

**AGREEMENT  
BETWEEN  
BOARD OF EDUCATION  
OTTAWA TOWNSHIP HIGH  
SCHOOL  
AND  
LOCAL 73, SEIU**

**2016-2017  
2017-2018  
2018-2019  
2019-2020  
2020-2021  
2021-2022**

**SCHOOL YEARS**

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## **ARTICLE I - PREAMBLE**

This Agreement is entered into by and between the Board of Education, Ottawa Township High School, District 140 (hereinafter referred to as the "Board"), and Local 73, Service Employees International Union (hereinafter referred to as the "Union").

## **ARTICLE II - RECOGNITION**

For the purpose of collective bargaining with respect to wages, hours, and other conditions of employment, the Board recognizes the Union as the exclusive bargaining agent for the custodial employees and maintenance assistant.

The Board agrees not to negotiate with any representative of the employees other than Local 73, SEIU, for the duration of this Agreement.

The Board shall have the right to employ up to three part-time employees to perform bargaining unit work for a total number of forty-five hours per week or less. This does not include seasonal employees.

## **ARTICLE III - DEFINITION OF BARGAINING UNIT**

The Bargaining Unit shall include all full-time custodial employees and the Assistant Maintenance Technicians. The Director of Maintenance and Operations and the Supervisor of Custodians and Facilities are not covered by this agreement.

## **ARTICLE IV - NO STRIKE CLAUSE**

There shall be no strike among bargaining unit employees during the term of this Agreement. The Board will not lock out employees during the term of this Agreement.

## **ARTICLE V - GRIEVANCE PROCEDURE**

### **A. Definitions:**

1. Any claim by the Union or any member that there has been a violation or misinterpretation of the specific terms of this Agreement, shall be defined as a grievance.
2. All time limits referred to in the grievance and arbitration procedures shall consist of work days, unless specifically described as calendar days.
3. Failure of an employee to submit or to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrative failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. Initiation of this grievance procedure shall be conditioned upon the filing of the formal grievance in writing within twenty (20) days of when the occurrence may have been discovered.

B. Procedures:

1. The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, a Union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the employee, a grievance may be processed as follows:
2. If the grievance is not resolved in Step 1, the grievant may refer the grievance in writing to the Superintendent or his designee who will arrange for a meeting to take place within five (5) days after the receipt of the grievance. The Superintendent or designee will provide a written reply within five (5) days of the meeting.
3. Within ten (10) days after receiving the decision of the Superintendent or designee, the grievant may appeal to the Board of Education through the Superintendent. Within thirty (30) calendar days, the Board shall meet on the grievance in closed session. Within ten (10) days after that meeting, the decision of the Board shall be communicated in writing to the Union and to any individual grievant(s). Any meeting of the Board of Education concerning a grievance shall be in closed session.
4. If the Union is not satisfied with the answer of the Board to a grievance, it may submit the grievance to final and binding arbitration by notifying the FMCS with a copy to the Superintendent. The FMCS shall make the selection of the arbitrator to hear and decide the grievance, as provided under the rules and regulation of the FMCS. If a demand for arbitration is not filed with the FMCS within thirty (30) calendar days of the Board's decision, the grievance shall be deemed to have been waived.

C. General Provisions:

1. The Arbitrator shall have no power to alter the terms of this Agreement. His or her authority shall be strictly limited to deciding only the issue or issues presented to him by the Board and the Union, and his decision shall be based only upon interpretation of the meaning of the application to the facts of the case to the express relevant language of this agreement.
2. Each party shall bear the full cost of presenting its case in arbitration. The cost of the Arbitrator and the Federal Mediation and Conciliation Service shall be divided equally between the parties.
3. If either party requests a transcript of the arbitration hearing, that party shall bear full cost of such transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the parties. If a copy of the transcript shall be furnished to the Arbitrator, the cost of such will be divided equally between the parties.
4. Grievances of a general nature, involving one or more employees or one or more supervisors, may be initially filed by the Union at Step 2 under Procedures.

