

CONTRACT BETWEEN
THE
DUNLAP EDUCATION ASSOCIATION
AND THE
BOARD OF EDUCATION OF
DUNLAP SCHOOL DISTRICT #323

~~2022-23~~ 2025-26

~~2023-24~~ 2026-27

~~2024-25~~ 2027-28

PROFESSIONAL NEGOTIATIONS AGREEMENT

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ARTICLE I

RECOGNITION

The Dunlap Education Association represents full-time, certified employees (hereinafter called teachers) under contract with the Board engaged in positions which are not administrative or supervisory in nature (*i.e.*, superintendents, assistant superintendents, principals, director of student affairs, assistant principals, and Central Office personnel). The Board of Education of Dunlap Community Unit District No. 323 hereby recognizes the Dunlap Education Association, hereinafter called Association, (affiliated with the IEA and NEA) as the exclusive and sole representative of all teachers for the purpose of professional benefits, working conditions, policy matters directly affecting wages, hours, and terms and conditions of employment, as well as the impact thereon, upon request by employee representatives.

ARTICLE II

PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a claim by the union that the employer has violated the contract. This claim of contract violation may include interpretation or application of the contract.
2. All time limits consist of school days, except that when a grievance is submitted less than fifteen (15) 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 purposes of the grievance procedure shall mean teacher employment days.
3. Upon selection and certification of a grievance representative in each building by the Association, and written notification of the designated representative to the Board, the Board shall recognize such representatives in each building and further recognize all individual building representatives as the Association Grievance Committee. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her building principal and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this agreement.

B. The parties acknowledge that it is usually most desirable for a teacher and his/her building principal to resolve problems through free and informal communications. When requested by the teacher, the building representative may accompany the aggrieved teacher to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the teacher, the building principal, or the Association, a grievance may be processed as follows:

1. The Association must present the grievance in writing to the building principal within ~~fifteen (15)~~ twenty (20) days of the grieved action. The building principal will arrange a meeting to take place within fifteen (15) days after receipt of the written grievance. The Association's representative, the aggrieved teacher, and the building principal shall be present for the meeting. The building principal shall provide a written answer of the grievance to the aggrieved teacher and the Association within fifteen (15) days after the meeting. This answer shall include the reasons for the decision. At this point, if the grievance has not been resolved, the Association will determine whether the Association will pursue the matter further.
2. If the Association determines to pursue the matter further, then the Association shall refer the grievance to the Superintendent within fifteen ~~twenty (20)~~ (15) days after receipt of the Step #1 answer. The Superintendent shall arrange for a combined meeting of the Association Grievance Committee and himself/herself to take place within fifteen (15) days of this receipt of the appeal. Each party shall have the right

to include in its representation such witnesses and counsel as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent shall have fifteen (15) days in which to provide a written decision with reasons to the grievant and Association.

3. If the Association is not satisfied with the disposition of the grievance at Step #2, the Association may refer to the grievance in writing along with any other written documents, arguments, or testimony in support of the grievance to the Board within ~~twenty (20)~~fifteen (15) days after receipt of the Step #2 answer. The Board will review the grievance and provide a written response to the teacher and Association within twenty (20) days after the next regular meeting following the submission of the grievance.
 4. If the Association is not satisfied with the disposition of the grievance at Step #3, the American Arbitration Association will act as the administrator of the proceedings. If a written demand for arbitration is not filed within ~~twenty (20)~~fifteen (15) days of the date for the Step #3 response, then the grievance will be deemed withdrawn. The arbitrator will base his decision solely upon his interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The arbitrator will have no power to alter, amend, modify or add to the terms of this Agreement.
- C. The grievant shall have the right to be represented by the Association at any step, and no teacher shall be required to discuss any grievance if the Association's representative is not present.
 - D. All parties shall cooperate in its investigation of any written grievance, and further, shall furnish all parties with such relevant information required for the orderly processing of any grievance.
 - E. No discriminating action shall be taken by the Board or the Administration against a teacher because of his participation in this grievance procedure.
 - F. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 - G. A grievance may be withdrawn at any level by the aggrieved or his representative without establishing precedent.
 - H. All time references in these procedures may be extended by mutual agreement of the Board and the Association or its authorized representatives.
 - I. Each party will bear the full costs of its representation. The cost of the arbitrator and the American Arbitration Association will be divided equally between the parties. If either party requests a transcript of the proceedings, that party will bear full costs for that transcript. If both parties order a transcript, the cost of the transcript will be divided equally between the Board and the Association.

- J. The failure of the teacher or Association to act within the time limits set forth will preclude further appeal of the grievance. Upon failure of the Board to meet the time limits prescribed in this Article, the grievance will be advanced to the next highest level. Time limits specified may be extended by mutual written agreement.
- K. By mutual agreement, any step of the grievance procedure may be bypassed.
- L. Grievances involving one or more supervisors and grievances involving an administrator above building level may be initially filed by the Association at Step #2.

ARTICLE III

MANAGEMENT RIGHTS

The Association agrees that the Board retains and reserves unto itself all powers and duties conferred upon and vested in it by the statutes of the State of Illinois and all other rights and responsibilities not specifically modified by inclusion in this agreement. The Board is not required to bargain over matters of inherent managerial policy which shall include such areas of discretion or policy as the functions of the employer, standards of services, its overall budget, the organizational structure and the selection or assignment of employees.

ARTICLE IV

ASSOCIATION AND CERTIFIED STAFF MEMBERS RIGHTS

A. District Inter-office Mail Service

1. The Association shall have the right to use District Inter-office mail service for communication to certified staff members.

B. Building Use

1. Upon administrative approval for building usage, duly authorized representatives of the Association shall have the right to transact official Association business on school property at reasonable and agreed upon times, provided that this shall not interrupt or interfere with normal school operations.

C. Employee Discipline

- ~~1. 1. The District shall not take disciplinary action against a teacher without just cause. Discipline includes, but is not limited to, warnings, letters placed in personnel files, reprimands, suspensions, and discharge. At the time such action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the Teacher. This provision shall apply to the non-renewals of coaching or other extra-curricular duties. This provision shall not apply to reductions in force, non-renewal of non-tenured teachers, the dismissal of tenured teachers, evaluation comments or ratings, reductions of overloads or teaching days in excess of a normal school year, or non-reprimand directives provided to teachers. Teachers may request an Association representative during any disciplinary conference or other meeting in which discipline may be imposed. In the event of such a request, the administrator will allow no less than two (2) hours for an Association representative to attend the meeting. Disciplinary meetings will generally not be held during student contact time unless the administrator determines that circumstances warrant immediate action due to the teacher being a danger to self or others.~~
2. At the time such action is taken, written notice of the specific grounds forming the basis for disciplinary action will be delivered to the teacher.
3. This provision shall apply to the non-renewals of coaching or other extracurricular duties. This provision shall not apply to reductions in force, non-renewal of non-tenured teachers, the dismissal of tenured teachers, evaluation comments or ratings, reductions of overloads or teaching days in excess of a normal school year, or non-reprimand directives provided to teachers.
4. Teachers may request an Association representative during any disciplinary conference or other meeting in which discipline may be imposed. In the event of such a request, the administrator will allow no less than two (2) hours for an

Association representative to attend the meeting. Disciplinary meetings will generally not be held during student contact time unless the administrator determines that circumstances warrant immediate action due to the teacher being a danger to self or others.

5. Progressive Discipline Procedures for actions deemed minor offenses
 - a. Step 1: Verbal warning (written follow up to document a verbal warning)
 - b. Step 2: Written reprimand
 - c. Step 3: Suspension with or without pay
 - d. Step 4: Dismissal proceedings
6. Any conduct deemed egregious, by a supervisor, may result in suspension or dismissal. As examples, egregious conduct would include, but not limited to, verbal and physical abuse of students or criminal behavior.
7. The employee shall be given 48 hours to consult with the association or their representative before signing any documents related to disciplinary action. Any teacher signature on such documents noting receipt shall not be construed to represent agreement by the teacher unless the document clearly states otherwise.

ARTICLE V

WORKING CONDITIONS

A. Time Schedule

1. It is agreed that the length of the school year is 180 days.
2. On any day when a school sponsored activity is scheduled during the evening hours, personnel directly participating in that activity shall be permitted to leave school following the last class period of the day. If an academic meeting or parent/student conference is scheduled for the time directly following the last class, the teacher shall participate in that meeting/conference or make other arrangements with his/her building administrator. Teachers shall attend building level school sponsored activities such as graduation, "Back to School Night", Parent/Teacher Conferences, Open House, and Music Programs. Each building will develop a list of required events in conjunction with a DEA appointed representative. This list shall be reviewed annually.
3. When school is dismissed early due to weather conditions on a day-to-day basis, faculty members may leave following the dismissal of students. On days that are scheduled in advance to be dismissed early, faculty members shall remain in their building until the regular dismissal time.

B. Assignments, Vacancies and Transfers

1. Assignments:
 - a. Teachers shall be notified of tentative assignments for the following school year by no later than Friday following the regular Board meeting in April. Assignments shall not be changed after ~~July-June~~ 1 without prior consultation with teachers affected. Teachers may claim 20 hours of pay at the Committee Assignment rate on a timesheet report if their assignment changes after August 1. Examples of changes to assignments include but are not limited to moving rooms, changing subject(s)/course(s), changing grade levels, and changing positions.
2. Vacancies:
 - a. A vacancy or open position occurs when the district determines that a teaching position or an extracurricular position will be filled. The Association and employees shall have the right to inquire about potential vacancies. When a vacancy occurs, either teaching staff or extracurricular, the district shall, within 72 hours, post a dated vacancy notice on the district's website. Staff members interested in making application for vacancies shall follow the timelines given on the web site. In addition to the website posting, the District shall send an e-mail notification of all vacancies and/or open positions to all current certified staff members.

