

COLLECTIVE BARGAINING AGREEMENT

**between
ROSSVILLE-ALVIN EDUCATION ASSOCIATION,
IEA/NEA
and
THE BOARD OF EDUCATION
ROSSVILLE-ALVIN COMMUNITY UNIT DISTRICT
NO. 7**

2018-2022

Article I - Recognition

1.1 The parties agree, that when they reach an agreement, the Board of Education of School District No. 7, Vermilion County, Rossville, Illinois, hereinafter referred to as the "Board," recognizes the Rossville-Alvin Education Association, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association," as sole and exclusive bargaining agent for all regularly employed (full-time and part-time) certified teaching personnel, including all full and part-time regularly employed non-certified personnel, except the bookkeeper, Superintendent's secretary, Lead Secretary, and supervisory, confidential and managerial employees, hereinafter referred to as "Employees." "Regularly employed" shall not include persons hired for extra duty who are not otherwise employed in the District.

A. The term "teacher" when used hereinafter will refer to all certified teaching personnel in the bargaining unit.

B. The term "ESP" when used hereinafter will refer to all non-certified personnel in the bargaining unit.

Article II - Negotiation Procedures

- 2.1 Selection of Negotiating Teams: Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. It is understood neither party may have more than seven (7) members of its team during any particular bargaining session.
- 2.2 Good Faith: Both parties understand and agree to negotiate in good faith. For the purpose of this process, the parties agree "good faith" means the parties will consider proposals and counter-proposals presented by both sides and will make an effort to arrive at an agreement. It does not imply that either party must make concessions or capitulate in part or totally regarding matters under consideration.
- 2.3 Authority: It is the mutual responsibility of the School Board and the Association that their respective negotiating agents shall be clothed with necessary power and authority to make and consider proposals, counter-proposals, and tentative agreements.
- 2.4 Tentative Agreements: All tentative agreements shall be written and initialed by the spokesperson of the respective teams at the meeting in which the tentative agreement is reached. Initialed copies shall be given to each negotiating team.
- 2.5 Adoption: The Agreement or any phase of it shall be considered tentative until the entire Agreement is negotiated. After the employees have ratified the Agreement, the Board will adopt the Agreement at its next regularly scheduled board meeting.
- 2.6 Closed Sessions: All negotiating meetings shall be closed sessions.
- 2.7 Time Bar: It is the goal of both parties that the time bar for all negotiation meetings will be set by mutual agreement. A date for the next meeting will be set prior to adjournment of the current session.
- 2.8 Mediation: If either party requests mediation, a mediator will be requested from the FMCS by the parties. If the FMCS does not act as mediator, the parties may mutually agree on a third party to act the same. If there is no agreement on such a third party, the Illinois Labor Relations Board shall be notified of the need for a mediator. A request for mediation by either party shall be considered a joint request.
- 2.9 Distribution of Agreement: Upon ratification of the Agreement by the Association and the Board, the Board shall cause the Agreement to be printed in sufficient number of copies so as to provide each employee defined herein with a copy of the same, with additional copies as necessary to satisfy the needs of the Board and the Association. The Association will type, print and collate the final Agreement. The bill for copying the Agreement will be paid by the Board of Education, up to \$100.00.

Article III - Employee and Association Rights

- 3.1 Right of Representation: When an employee is required to appear before the Board or the Administration concerning any matter which could adversely affect the employee's employment or the employee's salary, the employee shall be entitled to have a representative of the Association present. Further, when an employee is required to appear before the Board, the employee shall be advised in writing of the reasons for the requirement at least twenty-four (24) hours in advance of the appearance.
- 3.2 Personnel File: Each employee shall have the right, upon twenty-four (24) hour written request to the Superintendent, to review the contents of said employee's personnel file, with the exception of pre-

employment confidential material or other material required to be kept confidential by law, and to place therein written reactions to its contents. The employee shall receive a copy of any material to be placed in his/her file prior to its placement in the file. The personnel file for each employee shall be maintained in the central administrative office. A copy of said materials can be made available at the employee's expense.

3.3 Right to Organize: Employees shall have the right to organize, join, and assist the Association in professional negotiations with the Board. The employees also have the right to refrain from any such activities. Neither the Board nor the Association shall discriminate against any employee for reason of membership or non-membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.

3.4 Dues Deduction: The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee-executed authorization for dues deduction, the amount of which shall be furnished by the Association. The authorization shall remain in effect from year to year, except that the employee may revoke authorization at any time between September 1 and September 15. Upon receipt of any revocation, the Board shall notify the Association in writing of same. All dues deducted by the Board shall be remitted to the Association no later than ten (10) calendar days after such deductions are made.

3.5 Meetings, Notices, and General Information: The Association shall have the right to request use of the following:

A. Use of Facilities: The Association may have the use of school buildings with the permission of the Superintendent of Schools and/or his designee. Should these meetings be held during regular school days and hours or immediately before or after, there shall be no interference with school activities. Under these circumstances there shall be no cost to the Association. If facilities are used at other days and/or times, the Association shall reimburse the District for any and all actual costs resulting from the use of those facilities.

B. Use of Bulletin Boards and Employee Mail Boxes: A bulletin board shall be provided in each existing employee lounge for the purpose of posting announcements of Association business. The Association may use the interschool messenger service and employee mail boxes for dissemination of Association announcements.

C. Notice of Meetings: The Association, upon proper notice to and approval by the Superintendent, shall have the right to call Association meetings whenever students are not in attendance.

3.6 Agenda Requests: If requested by the Association, the Board shall place on the agenda of any regular Board meeting matters brought to its attention by the Association as per Board policy.

3.7 Consultation: The Association shall be consulted regarding curriculum organization, scheduling, and homeroom placement. For the purpose of this section of Article III, the term "consultation" shall be defined as meaning at least one (1) formal meeting per year, with no more than three (3) members of the Association meeting with the Superintendent of Schools, and that their suggestions be submitted in written form.

3.8 Board Document Distribution: The Board shall furnish the Association president with the following documents as soon as they are received, completed, or compiled, after distribution to the Board:

- A. Board packet minus executive session minutes and other confidential material;
- B. Approved minutes of the Board meetings;
- C. Monthly budget summaries;
- D. Board policy manual;

- E. Annual auditor's report and management letter and annual financial report on the state form;
- F. Current fiscal year budget on the state form;
- G. Statistical information pertaining to teacher step placement, salary lane placement, ESP category of position, seniority, and present insurance coverage;
- H. Employee lists including home addresses and listed telephone;
- I. Schedule and/or cancellation of all Board meetings. Special meetings will be posted.

3.9 Association By-Laws: A copy of the by-laws shall be posted in staff lounges and will be distributed to all staff members with any new contract.

Article IV - Employment Conditions

4.1 Employee Work Day

A. Teacher Work Day: The teacher work day shall begin at 8:05 a.m. and end at 3:35 p.m. If the teacher is assigned after school bus duty, by administration, their work day will begin at 8:15am and end at 3:45pm. The teacher day shall include such extra time as may be necessary to accommodate prearranged parent teacher conferences, special education conferences or hearings, emergencies when the presence of teacher(s) is necessary and student misconduct which occurs at the end of the day. On early dismissal days preceding Thanksgiving, Christmas, and Spring Break, the teacher work day will begin at 8:15am and end at 2:30pm.

Students will be dismissed at 2:30 p.m. on identified days for the following purposes:

2:30-3:35: Professional Development

B. ESP Work Day: ESP work hours and day shall be as follows:

Custodian: 8 hours per day, including paid on-call lunch, 52 weeks.

Secretary: 7½ hours per day, plus 30 minute unpaid lunch, 200 days per year.

Bus Driver: 176 days per year, with additional days as needed and approved by the Superintendent.

Head Cook: 8 hours per day, including paid on-call lunch, 180 days per year.

Assistant Cook: 8 hours per day, 177 days per year, including paid on-call lunch, with additional days as needed and approved by the Superintendent.

Cook's Aide: 7 hours per day, 172 days per year, including paid on-call lunch, with additional days as needed and approved by the Superintendent. (Cooks do not work Institute days or full parent/teacher conference days.)

Teacher's Aide: 7½ hours per day, 176 days per year, exclusive of a 30-minute lunch. Work hours will be determined by the Superintendent, with additional days as needed and approved by the Superintendent. Pre-approval must be given for additional hours beyond contractual hours.

Those employees with a paid lunch are on-call during lunch and may have to adjust their time based on workload.

2. An A.M. and P.M. break can be taken at the discretion of the employee unless given specific times by the Administration.

Part Time Employees: Employees that are projected to work less than 500 hours per year will be considered part time.

C. Medical or Emergency Situations: If a staff member is absent 30 minutes or less for a medical or emergency situation, they will not be docked a ½ day if they cover their absence internally on a volunteer basis with Administrative approval, sign in and out, and provide proper documentation for absence and do not exceed 3 instances per year. Failure to comply with all requirements will result in ½ day docked of employee's choice (either ½ sick day or ½ personal day).

