

AGREEMENT BETWEEN

**LOCAL 822
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

&

**Rock Island-Milan School District #41
BOARD OF EDUCATION
ROCK ISLAND, ILLINOIS**

July 1, 2026 - June 30, 2029

Table of Contents

PREAMBLE	3
ARTICLE I - Recognition	3
ARTICLE II - General	3
ARTICLE III –Employment Categories	4
ARTICLE IV- Seniority	5
ARTICLE V- Leaves of Absence	7
ARTICLE VI – Holidays and Extra Compensation	11
ARTICLE VII – Hazardous Duty	13
ARTICLE VIII - Vacation	13
ARTICLE IX – Hours of Employment and Overtime	14
ARTICLE X – Salary Classification Schedules	16
ARTICLE XI – Early Retirement	16
ARTICLE XII -Evaluations	17
ARTICLE XIII -Insurance	17
ARTICLE XIV – Discipline and Discharge	18
ARTICLE XV – Dues Deduction	18
ARTICLEX XVI – Grievance Procedures	19
ARTICLE XVII –General Provisions	20
ARTICLE XVIII – Duration	21
APPENDIX A- Leave under the Family and Medical Leave Act	22
APPENDIX B - Catastrophic Illness	26
APPENDIX C- Custodial/Maintenance Salary Schedule	29
APPENDIX D - Secretary Legacy Salary Schedule	32
APPENDIX E - Secretary Salary Schedule	35
APPENDIX F- Nutrition Services Salary Schedule	38

A.F.S.C.M.E. AGREEMENT

PREAMBLE

This Agreement entered into by the Rock Island-Milan School District #41 Board of Education, hereinafter referred to as the Employer, and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, on behalf of Local 822, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE I - Recognition

The Rock Island-Milan School District #41 Board of Education, Rock Island County, Rock Island, Illinois, hereby recognizes the American Federation of State, County and Municipal Employees AFL-CIO, on behalf of Local 822, as the sole and exclusive bargaining agent for all full-time and part-time (four hours or more per day) employees covered by this Agreement for the purpose of establishing salaries, hours, and other conditions of employment. The parties recognize that there are three (3) bargaining units contained herein, each separately certified.

ARTICLE II - General

Section 1. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

Section 2. If any section, paragraph, sentence, or clause of this agreement is held invalid or unconstitutional, such decision shall not void the remaining portion of this agreement of any section or part thereof.

Section 3. The Employer shall provide payroll deductions of union dues for those who affiliate with Local 822 AFSCME.

Section 4. There shall be labor management meetings as needed, but no more than one per month. The time and place for such meetings shall be at the discretion of the administration.

Section 5. All meetings called by AFSCME shall be scheduled after normal work hours unless arranged otherwise with the Administration. Under no circumstances shall union meetings that occur during work hours be scheduled more than once per month.

Section 6. Grievance Hearings and Meetings: AFSCME officers and stewards shall be released to attend grievance hearings and meetings called by administration during the normal workday.

Section 7. Job descriptions will be provided to employees when hired *or* upon request. The phrase "other duties as assigned" in job descriptions shall be construed to mean those other duties assigned which are reasonable within the scope of the duties related to the job.

AFSCME and the Assistant Superintendent of Human Resources shall meet and confer on proposed changes in job descriptions. If such changes require a different level of compensation, both parties agree to negotiate the appropriate level of compensation for the new job.

Section 8. The Board agrees to furnish AFSCME Council 31 and the Staff Representative the names, addresses, classification titles, base hourly wage, number of annual hours, work telephone numbers,

employee identification numbers, date of hire, work email addresses, home personal cellular phone numbers that the board has on file, and worksite locations of all employees in the bargaining unit. Such information shall be provided on a monthly basis and within five days of a specific request.

The Board agrees to provide the AFSCME President with School Board Agendas, minutes and training notices.

Section 9. A joint Labor/Management Committee may meet when necessary at mutually agreed times, for the purpose of discussing any work related problems. If the meeting is scheduled during an employee's regular work schedule, the member(s) of the Union authorized to represent the Union at Labor/Management Meetings will not have loss of wages for the time spent in said meetings. The employer is not obligated to meet more than once per month. An agenda will be sent out five (5) days in advance of the meeting. By mutual consent of both parties, additional items may be added to the agenda.

Section 10. The AFSCME President shall be granted four (4) hours per week for conducting union business.

ARTICLE III –Employment Categories

NUTRITION SERVICES

General Help

CUSTODIAN

CATEGORY 1

Custodian/260 Days

Custodian/202 Days

Utility Custodian

Rock Island High School Head Custodian

Custodian/Driver

Storeroom Clerk/Custodian/Driver

CATEGORY 2

Carpenter

Maintenance Worker

CATEGORY 3

Electrician

CATEGORY 4

Plumber

SECRETARIAL

CATEGORY 1- (202 days/8-hour days per contract year)

Elementary School Secretary, High School Secretary, Dean's Office Secretary, Special Services Secretary
High School

CATEGORY 2 - (212 days/8-hour day per contract year)

Junior High School Secretary and High School Main Office, Pre School Secretary

CATEGORY 3 - (260 Days/8-hour day per contract year)

High School Secretary (Main Office, Bookstore, Athletic Office, Guidance Office), Alternative School Secretary, Rover Secretary, Central Office Secretary, Special Services Secretary (Central Office)

CATEGORY 4 - (260 Days/ 8-hour day per contract year)

Head Start Secretary, Building and Operations Secretary

ARTICLE IV- Seniority

1. Seniority shall begin with the original date of employment in the AFSCME bargaining unit and shall include only the time for which pay has been received, except that total seniority shall not be diminished by the temporary lay-off of one year or less due to lack of work or lack of funds or in case of a leave of absence.

Whenever a vacancy occurs or a new position is created, such position shall be posted on all bulletin boards for seven (7) working days. Whenever a job is posted and not filled, it shall be posted every forty-five (45) days until filled.

If an employee wants to receive summer postings, he/she must notify the Department of Human Resources in writing no later than June 1. During this period, employees who wish to apply for the open position, including employees on temporary lay-off of one year or less, may do so. The application shall be in writing and it shall be submitted to the Human Resources Department.

The employer shall fill the opening by promoting, from among the AFSCME applicants, the employee with the longest continuous service and qualifications, provided the employee is capable of handling the work.

2. All vacancies shall have a one-day bid meeting(s) on the Saturday following the expiration of the job posting. At the bid meeting, all vacancies will be filled. All employees will be provided the opportunity to attend the bid meeting. Employees not able to attend may bid by proxy and may bid on more than one (1) position. The employer shall provide written notice of bid meetings and all available positions via work email

AFSCME employees may apply for open positions for maintenance worker, carpenter, electrician, and plumber. These positions are not subject to bid meetings and may be posted to outside applicants. AFSCME employees who pass the test and meet the minimum qualifications shall be interviewed. The most qualified candidate, based on the position qualifications, shall be hired.

Employees who successfully bid to another position shall be transferred within thirty (30) days.

AFSCME and the Board of Education agree to establish, negotiate and implement a testing and assessment system.

Movement to the following positions will be tested:

Custodian

Storeroom Clerk/ Custodian/ Driver

Secretary

Accounts Payable

Central Office

Food Service

Maintenance

Maintenance Worker

Carpenter

Electrician

Plumber

If mutually agreed upon by the employer and employee, on-the-job training, as necessary, will be given to anyone new or transferring to a new full-time position by the person presently holding that position or someone who is otherwise qualified to provide such training.

3. Whenever it becomes necessary to lay-off employees due to the shortage of work or lack of funds, employees shall be laid off in reverse order to their length of service in the AFSCME bargaining unit. Employees who have been laid off or separated from service without delinquency or misconduct on their part within one year thereto shall be entitled to be re-employed in vacancies or newly created positions and shall be rehired in reverse order of lay off.