When a specific grade level and/or building vacancy occurs, the District shall post said grade level and building information to all Association members.

- b. When a vacancy occurs, any present qualified employee may apply and will be given consideration with seniority as a factor.

3. Transfers:

- a. Staff members who desire the opportunity to transfer to another building, grade level and/or academic area, listed or unlisted, shall do so in writing by December 1 and May 1 of each year. The Superintendent or his/her designee will notify all applicants in writing if the transfer has been granted or denied. At the request of the teacher, a conference with the Superintendent or his/her designee will be arranged to appeal the transfer decision and/or the reason(s) for denial. It is the responsibility of the teacher to withdraw his/her request in writing if he/she does not wish to be considered beyond a certain time.
- b. When a vacancy occurs and it is necessary to make an internal transfer, the District will give priority consideration to voluntary transfers before mandating an involuntary transfer.
- c. When two or more Association members voluntarily request a transfer or when two or more qualify for an involuntary transfer, seniority will be a factor in the decision.

C. Work Day

The normal work day shall be eight consecutive hours between the hours of 6:45 a.m. and 4:15 p.m. Teachers must arrive no later than 15 minutes prior to the start of school. Teachers may leave no earlier than 15 minutes after student dismissal time. Exceptions must be approved by the building administrator. Teachers and administrators may mutually agree to modify the accepted teaching schedule in order to offer classes before and/or after the regular school day. Full-time teachers shall be entitled to a 30 minute duty-free lunch period.

D. Seniority and Reduction in Force

- 1. Seniority shall be defined as the length of continuous service in the District as a teacher or certified administrator; provided, however, continuous part-time service shall be counted on a pro rata basis. Unpaid leaves of absence of 90 school days or more shall not be counted in determining length of continuous service.
- 2. In the event that the seniority list results in ties, ties will be broken by the educational degrees held by the employees. The highest degree will break the tie. Degrees are defined by three classifications: bachelor's, master's or doctorate. If a tie still exists after the degree classification analysis, it will be broken at the

Superintendent's discretion. Once the tie is broken, that order shall remain for the duration of the affected employee's employment.

3. The District shall prepare individual statements of qualifications for each teacher. A statement for each teacher shall be delivered to the teacher and the Association each year prior to October 1 and shall include the teacher's name, years of service, educational level including additional graduate hours attained beyond a bachelor's or master's degree, as well as certifications and endorsements held. Each employee shall acknowledge receipt of such statement and confirm the accuracy of the information contained therein. If the Employee fails to return such statement by October 15, the content may be considered valid for purposes of preparation of the Reductions in Force (RIF) List.
4. The RIF list will be prepared and include certified positions and all names of certified employees qualified to hold those positions in an order determined by the School Code. Copies of RIF List shall be provided to the Association in a sealed envelope 75 days prior to the end of the school year . For confidentiality reasons, the envelope will only be opened in the event of a reduction in force under Section 24-12 of the School Code. In the event of a reduction in force, the Association shall have the right to review the RIF list and bring forth any concerns to the administration.
5. In accordance with the School Code, changes to the RIF List may be made through a date 45 days prior to the end of the school term.
6. All employees in groups 3 and 4 on layoff status shall retain up to one year of recall for each of their first two years of service to the District, thus shall have up to twenty-seven (27) months from the date of layoff.

E. Reimbursement

- ~~1. Teachers who travel between district facilities on a weekly basis for district business will be reimbursed per semester according to the schedule below. Adjustments, if necessary, will be made after the first semester. Dunlap Middle School and Dunlap High School are considered one campus. Teachers who are assigned to these buildings for academic instruction or counseling and must travel between them on a daily basis will be reimbursed sixty dollars (\$60) per semester. Payment will be made during the semester after the teacher submits the necessary reimbursement form in October and March.~~

NUMBER OF DAYS

BLD	1	2	3	4	5
2	\$50	\$100	\$150	\$200	\$250
3	\$60	\$120	\$180	\$240	\$300

~~DMS/DHS \$60~~

21. Teachers who certified assignment requires them to travel between buildings on a set schedule will receive a “Daily Travel Reimbursement” form at the beginning of each semester from the Human Resources Generalist with the employee’s weekly reimbursement rate and potential semester reimbursement total. At the end of each semester (December and May), the teacher will need to enter in any dates absent from work or half-day absences that then did not require the employee to travel between buildings. At the end of the semester, the Daily Travel Reimbursement form will be submitted in Employee Access.
2. ~~For all approved functions, mileage shall be paid in the amount authorized by the Internal Revenue Service.~~ Teachers whose certified assignment regularly requires travel (between buildings or off-site) but not on a fixed schedule will be reimbursed on a semesterly basis at the IRS rate. If during the term of this contract, the IRS increases the non-taxable reimbursement for such mileage, then upon notice to the administration, the mileage reimbursement shall be raised immediately to the highest level allowed by the IRS for non-taxable. Employee Access reimbursement requests must include an itemized list of daily travel along with mileage and reason for travel. Requests must be submitted prior to the start of winter break or first semester reimbursements and prior to May 31st for second-semester reimbursements. Daily mileage reimbursement spreadsheets can be requested from the District Office.
3. Prior approval shall be sought for tuition reimbursement and column advancement for classes that are directly related to the field of education or the employee’s teaching duties. General administrative degrees will be reimbursed with the condition that the employee provide a minimum of two (2) years of service to the district upon completion of the degree. The Superintendent or his/her designee shall review graduate coursework requests for tuition reimbursement and column advancement and may approve or deny such requests that do not fit the aforementioned criteria. No more than ~~twelve (12)~~fifteen (15) hours per school year for a teacher ~~with a master’s degree or higher~~ will be approved for tuition reimbursement. ~~Up to fifteen (15) hours per school year for a teacher below a master’s degree will be approved for tuition reimbursement.~~ No more than 15 hours per school year will be approved for column advancement. If an employee is requested by the District to take specific classes, the District will reimburse all of the requested classes with no column advancement limitations. Courses with an end date on or after July 1, as provided in the course description or syllabus, will be logged as occurring in the upcoming school year.

Notification regarding the approval decisions for both reimbursement and column advancement will be given before the class starts or payment is due, provided the teacher has made his/her request at least 14 days prior to the due date. If denied, the teacher may request a written explanation for the denial and may appeal the decision. Tuition reimbursement for approved courses will be paid up to the current

semester's graduate tuition rate of Illinois State University which is in effect at the time of coursework.

4. A certified employee is not eligible for graduate coursework reimbursement until they have received a proficient or higher evaluation rating in the District. If a certified employee does not receive a proficient or higher evaluation rating in the first year of employment, the certified employee will become eligible after completing two (2) full years of service.
5. Approved hours earned prior to attainment of a master's degree shall not count toward column advancement beyond a master's degree unless the degree was earned on or before August 31, 2005.
6. For approval, courses must be from colleges and universities accredited by the ~~National Council for the Accreditation of Teacher Education (NCATE)~~ Council for the Accreditation of Educator Preparation (CAEP) and/or approved colleges and universities with content related to education or teaching methodology. Undergraduate courses, workshops, and courses indirectly related to the teaching field or teacher's assignment shall be approved at the discretion of the Superintendent or designee.
7. The District will award a one-time payment of \$1000 when a teacher earns a master's degree or National Board certification. The master's degree must be documented by an official transcript and the National Board certification confirmed by the ISBE website or certification.

F. Preparation Periods

Preparation time is defined as scheduled time free of student supervision to be used at the teacher's discretion for professional duties. If a teacher is required to attend a non-evaluation meeting longer than 10 minutes during his or her preparation period, the teacher will be compensated at the in-house subbing rate.

1. The Board will grant during student attendance hours a minimum of two hundred (200) minutes preparation time per week in blocks of no less than twenty (20) minutes daily for elementary teachers. Excluding School Improvement Days, and shortened schedule days.
2. The Board will grant during student attendance hours a minimum of one forty (40) minute block of preparation time per day for the middle and high school teachers.

G. Class Size/Composition/Caseload

1. The Dunlap school district, as a whole, recognizes that class size and composition (academic and behavioral needs) can affect student learning and classroom management issues. The Dunlap school district believes that limiting class size is a fundamental priority. If a teacher deems his/her class load is not conducive to

maximum student achievement, he/she shall first notify the building principal. If the situation is still unresolved, the teacher may contact the Association in writing.

2. District and elementary administration will strive to adhere to the following section numbers when creating class lists. When it is not possible to abide by these figures, the district will strive to provide an aide as classroom support.
 - a. K-2 classrooms: 25 students
 - b. 3-5 classrooms: 30 students
 - c. Elementary Physical Education Class: 40 students
3. If the class composition exceeds the 70-30 ratio (students without IEPs to students with IEPs), as outlined by ISBE, the district must make the affected teacher aware of the waiver being sent to ISBE. The teacher will be provided with the General Education Teacher Assessment Overview form and/or the Special Education Co-Teacher Assessment Overview on the day that the waiver is being submitted.
4. Caseloads will strive to reflect state and national guidelines.

H. Release Time

1. Each teacher within the Special Education or Student Services Department shall be allotted release time for the purpose of student assessment in preparation for meetings and/or for performing paperwork associated with special education and student services. The release time shall be two (2) days per year to be utilized in no less than half-day increments with no carryover. This release time is not for the purpose of attending IEP or 504 meetings.
2. Any teacher who is required to document MTSS data into district-approved systems shall be allotted release time. The release time shall be one (1) period per intervention cycle.