5. The Board acknowledges the right of the Union grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the Union representative is not present.
6. The Union shall be provided with copies of documents, if any, which are the subject of a grievance. The Union may request other documents related to the grievance and the Board may grant such requests. If the Board refuses such a request, the Union is free to pursue other legal means of securing documents related to a grievance.
7. No reprisals shall be taken by the Board or the Union against any employee because of the employee's participation or lack of participation in a grievance.
8. Except in the case of an arbitration, no work time should be used in the preparation of any grievance.
9. All records generated by the processing of a grievance shall be filed separately from the employee's personnel file.
10. A grievance may be withdrawn or settled at any level without establishing precedent.

#### **ARTICLE VI - WAGES**

A. Employees hired after January 1, 2018 will have a base salary of \$43,165.80.

For the 2016-17 and 2017-18 school years the base salary will be \$47,252.26. On March 24, 2017 a stipend of \$709 was paid to all eligible members. On March 23, 2018, a stipend of \$709 will be paid to all eligible members. For the 2018-19 school year, each and subsequent year of the contract, the base salary will be \$47,962 for those who were employed prior to January 1, 2018.

2017-18 – (.83399% of the base) an additional stipend of \$400 will be paid on March 23, 2018

2018-19 – (.93824% of the base) \$450 stipend paid in March 2019

2019-20 – (1.04249% of the base) \$500 stipend paid in March 2020

2020-2021 – (1.25% of the base) \$599.53 stipend paid in March 2021

2021-22 – (1.50% of the base) \$719.43 stipend paid in March 2022

B. Second shift custodians shall be paid 105% of the yearly base salary.

C. The foreman on the second shift shall be paid 108% of the yearly base salary.

D. The Assistant Maintenance Technicians will be paid 114% of the yearly base salary.

E. New employees will be placed on a six (6) month probationary period and can be extended up to one (1) year, at the District's discretion. Employees may be terminated during the

probationary period for any reason, and the Union may not grieve any termination of any probationary employee.

- F. The District reserves the right to create any regular work schedule which may include Saturday and Sunday without premium pay (premium pay replaces the words overtime pay). Any employee hired prior to August 1, 2009, will not have Saturday or Sunday as part of their regular work schedule. **Employees hired prior to August 1, 2009, may request to work as indicated above.**
- G. All positions/job classifications covered by the bargaining unit agreement accrue seniority in the custodial union, Local 73.
- H. The Board shall pay a longevity payment as described below for each five (5) year increment of full-time service earned. Number of Years – Note this will be paid to bargaining unit members on the day nearest their respective anniversary date of hire.

- 5 -- \$300 paid one time
- 10 -- \$325 paid one time
- 15 -- \$350 paid one time
- 20 -- \$400 paid one time
- 25 -- \$450 paid one time
- 30 -- \$500 paid one time

#### **ARTICLE VII – SENIORITY**

- A. In the event of a vacancy, the Steward shall be notified at least five (5) working days prior to filling the vacancy. The Steward shall be responsible for posting the notice and notifying employees not on active duty. The notice of vacancy shall include a brief, nonbinding description of the duties and qualification related to the position.
- B. Current employees shall have the opportunity to apply within the above guidelines. Available jobs will be awarded to the most senior qualified applicant. Qualifications include the ability to perform the duties of the position within the normal orientation period and past performance. The Union Steward will then be notified of the decision, and any current employees who applied for the position will be notified in writing by the Board.
- C. Should such a unit position not have a rate of pay provided under this Agreement, the Board and the Union shall agree on the rate of pay. This paragraph shall not interfere with the filling of the vacancy.

#### **ARTICLE VIII - REDUCTION IN FORCE**

Reductions in force (RIF's) will be done by seniority. Least senior employee(s) shall be laid off in reverse order of seniority. Upon any recall, the most senior employee(s) shall be the first recalled. The recall right shall be limited to 24 months from date of termination or the employee's length of service, if greater than 24 months, up to a maximum of 60 months. This is department specific, custodial department as differentiated from maintenance department.

## **ARTICLE IX - UNIFORMS**

The Board will furnish each custodian five sets of uniforms per year. A jean allowance of up to \$100.00 will be provided with proof of purchase. All bargaining unit employees will receive a \$100.00 per year shoe allowance if a composite toe tennis shoe is purchased or employees will receive up to \$200.00 per year allowance for purchase of steel-toed work boots. Shoe and jean purchase receipts will be turned into bookkeeping for reimbursement.