D. Duty-Free Lunch Period: During the work day, the employee shall be entitled to a duty free lunch period equal to that of the students, but in no case less than thirty (30) minutes.

E. Teacher Preparation Time: A planning period equal to one (1) class period shall be included in the schedule of each full-time junior high school teacher. A total of not less than fifty (50) minutes preparation time for full-time elementary teachers will be scheduled during each normal school day.

F. Staff Meetings:

Teachers responsible for student supervision shall be excused from the meetings and are responsible for getting needed information from his/her immediate supervisor the next school day.

ESP may attend any/all staff meetings if his/her job responsibilities will allow it. Administration shall allow time for ESP concerns and questions. If an ESP cannot attend, but would like an issue raised at the scheduled staff meeting, he/she may put his/her concern or comment in writing and present to the Administration prior to the scheduled meeting. If possible, staff meetings for ESP's shall be conducted once a month, or at least once every two months, as scheduled by the Superintendent.

G. Parent/Teacher Conferences: There shall be no more than two (2) formal Parent-Teacher Conference days per year, as approved within the official school calendar, that extend beyond the regular work day.

If a parent(s) is unable to attend a scheduled conference deemed necessary by the teacher and the principal during the regularly scheduled conference day(s), release time shall be granted by the building principal.

H. School Calendar: The Board shall establish for the coming year, a school calendar which does not exceed one hundred eighty-five (185) school days. The calendar shall contain no more than one hundred eighty (180) teacher work days, of which no more than six (6) may be in-service/conference days. Emergency days that are not used for emergency purposes may be designated as special holidays at the Board's discretion. All the above requirements must be in compliance with the *Illinois State School Code*.

I. Exceptions to the Normal Day:

1. On days of inclement weather (hot or cold) when school begins late or dismisses early, all employees will be dismissed 15 minutes after students, or start 15 minutes before students, as applicable.

2. When both school buildings are closed to students as determined by the Administration, due to severe inclement weather or Act of God, all 12 month employees shall not be required to report to work for regularly assigned duties. They must make up hours missed. A pre-designated employee will be contacted

by the Superintendent to check both buildings. Employees shall be required to perform extra-curricular duties if those activities are not cancelled or postponed.

4.2 Tentative Job Assignments: The Board of Education, upon recommendation of the Administration, reserves the right to place any employee in any position for which he/she is legally qualified. Changes in tentative assignment will not be made without prior discussion of said change with the employee(s) involved. Notification to employees of the following year's tentative assignment will be made by the last day of school. In the event a change in tentative assignment must be made after August 1, those employees so affected will be allowed to resign if they cannot accept said change. The resignation will become effective twenty-four (24) hours after a suitable replacement has been found, but in no event more than thirty (30) days after such resignation.

4.3 Extra-Duty Assignments: All extra-duty and/or coaching vacancies must be posted and shall be assigned after conferring with the employee. The Board shall not hire persons not currently employed by the district for extra-duty and/or coaching positions if interested and qualified employees acceptable to the Board are available.

Coaches and sponsors may not drive the bus to the activity or sport they are in charge of.

4.4 Vacancies: Whenever a teaching or extra-curricular vacancy occurs during the school year, the Association president shall be notified within five (5) working days. The Association president shall, in turn, advise the employees covered by this Agreement. Any employee desiring a change in assignment, e.g., building, grade level, subject area, work area, shall express this concern by submitting a letter to the Superintendent. When it is necessary to transfer employees involuntarily or to reassign employees within the list the Superintendent's decision shall be based upon consideration of factors that include without limitation certifications, qualifications, merit and ability (including performance evaluations, if available) and relevant experience. Length of continuing service with the District will not be considered a factor, unless all other factors are determined to be equal.

4.5 Fair Share

A. It is recognized that the negotiations and administration of this Agreement entail expenses which appropriately are shared by all employees who are beneficiaries of said Agreement. To this end, if an employee does not join the Association, such employee will:

Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration. The total amount shall not exceed that amount established as regular Association dues.

Pay directly to the Association a like sum. In the event the employee wishes contributions to be handled through payroll deductions, the money shall be remitted to the Association in the manner provided in Article III, Section 4.

The Association shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required of members of the Association, and which describes the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining fair share.

The obligation to pay a fair share fee to the Association will not apply to any employee who, on the basis of a *bona fide* religious tenet or teaching of a teacher or religious body of which said employee is a member, objects to the payment of a fair share fee to the Association. In the event that a religious objection

is filed by a non-member of the Association and collection made of the fair share fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization.

In the event such an authorization is not signed or such direct payment is not made within sixty (60) days following the commencement of employment, the Board shall deduct the fair share fee in equal payments from the regular salary check of the employee.

B. Fair Share Notice and Objection: The Association shall send by first-class mail, a notice to each non-member (1) specifying the amount of fair share fee to be deducted, and (2) advising that any non-member may object to the amount of the fee, and (3) describing the process for filing objections.

The Association shall post the same fair share notice on all bulletin boards.

The Association shall certify to the Board that said notice has been mailed to all Association non-members in the bargaining unit.

Such fee deducted by the Board shall be remitted to the Association no later than ten (10) calendar days after such deductions are made.

C. Hold Harmless Provision: The IEA-NEA agrees to indemnify and save the Board harmless against any liability which may arise by reasons of any action taken by the Board in complying with the provisions of Section A, including reimbursement for any legal fees or expenses incurred in connection therewith.

The Board agrees to promptly notify the Association in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement the provisions of Section A above and, if the Association so requests in writing, to surrender claims, demands, suits, or other forms of liability.

In the event that an objection is filed by a non-member during the term of this Agreement, the Board shall continue to deduct the fair share fee from the objecting employee's pay, but shall transmit the portion of said fee objected to the Illinois Educational Labor Relations Board which shall hold the fee in escrow. The IELRB shall investigate and consider the fair share fee objections and determine the amount to be apportioned to the non-member and to the Association.

D. Grandfather Provision: The provisions of the Fair Share Clause shall not apply to any person who was a member of the bargaining unit and did not belong to the Association as of January 1, 1988, except and unless should those persons at some future date voluntarily agree to either the Fair Share Provisions or take out a membership in the Association. Further, it is understood members of the Association shall maintain their membership during the life of this Agreement or be subject to the Fair Share Provisions.

In addition to the foregoing, this provision of Fair Share shall not apply to any ESP who was (or will become) an employee of this District as of September 1, 1990, except and unless should those ESP's at some date after September 1, 1990, voluntarily agree in writing to either the Fair Share provisions, or take out a membership in the Association. Further, it is understood members of the Association shall maintain their membership during the life of this Agreement or be subject to the Fair Share provisions.

4.6 The administration may hold a monthly meeting that is mandatory for all regular bus drivers. There will be 48 hours advance notice given for this meeting. The purpose of this meeting will be to schedule the extra bus run assignments for the upcoming month.

Bus runs will be assigned on a rotational basis by the superintendent or his/her designee. Assignments will be based on overtime equalization. Regular bus drivers will be afforded two (2) instances of refusal with no less than forty-eight (48) hours of advance notice.

4.7 ESP Probationary Period: ESP's new to the District shall have a 90 day probationary period. Probationary employees shall be paid 100% of the pay rate and benefits expressed in this Agreement. Non-probationary employees shall be given reasonable notice and good reason for discipline.

4.8 Opportunity to Address the Board: When an employee is called before the Board to discuss the continuance of his/her employment, he/she shall be given the opportunity in closed session to address the Board in his/her own behalf and to have an Association representative present. The decision of the Board shall be final.

Article V - Employee Evaluation

5.1 Teacher Evaluation

A. No formal teacher evaluation shall take place until the building principal or evaluator acquaints each teacher under his/her supervision with the evaluation procedures, standards, and instruments. The building principal or evaluator shall advise each teacher as to who shall observe and evaluate the teacher's performance.

B. The evaluator shall observe the actual performance of the teacher and shall make direct observation of the teacher prior to each written evaluation. A planning conference will be held prior to the formal observation and the teacher shall complete a pre-observation conference document prior to the conference. At the conference both the administrator and teacher shall discuss the pre-observation document and set a date and time for the formal observation. A post observation conference will be held with the teacher prior to filing the evaluation in the teacher's personnel file.

C. The evaluator shall formally evaluate each teacher in writing using an evaluation instrument developed in cooperation with the Association. The plan shall include a description of each teacher's duties and responsibilities and the standards to which that employee is expected to conform. All formal observations shall be done with the full knowledge of the employee. Notice shall be given as to the approximate date of observation, e.g., "Next week K-3 will be formally observed."