I. Summer School

1. If summer school offerings result in a reduction of sections for classes offered during the school year, then class sizes should be reduced to maintain section numbers.

ARTICLE VI

COMMUNICATIONS

- A. Open and free communications between the Board of Education, administration, and employees of the District are encouraged and considered essential to the efficient operation of the District. These communications will flow in both directions through the established "chain-of-command." If and when unusual circumstances develop which restrict this flow of communications through established channels, a "communications meeting" may be set up according to the following guidelines:

1. Meeting may be requested by:

- a. Majority of any employee group from any one building or classification of employees
- b. The Board of Education

The request, verifying a majority, should be made to the Superintendent who will make the necessary arrangements and notification.

2. Agenda

A written agenda specifying items to be discussed will be prepared by the party requesting the meeting. An agenda should be sent to the Superintendent who will forward it with notification of the meeting to all concerned at least forty-eight (48) hours before the meeting.

3. Meeting

- a. Only items on the agenda will be discussed.
- b. The Board of Education will not pass any official resolutions at such meeting.
- c. A representative of the group requesting the meeting will act as temporary chairman until persons present at the meeting elect a chairman to conduct the meeting.
- d. The chairman will appoint a recording secretary who will take minutes of the proceedings and subsequent to the meeting will provide each party at the meeting a typed copy of the minutes.

- B. The Board agrees to make available to the President of the Association or his/her designee written notice of any regular or special meeting of the Board of Education together with a copy of the proposed agenda or statement or purpose of such meeting at least forty-eight

(48) hours prior to the scheduled time of such meeting. The President shall also have available a copy of the minutes of the board meeting forty-eight (48) hours after approval.

- C. The Administration and the Association will maintain an Association-Administration Relations Committee (AARC) and shall meet on a quarterly basis, excluding June and July. The purpose of the AARC shall be to proactively address concerns related to the learning conditions of students brought forth by staff~~labor concerns and working conditions of staff~~, but the Committee shall not be a forum to resolve individual grievances. Meetings shall be scheduled by the Superintendent, who shall set the ~~August, October, January, and March~~ meetings during the week prior to commencement of the quarter to facilitate any necessary discussions pertaining to class size, composition, or caseload. The Committee shall consist of an equal number of administration, including a member of the Board, and association members who shall be chosen by the Association. The Committee shall have the authority to make recommendations to the administration or the Board, as appropriate.
- D. The Administration and the Association will create and maintain a Facilities Committee and shall convene at any point in which a new facility is proposed or when changes are proposed for existing buildings. General maintenance would not constitute a need for the committee to meet. The Superintendent or his/her designee and the Association President/Co-President or his/her designee will determine if the new facility or the proposed changes warrant the involvement of Association members. If warranted, the Association will recruit members to serve on the committee. The Superintendent or his/her designee will also determine which additional stakeholders will serve on the committee.

ARTICLE VII

LEAVES

A. Illness

1. Each full-time teacher or employee shall be credited with a sick leave reserve of fifteen (15) days of full pay for each year of service in the District. After 25 years of creditable service to TRS, each full-time teacher or employee employed before or during the 2018-2019 school year shall be credited with a one-time sick leave grant of thirty (30) days. Employees hired after the 2018-2019 school year shall receive a one-time sick leave grant after 25 years of creditable service to TRS based on a sliding scale:

25 years of creditable service to TRS with the District: thirty (30) days
20 years of creditable service to TRS with the District: twenty-five (25) days
15 years of creditable service to TRS with the District: twenty (20) days
10 years of creditable service to TRS with the District: fifteen (15) days
Less than 10 years of creditable service to TRS with the District: ten (10) days

2. Sick leave is defined as paid absence from teaching and other duties which is caused by personal illness or quarantine at home or illness or death in the household or immediate family of the teacher. Sick leave may only be taken in half or full day increments.
3. For contract purposes we define “immediate family” for teacher’s sick leave purposes as parents, guardian or caregiver, spouse, domestic partner, children, foster children, brothers, sisters, grandparents, grandchildren, aunts, uncles, nieces, nephews, fiancées, all in-laws, children under primary care, and any household members.
4. On the third consecutive sick day, or fifteenth (15) cumulative sick day, the Superintendent may require a doctor’s exam to verify illness. Examination is to be at the District’s expense by a doctor selected by the District.
5. Upon the request of an employee, the District shall provide a photocopy of the employee’s up-to-date leave balances. Employees wishing to challenge the accounting shall have until July 1 of each year to do so.
6. ~~No accrued sick leave days will be paid to any employee at the end of their employment with the district. Any sick days over the amount allowed for service credit through TRS will be removed from the employee’s sick leave balance upon retirement.~~Up to 15 sick days over the amount allowed for service credit through TRS will be compensated as a bonus at a rate equal to half a full day sub pay per day over the amount allowed for service credit through TRS, earned while employed in Dunlap. (Example: Teacher has 355 sick days at the time of retirement, 340 are being used for service credit, 15 days will be compensated. For example, if

the current sub rate is \$130 for a full day, half of that is \$65. 15 days x \$65 = a bonus of \$975.00). The bonus will be paid out with the first pay period of the school year following the teacher's retirement.

7. Employees may utilize up to 12 weeks unpaid leave in the 12 month period following the birth, adoption, placement for adoption, or acceptance of a child in foster care in accordance with the Family Medical Leave Act. Up to 60 consecutive days of accrued sick leave may be used for well-baby care in the twelve-month period following the birth, adoption or acceptance of a child in foster care without medical basis. Should a scheduled break or holiday occur after commencement of the leave, those days will not count toward the 60 days limitation nor constitute an end to the consecutive use of leave days. In the case of adoption, teachers may use a portion of the leave days prior to placement if used during the formal adoption process. FMLA leave shall run concurrently with the use of any sick leave under this Section and shall not act to extend leave beyond 60 work days.
8. Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as reemployment rights, will be granted in accordance with State and Federal laws. A professional staff member hired to replace one in military service does not acquire tenure.

B. Personal

Two (2) personal days per year (no more than four (4) accumulated) will be allowed each full-time staff member for personal reasons subject to the following conditions:

1. Twenty-four (24) hour notification of absence, if possible, by entering the request into AESOP or notifying the building principal.
2. No reason for the absence need be given.
3. Generally, personal days may not be taken during the first three (3) days of the school term, the last three (3) days of the school term, or the one (1) day preceding or following winter vacation, spring break, or Thanksgiving. Personal days cannot be taken on parent conference days or institute days. ~~Also, no more than two (2) personal days may be used on consecutive work days.~~ If in these time periods an employee deems it necessary and has circumstances beyond his/her control, a request for a personal day with a stated reason may be submitted to the Superintendent or designee for approval at his/her discretion.
4. No more than 15% of staff members per building shall be absent for personal reasons on any given day. Requests for a personal day by additional staff members beyond this limitation may be approved by the Superintendent or designee in his/her discretion.
5. Personal days shall be taken in full or half-day increments.

6. All unused personal days will be allowed to accumulate up to four (4) personal days and any extra days will be added to sick leave at the end of the school year.
7. If a personal day is awarded for professional development, it will be added to the employee's annual allotment and will be subject to the same provisions as any other personal days.

C. Professional Leaves and Absences

Teachers shall be permitted to attend professional meetings or to visit other schools subject to the following guidelines:

1. A visitation or professional meeting form should be submitted to the building principal as early as possible and preferably at least two (2) weeks before the date of the conference.
2. The Superintendent or designee will have final approval of all requests submitted to him/her through the building principal.
3. Requests will be limited to two (2) conferences / professional development opportunities and four (4) school days per year.
4. Attendance at conferences that is requested by the administration shall not apply toward the two (2) conference / professional development opportunities or four (4) day restriction.
5. Requests covering Saturdays, holidays, and summer vacations will be considered on an individual basis.
6. Reimbursement and lodging expenses shall be reimbursed if approved in advance by the Superintendent or his/her designee. ~~Food expenses will be reimbursed at a rate not to exceed \$10 for breakfast, \$15 for lunch, and \$25 for dinner.~~ Meal expenses shall be reimbursed up to the Standard Rate set by the U.S. General Services Administration (GSA) following submission of a receipt for the expense. Mileage will be reimbursed at the current IRS rate, set at the beginning of each school term, and will not exceed 400 miles without permission from the Superintendent or his/her designee.
7. Registration fees may be advanced if necessary. Itemized receipts must be submitted for all other expenses.
8. Conferences and/or meetings must be relevant to teaching area or extra-curricular assignment.
9. If more than one conference and/or meeting is requested, only one per year may be related to an extracurricular assignment. An exception to this, however, is that if a person is a head coach in more than one activity, he/she may attend one conference and/or meeting related to each activity.

10. It is agreed that the District staff should be able to attend activities such as workshops and conferences; however, when in the opinion of the Board there are financial constraints facing the District and such activities are not approved, an employee may attend a conference at his/her own cost as long as C-1 through C-9 is followed as a guide for approval.

- D. The President or Co-President of the Association or their designees will be granted a total of thirty-six (36) hours per year release time, to conduct Association business. During negotiation years this amount will increase up to seventy-two (72) hours. The Association agrees to pay \$20.00 per hour for substitute teaching time. The release time may be arranged in various configurations upon mutual agreement of the Association and District Superintendent or designee. Meetings scheduled during the school day between the President or Co-President of the Association or their designees and District representatives to address Association business will not count toward this limitation.

The President(s) of the Association will not be assigned before or after school supervisory duties.

