

EDUCATION SUPPORT PROFESSIONALS INDEX

Page 1 of 7

Subject	Article/Section
Access for Information.....	3 D
Active Military Service Status Leave	12 I
Administrative Designee	1 B 13
Advanced Degree Incentive	17 Q 9
Air Quality and Health/Safety Committee.....	19 E
Agreement Posting.....	18 E
Altering the Agreement	18 A
Annual Leave	12 T
Annual Work Calendar	6 E
Annuity Programs	15 F
Anonymous Items	7 C
Assignments.....	13 C
Arbitration	4 D 3
Bargaining Unit Clarification	1 C
Basic Annual Work Calendar.....	6 E
Bereavement Leave.....	12 R
Behavioral Complex Student Incentive.....	17 Q 4
Board Furnished Materials	5 G
Board Policy	18 C
Bomb Threats.....	19 D
Breakfast Supplement.....	17 P 3
Breaks	6 C
BTU-ESP and Employee Rights.....	5
BTU-ESP Exclusivity	5 L
BTU-ESP Leave	12 O
BTU-ESP President Leave	5 O
Bulletin Boards and Mailboxes, Use of.....	5 E
Cafeteria Duty Assignment	6 B
Cafeteria Plan.....	15 J
Calendar	6 E
Certified Classroom Assistant.....	Appendix C
Certified Teacher Assistant.....	Appendix D
Child Abuse Reporting/Employee Protection.....	5 S
Complaints Against an Employee.....	6 I
Computation of Pay for Leave	12 G
Contract Posting.....	18 E
Course (College) Credit/Technical Course Incentive Program	16 H
Covering Classes	6 L
Custodial Duties	5 X
Declared Emergency.....	11

EDUCATION SUPPORT PROFESSIONALS INDEX

Page 2 of 7

Subject	Article/Section
Deductions, Payroll	5 J
Definitions	1 B
Demotion, Step Placement	17 J
Direct Deposit	17 O
Disability Insurance	15 D
Discrimination	4 E 4
Dismissal, Employee	6 G
Domestic Violence Leave.....	5 T
Donation of Sick Leave	12 Q
Drop Off, Student.....	5 P
Duration of Sick Leave Bank	12 P 6
Early Release Time, Inservice Training.....	16 F
Early Termination of Leave	12 M
Email Access	5 D
Emergency School Closing.....	11
Employee and BTU-ESP Rights.....	5
Employees (defined).....	1 B 1
Employee Corrective Action	9
Employee Dismissal	6 G
Employee Evaluation	8
Employee Protection/Student Discipline.....	6 K
Employee Reimbursement	15 H
Employee School Closing.....	11
Employees, Probationary	1 B 6, 6 Q
Employees, Temporary	6 P
Employment, Terms and Conditions of	6
Errors in Paychecks	17 G
Evaluation Form.....	Appendix B
Evaluation Post Observations Conference	8 B 6
Evaluation Procedure	8 B
Evaluation, Employee Response	8 B 9
Evaluation, Unsatisfactory	8 B 4 a
Examining Students.....	19 H
Exclusivity, BTU-ESP	5 L
Exclusive Rights to Process Grievance	4 B
Executive Officers of BTU-ESP.....	5 O
Experience Credit.....	6 H
Extended School Year (ESY) Application	Appendix F
Family Medical Leave	12 U
Files, Review and Copying	7 E
Formal Grievance Procedure.....	4 C 3