4. Reduction in Force.

4a). Reduction in Workforce - Secretaries

In the event that an AFSCME employee's position is lost due to shortage of work and/or lack of funds in Rock Island- Milan School District 41, the individual(s) will be considered a "displaced" worker. A "displaced" worker will be assigned to a position that they are qualified for that does not cause financial harm or reduction of financial compensation (example... a 260 day "displaced" secretary will be reassigned to a 260 day secretary position)

In the event that a 260 day employee is "displaced", management will identify the AFSCME employee with the least seniority that holds a 260 day position in the same classification as the "displaced" employee and release the employee as a Reduction in Force (RIF).

The released 260 day employee will then have the option to be reassigned to a 202/212 day position in the same classification for which he/she is qualified. If the released 260 day employee elects to receive a 202/212 day position, the AFSCME employee with the least seniority that holds a 202/212 day position in the same classification will be laid-off, provided that the 260 day employee holds higher seniority than that of the lowest seniority 202/212 day employee.

4b). Reduction in Workforce - Custodians/ Nutrition Services

If a job is eliminated, that employee would bump to any position of an employee within their classification with lesser seniority. Custodians and Nutrition Services employees with the most seniority shall have full bumping rights when new positions, vacancies, lay-offs or reductions in force occur.

4c). Reduction in Workforce - Maintenance/Carpenter/Electrician/Plumber

If a job is eliminated, employees in any of these job classifications on July 1, 2020 would bump to any position of an employee within the custodial classifications with lesser seniority. Employees hired in any of the listed job classifications after July 1, 2020 shall not bump into the custodial classifications and shall be laid off if a job is eliminated. Employees working in any of these classifications on July 1, 2020 with the most seniority shall have full bumping rights when new positions, vacancies, lay-offs or reductions in force occur.

5. A Seniority list will be provided to the president of AFSCME local on or before February 1 of each year. This list will include the bargaining unit members that are on schedule for evaluation in even and odd years. The Union will send reminders to the District and Supervisors to conduct the evaluations.
6. In accordance with Section 10-23. Of the Illinois School Code, the administration will notify the Union and the affected employee in writing at least 30 days before the employee is dismissed (or the hours he or she works are reduced), together with a statement of honorable dismissal and the reason therefore, if applicable in accordance with State and Federal Laws.
7. Voluntary and/or involuntary transfers shall be evaluated on a case-by-case occurrence between the Union and the Board. No transfers shall be implemented which would violate the rights of any members covered under this contract.

ARTICLE V- Leaves of Absence

Section A – Definition

For the purpose of this Article, immediate family or household shall mean the following:

Spouse, Child, Parent, Grandparent, Grandchild, Parent-in-law, Son-in-law, Daughter-in-law, Brother, Sister, Sister-in-law, Brother-in-law, Legal Guardian, Step-parent, Step-child

Section B - Sick Leave

1. All employees are granted 15 days of sick leave with pay for personal illness or illness in the immediate family or household. If the employee is out of sick days, the employee may choose to utilize accumulated vacation days.

Employees who are unable to report for their scheduled work shift shall notify their immediate supervisor and the District-designated absence reporting system at least two (2) hours prior to the start of their scheduled shift. It is also the responsibility of the employee to enter their absence in the absence management system.

In the event of an emergency or other unforeseen circumstance that reasonably prevents an employee from providing the required two (2) hours' notice, the employee shall provide notice as soon as practicable. Such situations shall be reviewed on a case-by-case basis and shall not constitute a violation of this provision when the employee demonstrates that timely notice was not reasonably possible.

The parties acknowledge that this notification requirement is intended to assist the District in maintaining appropriate staffing levels while recognizing that emergencies and unforeseen circumstances may occasionally prevent compliance with the 2-hour advance notice requirement.

2. If, for any special reason, a person other than any of those listed above has become a part of the immediate family, these conditions may be examined with the school Administration and special permission for sick leave may be granted.
3. Unused sick leave may be accumulated to an unlimited total.
4. During the retirement year, the employee shall be granted 25 additional sick leave days, if the Human Resources Department is notified prior to the retirement year.
5. A doctor's certificate may be required for all absences due to illness of three (3) or more consecutive days, at the discretion of the Superintendent of Schools or designee.
6. Sick leave may be taken in one-half or full-day units.
7. Any employee who is re-employed within one year of a lay-off shall have all accrued sick leave reinstated.

Section C - Sick Leave Donation Program

For purposes of this section, a "catastrophic illness or injury" is defined as a condition that is expected to incapacitate the employee for an extended period of time, or requires the employee to be absent from work for an extended period to care for an immediate family member, resulting in financial hardship due to the exhaustion of all available paid leave. Employees who have filed, or intend to file, a claim for the same illness or injury under the Workers' Compensation Act, the Workers' Occupational Diseases Act, or any other wage replacement program shall be ineligible for participation in the Sick Leave Donation Program.

1. In the event that an AFSCME union member experiences a catastrophic illness or injury, or if an immediate family member (as defined in Section A of this Article) suffers a serious illness or injury requiring the member's care, and the member has exhausted all accumulated sick leave and other available paid time off, the member may request sick leave donations from other AFSCME union members in accordance with the following:
 - a. The employee has exhausted all accumulated sick leave and other available paid time off.
 - b. The employee has a catastrophic personal illness or injury, or is required to care for an immediate family member with a serious illness or injury.
 - c. The employee is required to provide medical documentation from a licensed healthcare provider to the Human Resources Department.
 - d. The employee submits a written request to the Union President and Human Resources Department outlining the reason for the request and the estimated number of days needed.

2. The following donation process shall be followed:

- a. Upon determination that an employee qualifies for Sick Leave Donation Program, the Union President shall notify bargaining union members and solicit voluntary donations of sick leave days.
- b. The requesting employee shall meet with the Union President to determine the number of days needed, not to exceed fifty (50) days per school year.
- c. The Union President shall obtain written authorization from each donating employee specifying the number of days to be contributed and shall maintain a record of all pledged donations.
- d. The request, along with documentation of pledged donations, shall be submitted for review and approval in a joint meeting between the District's Human Resources Department and Union representation.
- e. Upon approval, the District shall credit the approved number of donated sick leave days to the requesting employee's sick leave balance.
- f. Concurrently, the District shall deduct the corresponding number of sick leave days from each donating employee's balance and record all transactions through the District's designated HRIS system to ensure accuracy and accountability.

3. The Sick Leave Donation Program Committee shall

- a. Be comprised three (3) AFSCME members selected by the Union.
- b. Be comprised of three (3) administrators selected by the Superintendent or designee.
- c. Be responsible for developing and maintaining fair and equitable guidelines for the administration of the Sick Leave Donation Program for employees covered by this Agreement.

Leave accumulated through the Sick Leave Bank is to be used to exhaustion prior to accepting applications for the Sick Leave Donation Program, upon the execution of this agreement.

Section D - Catastrophic Illness/Death in Family/Bereavement Leave

1. When death occurs in the immediate family or household, the employee shall be granted a leave of up to ten (10) school days for each occurrence with full pay. The first five (5) will be with full pay. The second five (5) days may be covered with paid leave or be taken unpaid. These days are in addition to and separate from accumulated sick leave.

Such bereavement leave also covers stillbirth, failed surrogacy, failed adoption, failed fertility treatments, miscarriage, etc. under the Family Bereavement Leave Act.

2. When catastrophic illness occurs in the immediate family or household, the employee shall be granted a leave of five (5) school days for each occurrence with full pay. These days are in addition to and separate from accumulated sick leave.
3. Death or catastrophic illness leave may be taken in either one-half or full-day units and need not be taken consecutively.
4. Each employee shall be allowed up to three (3) days deductible from accumulated sick leave for death outside the immediate family.
5. Employees must provide medical professional documentation, if this request is proven to be impossible, then an alternative proof will be considered.