- E. Sabbatical Leave

Sabbatical leave benefits may be granted to qualified teachers pursuant to the following conditions:

1. Sabbatical leave may be granted for resident study, research, travel, or other purposes designed to improve the school system. The granting of a sabbatical leave by the Board constitutes a finding that the leave is deemed to benefit the school system by improving the quality and level of experience of the teaching force.
2. Teachers shall be eligible after the completion of six (6) full years of service in the school system.
3. All applications to take a sabbatical must be submitted by March 1.
4. Notification to return from sabbatical must be made by February 1
5. During absence the teacher will receive no salary from the District. Health/life insurance coverage may be continued at the employee's expense.
6. A teacher returning from a sabbatical leave shall be assigned a position to which he/she is certified. Consideration will be given returning the teacher to his/her former position.

- F. Bereavement

1. A teacher may utilize up to five (5) paid days of bereavement leave per event for the death of a spouse, child, parent (natural or foster), brother or sister, grandparent, grandchild, relative of the spouse of identical degree or person residing with the

Employee, whose major support is derived from the Employee and who is related to the Employee or spouse by a kinship of first cousin or closer. Bereavement leave granted pursuant to the foregoing sentence shall not be deducted from the Employee's sick or personal days. Leave for bereavement, not to exceed three (3) days, shall be granted in the event of death of an aunt, uncle, niece, nephew, or cousin who does not fall within the scope of the first sentence of this section. Bereavement leave granted pursuant to the foregoing sentence shall be deducted from the Employee's sick leave. Any additional days shall be deducted from the teacher's sick leave provided no personal days remain.

2. Bereavement for other individuals may be taken, upon approval by the Superintendent or designee, not to exceed two (2) days, and shall be deducted from the teacher's sick leave provided no personal days remain.

G. Jury Duty/Court Appearance/Subpoenas

1. Employees shall not suffer loss of pay or leave benefits for absences occasioned by jury duty, court appearances on behalf of the District, court appearances as a victim or witness of a crime, or as a result of subpoenas issued by third parties related to the employee's District employment. Any remuneration provided to the Employee for such appearances shall be remitted to the District.

ARTICLE VIII

INSURANCE

A. Health Insurance

1. The benefits and coverage in effect at the beginning of the contract term shall not be substantially altered during the duration of the contract without prior notice to the Association. It is accepted that the insurance program is a part of a co-op program of ten or more school districts and as such changes in the benefits and coverage is dependent upon adjustments made by a majority vote of the member districts.
2. The District will pay 90% of the current cost of the single health insurance plan premium as set by the co-op. The employee will pay 10% of the current premium cost. For other categories such as family, employee plus spouse, and employee plus children, the District will pay 70% of the current premium cost as set by the co-op. The employee will pay 30% of the current premium cost. If an employee and spouse both work for the District, a dependent coverage plan will be selected with the insurance provider.

Employees with no children can choose from the following two options:

- a. The joint employee premium shall be equal to two times the single employee premium and the employees shall not have the right to select the annuity option; or
- b. The joint employee premium shall be equal to the total amount an employee would pay for employee plus spouse coverage and one employee shall have the right to select the annuity option.

Employees with children can choose from the following two options:

- a. The joint employee premium shall be equal to the single employee premium plus the total premium an employee would pay for the employee plus child coverage and the employees shall not have the right to select the annuity option; or
 - b. The joint employee premium shall equal the total amount an employee would pay for employee plus spouse coverage and one employee shall have the right to select the annuity option.
3. The District will pay 30% of the dental insurance premium, single coverage for a dental insurance policy/carrier.
 4. For employees choosing not to be covered under the District Health Plan (i.e., covered under spouse's plan), the Board of Education will place in a tax sheltered annuity with a TSA carrier the amount of seventy dollars (\$70.00) per month or

\$840 annually. If a teacher works only one semester, \$420 will be deposited into the TSA for the one semester of full-time employment. If an employee changes from insurance to annuity, the change must be completed through insurance before the annuity will be deposited. After meeting with a Human Resources representative to review all options, it is the employee's responsibility to sign up for the TSA and failure to sign up for the TSA will not result in back payments. Payments to the TSA will begin the 1st pay period of the contract year for new employees, the first pay period after insurance is cancelled, or the 1st pay period following the date completed paperwork is turned into the District Office, whichever is later.

5. The Association and the Dunlap Board of Education agree to establish a standing insurance committee. This committee shall be made up of two Association members appointed by the Association President or Co-Presidents and two administrators or one administrator and one Board member appointed by the Superintendent. The District's representative to the co-op must be a member of the committee. This committee shall annually review the performance of the present insurance plan and the district's representative to the co-op will report findings at the meeting of the co-op. The District and/or Association shall have the right to explore other insurance options for its health insurance plan. The committee shall review the options and reports and make a recommendation to the Board of Education.

B. Life Insurance

1. Each teacher shall have the right to participate in the District Life Insurance Plan. Coverage amounts outlined in the plan shall not change from those in effect on June 1, 2010 without bargaining. The amount of life insurance for any employee over the age of 65 will be at half the value of coverage in effect on June 1, 2010; this is a requirement of the insurance industry.

ARTICLE IX

STAFF EVALUATIONS

A. Certified Staff

The District shall comply with the Performance Evaluation Reform Act (PERA) of the Illinois School Code. All tenured teachers shall be evaluated at least once every three years and all non-tenured teachers shall be evaluated at least once every year, using the four rating levels outlined in PERA, as outlined in Appendix E. Teachers assigned to teach classes for which they are not certified shall not be evaluated for content knowledge in those classes. Tenured teachers who receive a “needs improvement” or “unsatisfactory” evaluation rating shall be placed on a professional development plan or remediation plan, as applicable, in accordance with the School Code. Nothing in this paragraph shall prevent a teacher on a professional development plan or remediation plan from being subject to a reduction in force. Substantive evaluation content and ratings are not subject to the grievance procedure. In the event a summative evaluation is incomplete and/or untimely, the teacher’s evaluation rating shall default to proficient or their most recent evaluation rating, whichever is greater.

1. Procedures

- a. The teacher evaluation tool will be reviewed annually by a committee of an equal number of teachers, approved by the Association, and administrators.

B. Extra-Curricular

1. Procedures

- a. The evaluation process for salaried extra-curricular sponsors/coaches will be created by the Administration in collaboration with the Association. This process will be reviewed on an annual basis by an equal number of teachers, approved by the Association, and administrators.

ARTICLE X

ADMINISTRATION OF PAYROLL

A. Procedures

1. Certified employees shall receive 24 pays per year.
2. Payment for extra duty assignments, i.e., substitute pay, ticket takers, etc., will be paid in the second paycheck of each month pending the submittal of appropriate time sheets.
3. Method of payment shall be by direct electronic deposit to the depository of the staff member's choice.
4. Union Dues Deduction and Remittance: At least thirty (30) days prior to the first payroll, the Association shall notify the District indicating the annual amount of dues for each employee category and certify a list of current employees it believes have consented to dues withholding for the upcoming year. If the persons for whom the District has on file a signed deduction form differ from the certified list provided by the Association, the District will notify the Association of the differences within seven (7) days.

The District shall deduct union dues from any Employee for whom the District has on file a current signed deduction authorization and shall remit the same to the Association within ten (10) business days of each payroll.

If an employee submits a signed document to the District or the Association indicating that he or she no longer wishes to have union dues deducted, the District or the Association, as the case may be, shall notify the other and provide a copy of the same within ten (10) business days.

Names and addresses of newly hired Employees shall be provided to the Association after they have been approved by the District.

5. Recalculation of Remaining Salary in the Event of Dock Days. If an employee is absent for five days or more for a reason approved by the District after exhausting all paid leave benefits, if an employee requests, the District will recalculate the remaining salary payments in order to avoid a harsh consequence of multiple dock days in the paycheck(s) immediately following the absence.

B. Salary Schedule

1. The salary schedules governing wages are attached as Appendix A, B, and C.
2. The BA+45 column shall not be available for any employee who has not earned enough hours to be on the BA+15 salary step on or before September 1, 1993. For those staff covered under this item, they may progress across the salary schedule

with their BA+45 step meaning the same as an MA. Hours beyond Master's column must be earned starting with this contract (June 1, 1995).

3. Teachers may move across the salary schedule, column-to-column, twice a year, at the beginning of each semester. Certification by official transcript shall be submitted to the Unit Office before advancement is granted. The staff member must notify the district office by May 1 for a 1st semester lane movement and by August 1 for a 2nd semester lane movement or else the lane movement will not occur until the following semester after notification.
4. For those teachers teaching an overload schedule, they shall be paid 1/6th of the Master step 5 on the salary schedule for a yearlong class or 1/12 of the Master step 5 on the salary schedule for a semester long class. The administration shall not assign overload classes to teachers in their first or second year of teaching in the Dunlap School District, if practicable.
5. School Psychologists, Social Workers, and Speech Pathologists will have a responsibility factor multiplier applied to their base salary. The multiplier will be applied as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5+
School Psychologist	1.12	1.14	1.16	1.18	1.20
Social Worker	1.12	1.14	1.16	1.18	1.20
Speech Pathologist	1.12	1.14	1.16	1.18	1.20

6. Off Schedule Raises. Returning teachers who are not paid from the salary schedule or who have reached the bottom of a column and cannot step to a new cell on the salary schedule shall be considered "off-schedule teachers" and shall be entitled to a 3.5% raise annually for the ~~2022-2023, 2023-2024, and 2024-2025~~2025-2026, 2026-2027, and 2027-2028 school years.

