign the evaluation in order to acknowledge receipt. In the event that the clerical staff member disagrees with the formal evaluation, he/she shall have the option of attaching a written response to the evaluation document. This attachment will become part of the official evaluation of the clerical staff member. The Administration will make every effort to complete all evaluation and post-evaluation conferences by May 1<sup>st</sup> of the evaluative year.

The Administration and Union agree to work on revising the evaluation tool and process during the 2009-2010 school year with the goal of completing the revisions by December 2010.

### **Article 14 Grievance Procedure**

Before a grievance is filed, a sincere attempt should be made to resolve any grievance by oral interview between the aggrieved and the supervisor before differences become formalized as grievances. At this meeting, the Union President or his/her designee may attend at the request of the aggrieved.

The purpose of this procedure is to resolve in a fair and equitable manner all misunderstanding, disagreements, and questions that might arise. No organization other than the Union and the Board and their respective, designated representatives is to appear in an official capacity in the processing of a grievance.

#### **14.1 Definition of Grievance**

A grievance is defined as a claim that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement. "School" or "Working" days as used in this procedure shall mean days when clerical staff are required to be in attendance. If the grievance procedure extends beyond the last day of the regular work year for the clerical staff member, all time limits shall consist of all week days, exclusive of Saturdays, Sundays, and holidays.

#### **14.2 Step One—Building Level**

If any clerical staff member or group of clerical staff members has a grievance, the issue shall first be presented to the Union President or his/her designee and to the immediate supervisor within twenty working days of the time a grievance arises or knowledge of the grievance by the grievor occurs. The supervisor shall arrange a meeting with the aggrieved party within seven working days of the receipt of the grievance. In the event a

satisfactory solution has not been reached, the problem shall be put in writing by both parties. If the grievance has not been resolved, both parties shall so indicate on the form, and it shall proceed to the central administration within ten working days.

#### **14.3 Step Two—Superintendent’s Office**

A copy of the grievance with the clerical staff member’s and the supervisor’s statements shall be forwarded to the Superintendent by the grievant or Union President. Within ten school days, the aggrieved and the Union President or his/her designee shall arrange for and meet with a member of the central administration of District 111.

At the conclusion of this step, a written decision shall be placed on the same form. In the event the grievance is not resolved, the Administrator shall, within seven school days following the conference, so indicate on the same form, a copy of which shall be forwarded to the Superintendent. The Superintendent or his/her designee will, within seven school days, state his/her final answer in writing to the grievant and the Union.

#### **14.4 Step Three—Arbitration**

In the event that the Superintendent’s decision does not resolve the grievance, the Union may, within thirty school days, request binding arbitration. The parties shall jointly request the American Arbitration Association to submit a panel of arbitrators pursuant to the voluntary labor rules of said organization. In the event the request for arbitration shall fall due after the end of the regular school year, the Union may request, in writing, that the arbitration hearing be scheduled during the next regular school year.

Any costs involved in implementing the arbitration stage of the grievance procedure will be shared equally by the Board and the Union. Expenses for the arbitrator’s services and the expenses which are common to both parties shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives.

#### **14.5 General Provisions**

- A.** No clerical staff member at any stage of the grievance procedure will be required to meet with any Administrator without Union representative, if the employee so elects.
- B.** All steps of the grievance procedure shall be heard at a mutually agreed time. If at any step of the procedure it becomes necessary for an individual to be involved during his/her working hours as determined by the Board, he/she shall be excused without loss of pay for that purpose.
- C.** If a grievance arises from the action of authority higher than the principal of a school or a supervisor, the Union may present such grievance at the appropriate step of the grievance procedure.
- D.** A clerical staff member who participates in the grievance procedure shall not be subjected to disciplinary action or reprisal because of such participation.

E. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of the procedure within the time allotted had the decision been given.