EDUCATION SUPPORT PROFESSIONALS INDEX

<u>Subject</u>	<u>Article/Section</u>
Fourth Tier Dependent Rate	15 M
Fringe Benefits During Leave.....	12 K
Grievance Procedure.....	4
Grievance Form	Appendix A1
Grievance Waiver Form	Appendix A2
Group Insurance Plan	15 I
Hardship Transfers	13 G 1
Hardship Overpayment.....	17 G 4 f
Hardship Transfer Request.....	Appendix G
Harassment.....	9 B
Harassment of Steward(s).....	9 C
Health and Dental Insurance.....	15C
Health and Safety.....	19
Holidays	10
Illness in Line of Duty	12 D
Immediate Family Member (defined)	12 R 3
Incentives.....	17 Q
Incentive, Behaviorally Complex Students Incentive.....	17 Q 4
Incentive, Medical Procedures Incentive.....	17 Q 2
Incentive, Monitoring Special Needs Student on Bus.....	17 Q 3
Incentive, Special Education Centers Incentive	17 Q 5,6
Inclusion, Inservice Training.....	16 G
Inclusion of Contract.....	1 A
Indemnification	12 P 7
Information to the Union.....	5B
Inservice Study Committee	16 A
Insurance.....	15
Insurance, Opt-Out of Coverage	15 C 3
Involuntary Transfers	13 G 2
Job Description, Notification of.....	1 C 2
Joint Orientation Program	Appendix H
Just Cause.....	6 I
Jury Duty.....	12 F
Labor Management.....	3 E
Labor Management Team Members	3 C
Layoff.....	14
Leave, Early Termination of.....	12 M
Leave, BTU-ESP	12 O

EDUCATION SUPPORT PROFESSIONALS INDEX

Page 4 of 7

<u>Subject</u>	<u>Article/Section</u>
Leaves	12
Legal Commitments Leave	12 F
Liability Insurance	15 E
Lounges	6 M
Lunch Period.....	6 D
Mailboxes and Bulletin Boards, Use of.....	5 E
Maintenance of the Bank.....	12 P 5
Management Rights.....	2
Managing Workforce.....	2 C
Materials, Board Furnished	5 G
Maternity/Personal Leave.....	12 E
Medical Procedures and Medical Administration.....	19 I
Medical Procedures Incentive.....	17 Q 2
Membership Requirements for Sick Leave Bank.....	12 P 2
Mileage Reimbursement	17 F
Military Reserve Leave	12 H
(Active) Military Service Status	12 H 6
Miscellaneous.....	18
Monitoring Special Needs Student on Bus	17 Q 3
Negotiations (procedure).....	3
Negotiation Team Members.....	3 C
Non-Retaliation Clause	5 K
Notification, Reduction in Force.....	14 A
Notification of Employees	7 D
Number of Files	7 A
Observations, Classroom.....	8 B 4
Official Grievance Form	Appendix A1
Off-Street Parking.....	6 N
Opt-Out of Insurance Coverage	15 C 3
Order of Reduction, Reduction in Force	14 B
Overpayments	17 G
Paid Holidays	10 A
Para to Teacher Non-Instructional Degree Program.....	16 3 I
Parking/I.D. Passes.....	5 U
Parking, Off-Street.....	6 N
Paycheck Errors	17 G
Payroll Deductions	5 J

EDUCATION SUPPORT PROFESSIONALS INDEX

Subject	Article/Section
Personal Day, Before/After a Holiday.....	12 B 2
Personal Reason Notification	12 B 1
Personal/Maternity Leave.....	12 E
Personnel Files.....	7
Personal Leave (long term).....	12 J
Personal Property Loss	15 H
Personal Reasons Leave.....	12 B
Physical Restraint Training.....	5 Q
Pick Up, Student.....	5 P
Pool Days	12 O
Post-Observation Conference, Evaluation	8 B 6
Premium Amount, Insurance.....	15 B
President Leave, BTU-ESP	5 O
Printing of the Agreement.....	18 E
Probationary Employee Layoff.....	14 D 7
Probationary Employees	1 B 6, 6 Q
Probationary Period.....	1 B 6, 8 C
Procedure for Future Negotiations	3
Professional Development.....	5 R, 16
Prohibited Materials and Remedy	7 F
Program Assistant Salary Schedule	Appendix E
Promotions.....	13 F
Promotion, Step Placement.....	17 I
Property Damage.....	15 H
Purpose of Evaluation	8 A
Reappointments	13 B
Reassignment.....	13 D
Recall Procedure, Reduction in Force.....	14 C
Recognition of BTU-ESP	1
Reduction in Force	14
Reduction in Service near Retirement	14 D 6
Reimbursement for Property Damage	15 H
Referendum Funds.....	17 R & S
Re-Openers for Negotiations	20
Reporting Incidents	6 K
Representation for Grievances	4 B, 9 A
Reserve Military Leave.....	12 H
Response to Evaluation	8 B 9
Rest Areas.....	6 M
Retirement, Pay of Sick Time	12 C
Return from Leave.....	12 N
Review and Copying of File	7 E

