

**TECHNOLOGY ASSISTANTS**

**AGREEMENT**

**BETWEEN THE BOARD OF EDUCATION**

**OTTAWA ELEMENTARY SCHOOL DISTRICT 141**

**AND**

**SERVICE EMPLOYEES LOCAL NO. 73**

**2018-2019, 2019-2020, 2020-2021, 2021-2022**

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Appendix A (Secretary Contract)	Attached to end of contract (6-28)

1. The Board recognizes SEIU Local 73 as the exclusive representative of employees is the job classification of Technology Assistants.

2. Upon ratification and execution of the Memorandum of Understanding both the District and the Union, the provisions of the current collective bargaining agreement covering District Secretarial employees will also cover the Technology Assistants with the exception of the following provisions, Article VII -Working Hours through Article XII -Reduction in Staff Sections 2-3. The following provisions shall apply to Technology Assistants in place of the excepted provisions of the Secretary's contract (see Appendix A)

A. Working Hours - Full-time Technology Assistants shall work an 8 hour day, on all work days throughout the work year. Inclusive in the dates are paid holidays. The workday includes one thirty (30) minute unpaid lunch and one twenty (20) minute paid break.

B. Salaries - All Technology Assistants shall be paid as follows:

Annual Salary

July 1, 2018- June 30, 2019	\$46,133
July 1, 2019- June 30, 2020	\$47,517
July 1, 2020- June 30, 2021	\$48,705
July 1, 2021- June 30, 2022	\$49,679

The annual salary shall be based on a 260 day work year for purposes of determining the hourly and daily rate

Longevity step:

Years of service: 10-14 years will receive a noncumulative bonus of \$200 per year

Years of service: 15-19 years will receive a noncumulative bonus of \$350 per year

Years of service: 20 +years will receive a noncumulative bonus of \$450 per year

This bonus will be given on August 1 of each year.

Technology Assistant

- 12 month position
- 260 day work year
- Vacation: 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 5 years, 4 weeks after 10 years
- Sick Leave: 18 cumulative days (4 of the 18 days can be used for personal leave)

A. The District shall reimburse staff for the use of their personal automobiles while on approved school business at the current IRS rate.

B. Technology Assistants who are called back to work outside of his/her regularly scheduled workday shall be paid for the hour worked or a minimum of two (2) hours pay at employee's applicable rate of pay. Call back time shall begin when the employee arrives at the school building to which he/she was asked to report and on other days the affected employee is not scheduled to work. Call back hours worked during the month of July shall be paid at time and one half regardless of the number of hours worked in the day or week.

#### C. Use of Compensatory Time

Requests for use of compensatory time made a minimum of two (2) working days in advance of the time requested will be approved provided that no more than one Technology Assistant will be approved to use of paid leaves on any pupil attendance day during the school year. Competing requests will be granted on a first come, first serve basis.

#### D: SEIU MEMBER DUES AND COPE

The Employer agrees to deduct from the pay of those members who individually request it voluntary contributions to the SEIU Local 73 COPE Fund. The Union shall notify the Employer of the per pay period amount that is to be deducted. Such amounts shall be remitted to the Union every pay period.

Recognition of Web-Based Sign-Ups. The Union will provide to the Employer verification that the employee has authorized dues deductions. Employees may express such authorization by submitting to the Union a written membership application form, through electronically recorded telephone calls, by submitting to the Union an online form authorization (Web Based Sign Up) or by any means of indicating agreement allowable under state and federal law.

The Employer agrees to deduct from the pay of those members who individually request it voluntary contributions to the SEIU Local 73 COPE Fund. The Union shall notify the Employer of the per pay period amount that is to be deducted. Such amounts shall be remitted to the Union every pay period.

#### E: Bulletin Boards

The union shall be provided reasonable bulletin board space on one bulletin board per school for the posting of official union notices and materials (no additional cost to school district). Use the current boards the district has in place. The privileges granted by this section shall not apply to notices or materials of a partisan-political nature.

#### F: Visits by a Union Representative

Non-employee representatives of the union shall be permitted access to school buildings for the purpose of representing employees covered by this agreement, provided that such non-employee representatives shall notify the office upon arrival at the building. Any such visit shall be made in a manner so as to not disrupt the normal operation of the school or the instructional program. Non-employee representatives union shall confine any meeting with the bargaining unit employees to non-work time (i.e. lunch period, breaks, before or after school).

#### G. Personal Days

Four personal days per year may be designated as Unrestricted Leave and the reason for it shall not be requested nor challenged, however, such days CANNOT be used on days immediately prior to or following a vacation or break (unless above criteria is exercised and approved). Break is defined as any weekday when the employee is not scheduled to work for any portion of the day. In addition, a request MUST be submitted in writing, on the designed form, to the employee's supervisor at least 48 hours in advance.

#### H. Bereavement Days

Bereavement Leave - Bereavement Days - Technology Assistants may take bereavement leave for immediate family, as defined by the Illinois School Code (defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, aunts, uncles, domestic partners and fiancés/fiancées) and inclusive of nieces and nephews. Duration of the leave shall be up to 10 days for a spouse/life partner, child, or parent per incident. All other bereavement requests will be limited to 3 days per incident. Bereavement days do not have to run consecutively. The parties agree that the benefit shall be used in a responsible manner.

