

Negotiations Agreement

between

The Board of Education of
River Trails School District 26

and

The River Trails Education
Association

2026-2031

River Trails School District 26
1900 Kensington Road Mt. Prospect, IL 60056

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Article I - Collective Bargaining Framework

A. Parties to the Agreement

This Agreement is made and entered into this 8th day of September 2026, effective the first day of July, 2026, by and between the Board of Education of District 26, Cook County, State of Illinois (hereinafter referred to as the "Board"), and the River Trails Education Association (hereinafter referred to as the "Association" or "RTEA").

B. Preamble and Purpose

The *Illinois Educational Labor Relations Act* (IELRA) recognizes the attainment of educational objectives is a joint responsibility and requires mutual understanding and cooperation of the Board, the Administration and the Association. In an effort to promote orderly and constructive relationships between educational employers and employees, the IELRA has established a framework for collective bargaining.

The Board and the Association have the authority and duty to bargain collectively with respect to wages and other terms and conditions of employment as specified by the IELRA. Curriculum and other instructional issues, as well as the employment and promotion of personnel are excluded as negotiable items.

To foster a harmonious relationship that best serves the public interest, the Board and the Association shall engage in meaningful, good faith negotiations. "Good faith" is defined as the mutual responsibility of the Board and Association to deal with each other openly and fairly and to sincerely endeavor to reach agreement on items subject to negotiation by this Agreement.

This Agreement is further established to resolve any problems that arise, thus promoting better relations between the Board and the Association, and contributing to a more positive educational climate for the benefit of the students and the community.

C. Recognition as Exclusive Bargaining Agent

The Board recognizes the Association as the exclusive and sole negotiating agent. The Board shall not negotiate with any employee organization other than the Association for the duration of this Agreement. Any challenge to the Association as the sole and exclusive negotiating agent shall be made in accordance with IELRA provisions.

Unless otherwise allowed by this Agreement, the Board shall not negotiate with any employee individually on matters set forth in this Agreement. It is recognized, however, this Agreement in no way prohibits individual employees from petitioning the Board and administration on matters of concern to them as employees and individuals. Likewise, the Board and administration retain the right to discuss with individual employees district matters relating to the educational program beyond the scope of this Agreement.

D. Bargaining Unit Composition

In accordance with the recognition petition filed with the IELR, the bargaining unit shall include all employees except the following: administrators, or any supervisory, confidential or managerial employees as defined by the IELRA.

E. Effect of Agreement

1. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Board and Association.
2. If any part of this Agreement is declared illegal by a court of competent jurisdiction, that part shall be automatically deleted from this Agreement. Upon request of either party, within sixty (60) calendar days of any such declaration of illegality, the Board and Association shall meet to renegotiate any terms and conditions affected.
3. Any adopted policy of the Board that is in conflict with the provisions of this Agreement shall be amended or deleted by the Board so as to bring the specific policy into compliance with the Agreement.
4. This Agreement may be altered, changed, added to, deleted from, or modified through the voluntary, mutual consent of the Board and Association. Any such amending of the Agreement shall be reflected in a written and signed letter of understanding.
5. The Board and Association agree to negotiate or automatically incorporate any changes in terms and conditions of employment due to changes in state or federal laws.

F. Definitions

1. Business Day: Any Monday through Friday, excluding federal and state holidays and other days which the District's administrative offices are officially closed.
2. Calendar Day: Every day of the year, including weekends and holidays.
3. School Day: Any day on which students are scheduled to attend school according to the District's official academic calendar.
4. Work Day: Any day on which an employee is regularly scheduled or required to perform work for the district, including institute days, teacher work days, and other required attendance days. These days may differ from employee to employee.
5. Teacher/Teachers: For purposes of this agreement, the term "teacher" or "teachers" include all licensed professional educators employed by the district in positions covered by this Agreement, unless otherwise specifically stated.

6. TRS: Means the Teachers' Retirement System, the pension system, applicable to eligible licensed professional educators employed by the District.
7. IMRF: Means the Illinois Municipal Retirement Fund, the public pension system established under Illinois law for eligible District employees.

Article II - Negotiations Procedures

A. Joint Responsibilities and Commitments

1. Neither the Board nor the Association shall discourage, deprive or coerce any bargaining unit member from the lawful use of rights granted by state and federal laws. Any violation may be taken directly to the Superintendent with a copy of the alleged violation sent to the Board and Association.
2. The Association will not encourage, support or engage in any strike, slowdown or other concerted refusal to render uninterrupted services to the district except as permitted under the IELRA.
3. The Board and Association will not discriminate against any bargaining unit member because of membership in the Association, participation in negotiations with the Board, or the institution of grievances under this Agreement.
4. The Board and Association agree the provisions of this Agreement shall not be applied in a manner that is arbitrary, capricious or discriminatory.

B. Notification of Intent to Bargain

The Board or Association shall notify the other party of its intent to commence bargaining for a successor agreement no later than March 1, unless otherwise mutually agreed.

C. Negotiations Representatives

1. It is understood all negotiations are to be conducted between designated representatives of the Board and Association. Each party shall select its own negotiations representatives from its respective constituents.
2. The Board and Association shall confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations and to reach a tentative Agreement which shall be presented to the Board and Association respectively for ratification.

D. Negotiations Process

Unless otherwise agreed by mutual consent, within ten (10) business days of receipt of a notification of intent to bargain a successor Agreement, representatives of the Board and Association shall meet to determine the negotiations format to be utilized. Options shall include, but not be limited to, positional or interest-based approaches.

Actual bargaining shall commence within thirty (30) calendar days of the notification of intent. This timeline may be extended by mutual consent of the parties.

E. Final Agreement/Ratification

When the Association and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval. Items ratified and approved by both parties shall become part of the Agreement.

F. Printing and Distribution of Agreement

Within thirty (30) calendar days after the Agreement is signed, copies shall be posted on Association and district web sites in secure locations and printed at Board expense and presented to the Association for distribution to bargaining unit members upon request.

G. Impasse Resolution

1. Declaration of Impasse

When the Board and Association have discussed all items not agreed upon and believe further negotiation procedures would be inadequate, impasse may be declared by either party by written notice to the other party.

2. Request for Mediator

Upon receipt of such notice, the presidents of both parties shall immediately execute and mail a joint letter to the Federal Mediation and Conciliation Service (FMCS) requesting mediation. If the FMCS is not available, the IELRB or, if it is not available, another mutually agreeable mediation service shall be used.

3. Mediation Process

The mediator shall meet with the parties or their representatives, or both, either jointly or separately, and shall take such steps as deemed appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The mediator shall not make findings of fact. The mediator shall make no report to the public. If the mediator's efforts to bring about an agreement are unsuccessful, the parties may jointly decide to enlist the assistance of another third party.

4. Selection of Fact-finder

If the services of a fact-finder are mutually agreed upon, the following steps shall be taken:

- a. A list of five (5) fact-finders shall be secured from the American Arbitration Association (AAA) , provided that such list shall not include a resident of the district.

- b. Selection of the fact-finder shall be made by the parties from the list supplied as determined above. Final selection of the fact-finder shall be made by the parties alternately striking a name from the list until one-name remains, and this person shall serve as fact-finder. The party that shall make the first deletion shall be determined by chance.
- c. If the final fact-finder named is unable to serve, another list of five (5) fact-finders shall be secured from AAA, and the selection process shall be repeated until a fact-finder who is able to serve is secured.
- d. The fact-finder shall, within ten (10) business days after being selected, hold hearings, make investigations, and take such other steps as deemed appropriate. The Board and Association shall furnish the fact-finder, upon request, all information covered by this Agreement and at issue before the fact-finder.
- e. When a dispute is not settled, the fact-finder shall, within thirty (30) calendar days after being selected, make findings of fact and recommend terms of settlement. Such terms shall be advisory only. Any findings of fact and recommended terms of settlement shall be submitted in writing to the parties.
- f. Within ten (10) business days from receipt of the written report, each party must notify the fact-finder, in writing, of its decision to accept or to reject the report of the fact-finder. If the written report is not accepted, the reasons for non-acceptance must be included in the response.
- g. If no agreement is reached within ten (10) business days from receipt of the written report, the responses shall be added to the written report, and copies shall be released to the public by the fact-finder.

5. Costs for Consultants

Costs for consultants chosen by either party shall be paid by the party. The costs for the mediator/arbitrator or the fact-finder shall be shared equally by the Board and Association.

Article III - Grievance Procedure

The Board and Association recognize the static terms of this Agreement are likely to be tested by the fluidity of a dynamic workplace. The parties value such tension and affirm the following grievance process as a viable, non-controversial dispute resolution vehicle that ultimately strengthens this Agreement and working relationships within the District. (Note: The italicized copy is not subject to the grievance procedure.)

A. Grievance Definition

A grievance is a complaint by an employee or the Association that there has been an alleged violation, misinterpretation or misapplication of any provision of this Agreement.

B. Statement of Basic Principles

1. The Board, administration, and Association shall cooperate in the investigation of any grievance and shall furnish requested information on a timely basis, or no longer than ten (10) business days.
2. Each party shall have the right to include such representatives, as it deems necessary to develop facts pertinent to the grievance.
3. Each employee shall have the right to file grievances in accordance with these procedures.
4. Each employee shall have the right to be represented by the Association or by legal counsel. No employee shall be required to discuss any grievance if the employee's representative has not been given a reasonable opportunity to be present.
5. Nothing in this article shall be construed as limiting the right of an employee to discuss a problem with their supervisor or the administration without Association intervention. The goal of the grievance process is to resolve conflict at the earliest stages of the procedure.
6. The Board acknowledges the right of Association grievance representatives to participate in any formal step of the grievance process, as the ultimate decision to proceed to arbitration rests with the Association's Executive Board. When a grievant is not represented in the grievance procedure by the Association, the Association shall receive written notification of the employer's decision at each formal step of the process.
7. An employee who participates in the grievance procedure shall not be subject to discipline or reprisals of any kind because of such participation. An administrator shall not discuss an employee's participation in the grievance procedure with any other bargaining unit member. No documents, communications and records dealing with the processing of a grievance shall be placed in an employee's personnel file.

8. Hearings, conferences or other proceedings related to the processing of a grievance shall be conducted at a time and place that will afford a fair and reasonable opportunity for all necessary participants, including witnesses to attend. Insofar as possible, such meetings will be held after regular school hours or during non-duty time of the personnel involved.

The Superintendent may release an employee during school hours to participate in the grievance process.

9. In no case shall an employee suffer any loss of pay or benefits due to required participation in the grievance process. The Superintendent and Association president shall jointly determine the necessity for releasing an employee during school hours in order to process or investigate a grievance.
10. A grievance may be settled at any step with or without establishing prejudice or precedent when mutually agreed by the Association, the grievant and the employer.
11. A grievance may be withdrawn at any level without establishing precedent.
12. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to further appeal. The failure of an administrator or the Board to give a decision within the time limits shall permit the grievant to proceed to the next step.
13. The final resolution of the grievance shall not be inconsistent with the terms of this Agreement. If the Association believes the final resolution of any grievance prior to the final step of the grievance procedure, other than by reason of failure to act within the prescribed time limits, is in conflict with the Agreement, the Association shall have the right to file a grievance.
14. All time limits in this Article shall consist of workdays during the aggrieved employee's/employees' contract year unless otherwise noted. If a grievance is filed within ten (10) workdays of the end of the school term, time limits will be measured in business days. Time limits for Association grievances shall consist of workdays during the school year and business days during the period when ten-month employees are not present.

C. Informal Grievance Resolution

In most cases, it is desirable for alleged violations of this Agreement to be resolved through informal discussions between an employee and the immediately involved supervisor. An employee shall have the right to request Association assistance in resolving the differences. If, however, such informal discussions fail to rectify the dispute, the following formal grievance process is available.

D. Formal Grievance Procedure

1. Step One: Formal Hearing with Immediate Supervisor

Whenever a grievance is not resolved through informal discussions with the immediate supervisor, the grievant or Association shall present the grievance in writing within thirty (30) workdays of the occurrence giving rise to the allegation or of when the grievant or Association might reasonably have had knowledge thereof, unless the violation is of a continuing nature. The written grievance shall specify the date of the alleged violation, the contract provisions allegedly violated, and the remedy sought.

The employee, Association representative (if requested) and immediate supervisor shall meet within seven (7) workdays of receipt of the written grievance to resolve the matter. The immediate supervisor's response to the grievance, including the reasons for the decision shall be communicated in writing to the employee and the Association president/designee within seven (7) workdays of the meeting.

2. Step Two: Formal Hearing with the Superintendent

A grievance not resolved at Step One may be appealed in writing to the Superintendent within ten (10) workdays of receipt of the Step One response. The Superintendent shall arrange to meet with the grievant and the Association representative within ten (10) workdays of receipt of the written appeals request. The Superintendent shall issue a written response to the employee and Association president/designee within ten (10) workdays of the meeting. The response shall include reasons for the decision.

3. Step Three: Formal Board Hearing

The grievant may appeal the Superintendent's decision in writing to the Board within ten (10) workdays of receipt of the Step Two response. The Board shall arrange a grievance hearing within thirty (30) workdays after receipt of the request. The Board shall communicate its Step Three response, including rationale, to the grievant and Association president/designee within ten (10) workdays of the hearing.

4. Step Four: Arbitration

Within twenty (20) workdays of receipt of the Board's decision, the Association may submit the grievance to final and binding arbitration.

- a. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator will be divided equally between the Board and Association. If only one party requests the presence of a court reporter, that party shall bear the cost of the reporter. If the other party wants a copy, the other party must share the cost.
- b. The selection of an arbitrator shall be made by the rules of the AAA.
- c. The arbitrator shall not suggest any changes to this Agreement, but does have the

authority to recommend a dollar remedy when appropriate under the terms of this Agreement.

- d. By mutual agreement, the Expedited Rules of the AAA shall be used instead of the Voluntary Labor Arbitration Rules.
- e. The arbitrator's decision shall be limited to the issue(s) presented in writing by the parties. Any decision must be based solely upon an interpretation of the meaning or application of the language of this Agreement.

E. Processing Exceptions

- 1. By mutual agreement in writing, any step of the grievance procedure may be bypassed.
- 2. By mutual agreement in writing, any timeline may be extended.
- 3. Grievances involving more than one (1) employee, more than one (1) supervisor, or an administrator above the building level may be initially filed by the Association at Step Two with the Superintendent.

Article IV - Association Rights and Responsibilities

A. Right to Organize and Participate

Bargaining unit members shall have the right to form, join, or assist professional employees' organizations, and to participate in professional negotiations with the Board through representatives of their own choosing. Bargaining unit members shall have the right to refrain from any and all such activity, and membership shall not be a prerequisite for employment or continuation of employment of any employee.

B. Association Use of District Facilities and Equipment

The Board will permit the Association to use its facilities and equipment for Association meetings, provided such use does not interfere with regularly scheduled school functions and other Board-approved functions. When custodial service is required, the Board may charge the Association for this service.

C. Association Announcements

Announcements of Association business that have no impact on the student body may be sent via district email.

D. Bulletin Board, Mail Facilities, and Mailboxes

1. The Association shall have the right to distribute printed materials via the employer's interoffice mail system, including bargaining unit members' mailboxes. The Board shall not interfere with or censor such Association communications.
2. The Association shall have in each district facility, including the central office and the maintenance building, a bulletin board in each employee lounge or workroom.
3. The Association shall have reasonable use of the District's printing, facsimile equipment, computers, and electronic mail.
4. The Association shall also have an electronic mailbox in the employer's electronic mail system if requested.
5. The Association president shall be provided a daily pick-up and delivery point for intra-school mail if requested.