## **ARTICLE X-IMRF**

The Board will shelter the employees IMRF contributions.

## **ARTICLE XI - SICK LEAVE**

Sixteen (16) sick leave days will be granted to each employee per year. Unused sick leave days may accumulate to a maximum of 230 days.

The Board may require a physician's certificate as a basis for granting sick leave after an absence of three (3) days or as deemed necessary in other cases.

For purposes of this Section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

A sick leave bank shall be maintained by the Board to provide sick leave benefits to SEIU 73 unit members who incur a prolonged accident, illness, or injury. Employees who choose to participate in the sick leave bank program will relinquish one sick leave day per year which will be deducted on September 1 from granted sick leave. Sick leave days deposited by the contributing member will remain in the sick leave bank.

During the 2013-14 school year, the Board will provide fifty (50) sick days to establish a sick bank. Additionally, during the 2013-14 school year, the Board will match the aggregate number of days contributed by employees to participate in the sick bank. Remaining sick days from the 2013-14 school year will remain in the sick bank for the 2014-15 school year with no further contribution from the Board. Employees who wish to participate in the sick bank will have one sick day deducted on September 1 each school year they participate.

An SEIU 73 unit member shall not be eligible to apply for days from the bank until all accumulated sick, vacation, and personal days have been exhausted. A maximum of sixty (60) bank days may be used during any one school year by any eligible member for a single illness, accident, or injury. Such days of absence need not be continuous.

Applications for bank days are to be submitted to the Superintendent for review by a committee comprised of (1) a unit member selected by the SEIU 73, (2) the Superintendent or his designee, and a mutually agreed upon person at large. The application shall be accompanied by a physician's confirmation of the illness and expected recovery period. The committee may demand a second physician evaluation before rendering a decision on the application. The decision of the committee to

grant or deny sick leave days from the sick leave bank shall be final and not subject to the grievance procedure. Any illness or injury covered by Workman's Compensation is excluded.

#### **ARTICLE XII- PERSONAL LEAVE**

Each employee may be granted up to two personal days each year to conduct activities that could not be completed other than during the weekday. Requests must be submitted and approved by the Superintendent at least two working days in advance. For emergency situations in which the employee cannot give two working days' notice, the employee must state the reason for the personal day. Employees may carry over one (1) unused personal day per contract year. Unused personal days in excess of three days shall be added to the employee's sick leave.

#### **ARTICLE XIII - UNION DUES**

The Board shall deduct, semi-monthly, the amount of Union dues as may be specified by the Union under the authority of an authorization card furnished by the Union and signed by the employee. Said deduction, together with a written statement of the names and amounts deducted, shall be forwarded monthly to the Union office. 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.

#### **ARTICLE XIV - FAIR SHARE**

- A. Fair Share: All employees covered by this Agreement, as a condition of employment, will within thirty (30) days of his/her employment by the Board either (a) become members of the Union and pay to the Union regular dues or (b) will pay to the Union each month their fair share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting employee wages, hours, and other conditions of employment, as set by the Union.
- B. Payroll Deductions: Such fair share payment by non-members shall be deducted by the Board from the earnings of the non-member employees and remitted to the Union on a monthly basis provided, however, that the amount said fair fee shall not exceed the dues paid by the members of the Union.

#### **ARTICLE XV - UNION RIGHTS**

- 1. Union Access: Union representatives shall be granted reasonable access to employee work locations, upon the consent of the supervisor, for the purpose of contacting employees concerning business within the scope of representation. Union representatives shall discuss said business with employees during the employee's non-working hours, namely during lunch or before and after the workday. Such access shall be granted only if it does not interfere with work operations.
- 2. Stewards/Officials: The Union will designate one Steward from within the bargaining unit. The Union shall provide the Board with the name and position of the employee designated as a Union Official.

A steward may represent a member of the unit covered by this Agreement at the appropriate step of the grievance procedure concerning a dispute of the rights of a member under the terms of this Agreement within the scope of representation. A steward shall have the right, upon the request of the employee involved, to represent such employee in a review of the employee's performance evaluation.