## **Article 15**

### **Insurance and Tax Sheltered Annuity**

#### **15.1 Eligibility**

The Board agrees that a hospitalization, surgical, and major medical insurance program for clerical staff members who work thirty hours or more per week and their spouses and/or dependents shall be provided by the District. Coverage for newly-employed clerical staff members will begin on their first day of active employment.

#### **15.2 Costs to the Employee and the District**

For the 2009-2010 school year, the Board agrees to pay 100% of single coverage premiums and 80% of family coverage premiums.

For the 2010-2011 school year, the Board agrees to pay 100% of single coverage premiums and 80% of family coverage premiums, except that if the insurance cost increase exceeds 13% of the prior year's cost, the Board and the employee will split 50/50 any premium increase over 13%.

For example: If the insurance cost in the 2009-2010 school year were \$100 per month, an employee with single coverage would pay \$0 and the Board would pay 100% or \$100.

If for the 2010-2011 school year the insurance increase were 10% or \$10, the total monthly cost of \$110 would not exceed 13% of the prior year's cost of \$100. In that instance, the Board would continue to pay 100% of the single coverage premium.

If for the 2010-2011 school year the insurance increase were 20% or \$20, the total monthly cost of \$120 would be greater than 13% of the prior year's cost of \$100. In that instance, \$113 (13% of the premium increase) would be paid for by the Board and \$7.00 (the premium increase that exceeds 13%) would be split 50%/50%. Each would pay:

	Board	Employee
\$113 is split 100%/0%	\$113	\$0
\$7.00 is split 50%/50%	<u>\$3.50</u>	<u>\$3.50</u>
	\$116.50	\$3.50

#### **15.3 Term-Life Insurance**

The Board shall provide a \$50,000 term-life insurance policy for the individual clerical employee.

#### **15.4 Tax-sheltered Annuity Program**

A tax-sheltered annuity program shall be made available for purchase to all clerical employees. Participation in the annuity program is entirely voluntary. The Board reserves the right to limit the number of participating companies to eight.

**15.5 Flexible Spending Account Program**

The Board offers a flexible spending account program to provide a means for employees to set aside tax-free dollars.

**Article 16  
Leaves**

**16.1 Sick and Disability Leave**

All full-time twelve month, eleven month, and ten month clerical staff members shall be entitled to sick leave in the amount of thirteen days a year. If any such employee does not use the full amount of annual leave thus allowed, the unused amount shall carry over to the next year to a maximum allowable accumulation under IMRF plus one year's sick leave.

Clerical staff members having no sick leave absences other than for funerals in the immediate family and no dock days during a school year shall be awarded one hundred (\$100) dollars at the end of that school year. Clerical staff members having one sick day absence other than for funerals in the immediate family and no dock days shall be awarded fifty (\$50) dollars at the end of the school year. Any use of Personal leave days or Paid Time Off (PTO) Days will exempt a clerical staff member from this monetary incentive.

**16.2 Sick Leave shall be granted for**

**A.** Personal illness

**B.** Quarantine at home

**C.** Serious illness or death in the immediate family or household. Immediate family or household means father, mother, husband, wife, child, brother, sister, or parents-in-law

**D.** Absence for death of members of the family, such as aunts, uncles, grandparents, nieces, nephews, and first cousins

**E.** Death of in-laws (brothers, sisters, grandparents): limited to three days.

**16.3 Funeral Leave**

Absence for funerals of persons other than those included in the Sick Leave Provisions may be approved for one day per year by the Superintendent. In such cases, the request must be filed through the appropriate supervisor's office. This day is non-cumulative.

**16.4 Personal Leave**

Clerical staff members may use two days per year for personal business by notifying the principal or immediate supervisor in advance, ordinarily one week. However, in emergencies, at least twenty-four hours advance notice should be given. These days are accumulative as sick days but are not intended to be vacation days. Personal leave may be used for situations such as

**A.** Religious holidays not observed in the school calendar.

- B. Funerals of a close friend or relative not provided in 16.2.
- C. Legal hearings.
- D. Appointment requested by civil authorities
- E. Completion of important contracts.
- F. Graduation ceremonies.
- G. Furniture or belongings in jeopardy.
- H. Uncontrollable delays in travel.
- I. Driver license examination.
- J. Family business travel.