E. Association Meeting Dates

Association monthly meetings for the forthcoming school year shall be included in the development of the district calendar of events, provided the Superintendent receives timely notice of such meetings prior to development of the calendar. The Superintendent shall urge all administrators to take into consideration published Association dates when scheduling building-level meetings.

F. Business by Association Representatives on School Property

Representatives of the Association shall be permitted to transact Association business on school property. Association representatives not employed by the District shall report to the office upon entering the building.

G. Employee Orientation

The Board agrees to grant any Association request for a reasonable amount of time, not to exceed one (1) hour, for Association purposes at the end of the regularly scheduled employee orientation or institute day at the start of the school year. Such opportunities shall also be available to the Association throughout the school year, so as to allow contact within the first month of any new employee's starting date.

H. Association Notification of District Job Descriptions

The Association President shall be given timely, written notification of new or modified job descriptions. All job descriptions will be posted electronically and accessible to all staff online.

I. Association Notification of Employee Information

The Association President and treasurer shall be notified in writing of the following information for each employee within ten (10) business days of the start of the school year or the date of hire, whichever occurs first: name, address (if permitted by the employee) and building assignment/position.

The Association President and treasurer shall be notified, within ten (10) business days, of any action to change an employee's position, worksite, or number of hours worked. Additionally, changes in employee names and addresses (if permitted by the employee) shall be communicated to the Association President when practicable.

Annually, the Board shall provide to the Association president the names, addresses, seniority ranking, experience credit, and compensation of all bargaining unit members.

Annually the Board shall provide to the Association president or designee the PERA data in accordance to School Code.

J. Association Leave Provisions

To enable the Association to comply with its statutory obligation to fairly and adequately represent all bargaining unit members in the implementation and administration of this Agreement, the Board agrees to the following Association leave provisions:

1. General Association Leave

The Board shall make available annually twenty (20) workdays of Association leave. The Association shall, in a timely fashion, notify the Superintendent of its intent to access such leave; the Association shall seek minimum disruption of the instructional program. Association leave may be taken as full days or in increments of no less than one-half days. The RTEA shall pay the costs for necessary substitutes.

2. Full-Time-Release Association President

The Board may grant a leave of absence for up to three (3) years without pay for the purpose of serving as an officer or as a staff member of the IEA or NEA. The Board shall be notified in writing by February 1 if the employee intends to return to full-time employment at the beginning of the forthcoming school year. An employee who fails to provide such notification shall forfeit any right of reemployment.

Article V - Management Rights

The Board retains and reserves unto itself the ultimate responsibilities for the proper management of the School District conferred upon and vested in it by the *Illinois School Code* and the Constitution of the State of Illinois and the United States.

The exercise of the foregoing power, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

Article VI - Stakeholder Collaboration

The Board and Association recognize the shared mission to have exceptional staff provide exemplary student programs in a safe and nurturing environment. This is best achieved when the educational stakeholders function as an effective, collaborative and respectful decision-making team. The Board and Association affirm a shared commitment to develop and implement plans to strengthen communication, trust and partnership. (Note: The italicized copy is not subject to the grievance procedure.)

A. Board/Association Collaboration

1. Board/Association Communications Council

Representatives of the Board, administration, and Association shall meet as requested to discuss matters of mutual concern. These meetings are not intended to bypass the complaint, negotiations, or grievance procedures. The Association shall communicate its concerns to appropriate administrators prior to meeting with the Board, thus affording the administration a reasonable opportunity to resolve issues.

Each party will submit to the other, one (1) week prior to the meeting, an agenda covering matters they wish discussed.

2. Notification of Board Meetings

The Association president or designee shall be given written notice of any regular or special meeting of the Board at least forty-eight (48) hours prior to the scheduled time of the meeting.

The Board shall provide the Association with a copy of the agenda for each Board meeting, along with access to the exhibits (provided to the public) to be discussed.

The Board shall provide the Association president or designee an opportunity at each regularly scheduled meeting to present item(s) for consideration. Any such presentation shall not be subject to the three-minute limitation applied to delegations during public comments to the Board.

3. Exchange of Pertinent Information

Upon request, the Board shall provide the Association president with an updated copy of Board policy, its annual budget and audited financial statements, and all other public documents and reports, including non-confidential information pertaining to insurance rates, claims history and premiums.

The Board shall provide the Association president a copy of any proposed changes to Board policies in a timely fashion.

B. Association/Administration Collaboration

The Superintendent and Association president and/or their designee(s) shall meet at least twice each semester to discuss contract administration and other matters of mutual concern. Meeting dates may be scheduled for the entire year by September 15, or meetings may be arranged by mutual agreement no later than five (5) workdays from the request.

C. Building-Level Administration/Association Collaboration

The principal and building representatives at each school shall meet a minimum of two (2) times per year and upon request of either party to discuss contract administration and other matters of mutual concern. The meeting dates shall be set by September 15, or meetings may be arranged by mutual agreement no later than five (5) workdays from the request.

D. Instructional Collaboration/School Governance Structure

The Board and Association recognize the need and value of employee participation in the development and implementation of strategies to maximize district-wide and building-level student and staff achievement. (Note: The italicized copy is not subject to the grievance procedure.)

1. Teaching and Learning Council:

The District maintains a collaborative committee referred to as the Teaching and Learning Council (TLC). The TLC provides perspective, feedback, and recommendations related to the development of the annual school calendar, parent/teacher collaboration time (conferences), the e-learning plan and strategic placement of professional learning/institute days.

The TLC is chaired by the Assistant Superintendent for Teaching and Learning and includes teaching staff representation from all school buildings, administrative representation, and at least one (1) teaching support staff member. A member from the Board of Education may also be part of the Council. Input from the TLC is considered strongly when bringing recommendations to the Board of Education. Membership on the TLC is determined by the administration and participation is not mandatory. Out of the cross section membership of the TLC, one (1) person will be appointed to have a dual role to represent and report back to the RTEA Executive Committee. The time and place for TLC meetings will be determined on an as-needed basis. Both an agenda and minutes for each meeting will be provided in a timely manner to committee members.

2. School Improvement Teams:

a. The School Improvement Team (SIT)

The SIT shall meet, no more than ten (10) times per year, if necessary, to develop and implement the School Improvement Plan (SIP). Participation is not mandatory. The SIT will review and revise goals yearly, coordinate surveys, assist with writing the SIP and attend an annual Board of Education meeting, if requested. An agenda for each meeting shall be made available to staff, as well as minutes. SIT meetings shall not exceed sixty (60) minutes unless otherwise agreed to by the team.

b. Building Leadership Team (BLT)

The BLT, made up of Team Leaders, may meet up to twice monthly. Participation is not mandatory. Team leaders shall run team meetings, be a liaison between the team and other school personnel and groups, coordinate field trips, coordinate and oversee grade level activities, coordinate communication with other grade level team leaders, and coordinate procedures for school events such as the first day of school and conferences. An agenda for each meeting shall be made available to staff, as well as minutes. BLT meetings shall not exceed sixty (60) minutes unless otherwise agreed to by the team.

c. Collaborative Support Team (CST)

The CST meets to review students who may need additional support throughout the school year and collaborate on support and strategies for staff. Responsibilities may include, but are not limited to, providing interventions using available resources, attending weekly meetings, compiling intervention plans, and managing interventions and related data as needed. After meetings, the team members shall review summary notes, answer follow-up questions, and, as necessary, conduct classroom observations and monitor progress data. Because various students are reviewed throughout the year, various team members collaborate at different times. Participation is not mandatory.

3. Curricular Committees

District and building-level curricular committees shall be formed on an as-needed basis by the administration. Participation is not mandatory. Such committees shall not meet more than once per month, unless otherwise agreed to by committee members. Each committee shall publish its charge and its expected time commitment before seeking volunteers. Each committee shall establish a calendar, set an agenda, and distribute minutes.

Article VII - General Working Conditions

The Board and Association affirm a high level of employee performance is imperative to the development and delivery of exemplary educational programs. Both parties recognize the administration's right and responsibility to empower employees to perform at their maximum level. (Note: The italicized copy is not subject to the grievance procedure.)

A. Job Description

1. Job descriptions will be posted on the District website, or in an electronic location available to all staff for all job openings.
2. Administrative requests to substantially deviate from a job description, as defined on paper and established by practice, must first be discussed with the Association and the affected employee(s). Except in case of emergency, substantial deviations shall not become effective until the following school year, at which time the job description posted will be revised.
3. No employee shall be required to perform duties outside their job description for which they are not qualified.

B. Notice of Employment and Tentative Assignment

All employees shall be notified electronically of their tentative assignment for the forthcoming year no later than one (1) week before the end of the previous school year, insofar as known. Such notice shall include tentative building, assignment, and salary. Employees shall electronically sign this notice of intent to return to the District by July 1.

C. Vacancies

1. Posting of Positions
 - a. The Superintendent or designee shall share with all staff through electronic mail notice of all District job vacancies, including newly created positions, as they occur.
 - b. A vacancy shall be defined as a position within the bargaining unit presently unfilled, including newly created positions, as well as positions currently filled but anticipated to be open in the future. Open positions created by a leave of absence shall not be considered a vacancy unless the leave exceeds one (1) year. Positions to which people are returning from a leave of absence and positions which must be offered to employees on a recall list are not considered "vacancies."
 - c. Postings shall be included on the District website. Each posting shall include the following information: type of work, location, starting date, relevant pay information,

hours to be worked, overview of job description (insofar as known), general responsibilities, and minimum requirements. Vacancies must remain posted for at least five (5) workdays prior to being permanently filled, unless agreed upon by the Association.

- d. Temporary positions (one (1) year or less) will be posted internally to bargaining unit members for three (3) workdays prior to being filled.

2. Application Procedure

An employee interested in a posted position shall follow the current online application process within the time limit specified in the notice.

3. Filling of Vacancies

- a. Current employees who are qualified shall be granted an interview for a vacancy prior to consideration of external applicants.
- b. A vacancy shall be filled in the following order:
 - i. Employees returning from a leave of absence to a vacated position;
 - ii. Employees by seniority who are on a recall list due to layoffs;
 - iii. Employees being transferred within their classification/building;
 - iv. Employees involuntarily transferred due to enrollment drops or other factors not related to performance.

D. Transfers

1. Definition

A transfer shall be defined as either a voluntary or involuntary change in assignment. These changes may be from one position to another within the bargaining unit or a change to a different building to which an employee is assigned.

2. Voluntary Transfer

When an open position is posted, an employee may request to transfer to a position for which they are qualified. Interested employees should submit an online application within five (5) workdays of a posted opening. Such requests shall remain confidential with the Superintendent and all administrators potentially affected by the transfer. Current employees who are qualified shall be granted an interview for a vacancy prior to consideration of external applicants.

3. Involuntary Transfer

- a. When it is necessary to involuntarily transfer or reassign employees, all qualified volunteers shall first be considered, to the greatest extent possible.
- b. When volunteers are not available, such transfers shall be made based on the experience, certification and seniority needs of the position.
- c. An employee to be involuntarily transferred shall receive at least three (3) business days of advance written notification. The reassignment shall not occur until the employee has had the opportunity to meet with the Superintendent and/or designee; the employee shall have the right to request an Association representative be present.

E. School Calendar

The TLC shall meet and jointly make recommendations for the school calendar. The recommended calendar shall be submitted to the Board for official action on or before the first Board meeting in March. The calendar shall include recommendations for dates of institute days, school holidays, parent teacher conferences, and vacations.

F. Emergency School Closings

1. The Superintendent or designee shall be responsible for announcing any emergency closing of schools through the phone, text, and email notification system.
2. When the schools and/or school offices are officially closed by the Superintendent, no leave days previously arranged by an employee will be deducted for such emergency days.
3. eLearning

If the District has a board-approved eLearning plan, eLearning days may be implemented when schools are closed. The Superintendent has the discretion to determine whether eLearning will be used on such days. Appropriate structures must be in place to support eLearning if this option is selected. Use of an eLearning day will eliminate the need to use the required emergency days listed on the Board-approved school calendar. The TLC will review the eLearning plan annually.

Article VIII - Teacher Working Conditions

A. Contract Year

1. The contract year for a ten-month teacher shall be 182 workdays, 176 of which shall be days, where student attendance is taken.
2. In the event a state or national holiday is declared that results in a lengthening of the District calendar, the teacher work year shall be automatically adjusted to total the 182 contracted days. The TLC will meet to determine the impact of such a holiday.
3. On the last student attendance day of the school year, teachers may leave the building upon completion of their duties and notification of the principal/designee.
4. Any unused emergency days, up to five (5), shall be deleted from the calendar by the Board of Education no later than the last regularly scheduled Board meeting in May. Deleted unused emergency days shall not become teacher workdays except in the above stated circumstances.
5. There will be four (4) full institute days. Of the scheduled institute days:
 - a. Two (2) days will be used at the beginning of the school year with one (1) half-day to be used by teachers, at their discretion, to prepare for the school year.
 - b. The additional days will be used as full institute days to be determined on a yearly basis.
6. Two (2) early release days will be scheduled on the first and last days of instruction. The first day's early release will be used by teachers at their discretion to prepare for the school year.
7. For the purpose of inducting new staff to the district, an addition of up to three (3) days for new staff and one (1) day for non-tenured teachers in year two (2) may be scheduled to provide mentoring, professional learning, and training on procedures necessary for employment, with no more than three (3) days scheduled in the five (5) workdays before the opening institute day. There shall be no meetings scheduled on the two (2) workdays prior to the first day of teacher attendance.
8. For the purposes of sectioning and elementary grade level articulation, three (3) late arrival Thursday mornings in April and/or May will be used.

B. Workday

1. Regular Workday

- a. The regular teacher workday shall be when school is in session and students are present, exclusive of attendance at faculty meetings, in-service, periodic parent conferences and meetings, and/or extracurricular and supervisory assignments.
- b. The teacher's workday shall not exceed seven and a half (7.5) consecutive clock hours, including lunch.

Student starting and dismissal time for all schools shall be determined by the superintendent and communicated seven (7) calendar days prior to the start of the school year. Elementary teachers are expected to be in the building and ready to be with their students (e.g., picking-up students, receiving students in the classroom) five (5) minutes before the start of the instructional day. Middle school teachers are expected to be in the building and ready to be with students (e.g., supervising hallways, receiving students in the classroom) seven (7) minutes before the start of the instructional day. Prairie Trails teachers are expected to be in the building ten (10) minutes prior to students entering the building.

On late start days, teachers will arrive fifty-five (55) minutes prior to the start of the instructional day. On late start days, fifty-five (55) minutes will be used for professional learning and collaboration. The one late start day each week will be designated by the Superintendent.

- c. A teacher shall be permitted to leave the building during any break period, upon notification of the principal/designee, but must be present in the building for the beginning and conclusion of the school day.
- d. Teachers may self-schedule a reasonable break(s) in their day to attend to personal hygiene needs. In scheduling any such break(s), the teacher shall be responsible for providing adequate supervision, as required by law, District, and building requirements, for their students during such break(s).