EDUCATION SUPPORT PROFESSIONALS INDEX

Page 6 of 7

Subject	Article/Section
Right to Address the School Board.....	5 H
Rights of Management.....	2
Rights under the Law	5 A
Rosters.....	5 N
Safety Equipment.....	19 B
Salary Payments.....	17 N
Salary Schedules.....	Appendix C, D & E
Savings Clause.....	18 B
School Closing Emergency.....	11
School Facilities, Use of.....	5 D
School Visitation	5 I
Super Seniority for Stewards	5 W
Sick Leave	12 A
Sick Leave Abuse.....	12 A 3
Sick Leave at Retirement	12 C
Sick Leave Bank.....	12 P
Sick Leave Bank Committee	12 P 3
Sick Leave, Before/After a Holiday.....	12 A 3
Sick Leave Buy Back	12 S
Sick Leave, Donation of	12 Q
Sick Leave, Half or Full Day.....	12 A 2
Seniority	1 B 5
Special Education Centers Incentive.....	17 Q 1
Step Placement from Promotion.....	17 I
Student Discipline/Employee Protection.....	6 K
Student Pick Up and Drop Off	5 P
Student Ratio to Education Support Professional.....	5 V
Subpoenas	12 F
Substitute Calling Supplement	17 P 1
Substitute List/Labor Management	6 R
Substitute or Temporary Employee Pay	17 H
Summer Paychecks	17 N 5
Summer School/Super Session Vacancies.....	13 E, 18 F
Super Seniority/Layoffs.....	5 W
Super Sessions.....	13 E
Supplement, Breakfast	17 P 3
Supplement, Substitute Calling.....	17 P 1
Supplement, Textbook Chairperson	17 P 2
Supplements	17 P
Teacher Assistant (Certified) Salary Schedule	Appendix D
Telephones	6 O

EDUCATION SUPPORT PROFESSIONALS INDEX

<u>Subject</u>	<u>Article/Section</u>
Temporary Duty Leave.....	5 O, 12 L
Temporary Employees	6 P
Terminal Pay	12 C
Term of Agreement	20
Terms and Conditions of Employment	6
Timeline of Evaluation.....	8 B 3
Textbook Chairperson Supplement.....	17 P 2
Tools for Schools Program	19 F
Transaction of Association Business.....	5 F
Transfers.....	13 G
Transfers, Hardship	13 G 1
Transfers, Involuntary.....	13 G 2
Underpayments.....	17 G 3
Unsafe/Hazardous Conditions.....	19 A
Unsatisfactory Evaluation	8 B 4 a
Unsatisfactory Evaluation, Wage Increase.....	17 A 2
Use of Bulletin Boards & Mailboxes	5 E
Use of School Board Buildings.....	5 C
Use of School Facilities and Equipment	5 D
Vacancies.....	13 A, 14 C
Vehicles Damage	15 H
Vision Care Program.....	15 K
Visitation, School	5 I
Wages	17, Appendix C, D, E
Waiver Form, Grievances.....	Appendix A
Withdrawal from Sick Bank.....	12 P 4
Work Calendar	17 D
Work Calendar, Basic Annual.....	6 E
Workday.....	6 A
Year Round Pay.....	17 N 5