C. Extracurricular

The attached schedule, Appendix D, will cover Extracurricular Activities.

1. During the term of the contract, extracurricular positions will only be added at the discretion of the Superintendent and with Board approval. The District, in collaboration with the Association, will adhere to a process/method that will be uniformly followed for adding new or additional extracurricular positions.
2. The need for additional assistants during a particular season will be determined by the number of students/athletes participating in the activities/sports. The Administration, in collaboration with the Athletic Director and Association will determine the need for assistant coaches/sponsors. Activities/athletics which do not cut students will have an expedited process to add personnel.
3. Staff will be given the opportunity to decline the assignment of extracurricular (stipend) duties. If the Administration is unable to find a qualified teacher to fill an

extracurricular position, and continues to offer the extracurricular activity, then the Administration shall advertise for individuals who are interested in filling said positions. In the event there are no qualified persons interested in a vacant position, the Administration and Association may mutually agree to assign the position to a staff member or divide the stipend equally amongst the other coaches/sponsors. The assigned staff member will not be required to fill a position for two consecutive years, or the divided stipend will not be paid for more than one year.

4. The Superintendent and DEA President may mutually agree to fill a position without posting if time constraints dictate.
5. The evaluation process for salaried extra-curricular sponsors will be created by the Administration, in collaboration with the Association.
6. The Administration shall have the authority to split a sponsorship according to seasons, type of activity, etc., and assign a salary rate pro-rated according to time and responsibilities assigned, with approval of the Association. A head coach/sponsor may request in writing to split the salaries of assistant positions. The salary split shall be agreed upon by both the Administration and Association.

D. Academic Employees - Extra Responsibilities

It is accepted that at various times academic positions held by certified staff covered by the contract agreement may include responsibilities that are neither management nor teaching. These positions shall receive salaries based on job descriptions that may be adjusted by the administration on a year to year basis as related to stated needs.

E. Retirement Benefits

RETIREMENT INCENTIVE

Eligibility

To be eligible for any of the following Plans, an employee must meet the following requirements:

1. Retire at the end of any school year in which the employee is eligible to receive a retirement annuity from the Teachers' Retirement System provided the retirement must occur no later than the first of the following:
 - a. At the end of the school year in which the teacher accumulates thirty-five years (35) of credible service (including any sick leave credit or credit transferred from other districts or systems); or
 - b. At the end of the school year in which the teacher reaches the age of 60
2. Demonstrate that the teacher has not earned more than a 6% increase (or limit set by law) in his/her salary in any of the years prior to the submission of his/her retirement notice which will be utilized to calculate his average final earnings. The

purpose of this provision is to ensure that the Board will not be obligated to pay the retirement incentive in the event of a TRS penalty.

The retiring teacher shall submit a TRS generated statement of benefits and benefit estimate demonstrating that the teacher will first be eligible for a non-discounted retirement annuity on the contemplated retirement date. If the teacher is relying upon any accumulated sick leave days for credible service, the teacher must demonstrate a projected accumulation equal to the amount required to retire without penalty. If an event occurs during the retirement agreement period that results in the employee having less than the needed accumulated sick leave to retire without penalty; the retirement agreement will be adjusted to prevent any additional compensation to the employee and/or penalties to the district.

Definitions

For purposes of this Article, TRS creditable compensation (earnings) include (but are not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Sections 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements

Plans

One Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 stating that he/she shall retire at the end of the next school year, the employee will be removed from the salary schedule and for the final year of employment the employee's TRS creditable earnings shall be increased by five and a half percent (5.5%); upon completing twenty (20) years of service with the district, the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior year of employment.

Example: The employee's prior year TRS creditable earnings were \$40,000.00. The employee's final year TRS creditable earnings will be \$42,200.00 (i.e., $\$40,000.00 \times 1.055 = \$42,200.00$).

The multiplying factor will be 1.06 for anyone with 20 or more years of service with the district.

Two Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final two (2) years of employment the employee's TRS creditable earnings shall be increased by five and a half percent (5.5%); upon completing twenty (20) years of service with the district, the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior year of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, ~~2020~~2026, stating he/she will retire on June 30, ~~2022~~2028. The employee's TRS creditable earnings for the ~~2019-2020~~2025-26 school year were \$40,000.00. The employee's TRS creditable earnings for the ~~2020-2021~~2026-2027 school year will be \$42,200.00 (i.e., \$40,000.00 x 1.055 = \$42,200.00). The employee's TRS creditable earnings for the ~~2021-2022~~2027-2028 school year will be \$44,521.00 (i.e., \$42,200 x 1.055 = \$44,521.00).

The multiplying factor will be 1.06 for anyone with 20 or more years of service with the district.

Three Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final three (3) years of employment the employee's TRS creditable earnings shall be increased by five and a half percent (5.5%) over the employee's TRS creditable earnings for the prior years of employment respectively; upon completing twenty (20) years of service with the district, the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, ~~2020~~2026, stating he/she will retire on June 30, ~~2023~~2029. The employee's TRS creditable earnings for the ~~2019-2020~~2025-2026 school year were \$40,000.00. The employee's TRS creditable earnings for the ~~2020-2021~~2026-2027 school year will be \$42,200.00 (i.e., \$40,000.00 x 1.055 = \$42,200.00). The employee's TRS creditable earnings for the ~~2021-2022~~2027-2028 school year will be \$44,521.00 (i.e., \$42,200 x 1.055 = \$44,521.00). The employee's TRS creditable earnings for the ~~2022-2023~~2028-2029 school year will be \$46,970.00 (i.e., \$44,521.00 x 1.055 = \$46,970.00).

The multiplying factor will be 1.06 for anyone with 20 or more years of service with the district.

Four Year Plan

If an eligible employee gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement, the employee will be removed from the salary schedule and for the final four (4) years of employment the employee's TRS creditable earnings shall be

increased by five and a half percent (5.5%) over the employee's TRS creditable earnings for the prior years of employment respectively; upon completing twenty (20) years of service with the district, the employee's TRS creditable earnings shall be increased by six percent (6%) over the employee's TRS creditable earnings for the prior years of employment respectively.

Example: An employee gives his/her irrevocable letter of retirement prior to May 1, ~~2020~~2026, stating he/she will retire on June 30, ~~2024~~2030. The employee's TRS creditable earnings for the ~~2019-2020~~2025-2026 school year were \$40,000.00. The employee's TRS creditable earnings for the ~~2020-2021~~2026-2027 school year will be \$42,200.00 (i.e., \$40,000.00 x 1.055 = \$42,200.00). The employee's TRS creditable earnings for the ~~2021-2022~~2027-2028 school year will be \$44,521.00 (i.e., \$42,200 x 1.055 = \$44,521.00). The employee's TRS creditable earnings for the ~~2022-2023~~2028-2029 school year will be \$46,970.00 (i.e., \$44,521.00 x 1.055 = \$46,970.00). The employee's TRS creditable earnings for the ~~2023-2024~~2029-2030 school year will be \$49,553 (i.e., 46,970.00 x 1.055 = \$49,553).

The multiplying factor will be 1.06 for anyone with 20 or more years of service with the district.

Miscellaneous

Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of the employee.

If after submitting an irrevocable letter of retirement, the employee resigns from or is removed from duties for which the employee was compensated the previous year (i.e., Schedule B, extended contract and/or stipends), the employee's TRS creditable earnings will be adjusted accordingly.

If legislation is enacted and/or TRS administrative rules are adopted during the life of this agreement that result, by reason of a teacher retiring hereunder, in a greater cost to the District than the costs generated by this paragraph, the provisions of this paragraph shall be null and void and the parties shall negotiate an alternative retirement incentive.

In no event shall teachers receiving the retirement incentive set forth herein receive more than a six percent (6%) increase or the state max, whichever is less, in creditable earnings during the years in which the retirement incentive is paid.

This retirement agreement is subject to change based on law and pension code. Under no circumstance will the district provide an increase in pay under the retirement agreement that will result in a penalty for the district.

ARTICLE XI

EFFECT OF AGREEMENT

- A. The terms and conditions set forth in this agreement represent the full and complete understanding between the parties hereto. The terms and conditions of this agreement may be modified by alteration, change, addition to, or deletion only through the voluntary, mutual consent of the parties in a written amendment executed in accordance with the negotiations process outlined in this agreement.
- B. Should any article, section, or clause of this agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall automatically be deleted from this agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the agreement if not affected by the deleted article, section, or clause.

ARTICLE XII

NO-STRIKE PROVISION

The Association agrees not to strike during the term of the Agreement.

The Association agrees there shall be no strikes, stoppages of work, or other forms of interference by the Association or the teachers during the term of this agreement.

ARTICLE XIII

BOARD INDEMNIFICATION AND HOLD HARMLESS PROVISION

In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with the previous article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- a. The Employer gives prompt notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires,
and
- b. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and appellate levels.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with the Article.

ARTICLE XIV

REVISION AND DISTRIBUTION

- A. Copies of the Revised Professional Negotiations Agreement, signed and ratified by representatives of the association and administration shall be distributed to all staff covered by the agreement per the following:
 - 1. New Employees:
A contract shall be provided to all new employees at the time new hire paperwork is tendered to the new employee.
 - 2. Existing Employees:
A contract shall be emailed to all existing employees and posted on the website no later than the opening day institute if the contract has been ratified for at least thirty (30) days. If not available, due to a lack of ratification, the contracts shall be distributed within thirty days following ratification.
- B. All employees will sign a district supplied form (Appendix G) indicating that the employee has received a copy of the contract, knows that a copy of the Board Policy Manual is available in each building lounge, on the district website, and in the principal's office, has received a copy of the appropriate evaluation document, and acknowledges his/her professional responsibility to be knowledgeable of the contents of said documents.