2. Lunch

- a. The lunch period for all elementary teachers shall be fifty (50) duty-free minutes and shall not be arbitrarily reduced.
- b. For the 2026-2027 school year, the lunch period for all middle school teachers shall be thirty (30) duty-free minutes and shall not be arbitrarily reduced. Starting with the 2027-2028 school year, the lunch period for all middle school teachers shall be fifty (50) duty-free minutes and shall not be arbitrarily reduced.
- c. No required meetings or other duties shall be scheduled during the lunch period without the agreement of the employee(s) involved.

3. Individual Planning Time

- a. Each teacher shall have a minimum average of 210 minutes per week for planning and preparation. This 210 minute average may not be available during non-regular school weeks (e.g., those weeks which include such interruptions as holidays, assemblies, field trips, non-student attendance days, etc.). The scheduling of these minutes will occur in increments of no less than thirty (30) minutes during the student attendance portion of the day.

In the event of the loss of planning time below 210 minutes in a regular work week due to the performance of required job related duties, the affected teacher(s) and building administrator(s) will meet to develop a mutually acceptable replacement planning period or portion thereof.

- b. Elementary teachers shall have planning and preparation time during period(s) when their respective classes are taught by specials teachers (eg., physical education, music, art).
- c. The administration will schedule one (1) individual and one (1) group/team planning period each regular workday for each middle school teacher. The length of such planning periods may differ by grade level assigned.
- d. Each regular school week, every full-time elementary music, art, library, and physical education teacher shall be provided with a weekly planning time at least equal to the minimum provided elementary teachers above in subparagraph (a). The administration shall make every effort to schedule planning periods for such teachers in blocks of meaningful duration.

4. Grade-level, Team and Departmental Collaboration Periods

The administration shall provide release time or common planning time once per month for either grade-level, team or department meetings. Such meetings shall not occur during individual planning times.

5. Special Education

- a. IEP Meetings shall be scheduled during the school day whenever possible, and substitutes shall be provided for the teacher. In the event of the loss of planning time below 210 minutes in a regular week due to an IEP meeting, the affected teacher(s) and building administrator(s) will meet to develop a mutually acceptable replacement planning period or portion thereof.

- b. Two (2) full days of release time (which can be used in full or half-day increments) per school year shall be granted to each special education teacher for the purpose of completing IEP responsibilities and case management duties, on-site. Teachers and building administration shall make every effort to mutually schedule release time that ensures adequate substitute coverage.

Related service providers (e.g., speech-language pathologists, psychologists, social workers, occupational therapists) will be provided consistent time within their weekly schedules for testing, observation, Medicaid billing, etc. Additionally, related service providers will block one (1) half-day per week for IEP meetings as well as the above-mentioned responsibilities. If related service providers are having difficulty completing required job-related duties, the affected teacher and assistant superintendent of student services will meet to develop a mutually acceptable plan.

- c. Each special education teacher and/or licensed staff person (e.g., teachers, social workers and speech/language therapists, occupational therapists and adaptive physical education teachers) will receive annually the equivalent of one (1) day of release time within the first calendar week of school to prepare a working schedule of IEP student contact times.
- d. Annually, within the first ten (10) school days, the administration shall provide the equivalent of one (1) day for special education and general education teachers to meet and review student IEPs and goals. Such time may be provided during non-student attendance days or through release time when students are present.

6. Multilingual Teacher Release Time

Two (2) half-days per school year, one (1) half-day in fall and one (1) half-day in spring, shall be granted to each multilingual teacher for the purpose of completing assessment responsibilities, filing and management duties, on-site.

C. Workday Extensions

Teachers recognize the value and necessity of attending faculty meetings, team/departments meetings, and conferences with staff and/or parents pertaining to the welfare of students. Occasionally, these responsibilities will require an extension of the regular workday.
(Note: The italicized copy is not subject to the grievance procedure.)

- 1. Staff Meetings - Building-level staff meetings may be held once a month. The meetings shall not exceed one (1) hour. Except in case of emergency, notice shall be posted at least forty-eight (48) hours in advance of the meeting; weekends shall not be included in the calculation. Meetings shall not be held on a day immediately preceding a holiday. All staff, including ESP, shall be afforded an opportunity for input into staff meeting agendas and shall receive written follow-up from the administration following each meeting.

2. Additional Meetings - Except in case of emergency, notice of any additional meeting to be held beyond the regular teacher workday and called by the principal or Superintendent shall be posted at least forty-eight (48) hours in advance; weekends shall not be included in the calculation. Required additional meetings shall be limited to two (2) per month and shall not exceed seventy-five (75) minutes in length, except on institute days, during which teachers shall be in attendance until the end of the regular workday.
3. Professional Activities
 - a. Activities which require the attendance of teachers beyond the regular school day shall not be scheduled on primary or election days, Fridays, or days preceding holidays or recesses, unless mutually agreed upon by the Board and the Association.
 - b. The administration shall not schedule any additional after-school meetings on days when teachers are scheduled to attend evening professional activities.

D. Teaching Load

1. Daily Schedule
 - a. No more than two (2) blocks (not to exceed 200 minutes) of student contact time shall be scheduled consecutively at the middle school without mutual agreement with the staff member.
 - b. No more than 200 minutes of student contact time shall be scheduled consecutively at the elementary school without mutual agreement with the staff member.
2. Extraordinary Class Size

Full-time teachers or teachers involved in a job sharing arrangement regularly assigned to classrooms with more than thirty-three (33) students shall receive additional compensation. (See Article XIX, Compensation.)

The additional compensation shall not apply to substitute teachers, part-time teachers, teachers performing supervisory or library duties, physical education teachers or teachers of performing groups, (e.g., band, orchestra and chorus.)

In the event a teacher has concerns regarding class size or class composition, the teacher may express these concerns in a meeting with the building principal. The Association President or designee may accompany the concerned teacher to such a meeting.

At this meeting, the teacher will make known the concerns. The teacher, Association President or designee, and principal will collaborate in an attempt to address the teacher's concerns.

The additional compensation shall not be payable for instruction, supervision or attendance in connection with special events, such as concerts, plays and athletic activities, whether interscholastic or intramural.

3. Clerical Support

To aid teachers in the preparation of instructional materials, the Board shall make copying facilities available in each school. To the extent possible, equipment shall be centrally-located and fully-functioning at all times.

E. Grades

1. Teachers shall determine grades and other evaluations of students for whom they are responsible in accordance with District grading policies. No grade or evaluation shall be changed without notifying the teacher of the nature and reason(s) for the change. The person who makes the change shall initial the change and shall become responsible thereupon for the revised grade or evaluation.
2. Teachers shall have at least two (2) weekends for the computation and recording of grades at the end of each marking period (trimester or quarter) with the exception of the last marking period of the year when they shall have at least one (1) weekend.

F. Substitutes

1. In order to provide optimum continuity in the instructional program, the administration shall make a reasonable effort to secure a substitute in the absence of any full-time teacher or ESP employee.
2. If a teacher is required to assume responsibility of another teacher during what would otherwise be their planning or lunch period, the teacher shall be compensated at the Curriculum Rate. (See Article XIX, Compensation.)

G. Traveling Teachers

1. A teacher assigned to more than one school shall be assigned to a "home school." The "home school" principal/supervisor shall coordinate with the other assigned administrators the teacher's evaluation, schedule, duties and attendance expectations.
2. Teachers who travel between schools shall be entitled to all working condition provisions in this article.
3. The administration shall make known its established travel time schedule to affected teachers. The schedule shall take into consideration distance, traffic, anticipated variances in weather conditions, and/or needs of the individual teachers to prepare/remove teaching materials.
 - a. Travel time shall not be computed as planning time or duty-free lunchtime.
 - b. A traveling teacher shall be assigned a reasonable work space at each worksite.
 - c. A traveling teacher shall be compensated for mileage according to District policy.

H. Parental Collaboration

1. Conference Days - Parent/teacher conference days shall be determined in the development of the annual school calendar.
2. Ongoing Contacts - Teachers shall be available and prepared to meet with parents throughout the school year. Such meetings shall be scheduled by mutual agreement. If it becomes necessary to schedule a parent conference during the school day, a substitute shall be provided for the teacher when practicable. The administration shall make reasonable efforts to restore the equivalent of any planning time lost.
3. E-Mail Contacts - The administration and Association shall jointly prepare guidelines for parental contact via electronic mail. The guidelines will be published each year in student handbooks and distributed at parent organization meetings as appropriate. The guidelines shall include measures to protect an employee's privacy, physical safety, and undue extensions of the regular workday.

I. District Correspondence

1. The District shall provide an electronic mail system that allows for correspondence between staff, administration and parents.
2. The District shall provide a telephone system that allows staff to make outside calls in a private setting.

J. Moving Classrooms

Any teacher who moves classrooms due to special circumstances (listed below) shall receive up to ten (10) hours of pay at the extra-duty rate upon every alternate move, beginning with the second move. Moves will be tracked over a rolling five-year period, with older moves dropping off five (5) years after occurrence.

Special circumstances include but are not limited to involuntary transfers, reassignment within a building, moving classrooms due to construction, changing grade levels due to bubble sections, moving classrooms multiple times in one school year.

Non-examples include but are not limited to voluntary transfers, changing grade levels but staying in the same classroom.

Article IX - ESP Working Conditions

A. Weekly Schedule

1. Regular

The ESP regular work week shall consist of five (5) consecutive days, namely Monday through Friday, provided the regular work week may be scheduled to include Saturday (as one of the five (5) consecutive days) by mutual agreement of the employee and the Superintendent or designee.

2. Schedule Adjustments

The Board reserves the right to occasionally adjust employee schedules, which may include weekend assignments, to meet District needs. Except in case of emergency, if a major or protracted scheduled change is required, the employee shall receive written notice at least seventy-two (72) hours in advance.

B. Employee Contract Year

Employee Classification	Hours Per Day*	Hours Per Week*	Paid Work Days Per Year**
Fiscal-Year Employees: (12-month employees)			
Custodian, Maintenance, Technology Systems Specialist, Tech/Maintenance	8	40	258 - 261
School-Year Employees: (10-month employees)			
Assistant	4 - 7.5	20 - 37.5	192-193
Lunchroom/Playground Supervisor	2 - 6	10 - 30	183 - 187
Building Nurse	7.5	37.5	197-198
Secretary	8	40	207
Kitchen Staff	3 - 8	15 - 40	185 - 189
School Nutrition Site Lead	6 - 8	30 - 40	185 - 189
School Nutrition Operations Coordinator	8	40	189-194

*Does not include the unpaid, duty-free lunch

**Includes holidays, paid workdays are reflected in annual workgroup calendars

- By July 1 of each year, the District will supply to the Association a work-day and paid-holiday calendar for fiscal-year and school-year ESP for the forthcoming work year.
- A full-time ESP shall work at least thirty (30) hours weekly.
- Part-time ESP shall receive holiday pay, sick leave and personal leave prorated to full-time equivalency.

C. Emergency Closings

1. Fiscal-Year Employees (12-month employee)

In the event the administration closes schools, fiscal-year employees will be expected to work if safety conditions permit.

2. Partial-day Emergency Closings

Employees who, after arriving at work, are sent home due to an emergency school closing shall be paid a minimum of two (2) hours at their regular rate of pay.

D. Breaks

1. Meal Breaks

Employees who work more than four (4) hours per day shall be entitled to an unpaid thirty minute, duty-free meal period. The meal period shall be scheduled with approval of the immediate supervisor.

2. Work Breaks

An employee who works at least four (4) hours per day shall receive at least one (1) paid fifteen (15) minute break. An employee who works at least seven and a half hours (7.5) per day shall receive at least two (2) fifteen (15) minute paid breaks. Teaching assistants working seven (7) hours per day shall receive one (1) twenty (20) minute paid break.

3. Employee Discretion

Employees shall be permitted to leave the worksite during any break period, upon notification to the principal/supervisor/designee, but must be present in the building for the beginning and conclusion of the work day.

E. Overtime

1. Overtime Eligibility

- a. Employees who work assigned, pre-approved time in excess of forty (40) hours per work week shall qualify for overtime compensation.
- b. Work-week Calculation - For purposes of calculating the number of hours worked in a given week, namely Monday through Sunday, only paid holiday leave shall be included.

2. Overtime Necessity Determination

- a. District-Initiated Overtime - If the District determines overtime is necessary and time permits, the immediate supervisor shall first seek volunteers.

In the event no qualified volunteer from the affected employee classification is available, employees from that classification may be assigned to work overtime. Assignments shall be made on a rotating basis. Upon mutual agreement ESP from all classifications may be included in the assigned rotation.

- b. Extenuating Circumstances Overtime - The Board and Association recognize extenuating circumstances may arise that would prohibit an employee from obtaining prior approval from the immediate supervisor to work overtime. At the start of each school year, each supervisor will review with assigned employees examples provided by the Superintendent or designee of routine situations the administration has deemed compensable “extenuating circumstances” and the procedures to be followed to address such situations. In the event such situations arise, as well as in case of emergency, the employee shall notify the supervisor as soon as practicable of the nature of the extenuating circumstances, the duties performed, and the amount of extra time worked.

3. Overtime Compensation Rate

- a. An employee shall be paid at a rate of no less than time-and-one-half for any hours worked beyond the forty-hour regular workweek.
- b. Work performed on a Saturday (if outside the employee’s regular work week and beyond forty (40) hours) shall be paid at time-and-one-half.
- c. Work performed on Sunday shall be paid at double time.
- d. Work performed on a paid legal holiday, as defined in this Agreement, shall be paid double time.
- e. Employees called back to work after their shift has ended shall receive a minimum of two (2) hours pay at the appropriate rate as stated above. Such calculation shall begin upon the employee’s leaving home and end upon the employee’s return home.

F. Holidays

1. Recognized Legal Holidays

Employees are entitled to the following paid holidays:

10 Month Employees	12 Month Employees
New Year's Day	New Year's Day
Martin Luther King Day	Martin Luther King Day
Lincoln's Birthday or President's Day	Lincoln's Birthday or President's Day
Scheduled Spring Non-Attendance Day	Scheduled Spring Non-Attendance Day
Memorial Day	Memorial Day
 	Juneteenth
Labor Day	Independence Day
Columbus Day	Labor Day
Wednesday before Thanksgiving	Columbus Day
Thanksgiving Day	Wednesday before Thanksgiving
Friday following Thanksgiving	Thanksgiving Day
 	Friday following Thanksgiving
Christmas Day	Christmas Eve
	Christmas Day
	New Year's Eve

2. Requirements to Earn Holidays

Employees shall be entitled to holidays that fall within their regular work year. Unless otherwise approved by the employee's supervisor, employees must work the day immediately prior to and immediately after the holiday in order to qualify for holiday pay. Note: Employees will be excused from the requirement to work the day before and after the holiday if they have an approved absence for those work days.

3. Special Schedules

When a holiday falls on a weekend, the District will designate the prior or the following normal work day as the day on which the holiday will be observed.

4. Floating Holidays

In the event a designated holiday is not observed, an alternative date will be designated by the Superintendent after receiving input, if any, from the TLC and Association president.

G. Vacations

Full-time, 12 month employees shall be entitled to a vacation annually according to the following schedule:

Years of Employment	Vacation Days Awarded
1 - 5	10
6 - 9	15
10+	20

Vacation days as awarded above shall be available on a pro-rated basis during the probationary period for first-year employees and shall be available upon the start of the school year each year thereafter.

Vacations may not be taken in excess of ten (10) consecutive workdays without the approval of the immediate supervisor.

Unless approved by a supervisor, custodians must take at least one half ($\frac{1}{2}$) of their annual vacation allotment during the summer months outside the regular school term.