The above list is not meant to be all-inclusive.

The Principal may ask the nature of business necessitating the absence. A personal leave day cannot be used instead of sick leave for items such as visits to a physician or dentists. A personal day, used for one of the above listed reasons, will not be denied unless the total number of clericals requesting absence on a given day will interfere with the operation of the school program.

#### **16.5 Paid Time Off (PTO) Days**

Clerical staff members may use Paid Time Off (PTO) Days at their discretion in the amount of three days for twelve month employees, two days for eleven month employees, and one day for ten month employees.

#### **16.6 Family and Medical Leave**

Eligible employees will be entitled to FMLA leave pursuant to the District's FMLA policy which can be found on the District website under Board of Education, Board of Education Policy, Section 5 Human Resources, 5:185-AP.

#### **16.7 Returning to work**

Clerical staff members returning from maternity, adoption, military, or sick leave shall be placed in the same or equivalent position as required by applicable law. If the leave time is not covered by FMLA or USEERA, clerical staff members returning from such leave shall be placed in the same or equivalent position if administratively possible; however, this provision does not require bumping an existing employee from the returning employee's former position.

#### **16.8 Insurance**

If the approved leave is unpaid, then the employee will be responsible for the payment of premiums to ensure continuation of employee benefits. Clerical staff members on unpaid, approved FMLA leave will be responsible for the payment of their share of the premium to ensure continuation of employee benefits.

#### **16.9 Jury Duty**

Clerical staff members who are required to serve on jury duty shall receive full salary during the period of such service and shall reimburse the District for all compensation received from the court other than expenses.

## **16.10 Vacation**

Twelve-month employees will be eligible for paid vacation time based on the following: years one through ten, ten days; years eleven through fifteen, fifteen days; sixteen years and over, twenty days. At no time will these employees be required to use PTO days as part of vacation time. Employees may carry over vacation days for twelve months beyond the school year in which the vacation days are accrued, i.e., vacation days earned during a school year may be carried over until June 30 of the following school year. If the vacation days are not used within that time period, the employee forfeits those vacation days.

## **Article 17 Fair Share**

The provisions of the Fair Share Article apply to unit members covered by the Agreement who were hired on or after the effective date of this Agreement and who are not Union members and to unit members covered by this Agreement who were Union members at any time on or after February 8, 2010 but who subsequently resigned from the Union. This Fair Share agreement does not apply to unit members hired before the effective date of the Agreement who were not Union members as of February 8, 2010. The following stipulations apply to the Fair Share Article:

1. Covered non-members shall pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.
2. The Union shall certify to the Board a fair share amount not to exceed the dues uniformly required of members in conformity with federal and state law and the rules of the Illinois Educational Labor Relations Board (IELRB).
3. Such fair share payments by non-members shall be deducted by the Board from the earnings of the non-members and remitted to the Union within ten workdays of said deduction unless the Board is required to remit a fee to the IELRB for escrow.
4. The Board shall cooperate with the Union to ascertain the names of all employee non-members of the Union from which earnings the fair share payments shall be deducted and their work locations and shall provide the Union space to post a notice concerning fair share.
5. The Union and the Board shall comply with the rules of the IELRB concerning notice, objections, and related matters contained in its fair share rules. The parties expressly recognize the right of covered non-members to challenge the amount of fair share fees. The fair share notice posted by the Union shall advise the covered non-members of their right to so object and the procedure for so doing.

## **Article 18 Deductions**

### **18.1 Union Dues**

Upon obtaining the written authorization of the individual Union members, the Board shall deduct dues from each September through June paycheck and pay same to the Union treasurer each pay period.