ARTICLE XV

DURATION OF AGREEMENT

This agreement shall become effective on July 1, ~~2022~~2025 and shall terminate on June 30, ~~2025~~2028.

FOR THE DUNLAP EDUCATION
ASSOCIATION

FOR THE BOARD OF EDUCATION OF
DUNLAP DISTRICT #323

Entered into this _____ day of _____, ~~2022~~2025.

By _____
DEA Co-President

By _____
President of Board

By _____
DEA Co-President

By _____
Superintendent

SALARY SCHEDULES

2025-2026

Multiplier 1.098901
TRS Benefit 9.00%

Year	B	creditable	B + 15	creditable	M	creditable	M + 15	creditable	M + 30	creditable	M + 45	creditable
1	51262	56331.59	52800	58021.54	56496	62083.04	58190	63945.54	59936	65863.90	61734	67839.82
2	52133	57289.23	53697	59007.90	57456	63138.46	59180	65032.61	60955	66983.59	62784	68993.10
3	53019	58263.14	54610	60011.04	58433	64211.81	60186	66138.16	61991	68122.31	63851	70165.98
4	53921	59253.62	55538	61031.23	59426	65303.41	61209	67262.51	63045	69280.39	64937	71358.80
5	54864	60290.55	56510	62099.27	60466	66446.22	62280	68439.61	64148	70492.80	66073	72607.58
6	55825	61345.64	57499	63186.01	61524	67609.03	63370	69637.30	65271	71726.42	67229	73878.21
7	56801	62419.19	58506	64291.76	62601	68792.19	64479	70855.95	66413	72981.63	68406	75171.08
8	57795	63511.52	59529	65416.87	63696	69996.05	65607	72095.93	67576	74258.81	69603	76486.57
9	58836	64654.73	60601	66594.37	64843	71255.98	66788	73393.66	68792	75595.47	70856	77863.33
10	59895	65818.52	61692	67793.07	66010	72538.59	67990	74714.74	70030	76956.19	72131	79264.87
11	60973	67003.25	62802	69013.35	67198	73844.28	69214	76059.61	71291	78341.40	73429	80691.64
12	62070	68209.31	63933	70255.59	68408	75173.48	70460	77428.68	72574	79751.54	74751	82144.09
13	63203	69454.13	65099	71537.75	69656	76545.39	71746	78841.76	73898	81207.01	76115	83643.22
14	64357	70721.67	66287	72843.32	70928	77942.35	73055	80280.62	75247	82689.04	77504	85169.71
15	65531	72012.34	67497	74172.71	72222	79364.80	74389	81745.74	76620	84198.11	78919	86724.06
16	66727	73326.56	68729	75526.36	73540	80813.20	75746	83237.60	78019	85734.73	80359	88306.77
17			70000	76923.60	74901	82308.25	77148	84777.50	79462	87320.82	81846	89940.44
18			71295	78346.68	76286	83830.95	78575	86345.88	80932	88936.26	83360	91604.34
19					77697	85381.82	80028	87943.28	82429	90581.58	84902	93299.02
20					79135	86961.39	81509	89570.23	83954	92257.34	86473	95025.06
21					80619	88591.91	83037	91249.67	85528	93987.16	88094	96806.78
22					82130	90253.01	84594	92960.60	87132	95749.42	89746	98621.90
23					83670	91945.26	86180	94703.61	88766	97544.72	91429	100471.06
24					85239	93669.23	87796	96479.31	90430	99373.68	93143	102354.90
25					86859	95448.94	89464	98312.41	92148	101261.78	94913	104299.64
26							91164	100180.35	93899	103185.76	96716	106281.33
27							92896	102083.77	95683	105146.29	98554	108300.68
28							94661	104023.37	97501	107144.07	100426	110358.39
29							96460	105999.81	99354	109179.80	102334	112455.20
30							98293	108013.81	101241	111254.22	104279	114591.85
31												
32												
33												

2026-2027		Multiplier	1.098901									
		TRS Benefit	9.00%									
Year	B	creditable	B + 15	creditable	M	creditable	M + 15	creditable	M + 30	creditable	M + 45	creditable
1	52820	58044.07	54405	59785.39	58213	63970.37	59959	65889.48	61758	67866.16	63611	69902.15
2	53718	59030.82	55330	60801.74	59203	65057.87	60979	67009.60	62808	69019.89	64692	71090.49
3	54631	60034.34	56270	61835.37	60209	66163.85	62015	68148.76	63876	70193.23	65792	72299.02
4	55560	61054.93	57227	62886.57	61233	67288.63	63070	69307.29	64962	71386.51	66911	73528.11
5	56532	62123.39	58228	63987.09	62304	68466.19	64173	70520.17	66099	72635.78	68082	74814.85
6	57522	63210.55	59247	65106.86	63395	69664.34	65296	71754.27	67255	73906.90	69273	76124.11
7	58528	64316.73	60284	66246.23	64504	70883.47	66439	73009.97	68432	75200.27	70485	77456.28
8	59552	65442.27	61339	67405.54	65633	72123.93	67602	74287.65	69630	76516.28	71719	78811.77
9	60624	66620.24	62443	68618.84	66814	73422.16	68819	75624.83	70883	77893.57	73010	80230.38
10	61716	67819.40	63567	69853.98	68017	74743.76	70057	76986.07	72159	79295.66	74324	81674.52
11	62827	69040.15	64711	71111.35	69241	76089.15	71318	78371.82	73458	80722.98	75662	83144.67
12	63957	70282.87	65876	72391.36	70487	77458.75	72602	79782.52	74780	82175.99	77024	84641.27
13	65125	71565.53	67078	73712.50	71774	78872.37	73927	81238.55	76145	83675.70	78429	86185.97
14	66313	72871.60	68303	75057.75	73084	80311.80	75276	82721.15	77535	85202.78	79861	87758.87
15	67523	74201.51	69549	76427.56	74418	81777.49	76650	84230.81	78950	86757.73	81318	89360.47
16	68756	75555.69	70818	77822.36	75776	83269.93	78049	85768.02	80390	88341.06	82802	90991.30
17			72128	79262.07	77177	84810.42	79493	87354.73	81878	89975.37	84334	92674.63
18			73463	80728.42	78605	86379.41	80963	88970.79	83392	91639.92	85894	94389.12
19					80059	87977.43	82461	90616.75	84935	93335.26	87483	96135.31
20					81541	89605.01	83987	92293.16	86506	95061.96	89102	97913.82
21					83069	91285.11	85562	94023.66	88128	96844.37	90772	99749.70
22					84627	92996.70	87166	95786.60	89781	98660.20	92474	101620.01
23					86214	94740.39	88800	97582.60	91464	100510.08	94208	103525.38
24					87830	96516.77	90465	99412.28	93179	102394.64	95975	105466.48
25					89499	98350.59	92184	101301.11	94950	104340.14	97798	107470.35
26							93936	103225.83	96754	106322.61	99656	109512.28
27							95720	105187.12	98592	108342.74	101550	111593.02
28							97539	107185.68	100465	110401.25	103479	113713.28
29							99392	109222.20	102374	112498.87	105445	115873.84
30							101281	111297.43	104319	114636.35	107449	118075.44
31												
32												
33												

2027-2028		Multiplier	1.098901									
		TRS Benefit	9.00%									
Year	B	creditable	B + 15	creditable	M	creditable	M + 15	creditable	M + 30	creditable	M + 45	creditable
1	54299	59669.30	55928	61459.38	59843	65761.54	61638	67734.39	63487	69766.42	65392	71859.41
2	55222	60683.68	56879	62504.19	60860	66879.49	62686	68885.87	64567	70952.45	66504	73081.02
3	56161	61715.30	57846	63566.76	61895	68016.44	63752	70056.93	65664	72158.64	67634	74323.40
4	57116	62764.46	58829	64647.40	62947	69172.72	64836	71247.90	66781	73385.33	68784	75586.89
5	58115	63862.84	59859	65778.73	64049	70383.24	65970	72494.74	67949	74669.58	69988	76909.67
6	59132	64980.44	60906	66929.86	65170	71614.95	67125	73763.39	69138	75976.30	71213	78255.58
7	60167	66117.60	61972	68101.13	66310	72868.21	68299	75054.25	70348	77305.88	72459	79625.06
8	61220	67274.66	63057	69292.90	67471	74143.40	69495	76367.70	71579	78658.73	73727	81018.50
9	62322	68485.60	64192	70540.17	68685	75477.98	70746	77742.32	72868	80074.59	75054	82476.83
10	63444	69718.34	65347	71809.89	69921	76836.59	72019	79141.68	74180	81515.93	76405	83961.41
11	64586	70973.27	66523	73102.47	71180	78219.64	73315	80566.23	75515	82983.22	77780	85472.72
12	65748	72250.79	67721	74418.32	72461	79627.60	74635	82016.43	76874	84476.92	79180	87011.23
13	66948	73569.37	68957	75776.45	73784	81080.80	75997	83513.23	78277	86018.62	80625	88599.18
14	68170	74912.01	70215	77159.37	75130	82560.53	77384	85037.34	79706	87588.46	82097	90216.12
15	69414	76279.15	71496	78567.53	76501	84067.26	78796	86589.27	81160	89186.95	83595	91862.56
16	70681	77671.25	72801	80001.39	77897	85601.48	80234	88169.53	82641	90814.61	85121	93539.05
17			74148	81481.41	79338	87185.11	81719	89800.66	84170	92494.68	86695	95269.52
18			75520	82988.82	80806	88798.03	83230	91461.98	85727	94205.84	88299	97032.01
19					82301	90440.80	84770	93154.02	87313	95948.64	89933	98827.10
20					83824	92113.95	86338	94877.37	88929	97723.69	91596	100655.40
21					85395	93841.09	87957	96656.32	90596	99556.01	93314	102542.69
22					86997	95600.61	89606	98468.63	92295	101422.69	95063	104465.37
23					88628	97393.12	91287	100314.92	94025	103324.36	96846	106424.09
24					90290	99219.24	92998	102195.82	95788	105261.69	98662	108419.55
25					92005	101104.41	94765	104137.54	97608	107261.67	100536	110479.52
26							96566	106116.15	99463	109299.64	102447	112578.63
27							98400	108132.36	101352	111376.33	104393	114717.62
28							100270	110186.88	103278	113492.48	106377	116897.26
29							102175	112280.43	105240	115648.84	108398	119118.30
30							104117	114413.75	107240	117846.17	110457	121381.55
31												
32												
33												