Unused vacation days shall not roll over to the next fiscal year. If an employee has unused vacation days at the end of the fiscal year (June 30), the District will compensate the employee for unused vacation days, up to half ($\frac{1}{2}$) of the total starting allocation, at the employee's then daily rate of pay (probationary employees are not eligible.) In the event the employee resigns or is terminated, the employee is entitled to earned vacation days on a prorated basis.

Proposed vacation requests must be submitted for approval through the online attendance system to their District supervisor no later than thirty (30) calendar days before the vacation. The District reserves the right to deny requested vacation days if granting the request would unduly impair the District's operations. Disposition of requests shall be communicated to the employee by their District supervisor within a week of the request. Conflicting requests for vacation time will be resolved on the basis of seniority. However, in the event of such conflicting requests, no employee shall be entitled to receive their requested vacation time for more than two (2) consecutive years. To change scheduled vacation dates or to request new or additional vacation dates, employees must request modification at least one (1) week in advance prior to the beginning of the scheduled vacation. All requested changes must receive administrative approval, or they will be deemed denied.

H. Uniforms

All custodial and maintenance employees are required to wear uniforms during work hours. Uniforms are defined as district issued shirts and building spiritwear. Upon employment, each new custodial/maintenance employee shall be issued seven (7) shirts (long or short sleeve at the employee's discretion). The remaining required uniform items: pants/jeans, winter coat (to protect to -20 degrees Fahrenheit), winter gloves, appropriate footwear (tennis shoes, boots, etc.), must be purchased by the employee.

The district shall provide an initial uniform allowance of \$300.00 in the first year of employment and \$200.00 in each subsequent year. These funds shall only be used for the purchase or replacement of approved uniform items.

Employees requesting uniform replacement/reimbursement must complete a **Request for Requisition of Custodial/Maintenance Uniform** form by the end of the fiscal year. All purchases must remain within the designated annual allowance.

I. Assignments

1. Bargaining Unit Member Exclusivity

Supervisors shall not regularly perform bargaining unit work. Supervisors may perform duties normally performed by bargaining unit members in cases of emergency, or when duties require immediate attention, or when bargaining unit employees are not immediately available to perform the duties.

2. Temporary Assignments

- a. It is the responsibility of the supervising administrator to assign personnel so as to utilize the employee's skills and time in the best interest of the total operation. This may result in the temporary assignment of reasonable work duties outside the scope of their job description. (See Article VII, General Working Conditions.)
- b. Employees approved to perform the majority of the duties for an absent employee or a vacant position shall be paid the approved employee's regular rate of pay or the rate of pay for the assumed position, whichever is higher.
- c. Teacher assistants eligible to substitute in the event of a teacher absence, shall be paid their regular hourly rate plus \$8.00/hour for all such substitute duties.
- d. Teacher assistants may be asked to perform lunch/recess supervision when these jobs are unfilled due to absences or an inability to fill them. Unfilled lunch/recess supervision positions must be posted, advertised and administrators must actively be interviewing candidates for teacher assistants to continue in these roles.

J. Substitutes

The administration shall make a reasonable effort to secure a substitute in the absence of any full-time ESP, prioritizing those with IEP or 504 responsibilities (e.g., one-on-one aides).

K. Secure Storage Location

The building administrator will provide Instructional Assistants access to a mutually agreeable secure location to store personal belongings.

Article X - Professional Learning

The Board and Association are committed to engaging in professional learning that increases educator effectiveness and results for all students.

(Note: The italicized copy is not subject to the grievance procedure.)

A. Building-Level Staff Development Budgets

The Board shall provide building-level staff development funds. Building-level staff, via the SIT, shall be involved in the determination of how to expend the funds. Building-level professional learning activities shall align with the District strategic plan.

B. Mentoring

The Board, in conjunction with the Association, will maintain a mentoring program as required by 105 ILCS 5/21A. The District has a teacher mentoring program as required by law and as further explained in the District Mentor Handbook. The mentoring stipend will be supported through a federal grant.

C. Institute Days

In order to implement the action strategies of the District's strategic plan, to improve current programs and to develop new ones, and to keep employees abreast of educational best practices, the Board shall provide employee attendance times when students are not present. This vehicle may include, but not be limited to, institute days. Teachers and ESP shall be included in the planning and implementation of such opportunities.

D. Professional Leave Days

Each worksite shall be allocated a minimum number of professional leave days annually equal to the number of full-time teachers.

ESP may be approved to attend professional learning activities including induction and/or mentoring opportunities which enhance job performance. Such requests will be submitted in writing for approval to the Superintendent or designee.

Requests for use of professional leave days or participation in professional learning activities (e.g., online webinars) by teachers, related services, and support staff shall be made using the current online process to the immediate supervisor and shall be subject to the approval of the Superintendent or designee. The SIT, if applicable, may make recommendations to the principal.

A response to the request shall be provided to the employee. Pre-approved expenses incurred shall be reimbursed in accordance with District policy, which shall be forwarded to the employee upon approval of the request for professional leave.

E. Teacher Professional Growth Reimbursement

See Article XIX Compensation for salary advancement

The total amount available for non-mandated tuition reimbursement per school year shall be **\$40,000** and subject to the following criteria:

1. Eligibility: Full-time educators who have completed one (1) year of employment in the District (and given a second-year probationary contract, if applicable).
2. Pre-approval: Pre-approved through the current online process before the course begins. The employee shall be notified of their approval status within two (2) weeks of the submission.
3. Eligible Coursework: Courses must be from an accredited college or university. Courses may be undergraduate, graduate, or remedial. Courses must lead to additional certification/endorsements, or the employee must document in writing how the coursework will significantly improve the employee's performance of duties. The Superintendent or designee may identify additional areas of coursework that are eligible for reimbursement.
4. Application for Reimbursement: Courses shall be reimbursed in the next available pay cycle upon submission of a tuition bill, paid receipt, and evidence of successful completion (grade of B or better, or other evidence of successful completion), within forty-five (45) calendar days of completion. The annual allotment cycle for reimbursement shall be July 1 through June 30.
5. Reimbursement Rates: Up to **\$250** per credit hour, not to exceed the total cost of the credit hour. **Eighteen (18) credit hour** reimbursement limit per educator, per year. Through the current online process, the employee shall agree to repay tuition reimbursement if they do not return to the district the following **two (2) years**, unless employment has been involuntarily terminated due to a reduction in force or non-renewed prior to receipt of reimbursement.
6. Salary Advancement: Employees must submit an official transcript and complete the current online process in order to receive an educational increment salary increase. Courses must be eligible for reimbursement to count towards salary advancement. Such increases shall be made in September of each year.

F. ESP Professional Growth Reimbursement

See Article XX for Payroll Procedures

1. Eligibility

Any ESP employee who has completed one (1) year of employment in the District (and given a second-year contract, if applicable), shall be eligible for continuing education reimbursement, except when coursework/training is required by administration.

2. Pre-Approval Process

- a. Before the course begins, an employee must submit for pre-approval through the current online process in order to be able to apply for coursework reimbursement.
- b. Within two (2) weeks of submission, the employee shall receive notification regarding the approval status of the coursework/training. If coursework/training is not approved, the notification will include an explanation.
- c. The employee shall sign, through the current online process, an agreement to repay tuition reimbursement if the employee does not return to the District the following year, unless the employee's employment has been involuntarily terminated due to a reduction in force or non-renewal prior to receipt of the reimbursement.

3. Eligible Reimbursement

- a. **Required Coursework/Training**
When the administration requires an ESP to take a class/training, the ESP shall be reimbursed for tuition, mileage, and meals, provided the ESP submits evidence of successful completion of the class/training. Coursework/training required beyond the regular workday or workweek will be compensated at the employee's regular rate of pay or overtime if required.
- b. **Voluntary Coursework/Training**
In recognition of professional learning needs and to reward personal initiative, the Superintendent or designee may approve full reimbursement for coursework/training proposed by an ESP, provided the ESP receives a grade of B or better, or presents other evidence of successful completion of the coursework/training.

4. Application for Reimbursement

- a. Preapproved courses shall be reimbursed in the next available accounts payable cycle upon submission online that includes fee charges, paid receipts and evidence of successful completion of course(s) taken.
- b. The annual allotment cycle for reimbursement shall be July 1 through June 30.

- c. Reimbursement requests shall be submitted online, within forty-five (45) days of completion of course and evidence of successful completion.
 - d. Reimbursement shall not be construed as salary.
5. Stipends for Approved Successful Coursework/Training Completion
- a. An ESP who successfully completes three (3) semester hours or forty-five (45) contact hours shall receive a one-time \$300 Stipend. Contact hours shall be defined as hours outside of the regular workday.
 - b. An ESP who successfully completes with a grade of B or better an additional six (6) semester hours or ninety (90) contact hours shall receive a one-time \$500 stipend. The stipend is to be paid in the next payroll cycle following the notification of successful completion filed with the current online process.

Article XI - Employee Evaluation

The primary purpose of employee evaluation shall be to improve performance. The Board and Association affirm the administrative responsibility to provide clearly delineated job descriptions and performance expectations, open and direct constructive performance feedback on an ongoing basis, and positive assistance and reasonable timeframes to correct deficiencies. (Note: The italicized copy will not be subject to the grievance procedure.)

A. All Employees

1. Responsibility

- a. The evaluation of employees is solely a function of the administration and Board.
- b. In no case shall an administrator discuss an employee's job performance or formal evaluation rating/ranking outcome with a bargaining unit member not authorized to participate in such discussions. In the event such conversations are substantiated, the employee may request of the Superintendent another evaluation be conducted; the request may include involvement of another administrator.

2. Knowledge of Observations

- a. All formal evaluations of employees shall be conducted with the full knowledge of the employee. An employee shall be aware that their performance is considered to be under continuous observation during work hours.
- b. Unannounced observations are normal and may be properly included in the evaluation process, provided they are committed to writing and given to the employee within ten (10) workdays.
- c. Any evaluative feedback based upon a "walk-by" observation, including by a person other than the authorized evaluator, shall be shared digitally or in writing, with the employee within ten (10) workdays. Such feedback, if it is to become part of the formal evaluation outcome, shall include the date of the walk-by observation and the specifics observed.

3. Notification of Evaluation Process

By the first day of student attendance, employees will be informed of the procedures by which they will be evaluated, including the instrument(s), timelines, and the evaluator performing the evaluation. No evaluation, formal or informal, shall take place until such orientation has been completed.

4. Uniformity of Evaluations

Evaluation criteria and procedures contained in the “River Trails School District 26 Teacher Evaluation Plan” and the “Evaluation of Educational Support Professional” instrument shall be applied uniformly throughout the District. Deviations shall nullify an evaluation; another evaluation shall be initiated. Such deviations shall be considered a direct violation of this Agreement.

5. Modification of Evaluation Plans

Any changes to the District’s evaluation plans for certified and non-certified employees shall be developed jointly, exclusive of the negotiation process, by a committee representing the RTEA, administration and Board. Changes shall be subject to ratification by the parties to the Agreement.

B. Teacher Evaluation

1. Evaluation Instrument

The Board, Administration and Association will continue to collaborate to develop a teacher evaluation plan consistent with the requirements of the Illinois School Code.

2. Required Conferences

All written evaluations must be discussed with the teacher and the summative evaluation signed electronically. The teacher’s electronic signature shall signify receipt of the document, not necessarily agreement with its content.

3. Right to Rebut

A teacher who disagrees with an evaluation or wishes to make a comment about the evaluation has the right to respond in writing. The response shall be attached to the evaluation report and shall be included in the teacher’s personnel file. Access to the entire report, including all attached materials, shall be given to the teacher.

C. ESP Evaluation

1. Timeline

- a. Evaluators of ESP shall evaluate all ESP twice annually.
- b. Evaluators of ESP shall evaluate probationary ESP at least twice during the probationary period.

- i. The probationary period is defined as one (1) year from the first workday duties are performed. For purposes of this Section, the term “one (1) year” is defined by employee classification in Article IX, Section B.
- c. ESP who have been approved for retirement will not participate in the formal evaluation process.

2. Evaluation Process

- a. All formal evaluations shall be in writing, provided electronically, and shall conform to the philosophy and procedures of the District as contained in the “Evaluation of Educational Support Professional” instrument.
 - i. The evaluation shall be based on direct observations of the employee’s work performance with consideration given to “formative” input from teachers, building administrators and supervisors.
 - ii. Direct observations shall be designated by dates and times noted on observation reports and evaluations.
 - iii. An ESP shall be responsible to only one (1) Evaluator, who shall be designated in writing by the District to the employee. The only exception is ESP Classification II (Custodians), who may be evaluated by one (1) or two (2) Evaluators. The number and the name(s) of the Evaluator(s) shall be identified at the beginning of each school year and shall be consistent for all employees within that Classification.
 - iv. The non-probationary evaluation process shall include at least two (2) evaluation conferences annually, one (1) at mid-year no later than January 20 with written feedback in a timely manner and one (1) at year-end.
 - v. The evaluation process shall include a summative evaluation conference occurring no later than five (5) school days before the last day of school for 10 month employees and no later than five (5) workdays before the end of the fiscal year for 12 month employees.
 - vi. The evaluator shall present the employee with a written or electronic copy of the evaluation outcome.
 - vii. The employee shall electronically sign the written evaluation document to signify receipt, not agreement with the contents therein.
 - viii. The evaluation document shall be placed in the employee’s personnel file.

3. Right to Rebut

The employee shall have the right to file a written response to the evaluation document. The rebuttal and any related materials will be placed in the employee's personnel file.

4. Remediation

- a. In the event a non-probationary employee receives an unsatisfactory rating, the employee and Association president shall be notified immediately. The evaluator and the employee shall meet to develop an improvement plan.
- b. The employee may request Association representation. The plan shall include measurable standards and shall be reasonable in duration so as to allow time to remediate the observed deficiencies.
- c. Upon completion of the remediation period, the employee and evaluator shall meet to discuss the outcomes of the remediation.

5. Dismissal of Probationary Employee

A probationary ESP may be discharged without recourse for performance reasons identified in the evaluation process contained in this Article. Additionally, a probationary ESP may be discharged for cause at any time during the probationary period.

Article XII - Professional Protection and Employee Safety

The Board and Association affirm a shared commitment to the creation and maintenance of a high-performance workplace. In such a workplace, it is incumbent employees be protected from undue professional harm or personal injury. The Board and Association share the right and the responsibility to address ineffective performance by any employee in accordance with the provisions of this Agreement and by statute. In no case shall behavior that demeans the self-worth of employees or unjustifiably jeopardizes their ability to earn a livelihood be tolerated. (Note: The italicized copy is not subject to the grievance procedure.)

A. Professional Protection

1. Protection Against Professional Jeopardy Due to Administration of Medication or Emergency Assistance
 - a. Only employees permitted by law to administer medication to students may be required to do so.
 - b. Employees who volunteer to administer medication shall be indemnified by the Board for proper administration of the medication.
 - c. Employees may provide medication in emergency situations.
 - d. To the extent possible, without violating student medical confidentiality, employees shall be notified of any allergies and other medical concerns of students under their supervision. When possible, such reports shall be issued prior to students reporting to class.
2. Protection Against Undue Disruption of an Effective Learning Environment

Upon request of an employee, the administration shall provide assistance and intervention for chronically disruptive students who adversely affect the creation and maintenance of an effective learning environment.