#### I. Retirement/Medical

##### Section 1: Retirement Bonus

Any Technology Assistant who is at least 55 years of age at retirement and has completed 10 or more years of service in the District shall be granted a one time 6% increase in credible earnings to be distributed over a 12 month period. Eligible employees shall notify the superintendent in writing of their intention to retire by June 1<sup>st</sup> of the year previous to their retirement year. If for any reason the employees IMRF credible earnings would increase by more than 6% in any 12 month period during the term of this agreement, that employee shall only receive the maximum increase allowed under this provision to avoid IMRF penalty.

## Section 2: Retirement Insurance

Any eligible and participating Technology Assistants who retire shall be privileged to continue in the district program by observing the provisions of the insurance policy and by paying to the School District, the full premium on the coverage they select, provided that they have been a Technology Assistant of Ottawa Elementary district for at least 10 years preceding retirement and that they are at least 55 years of age upon retirement. Failure to pay the full amount of insurance costs in a timely fashion will be cause to drop the retirees from the program. At age 65, retired members must convert to Medicare for primary coverage (Plan A & B), but may maintain supplemental coverage through the district plan.

Any Technology Assistant who retires at age 58 and after and has been an employee of District 141 for at least 10 years prior to retirement is eligible to have the monthly Board contribution premium of \$275 per month at the time/date of retirement. Those electing to retire at age 60 with at least 10 years of service prior to retirement is eligible to have a monthly insurance premium of \$350 paid by the Board of Education. Those electing to retire at age 62 with at least 10 years of service prior to retirement is eligible to have a monthly insurance premium of \$400 paid by the Board of Education. The contribution for the retiree will be continued until their 65th birthday, at which time the retiree must assume all obligations for any insurance premiums.

Should a retired Technology Assistant participating in the district program insure a spouse and the retiree dies, the spouse is entitled to continue coverage, at their own expense in accordance with the provisions of C.O.B.R.A.

Technology Assistants whose medical expense coverage would otherwise end because of termination of employment, may elect to continue the coverage at their own expense, provided they meet and follow all the provisions of C.O.B.R.A.

## Section 3: Medical Insurance

The Board shall negotiate with the Union on selecting and maintaining a program of Medical/Life Insurance for Technology Assistants.

All full-time Technology Assistants are eligible to participate in the District's program of health/life insurance. Employees who work a minimum of six (6) hours per day totaling 30 hours per week are also eligible for insurance. The Board shall pro-rate the premium amount for employees who work less than 8 hours per day. In the first year of the contract, the Board will pay up to 50% of the cost of Full Family coverage (based on the cost of the lowest deductible) on behalf of any full-time technology assistant eligible and participating in the insurance program. The Board shall pro-rate the premium amount for employees who work less than 6 hours per

day totaling 30 hours per week. In subsequent years, the dollar figure shall be no less than in the first year of the contract.

The Board will offer multiple deductible options for Family/Dependent coverage. In addition, employees paying district health insurance premiums may elect to have those premiums sheltered through a plan approved and administered by the District.

If husband and wife are eligible for Board contribution for insurance they shall be carried as a Family Plan with the Board paying the entire premium. The insured's spouse will receive \$10,000 in Life Insurance Coverage. In the event the insured leaves the employ of the district, the remaining spouse is guaranteed coverage under the terms of the policy.

#### J. Birthday Holiday

Each member of the technology assistant bargaining unit shall be entitled to a day off to commemorate his/her birthday. The birthday holiday shall be taken on the employee's date of birth. If his/her birthday falls on a Saturday or Sunday, the employee shall be required to take his/her day off on either the Friday before or Monday after the employee's birthday. If the birthday falls during the summer when the Technology Assistant bargaining unit is not working he/she shall take the birthday holiday during the first two weeks of the new school year. The Technology Assistant bargaining unit member must have worked the last working day before the first working day and after the birthday holiday in order to qualify (except for excused leave).

In the event that school is in session on any of the above holidays the Technology Assistant is guaranteed either time off on a date(s) to be determined by the superintendent or employees will be paid for those holidays they are required to work. In no instance shall holiday pay exceed 16 days in any calendar year.

#### K. Reduction in Force

In the event the Board determines that there will be a reduction in the Technology Department, it will notify the Union and the affected employee at least forty-five (45) days prior to termination. Reduction in force shall be done on a seniority basis.

L. Surveillance Cameras

No surveillance camera shall be used for performance evaluation or discipline of Technology Assistants, except where the same provides evidence of a potential criminal act.

M: Education Bonus

Any Technology Assistant who obtains an Associates Degree in a technology related field shall be eligible for a one-time non-cumulative bonus of \$500.


Any Technology Assistant who obtains a Bachelors Degree in a technology related field shall be eligible for a one-time non-cumulative bonus of \$1,000.

TERM OF AGREEMENT


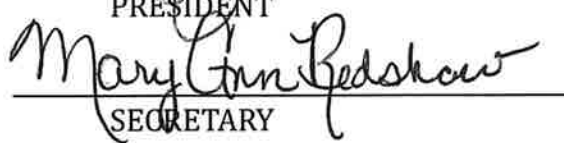
This Agreement shall remain in full force and effect from July 1, 2018 until June 30, 2022. This Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written Agreement of the parties, or is replaced by a Successor Agreement.

In witness whereof, the parties heretofore have caused this Agreement to be signed by their respective representatives on August 20, 2019.

FOR THE UNION:

  
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\_\_\_\_\_  
\_\_\_\_\_

FOR THE BOARD OF EDUCATION:

  
\_\_\_\_\_  
PRESIDENT  
  
\_\_\_\_\_  
SECRETARY

Appendix A

SECRETARIAL UNION CONTRACT