EXTRA CURRICULAR STIPENDS

POSITION	2025-2026	2026-2027	2027-2028
Group A (DHS)	20.25%	20.25%	20.25%
Basketball - Boys Head	\$10,381	\$10,696	\$10,996
Basketball - Girls Head	\$10,381	\$10,696	\$10,996
Football - Boys Head	\$10,381	\$10,696	\$10,996
Group B (DHS)	18.00%	18.00%	18.00%
Baseball - Boys Head	\$9,227	\$9,508	\$9,774
Softball - Girls Head	\$9,227	\$9,508	\$9,774
Track - Boys Head	\$9,227	\$9,508	\$9,774
Track - Girls Head	\$9,227	\$9,508	\$9,774
Instrumental Music - Head	\$9,227	\$9,508	\$9,774
Soccer - Boys Head	\$9,227	\$9,508	\$9,774
Soccer - Girls Head	\$9,227	\$9,508	\$9,774
Swimming - Boys Head	\$9,227	\$9,508	\$9,774
Swimming - Girls Head	\$9,227	\$9,508	\$9,774
Volleyball - Girls Head	\$9,227	\$9,508	\$9,774
Wrestling - Head (B & G)	\$9,227	\$9,508	\$9,774
Group C (DHS)	18.00%	18.00%	18.00%
Group D (DHS)	15.00%	15.00%	15.00%
Basketball - Boys Sophomore	\$7,689	\$7,923	\$8,145
Basketball - Boys Varsity Asst.	\$7,689	\$7,923	\$8,145
Basketball - Girls Sophomore	\$7,689	\$7,923	\$8,145
Basketball - Girls Varsity Asst.	\$7,689	\$7,923	\$8,145
Cross Country - Head (G & B)	\$7,689	\$7,923	\$8,145
Football - Boys Asst. Head	\$7,689	\$7,923	\$8,145
Football - Boys Sophomore	\$7,689	\$7,923	\$8,145
Football - Boys Sophomore	\$7,689	\$7,923	\$8,145
Football - Boys Varsity Asst.	\$7,689	\$7,923	\$8,145
Golf - Boys Head	\$7,689	\$7,923	\$8,145
Golf - Girls Head	\$7,689	\$7,923	\$8,145
Instrumental Music - Asst.	\$7,689	\$7,923	\$8,145
Tennis - Boys Head	\$7,689	\$7,923	\$8,145
Tennis - Girls Head	\$7,689	\$7,923	\$8,145
Volleyball - Girls Sophomore	\$7,689	\$7,923	\$8,145
Volleyball - Girls Varsity Asst.	\$7,689	\$7,923	\$8,145
Wrestling - Asst. Head (B & G)	\$7,689	\$7,923	\$8,145
Group E (DHS)	12.75%	12.75%	12.75%
Baseball - Boys Asst. #1	\$6,536	\$6,735	\$6,923
Baseball - Boys Sophomore	\$6,536	\$6,735	\$6,923
Basketball - Boys Freshman	\$6,536	\$6,735	\$6,923
Basketball - Girls Freshman	\$6,536	\$6,735	\$6,923

Chorus Director	\$6,536	\$6,735	\$6,923
Lacrosse - Boys Head	\$6,536	\$6,735	\$6,923
Lacrosse - Girls Head	\$6,536	\$6,735	\$6,923
Pom-Pom - Girls Head Dance - Head	\$6,536	\$6,735	\$6,923
Soccer - Boys Asst. #1	\$6,536	\$6,735	\$6,923
Soccer - Girls Asst. #1	\$6,536	\$6,735	\$6,923
Softball - Girls Asst. #1	\$6,536	\$6,735	\$6,923
Softball - Girls Varsity Asst.	\$6,536	\$6,735	\$6,923
Track - Boys Asst. #1	\$6,536	\$6,735	\$6,923
Track - Boys Asst. #2	\$6,536	\$6,735	\$6,923
Track - Girls Asst. #1	\$6,536	\$6,735	\$6,923
Track - Girls Asst. #2	\$6,536	\$6,735	\$6,923
Wrestling - Asst. (B & G)	\$6,536	\$6,735	\$6,923

Group F E (DHS)	11.25%	11.25%	11.25%
Baseball - Boys Freshman	\$5,767	\$5,942	\$6,109
Football - Boys Freshman	\$5,767	\$5,942	\$6,109
Football - Boys Freshman	\$5,767	\$5,942	\$6,109
Football - Frosh/Soph Asst.	\$5,767	\$5,942	\$6,109
Pep Band	\$5,767	\$5,942	\$6,109
Scholastic Bowl	\$5,767	\$5,942	\$6,109
Softball - Girls Asst. #2	\$5,767	\$5,942	\$6,109
Speech	\$5,767	\$5,942	\$6,109
Volleyball - Girls Freshman	\$5,767	\$5,942	\$6,109

Group G F (DHS)	8.75%	8.75%	8.75%
Bass Fishing	\$4,485	\$4,622	\$4,751
Cheerleading - Head (Winter)	\$4,485	\$4,622	\$4,751
Cross Country - Asst. #1	\$4,485	\$4,622	\$4,751
Cross Country - Asst. #2	\$4,485	\$4,622	\$4,751
Cross Country - Asst. #3	\$4,485	\$4,622	\$4,751
Soccer - Boys Asst. #2	\$4,485	\$4,622	\$4,751
Soccer - Girls Asst. #2	\$4,485	\$4,622	\$4,751
Speech Asst.	\$4,485	\$4,622	\$4,751
Speech Asst.	\$4,485	\$4,622	\$4,751
Tennis - Boys Asst.	\$4,485	\$4,622	\$4,751
Tennis - Boys Asst.	\$4,485	\$4,622	\$4,751
Tennis - Girls Asst.	\$4,485	\$4,622	\$4,751
Tennis - Girls Asst.	\$4,485	\$4,622	\$4,751

Group H G (DHS)	7.30%	7.25%	7.25%
Cheerleading - Head (Fall)	\$3,742	\$3,829	\$3,937
Diving - Boys	\$3,742	\$3,829	\$3,937
Diving - Girls	\$3,742	\$3,829	\$3,937
Golf - Boys Asst.	\$3,742	\$3,829	\$3,937

Golf - Girls Asst.	\$3,742	\$3,829	\$3,937
Lacrosse - Boys Asst.	\$3,742	\$3,829	\$3,937
Lacrosse - Girls Asst.	\$3,742	\$3,829	\$3,937
Swim - Boys Varsity Asst.	\$3,742	\$3,829	\$3,937
Swim - Girls Varsity Asst.	\$3,742	\$3,829	\$3,937
Group I H (DHS)	5.60%	5.50%	5.50%
Chess	\$2,871	\$2,905	\$2,986
Contest Play	\$2,871	\$2,905	\$2,986
Flags	\$2,871	\$2,905	\$2,986
Soccer - Boys Asst. #3	\$2,871	\$2,905	\$2,986
Group J I (DHS)	2.75%	2.75%	2.75%
Cheerleading - Assistant (Fall)	\$1,410	\$1,453	\$1,493
Cheerleading - Assistant (Winter)	\$1,410	\$1,453	\$1,493
Scholastic Bowl Assistant	\$1,410	\$1,453	\$1,493
Dance - Assistant	\$1,410	\$1,453	\$1,493
Group K J (DMS & DVMS)	12.35%	12.00%	12.00%
Basketball - Boys 7th Grade	\$6,331	\$6,338	\$6,516
Basketball - Boys 8th Grade	\$6,331	\$6,338	\$6,516
Basketball - Girls 7th Grade	\$6,331	\$6,338	\$6,516
Basketball - Girls 8th Grade	\$6,331	\$6,338	\$6,516
Cross Country - Head (G & B)	\$6,331	\$6,338	\$6,516
Volleyball - Girls 7th Grade	\$6,331	\$6,338	\$6,516
Volleyball - Girls 8th Grade	\$6,331	\$6,338	\$6,516
Group L K (DMS & DVMS)	11.20%	11.00%	10.75%
Baseball - Boys Varsity	\$5,741	\$5,810	\$5,837
Cheerleading	\$5,741	\$5,810	\$5,837
Softball - Girls Varsity	\$5,741	\$5,810	\$5,837
Track - Boys Head	\$5,741	\$5,810	\$5,837
Track - Girls Head	\$5,741	\$5,810	\$5,837
Wrestling - Head		\$5,810	\$5,837
Group M L (DMS & DVMS)	10.45%	10.20%	10.00%
Speech	\$5,357	\$5,388	\$5,430
Group N M (DMS & DVMS)	8.00%	7.80%	7.60%
Baseball - Boys Asst./6th grade	\$4,101	\$4,120	\$4,127
Basketball - Boys 6th Grade	\$4,101	\$4,120	\$4,127
Basketball - Girls 6th Grade	\$4,101	\$4,120	\$4,127
Pom Pon	\$4,101	\$4,120	\$4,127
Scholastic Bowl	\$4,101	\$4,120	\$4,127
Softball - Girls Asst./6th grade	\$4,101	\$4,120	\$4,127
Track - Boys Asst. #1	\$4,101	\$4,120	\$4,127