3. Protection Against Unjust Disciplinary Action

No employee shall be disciplined without just cause. Discipline includes, but is not limited to, warnings, reprimands, suspensions, reductions in rank, loss of professional advantage, and discharge. As appropriate, the District may initiate either remediation or progressive discipline.

a. Disciplinary Procedures

Prior to determining whether discipline is necessary, the employee will meet with the appropriate administrator and the employee's representative, if requested. The meeting shall take place in a timely manner. Except when circumstances otherwise dictate, the employee will be given at least twenty-four (24) hours written or electronic notice; the notice shall include the purpose of the meeting. At the meeting, the employee will be told of the charge(s) and the evidence which may support the charge(s). The employee shall have the opportunity to respond, clarify, or present additional information or evidence regarding the charge(s).

If, after a thorough investigation, disciplinary action is deemed necessary, the administrator shall meet again with the employee, and the employee's representative, if requested, to communicate the outcome and any disciplinary measures. The employee may choose to waive this follow-up meeting; any waiver must be documented in writing.

The employee will receive written or electronic notice of the administrator's final decision regarding the charge(s) within five (5) business days.

b. Employee Representation

In the event an administrator requires an employee to attend a meeting that could result in disciplinary action, the employee shall be entitled to have an Association representative present. (Weingarten rights)

c. Evidence Restrictions

Evidence not previously made known to the employee in a timely manner prior to the notification of the demotion, discipline, or other involuntary change in the employment status shall not be used by the Board as a basis for its action. Such restrictions shall not apply to situations that involve criminal allegations.

d. Suspension

An employee may be suspended with pay, fringe benefits, and all other benefits provided by the Agreement, pending determination of any disciplinary action.

4. Protection Against Undisclosed Derogatory Material

a. Personnel Files

i. Conditions and Procedures for Placement of Materials

1. Only one (1) official personnel file shall be recognized. The employee personnel file shall be maintained at the District Office in hard copy and/or electronic format.

2. Any anecdotal file maintained by the administration at the building level shall not be considered an official personnel file. In order to be used in the evaluation or discipline of an employee, anecdotal material must be included in the employee's personnel file within thirty (30) workdays of the applicable event or occurrence.
3. Prior to any material being placed in the employee's file, a copy shall be provided to the employee. The employee shall acknowledge they have received any material by electronic signature or email.

ii. Right to Respond

The employee shall have the right to respond to any material which is entered into their personnel file. The response must be provided within twenty (20) workdays of the employee's receipt of materials placed in the file. The response shall be included in the file.

iii. Right to Examine

An employee shall have the right during normal central office working hours to examine their personnel file within twenty-four (24) hours of request. An employee shall have the right to request an Association representative examine their personnel file upon written/electronic release to the District.

iv. Right to Reproduce Materials

Upon employee request, the employer shall reproduce any materials in their personnel file.

b. Release of Information

The employer shall not divulge the contents of the personnel file, including disciplinary materials, to any person or party other than the employee except as follows:

- i. A School District employee in a need-to-know capacity;
- ii. The employee has specifically waived written notice as part of a written, signed employment application with another employer;
- iii. The disclosure is ordered to a party in a legal action or arbitration proceeding; or
- iv. The information is requested by a government agency as a result of a claim or complaint, or as a result of a criminal investigation.

5. Protection Against Unfounded Performance Complaints

- a. Any complaint about an employee shall be reported to the employee by the administrator receiving the complaint within five (5) workdays of receipt, if the complaint is to be included in the employee's file or used to adversely affect the employee.
- b. Complaints which are withdrawn, or shown to be false, shall not be included in the employee's personnel file nor utilized in any evaluation, assignment, or disciplinary/dismissal action against the employee.

B. Personal Safety

1. District Safety Procedures

a. Notification

Employees shall be provided a copy of the District's crisis intervention plan within the first ten (10) workdays of the school year or the date of hire. This may be in written or electronic format. The administration shall review the plan annually with employees.

b. District-wide Safety

The District will maintain and publish a District and building emergency plan in conjunction with the Village of Mount Prospect. This may be in written or electronic format.

2. Protection Against Verbal/Physical Assault

a. Administrative Assistance

Any verbal (transmitted face-to-face or electronically) or physical assault upon an employee arising from or in connection with the employee's duties shall be promptly reported to the administration. The Board, at the employee's request, shall render all reasonable assistance to the employee with the handling of the incident by law enforcement and judicial authorities.

b. Reporting

Upon receipt of a written complaint from any school personnel, the Superintendent shall report all incidents of battery committed to the local law enforcement authorities immediately after the occurrence of the attack and no later than three (3) business days to the Department of State Police's Illinois Uniform Crime Reporting Program.

c. Right to Use Reasonable Force

Employees may use reasonable physical force with a student as is necessary to protect the student, themselves, or others, as well as to prevent damage to District property.

d. Disciplinary Hearings

Student disciplinary hearings shall be held during school hours if possible. An employee required to attend shall be released from duty without loss of pay or benefits.

3. Protection Against Hazardous Environmental Conditions

- a. An employee who becomes aware of a potentially unsafe or hazardous condition, such as mold or poor air quality, shall report the situation to their immediate supervisor immediately in writing as well as completing the current online process for work orders. The employee shall be notified in writing or electronically within one (1) week of the administration's strategies to address the condition.
- b. Each work area shall be provided first-aid kits in accordance with OSHA regulations.
- c. Free voluntary Hepatitis B vaccinations shall be made available to those employees having a reasonable risk of occupational exposure. Any employee who feels at risk may request the vaccination.
- d. The administration will comply with and monitor OSHA rules on blood-borne pathogens, provide all staff with mandatory training and provide the OSHA handbook on blood-borne pathogens on the District website.
- e. An employee required to handle, store, take delivery of, or otherwise come into contact with chemicals shall be provided training on the proper handling, use, storage, and disposal of such chemicals.

Article XIII - Leaves

A. Religious Leave

Employees shall be entitled to a maximum of two (2) leave days annually for religious observances on days other than official school holidays. Such days shall be charged against either an employee's allowable sick leave or personal leave. Such days shall not accumulate.

B. Bereavement Leave

Employees shall be entitled to two (2) bereavement leave days per death, annually for a member of the immediate family: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians as defined by 105 ILCS 5/24-6. Additional bereavement days may be taken from the affected employee's accumulated sick leave.

While the School Code does not include domestic partners in its definition of "immediate family," the Board recognizes registered domestic partners as family once documentation is filed with Human Resources.

The Superintendent may approve up to two (2) bereavement days per death, annually, with full pay, for the death of someone outside the employee's immediate family but with whom the employee has had a close personal relationship.

C. Personal Leave

1. Full-time salaried and hourly employees shall be entitled to four (4) personal leave days per school term at full pay.
2. Lunch/Playground Supervisors shall be entitled to one (1) personal leave day per school term at full pay.
3. An employee requesting a personal leave day shall use the online attendance reporting system. Unless an emergency, personal leave days shall be requested at least twenty-four (24) hours in advance.
4. Personal leave days shall be used for the purpose of conducting personal affairs which cannot be conducted on a non-school day. Up to two (2) personal leave days may be taken consecutively.
5. Employees shall not request use of personal leave for days immediately preceding or following a legal holiday or school recess, except in the event of extenuating circumstances with the permission of the Superintendent.
6. Unused personal leave days will be added to sick leave days and shall be cumulative with sick leave to the maximum amount recognized for service credit by TRS or IMRF.

D. Military Leave

Military leaves will be granted to employees per applicable state and federal law.

E. Jury Duty

An employee shall experience no loss in pay or paid leave benefits because of jury duty or because the employee, pursuant to a subpoena issued by the clerk of the court and served upon the employee, attends as a witness upon a trial or to have their deposition taken in any employment-related matter pending in court. Employees required to appear for such jury duty, trial or deposition shall provide the immediate supervisor with a copy of the jury summons or the subpoena as soon as possible.

F. Work-Related Accident or Injury Leave

1. Absence due to any injury for which the employee is entitled to compensation under the Worker's Compensation laws, the first three (3) workdays shall not be deducted from the employee's accumulated sick leave. In such cases, the Board shall pay the employee full salary for thirty (30) workdays, less any amount received pursuant to the Worker's Compensation laws.
2. For work-related absences beyond the thirty (30) workdays noted above, employees eligible for the worker's compensation pay as a result of a job-related injury may exercise one (1) of the following compensation options:
 - a. Retain the worker's compensation check from the District's insurance carrier and receive payment from the District for one-third (1/3) of a day of available sick leave, less applicable deductions. Upon payment for such leave, the District shall deduct one-third (1/3) of a day of sick leave from the employee's accumulated sick leave so long as the employee has sick leave available and subject to applicable deductions; or
 - b. Tender to the District the worker's compensation check from the District insurance carrier. The District will then continue to pay the employee their full salary while deducting sick leave in one-third (1/3) day increments from the employee's accumulated sick leave. Such full salary payment will continue so long as the employee has sick leave available and will be subject to applicable deductions; or
 - c. Retain the worker's compensation check from the District's insurance carrier without any further compensation from the District or deduction from accumulated sick leave.

G. Sick Leave - Full Time Salaried and IMRF Eligible ESPs

1. At the beginning of each work year, full-time employees shall be credited with sick leave days based upon the following formula:

Years in District	# of Sick Leave Days
1 - 5	12
6 - 10	13
11 - 15	14
16 - 20	15
21 - 25	17
26 - 30	18
31+	19

Employees shall be credited after completing one (1) full day of work, or if they fully intend to report for their first workday but are prevented from doing so due to unforeseen circumstances (e.g., illness or an emergency occurring en route).

Part-time salaried employees, or staff that start after the beginning of the work year, shall be credited on a pro-rata basis.

Employees are encouraged to double-check sick leave balances listed on their paystub at the beginning and end of each school year.

2. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family, as defined by 105 ILCS 5/24-6, or household, or for birth, adoption, or placement for adoption. The Superintendent may require a physician's verification of illness in the event of extended or recurring sick leave requests.
3. All salaried employees and IMRF-eligible hourly employees may accrue sick leave up to the maximum amount recognized for service credit by TRS or IMRF.

H. Sick Leave -Lunch/Playground Supervisors

1. Lunch/Playground Supervisors shall be credited with four (4) sick leave days at the beginning of each work year. Employees are encouraged to double-check sick leave balances listed on their paystub at the beginning and end of each school year.
2. Lunch/Playground Supervisors will be paid a sum equivalent to their total daily rate (hourly rate multiplied by the normal hours worked per day) multiplied by the number of sick leave days available at the conclusion of each work year.

I. Extended Unpaid Leave

1. Request for Leave

Either a tenured employee or a non-probationary ESP employee may request an extended unpaid leave of absence for a period up to two (2) years. Purposes for the leave may include, but are not limited to, the following: child bearing, child rearing, adoption, caring for aging parents, advanced study, public service, and exchange teaching programs. The specific length of the leave will be determined by mutual consent of the employee and the Board at the time of approval. Requests shall be made by February 1, or ninety (90) calendar days prior to the end of the school year, whenever possible.

An employee on an extended unpaid leave of absence shall have the option to continue participating in District insurance programs at their full expense if allowed by the carrier. An employee on extended unpaid leave shall not accrue seniority during the absence. The employee shall retain accrued sick leave, tenure and seniority.

2. Return from Leave

If an employee intends to return at the beginning of the forthcoming school term, the Board shall be notified in writing no later than February 1. If the expiration date of the employee's leave occurs prior to February 1, the employee must notify the Board at least sixty (60) calendar days prior to the expiration of the leave if the employee intends to return during that school term. An employee who fails to return to work on the date scheduled shall forfeit any right of reemployment. An employee may return before the determined date by mutual agreement with the Superintendent. An employee may also request to extend the original length of leave approved, so long as it does not exceed two (2) years.

Upon return to employment, the employee will be reinstated at their salary prior to commencement of the leave and shall resume all previously accrued benefits. Upon return, the employee shall be placed in a position consistent with the employee's qualifications and/or certification.

J. *Family Medical Leave Act (FMLA)*

1. Eligibility

All school employees are eligible for FMLA if they've been employed for at least twelve (12) months and completed at least 1,000 work hours in the prior twelve-month period. The twelve-month period will be calculated using a 'rolling' twelve-month period measured backward from the date an employee uses or seeks to use any FMLA leave.

An employee who meets these criteria shall be entitled to up to twelve (12) weeks of unpaid leave due to personal serious health condition, a serious health condition of a member of the employee's family, the birth of a child of the employee, or placement of a child with the employee in connection with adoption or foster care.

Except in extreme circumstances, appropriate paperwork or documentation shall be completed by the employee and filed with the Human Resources department within fifteen (15) business days following the start of the leave to meet eligibility requirements.

2. Leave Usage Guidelines

Leave under this article shall run concurrent with other paid leave provisions. The leave may be taken intermittently over a twelve-month period and may be taken in increments as short as one-half of a workday. Only those days when the employee would have normally been at work may be counted towards the sixty (60) days of FMLA leave.

The employee shall be entitled to all economic benefits of employment, except for salary, on the same basis as if the employee were not on leave. (For example, the employer contribution towards insurance will continue throughout the leave.) The employee shall be entitled to seniority, salary advancement, reemployment and participation in optional benefit programs.

3. Certification

Within fifteen (15) calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.

2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.

3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.

4. When the leave is because of a qualified exigency, the employee must provide the following:

- (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and

(b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at the district's expense when it has reason to doubt the validity of a medical certification. The District may also require recertification at reasonable intervals, but not more often than once every thirty (30) calendar days. See Board Policy 5:185 for additional details.

4. Return from FMLA

An employee shall be reinstated to the position they held prior to commencement of the leave. The administration shall provide an online request process for family or medical leave that specifies the following:

1. that the employee is on leave pursuant to this article;
2. that the employee will return to continuous service;
3. the date upon which the employee will return to continuous service.

For more complete information, please contact the Superintendent's Office or access the Department of Labor website at www.dol.gov.

K. Job-Sharing Leave

Except as noted below, a non-probationary employee may, at the discretion of the Board, obtain a leave to participate in a District job-sharing arrangement for a period not to exceed two (2) years consecutively. A job-sharing leave request may not be divided between two (2) school years. At the employee's request, and at the Board's discretion, the leave may be extended after one (1) year. The application and proposed plan for a job-sharing leave must be approved by the immediate supervisor and submitted to the Superintendent in written or electronic format by February 1, preceding the school year for which the leave is requested.

A written or electronic disposition of the job-share request shall be provided to the applicants following the decision of the Board.

The responsibilities of an assignment by two (2) job sharers may be divided according to a written plan designed by the participants, with the concurrence of the immediate supervisor. This plan shall include, but not be limited to:

1. job responsibilities,
2. substitution procedures,
3. schedule of work hours and/or days,
4. attendance at staff meetings, District meetings, parent conferences and field trips.

Job-sharing participants shall be paid according to experience/education earned the previous year. For the job-sharing period, salaries shall be prorated according to the time worked. Leave

benefits, and TRS and IMRF contributions shall be prorated to full-time equivalency. Job share participants are eligible to continue insurance coverage under COBRA.

Employees in job-sharing positions may return to full-time positions only at the beginning of a work year, provided no later than February 1 they have notified the District in writing or electronically of their desire to return the forthcoming year.

Non-tenured teachers in their third and fourth years of employment are eligible for job-sharing leave, pursuant to the terms noted above. However, a non-tenured teacher may only job-share when their job-share partner is tenured. Additionally, a non-tenured teachers' participation in job-sharing shall constitute a break in service for purposes of tenure acquisition and a loss of tenure service credit accrued to the date of the job-sharing leave.