D. Non-tenured teachers shall be formally evaluated at least twice each year.

E. Tenured teachers shall be formally evaluated at least once every two (2) years.

F. The evaluator shall specify in the written evaluation, strengths and weaknesses, with supporting reasons for the comments made in the written evaluation. For tenured teachers rated unsatisfactory, the procedures of section 24-A-5 of the *Illinois School Code* shall apply, and not the grievance procedure outlined herein.

G. The teacher shall sign copies of the written evaluation. If the teacher feels that his/her formal evaluation is incomplete, inaccurate, or unjust, he/she may put his/her objections in writing. The evaluator shall sign the teacher's objection, if any, a copy of which shall be given to the teacher and one copy attached to the evaluation report to be placed in teacher's official personnel file.

H. Nothing contained herein shall limit the right of management to utilize informal observations and other first hand evaluative criteria for considering competency of any teacher.

I. Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in A through G. All other aspects of evaluation, including but not limited to criteria, instruments, or personalities, shall not be grievable.

5.2 ESP Evaluation:

A. All ESP shall be evaluated at least once each year.

B. The principal shall give the employee a copy of his/her evaluation. The ESP shall have a conference regarding the evaluation if he/she requests.

C. ESP shall be evaluated using the approved evaluation document.

D. The Board reserves the right to assign administrators to perform evaluations, and to establish, at its sole discretion, acceptable levels or quality of employee performance or conduct, whether or not information regarding the same is a part of the evaluation. The evaluator shall provide the employee with reasonable assistance to improve the quality of his/her work as well as written statement of any deficiencies.

E. The employee shall sign copies of the written evaluation. If the employee feels that his/her formal evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing. The evaluator shall sign the employee's objection, if any, a copy of which shall be given to the employee and a copy attached to the evaluation report to be placed in the employee's personnel file.

Article VI - Leaves

6.1 Sick Leave: Each employee shall be entitled to twelve (12) days sick leave per school year. Sick leave shall be allowed to accumulate to a maximum of three hundred sixty (360) days. Sick leave shall be determined to mean personal illness, quarantine at home, or serious illness or death in one's immediate family. For the purposes of this Agreement, immediate family shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Absence due to pregnancy-related disabilities will be included under sick leave provisions.

6.2 Professional Conference Leave: Upon the discretion and approval of the building principal, and the Superintendent, employees shall be allowed to attend professional conferences related to their discipline or teaching assignment.

Expenses for registration, lodging, and travel shall be advanced to the employee before the conference date. Other expenses shall be reimbursed within fifteen (15) days after a voucher is submitted with necessary/available receipts. Should the employee not attend, except for an Act of God, the employee shall return the amount advanced by the District for travel and lodging. Failure to reimburse the District shall result in payroll deduction.

6.3 Personal Leave: Each employee shall be granted two (2) days personal leave at full pay per school year to be used for personal business. Any unused days beyond two (2) shall accumulate as sick leave. Except in cases of an emergency, written advance notice of the necessity for personal leave shall be submitted three (3) school days prior to date of leave to the Superintendent or his/her designee. In cases of an emergency, the employee must provide reason for the leave as soon as possible and in any event, no later than the day he/she returns to duty. ESP's who are employed seven (7) or more hours per day shall receive

two (2) personal days, and ESP who are employed for less than seven (7) clock hours per day shall receive one (1) personal leave day.

Personal leave, except in the case of an emergency, shall not be honored the day prior to or after vacation periods or holidays except by specific approval of the Superintendent. No more than a total of four (4) teachers in the District may take personal leave on the same day.

6.4 Association Leave: The Board shall provide a total of six (6) days of Association Leave per school year to be utilized at the discretion of the Association for attendance at official IEA/NEA conferences, workshops and legislative hearings with the cost of the substitute teacher (if one is employed) to be reimbursed by the Association to the District. These days shall accumulate over the life of the Agreement. No more than two (2) employees per school day shall be allowed to use Association Leave. Every effort shall be made by the Association to notify the Superintendent's office five (5) school days prior to leave.

6.5 Court Appearance: Any employee called for jury duty, subpoenaed to testify, or has a District-related suit scheduled to be heard during working hours shall be paid his/her full salary for such time and suffer no loss of benefits or contractual advantage. Daily rates received for such duties shall be reimbursed to the Board only for those working days when the teacher was absent and shall not include any compensation received for food or travel.

6.6 Leaves of Absence Without Pay:

A. Leaves of absence may be granted without pay to tenured teachers, or ESP's who have completed the probationary period, who have rendered service to the District and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District and the value of continued employment to the District as determined by the Board.

B. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction for students. Leaves of absence without pay for not more than one (1) year may be granted to tenured employees according to the following conditions.

1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is desired, subject to approval of the Board.

2. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request to the Board.

C. Leaves may be granted for:

1. Maternity;

2. Advanced study leading to a degree in an approved university;

3. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel shall improve the education program;

4. Military service;

5. Other reasons acceptable to the Board which will improve the educational program of the District.

D. Employees on approved leaves shall retain seniority. A year's seniority shall be granted for the year of the leave if more than ninety (90) days were worked during the school year.

- E. Employees on such leave, with the consent of the carrier, may maintain insurance benefits by making timely payments of all premiums which may be due to the District for any prorate costs of benefits for which they apply.
- F. Employees shall not advance on the salary schedule while on any approved leave of absence without pay unless working more than ninety (90) days during the school year.
- G. Failure of teacher or ESP to notify the District of intention to return at least ninety (90) days before the end of the school year or the semester prior to resuming duties shall be considered as a resignation from employment, including continued contractual service thereby removing the Board's obligation to reassign the employee to duties within the District.
- H. An employee who has entered upon continued contractual service (tenure) shall be eligible for maternity leave, including adoption, without salary, subject to the following conditions:
1. The employee shall advise the Superintendent or his designee of her pregnancy no later than the third month of pregnancy or upon ascertainment of such condition, whichever shall be the later. At such time she shall provide a written statement from her obstetrician or physician indicating the expected date of delivery and an opinion that the employee may safely continue in her employment and perform all her regular teaching duties during her pregnancy. From time to time the Superintendent or designee may request the employee to furnish subsequent statements from her doctor indicating her continued ability to perform her teaching duties.
 2. Application for such leave shall be made in writing to the Superintendent or designee at least one hundred twenty (120) calendar days prior to the anticipated birth of the child.
 3. The employee and the Superintendent or designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. A leave shall commence no later than
 - 1) the actual date of the delivery of the child;
 - 2) thirty (30) calendar days prior to the anticipated date of delivery;
 - 3) the date on which the employee is unable to continue regular, full-time employment, whichever shall first occur. Such leaves which commence during the summer recess shall begin no later than July 1st.
 4. Sick leave shall not be applicable during the period of the maternity leave. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the District.
 5. In all instances in which an employee is granted a maternity leave of eight (8) months or more, as a condition thereof she shall advise the Superintendent in writing at least one hundred eighty (180) calendar days prior to the termination of such leave that she intends to return to employment. Failure to advise the Superintendent or his designee of intent to return as required by this policy shall be treated as an election not to return to employment and as a resignation from the District.
 6. An employee returning from maternity leave shall submit evidence from a qualified physician that she is medically able to perform all of her working duties with her notice of intent to return.

7. Nothing herein shall be construed as requiring any employee to apply for a maternity leave. An employee not eligible for or not desiring maternity leave may utilize accumulated sick leave during any period of disability related to the pregnancy and/or to the delivery of the child. Such employee shall return to employment immediately following the termination of such disability.

6.7 Employees on Leave - Insurance: (As it applies to educational institutions.)

A. Employees shall be entitled to twelve (12) weeks of unpaid leave pursuant to the Family and Medical Leave Act of 1993. The Board shall continue to pay the employee's health insurance premiums for up to twelve (12) weeks while the employee is on such leave. The Board shall otherwise comply with the provisions of the Family and Medical Leave Act of 1993.

F. After twelve (12) weeks, any employee on a Family and Medical Leave shall have a right to participate in the District's group health and life insurance program at his/her own expense. Premiums must be paid by the first day of each month. The employee on leave is responsible for keeping premium payments current. The employee shall be given notification of delinquent insurance payments at least five (5) working days prior to being dropped from coverage.

6.8 Leave for Bereavement in the Family: Each employee shall be entitled to a leave without loss of pay or benefits during each school year as follows: Bereavement within the immediate family, (parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, legal guardians, aunts, uncles, cousins, or members of the household) shall be allowed two (2) days leave and additional days if necessary. The additional days will be charged to sick days.

Sick Leave Transfer: If an employee has exhausted his/her accumulated sick leave, other employees shall be allowed to donate up to two (2) sick leave days per year from his/her accumulated sick leave amount

Administration reserves the right to require documentation to verify any leave.

Article VII - Pupil Discipline

7.1 Teacher/ESP Responsibility: The Board recognizes that the teacher has the primary responsibility for discipline within his/her classroom.

The Board encourages ESP to communicate with the administrators and explain thoroughly any problems or continuing problems with student discipline. The Board and Administration shall have the right to establish rules for the discipline of students by ESP.