3. Bulletin Board Space: The Board will provide bulletin board space for official Union notices of a non-controversial nature, in the main custodial room.
4. School Mail: Use of the school mail distribution system is authorized for disseminating data to and information from members of the Union.
5. Meeting Place: The Union and its representatives shall have the right to use school buildings and facilities for meetings. Such approval shall not be unreasonably withheld.
6. Board Agenda: The Union Steward shall be given written notice of all regular and special meetings of the Board together with a copy of the agenda or statement of purpose of each meeting at least twenty-four (24) hours prior to the scheduled time of the meeting by virtue of placing a copy of such a notice and agenda in his/her mailbox.
7. Notification of New Hires and Status Change: One copy of approved minutes of the Board meetings shall be accessible on the ottawahigh.com website, emailed, or placed in the school mailbox of the Union Steward as soon as they have been prepared.
8. Copies of Agreement: The Board shall prepare and provide copies of the collective bargaining agreement to all employees.

#### **ARTICLE XVI- DISCIPLINE AND DISCHARGE**

When an employee is required to appear before the administration concerning a matter which is known at the time to potentially adversely affect his/her employment, the employee shall be entitled to have a representative of the Union present.

The Board shall follow a progressive discipline policy as outlined below, however, no employee shall be disciplined or discharged without cause or due process.

1. Verbal warning
2. Written warning
3. One (1) day suspension
4. Three (3) day suspension
5. Termination

The administration/Board of Education reserves the right to accelerate or skip steps based on the severity of the offense.

Security Cameras – Without further notice to the Union or employees, security cameras installed throughout the campus may be used to support evidence in employee disciplinary matters.

If disciplinary action involving loss of wages or dismissal is applied by administration, the employee may request an appeal of the action to the Board at a closed session during its next regularly scheduled meeting. The employee shall be entitled to have a union representative present.

The District and the Union will create a mutually acceptable evaluation form that will be administered on an annual basis. The evaluation shall not be used to discipline employees, but will be used to identify potential problems, recognize achievements and improve work habits and/or skills. To be implemented in the 2002-03 school year.

Each employee shall have the right, upon request, to review the contents (except placement recommendations which are confidential) of said employee's personnel file in the presence of an administrator and to place therein written reactions to any of its contents. The employee's official personnel file is located within the office of the Superintendent.

### **ARTICLE XVII- HOLIDAYS**

The annual salary for employees includes pay for the following holidays when school is not in session:

1. New Year's Eve
2. New Year's Day
3. M. L. King Day
4. Presidents' Day
5. Casimir Pulaski Day
6. \*Good Friday
7. Memorial Day
8. Independence Day
9. Labor Day
10. Columbus Day
11. Veteran's Day
12. Thanksgiving Day
13. Day after Thanksgiving
14. Christmas Eve
15. Christmas Day

In exchange for the Easter Monday Holiday, all bargaining unit employees will receive his/her birthday with pay. The birthday holiday may be taken once each fiscal year with the approval of the employee's immediate supervisor.

Alternate vacation days will be designated for holidays 1, 2, 8, 14, and 15 if they fall on Saturday or Sunday.

A copy of the employees' vacation will be returned to employee for their personal records.

\* Above described employees shall receive a floating holiday to replace the loss of Good Friday pending government decision.

## ARTICLE XVIII – INSURANCE

Insurance: (An addendum of insurance benefits will be provided to employees.)

For the duration of this contract the insurance contribution shall remain the same as in the yet to be finalized OTHSEA contract. (Provisions of the OTHSEA contract to be inserted upon finalization of that contract.)