L. Sabbatical Leave

The Board may grant a sabbatical leave to teachers as outlined in the *School Code* of Illinois, Section 24-6.1.

Article XIV - Sick Leave Bank

The Board of Education, in cooperation with the Association, shall establish a Sick Leave Bank on a voluntary basis. The Association shall administer the Sick Leave Bank and shall establish rules for the implementation of the Bank. A copy of the most current version of the established Sick Leave Bank Operating Guidelines shall be on file in the District Business Office.

Twice per school year, by October 1st and April 1st, the Association shall provide to the District Business Office the names of participating members, the subsequent charges against the Bank, and an updated list of current sick leave reserves. Representatives of the Board, Administration, and Association shall meet as requested to discuss matters of mutual concern.

Any retiree has the option to donate any unused, unpurchased, and non-transferred sick days to the Sick Leave Bank. Retirees shall notify the RTEA and the District Office, in writing, acknowledging the days to be donated by five (5) business days after the retiree's last workday.

The Association agrees to hold harmless the Board for any claim, damages, or legal actions pursuant to this Section.

Article XV - Reduction in Force

A. Reduction in Force (RIF) Parameters

1. Definition

A reduction in force (RIF) shall be defined as any action by the Board to decrease the number of teachers or ESP employees or to discontinue a particular teacher or ESP service. Any legislative change to the *School Code* definition of reduction in force shall be incorporated into this Agreement. For the purpose of this Agreement, the terms “honorably dismissed” and “reduced in force” shall be used interchangeably.

2. Notification of Board Intent

Should the Board anticipate a reduction in force, the Association shall be given written notice not less than sixty (60) calendar days preceding the effective date of the reduction. Such notice shall contain the positions to be eliminated and the employees to be reduced in force, if then known.

3. Negotiations with the Association

The Board shall negotiate the decision and impact of any reduction in force with the Association.

B. Dismissal/Layoff Procedure

In the event of a reduction in force of teachers, the Board shall follow the requirements of the Illinois School Code.

1. ESP Layoff Sequence

ESP employees shall be honorably dismissed based upon District seniority as provided below.

2. Seniority Provisions

a. Definition

Seniority shall mean the total number of continuous, unbroken years employed in the District. Any break in service, including separation and later returning, will reset seniority.

b. Calculation

Seniority shall normally be expressed in terms of school years, provided a teacher has worked at least 120 days during a particular school year. ESP employees not employed on a full-time basis during a school year shall receive proportional

partial credit for days of actual full-time employment. Part-time employees shall have their seniority calculated based upon full-time equivalency. A break in service shall affect an employee's seniority date; the first workday upon return shall be used to calculate District service credit. An employee who terminated their employment with the District and then later returned shall receive seniority credit only from their most recent date of employment. Employees on a Board-approved leave of absence are subject to this Article; such employees shall not lose seniority earned prior to the leave, but shall not earn seniority service credit for the time on leave. Ties in seniority shall be broken in the following order: hiring date, years of previous public school experience, or casting of lots.

c. Seniority by ESP Classification

For purposes of this Agreement, each ESP bargaining unit employee shall accrue seniority rights within one of the following bargaining unit classifications:

- i. Maintenance
- ii. Custodial
- iii. Secretary
- iv. Lunchroom/Playground Supervisor
- v. Technology Systems Specialist
- vi. Tech/Maintenance
- vii. Kitchen Staff
- viii. School Nutrition Site Lead
- ix. School Nutrition Operations Coordinator
- x. Building Nurses
- xi. Teacher Assistants

The employee with the shorter amount of District seniority within their respective job classification shall be dismissed first, provided the more senior employee is qualified, as defined by the job description, to assume the position vacated by the less senior employee. For purposes of implementing this provision, an employee's seniority rights shall be those earned in the classification of position held at the time the reduction in force occurs. However, an employee who has District work experience outside the affected category at the time of the reduction in force shall be credited with up to five (5) years of such District experience in the implementation of this provision.

d. Publication of Seniority Lists

The Board, in consultation with the Association, shall publish seniority lists for support professionals seventy-five (75) calendar days prior to the end of the school year. The lists shall contain the following information for each employee: name, seniority date, and years in the district. The ESP seniority list shall be provided by the employee classifications contained in this Article.

e. Employee Responsibility to Provide Data

It shall be the employee's responsibility to ensure the accuracy of the individualized information on the seniority list and to report changes in a timely manner.

- f. Teacher seniority lists will reflect PERA categories and will be provided to the PERA committee each year by December 1.

C. Recall Procedures

In the event of a recall, the Board shall follow the requirements of the Illinois School Code.

1. Recall Notification

Eligible employees shall receive notice of recall from the administration by certified mail and personal contact when possible.

2. Employee Contact Information

It shall be the responsibility of employees on the recall lists to supply the administration with current address and phone number information. This responsibility includes providing additional contact information for periods when an employee may not be available at their primary residence due to travel, etc.

3. Employee Response to Recall Notice

Upon receipt of a recall notice, an employee shall notify the District as soon as possible as to their intent to accept/decline the available position. An employee who fails to respond to a recall notice within fifteen (15) days of the postal service return receipt date shall relinquish recall rights and seniority, except in the event of extreme extenuating circumstances such as incapacitation.

A laid-off employee who receives notification shall have the right to decline the available position. The employee shall then be considered for the next available position for which they are qualified. An employee who declines two (2) positions shall be considered as having tendered their resignation from the District. Acceptance or refusal of a temporary or part-time position will not affect the recall rights of an employee to a full time position.

4. Employee Availability

An employee who accepts a position for which they have received recall notice shall have up to twenty (20) calendar days from the postal service return receipt date to report for duty. If necessary, the Board shall fill the position on a temporary basis until the date of availability of the laid-off employee.

5. Temporary or Part-time Positions

Temporary or part-time positions will first be offered to employees with recall rights in the same order as for permanent positions.

6. Priority Status for Substituting

An honorably dismissed employee shall, upon application and at their option, be granted priority status on the substitute list according to their seniority.

D. Employee Benefits

1. Protection of Benefits

An honorably dismissed employee who is recalled for service shall be entitled to all benefits effective at the time of their layoff, including, their appropriate salary, unused accumulated sick leave, seniority, and tenure, if applicable.

2. Insurance

A ten-month employee who receives notice of honorable dismissal for the upcoming school year within thirty (30) days of the close of the current school year shall be entitled to full insurance benefits through August 31.

The Board shall provide full insurance benefits for two (2) months, effective from the date of dismissal, to any twelve-month employee who is reduced in force or to any ten-month employee who is reduced in force before the end of the school term.

3. New Employee Freeze

In no case shall the Board hire new employees while there are laid-off employees on a recall list who are qualified for vacant or newly created positions.

Article XVI - Voluntary Teacher Retirement Benefit

A. Eligibility

This voluntary retirement benefit shall be available to teachers and/or licensed staff who meet all of the following eligibility criteria:

1. Retire no later than the completion of the school year in which they are first eligible for a non-discounted TRS/IMRF annuity; the age of a teacher for a school year shall be their age as of June 30 immediately following the conclusion of the school year;
 - a. Any member who is already eligible for a non-discounted annuity must submit their irrevocable intent to retire at the end of the 2026-2027 school year by November 1, 2026 to receive benefits listed herein.
2. Achieved at least fifteen (15) years of seniority, on the seniority list in District 26 at the time of retirement;
3. Filed for retirement with TRS (or IMRF for Occupational Therapists and Physical Therapists); and
4. Recognized by TRS/IMRF as being at least age 55 as of the date of retirement, for Tier 1 employees. Recognized by TRS/IMRF as being at least age 62 for Tier 2 employees. A current TRS/IMRF statement must be submitted by the employee to have on file with the District Office to confirm eligibility.

B. Filing Notice of Intent to Retire

A teacher wishing to retire during the term of this Agreement must provide an irrevocable notice of intent to retire to the Superintendent by:

1. November 1 of 2026 to access the benefit during the 2026-2027 school year.
2. February 1 of any subsequent year of this Agreement to access the benefit the following school year.
3. If a teacher's date of retirement is 2031-2032 or 2032-2033, they must file notice by February 1, 2031 of this contract to access the benefits listed in this contract.

Such notice must indicate whether the teacher will retire at the end of the 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032 or 2032-2033 school year. In no case shall a teacher and/or licensed staff retire later than June 30, 2033 under the provisions of this Agreement.

Notwithstanding any other provision of this Section, the employee will be allowed to revoke a notice of intent to retire in the following, and only the following, circumstances:

1. Death of an immediate family member;
2. Serious illness of employee or immediate family member, as defined by FMLA;
3. Unforeseen adoption;
4. Legal separation or divorce;
5. Loss of employment of spouse or registered domestic partner.

In the event an employee revokes their notice, all benefits received by the employee under this retirement program must be reimbursed to the District prior to the expiration of this collective bargaining agreement, or as otherwise mutually agreed. Such reimbursement will be through payroll deduction, unless otherwise mutually agreed. The employee will be returned to the salary placement consistent with the employee's education and experience at the time of the revocation.

C. Participation Limitation

In any year, the Board may limit the number of retirees to 10% of those eligible. Any such limitation shall be on the basis of seniority, as determined by the District's seniority list for ESPs published annually or years of service for Teachers and/or licensed staff. If the Board chooses to activate this clause, the district shall extend retirement eligibility to any employee denied retirement, by one year.

D. Duration

Access to the entire voluntary retirement benefit set forth in this Article shall sunset at the conclusion of the 2026-2031 Collective Bargaining Agreement subject to the provisions of paragraph B. Receipt of these voluntary retirement benefits will cease at the end of the 2032-2033 school year. A teacher and/or licensed staff member shall be entitled to the benefits included in the negotiated agreement in effect at the time a notice of intent to retire is submitted. A teacher and/or licensed staff member who elects to retire under any of the provisions herein shall not be entitled to receive any benefits under any retirement benefit negotiated in a successor agreement.

E. Voluntary Retirement Benefit

Each teacher and/or licensed staff eligible to receive the voluntary retirement benefit shall receive:

1. A lump sum payout of \$500 per year of service paid after retirement.
2. Placement on alternative compensation schedule:
 - a. Individuals earning over \$105,000 base salary: Salary increase of 4.75% over the previous year's individual base salary (not including extra-duty, stipends, or reimbursements) for a maximum of three (3) years.

- b. Individuals earning under \$105,000: Salary increase of .5% over the standard salary increase as listed in Article XIX. Individuals starting on this schedule will remain on this schedule for a maximum of three (3) years.
- c. For the 2031-2032 and 2032-2033 retirement years, increases shall be 4.75% for all earning levels.

3. Post-Retirement Health Insurance Benefit

- a. The District shall authorize TRS to direct bill the District for post-retirement insurance coverage through the Teachers' Retirement Insurance Program (TRIP)/(THIS) equivalent to the (TRIP)/(THIS) single HMO premium for a period of five (5) consecutive years or until the retiree becomes Medicare eligible, whichever occurs first. The District's maximum contribution shall be \$400.00 per month. If this amount is reached, the employee will be responsible to pay the excess amount to TRS.
- b. A retired teacher and/or licensed staff member who opts to participate in an alternative health insurance plan shall receive monthly reimbursements for the lesser of the monthly premium or the TRIP/(THIS) single HMO premium (not to exceed \$400 per month) after providing to the District proof of payment for such alternative coverage.
- c. Eligibility for post-retirement health insurance shall mean that the retiree participates in (TRIP)/(THIS) or approved alternative insurance coverage immediately upon retirement.
- d. A teacher and/or licensed staff member who opts for alternative coverage upon retirement shall not be permitted to return to (TRIP)/(THIS) coverage paid by the District at a future date.
- e. A teacher and/or licensed staff member who remains in the District's health insurance plan pursuant to the employee's COBRA rights will receive no reimbursement and will be responsible for paying the full cost of the District plan COBRA premium.

F. Same-year Notice of Intent to Retire

A teacher and/or licensed staff member who notifies the Superintendent they intend to retire at the end of the school year in which the notice of intent is served must do so by February 1 of that school year. Eligible teachers and/or licensed staff meeting the above criteria, shall receive only the full retirement lump sum payout and the post retirement health insurance benefit. The payout shall be paid no later than thirty (30) calendar days after the employee's last regular paycheck and last day of employment. This shall not apply to teachers and/or licensed staff who submit a notice of intent to retire at the end of the 2026-2027 school year by November 1, 2026.

G. Creditable Earnings Limitations and Changes in a Teacher's Retirement Plans

Notwithstanding any provision of this collective bargaining agreement, a teacher within four (4) years of eligibility for TRS retirement will be limited to an increase in creditable earnings over the previous year if the payment of such increases could result in the Board incurring a penalty payment to TRS. In such cases, creditable earnings will be reduced to a level sufficient to avoid any penalty. The District and the teacher will work together in good faith to monitor earnings and make every reasonable effort to identify and communicate any potential penalties in advance, so adjustments can be understood and planned for whenever possible.

If adjustments are necessary to remain within TRS limits, they will be applied to the teacher's creditable earnings in the final paychecks of the school year in which the limitation may be exceeded.

Article XVII - Voluntary ESP Retirement Benefit and Service Benefit

A. Eligibility

The District retirement benefit and service benefit shall be available to any full-time or part-time Educational Support Professional (ESP) who meets all of the following eligibility criteria:

1. Retire no later than the completion of the school year in which they are first eligible for a non-discounted IMRF annuity; the age of an ESP for a school year shall be their age of June 30 immediately following the conclusion of the school year;
 - a. Any member who is already eligible for a non-discounted annuity must submit their irrevocable intent to retire at the end of the 2026-2027 school year by November 1, 2026 to receive benefits listed herein.
2. Completed at least fifteen (15) consecutive years of District 26 employment and
3. Recognized by IMRF as being at least age 55 as of the date of retirement, for Tier 1 employees. Recognized by IMRF as being at least age 62 for Tier 2 employees. A current IMRF statement must be submitted by the employee to have on file with the District Office to confirm eligibility.
4. Filed a Notice of Intent to Retire with IMRF.

B. Duration

Access to the ESP voluntary retirement or service benefit set forth in this Article shall sunset at the conclusion of the 2026-2031 Collective Bargaining Agreement subject to the provisions of paragraph C. Receipt of these voluntary retirement benefits will cease at the end of the 2032-2033 school year. An ESP shall be entitled to the benefits included in the negotiated agreement in effect at the time a notice of intent to retire is submitted. An ESP who elects to retire under any of the provisions herein shall not be entitled to receive any benefits under any retirement benefit negotiated in a successor agreement.

In the case of a major life event, the employee may request, through the Superintendent for final consideration by the Board, abbreviated notice and payout periods.

C. ESP Filing Notice of Intent to Retire

An ESP wishing to retire during the term of this Agreement must provide an irrevocable notice of intent to retire to the Superintendent by:

1. November 1 of 2026 to access the benefit during the 2026-2027 school year;
2. February 1 of any subsequent year of this Agreement to access the benefit the following year.

3. If an ESP's date of retirement is 2031-2032 or 2032-2033, they must file notice by February 1, 2031 of this contract to access the benefits listed in this contract.

Such notice must indicate whether the ESP will retire at the end of the 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032 or 2032-2033 school year. In no case shall a ESP retire later than June 30, 2033 under the provisions of this Agreement.