Responsibility shall extend through the school grounds, on bus trips, and at all school sponsored activities.

7.2 Procedures: Procedure for discipline, suspension and expulsion of students from school shall be distributed to students and employees at the beginning of each school year. These procedures will be enforced by the Administration.

7.3 Complaints: All complaints by a parent, student, or other citizen of the District against an employee shall be called to the attention of the employee by the employee's principal within twenty-four (24) hours or the next school day from the time of the complaint.

Article VIII - Reduction in Force

8.1 Attrition: When the Board of Education deems it necessary to reduce the number of employees in the District because of reasons such as declining enrollments, inadequate finances, the elimination of programs, or consolidation, every effort will be made to make reductions through attrition.

8.2 Reduction: If this is not possible, then reductions shall be in accordance with the *Illinois State School Code* and this Agreement.

8.3 Recall for Teachers: Recalls shall be made in compliance to the *Illinois State School Code*

8.4 Joint RIF committee: Board and Association shall convene a Joint RIF Committee, which shall meet on or before December 1st.

8.5 ESP Reduction in Force: In cases of reduction in force due to a decision of the Board to reduce the number of ESP employees, or to eliminate a particular type of educational support service, reduction in force shall be in reverse order of seniority within the following categories of position:

1. Regular/Shuttle Bus Driver
2. Custodian
3. Secretary
4. Cook
5. Cook's Aide
6. Aide

A. If a position becomes available within one (1) calendar year of the beginning of the fall semester following that layoff in which the ESP has seniority, he/she shall have the right to be recalled.

B. An ESP shall earn one (1) year of seniority for each school year he/she works in a particular category of position. Full time for ESP positions shall be what is typical of employees who work the most regularly scheduled hours for that category of position.

8.6 Employee Seniority Lists: The Administration in cooperation with the Association President will provide a copy of the seniority list for all employees by the first (1st) of February of each year.

8.7 Discipline of ESP Employees: If a non-probationary ESP employee is dismissed for a reason(s) other than reduction in force, or suspended without pay, such employee shall be given reason(s) for such dismissal, or suspension without pay, in writing and an opportunity to meet with the Board in closed session to discuss the reason(s) for his/her dismissal or suspension without pay. The ESP shall meet with the Board within 10 calendar days of notification of dismissal or suspension without pay.

Article IX - Grievance Procedure

9.1 Definitions

A. Any claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of the terms of the Agreement shall constitute a grievance.

B. All time limits consist of school days, except when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of this grievance procedure shall mean employee work days.

C. At least one (1) Association representative may be present if requested by the aggrieved at any meeting, beyond the building level, relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the supervisor and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

9.2 Grievance Steps: The parties hereto acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. If however, such informal processes fail to satisfy the employee, a grievance shall be processed as follows:

A. A grievance must be filed within fifteen (15) days of the occurrence of the event which initiated the grievance. Failure to do so constitutes a waiver of the right to file for that particular event.

B. Step One: The employee must present the grievance in writing specifying the article and clause alleged to have been violated and stating the remedy sought to the supervisor immediately involved. The supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The aggrieved employee and the immediately involved supervisor shall be present at the meeting. The supervisor shall provide a written response to the grievance to the aggrieved employee within five (5) days after the meeting.

C. Step Two: If the grievance is not resolved at Step 1, or the time limits expire without the issuance of the supervisor's written reply, the aggrieved employee and a representative, if one is requested by the aggrieved employee, shall refer the grievance to the Superintendent or the Superintendent's official designee within ten (10) days after the receipt of the Step 1 answer. The Superintendent shall arrange for a meeting with the aggrieved employee and the Association representative, if one has been requested, to take place within ten (10) days of his/her receipt of the appeal. Upon conclusion of the hearing, the Superintendent shall have ten (10) days in which to provide a written decision to the aggrieved employee. This answer shall include reasons for the decision.

D. Step Three: If the Association is not satisfied with the disposition of the grievance at Step 2 or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration. The parties shall jointly contact the Federal Mediation and Conciliation Service (FMCS) to provide a list of arbitrators. The parties will then meet within five (5) days to alternately strike from the list. Either party has a right to strike an entire list and request a new list. The Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA) shall be followed during the arbitration proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step 2 answer, then the grievance shall be deemed withdrawn.

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party.

2. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provision of the agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the School Board and the Association, and his decision must be based solely upon his interpretation of the meaning or application of the express relevant language of the agreement.

3. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and/or any FMCS costs shall be divided equally between the Board and the Association.

4. If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties order a transcript, the cost of the two transcripts shall be divided equally between the Board and the Association.

9.3 Bypassing Steps: If the Association and the Superintendent agree, Step 1 of the grievance procedure may be bypassed and the grievance brought directly to Step 2.

9.4 Class Grievances: Class grievances involving one or more employees and one or more supervisors and grievances involving an administrator above the building level, may be initially filed by the Association at Step 2.

9.5 Association Participation: The Board acknowledges the right of the Association's grievance representative to participate in the presentation of a grievance at Step 2 or Step 3, if requested by the aggrieved, and no employee shall be required to discuss any grievance at these steps if the Association's representative is not present.

9.6 Information Access: The Administration shall cooperate with the Association in its investigation of any grievance and will provide the Association with any readily available information requested for the processing of any grievance. It is further understood by the parties that the School District will not assume any costs, other than their own, required as a result of the processing or presentation of any grievance.

Article X - Professional Compensation and Fringe Benefits

10.1 Salary Schedule and Payment Procedures: A copy of the salary schedule agreed to by the Board and the Association is attached as Appendix I. The ESP salary schedules are attached to and made a part of this Agreement as Appendix III.

A. Employees will receive their paychecks by direct deposit on or before the 1st and 15th of the month, except for January 1st (it will be the first banking day after.) Paystubs may be printed by employee with their personal login.

Employees may elect to receive their pay in either nine (9) or twelve (12) months. Employees electing to be paid in nine (9) months will receive eighteen (18) pays. Employees electing to be paid in twelve (12) months will receive twenty-four (24) pays.

B. The number of sick days accumulated by the employee shall be recorded on each pay stub. Days will be updated on the last payroll check of the month for time lost during the preceding month.

C. Work hours will be recorded and kept with necessary adjustments, such as overtime and pay docks, made on a monthly basis.

Corrections in payroll must be brought to the attention of the administration within ten (10) days of the end of the pay period.

10.2 Mileage: Mileage for authorized travel shall be reimbursed at the current IRS rate as of July 1, and shall be used for the entire fiscal year.

10.3 Substitute Teaching: Every effort shall be made to secure qualified substitute teachers to assume the duties of a regular employee in his/her absence. For emergency situations (when no substitute is available) each school shall maintain a list of employees who would be willing to substitute during his/her planning period. Should it be necessary for an employee to teach, supervise, or perform administrative duties during his/her planning period due to the unavailability of a substitute, such employee shall be compensated at the

rate of \$15.00 per period. In the event that there is not an adequate number of, volunteer, internal substitutes, the administration reserves the right to designate or assign the responsibility on a rotating basis to the available employees. Payment for all substituting and extra volunteer duty beyond the normal work day shall be as follows:

If an aide who is also qualified as a certified substitute teacher is required by the Administration to act as a substitute teacher at any time during the school day, that aide shall be paid at the prorated substitute amount for amount of time worked or regular pay, whichever is greater.

10.4 Health Insurance Contribution:

The Board shall contribute up to:

2018-19: \$425.00

2019-20: \$450.00

2020-21: \$475.00

2021-22: \$500.00

per month towards the cost of health insurance for individual coverage for each employee who enrolls in one of the District's health insurance plans

If any certified employee, who is employed at the signing of this contract, chooses not to participate in the District's health insurance plans, The Board will provide:

Sept. 2018-Nov. 2018: \$320.00

Dec. 2018-Aug. 2019: \$200.00

Sept. 2019-2020: \$100.00

per month as salary pursuant to the Section 125 plan. The employee will pay any contribution due to the TRS.

The Board shall carry a minimum of \$20,000.00 life insurance on each employee, face value subject to any policy restrictions.

10.5 Extra-Curricular Salary: Extra-curricular salary is an amount paid to employees for responsibilities or duties beyond his/her regular class load or work assignment. Extra-curricular salary shall be paid in a lump sum. Payment may be received at the next available pay period after all equipment and uniforms are inventoried and checked in with administration. Such extra-curricular salary will be refunded to the district if for any reason the activity is canceled. All extra-duty pay shall be paid in accordance with Appendix II.