Section E - Personal Leave

1. Two (2) days of personal leave at full pay shall be granted for transacting personal or legal business which cannot be handled other than on a work day. No reason shall be required. Personal leave may not be used during the ninety (90) working day probationary period. Personal leave, if unused, shall be converted as sick leave. An employee shall be entitled to rollover a maximum of three (3) unused personal leave days to a subsequent school term for a maximum of five (5) personal leave days available for use during the year.
2. Except in the case of an emergency situation which occurred subsequent to the completion of the regular work day, application for a personal leave under this Article shall be made in writing prior to requested leave date and must be submitted to the Leave and Attendance Specialist for approval.
3. Should an emergency situation occur subsequent to the completion of the employee's regular work day, the necessity of securing prior approval obviously must be waived; however the affected employee should be expected to attempt informally to notify his or her supervisor of such emergency. It is understood when this situation occurs; the employee shall be required to make a formal application for approval before being eligible for pay for time lost.
4. The day immediately preceding or immediately following a holiday, as defined in Article VI, Section A or school recess cannot be used as a personal leave day except in a case of emergency, religious holiday, graduation of the employee, his/her child or spouse, or wedding of the employee or his/her child.
5. Excess personal leave days may be granted to observe religious holidays.

Section F - Leave of Absence/Conference Leave

1. An unpaid absence for a period not to exceed one (1) year may, at the discretion of the administration, be granted to an employee in order to allow the employee to attend an accredited college, university, or trade or technical school on a full-time basis. This employee may continue to participate in the District's health insurance program(s) during such leave of absence at his/her own expense (i.e. no employer premium contribution(s) shall be made). The employee's seniority date will remain the same. The employee will not accrue any other benefits including but not limited to longevity steps, additional sick leave days, etc.
2. Conference leave may be granted on a paid or unpaid basis at the discretion of the administration.
3. Conference leave shall be granted on a paid basis for certification and recertification of a sanitation certificate for all Nutrition Services employees.

Section G - Unpaid Due to Illness

If an employee has exhausted all paid (including leave granted through the sick leave donation program) and unpaid (Including FMLA leave) leave options due to his or her own personal illness or injury, or a serious illness or injury in the immediate family or household, he or she may apply for an unpaid leave of absence from the Board of Education not to exceed six months in duration. The Board of Education shall decide whether to grant such an unpaid leave of absence.

Upon return from this unpaid leave of absence, the employee shall be reinstated to the position for which he or she was employed at the time the leave was granted without loss of seniority.

If the employee's absence exceeds sixty (60) workdays (12 weeks), the position will be filled temporarily by a union employee. In the event said position is first shift, the highest senior second shift employee will be offered the position until the initial position is filled, that now open position will be offered to the 4-hour custodian. In the event the employee on leave is on second shift, the position shall be offered to the 4-hour custodian.

Family Medical Leave Act

AFSCME and the Board recognize the Family Medical Leave Act. The general provisions of this act are included with this contract-Appendix A. The provisions specified in ARTICLE V are in addition to those provided by the FMLA.

Section H - Union Leave

There shall be up to twelve (12) paid days of union leave granted for the delegates and or alternates to attend the state or national convention.

Section I - Extended Illnesses

1. Employees with a medical condition keeping them from performing their duties for sixty (60) work days (12 weeks) 90 or more calendar days shall have their position posted and filled as a vacant position. The absent employee may return to their original position within one (1) year after their job was posted, thereby bumping the employee who was hired to work in that position. After the one-year period, the employee may no longer return to their original position but may bump the least senior employee on a similar shift. This provision is for employees who have FMLA and /or paid leave time available to them for the duration of their extended illness. Once an employee runs out of FMLA, sick, vacation, and personal leave time, the employee may request unpaid leave due to illness according to Article V (F).
2. When an employee on Workers Compensation returns, the employee shall return to their original position. If the workers compensation absence exceeds sixty (60) work days (12weeks), the position will be filled temporarily by a union employee. In the event said position is first shift, the highest senior second shift employee will be offered the position until the initial position is filled, that now open position will be offered to the 4-hour custodian. In the event the employee on leave is on second shift, the position shall be offered to the 4-hour custodian.

Section J - Parental Leave

All employees covered by this agreement shall have the following paid parental leave for the birth of a child of the employee or the placement of a child for adoption or foster care with the employee. After the first year of employment, eighty (80) hours of paid parental leave will be available for use for each birth or placement. Paid parental leave may be taken intermittently within the first year after birth or placement in full week increments. In order to use paid parental leave, the employee shall notify their department of said use no later than 30 days prior to the commencement of the leave. If an employee is unable to provide 30-days' notice due to unforeseen circumstances, the employee shall notify the Department of Human Resources as soon as practicable. Unused paid parental leave is not subject to payout upon separation of employment.

ARTICLE VI – Holidays and Extra Compensation

Section A - Holidays

1. All 260 day employees shall be granted the following holidays with pay: New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, Presidents Day (floating holiday), Good Friday, Monday after Easter (floating holiday), Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day.
2. When a holiday falls on a Saturday, it will be observed on the preceding Friday; when a holiday falls on a Sunday, it will be observed on the following Monday.
3. All full-time secretaries and Nutrition Services employees who work less than 260 days shall be granted

seven (7) paid days off work (MLK Birthday, Good Friday, Monday after Easter, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving).

Section B - Extra Compensation/Custodian

1. Employees working on the night shift, which shall be after the hours of 5:00 p.m. and before 5:00 a.m. shall receive \$.30 per hour above the regular salary. Custodial/Maintenance employees regularly scheduled to work on Saturday and/or Sunday shall receive a shift differential of \$.30 per hour for the Saturday and/or Sunday hours. This applies to full time employees only.
2. Since the lead person at the high school working the night shift has been designated by the Employer, that person shall be paid \$1.00 per hour over regular salary.
3. In junior high schools, the head custodian shall receive \$100.00 per month over the established schedule. In elementary schools, the head custodian shall receive \$75.00 per month over the established schedule. Appointment of head custodians shall be by agreement of the Board and the employee concerned.
4. Maintenance department employees shall be compensated for the use of their cars per mile by the applicable IRS rate.
5. Maintenance department employees shall be given a yearly tool allowance of \$150.00. Any such maintenance department employee desiring to obtain the allowance or portion thereof shall follow the normal purchase order procedures. This tool allowance is not cumulative.
6. An employee reporting for emergency duty at the School District's request which he/she had not been notified of in advance and which is outside of and not continuous with his/her regular work period, shall be guaranteed at least two (2) hours of pay at the rate of time and one-half.

Section C - Extra Compensation/Nutrition Services

1. Full-time employees possessing sanitation certification from the Rock Island County Department of Health shall be compensated at an additional \$1.25 per hour (see Appendix F with sanitation)
2. Each full-time employee shall receive an apparel allowance of \$175.00 per year. To receive the apparel allowance, the employee must submit original receipts showing purchase of apparel. In addition, the District shall provide each full-time employee with one (1) apron and two (2) shirts each year for the duration of the contract.
3. In the event that an employee is scheduled to be absent for 60 consecutive days (12 weeks), the employee with the highest seniority in that kitchen may work the hours of the absent employee. All positions may be filled by order of seniority with that kitchen until the staff is full again. If and when the employee who was unable to work returns, all employees shall return to their original hours and job duties.
4. Uniforms to be worn shall consist of mandatory non-slip shoes, pants to the knee or longer and a tee shirt.

Section D - Extra Compensation/Secretaries

If student enrollment at the school is greater than 350 students, in buildings with one (1) secretary, as reported by the Fall Housing Report for the current year, the secretary will receive a stipend of \$300.