### **18.2 Credit Union**

Clerical staff members desiring Credit Union payments deducted from their regular check may do so by filing an individual request in writing to the Business Office.

## **Article 19 No Abdication of Board's Legal Responsibilities**

This Agreement shall in no way be interpreted so as to deprive the Board of its responsibility under law to make decisions that are necessary for the proper operation of the school system.

## **Article 20 Resolution of Difference by Peaceful Means**

During the term of this Agreement, the Union agrees that it shall not participate in, induce, or in any other way encourage strikes, sanctions, or slowdowns, which would interfere with, impede, or impair the normal operations of any school or schools of the District. Differences shall be settled by the peaceful means provided for in this Agreement.

## **Article 21 Use of School Equipment and Facilities**

The Union shall have the reasonable use of typewriters, photocopy machines, computers, and communications systems, including email and bulletin boards, for the conduct of its business as long as there is no interference with the normal operation of the school, does not occur during Employee work hours, and complies with the District's acceptable technology use policy. The Union will reimburse the District for photo copying and long-distance calls.

Upon request made to the Principal and provided that it does not interfere with the educational program, the Union shall be permitted the use of a school building room for the purpose of holding meetings.

## **Article 22 BOARD RIGHTS**

### **22.1 Management Rights**

The Board retains and reserves the ultimate responsibility for proper management of the District conferred upon and vested in it by the statutes and the Constitution of the State of Illinois and the United States the responsibility for and the right:

- A.** To maintain executive management and administrative control of the District and its properties and facilities.

- B.** To hire all employees and to determine their qualifications for employment and the conditions for their continued employment, to assign them to work as needed, to promote, transfer, demote, suspend, discipline, and discharge employees.
- C.** To increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or other proper reasons.
- D.** To establish work schedules and to determine the starting and quitting time, and the number of hours to be worked, and to assign overtime.
- E.** To establish, modify, combine, or abolish job positions and classifications.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board; and the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by the specific and express items of this Agreement.

## **22.2 Termination of Seniority**

An employee's seniority shall be terminated and he/she shall lose his/her status as an employee when he/she:

- A.** Quits;
- B.** Is discharged;
- C.** Retires;
- D.** Fails to report to work at the conclusion of an authorized leave of absence or vacation;
- E.** Is laid off and the employee's layoff rights expire;
- F.** Is laid off and fails to respond affirmatively within five calendar days after receipt of notice of recall;
- G.** Is off work due to illness or injury and has not returned to work for six months after exhausting all sick leave and extended sick-leave benefits.

## **Article 23 Salary Schedules and Classifications**

### **23.1 Salary Schedules**

Effective for the 2009-2010 school year, clerical employees who are on steps 1 through 9 of the salary schedule shall receive a step increase only. Effective for the 2010-2011 school year, clerical employees who are on steps 1 through 9 of the salary schedule shall receive a step increase only. For schedules see Appendix A.

Effective for the 2009-2010 school year, clerical employees who are on step 10 of the salary schedule and so do not receive a step increase shall receive an increase of 1.5% over the amount they earned during the 2008-2009 school year.

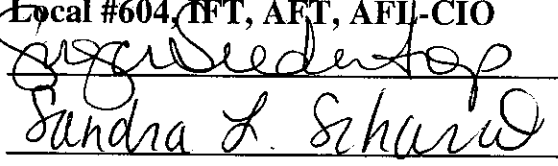
Effective for the 2010-2011 school year, clerical employees who are on step 10 of the salary schedule and so do not receive a step increase shall receive a salary increase of 2% over the amount they earned during the 2009-2010 school year.