10.6 Contribution for Early Notification of Retirement Plan:

Any teacher who has twenty (20) or more years of creditable service in the district and provides an irrevocable notice of retirement by September 1, or thirty (30) days from the ratification of this successor agreement of their final year of service, shall receive a supplemental payment from the Board in his/her final paycheck prior to the end of the school year. The payment will be the amount equal to the difference between the teacher's actual percentage increase in TRS creditable earnings for that year and 3% of his/her prior year's creditable earnings. If a teacher's actual increase in TRS creditable earnings is equal to, or exceeds 3%, the Board shall not provide any additional supplement to that teacher.

10.7 ESP Overtime: If an ESP is required to work more than the regularly scheduled hours, he/she shall be paid his/her regular hourly rate, except if the number of hours in a work week exceeds forty (40), the time in excess of forty hours shall be time and one-half. All overtime shall be pre-approved by the Superintendent or his/her designee. Additional hours worked will be paid at the next pay day, if hours are turned in when time sheets are due, according to the schedule in Appendix IV. Any scheduled event such as: holiday tournament, antique show, etc., with known pre-approved overtime will be posted a week in advance at both

buildings. At administrative approval, comp time could be exchanged for overtime. Use of any comp time must be pre-approved by the administration.

10.8 ESP Holidays: Twelve (12) month ESP shall have the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day (When school is in session, the employee will receive a pre-approved day off.)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Each twelve (12) month full time hourly employee will receive eight (8) hours pay at his/her straight time rate for holidays, and salaried employees shall have the day off. The ESP must have completed forty-five (45) days of service to qualify for holiday pay. If a holiday falls on a Saturday or Sunday, the employee has the option of eight (8) hours of pay or a pre-approved day off.

Ten and one-half (10½) month secretaries and nine, (9) month cooks shall not be required to work the student Christmas break and spring break.

10.9 Vacations: After a year of continuous employment, twelve (12) month employees shall be eligible for a vacation on the following basis:

After 1 yr.	–	5 working days
After 2 yrs.	–	10 working days
After 5 yrs.	–	13 working days
After 10 yrs.	–	15 working days
After 20 yrs.	–	20 working days

Vacation time must be used within one (1) year of the date the employee is eligible for vacation, or the vacation days are lost. Vacation time shall not accrue. Employees terminating their employment shall be entitled to prorate remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one (1) year. Vacation remuneration shall be paid only when employment is terminated by action of the Board or by two (2) weeks notice in writing from the employee.

If the employee's start date begins after the fiscal year, July 1st – June 30th, vacation time will be pro-rated.

Requests for vacations shall be submitted to the administrator to whom the employee is responsible and must be approved by the Superintendent. Vacations shall be taken during the time when

school is not in session, except by special arrangement with the Superintendent or the Superintendent's designee.

10.10 Required Reimbursement: The Board shall pay any fees connected with any Board required physical, drug test, or any additional examination of any employee by a physician licensed in Illinois to practice medicine in all its branches. The Board shall have the right to specify the physician or testing agency. The Board shall also pay for all license conversion fees and renewals for ESP.

10.11 Extra Teaching Duties: Any teacher required to teach a class for academic credit before or after the normal work day, e.g., early bird class, will be paid 1/7th of their regular salary on a seven (7) period day, unless otherwise compensated or working on a mutually agreed upon alternate schedule. Other extra teaching instructional duties such as homebound and after school will be paid an hourly rate based on B.S. step 0. After school tutoring shall not be subject to this provision.

Summer school teachers will be paid at a rate of \$20.00 per hour.

10.12 Reimbursement for College Credit: The Board shall pay for approved college credit for certified staff at a rate of \$90.00 per semester hour. In the event the credit was included in a workshop registration fee paid by the Board, the above shall apply. Any college credit for movement on the salary schedule will be based on pre-approved graduate level courses.

10.13 Free Meals for Lunch/Breakfast Duty: Employees who perform lunch duty shall receive a free cafeteria lunch.

10.14 State Mandated Training: Staff required to attend classes for any state mandated training will be compensated as follows:

Certified Staff- \$15.00 per hour

Non-Certified Staff- Regular hourly rate

Article XI - Representative Referendum

The Representative Referendum shall be conducted pursuant to the *Illinois Educational Labor Relations Act*.

Article XII - Duration and Related Technical Clauses

12.1 Duration: This Agreement shall become effective August 30, 2018, and shall continue in effect until August 31, 2022. When either party executes written notification to the other party prior to April 1 of the year the contract terminates that it wishes to renegotiate the Agreement, the Board shall meet with the Association no later than sixty (60) days after receipt of the notification, and negotiations shall continue in an effort to reach an agreement.

12.2 No Strike: The certificated full-time and part-time teaching personnel and all ESP represented by the Association agree not to strike, or engage in or support or encourage any concerted refusal to render full and complete services in the school district or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the schools.

12.3 Complete Understanding: The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The Board shall not take any action which shall violate any of the specific provisions of this Agreement.

12.4 Recognition of this Agreement: This Agreement supersedes and nullifies all previous written agreements between the Board and the Association.

12.5 Separability: Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in effect. Should any additional modification or change be made in this Agreement it shall be necessary that the parties mutually agree in writing.

This Agreement is signed this _____ day of _____, _____, in witness thereof:

FOR THE ROSSVILLE-ALVIN EDUCATION ASSOCIATION, IEA/NEA:

President

Secretary

Chief Negotiator

FOR THE BOARD OF EDUCATION, ROSSVILLE-ALVIN UNIT SCHOOL DISTRICT # 7:

President

Secretary

Chief Negotiator

**APPENDIX I
Teachers' Salary Schedule
2018-2022**

Rossville 2018-2019 Certified Salary Schedule

Step	B.S.	Step	MS	Step	MS+8
0	\$33,533	0	\$35,896	0	\$36,574
1	\$34,542	1	\$36,574	1	\$37,251
2	\$35,219	2	\$37,251	2	\$37,928
3	\$35,896	3	\$37,928	3	\$38,605
4	\$36,574	4	\$38,605	4	\$39,283
5	\$37,251	5	\$39,283	5	\$39,960
6	\$37,928	6	\$39,960	6	\$40,637
7	\$38,605	7	\$40,637	7	\$41,314
8	\$39,283	8	\$41,314	8	\$41,992
9	\$39,960	9	\$41,992	9	\$42,670
10	\$40,637	10	\$42,670	10	\$43,347
11	\$41,314	11	\$43,347	11	\$44,024
12	\$41,992	12	\$44,024	12	\$44,702
13	\$42,670	13	\$44,702	13	\$45,379
14	\$43,347	14	\$45,379	14	\$46,056
15	\$44,024	15	\$46,049	15	\$46,733
16	\$44,702	16	\$46,733	16	\$47,411
17	\$45,372	17	\$47,411	17	\$48,088
18	\$46,043	18	\$48,088	18	\$48,765
19	\$46,713	19	\$48,765	19	\$49,442
20	\$47,384	20	\$49,442	20	\$50,120
21	\$48,054	21	\$50,120	21	\$50,797
22	\$48,725	22	\$50,797	22	\$51,474
23	\$49,396	23	\$51,474	23	\$52,151
24	\$50,066	24	\$52,151	24	\$52,829
25	\$50,737	25	\$52,829	25	\$53,506
26	\$51,408	26	\$53,506	26	\$54,183
27	\$52,079	27	\$54,183	27	\$54,860
28	\$52,749	28	\$54,860	28	\$55,538
29	\$53,420	29	\$55,538	29	\$56,215
30	\$54,091	30	\$56,215	30	\$56,892

A. Shelter: All T.R.S. and T.H.I.S. contributions shall be tax sheltered. Should such contributions become illegal the Board contribution shall become income for tax purposes.

B. The Board shall pick up and pay on behalf of each teacher ~~the~~ up to 9.4% of T.R.S. and up to 1.54% of T.H.I.S. contributions.

APPENDIX I
Teachers' Salary Schedule
2018-2022

Rossville 2019-2020 Certified Salary Schedule

Step	B.S.	Step	MS	Step	MS+8
0	\$34,539	0	\$36,973	0	\$37,671
1	\$35,578	1	\$37,671	1	\$38,368
2	\$36,276	2	\$38,368	2	\$39,066
3	\$36,973	3	\$39,066	3	\$39,764
4	\$37,671	4	\$39,764	4	\$40,461
5	\$38,368	5	\$40,461	5	\$41,159
6	\$39,066	6	\$41,159	6	\$41,856
7	\$39,764	7	\$41,856	7	\$42,554
8	\$40,461	8	\$42,554	8	\$43,251
9	\$41,159	9	\$43,251	9	\$43,950
10	\$41,856	10	\$43,950	10	\$44,648
11	\$42,554	11	\$44,648	11	\$45,345
12	\$43,251	12	\$45,345	12	\$46,043
13	\$43,950	13	\$46,043	13	\$46,740
14	\$44,648	14	\$46,740	14	\$47,438
15	\$45,345	15	\$47,430	15	\$48,135
16	\$46,043	16	\$48,135	16	\$48,833
17	\$46,733	17	\$48,833	17	\$49,531
18	\$47,424	18	\$49,531	18	\$50,228
19	\$48,115	19	\$50,228	19	\$50,926
20	\$48,806	20	\$50,926	20	\$51,623
21	\$49,496	21	\$51,623	21	\$52,321
22	\$50,187	22	\$52,321	22	\$53,018
23	\$50,878	23	\$53,018	23	\$53,716
24	\$51,568	24	\$53,716	24	\$54,414
25	\$52,259	25	\$54,414	25	\$55,111
26	\$52,950	26	\$55,111	26	\$55,809
27	\$53,641	27	\$55,809	27	\$56,506
28	\$54,331	28	\$56,506	28	\$57,204
29	\$55,022	29	\$57,204	29	\$57,901
30	\$55,713	30	\$57,901	30	\$58,599

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B. The Board shall pick up and pay on behalf of each teacher up to 9.4% of T.R.S. and up to 1.54% of T.H.I.S. contributions.

