

HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT
AGREEMENT BETWEEN
THE BOARD OF EDUCATION
AND
HALF HOLLOW HILLS ASSOCIATION OF MONITORS
JULY 1, 2016 TO JUNE 30, 2021

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AGREEMENT made and entered into this 1st day of July, 2016, by and between the BOARD OF EDUCATION OF THE HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT (hereinafter referred to as the "District") and the HALF HOLLOW HILLS ASSOCIATION OF UNIT MEMBERS, (hereinafter referred to as the "Union").

ARTICLE 1 - UNION RECOGNITION

The District recognizes the Union as the bargaining representative for the bargaining unit, which Union was duly recognized as such by resolution dated July 22, 1994. The bargaining unit is comprised of Lunchroom Monitors, Special School Monitors and Hall Monitors.

ARTICLE 2 - DURATION

The terms of this Agreement shall commence on July 1, 2016, and shall continue in force and effect until June 30, 2021.

ARTICLE 3 - EMPLOYEE RIGHTS

A. Personnel File

Upon request, each individual in the bargaining unit shall have access to his or her personnel file in the Central Administration office during regular business hours. The individual shall be permitted to make copies of documents, at the prevailing rate, in his or her file other than "prior employment materials." The individual shall be entitled to be accompanied by a representative of the Union when examining his or her file.

B. Dues Deductions

The District agrees to deduct dues for the Union from the salaries of those unit members employed by the District and from whom dues deduction cards have been received, until canceled in writing by the employee. The District

further agrees to transmit the monies promptly to the Union.

C. Agency Fee

The District shall deduct an agency service fee from the salary of all employed in the bargaining unit who are not members of the Association. The agency fee deduction is to be made in the same manner as authorized dues deduction. The Union shall supply the District with a list of names of non-members at least fifteen days prior to the deduction of the agency fee. Upon the request of the Association, the District shall provide a list of all employed unit members in October of each year.

ARTICLE 4 - SCHOOL CLOSINGS

- A. If there is a delayed opening or early dismissal, the unit member will be paid for their assigned hours. In the event of a delayed opening, unit members are expected to arrive in time to prepare for the arrival of students.

- B. If there is an emergency school closing when employees are not required to report to work, and if the day is not made up, unit members will receive one day's pay at the end of the school year for their regular hours.

ARTICLE 5 - TRAINING

Unit members will be required to complete two hours of paid professional development annually. The President of the Association shall meet and confer with the Coordinator of Staff Development regarding the subject matter of Professional Development Plan ("PDP") workshops.

ARTICLE 6 – SALARY

All unit members will be required to enroll in direct deposit. Salaries of unit members covered by this Agreement are set forth in the salary schedule. Unit members hired on or after July 1, 2011, will follow Salary Schedule-B. Overtime rate of pay (i.e., one and one-half times the normal hourly rate) shall be paid for those hours of work performed beyond forty hours in a work week period. Effective 9/1/2016 Step 15 will be added to Salary Schedule A. Effective 9/1/2016, 9/1/2017, 9/1/2018, 9/1/2019, 9/1/2020 there will be a 1.75% increase to both salary schedules. The monitors agree to be part of an automated sign-in / sign-out system where members shall be required sign in at the commencement of the day and shall sign out at the end of the day only, for a total of two punches per day. Monitors will be provided a grace period or "swing time" of up to 10 minutes prior or after their assigned start time, before their wages are deducted for time worked. This does not grant the monitors permission to arrive to work past their scheduled start time.

ARTICLE 7 – OTHER BENEFITS

A. Sick Leave

1. Unit members with less than five years of service shall be granted three days of sick leave annually to be used for personal illness. Unit members who have completed five years of service shall be granted five days of sick leave annually to be used for personal illness. Unused sick days can be accumulated from year to year without limitation. Sick leave can be used in half-day increments.
2. Unit members who have completed ten years of service shall be granted two days of personal leave annually to be used for personal business. Unit members who have completed fifteen years of service shall be granted three days of

personal leave annually to be used for personal business. Unused personal days will be carried over as sick days. Personal leave can be used in half-day increments.

3. Unit members who have completed a minimum of fifteen years of service as a monitor in the Half Hollow Hills CSD shall, upon retirement from the District, be entitled to receive payment for their unused sick days at the rate of one day's pay for each three unused sick days.

B. Bereavement Leave

1. Unit members will be entitled to three paid days for the death of a spouse, child, parent, sibling, mother-in-law, father-in-law or grandchild, which is not chargeable.

C. Unit members will receive compensation for the regular hours worked for holidays according to the following:

Year of Service	Number of Holidays	Holidays
1 st	1	Christmas
2 nd	3	Christmas, New Year's Day, Thanksgiving
3 rd	4	Christmas, New Year's Day, Thanksgiving, Memorial Day
4 th and more	6	Christmas, New Year's Day, Thanksgiving, Memorial Day, Martin Luther King Jr. Day, Columbus Day

D. Recruitment Bonus

A unit member who recruits an individual for hire by forwarding to the District-wide Administration Office the individual's name and the referred individual is thereafter hired and serves as a unit member for at least six months shall receive a \$100 recruitment bonus. The unit member shall not be eligible for the bonus if the individual learned of the opening by means other than by the unit member.

- E. Jury Duty- Unit members shall be paid their regular daily pay while absent due to jury service.

- F. Sick leave and personal leave shall be credited on July 1st, provided, however, that new unit members who are not employed on or before the preceding April 1st shall not accrue additional leave until July 1st following one full year of employment. Eligibility for federal holidays shall be determined in accordance with the above in order to calculate year of service.