Secretaries who have successfully completed the District's interpreter and translator process shall receive a monthly compensation of \$75 in addition to their regular salary. To be eligible for the additional compensation, secretaries must undergo and pass the District's interpreter and translator process.

Secretaries who have been vetted and approved, through the District, as bilingual translators and/or interpreters shall receive an additional \$75 a month. Such services shall not substantially remove the employee from their regular work duties.

ARTICLE VII – Hazardous Duty

Section A - Custodians

1. In situations where a maintenance worker is undertaking a potentially hazardous repair, he/she must obtain another custodian to minimize any possible hazard.
2. The Board shall provide a safe work environment. Safety committees will be formed in each building and AFSCME shall have representation on all committees.

Section B - Secretaries

1. A secretary will not be required to work alone in a building. Should such an occasion arise, an adjustment of working hours shall be arranged between the secretary and his/her immediate supervisor.
2. A secretary will not be required to give medications to students, nor will a secretary be required to treat medical conditions beyond the realm of basic first aid.
3. At no time will a secretary be required to supervise students, nor will students be left with a secretary in a school office in the absence of the building principal or without the supervision of a certified staff member.

ARTICLE VIII - Vacation

1. All 260 day AFSCME employees shall accrue paid vacation time beginning at the end of the first full month of employment, in accordance with the following schedule:
 - a. 1st year through completion of year 7: fifteen (15) days annually (1.25 days accrued per month)
 - b. More than 7 years through completion of year 12: twenty (20) days annually (1.67 days accrued per month)
 - c. More than 12 years: twenty-five (25) days annually (2.08 days accrued per month)
2. New hires shall begin accruing vacation in the month of hire. Vacation shall be prorated for the remainder of the fiscal year, and employees shall not receive the full annual allotment until the start of

the next fiscal year.

3. Employees who reach 7 or 12 years of service during the fiscal year shall begin accruing vacation at the higher rate associated with their new tier effective at that time.
4. For purposes of this Article, years of service shall be calculated from the employee's date of hire into the AFSCME bargaining unit.
5. Vacation requests shall be granted at the time of request whenever possible. The employer reserves the right to limit the number of employees on vacation on school days. When such limitations are necessary, requests shall be approved by seniority with a 30 or more day request. Otherwise, approvals are on a first-come, first-served basis, determined by the date the request is submitted. All requests are subject to approval by the employee's immediate supervisor. Vacation scheduling shall be administered by the immediate supervisor to ensure adequate staffing and coverage.
6. Employees may carry over up to ten (10) unused vacation days from one fiscal year to the next. The total maximum vacation balance on July 1st shall not exceed the annual accrual + 10 days. Any vacation days in excess of this maximum at the end of the fiscal year shall be forfeited and are not eligible for payout or carryover.

ARTICLE IX – Hours of Employment and Overtime

Hours of the workday will be established by the posting for which the employee applies. All postings shall have specific working hours.

Section A - Nutrition Services

1. Employees working five (5) hours or more in one day shall be classified as full-time employees.
2. Nutrition Services employees who work 6-8 hours per day shall receive a 20-minute lunch period and one, ten-minute break. Food service employees who work 5 hours will receive a 20-minute lunch break.
3. Full-time employees scheduled to begin their shift by 7:00 a.m. or before shall be paid for one hour's work if they report to work prior to 8:00 a.m. on days when school is closed due to inclement weather.
4. Full-time employees in the General Help classification may be utilized to work on in-service days, as needed, on a rotating basis by seniority. If the employee refuses the opportunity to work, the next person on the list will be afforded the opportunity to work.

Section B – Custodians

1. In the event there is a need for a 4-hour custodian, only one will be allowed. In the event that more hours occur, those hours will be combined with the existing 4-hour custodial position, thus making a full-time 8-hour position.
2. An employee's workday shall consist of 8 hours in one shift and 40 hours in one week.
3. Employees shall be allowed one 15-minute break per four hours of work and one-half hour for lunch.

4. Where two or more custodians are employed in a school, the hours of the second position shall be arranged so as to provide custodial service for the early hours of the evening.
5. In the event that a custodian must be absent from work and notifies their supervisor or designee at least three clock hours before his/her reporting time, the following procedure will be followed:
 - (a) The Director of Building Operations will send a substitute custodian if available;
 - (b) See Section D - Overtime.

Section C - Secretaries

An employee's workday shall consist of 8 hours in one day and 40 hours in one week. Employees shall be allowed 1, 15-minute break per four hours of work. Lunch shall be either one hour or one half hour, by agreement between employee and supervisor.

Section D - Overtime

1. All work performed over 40 hours in one week shall be compensated at the rate of time and one-half the hourly rate (overtime). Overtime requires pre-approval of the person's immediate supervisor. Vacation, personal time and holidays used during that work week will count towards the 40-hour work week.
2. When additional hours of work are needed beyond the normal work schedule, due to emergencies, absences, job vacancies, or special events/activities, the following procedure shall be followed by classification:
 - a. Food Service/Custodial Job Classifications
 - 1) The additional hours are offered to employees in the same building by seniority.
 - 2) If there are no volunteers, the additional hours are offered to employees in the district by seniority according to the overtime list.
 - 3) When an employee refuses the overtime assignment, their name shall fall to the bottom of the overtime list. If an employee is at the top of the list, the employee shall not be skipped.
 - 4) If additional hours cannot be covered by items 1 and 2 above, the District reserves the right to use its discretion to resolve the problem in the best interest of the district.
 - 5) The overtime list shall reset each quarter, beginning again with the most senior employees. Employees interested in signing the overtime list shall notify the employer in writing.
 - b. Secretarial Classifications
 - 1) Offer the overtime to the secretary who normally performs the work.
 - 2) Offer the opportunity to other AFSCME secretaries within the department (Central Office) or building (schools) to work overtime on a rotating basis by order of seniority. (Overtime may not negatively impact internal controls of the District).
 - 3) If additional hours cannot be covered by items 1 and 2 above. The District reserves the right to use its discretion to resolve the problem in the best interest of the District.

ARTICLE X – Salary Classification Schedules

1. As a basis for hiring individuals for classifications, if the individual has five years or more experience in the field for which he/she is hired, such experience counts as one step per year up to five years on the salary schedule.
 - a) Effective July 1, 2026, newly hired Secretaries may be placed at any step through Step 5 based upon prior experience and/or qualifications. The New-Hire Secretary Salary Schedule shall be established as reflected in Appendix E.
 - b) Employees employed in a Secretary classification prior to July 1, 2026, shall be compensated pursuant to the Legacy Secretary Salary Schedule (Appendix D).
 - c) Employees hired into a Secretary classification on or after July 1, 2026, shall be compensated pursuant to the New-Hire Secretary Salary Schedule (Appendix E).
2. As a basis for hiring individuals for classifications, if the individual has part-time service for of three years or more in the field for which he/she is being hired, such experience is to count as one step at the rate of one year credit for every three years of part-time service, up to step five on the salary schedule.
3. Step 1 represents the starting salary and 16/13/16 represents the maximum salary. Movement on the salary scale will be effected on July 1st and will be according to the negotiated schedule.
 - APPENDIX C - Custodial (Step 16)
 - APPENDIX D - Legacy Secretarial (Step 13)
 - APPENDIX E - Secretarial (Step 13)
 - APPENDIX F - Nutrition Services (Step 16)
4. The Board of Education shall classify each position, provide job descriptions, and establish proper wage rates for each classification.
5. Steps shall be granted on July 1st of each year regardless of hire date.
6. Substitutes shall not be paid more per hour than the hourly rate of the employee for whom they are substituting.
7. Whenever an employee performs work in a higher classification at the direction of a supervisor, such employee shall receive the higher rate of pay after completing three (3) consecutive days in that position, taking on the full responsibility of the job.