APPENDIX I
Teachers' Salary Schedule
2018-2022

Rossville 2020-2021 Certified Salary Schedule

Step	B.S.	Step	MS	Step	MS+8
0	\$35,575	0	\$38,082	0	\$38,801
1	\$36,645	1	\$38,801	1	\$39,519
2	\$37,364	2	\$39,519	2	\$40,238
3	\$38,082	3	\$40,238	3	\$40,956
4	\$38,801	4	\$40,956	4	\$41,675
5	\$39,519	5	\$41,675	5	\$42,393
6	\$40,238	6	\$42,393	6	\$43,112
7	\$40,956	7	\$43,112	7	\$43,830
8	\$41,675	8	\$43,830	8	\$44,549
9	\$42,393	9	\$44,549	9	\$45,268
10	\$43,112	10	\$45,268	10	\$45,987
11	\$43,830	11	\$45,987	11	\$46,705
12	\$44,549	12	\$46,705	12	\$47,424
13	\$45,268	13	\$47,424	13	\$48,142
14	\$45,987	14	\$48,142	14	\$48,861
15	\$46,705	15	\$48,853	15	\$49,579
16	\$47,424	16	\$49,579	16	\$50,298
17	\$48,135	17	\$50,298	17	\$51,016
18	\$48,846	18	\$51,016	18	\$51,735
19	\$49,558	19	\$51,735	19	\$52,453
20	\$50,270	20	\$52,453	20	\$53,172
21	\$50,981	21	\$53,172	21	\$53,890
22	\$51,693	22	\$53,890	22	\$54,609
23	\$52,404	23	\$54,609	23	\$55,327
24	\$53,115	24	\$55,327	24	\$56,046
25	\$53,827	25	\$56,046	25	\$56,764
26	\$54,539	26	\$56,764	26	\$57,483
27	\$55,251	27	\$57,483	27	\$58,201
28	\$55,961	28	\$58,201	28	\$58,920
29	\$56,673	29	\$58,920	29	\$59,638
30	\$57,385	30	\$59,638	30	\$60,357

A. Shelter: All T.R.S. and T.H.I.S. contributions shall be tax sheltered. Should such contributions become illegal the Board contribution shall become income for tax purposes.

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APPENDIX I
Teachers' Salary Schedule
2018-2022

Rossville 2021-2022 Certified Salary Schedule

Step	B.S.	Step	MS	Step	MS+8
0	\$35,575	0	\$38,082	0	\$38,801
1	\$36,645	1	\$38,801	1	\$39,519
2	\$37,364	2	\$39,519	2	\$40,238
3	\$38,082	3	\$40,238	3	\$40,956
4	\$38,801	4	\$40,956	4	\$41,675
5	\$39,519	5	\$41,675	5	\$42,393
6	\$40,238	6	\$42,393	6	\$43,112
7	\$40,956	7	\$43,112	7	\$43,830
8	\$41,675	8	\$43,830	8	\$44,549
9	\$42,393	9	\$44,549	9	\$45,268
10	\$43,112	10	\$45,268	10	\$45,987
11	\$43,830	11	\$45,987	11	\$46,705
12	\$44,549	12	\$46,705	12	\$47,424
13	\$45,268	13	\$47,424	13	\$48,142
14	\$45,987	14	\$48,142	14	\$48,861
15	\$46,705	15	\$48,853	15	\$49,579
16	\$47,424	16	\$49,579	16	\$50,298
17	\$48,135	17	\$50,298	17	\$51,016
18	\$48,846	18	\$51,016	18	\$51,735
19	\$49,558	19	\$51,735	19	\$52,453
20	\$50,270	20	\$52,453	20	\$53,172
21	\$50,981	21	\$53,172	21	\$53,890
22	\$51,693	22	\$53,890	22	\$54,609
23	\$52,404	23	\$54,609	23	\$55,327
24	\$53,115	24	\$55,327	24	\$56,046
25	\$53,827	25	\$56,046	25	\$56,764
26	\$54,539	26	\$56,764	26	\$57,483
27	\$55,251	27	\$57,483	27	\$58,201
28	\$55,961	28	\$58,201	28	\$58,920
29	\$56,673	29	\$58,920	29	\$59,638
30	\$57,385	30	\$59,638	30	\$60,357

A. Shelter: All T.R.S. and T.H.I.S. contributions shall be tax sheltered. Should such contributions become illegal the Board contribution shall become income for tax purposes.

B. The Board shall pick up and pay on behalf of each teacher up to 9.4% of T.R.S. and up to 1.54% of T.H.I.S. contributions.

APPENDIX II
Extra-Curricular Stipends 2018-2022

Rossville Alvin Sponsor Stipends 2018-2019

Step	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Basketball 5 th /6 th	1,035	1,081	1,127	1,173	1,219	1,265	1,311				
Track, Boys	1,355	1,400	1,446	1,492	1,538	1,584	1,630				
Basketball Boys	2,132	2,208	2,285	2,361	2,438	2,514	2,591				
Basketball, Girls	2,132	2,208	2,285	2,361	2,438	2,514	2,591				
Volleyball	1,650	1,712	1,773	1,834	1,895	1,956	2,079				
Track, Girls	1,355	1,400	1,446	1,492	1,538	1,584	1,630				
Cross Country	629	660	691	721	752	782	813				
Baseball	791	821	852	882	913	944	974				
Cheerleaders	1,177	1,223	1,269	1,315	1,361	1,407	1,452				
Spelling Team	352	367	383	398	413	428	444				
NHS	588	618	649	679	710	741	802				
Play	649	679	710	741	771	802	832				
Scholastic Bowl	1,285	1,331	1,377	1,423	1,469	1,515	1,561				
Yearbook	510	525	541	556	571	587	602				
Athletic Director	3,195	3,297	3,399	3,501	3,603	3,705	3,807				
Band	1,613	1,674	1,735	1,796	1,857	1,919	1,980				
RTI	1632										

The Board of Education may hire assistants as deemed necessary for those activities with 15 or more students. Extra curricular shall be defined as activities that take place outside normal school hours. (Before and after school or lunch time)

APPENDIX II
Extra-Curricular Stipends 2018-2022

Rossville Alvin Sponsor Stipends 2019-2020

Step	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Basketball 5 th /6 th	1,056	1,103	1,150	1,196	1,243	1,290	1,337				
Track, Boys	1,382	1,428	1,475	1,522	1,569	1,616	1,663				
Basketball Boys	2,174	2,252	2,330	2,409	2,487	2,565	2,643				
Basketball, Girls	2,174	2,252	2,330	2,409	2,487	2,565	2,643				
Volleyball	1,683	1,746	1,808	1,871	1,933	1,995	2,120				
Track, Girls	1,382	1,428	1,475	1,522	1,569	1,616	1,663				
Cross Country	642	673	704	736	767	798	829				
Baseball	806	838	869	900	931	962	994				
Cheerleaders	1,201	1,247	1,294	1,341	1,388	1,435	1,482				
Spelling Team	359	375	390	406	421	437	453				
NHS	599	630	662	693	724	755	818				
Play	662	693	724	755	787	818	849				
Scholastic Bowl	1,311	1,358	1,405	1,451	1,498	1,545	1,592				
Yearbook	520	536	551	567	583	598	614				
Athletic Director	3,259	3,363	3,467	3,571	3,675	3,779	3,883				
Band	1,645	1,707	1,770	1,832	1,895	1,957	2,019				
RTI	1,665										

The Board of Education may hire assistants as deemed necessary for those activities with 15 or more students. Extra curricular shall be defined as activities that take place outside normal school hours. (Before and after school, or lunch time)