### **23.2 Salary and Insurance Negotiation Reopener**


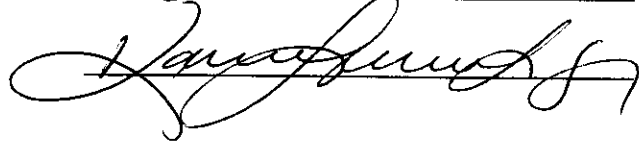
Prior to the start of the 2011-2012 school year, the parties agree to reopen the Agreement for negotiations limited solely to Article 23.1 salary schedules and Article 15.2 health insurance for the 2011-2012 and 2012-2013 school years. All other provisions of this Agreement shall remain in full force and effect during any reopening.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and adopted this 8<sup>th</sup> day of February, 2010, as evidenced by the signature of their respective officers affixed below.

**Kankakee Clerical Council,  
Kankakee Federation of Teachers,  
Local #604, TFT, AFT, AFU-CIO**

  
Sandra L. Schward

**Board of Education, Kankakee  
School District No. 111**

## Appendix A SALARY SCHEDULES

Kankakee School District  
Salary Schedule  
Clerical  
2009-10 School Year  
12-MONTH SALARY SCHEDULE

STEP	GRADE I	Day	Hour	GRADE II	Day	Hour	GRADE III	Day	Hour	GRADE IV	Day	Hour
1	25,075	96.44	12.06	26,425	101.63	12.70	28,000	107.69	13.46	29,300	112.69	14.09
2	25,975	99.90	12.49	27,525	105.87	13.23	29,250	112.50	14.06	30,775	118.37	14.80
3	26,950	103.65	12.96	28,525	109.71	13.71	30,450	117.12	14.64	32,125	123.56	15.44
4	27,975	107.60	13.45	29,625	113.94	14.24	31,700	121.92	15.24	33,575	129.13	16.14
5	28,950	111.35	13.92	30,775	118.37	14.80	32,925	126.63	15.83	35,150	135.19	16.90
6	30,025	115.48	14.44	31,800	122.31	15.29	34,225	131.63	16.45	36,625	140.87	17.61
7	31,025	119.33	14.92	32,925	126.63	15.83	35,500	136.54	17.07	38,050	146.35	18.29
8	32,025	123.17	15.40	34,125	131.25	16.41	36,775	141.44	17.68	39,600	152.31	19.04
9	33,075	127.21	15.90	35,225	135.48	16.94	38,025	146.25	18.28	41,175	158.37	19.80
10	34,150	131.35	16.42	36,350	139.81	17.48	39,275	151.06	18.88	42,700	164.23	20.53

### 10-MONTH SALARY SCHEDULE

STEP	GRADE I	Day	Hour	GRADE II	Day	Hour	GRADE III	Day	Hour
1	20,200	93.09	11.64	21,325	98.27	12.28	22,925	105.65	13.21
2	20,950	96.54	12.07	22,250	102.53	12.82	23,950	110.37	13.80
3	21,700	100.00	12.50	23,100	106.45	13.31	25,075	115.55	14.44
4	22,575	104.03	13.00	24,000	110.60	13.82	26,075	120.16	15.02
5	23,425	107.95	13.49	24,975	115.09	14.39	27,125	125.00	15.63
6	24,300	111.98	14.00	25,825	119.01	14.88	28,225	130.07	16.26
7	25,125	115.78	14.47	26,850	123.73	15.47	29,325	135.14	16.89
8	25,975	119.70	14.96	27,750	127.88	15.99	30,350	139.86	17.48
9	26,925	124.08	15.51	28,775	132.60	16.58	31,550	145.39	18.17
10	27,875	128.46	16.06	29,775	137.21	17.15	32,675	150.58	18.82

### 11-MONTH SALARY SCHEDULE

STEP	GRADE II	Day	Hour	GRADE III	Day	Hour
1	23,550	98.13	12.27	25,350	105.63	13.20
2	24,575	102.40	12.80	26,450	110.21	13.78
3	25,550	106.46	13.31	27,650	115.21	14.40
4	26,525	110.52	13.82	28,825	120.10	15.01
5	27,575	114.90	14.36	30,075	125.31	15.66
6	28,625	119.27	14.91	31,175	129.90	16.24
7	29,650	123.54	15.44	32,425	135.10	16.89
8	30,800	128.33	16.04	33,575	139.90	17.49
9	31,825	132.60	16.58	34,875	145.31	18.16
10	32,950	137.29	17.16	36,125	150.52	18.82