ARTICLE XI – Early Retirement

Any employee having twenty (20) or more years of continuous service who chooses to retire shall receive an additional stipend. The employee must notify the Department of Human Resources of their intent to

retire 45 days prior to retirement. This notification must be received by December 15th of the fiscal retirement year.

A one-time post retirement payment of \$7500 will be paid within ninety (90) days of retirement date.

ARTICLE XII -Evaluations

1. AFSCME employees shall have a formal evaluation completed at least once every two years. However, all employees in their first two years of employment with the District or in their first two years in a newly assigned job shall have a formal evaluation completed annually. Evaluations will be conducted by the District manager/supervisor with input from site-level administrators and/or managers.
2. Three copies of the formal evaluation shall be made and distributed as follows: One copy to the evaluated employee, one copy to the evaluator, and one copy to the Office of Human Resources. The Office of Human Resources copy shall be maintained in the employee's personnel file.

The evaluator and the employee shall confer to review the formal evaluation. The employee's signature shall signify only that he/she has received the evaluation.

Any item rated below average shall be explained in the comment section, and suggestions for remedying the deficiency shall be given by the evaluator. AFSCME has the right to answer any below-average rating in writing. Both the evaluation and any response by the AFSCME Evaluator shall be included in the employees' personnel file.

ARTICLE XIII -Insurance

Section A - Insurance Plan, Coverage and Eligibility

1. AFSCME employees, except for those employed less than five (5) hours per day but including those on sick leave, shall be eligible for coverage in the group insurance plans authorized and paid for by the Board subject to the following provisions:
 - a) If both husband and wife are eligible to enroll for the employee benefits, either the husband or the wife, but not both, may elect to enroll for dependent benefits. The remaining spouse shall be entitled to single coverage.
 - b) If the employee is employed for four (4) or more, but less than five (5) hours per day, can enroll in single coverage.
 - c) The Board will pay the premium costs of the single, single plus one and family plan for the period July 1, 2026, to June 30, 2029 subject to the following provisions:
 - (1) Single: Board will pay 82%. Employee will pay 18%
 - (2) Single +1: Board will pay 79%. Employee will pay 21%
 - (3) Family: Board will pay 80%. Employee will pay 20%.

2. Eligible employees on an approved unpaid leave of absence may elect to continue their health insurance, provided they pay the full premium, except for those leaves covered under the Family Medical Leave Act. An employee on unpaid FMLA must make arrangements to pay the applicable employee portion of the health insurance premium to maintain coverage.
3. Employees who retire or become disabled prior to the age of 70 may continue in the group medical, dental, and vision insurance plan by remitting to the Board or its designee premiums at the prevailing group rate. If an employee is not eligible for Medicare, the employee may continue in the group indefinitely by remitting to the Board, or its designee, premiums at the prevailing rate.
4. The District agrees that an employee whose employment with the District ends shall continue to be covered by the District's Insurance through the last day of the month of employment.
5. All Board-sponsored or Board-participating employee insurance programs shall be considered part of this agreement and any additions to, subtractions from, or modifications in the coverage of part or all of these programs shall be only after negotiations and with agreement by AFSCME. The Board shall insure AFSCME employees as equal as possible to all other insured employees.

ARTICLE XIV – Discipline and Discharge

1. The Board, after the completion of a probationary period of ninety (90) working days may discipline, suspend or discharge an employee for just cause. Any disciplinary action, suspension or discharge may be processed through the grievance procedure. Both the District and the Union agree with the tenets of progressive and corrective discipline. Disciplinary action shall consist of the following measures: 1. Verbal reprimand (to be followed by confirmatory correspondence) 2. Written reprimand 3. Suspension without pay 4. Dismissal. All disciplines shall be in writing and placed in the personnel file as well as copied to the employee. When the seriousness of a particular offense makes the application of progressive discipline inappropriate, the appropriate disciplinary step may be taken.
2. Disciplinary action of a formal nature shall be submitted to the Department of Human Resources in writing, with a copy to the employee and Union at the same time. The employee has the right to answer the action in writing to the Office of Human Resources within five (5) working days of receipt of the copy. Copies of both letters will be filed in the employee's personnel file. Failure to provide the Union with a copy of a formal disciplinary action of an employee shall negate the five- (5) day response time, until such time as the Union is provided a copy by the reprimanding supervisor. The Office of Human Resources shall not include the letter in the employee's file if the Union is not notified of the disciplinary action.
3. An employee is entitled to have a Union representative present during any disciplinary meeting. The reprimanding supervisor must inform the employee that this meeting is of a disciplinary nature.

ARTICLE XV – Dues Deduction

The Employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees; and PEOPLE contributions. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions [and any applicable laws of the State of Illinois].

ARTICLE XVI – Grievance Procedures

1. Every full-time employee covered by this Agreement shall have the right to present grievances in accordance with the provision of this article. Nothing contained in this Article or elsewhere shall be construed to prevent any individual from discussing a problem with their immediate supervisor and having it adjusted without intervention or representation by a Union Representative.
2. The failure of an employee or the Union to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an Administrator's failure to give a decision within the time limits shall permit the grievance to proceed to the next step. The time limits may be extended by mutual agreement.
3. Investigation or other processing of any grievance by the grieving employee or Union shall be conducted so as to result in no interference with or interruption with the work activities of the School District. The Union representative shall, however, be allowed time during the regular working day to process a grievance if those involved are unavailable after working hours or to process the grievance within the time frame described herein.
4. The use of this grievance procedure shall be limited to grievances alleging a specific violation of this Agreement.

Step 1.

The Union steward, or other officer, with or without the employee, may take up a grievance or dispute with an employee's immediate supervisor within fourteen (14) calendar days, an informal meeting between the aggrieved employee, the Union steward, and his/her immediate supervisor for the express purpose of attempting to resolve the complaint or alleged grievance shall occur within fourteen (14) calendar days. The supervisor shall then attempt to adjust the matter and shall respond in writing to the steward and employee within fourteen (14) calendar days.

Step 2.

Any grievance which remains unsettled after completion of the first step shall be reduced to writing, signed by the aggrieved employee(s) or Union representative, and shall specify the specific Article(s) and section(s) allegedly violated and shall also specify relief sought within fourteen (14) calendar days of the response in step 1 or when the response was due. Step 2 grievances are filed with the Assistant Superintendent of Human Resources or his/her designee. The Assistant Superintendent of Human Resources shall, within fourteen (14) calendar days from the date the grievance is presented to him/her, arrange a meeting at a mutually satisfactory time with the employee, Union representative or both in an attempt to answer the grievance. The Assistant Superintendent of Human Resources shall formally answer the grievance within fourteen (14) calendar days after the meeting in which the discussion of the grievance is concluded and this written answer shall be given to the employee and the Union

Step 3.

Any grievance which remains unsettled after completion of the second step shall be filed at the third step within fourteen (14) calendar days of the district response in step 2 or when the response was due. Step 3 grievances are filed with the Superintendent. Grievances that remain unsettled after completion of the second step shall be discussed by the Superintendent and two school board members with the union steward and the aggrieved employee(s) no later than fourteen (14) calendar days from the date the grievance was appealed to this step. The Superintendent and/or his representative(s) shall formally answer the grievance

within fourteen (14) calendar days after the meeting at which the discussion was concluded and this written answer shall be given to the employee and Union.

Step 4.

Grievances involving the interpretation and/or application of the provisions of this Agreement which have been duly processed through previous steps of this grievance procedure, and only such grievances, may be submitted to arbitration in accordance with the following provisions:

- (1) The Union must give written notice to the Department of Human Resources, within fourteen (14) calendar days from the date of the Administration's answer in Step 3. Such written notice shall cite the provision(s) allegedly violated and the relief sought.
- (2) Either party shall be entitled to present its claim(s) to the arbitrator in such manner as the party may desire, it being understood, however, that the arbitration may determine the relevancy of the evidence presented. The decision of the arbitrator shall be final and binding, shall be reduced to writing, and each party shall be furnished a signed copy thereof. The arbitrator shall have no power to alter, change, detract from, or add to the provisions of this Agreement to the settlement of grievances arising hereunder.
- (3) Each party shall bear its own costs; and the expenses for the arbitrator's services, the court reporter fees and other costs for the proceedings shall be shared equally by the Employer and the Union.
- (4) The arbitration proceedings will be conducted by an arbitrator selected by the two Parties ten (10) calendar days after notification has been given, if possible.

If the parties fail to select an arbitrator, the American Arbitration Association (AAA) or its successor in function shall be requested to provide panels of arbitrators pursuant to its voluntary labor arbitration rules, upon written request of either party. Such written request shall be considered a joint request.

ARTICLE XVII –General Provisions

1. No strikes of any kind or interruption of work shall be caused or sanctioned by the Union or any member thereof during the term of this Agreement.
2. The employer shall institute no lockout of employees during the term of this Agreement.
3. The employer agrees not to discriminate against any employee on the basis of race, sex, sexual orientation, creed, religion, color, marital or parental status, age, national origin, political affiliation and or beliefs, nor shall the employer discriminate against any employee with a disability, or for other non-merit factors.
4. The employer shall retain the exclusive and ultimate responsibility for the proper management and governance of the School District. Any decision made by the Employer shall not conflict with the specific terms of the Agreement.
5. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.
6. If any section, paragraph, sentence, or clause of this Agreement is held invalid or unconstitutional, such decision shall not void the remaining portion of this Agreement or any section thereof.

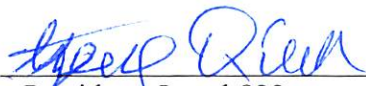
7. The negotiated contract between AFSCME, Local 822, and the Rock Island-Milan School District #41 Board of Education shall be distributed to all members of the bargaining unit. District #41 shall provide all AFSCME employees with a copy of the contract. All AFSCME members employed after the initial distribution of the contract will be provided a copy of the contract through the Human Resources Department.

ARTICLE XVIII – Duration

This Agreement shall be effective July 1, 2026 and shall remain in full force and effect until the 30th day of June 2029. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least 60 days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than 30 days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph:

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have set their hands and sealed this 28th day in July of 2026.

Union: 
President, Local 822

Date: 7-28-2026

Union: _____
Staff Rep. Council 31

Date: _____

RIMSD School District: _____
Board President

Date: _____

APPENDIX A- Leave under the Family and Medical Leave Act

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

In accordance with the provisions of the Family and Medical Leave Act (FMLA), the Board of Education of the Rock Island-Milan School District No. 41 ("Board") shall provide up to twelve (12) work weeks of unpaid leave to all eligible bargaining unit members during any fiscal year for one or more of the following reasons:

- A. The birth of a child.
- B. The adoption or foster care of a child.
- C. Care of a member of the immediate family, defined as spouse (only in legally recognized marriage relationships), children or stepchildren, parents, spouse's parents, or step-parents of either spouse.
- D. A serious health condition* of the eligible bargaining unit member which prevents him/her from performing the functions of his/her position.

*A serious health condition may mean illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider which requires an absence of more than five consecutive days.

"Eligible staff" and "eligible bargaining unit member" means any regular full-time member who has worked a full year with the district.

Family Medical Leave must be taken concurrently with any other leave benefits granted to an eligible bargaining unit member under the terms and conditions of the collective bargaining agreement between the Board and the Union. However, the employee may choose to use accumulated sick leave for a portion or all of the FML as a paid leave, or the employee may choose not to use accumulated sick leave and go on an unpaid FML. Employees who develop medical complications as a result of childbirth, as established by a physician, may use their own accumulated sick leave. The use of the sick leave donation program provision is limited to the terms of the collective bargaining agreement during any FML.

In a case when the Superintendent and the eligible bargaining unit member agree, such leave may be taken intermittently or on a reduced schedule in the event of the birth, adoption or foster care of the child. An eligible bargaining unit member has the right, however, to take intermittent or reduced-schedule (half-day) leave when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the eligible bargaining unit member has a serious health condition.

GENERAL PROVISIONS

The District will provide eligible bargaining unit members coverage under the Family and Medical Leave Act with an unpaid job protected leave of up to twelve (12) weeks.

A. Eligible Staff

All full-time AFSCME bargaining unit members who have worked a full year with the district or have at least 1,250 hours of service with the district during the 12 months before their FMLA leave starts. Purpose of the Leave

Up to twelve (12) weeks of unpaid leave may be granted for one or more of the following reasons:

1. The birth of a child,
2. The adoption or placement of a foster care child,
3. The care of a member of the immediate family, defined as spouse (only in legally recognized marriage relationships), children or stepchildren, parents, spouse's parents, or step-parents of either spouse,
4. The serious health condition* of the eligible bargaining unit member that prevents him/her from performing the functions of his/her position.

B. Intermittent Leave

1. Leaves for adoption, foster care, or birth of a child may not be taken intermittently or on a reduced schedule unless circumstances require the leave to be intermittent.
2. Leaves for personal or immediate family illness may be taken intermittently or on a reduced schedule in the same increments as sick days are taken.
3. An eligible bargaining unit member who requests intermittent leave based on planned medical treatment may be required to temporarily transfer to another job with equivalent pay or benefits that better accommodate the eligible staff member's needs for recurring periods of leave.

C. Notice

1. Eligible bargaining unit members must provide the Assistant Superintendent for Human Resources with at least thirty (30) calendar days' notice when the circumstances requiring the leave become known to those employees. Whenever this is not possible, eligible unit members are required to provide as much notice as is possible under the circumstances existing at that time.
2. When an intermittent leave is required for a serious health condition with the planned medical treatment, the eligible bargaining unit member should make reasonable efforts to schedule treatments in a way that minimizes disruption to the District's programs.
3. An individual staff member may appeal to the Assistant Superintendent for Human Resources when a request for FML is denied. If the request was denied due to a question of immediate family relationship, the employee must demonstrate to the Assistant Superintendent for Human Resources that a "family relationship" exists. Such an appeal must be in writing.

D. Medical Certification

1. The District may require that a request be supported by a health care provider's certification. The certification should include the date when the serious health condition began, the probable duration of the condition, and other relevant medical facts. If applicable to the leave request, the certification should also include a statement that the eligible bargaining unit member is needed to care for a

member of the immediate family as defined in Section B, paragraph 3 of this provision. If the eligible bargaining unit member is ill, the certification should include a statement that the affected employee is unable to perform his/her job. When the certification is for intermittent leave, it should include the dates when treatment is expected and the duration of the treatment, if possible. In the event that the certification omits information, such omission shall not void or delay the leave request, provided that the eligible bargaining unit member corrects the deficiencies within a reasonable period of time following notification by the employer.

2. The District may, if it has reason to doubt the validity of the original certification, require a second opinion, paid in full by the District, from a District-chosen health care provider.
3. If the leave is denied as a result of the second opinion, the eligible bargaining unit member can process his/her complaint through the grievance procedure in the collective bargaining agreement, or the District and eligible bargaining unit member can agree to a binding third opinion at the expense of the District. A binding third opinion requires the agreement of both the District and the eligible bargaining unit member on a health care provider.

E. Employment and Benefits Protection

1. After the leave, the eligible bargaining unit member will be returned to his/her same position whenever possible. If return to the same position is not possible, the eligible bargaining unit member will be returned to a vacant position for employment.
2. Seniority will accrue while the person is on leave.
3. Insurance coverage will be provided by the District during the leave at the same level and conditions of coverage that would have been provided had such eligible employee not taken the leave. If your leave is unpaid the district is still legally required to pay *their* portion of the premium as if you were actively working, however, the employee will be responsible for paying the employee portion of the premium.
4. If an eligible bargaining unit member does not return from the leave, other than a Family and Medical Leave for personal illness, the District can recover from such employee the cost of premiums paid by the employer.
5. Personal leave and sick leave will accrue during the paid portions of any Family and Medical Leave. Eligible bargaining unit members will receive any other relevant pay during the paid portion of the leave.