APPENDIX II
Extra-Curricular Stipends 2018-2022

Rossville Alvin Sponsor Stipends 2020-2021

Step	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Basketball 5 th /6 th	1,056	1,103	1,150	1,196	1,243	1,290	1,337	1,377			
Track, Boys	1,382	1,428	1,475	1,522	1,569	1,616	1,663	1,712			
Basketball	2,174	2,252	2,330	2,409	2,487	2,565	2,643	2,722			
Boys											
Basketball,	2,174	2,252	2,330	2,409	2,487	2,565	2,643	2,722			
Girls											
Volleyball	1,683	1,746	1,808	1,871	1,933	1,995	2,120	2,184			
Track, Girls	1,382	1,428	1,475	1,522	1,569	1,616	1,663	1,712			
Cross Country	642	673	704	736	767	798	829	854			
Baseball	806	838	869	900	931	962	994	1,023			
Cheerleaders	1,201	1,247	1,294	1,341	1,388	1,435	1,482	1,526			
Spelling Team	359	375	390	406	421	437	453	466			
NHS	599	630	662	693	724	755	818	842			
Play	662	693	724	755	787	818	849	874			
Scholastic Bowl	1,311	1,358	1,405	1,451	1,498	1,545	1,592	1,640			
Yearbook	520	536	551	567	583	598	614	632			
Athletic Director	3,259	3,363	3,467	3,571	3,675	3,779	3,883	3,999			
Band	1,645	1,707	1,770	1,832	1,895	1,957	2,019	2,080			
RTI	1,665	1,715									

The Board of Education may hire assistants as deemed necessary for those activities with 15 or more students. Extra curricular shall be defined as activities that take place outside normal school hours. (Before and after school, or lunch time)

APPENDIX II
Extra-Curricular Stipends 2018-2022

Rossville Alvin Sponsor Stipends 2021-2022

Step	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Basketball 5 th /6 th	1,056	1,103	1,150	1,196	1,243	1,290	1,337	1,377	1,418		
Track, Boys	1,382	1,428	1,475	1,522	1,569	1,616	1,663	1,712	1,764		
Basketball Boys	2,174	2,252	2,330	2,409	2,487	2,565	2,643	2,722	2,804		
Basketball, Girls	2,174	2,252	2,330	2,409	2,487	2,565	2,643	2,722	2,804		
Volleyball	1,683	1,746	1,808	1,871	1,933	1,995	2,120	2,184	2,249		
Track, Girls	1,382	1,428	1,475	1,522	1,569	1,616	1,663	1,712	1,764		
Cross Country	642	673	704	736	767	798	829	854	880		
Baseball	806	838	869	900	931	962	994	1,023	1,054		
Cheerleaders	1,201	1,247	1,294	1,341	1,388	1,435	1,482	1,526	1,572		
Spelling Team	359	375	390	406	421	437	453	466	480		
NHS	599	630	662	693	724	755	818	842	868		
Play	662	693	724	755	787	818	849	874	901		
Scholastic Bowl	1,311	1,358	1,405	1,451	1,498	1,545	1,592	1,640	1,689		
Yearbook	520	536	551	567	583	598	614	632	651		
Athletic Director	3,259	3,363	3,467	3,571	3,675	3,779	3,883	3,999	4,119		
Band	1,645	1,707	1,770	1,832	1,895	1,957	2,019	2,080	2,142		
RTI	1,665	1,715	1,766								

The Board of Education may hire assistants as deemed necessary for those activities with 15 or more students. Extra curricular shall be defined as activities that take place outside normal school hours. (Before and after school, or lunch time)

**APPENDIX III
ESP Salary Schedule 2018-22**

Rossville ESP Schedule 2018-2019

YRS	Head Cook	Asst. Cook	Cook's Aide	Teacher's Aide	1st Shift Custodian	2nd Shift Custodian	Bus Drivers	Bus Driver/Custodian
0	14.78	13.40	13.17	13.74	13.26	13.61	14.68	13.97
1	15.00	13.58	13.31	13.96	13.48	13.84	14.98	14.22
2	15.23	13.75	13.45	14.19	13.70	14.06	15.29	14.47
3	15.45	13.92	13.60	14.41	13.93	14.29	15.60	14.72
4	15.68	14.10	13.74	14.64	14.15	14.51	15.92	14.98
5	15.90	14.27	13.88	14.86	14.38	14.74	16.24	15.24
6	16.13	14.44	14.02	15.08	14.60	14.96	16.58	15.50
7	16.35	14.62	14.17	15.31	14.83	15.18	16.91	15.76
8	16.57	14.79	14.31	15.70	15.05	15.41	17.26	16.02
9	16.80	14.96	14.45	16.08	15.35	15.63	17.61	16.29
10	17.02	15.14	14.60	16.47	15.64	15.86	17.97	16.56
11	17.25	15.31	14.74	16.70	15.94	16.08	18.34	16.83
12	17.47	15.48	14.88	16.92	16.23	16.31	18.71	17.11
13	17.70	15.66	15.02	17.31	16.53	16.53	19.09	17.38
14	17.92	15.83	15.17	17.70	16.83	16.75	19.48	17.66
15	18.14	16.00	15.31	18.08	17.12	16.98	19.88	17.95
16	18.37	16.18	15.45	18.47	17.42	17.20	20.29	18.23
17	18.59	16.35	15.59	18.70	17.71	17.43	20.70	18.52
18	18.82	16.52	15.74	18.85	18.01	17.65	21.12	18.81
19	19.04	16.70	15.88	19.00	18.23	17.88	21.55	19.10
20	19.27	16.87	16.02	19.15	18.51	18.10	21.99	19.40
21	19.49	17.04	16.17	19.31	18.73	18.33	22.43	19.69
22	19.72	17.22	16.31	19.46	18.96	18.55	22.88	19.99
23	19.94	17.39	16.45	19.61	19.18	18.77	23.34	20.30
24	20.16	17.56	16.59	19.77	19.41	19.00	23.81	20.60
25	20.39	17.74	16.74	19.92	19.63	19.22	24.28	20.91
26	20.61	17.91	16.88	20.07	19.86	19.45	24.77	21.22
27	20.84	18.08	17.02	20.23	20.08	19.67	25.27	21.54
28	21.06	18.26	17.17	20.38	20.30	19.90	25.78	21.86
29	21.29	18.43	17.31	20.53	20.53	20.12	26.29	22.18
30	21.51	18.60	17.45	20.68	20.75	20.35	26.82	22.50

Custodial shifts will be determined on the basis of seniority, i.e., the most senior employee, in this category; will get first choice of shift assignment. The next senior employee will get second choice of shift assignment, and so on.

Extra Bus Runs: When an employee exceeds 40 hours during a week by working different jobs with different pay scales,(such as a custodian who drives extra bus runs),the rate of pay for the hours worked that exceed 40 shall be computed as follows:

One and a half times the blended rate, determined by calculating the average of the two hourly rates.

Rossville ESP Schedule 2019-2020

YRS	Head Cook	Asst. Cook	Cook's Aide	Teacher's Aide	1st Shift Custodian	2nd Shift Custodian	Bus Drivers	Bus Driver/Custodian
0	15.07	13.67	13.43	14.01	13.52	13.89	14.97	14.25
1	15.30	13.85	13.58	14.24	13.75	14.11	15.28	14.50
2	15.53	14.02	13.72	14.47	13.98	14.34	15.60	14.76
3	15.76	14.20	13.87	14.70	14.21	14.57	15.91	15.02
4	15.99	14.38	14.01	14.93	14.44	14.80	16.24	15.28
5	16.22	14.55	14.16	15.16	14.67	15.03	16.56	15.54
6	16.45	14.73	14.30	15.39	14.89	15.26	16.91	15.81
7	16.68	14.91	14.45	15.62	15.12	15.49	17.25	16.07
8	16.91	15.08	14.60	16.01	15.35	15.72	17.60	16.35
9	17.13	15.26	14.74	16.41	15.65	15.95	17.96	16.62
10	17.36	15.44	14.89	16.80	15.96	16.17	18.33	16.89
11	17.59	15.62	15.03	17.03	16.26	16.40	18.71	17.17
12	17.82	15.79	15.18	17.26	16.56	16.63	19.08	17.45
13	18.05	15.97	15.32	17.65	16.86	16.86	19.48	17.73
14	18.28	16.15	15.47	18.05	17.16	17.09	19.87	18.02
15	18.51	16.32	15.62	18.45	17.46	17.32	20.28	18.30
16	18.74	16.50	15.76	18.84	17.77	17.55	20.69	18.60
17	18.97	16.68	15.91	19.07	18.07	17.78	21.11	18.89
18	19.19	16.85	16.05	19.23	18.37	18.01	21.55	19.19
19	19.42	17.03	16.20	19.38	18.60	18.23	21.98	19.48
20	19.65	17.21	16.34	19.54	18.88	18.46	22.43	19.79
21	19.88	17.38	16.49	19.69	19.11	18.69	22.88	20.09
22	20.11	17.56	16.64	19.85	19.34	18.92	23.34	20.39
23	20.34	17.74	16.78	20.01	19.57	19.15	23.80	20.70
24	20.57	17.91	16.93	20.16	19.79	19.38	24.28	21.01
25	20.80	18.09	17.07	20.32	20.02	19.61	24.77	21.33
26	21.03	18.27	17.22	20.47	20.25	19.84	25.26	21.64
27	21.25	18.45	17.36	20.63	20.48	20.07	25.77	21.97
28	21.48	18.62	17.51	20.79	20.71	20.29	26.29	22.29
29	21.71	18.80	17.65	20.94	20.94	20.52	26.81	22.62
30	21.94	18.98	17.80	21.10	21.17	20.75	27.35	22.95

Custodial shifts will be determined on the basis of seniority, i.e., the most senior employee, in this category; will get first choice of shift assignment. The next senior employee will get second choice of shift assignment, and so on.