Notwithstanding any other provision of this Section, the ESP will be allowed to revoke a notice of intent to retire in the following, and only the following, circumstances:

1. Death of an immediate family member;
2. Serious illness of employee or immediate family member, as defined by FMLA;
3. Unforeseen adoption;
4. Legal separation or divorce;
5. Loss of employment of spouse or registered domestic partner.

In the event an ESP revokes their notice, all benefits received by the ESP under this retirement benefit must be reimbursed to the District prior to the expiration of this collective bargaining agreement, or as otherwise mutually agreed. Such reimbursement will be through payroll deduction, unless otherwise mutually agreed. The ESP will be returned to the wage consistent with the employee's position based on the current Agreement.

D. Voluntary Retirement Benefit

If an ESP is eligible to retire with IMRF, they must file with IMRF and may access the following service benefit.

1. Placement on alternative compensation schedule
 - a. Individuals earning over \$105,000 base salary: Wage increase of 4.75% over the individual's previous year's hourly wage (not including extra-duty, stipends, or reimbursements) for a maximum of three (3) years.
 - b. Individuals earning under \$105,000: Wage increase of .5% over the standard increase as listed in Article XIX. Individuals starting on this schedule will remain on this schedule for a maximum of three (3) years.
 - c. For the 2031-2032 and 2032-2033 retirement years, increases shall be 4.75% for all earning levels.
2. Unused Accumulated Sick Leave Payout
 - a. No sooner than forty (40) calendar days after retirement, the employee will be compensated at their final hourly rate of pay for unused accumulated sick leave, not to exceed one hundred (100) days, for those days not used for IMRF service credit.

- b. Upon the death of a retiree receiving the sick leave payout, the unpaid portion of that payment shall be due and payable to their designated beneficiary within ninety (90) calendar days of notification to the District.

3. Post-Retirement Health Insurance Benefit

For an ESP enrolled in the District insurance program at the time they file a notice of intent to retire, the Board will pay 50% of the Board insurance premium contribution for the applicable individual coverage for twenty-four (24) months following the employee's retirement until Medicare eligible.

E. Same Year Notice Intent to Retire

With the exception of ESPs who submit a notice of intent to retire at the end of the 2026-2027 school year by November 1, 2026, an ESP who notifies the Superintendent they intend to retire at the end of the school year in which the notice of intent is served must do so by February 1 of that school year. The ESP shall receive only the unused accumulated sick leave payout and the post retirement health insurance benefit.

F. Voluntary ESP Service Benefit

If an ESP is not eligible to retire with IMRF, they may access the following service benefit.

1. Wage-Based Service Benefit

In exchange for filing a notice of intent to retire one year in advance, an ESP will receive a service benefit equivalent to 100% of their total final year's wages. The service benefit shall be payable in the employee's final paycheck.

Article XVIII - Insurance

A. Insurance Program Overview

As detailed in this Agreement, the Board shall provide the following insurance program: comprehensive major medical (PPO/HMO/Managed Care Options), life, accidental death and dismemberment, long-term disability, dental, and general liability.

1. Eligibility

An employee who works thirty (30) or more hours per week on a regular, full-time basis shall be eligible to participate in the insurance plans offered, except that the only PPO option offered to employees hired after December 31, 2014 will be the HSA-PPO Medical Plan.

An employee who waives participation in the comprehensive major medical program shall be eligible to participate in remaining programs.

2. Insurance Year

The insurance coverage year shall be July 1 through June 30. Ten-month employees shall receive annual coverage, with premiums deducted over twenty-one (21) pay periods from August 31 to June 30.

3. Enrollment

Open enrollment shall be conducted annually during May. The open enrollment notice to employees shall include the following information for the forthcoming year: premium rates, employee/Board premium contributions, and benefits changes, if any.

Enrollment changes outside the month of May will be subject to major life change provisions of the insurance carrier and applicable state and federal laws.

4. Flexible Benefit Plan

As permitted under Section 125 of the *Internal Revenue Code*, full-time employees may voluntarily participate in the flexible benefit plan that includes premium conversion, a health care flexible spending account, and a dependent care flexible spending account. Details of the Flexible Benefit Plan are controlled by the plan document that legally governs the operations of the plan.

5. Insurance/Benefits Committee

a. Responsibilities

The responsibilities of the joint Insurance/Benefits Committee shall include, but not be limited to, the following: monitoring/containing costs, selecting carriers, assessing delivery of services by carriers, researching industry-wide trends, and providing educational programs for insurance participants.

The Committee will investigate wellness screening, and determine the timing and implementation of an incentive for participation in wellness screening.

If the premiums for the District health insurance plan will result in an excise tax as a “Cadillac” insurance plan under the Patient Protection and Affordable Care Act (PPACA), the Committee will make insurance plan design changes to reduce the cost of the health insurance plans below the “Cadillac” threshold set by the PPACA to prevent the imposition of the excise tax. The Committee will also investigate alternative options for avoiding the excise tax.

b. Authority

The Insurance/Benefits Committee shall have the authority to make recommendations regarding insurance cost containment, including plan redesign during the life of this Agreement. Such recommendations shall be subject to ratification by the RTEA and the Board.

c. Composition

The Insurance/Benefits Committee shall be composed of support staff, two (2) teachers per building, a special subject teacher, one (1) RTEA representative, two (2) administrators, and a representative from the Board. Consultants, including District staff assigned to oversee employee benefits, may participate as non-voting members.

d. Meetings

The Insurance/Benefits Committee shall meet at least quarterly. The committee shall select a chair that will be responsible for publishing an agenda. The committee shall select a member to take and publish minutes.

e. Educational Benefits Cooperative (EBC) Participation

The Superintendent shall select the District representative to attend annual pre-renewal and renewal meetings of the EBC. The RTEA president/designee shall attend the meetings as a non-voting member.

6. Plan Specifications/Benefits

Unless modified as provided for herein, the plan specifications for the life of this Agreement shall be as follows, except that the only PPO option offered to employees hired after December 31, 2014 will be the HSA-PPO Medical Plan:

1. Comprehensive Major Medical - including a PPO and HMO option
2. Dental Insurance
3. Life Insurance/Accidental Death and Dismemberment - \$50,000 per full-time employee benefit
4. Long Term Disability

Effective beginning with the 2022-2023 insurance plan year:

- The PPO Medical Plan which is offered only to employees that were hired before December 31, 2014 will have four (4) tiers: Single, Single + Spouse, Single + Child(ren), Family
- The grandfathered PPO deductible will increase to \$1,000 for single and \$3,000 for family in-network and \$2,000 for single and \$6,000 for family out-of-network with out-of-pocket limit increasing to \$3,000 for single and \$6,000 for family in-network and \$6,000 for single and \$18,000 for family out-of-network

<u>Single Plan</u>	<u>Family Plan</u>
\$1,000 in-network deductible	\$3,000 in-network deductible
\$2,000 out-of-network deductible	\$6,000 out-of-network deductible
\$3,000 in-network out of pocket limit	\$6,000 in-network out of pocket limit
\$6,000 out-of-network out of pocket limit	\$18,000 out-of-network out of pocket limit

- The Blue Advantage HMO will be the only HMO planned offered, with the exception that any employee that is in a Medical Group not covered by the Blue Advantage HMO as of the signing of this agreement may remain in HMO Illinois as long as that Medical Group does not join the Blue Advantage HMO.

Additional information including provider details and contact information is available in the online employee portal.

7. General Liability

The Board shall purchase general liability insurance which protects individuals employed by the Board against acts of alleged negligence committed in connection with their duties.

8. Secondary Automobile Coverage

Any employee who uses a personal automobile while on school business shall maintain at the employee's or the owner's expense a primary liability insurance policy indemnifying against bodily injury and property damage. Also, the Board has secondary insurance for personal automobile use. Each such policy shall cover any valid and collectible claim for bodily injury and property damage made against the District or the employee if the employee incurs any such liability while using a personal automobile on school business.

B. Vision-Related Reimbursement

The Board shall reimburse annually up to \$75 per employee for vision-related expenses.

C. Premium Contribution Levels

1. The Board will pay up to the following amounts annually for the cost of comprehensive major medical (PPO or HMO plan offered) dental, life, accidental death and dismemberment, and long-term disability insurance for each eligible employee.

Maximum Board Contribution 2026-2031 2031

Plan	2026-27	2027-28	2028-29	2029-30	2030-31
Single Plan	\$11,865	\$12,615	\$13,265	\$14,765	\$15,265
Family Plan	\$16,590	\$18,590	\$20,390	\$22,390	\$23,890

Except as noted below, any cost for the plan selected, above the maximum Board contribution above, will be the sole responsibility of the employee. Likewise, in the event the actual cost of the plan selected is less than the maximum Board contribution above, the Board shall be responsible for contributing the actual cost of the plan selected.

In addition, the Board will contribute to the HSA savings account of each employee selecting this plan. The Board contribution will be \$500 for single or \$1,000 for family.

For the 2027-2028, 2028-2029, 2029-2030, 2030-2031 school years, the maximum Board contribution for each year as listed above will increase as follows:

The Board and the Association recognize the substantial, multi-year fixed increases already scheduled for the Board's annual insurance contributions. To provide additional security against catastrophic volatility in the health insurance market, the parties agree to a 50/50 shared-risk stabilization model triggered exclusively by extreme premium spikes and subject to joint cost-mitigation efforts. (Note: The italicized copy is not subject to the grievance procedure.)

- a. **Annual Contributions:** In each year of this agreement, the "Maximum Board Contributions" are outlined in the table above.
- b. **Insurance/Benefits Committee Cost-Mitigation:** As an absolute condition and precedent to activating any additional Board funding under this Section, the joint Insurance/Benefits Committee must provide a documented, good faith effort to explore, evaluate, and implement plan cost-reduction strategies whenever possible. These strategies may include, but are not limited to, plan design changes, network restructuring, or wellness incentives intended to bring the projected premium increase below the stabilization threshold. See A.5 of this section for more details on the Insurance/Benefits Committee.
- c. **Emergency 50/50 Stabilization Trigger:** While standard Board contributions are capped per the table above, an **Emergency 50/50 Stabilization Trigger** will take effect if the new HMO annual premium increase exceeds the Board's year-over-year "Contribution Percentage" beyond 14% by using the formula below:

<u>Formula</u>	
Upcoming Year Board Contribution - Current Year Contribution	
-----	= Board "Contribution Percentage"
Current Year Contribution	

- d. **Adjusted Maximum Board Contributions:** If this trigger is activated, the table of Maximum Board Contributions will be updated to incorporate the newly calculated increased total amounts.

The additional Board contribution listed above will apply to the plan selected by the employee. Any cost for the plan selected above the maximum and additional Board contributions listed above shall be the sole responsibility of the employee.

2. Wellness Screening

Employees may complete an annual wellness screening during each fiscal year. This can happen on-site or privately with their own physician. Proof of the screening shall be submitted to Human Resources by February 1st of the current school year.

For an employee who chooses not to participate in an annual wellness screening, the Board contribution of the annual premium will be reduced by 5% of the elected single major medical insurance premium. The reduction will begin February 15th of the current school year.

3. The obligation of the Board to pay insurance premiums shall terminate at the end of the month:
 - a. For a twelve-month employee who voluntarily terminates employment, or
 - b. For a ten-month employee who voluntarily terminates employment prior to the last day of school, or
 - c. When the employment of an individual is terminated by the Board for any reason other than a reduction in force.
 - d. See section XV for insurance related to Reduction in Force
4. The obligation of the Board to pay insurance premiums shall terminate on August 31 of the current year:
 - a. For a ten-month employee that gives notice prior to the last day of school that they will not return for the following school year.

Article XIX - Compensation

A. Teacher

1. Salary

Each year, teachers with salaries **under \$105,000** will receive the increase set forth below over their salary for the prior school year.

2026-27	2027-28	2028-29	2029-30	2030-31
4.5%	5.0%	4.5%	5.0%	5.0%

Each year, teachers with salaries **over \$105,000** will receive the increase set forth below over their salary for the prior school year. These salaries will have a minimum increase (a floor) of 3.0% and a maximum increase (a ceiling) of 4.0%.

2026-27	2027-28	2028-29	2029-30	2030-31
2024 CPI + 0.6% (Total of 3.5%)	2025 CPI + 0.6% (Total of 3.3%)	2026 CPI + 0.6%	2027 CPI + 0.6%	2028 CPI + 0.6%

A teacher must work 120 days in the prior school year to receive the increase set forth above.

Employees are encouraged to double-check salary and compensation upon receipt of each paycheck.

2. Salary Placement

- a. Salaries for newly hired teachers will be matched to similarly situated teachers, according to experience and educational attainment.
- b. At the time of employment, a teacher may be awarded a maximum of ten (10) years of experience credit for service performed outside the District.
- c. Experience credit shall be calculated as follows:
 - i. one (1) year of credit for each year of service up to six (6),
 - ii. and then one (1) year of credit for each two (2) years of experience beyond.

- d. Such experience must have been gained in a recognized school, under State certification, and must be full teaching years.
- e. For example, a teacher who is hired by the District after having been employed for eight (8) full teaching years at a recognized, State-certified school would receive experience credit of seven (7) years, six (6) years for the first six (6) taught and one (1) year for the remaining two (2).
- f. Experience credit may be adjusted for hard to fill positions such as Psychologist, Social Worker, and Speech/Language Pathologist.

3. Educational Attainment Increases

- a. Teachers who attain a Master's Degree will receive a one-time salary increase of \$5,000.
- b. After receiving a Master's Degree, teachers are eligible to receive a one-time salary increase of \$2,000 for each completion of fifteen (15) additional graduate credit hours beyond their Master's Degree up to forty-five (45) credit hours (i.e., \$2,000 for fifteen (15) credits, an additional \$2,000 for thirty (30) credits and an additional \$2,000 for forty-five (45) graduate credit hours beyond a Master's Degree).
- c. Teachers are only eligible to receive the salary increase for each level of educational attainment once (e.g., if a Teacher attains a Master's degree and receives the \$5,000 MA salary increase, the Teacher will not receive another \$5,000 salary increase for attaining an additional Master's degree).
- d. Recognition of educational increments shall be made once a year on September 15.
- e. Teachers will not receive more than one (1) educational attainment salary increase per school year (July 1–June 30).

4. TRS

The Board shall remit, for each teacher, the total amount due such teacher pursuant to the relevant negotiated salary of this Agreement to the TRS to be applied to the retirement account of such teacher (rather than the survivor's annuity account). It is the intent of the parties by this Agreement to qualify these teacher contributions as employer payments under Section 414(h) of the *Internal Revenue Code*. Teachers shall have no right or claim to the fund so remitted except as they may subsequently become available upon retirement or resignation from the TRS.

5. Authorized Deductions

The balance of the amount due each teacher pursuant to such negotiated salary shall be payable to the teacher as salary in installments as otherwise provided herein, provided the Board shall deduct there from all moneys as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all amounts required to be paid to the TRS for the account of such teacher in addition to those set forth in this article.

6. Final Payment

Any balance in the Board's contractual salary due to a teacher not returning to the District shall be paid by the last day of the fiscal year.

7. Stipends

a. Extraordinary Class Size

Full-time teachers who are regularly assigned to classrooms with more than thirty-three (33) students shall receive the following additional compensation:

Elementary teachers shall receive \$100 each month for each student in excess of thirty-three (33).

Middle school teachers shall receive \$16.66 each month for each student in excess of thirty-three (33) in each class section.