Track - Boys Asst. #2	\$4,101	\$4,120	\$4,127
Track - Girls Asst. #1	\$4,101	\$4,120	\$4,127
Track - Girls Asst. #2	\$4,101	\$4,120	\$4,127
Volleyball - Girls 6th Grade	\$4,101	\$4,120	\$4,127
Wrestling - Asst.		\$4,120	\$4,127
Group O N (DMS & DVMS)	7.55%	7.35%	7.20%
Speech Asst. #1	\$3,870	\$3,882	\$3,910
Speech Asst. #2	\$3,870	\$3,882	\$3,910
Speech Asst. #3	\$3,870	\$3,882	\$3,910
Group P O (DMS & DVMS)	4.85%	4.75%	4.65%
Chess	\$2,486	\$2,509	\$2,525
Cross Country - Asst. (G & B)	\$2,486	\$2,509	\$2,525
Cross Country - Asst. (G & B)	\$2,486	\$2,509	\$2,525
Group Q P (DHS)	12.25%	12.25%	12.25%
Yearbook Sponsor	\$6,280	\$6,470	\$6,652
Group R Q (DHS)	10.75%	10.75%	10.75%
Theatre Director	\$5,511	\$5,678	\$5,837
Group S R (DHS)	8.75%	8.75%	8.75%
FBLA	\$4,485	\$4,622	\$4,751
FHA (FCCLA) Sponsor	\$4,485	\$4,622	\$4,751
Robotics	\$4,485	\$4,622	\$4,751
Student Council	\$4,485	\$4,622	\$4,751
Future Health Professionals (HOSA)	\$4,485	\$4,622	\$4,751
Group T S (DHS)	5.40%	5.25%	5.25%
Best Buddies	\$2,768	\$2,773	\$2,851
Best Buddies	\$2,768	\$2,773	\$2,851
Choreographer	\$2,768	\$2,773	\$2,851
FFA Sponsor	\$2,768	\$2,773	\$2,851
Fine Arts Sponsor	\$2,768	\$2,773	\$2,851
Freshman Advisory Coordinator	\$2,768	\$2,773	\$2,851
Freshman Advisory Coordinator			
Intramural Basketball	\$2,768	\$2,773	\$2,851
Key Club	\$2,768	\$2,773	\$2,851
Mock Trial	\$2,768	\$2,773	\$2,851
Multicultural	\$2,768	\$2,773	\$2,851
Orchestra	\$2,768	\$2,773	\$2,851
Prom Coordinator	\$2,768	\$2,773	\$2,851
Snowball Sponsor	\$2,768	\$2,773	\$2,851
Theatre Music	\$2,768	\$2,773	\$2,851

Group U T (DHS)	2.95%	2.90%	2.85%
Class Sponsor - 9th	\$1,512	\$1,532	\$1,548
Class Sponsor - 9th	\$1,512	\$1,532	\$1,548
Class Sponsor - 10th	\$1,512	\$1,532	\$1,548
Class Sponsor - 10th	\$1,512	\$1,532	\$1,548
Class Sponsor - 11th	\$1,512	\$1,532	\$1,548
Class Sponsor - 11th	\$1,512	\$1,532	\$1,548
Flight Club	\$1,512	\$1,532	\$1,548
Math Club	\$1,512	\$1,532	\$1,548
Media	\$1,512	\$1,532	\$1,548
National Honor Society	\$1,512	\$1,532	\$1,548
National Honor Society	\$1,512	\$1,532	\$1,548
Theatre Manager			
Group V U (DMS & DMS)	9.00%	8.75%	8.55%
Yearbook	\$4,614	\$4,622	\$4,643
Group W V (DMS & DMS)	7.52%	7.30%	7.15%
Student Council	\$3,855	\$3,856	\$3,882
Group X W (DMS & DVMS)	6.55%	6.40%	6.25%
Band Director	\$3,358	\$3,380	\$3,394
Chorus Director	\$3,358	\$3,380	\$3,394
Orchestra	\$3,358	\$3,380	\$3,394
Group Y (DMS & DVMS)	3.75%	3.75%	3.75%
Group Z X (DMS & DVMS)	1.95%	1.90%	1.85%
6th Grade Lead Teacher	\$1,000	\$1,004	\$1,005
7th Grade Lead Teacher	\$1,000	\$1,004	\$1,005
8th Grade Lead Teacher	\$1,000	\$1,004	\$1,005
Art Club	\$1,000	\$1,004	\$1,005
Intramurals - bowling	\$1,000	\$1,004	\$1,005
Intramurals - golf	\$1,000	\$1,004	\$1,005
Intramurals - soccer	\$1,000	\$1,004	\$1,005
Intramurals - volleyball	\$1,000	\$1,004	\$1,005
Intramurals - basketball	\$1,000	\$1,004	\$1,005
Intramurals - wrestling	\$1,000		
Math Counts	\$1,000	\$1,004	\$1,005
Middle School Enrichment	\$1,000	\$1,004	\$1,005

EXTRA RESPONSIBILITIES SALARY SCHEDULE

Counselors

To ensure dates are fulfilled, high school and middle school counselors will work the three days following the last day of the school year, three days prior to the start of the school year, and nine days during the summer, mutually exclusive of the other counselors and scheduled with building administrators. Each day is not to exceed six hours per day. Salary shall be figured according to the following schedule:

15 days x $1/180$ of salary x .75 representing the percentage of the work day.

School Psychologists and Social Workers

School psychologists and social workers will work the three days following the last day of the school year and three days prior to the start of the school year. Each day is not to exceed 6 hours per day. Salary shall be figured according to the following schedule:

6 days x $1/180$ of salary x .75 representing the percentage of the work day.

Committee Assignments

The committee system is an important aspect of the school district. With prior administrative approval, staff assigned to committees will be paid for all committee work that is outside of that teacher's contract hours. Rate of pay for the length of the contract is:

~~\$33.00 per hour.~~
\$35.00 per hour

Activities Supervision

From time to time there may be a need for activity supervision. This supervision includes various responsibilities including pre-activity preparation, activity supervision/discipline/crowd control and post activity responsibilities related to closing. Rate of pay for the length of the contract is:

~~\$33.00 per hour.~~
\$35.00 per hour

Bench officials will be paid according to the non-certified wage guidelines which are approved by the Board of Education on an annual basis. Volunteers for these positions will be sought through mass email.

Lunch Supervision:

Lunch supervision will be handled by the administration. Each middle school will have a minimum of two (2) supervisors per lunch period and Dunlap High School will have a minimum of three (3) supervisors per lunch period. If additional supervision is required, a teacher(s) will supervise and be provided a school lunch at no charge. Teachers will sign-up and the building administrators will strive to distribute supervisory duties equally amongst the volunteers.

Driver Education-Driving

Each driver education teacher shall be paid the following amount for all non-school hour driving for the length of the contract:

~~\$33.00 per hour.~~

\$35.00 per hour

Homebound Tutoring

Teachers who elect to homebound tutor will be reimbursed at the established mileage reimbursement rate. The rate of pay for homebound tutors for the length of the contract is:

\$35.00 per hour

In-House Subbing

Each teacher will be compensated upon agreeing to substitute during his/her planning period in-house. Rate of pay for the length of this contract is:

Under 25 minutes-\$30.00
25 minutes or more- \$55.00

If the teacher is asked to cover pre-planned administrative duties in his/her building, a substitute teacher will be provided for the duration of the coverage. The teacher providing administrative coverage will earn a daily stipend of \$150 for a full day or a pro-rated amount for a partial day.

Induction Program

Subject to the availability of grant funding, teachers new to the district will be required to participate in an induction program. New teachers shall be assigned a mentor for the first year and shall complete the program. Teachers who are new to the District but not to the profession may be eligible for a modified program. Eligibility for the modified program will be at the discretion of the Superintendent or his/her designee. Teachers who elect to be mentors will be compensated for assigned duties per mentee. Mentors will be assigned based on similar teaching and building assignments. Mentor volunteers will be sought prior to any unilateral appointment. Mentor responsibilities shall be included in advance of the mentor's acceptance of the extra duty, including the tasks to be completed and total number of hours.

Sign-on bonus

The Administration may offer a one-time signing bonus (not to exceed \$5,000) to new certified staff members who fall into categories of employees difficult to hire due to shortages of candidates as defined by the ISBE or upon mutual agreement with the Association.

The Administration/Board of Education may leave a coaching position and/or sponsorship vacant and may add a coaching position and/or sponsorship upon written notice to the DEA president. The Association will approve the final salary for any added position.

English as a Second Language Teachers

English as a Second Language Teachers will work up to six (6) days prior to the start of the school year. Each day is not to exceed 6 hours per day. Salary shall be figured according to the following schedule:

6 days x $\frac{1}{180}$ of salary x .75 representing the percentage of the work day.

Speech Language Pathologists

Speech Language Pathologists will work up to three (3) days prior to the start of the school year. Each day is not to exceed 6 hours per day. Salary shall be figured according to the following schedule:

3 days x $\frac{1}{180}$ of salary x .75 representing the percentage of the work day.