Kankakee School District  
 Salary Schedule  
 Clerical  
 2010-11 School Year  
 12-MONTH SALARY SCHEDULE

STEP	GRADE I	Day	Hour	GRADE II	Day	Hour	GRADE III	Day	Hour	GRADE IV	Day	Hour
1	25,075	96.44	12.06	26,425	101.63	12.70	28,000	107.69	13.46	29,300	112.69	14.09
2	25,975	99.90	12.49	27,525	105.87	13.23	29,250	112.50	14.06	30,775	118.37	14.80
3	26,950	103.65	12.96	28,525	109.71	13.71	30,450	117.12	14.64	32,125	123.56	15.44
4	27,975	107.60	13.45	29,625	113.94	14.24	31,700	121.92	15.24	33,575	129.13	16.14
5	28,950	111.35	13.92	30,775	118.37	14.80	32,925	126.63	15.83	35,150	135.19	16.90
6	30,025	115.48	14.44	31,800	122.31	15.29	34,225	131.63	16.45	36,625	140.87	17.61
7	31,025	119.33	14.92	32,925	126.63	15.83	35,500	136.54	17.07	38,050	146.35	18.29
8	32,025	123.17	15.40	34,125	131.25	16.41	36,775	141.44	17.68	39,600	152.31	19.04
9	33,075	127.21	15.90	35,225	135.48	16.94	38,025	146.25	18.28	41,175	158.37	19.80
10	34,150	131.35	16.42	36,350	139.81	17.48	39,275	151.06	18.88	42,700	164.23	20.53

10-MONTH SALARY SCHEDULE

STEP	GRADE I	Day	Hour	GRADE II	Day	Hour	GRADE III	Day	Hour
1	20,200	93.09	11.64	21,325	98.27	12.28	22,925	105.65	13.21
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7	25,125	115.78	14.47	26,850	123.73	15.47	29,325	135.14	16.89
8	25,975	119.70	14.96	27,750	127.88	15.99	30,350	139.86	17.48
9	26,925	124.08	15.51	28,775	132.60	16.58	31,550	145.39	18.17
10	27,875	128.46	16.06	29,775	137.21	17.15	32,675	150.58	18.82

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7	29,650	123.54	15.44	32,425	135.10	16.89
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9	31,825	132.60	16.58	34,875	145.31	18.16
10	32,950	137.29	17.16	36,125	150.52	18.82

## CLASSIFICATIONS

### 12 Month Personnel

- Grade Scale I  
Clerk - General
- Grade Scale II  
Assistant Principal's Secretary - High School  
Instructional Programs Secretary  
Special Education Clerk
- Grade Scale III  
Food Service Secretary  
Principal's Secretary – High School & Junior High School  
Special Education Secretary
- Grade Scale IV  
Bookkeeper - High School/Junior High  
State & Federal Grants Manager

### 11 Month Personnel

- Grade Scale II  
Assistant Principal's Secretary - Junior High  
Counselors' Secretary - High School
- Grade Scale III  
Principal's Secretary - Elementary (K-3[6])

### 10 Month Personnel

- Grade Scale I  
Clerk - General
- Grade Scale II  
Assistant Principal's Secretary - High School  
Assistant Principal's Secretary/Attendance Clerk - Middle Grade  
Athletic Director's Secretary  
Attendance Clerk - Junior High & High School  
Bilingual Secretary/Language Facilitator - LCC  
Counselor's Secretary - Junior High  
Food Service Clerk  
Office Clerk – Kennedy, Lincoln C.C. & Taft  
Special Education Clerk

(Revised January 2010)