1. The operation of the self-insurance program is the responsibility of the Board of Education.
2. No change will be made in employee contributions percentages beyond those noted above for the length of the contract, however, the Board realizes and the members must understand that changes in contributions dollars can occur for all covered employees and retirees at the start of each insurance contract year. The administration fee of the program shall be funded from the plan reserve and shall be perpetuated.
3. The Board of Education will establish and maintain a reserve fund account at a local banking institution for the plan funds. This account will be used to pay claims arising from the use of the benefit plan and to pay fixed costs. The balance in the reserve fund account shall be kept at a minimum of \$325,000.
4. A Committee shall be established to evaluate legitimacy of questions on coverage and payment of insurance plan. Composition of this committee shall be a board member, a designated administrator, two teachers, a custodian, a retiree, a secretary and a paraprofessional. The Committee shall have the authority to seek and collect bids, review and investigate the current Health Insurance Plan, review all insurance data, investigate current trends in the health insurance industry, and through joint decisions may recommend changes to the Health Insurance Plan. The Insurance Committee shall meet quarterly (at a minimum) with the insurance consultant(s) to review claims to the extent permitted by law, coverage, and industry innovations. Meetings shall take place on an as need basis as determined by any four of the seven members and if deemed viable any conflict of benefit shall be presented to Board of Education for review. Meetings with the policy administrator to discuss policy changes, renewal, cost analysis and problems will include this committee. Any mutually agreed upon changes to the plan shall be taken to the Board and the Union for final approval and shall not constitute an opening of this collective bargaining agreement. Meetings shall be convened two times per year or as often as necessary.
5. The Board agrees that the employer shall not change, alter, or modify in any way the OHS Employee Benefit Plan policy specifications, or provisions of any insurance benefit program as pertaining to teachers and/or their dependents for coverage year without the mutual or expressed agreement of the Union. Exception – State of Illinois mandates designed to enhance medical, dental, or optical insurance coverage will be incorporated into our self-insurance plan on the day they become effective as law.

6. Insured
  - a. All retired employees and their dependents who are presently members of the group may continue their coverage in the group.
  - b. No person may be dropped or excluded from this plan because of actual or projected claims.
  - c. Benefits under this self-insurance plan shall accrue to only one member of a household should more than one member of a single household be employed by the Board, except that two members of a single household may elect to participate each in a single member plan and waive the right of one member participating in the family plan.
  - d. If the self-funding plan is terminated and should the reserves not be sufficient to pay all terminal costs and claims, the Board of Education will assume liability for said costs and claims.
7. A minimum of two (2) meetings per year will be scheduled during each school year for the purpose of reviewing the current Health Insurance Plan and to become aware of current trends in the health insurance industry.

#### **ARTICLE XIX - RETIREMENT COMPENSATION**

When the Board determines it is in the best interest of the District and the employee to take an early retirement, said employee shall be granted an early retirement as set forth below:

- A. The early retirement consideration provided herein shall apply only to those who shall have passed the age of 55, and have a minimum of eight (8) years of continuous full-time employment and give a two year irrevocable notice of intent to retire.
- B. Those employees who meet the foregoing requirements must apply for the early retirement program by March 1 of the school year two years prior to final employment. Such applications must be submitted in writing and state intention to resign if the early retirement program is approved by the Board.
- C. If the Board denies a request by an employee for early retirement, the reason for the denial shall be given to the employee in writing.
- D. The Board shall pay a 6% retirement incentive, inclusive of all other increases of IMRF creditable compensation, for each of his/her remaining two years of service. If, after submitting an irrevocable notice of retirement by March 1, the employee resigns from or is dismissed from duties for which the employee was paid a stipend or additional compensation from the previous year, the retirement incentive for that employee will be recalculated accordingly.

- E. For all unit members age 60-65 who retire from OTHS with 15 or more years of service or age 55-65 with 30 or more years of service ("eligible employee"), the Board shall pay 100% of the cost of health insurance for the retiree until the age of 65 or Medicare eligibility. For those eligible employees submitting an irrevocable notice of intent to retire during the term of this agreement, the Board will pay 100% of the retiree only.

#### **ARTICLE XX -MID-TERM BARGAINING CLAUSE**

The Board and the Union each waive, for the term of this Agreement, any and every right to negotiate any issue or topic for, or during the term of this Agreement as might arise by law, practice, custom or usage.

#### **ARTICLE XXI- VACATIONS**

The employee will submit all vacation requests to his or her immediate supervisor 72 hours prior to the start of the requested date of the vacation day(s). This requirement can be modified at the discretion of the employee's immediate supervisor for unforeseen circumstances.