Compensation shall be prorated on a daily basis for student attendance days for the months of August and June, and in the event a student is enrolled for less than the entire month. The additional compensation shall not apply to substitute teachers, part-time teachers, teachers performing supervisory or library duties, physical education teachers or teachers of performing groups, i.e. band, orchestra and chorus (See Article VIII, Teacher Working Conditions).

b. Internal Substitution

Whenever a teacher is required to teach another teacher's class, the teacher shall be paid at the Curriculum Rate.

c. Additional Teaching Period (Middle School)

A teacher who agrees or is assigned to teach an additional seventh period in lieu of a preparation period, whether a single period or a block over the two-day cycle, shall be compensated by using the teacher's daily rate of pay divided by six (6) multiplied by the total number of student days of the additional period assignment.

d. Psychologists and Social Workers

Upon approval of the Superintendent or designee, District psychologists and social workers who are assigned special education case management responsibilities and who function as administrative designees on a regular basis shall be paid \$500 per school year.

e. Extended Day stipends - see *Exhibit 2*.

f. Performing Arts Teachers

Performing Arts staff (Band, Choir, Orchestra, and Elementary Music) facilitate annual performances outside of the contractual school day. Stipends for these additional duties are structured as follows:

i. **Middle School (6-8):** Responsibilities for each performing arts teacher includes four (4) in-district concerts annually and the graduation ceremony. Additional professional activities may include NIMCon, ILMEA, clinics, high school events and recruitment events and shall be paid \$1500 per school year.

ii. **Elementary (1-5):** Responsibilities include up to three (3) concerts per year, encompassing each grade level at least once, and shall be paid \$500 per school year.

iii. **Early Learning (Prairie Trails):** Responsibilities include two (2) concerts per school year and shall be paid \$250 per school year.

Pre-approved concerts above and beyond those listed shall be paid at the extra duty rate of pay.

B. Educational Support Professionals

1. Wage Increases

Each year, ESPs with salaries **under \$105,000** will receive the increase set forth below over their salary for the prior school year and it shall become effective on July 1st each year of this contract.

2026-27	2027-28	2028-29	2029-30	2030-31
4.5%	5.0%	4.5%	5.0%	5.0%

Each year, ESPs with salaries **over \$105,000** will receive the increase set forth below over their salary for the prior school year and it shall become effective on July 1st each year of this contract. These salaries will have a minimum increase (a floor) of 3.0% and a maximum increase (a ceiling) of 4%.

2026-27	2027-28	2028-29	2029-30	2030-31
2024 CPI + 0.6% (Total of 3.5%)	2025 CPI + 0.6% (Total of 3.3%)	2026 CPI + 0.6%	2027 CPI + 0.6%	2028 CPI + 0.6%

Employees are encouraged to double-check salary and compensation upon receipt of each paycheck.

2. Wage Placement

The base hourly wage for all newly hired ESP employees shall be according to the ESP Employee base compensation schedule. See *Exhibit 1*. No more than three (3) years of previous experience will be considered to determine the hourly wage for newly hired ESP employees.

3. Longevity

A lump sum of \$1,000 shall be made payable upon achieving fifteen (15) years of seniority and every year thereafter.

4. Illinois Municipal Retirement Fund (IMRF)

The Board, as required by Illinois law, shall participate in the IMRF for all ESPs who work 600 or more hours annually.

ESPs who do not work 600 hours per year do not participate in IMRF.

The employee contribution to IMRF includes a disability insurance benefit in addition to the retirement pension plan.

5. Social Security

ESPs shall participate in Social Security, as required by law.

C. Extra-Duty

1. Procedure for Extra-Duty Application and Assignment

Individuals wishing to apply for an extra-duty assignment should follow the current

online process. Instructions and a timeline for Extra-Duty applications and assignments will be made available to staff every May.

2. Compensation

Extra-duty assignments will be compensated at \$29.00 / hour for the duration of this Agreement.

Compensation for extra-duty positions created during the life of this Agreement shall be determined on an as-needed basis, and in accordance with Board-approved recommendations of the Joint Extra-Duty Committee.

Amounts will apply to individual positions.

In cases where more than one (1) person is hired for a position, each person shall be compensated on a pro-rated basis.

When an extra-duty assignment is not completed as approved, it will be compensated on a prorated basis. Events that cannot be rescheduled shall not be prorated.

When a substitute is required for an extra-duty assignment, it will be the responsibility of the unavailable bargaining unit member to compensate the substitute. Such compensation may include an exchange of substitute services.

Compensation to supervisors of boys' and girls' activities shall be equal. Opportunities for participation for both boys and girls shall be equal.

3. Filling of Existing Extra-Duty Assignments

The filling of extra-duty positions and the administration of the extra-duty program shall be the responsibility of the building principal. It is understood that not all positions will necessarily be filled.

Extra-duty will not be mandatory.

Extra-duty assignments shall be shared electronically with all staff.

Assignments shall be offered to as many qualified applicants as possible. Bargaining unit members in the buildings where the extra-duty assignment exists shall be given first consideration in filling the position. If not all positions are filled by the building bargaining unit members, the positions shall be filled with other qualified district staff before being filled by non-District employees.

If possible, bargaining unit members will be notified of their next year's extra-duty position(s) prior to the end of the school year.

4. Application Process for New Extra-Duty Position

Individuals seeking to create a new extra-duty position shall follow the current online process.

5. Joint Extra-Duty Committee

a. Composition

The Extra-Duty Committee shall be composed of five (5) representatives chosen by the Association President and three (3) Administration Representatives chosen by the Superintendent.

b. Meetings

The Committee will meet twice each school year. The first meeting will occur before November 1 and the second meeting will occur before May 1. Additional meetings may be called as necessary. At committee meetings, the following topics will be discussed:

- i. Review extra-duty proposals or requests for a review of compensation for a certain position; and/or
- ii. Review, prior to implementation, any administration-proposed changes in extra-duty budget/allocations.
- iii. Review annually the process for application to create new positions.

c. Committee Authority

The Committee has the authority to make recommendations to the Superintendent and Association President regarding all matters brought before the committee. The Superintendent and Association President have the authority to:

- i. Request further information or consideration by the committee relative to any recommendation(s) or
- ii. Reject the recommendation(s) with an explanation for such decision; or
- iii. Accept the recommendation(s) and advance the same to the Board of Education for Consideration.
- iv. In the event the Superintendent and the Association president cannot agree on a recommendation, each may submit their recommendation for Board consideration.

The decision on whether to offer any extra-duty position(s) and/or accept committee recommendations rests solely with the Board of Education.

Article XX - Payroll Procedures

A. Payroll Calendars

1. By July 1, the District will post to the employee portal a payroll calendar for the forthcoming work year.
2. By July 1, the District will post to the employee portal workday and paid holiday calendars for ten-month and twelve-month ESP staff for the forthcoming work year.

B. Payroll Schedule

1. Payroll direct deposits shall be posted on the 15th and the last business day of the month. If a regular pay date during the school term falls on a non-business day, employees shall receive pay on the business day prior to such date.
2. A ten-month employee may elect to receive their salary over ten (10) or twelve (12) months during the annual open enrollment period for the forthcoming work year.

C. Overtime Pay

1. Overtime pay, as outlined in Article IX ESP Working Conditions, shall be paid in compliance with federal and state statutes/regulations.
2. An employee shall receive overtime pay in the next payroll following completion and approval of the online process in accordance with the payroll schedule.

D. Extra-Duty and Stipend Pay

Extra-duty pay shall be requested and submitted through the current online process.

1. Fixed-rate stipends shall be paid as follows:
 - a. **Year long** stipend/clubs will be paid either across three (3) pay periods outlined below or an end of year lump sum payment.
 - November 15
 - March 15
 - June 15
 - b. Partial year stipend/clubs will be paid either at the nearest completion pay period or an end of year lump sum (June 15).
 - November 15
 - March 15
 - June 15
 - c. Hourly positions will be paid based on submitted timesheets following verification by the building principal or supervisor.

E. Longevity Pay

Longevity payments shall be made on the last pay of the school year following completion of such seniority. Such longevity payments shall not be affected by an employee's intent to retire the following year.

F. Reimbursement

To be eligible for reimbursement, expenditures must be pre-approved.

A reimbursement check shall be issued in the next possible accounts payable run upon submission of the required items to the Superintendent or designee through the current online process and released to the employee following approval by the Board of Education.

1. Graduate Coursework Reimbursement

Submit the following four (4) items to the Superintendent or designee through the current online process.

- a. A receipt, canceled check, or charge slip indicating payment of tuition;
- b. An itemized tuition bill;
- c. A schedule showing the term of the class; and
- d. An official transcript or grade report indicating a grade of "B" or better. Textbooks and fees shall not be considered tuition. For additional information, refer to Article X, Professional Learning.

2. ESP Professional Growth Reimbursement

Submit evidence of successful completion of Coursework, and/or activities as outlined in Article X, Professional Learning.

3. Special Expenditures Reimbursement

Coaches, club sponsors, and chaperones required to attend activities outside the normal school day and outside school boundaries shall be reimbursed for the following: mileage (at the IRS rate), travel expenses, and reasonable pre-approved meal expenses. Receipts are to be submitted to the building administrator/supervisor using the current online process.

4. Professional Leave Reimbursement

Reimbursement for pre-approved professional leave shall include mileage (at the IRS rate), travel expenses, and reasonable pre-approved meal expenses. Receipts are to be submitted to the building administrator/supervisor using the current online process.

5. Traveling Employee Expense Reimbursement

Receipts are to be submitted quarterly to the “home school” administrator/supervisor using the current online process.

6. Uniform Reimbursement

Reimbursement for pre-approved uniform replacement must be submitted by the end of the fiscal year, as outlined in Article IX, ESP Working Conditions.

G. Extraordinary Class Size Compensation

A teacher whose class size meets the definition of “extraordinary class size,” as set forth in Article VIII, Teacher Working Conditions, shall be compensated a prorated amount in each regular paycheck.

H. Payroll Deductions

1. General Deductions

Upon appropriate written or electronic authorization, the Board shall deduct from the salary of any employee and make appropriate remittance for the following: annuities (upon completion of the online process), credit union (upon receipt of current process), savings bonds, United Way Fund, Insurance, pension, taxes, or any other plans or programs jointly negotiated by the Association and Board and any deductions required by law.

2. Payroll Adjustments

Deductions from wages or final compensation shall be made in accordance with the *Illinois Wage Payment and Collection Act*.

3. Association-related Deductions

a. Membership Dues

The Board shall deduct Association membership dues each pay period between October 15th and May 15th upon receipt of Association certification of employee authorization. Deductions for those employed at the start of the school year shall be made for authorizations received or on file by September 15th of each year.

Deductions for employees hired after the school year has started shall commence in the pay period following receipt of the authorization. The authorization shall remain in effect from year to year, except that the employee may revoke it by notifying the Association between September 1 and September 15 of any year. The Association deduction amounts shall remain in effect until the following school year. Dues

deduction privileges shall automatically be terminated when and if it has been established that there has been a violation of this Agreement by the Association to refuse to render full and complete service in the District.

b. Transmittal of Membership Dues

With respect to all sums deducted by the Board pursuant to authorization of the employee for membership dues, the Board shall remit promptly to the Association treasurer all monies deducted for Association, NEA, and IEA dues. Such remittance shall be accompanied by an alphabetical list of employees for whom such deductions have been made and shall include changes in personnel.

Article XXI - Duration and Acceptance of Agreement

This revised contract shall be in full force and effect from July 1, 2026, and shall continue in effect until June 30, 2031.

This Agreement is hereby approved by the
River Trails Education Association

President, River Trails Education Association

Secretary, River Trails Education Association

This Agreement is hereby approved by the
Board of Education, School District 26

President, Board of Education

Secretary, Board of Education

Exhibit 1 – ESP Employee Base Compensation Schedule

Position	2026-27 Rate	2027-28 Rate	2028-29 Rate	2029-30 Rate	2030-31 Rate	Note
Building Nurse						Negotiable based on qualifications and experience
Certified School Nurse	Teacher salary	Teacher salary	Teacher salary	Teacher salary	Teacher salary	
LPN	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	
RN	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	
RN/BS	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	
Building Secretary	\$19.00	\$19.25	\$19.50	\$19.75	\$20.00	
Custodian	\$18.00	\$18.00	\$18.00	\$18.25	\$18.50	
Maintenance	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Negotiable based on qualifications and experience
Technology Systems Specialist	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Negotiable based on qualifications and experience
Tech Maintenance	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	Negotiable based on qualifications and experience
Kitchen Staff	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	
School Nutrition Site Lead	\$17.50	\$17.75	\$18.00	\$18.25	\$18.50	
School Nutrition Operations Coordinator	\$22.00	\$22.25	\$22.50	\$22.75	\$23.00	
Lunch/Playground	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	
Teacher Assistant	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	

Exhibit 2 - Extended Day
Paid at the Extra-Duty Rate of \$29 / hour

TYPE	EXAMPLES	PAY
Field Trips that Extend past the school day	- Outdoor Ed - Springfield	Nurses are paid at their hourly rate; O.T. after forty (40) hours. Staff will be paid at the hourly extra-duty rate.
Overnight Trips	State Sports Competitions	Five (5) hours of the extra-duty rate for each night.
Family Engagement	- FamilyCurriculum Night - Parent Night	Nurses are paid at their hourly rate. Staff will be paid at the hourly extra- duty rate. Paid for two (2) hours minimum.
Saturday Events	Sports Competitions	Nurses are paid at their hourly rate; O.T. after forty (40) hours. Staff will be paid at the hourly extra-duty rate. Maximum six (6) hours per event. Weekend events compensated by any other stipend or extra duty will not be allowed to submit additional pay for those events.
Music Accompaniment	- Concerts - Contests	Extra-duty rate. Maximum hours identified per project.
Professional Learning	- Summer - Outside of School day	Extra-duty rate. Maximum hours identified per project.
School Based Stipends	Outside of School day	Extra-duty rate. Maximum hours identified per project.

New Types can be added upon agreement of the RTEA and administration.

EXTENDED DAY
Curriculum Rate - \$32/ hour

TYPE	EXAMPLES	PAY
Staff Development Presenter	● Present at institute day ● Present in Summer ● Present Outside of school day	If during the school day, paid two (2) hours at the curriculum rate for every one (1) hour of presentation. If outside of school day, three (3) hours the curriculum rate for every one (1) hour of presentation.
Curriculum Work	● Summer ● Outside of School day	Curriculum rate. Maximum hours identified per project.
Tutoring	● Homebound	Curriculum Rate. Maximum hours identified per week.
Summer Programs	● ESY ● Summer School ● Enrichment Camps	Curriculum rate

New Types can be added upon agreement of the RTEA and administration.

Curriculum work must be approved by the Assistant Superintendent of Teaching & Learning.

Voluntary Events

TYPE	EXAMPLES	PAY
Voluntary Events	• PTC Events • Fundraisers • Audience member at sports or arts events • Music Booster Meetings • PTC Meetings	No Pay for Any Staff

New Types can be added upon agreement of the RTEA and administration.

Translation Services

TYPE	EXAMPLES	PAY
Translation	• Written • Oral	• Extra-duty rate for verbal • Curriculum rate for written • Only for hours outside of a regular work day.

Internal Substitution

TYPE	EXAMPLES	PAY
Internal Substitute	Teach another teacher's class	Teacher - Curriculum Rate Teacher Assistant - \$8 an hour in addition to hourly rate (See Article IX, ESP Working Conditions)