ARTICLE 8 – GRIEVANCE PROCEDURE

- A. Definition of Grievance
Grievance shall mean a claimed violation of an express provision of this Agreement.

- B. Time Limitation
No grievance will be entertained unless it is forwarded at the first stage in writing thirty working days after the unit member knew or should have known of the act or condition upon which the grievance is based. In no event will a grievance be entertained following sixty working days of the date of the occurrence of the act or condition upon which the grievance is based.

- C. First Stage
The aggrieved employee shall present the grievance to his/her immediate supervisor, in writing. The immediate supervisor shall render his/her determination to the aggrieved employee within five working days of receipt of the written grievance. If such grievance is not satisfactorily resolved at this stage, the aggrieved employee may proceed to the second stage. If the grievance affects unit members in more than one building, same may be

commenced at the Superintendent's level.

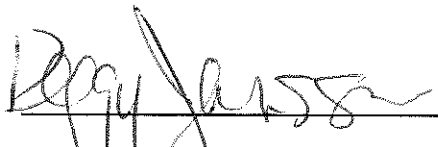
D. Second Stage

If the grievant or the Union is not satisfied at the first stage, the aggrieved employee or the Union may appeal the determination to the Superintendent of Schools within five working days of receipt of the decision at the first stage. Thereafter, the Superintendent of Schools shall schedule a meeting with the aggrieved employee and/or the Union to review the grievance within fifteen working days of receipt of the request for appeal. The decision of the Superintendent of Schools shall be final and binding upon the parties.

ARTICLE 9 – MISCELLANEOUS

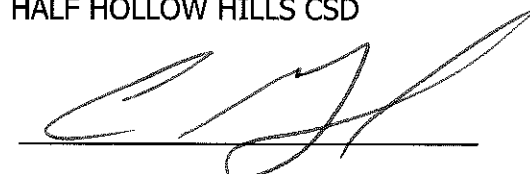
- A. All vacancies for unit member positions shall be posted in each building with a copy sent to the Association President.
- B. Unit members shall be responsible for the cleanliness of their assigned tables during the entire lunch period. Cleanliness includes: no garbage, crumbs or individual spills. Unit members shall not be required to wash tables and chairs in the cafeteria at the conclusion of the final lunch period of the day.

HALF HOLLOW HILLS
ASSOCIATION OF MONITORS



Peggy Jansson, President

BOARD OF EDUCATION
HALF HOLLOW HILLS CSD



Eric Geringswald, President

SALARY SCHEDULE A

Step	2016-17	2017-18	2018-19	2019-20	2020-21
1	\$ 14.25	\$ 14.49	\$ 14.75	\$ 15.01	\$ 15.27
2	\$ 14.62	\$ 14.88	\$ 15.14	\$ 15.40	\$ 15.67
3	\$ 15.01	\$ 15.27	\$ 15.54	\$ 15.81	\$ 16.09
4	\$ 15.36	\$ 15.63	\$ 15.91	\$ 16.19	\$ 16.47
5	\$ 16.09	\$ 16.37	\$ 16.65	\$ 16.95	\$ 17.24
6	\$ 16.09	\$ 16.37	\$ 16.65	\$ 16.95	\$ 17.24
7	\$ 16.51	\$ 16.80	\$ 17.10	\$ 17.40	\$ 17.70
8	\$ 16.51	\$ 16.80	\$ 17.10	\$ 17.40	\$ 17.70
9	\$ 17.53	\$ 17.84	\$ 18.15	\$ 18.47	\$ 18.79
10	\$ 17.53	\$ 17.84	\$ 18.15	\$ 18.47	\$ 18.79
11	\$ 18.05	\$ 18.37	\$ 18.69	\$ 19.01	\$ 19.35
12	\$ 18.05	\$ 18.37	\$ 18.69	\$ 19.01	\$ 19.35
13	\$ 18.81	\$ 19.14	\$ 19.48	\$ 19.82	\$ 20.17
14	\$ 18.81	\$ 19.14	\$ 19.48	\$ 19.82	\$ 20.17
15	\$ 19.10	\$ 19.43	\$ 19.77	\$ 20.12	\$ 20.47

SALARY SCHEDULE B (HIRED ON OR AFTER JULY 1, 2011)

Step	2016-17	2017-18	2018-19	2019-20	2020-21
1	\$ 13.23	\$ 13.46	\$ 13.69	\$ 13.93	\$ 14.18
2	\$ 13.49	\$ 13.73	\$ 13.97	\$ 14.21	\$ 14.46
3	\$ 13.77	\$ 14.01	\$ 14.25	\$ 14.50	\$ 14.76
4	\$ 14.04	\$ 14.29	\$ 14.54	\$ 14.79	\$ 15.05
5	\$ 14.32	\$ 14.57	\$ 14.82	\$ 15.08	\$ 15.34
6	\$ 14.60	\$ 14.86	\$ 15.12	\$ 15.38	\$ 15.65
7	\$ 14.90	\$ 15.16	\$ 15.42	\$ 15.69	\$ 15.97
8	\$ 15.19	\$ 15.46	\$ 15.73	\$ 16.00	\$ 16.28
9	\$ 15.50	\$ 15.77	\$ 16.04	\$ 16.32	\$ 16.61
10	\$ 15.81	\$ 16.09	\$ 16.37	\$ 16.66	\$ 16.95
11	\$ 16.13	\$ 16.41	\$ 16.70	\$ 16.99	\$ 17.29
12	\$ 16.44	\$ 16.73	\$ 17.02	\$ 17.32	\$ 17.62
13	\$ 16.78	\$ 17.07	\$ 17.37	\$ 17.67	\$ 17.98
14	\$ 17.11	\$ 17.41	\$ 17.72	\$ 18.03	\$ 18.34