After 1 year 2 weeks  
After 5 years 3 weeks  
After 10 years 4 weeks

Vacation time accrued will be awarded on July 1 of each school year.

#### **ARTICLE XXII - GRIEVANCE COMMITTEE**

The Board recognizes three union members designated by Local 73 as the Grievance Committee.

#### **ARTICLE XXIII – OVERTIME**

For payroll purposes, the work week will begin at 12:00 a.m. Monday and will end at 11:59 p.m. on Sunday.

Employees will be compensated for overtime as follows based on the Illinois Department of Labor Administrative Code Section 210.440 OVERTIME – GENERAL:

##### Section 210.440 Overtime – General

- a) The Act does not require that an employee be paid overtime compensation for hours in excess of eight per day, or for work on Saturdays, Sundays, holidays or regular days of rest, unless hours worked exceed forty per week.

- b) The Act does not require holiday, vacation, sick pay or other similar causes be included in the regular rate of the employee. Hours that are paid for, but not worked, will not increase the regular rate.
  - c) Sums paid as gifts such as those made at holidays or other amounts that are not measured by or dependent on hours worked may not be credited towards, or used to offset from, overtime compensation due under the Act.
- A. For the School
    - 1. Monday through Saturday - time and a half
    - 2. Sundays, Holidays and days of Holiday weekends - double time
    - 3. Minimum four (4) hours when scheduled
    - 4. Emergency - double time
    - 5. Checking building Sundays and Holidays - double
  - B. For Non-School
    - 1. Monday through Saturday - time and a half
    - 2. Sundays, Holidays and days of Holiday weekends - double time
    - 3. Saturdays of Holiday weekends - double time
    - 4. Minimum of four (4) hours

An overtime roster will be posted in the department. There will be no excuses accepted on the overtime roster. If overtime is turned down for any reason, it will be noted on the roster and the rotation proceeds.

As a result of a meeting with your union representatives, the following clarification statement was developed.

- 1. All alarm call-outs will be paid double time for hours worked.
- 2. Scheduled snow removal and flood duty will be paid time and one-half for hours worked, unless on a Sunday, holiday or a Saturday of a holiday weekend. The latter situations will be paid double time. Scheduled flood duty between the hours of 11:00p.m. to 5:00am will be paid double time.

NOTE: The Friday following Thanksgiving is double time, Saturday is not.

**ARTICLE XXIV -SAVINGS CLAUSE**

Should any provision of this Agreement be ruled illegal or invalid, by statute or by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect for its duration.

**ARTICLE XXV- TERMS OF AGREEMENT**

This Agreement shall remain in full force and effect from July 1, 2016 through June 30, 2022.

**ARTICLE XXVI- SEVERABILITY AND RIGHT TO RE-OPEN**

In the event any of the provisions of this Agreement are or shall become invalid, illegal, or unenforceable by reason of any Federal or State Law, Local Ordinance, Decision of any Court, or Ruling of any Federal or State Board, Agency, or other governmental entity such invalidity, illegality, or unenforceability shall not affect the remainder of the provisions of this Agreement. If any such event occurs, at the request of either party, the Union and the Employer shall meet and negotiate in good faith for the purpose of bargaining over the effects of the invalidity, illegality, or unenforceability of the provision or provisions.

**ARTICLE XXVII – TERMS OF AGREEMENT AND SIGNATURE CLAUSE**

WITNESS WHEREOF, the parties hereto after due consideration have caused this Agreement to be executed by the duly authorized officers this 11<sup>th</sup> day of December, 2017.

**OTTAWA TOWNSHIP HIGH SCHOOL  
DISTRICT 140  
211 East Main Street  
Ottawa, Illinois**

**OTTAWA DISTRICT 140 CHAPTER  
Service Employees International Union  
Illinois Local No. 73, CTW  
Chicago, Illinois**

By: [Signature]  
Board President

By: [Signature]  
Superintendent

By: [Signature]  
Title: Board Member

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: [Signature]  
Union Trustee

By: [Signature]  
Union Representative

By: [Signature]  
Chief Steward/Chapter President

By: [Signature]  
Union Steward/Chapter Vice President

By: [Signature]  
Union Steward/Chapter Secretary