F. Definitions

1. Serious health condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider which requires an absence of more than five consecutive days.
2. Eligible bargaining unit member: Any regularly employed full-time or part-time member who has worked a full year's contract with the District. Leave for part-time staff will be pro-rated.
3. Days: When "days" are referred to in these provisions or any administrative implementation of these provisions, they shall refer to calendar days unless otherwise noted.
4. Year: When the word "year" is used in these provisions or any administrative implementation of these provisions, it shall refer to the 12-month period measured forward from the date of your first FMLA leave usage.
5. Immediate Family:
 - Child means a biological, adopted or foster child, stepchild, legal ward, or child of a person standing in loco parentis (in the role of a parent), who is either under age 18, or age 18 or older

and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. For military family leave, the child of an eligible employee may be of any age.

- Parent means a biological, adoptive, step or foster parent, or any other individual who stood in loco parentis (in the role of a parent) to the employee when the employee was a child. This term does not include parents-in-law.
- Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes a same-sex or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.
- Next of kin, which only applies to military caregiver leave, is the nearest blood relative, other than the unit member's spouse, parent, or child.

APPENDIX B - Catastrophic Illness

CATASTROPHIC ILLNESS

A catastrophic illness is defined as a severe condition or combination of conditions affecting the mental and/or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time (thirty (30) or more work days during a 12 month period) and that forces the employee to exhaust all eligible paid leave earned by the employee.

ELIGIBILITY:

All employees who accrue vacation, personal and sick days are eligible to receive donations provided that they meet the standard above and provide the required certification that they will miss at least thirty (30) work days, have exhausted all paid leave and are not receiving long-term disability payments from IMRF or Social Security Disability.

An employee receiving indemnity payments from Worker's Compensation is not eligible.

PROCEDURE:

Complete the application and send the completed form to the Human Resource Office.

If the employee qualifies, an approval letter and blank donation form will be sent to the employee within 3 - 5 business days after the Human Resource Department receives the application.

FORMS:

1. Application for Catastrophic Illness Leave Donation and Physical Verification.
2. Employee Catastrophic Illness Donation Form.

APPENDIX B**Sick Leave Bank Application Form Rock Island-Milan School District #41**

*******This form is to be used until the exhaustion of the accumulated sick leave balance and shall be discontinued when the current accumulated bank has a balance of zero (0) sick days. *******

Committee Attendance:	Employee ID#:
Name of Requesting:	Phone:
Address:	Position and location of request:
Name and Phone of Emergency Contact:	Association (circle one) REIA RIESPA AFSCME

Estimated Number of Days Requested:

	YES	NO
I anticipate exhausting all applicable paid leave balance.		
I have a serious health condition as defined under Article V of the contract.		
My illness and/or injury is work related.		
I will receive disability benefits while covered by sick leave bank hours.		
Have used sick leave before?		

How many years has employee worked in our district?	
How many sick days and personal days has employee accumulated?	
How many sick and personal days did the employee have at the start of this school year?	
Does/can the employee intend to return to work once sick days are exhausted?	
Discussion Notes: Concern/Questions from the Committee:	
With the provided information, the committee agreed this request must be:	

I certify that the above information is true to the best of my knowledge.

Please attach to this form any and all pertinent medical documentation you wish the committee to review to consider your request. The committee requires, at a minimum, a doctor's note from a licensed physician explaining your condition (more is better). The information received from you will be distributed and discussed only with the Sick Bank Committee.

Medical Release Statement: The Sick Bank Committee has my permission to review and discuss the documentation I gave to the Sick Bank Committee from my licensed physician and/or myself in order to determine my eligibility to access the Sick Bank.

I agree with all of the information and conditions.

Signature: _____ Date: _____

Please do not write below this line:

Approved: _____ Denied: _____

Date: _____
Administration

Union

Date: _____

Note:

Sick Leave Bank Form is found of the District Intranet.

APPENDIX C- Custodial/Maintenance Salary Schedule

Custodial/Maintenance Salary Schedule

Custodial	5.00%	2026-2027		
Step	260 Day Custodian	RIHS Head Custodian	260 Day Driver	Maintenance
1	\$51,652	\$60,837	\$52,560	\$54,722
2	\$55,529	\$63,002	\$56,338	\$58,492
3	\$55,998	\$63,467	\$56,786	\$58,972
4	\$56,487	\$63,951	\$57,272	\$59,462
5	\$57,060	\$64,527	\$57,863	\$60,026
6	\$57,394	\$64,866	\$58,183	\$60,309
7	\$57,761	\$65,235	\$58,551	\$60,678
8	\$58,127	\$65,595	\$58,913	\$61,039
9	\$58,590	\$66,054	\$59,400	\$61,557
10	\$59,160	\$66,630	\$60,611	\$62,130
11	\$59,767	\$67,233	\$61,221	\$62,738
12	\$60,375	\$67,839	\$61,828	\$63,347
13	\$60,980	\$68,454	\$62,433	\$63,951
14	\$61,655	\$69,081	\$63,057	\$64,620
15	\$62,270	\$69,770	\$63,685	\$65,266
16	\$62,875	\$70,376	\$64,292	\$65,871

APPENDIX C

Custodial/Maintenance Salary Schedule

Custodial	4.00%	2027-2028		
Step	260 Day Custodian	RIHS Head Custodian	260 Day Driver	Maintenance
1	\$53,718	\$63,270	\$54,662	\$56,911
2	\$57,750	\$65,522	\$58,591	\$60,832
3	\$58,237	\$66,006	\$59,058	\$61,331
4	\$58,746	\$66,509	\$59,563	\$61,840
5	\$59,343	\$67,108	\$60,178	\$62,427
6	\$59,690	\$67,460	\$60,510	\$62,721
7	\$60,071	\$67,845	\$60,893	\$63,106
8	\$60,452	\$68,218	\$61,270	\$63,480
9	\$60,934	\$68,697	\$61,776	\$64,020
10	\$61,527	\$69,295	\$63,036	\$64,615
11	\$62,158	\$69,922	\$63,670	\$65,247
12	\$62,790	\$70,553	\$64,301	\$65,880
13	\$63,419	\$71,192	\$64,930	\$66,509
14	\$64,121	\$71,844	\$65,579	\$67,205
15	\$64,761	\$72,561	\$66,232	\$67,877
16	\$65,390	\$73,191	\$66,863	\$68,506

APPENDIX C

Custodial/Maintenance Salary Schedule

Custodial	4.0%	2028-2029		
Step	260 Day Custodian	RIHS Head Custodian	260 Day Driver	Maintenance
1	\$55,866	\$65,801	\$56,849	\$59,187
2	\$60,060	\$68,143	\$60,935	\$63,265
3	\$60,567	\$68,646	\$61,420	\$63,784
4	\$61,096	\$69,170	\$61,946	\$64,314
5	\$61,716	\$69,792	\$62,585	\$64,925
6	\$62,077	\$70,159	\$62,930	\$65,230
7	\$62,474	\$70,559	\$63,329	\$65,630
8	\$62,870	\$70,947	\$63,721	\$66,019
9	\$63,371	\$71,444	\$64,247	\$66,580
10	\$63,988	\$72,067	\$65,557	\$67,199
11	\$64,644	\$72,719	\$66,217	\$67,857
12	\$65,302	\$73,375	\$66,873	\$68,516
13	\$65,956	\$74,040	\$67,528	\$69,170
14	\$66,686	\$74,718	\$68,202	\$69,893
15	\$67,352	\$75,464	\$68,881	\$70,592
16	\$68,006	\$76,119	\$69,538	\$71,246

APPENDIX D - Secretary Legacy Salary Schedule

Secretary Legacy Salary Schedule

Sec	\$4,300	2026-2027		
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$36,360	\$37,949	\$45,209	\$46,705
2	\$37,757	\$39,413	\$46,990	\$48,553
3	\$39,152	\$40,879	\$48,771	\$50,413
4	\$40,547	\$42,342	\$50,552	\$52,261
5	\$41,942	\$43,807	\$52,330	\$54,112
6	\$43,341	\$45,272	\$54,111	\$55,963
7	\$44,736	\$46,737	\$55,889	\$57,811
8	\$46,133	\$48,203	\$57,669	\$59,668
9	\$47,528	\$49,668	\$59,450	\$61,516
10	\$48,927	\$51,155	\$61,228	\$63,365
11	\$50,323	\$52,601	\$63,013	\$65,217
12	\$51,764	\$54,113	\$64,848	\$67,125
13	\$53,173	\$55,576	\$66,641	\$68,995

APPENDIX D

Secretary Legacy Salary Schedule

Sec	5.5%	2027-2028		
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$38,359	\$40,036	\$47,695	\$49,274
2	\$39,833	\$41,580	\$49,574	\$51,223
3	\$41,305	\$43,127	\$51,453	\$53,186
4	\$42,778	\$44,671	\$53,332	\$55,135
5	\$44,249	\$46,217	\$55,208	\$57,088
6	\$45,725	\$47,762	\$57,087	\$59,041
7	\$47,197	\$49,308	\$58,963	\$60,991
8	\$48,670	\$50,854	\$60,841	\$62,950
9	\$50,142	\$52,400	\$62,720	\$64,899
10	\$51,618	\$53,969	\$64,596	\$66,850
11	\$53,091	\$55,494	\$66,479	\$68,804
12	\$54,611	\$57,089	\$68,415	\$70,817
13	\$56,097	\$58,633	\$70,306	\$72,790

APPENDIX D

Secretary Legacy Salary Schedule

Sec	4.5%	2028-2029		
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$40,086	\$41,838	\$49,842	\$51,491
2	\$41,626	\$43,451	\$51,805	\$53,528
3	\$43,164	\$45,068	\$53,769	\$55,579
4	\$44,703	\$46,681	\$55,732	\$57,616
5	\$46,240	\$48,297	\$57,693	\$59,657
6	\$47,783	\$49,912	\$59,656	\$61,698
7	\$49,321	\$51,527	\$61,616	\$63,735
8	\$50,861	\$53,143	\$63,579	\$65,782
9	\$52,398	\$54,758	\$65,542	\$67,820
10	\$53,941	\$56,397	\$67,502	\$69,858
11	\$55,480	\$57,991	\$69,470	\$71,900
12	\$57,068	\$59,658	\$71,493	\$74,004
13	\$58,622	\$61,271	\$73,470	\$76,065

APPENDIX E - Secretary Salary Schedule

Secretary Salary Schedule

Sec	2026-2027			
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$34,860	\$36,449	\$43,709	\$45,205
2	\$36,257	\$37,913	\$45,490	\$47,053
3	\$37,652	\$39,379	\$47,271	\$48,913
4	\$39,047	\$40,842	\$49,052	\$50,761
5	\$40,442	\$42,307	\$50,830	\$52,612
6	\$41,841	\$43,772	\$52,611	\$54,463
7	\$43,236	\$45,237	\$54,389	\$56,311
8	\$44,633	\$46,703	\$56,169	\$58,168
9	\$46,028	\$48,168	\$57,950	\$60,016
10	\$47,427	\$49,655	\$59,728	\$61,865
11	\$48,823	\$51,101	\$61,513	\$63,717
12	\$50,264	\$52,613	\$63,348	\$65,625
13	\$51,673	\$54,076	\$65,141	\$67,495

APPENDIX E

Secretary Salary Schedule

Sec	4.00%	2027-2028		
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$36,254	\$37,907	\$45,457	\$47,013
2	\$37,707	\$39,429	\$47,310	\$48,935
3	\$39,158	\$40,954	\$49,162	\$50,870
4	\$40,609	\$42,476	\$51,014	\$52,791
5	\$42,060	\$44,000	\$52,863	\$54,716
6	\$43,515	\$45,523	\$54,715	\$56,642
7	\$44,966	\$47,047	\$56,565	\$58,563
8	\$46,418	\$48,571	\$58,416	\$60,495
9	\$47,869	\$50,095	\$60,268	\$62,417
10	\$49,324	\$51,641	\$62,117	\$64,340
11	\$50,776	\$53,145	\$63,974	\$66,266
12	\$52,275	\$54,717	\$65,882	\$68,250
13	\$53,740	\$56,239	\$67,747	\$70,195

APPENDIX E

Secretary Salary Schedule

Sec	3.00%	2028-2029		
Step	Category 1 - 195/202	Category 2 - 205/212	Category 3 - 260 Days	Category 4 - 260 Days
1	\$37,342	\$39,044	\$46,821	\$48,424
2	\$38,838	\$40,612	\$48,729	\$50,403
3	\$40,332	\$42,182	\$50,637	\$52,396
4	\$41,828	\$43,750	\$52,545	\$54,375
5	\$43,322	\$45,320	\$54,449	\$56,358
6	\$44,820	\$46,889	\$56,357	\$58,341
7	\$46,315	\$48,458	\$58,261	\$60,320
8	\$47,811	\$50,028	\$60,168	\$62,310
9	\$49,305	\$51,598	\$62,076	\$64,289
10	\$50,804	\$53,190	\$63,981	\$66,270
11	\$52,299	\$54,739	\$65,893	\$68,254
12	\$53,843	\$56,359	\$67,858	\$70,298
13	\$55,352	\$57,926	\$69,779	\$72,301

APPENDIX F- Nutrition Services Salary Schedule

Nutrition Services Salary Schedule (Without Sanitation)

Step	General Help		
	2026-2027	2027-2028	2028-2029
	5.5%	5.5%	4.5%
1	\$17.97	\$18.95	\$19.81
2	\$18.19	\$19.19	\$20.05
3	\$18.41	\$19.42	\$20.30
4	\$18.64	\$19.67	\$20.55
5	\$18.88	\$19.92	\$20.82
6	\$19.12	\$20.17	\$21.08
7	\$19.35	\$20.41	\$21.33
8	\$19.60	\$20.68	\$21.61
9	\$19.89	\$20.98	\$21.92
10	\$20.19	\$21.30	\$22.26
11	\$20.50	\$21.63	\$22.60
12	\$20.79	\$21.94	\$22.92
13	\$21.11	\$22.27	\$23.27
14	\$21.43	\$22.61	\$23.62
15	\$21.74	\$22.94	\$23.97
16	\$22.07	\$23.28	\$24.33

APPENDIX F

Nutrition Services Salary Schedule (With Sanitation)

General Help			
Step	2026-2027	2027-2028	2028-2029
	5.5%	5.5%	4.5%
1	\$19.22	\$20.20	\$21.06
2	\$19.44	\$20.44	\$21.30
3	\$19.66	\$20.67	\$21.55
4	\$19.89	\$20.92	\$21.80
5	\$20.13	\$21.17	\$22.07
6	\$20.37	\$21.42	\$22.33
7	\$20.60	\$21.66	\$22.58
8	\$20.85	\$21.93	\$22.86
9	\$21.14	\$22.23	\$23.17
10	\$21.44	\$22.55	\$23.51
11	\$21.75	\$22.88	\$23.85
12	\$22.04	\$23.19	\$24.17
13	\$22.36	\$23.52	\$24.52
14	\$22.68	\$23.86	\$24.87
15	\$22.99	\$24.19	\$25.22
16	\$23.32	\$24.53	\$25.58