Extra Bus Runs: When an employee exceeds 40 hours during a week by working different jobs with different pay scales,(such as a custodian who drives extra bus runs),the rate of pay for the hours worked that exceed 40 shall be computed as follows:

One and a half times the blended rate, determined by calculating the average of the two hourly rates.

Rossville ESP Schedule 2020-2021

YRS	Head Cook	Asst. Cook	Cook's Aide	Teacher's Aide	1st Shift Custodian	2nd Shift Custodian	Bus Drivers	Bus Driver/Custodian
0	15.07	13.67	13.43	14.01	13.52	13.89	14.97	14.25
1	15.30	13.85	13.58	14.24	13.75	14.11	15.28	14.50
2	15.53	14.02	13.72	14.47	13.98	14.34	15.60	14.76
3	15.76	14.20	13.87	14.70	14.21	14.57	15.91	15.02
4	15.99	14.38	14.01	14.93	14.44	14.80	16.24	15.28
5	16.22	14.55	14.16	15.16	14.67	15.03	16.56	15.54
6	16.45	14.73	14.30	15.39	14.89	15.26	16.91	15.81
7	16.68	14.91	14.45	15.62	15.12	15.49	17.25	16.07
8	16.91	15.08	14.60	16.01	15.35	15.72	17.60	16.35
9	17.13	15.26	14.74	16.41	15.65	15.95	17.96	16.62
10	17.36	15.44	14.89	16.80	15.96	16.17	18.33	16.89
11	17.59	15.62	15.03	17.03	16.26	16.40	18.71	17.17
12	17.82	15.79	15.18	17.26	16.56	16.63	19.08	17.45
13	18.05	15.97	15.32	17.65	16.86	16.86	19.48	17.73
14	18.28	16.15	15.47	18.05	17.16	17.09	19.87	18.02
15	18.51	16.32	15.62	18.45	17.46	17.32	20.28	18.30
16	18.74	16.50	15.76	18.84	17.77	17.55	20.69	18.60
17	18.97	16.68	15.91	19.07	18.07	17.78	21.11	18.89
18	19.19	16.85	16.05	19.23	18.37	18.01	21.55	19.19
19	19.42	17.03	16.20	19.38	18.60	18.23	21.98	19.48
20	19.65	17.21	16.34	19.54	18.88	18.46	22.43	19.79
21	19.88	17.38	16.49	19.69	19.11	18.69	22.88	20.09
22	20.11	17.56	16.64	19.85	19.34	18.92	23.34	20.39
23	20.34	17.74	16.78	20.01	19.57	19.15	23.80	20.70
24	20.57	17.91	16.93	20.16	19.79	19.38	24.28	21.01
25	20.80	18.09	17.07	20.32	20.02	19.61	24.77	21.33
26	21.03	18.27	17.22	20.47	20.25	19.84	25.26	21.64
27	21.25	18.45	17.36	20.63	20.48	20.07	25.77	21.97
28	21.48	18.62	17.51	20.79	20.71	20.29	26.29	22.29
29	21.71	18.80	17.65	20.94	20.94	20.52	26.81	22.62
30	21.94	18.98	17.80	21.10	21.17	20.75	27.35	22.95

Custodial shifts will be determined on the basis of seniority, i.e., the most senior employee, in this category; will get first choice of shift assignment. The next senior employee will get second choice of shift assignment, and so on.

Extra Bus Runs: When an employee exceeds 40 hours during a week by working different jobs with different pay scales, (such as a custodian who drives extra bus runs), the rate of pay for the hours worked that exceed 40 shall be computed as follows:

One and a half times the blended rate, determined by calculating the average of the two hourly rates.

Rossville ESP Schedule 2021-2022

YRS	Head Cook	Asst. Cook	Cook's Aide	Teacher's Aide	1st Shift Custodian	2nd Shift Custodian	Bus Drivers	Bus Driver/Custodian
0	15.07	13.67	13.43	14.01	13.52	13.89	14.97	14.25
1	15.30	13.85	13.58	14.24	13.75	14.11	15.28	14.50
2	15.53	14.02	13.72	14.47	13.98	14.34	15.60	14.76
3	15.76	14.20	13.87	14.70	14.21	14.57	15.91	15.02
4	15.99	14.38	14.01	14.93	14.44	14.80	16.24	15.28
5	16.22	14.55	14.16	15.16	14.67	15.03	16.56	15.54
6	16.45	14.73	14.30	15.39	14.89	15.26	16.91	15.81
7	16.68	14.91	14.45	15.62	15.12	15.49	17.25	16.07
8	16.91	15.08	14.60	16.01	15.35	15.72	17.60	16.35
9	17.13	15.26	14.74	16.41	15.65	15.95	17.96	16.62
10	17.36	15.44	14.89	16.80	15.96	16.17	18.33	16.89
11	17.59	15.62	15.03	17.03	16.26	16.40	18.71	17.17
12	17.82	15.79	15.18	17.26	16.56	16.63	19.08	17.45
13	18.05	15.97	15.32	17.65	16.86	16.86	19.48	17.73
14	18.28	16.15	15.47	18.05	17.16	17.09	19.87	18.02
15	18.51	16.32	15.62	18.45	17.46	17.32	20.28	18.30
16	18.74	16.50	15.76	18.84	17.77	17.55	20.69	18.60
17	18.97	16.68	15.91	19.07	18.07	17.78	21.11	18.89
18	19.19	16.85	16.05	19.23	18.37	18.01	21.55	19.19
19	19.42	17.03	16.20	19.38	18.60	18.23	21.98	19.48
20	19.65	17.21	16.34	19.54	18.88	18.46	22.43	19.79
21	19.88	17.38	16.49	19.69	19.11	18.69	22.88	20.09
22	20.11	17.56	16.64	19.85	19.34	18.92	23.34	20.39
23	20.34	17.74	16.78	20.01	19.57	19.15	23.80	20.70
24	20.57	17.91	16.93	20.16	19.79	19.38	24.28	21.01
25	20.80	18.09	17.07	20.32	20.02	19.61	24.77	21.33
26	21.03	18.27	17.22	20.47	20.25	19.84	25.26	21.64
27	21.25	18.45	17.36	20.63	20.48	20.07	25.77	21.97
28	21.48	18.62	17.51	20.79	20.71	20.29	26.29	22.29
29	21.71	18.80	17.65	20.94	20.94	20.52	26.81	22.62
30	21.94	18.98	17.80	21.10	21.17	20.75	27.35	22.95
31		19.35						

Custodial shifts will be determined on the basis of seniority, i.e., the most senior employee, in this category; will get first choice of shift assignment. The next senior employee will get second choice of shift assignment, and so on.

Extra Bus Runs: When an employee exceeds 40 hours during a week by working different jobs with different pay scales,(such as a custodian who drives extra bus runs),the rate of pay for the hours worked that exceed 40 shall be computed as follows:

One and a half times the blended rate, determined by calculating the average of the two hourly rates.

Memo of Agreement

The Rossville-Alvin Education Association is in agreement with the Rossville-Alvin Board of Education to remove the “Lead Secretary” position from the bargaining unit. This position shall become that of a confidential employee. If at any time throughout the duration of this contract, either party feels that it is necessary to reinstate the “Lead Secretary” to that of the bargaining unit, both parties agree to bargain the wages, hours, and working conditions for the “Lead Secretary” position.

Date signed: 7/29/09

Memo of Agreement

8th Grade Class Sponsors

There will be two (2) 8th grade class sponsors each year. The sponsors will be responsible for planning and implementing the 8th grade class trip as well as graduation. Each sponsor will receive a stipend of \$545.00. The administration reserves the right to assign sponsorship as necessary.

Memo of Agreement

Ms. Linda Herman will be placed off of the original salary schedule. During the 2018-2019 school year, she will receive a salary of \$55,426.00. Her salary will then increase by two percent each year for the remainder of the contract or until she is no longer employed by the district, whichever occurs first.

Date Signed:

Memo of Agreement

Ms. Davina Dotson will be placed off of the original salary schedule. During the 2018-2019 school year, she will receive a salary of \$57,548.00. Her salary will then increase by two percent each year for the remainder of the contract or until she is no longer employed by the district, whichever occurs first.

Date Signed: