

Woodridge School District 68

PROFESSIONAL AGREEMENT

Between the
Board of Education
and the
Woodridge Education Association
Affiliated with I.E.A./N.E.A.

2024-2029

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ARTICLE I

RECOGNITION

- A. Recognition. The Board of Education of District 68, DuPage County, herein referred to as the “Board,” hereby recognizes the Woodridge Education Association, hereinafter referred to as the “Association,” affiliated with the Illinois Education Association and the National Education Association, as the sole negotiation agent for all regularly employed full-time and part-time teaching personnel of the District holding a Professional Educator License (PEL), but excluding the superintendent, assistant superintendents, other central office staff, principals, assistant principals, deans in a supervisory position, teacher aides, teaching assistants, substitutes and all other supervisory, managerial and confidential employees as defined under the Illinois Educational Labor Relations Act.
- B. Definition. The term “teacher,” when used hereinafter in this agreement, except as otherwise provided, shall refer to all full-time and part-time employees represented by the Association in the negotiating unit as determined in paragraph “A” above.
- C. Individual Contracts. The Board agrees not to negotiate as to matters covered by this agreement with any teacher’s organization other than the Association or with any teacher individually for the duration of this agreement, provided that this section shall not preclude the issuance of employment agreements to part-time and probationary teachers.
- D. Management Rights. The Association agrees and acknowledges 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.

ARTICLE II

ASSOCIATION AND TEACHER RIGHTS

- A. Right to Organize. Teachers shall have the right to organize, join, and assist the Association, and to participate in professional negotiations with the Board through representatives of their own choosing.
- B. Non-Discrimination. The Board shall not discriminate against any teacher with respect to hours, wages, terms, or conditions of employment by reason of the teacher's membership in the Association, participation in any activities of the Association or in negotiations with the Board; nor shall the Board discriminate against any teacher for the teacher's institution of any grievance under this agreement.
- C. Contract Conformance. Individual teacher contracts tendered by the Board prior to the completion of negotiations shall be adjusted to be in conformance with any agreement thereafter reached by the parties. The Board will not tender individual teacher contracts to teachers who were on continued contractual service during the preceding school term.
- D. Agenda-Information. The Board shall provide the Association with the agenda by e-mail by close of business on the Friday preceding all regularly scheduled Board meetings and a copy of the notice and, if prepared, the agenda of special Board meetings. Upon request, the Board shall also furnish regularly and routinely prepared information concerning the financial condition of the District, including annual financial audit and the tentative and adopted budgets, and other readily available and pertinent information relevant to negotiations. The Board shall not be required to research or assemble information or to disclose any data which is not available to the public.
- E. New Teachers. Names and addresses of newly hired teachers shall be provided, upon request, to the Association after approval of their contracts by the Board.
- F. Dues Deductions. The Board agrees to deduct from the salaries of teachers dues to the Association and its affiliates as said teachers shall individually and voluntarily authorize through the Association. Deductions shall be made per pay period throughout the school term, September to June, provided the Board shall have received written authorization from the teacher on or before August 31. Deductions for teachers employed after the commencement of the school term shall be made during said months for all payrolls which occur three weeks or more after receipt of written authorization of deduction by the Business Manager. The Board shall forward all sums deducted within ten (10) days to the person designated by the President of the Association. Upon the transmittal of the dues deduction, the Board shall be absolved of any and all responsibility for these funds, and the Association agrees to indemnify and hold harmless the Board for the withholding and/or distribution of such funds unless an error has been made by the Board. The Association agrees to furnish any information needed by the Board to fulfill the provisions of this paragraph. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, Credit Union, and savings bond, or any other plans or programs jointly negotiated by the Association and the Board.

- G. Contract Distribution. Within thirty (30) days of ratification of this agreement, or other date as agreed to by both parties, sufficient copies of such agreement shall be prepared by the Board in a form agreeable to both parties to make one copy available to each teacher, administrator, and Board member. Thirty (30) additional copies will be provided to the President of the Woodridge Education Association.
- H. Association Release Time.
1. The Association shall be granted up to ten (10) days of release time for Association business during the year. If needed, the Superintendent may grant two (2) additional days for Association business. The President of the Association, with the concurrence of the Executive Board of the WEA, shall designate the proper use of these days. The Association shall pay the cost of substitutes for each day used. The Superintendent or designee shall be notified in writing when these days are to be used by an Association member. Business of the Association shall not be conducted during school hours by anyone who has not been released to conduct such business.
 2. The President of the Association shall be granted up to five (5) days of release time for Association business during the year. The Superintendent or designee shall be notified in writing when these days are to be used by the President. The cost of a substitute shall be borne by the initiating party.
- I. Association Announcements. With advance notice to the Principal or designee, announcements of Association business which have no impact on the student body may be read over the intercom system in each school building before or after the student day. Announcements may also be placed on faculty bulletin boards.
- J. Association Use of Buildings and Equipment. The Association shall not be denied reasonable use of the following:
1. School buildings for meetings of the WEA subject to general Board policy and regulations on use of facilities;
 2. Employee mailboxes, inter-school mail and faculty bulletin boards for the purpose of internal communication;
 3. Office equipment (except for non-District owned machines) when not in use.
- K. Fair Share. This Section has been removed based on the Supreme Court *Janus* decision. During the term of this contract, in the event there is a change in the law allowing Fair Share provisions, the parties agree to add language that complies with these changes to the law.
- L. School Code Waiver Proposals. Waiver proposals shall be reviewed with the Association at a meeting arranged by the Superintendent, or designee and the WEA President at least 10 (ten) school days prior to a public hearing.

ARTICLE III

STEPS OF COMMUNICATION FOR CONFLICT RESOLUTION

Communication is vital for the effective and efficient functioning of Woodridge School District 68. It should be the goal of all employees of the district to communicate in a positive, intelligible manner to promote an optimal learning environment for students, to advance beneficial work conditions for all district employees, and to ensure a productive, professional atmosphere.

The purpose of the “Steps of Communication for Conflict Resolution” is to promote a collaborative problem solving model whereas both parties have the responsibility to follow specific communication steps and to try to come to resolution as early in the step process as possible. This does not preclude any investigatory or complaint process under Board policy or Collective Bargaining Agreement. Each party will initial and date these “Steps of Communication for Conflict Resolution” on this form to ensure a mutual understanding where the process exists in regard to step completion.

Nature of Concern: _____

Person(s) presenting the concern: _____

<u>Initials</u>	<u>Date</u>	
_____	_____	Step 1 The individual teacher will approach the Principal about the concern. Another administrator (e.g. Director) may be included in the conflict resolution process if necessary. The teacher may request that another staff member attend the meeting as an observer.
_____	_____	Step 2 If unresolved, a WEA Representative and the individual teacher will discuss the concern with the Principal. Another administrator (e.g. Director) may be included in the conflict resolution process if necessary.
_____	_____	Step 3 If still unresolved, the concern should be brought to the attention of the appropriate Central Administrator by the person(s) with the concern and/or a WEA Representative.
_____	_____	Step 4 If still unresolved, the concerns will be placed on the agenda of the monthly WEA/Administrative Council (ACT Meeting).
_____	_____	Step 5 If sensitive personnel issues are not resolved at Step 3, the concern should be brought to the attention of the Superintendent by the WEA President.
_____	_____	Step 6 If the concern is still unresolved, the WEA President should inform the Superintendent, and a joint meeting of the WEA President, Superintendent, and Board of Education President will be held.

ARTICLE IV

PROFESSIONAL QUALIFICATIONS

- A. Teaching Licensure. A teacher shall not be required to teach outside the limits of his/her teaching license. Every effort shall be made to utilize the teacher in the teaching area in which he/she is most competent.
- B. Teaching Credit. A teacher shall be awarded full credit for each year of teaching experience outside of the District up to ten (10) years. Any credit beyond ten years is at the discretion of the District.

ARTICLE V

TEACHER PROTECTION

- A. Complaints. Any complaint directed toward a teacher, which may reasonably be anticipated to affect the teacher-pupil or parent-teacher relationship shall be channeled through the teacher, and no action shall be initiated by the administration until a teacher-principal conference has been held. The teacher or principal may invite the parent to the conference. The principal shall seek to provide counsel to both the parent and the teacher in the solution of the problem which created the complaint. If the parent, teacher, or principal is not satisfied with the results of this conference, the following sequence of conferences shall be employed to resolve the problem: 1) parent-teacher- principal, 2) teacher-principal-superintendent or designee. If the administration concludes through investigation that the complaint is justified, the correspondence shall be placed in the personnel file of the teacher. At the teacher's request, the teacher may have an Association representative present at any conference.
- B. Discipline.
1. The specific grounds forming the basis for and all documentation supporting Board action on a Notice to Remedy, suspension without pay, holding-on-step, or tenured discharge action will be made available to the teacher in writing at least five (5) school days prior to any such action.
 2. However, the five (5) day period shall not apply to any conduct alleged to involve health or safety concerns or potential violations of State or Federal laws. Any teacher suspension with loss of pay or holding-on-step action shall be for just cause.
- C. Disciplinary Conference. At any disciplinary conference, an Association representative may be present at the request of the teacher.
- D. Personnel File. The personnel file consists of an employee's documents located within the district's electronic payroll system, the electronic evaluation system and the electronic personnel file. The employee can access his/her electronic payroll or evaluation documents at any time.

Personnel file requests are submitted to the Human Resource Office. Upon request to view electronic personnel records, a link will be sent to the requesting teacher's work email. These electronic records can be downloaded from the link and the teacher has the right to print copies of the information.

Material (excluding confidential letters of recommendation) which relates to the conduct, service, character, or personality of a teacher shall be placed in the personnel file only after the teacher has been afforded an opportunity to sign the material and attach comments to the file copy of the material. It is understood that such signature merely signifies that the teacher has been shown the material and does not necessarily indicate agreement with its contents.

ARTICLE VI

TEACHING CONDITIONS AND STAFF FACILITIES

- A. Equipment. The Board shall provide each teacher with a separate desk, file space, and closed space to store coats and overshoes. Either the desk or file space shall be lockable.
- B. Telephone. Private telephone facilities shall be made available to teachers for school related business.
- C. Health Services. No teacher will be required to provide school health services if to do so would cause the teacher to touch or view the genital area of a student. If the teacher is willing to perform such a task voluntarily, another designated adult must be present to observe.
- D. Request for Additional Special Services. When a need for additional special services (e.g. LBS, Social Worker, etc.) is identified, the teacher will request in writing to the Principal and the Director of Special Education the need for the services. Such a request will be forwarded to the Assistant Superintendent for Human Resources. The teacher shall be given written notification of the disposition of the request and given reasons if denied.

ARTICLE VII
TEACHER EVALUATION

A. Evaluation.

1. The primary objective of teacher evaluation shall be to improve the quality of instruction. Teacher evaluation will be conducted pursuant to the District's teacher evaluation plan. Woodridge District 68 Certified Staff Member Evaluation Handbook including Appendix 1, and the Teacher Evaluation Student Growth Component Handbook. If there is a concern about compliance with the procedural requirements of the evaluation plan, the teacher, along with the Association, may follow the grievance procedure provided for in Article XIV.
2. When revision in the evaluation procedure is requested by either party, a review of the procedures may occur through the PERA Joint Committee.

B. Newly Tenured Teachers. After receiving tenure, newly tenured certified staff members will enter either the Tenured Evaluation Year or the Reflection Year, as determined by the administrator.

ARTICLE VIII
PUPIL DISCIPLINE

- A. Procedures. The Board recognizes its responsibility to give reasonable support and assistance to the teacher with respect to the maintenance of discipline and order in the school buildings and on the school grounds. Each teacher has the responsibility for maintenance of discipline within his/her classroom and for making reasonable effort to maintain order in his/her presence, in the school buildings, and on the school grounds.
1. A teacher may exclude a pupil from a class period when the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil in the classroom intolerable, provided that the teacher shall have previously given instructions of what behavior is expected and, where possible, given the student fair warning.
 2. When a pupil is so excluded by a teacher, the teacher will immediately attempt to notify the school office of the student's impending arrival.
 3. The Administrator shall seek appropriate action to solve the discipline problem. The Administrator shall inform the teacher regarding readmission and any conditions under which re-admittance is granted.
- B. Distribution of Procedures. Procedures for suspension and expulsion of pupils from school shall be distributed to teachers at the beginning of each school year.

ARTICLE IX

VACANCIES, TRANSFERS AND PROMOTIONS

- A. Vacancies. The Superintendent or designee shall email all certified staff a notice of all current or newly created positions and all promotional vacancies as they become available. The resignation, termination, or reduction in force of a professional employee shall not be interpreted as a vacancy in the School District if that position is one not to be filled or is filled through an involuntary transfer. No such vacancy, except in the case of emergency, shall be filled on a temporary basis until such vacancy shall have been posted for at least ten (10) school days. During the summer vacation, vacancy notices shall be emailed to all teachers'. The Superintendent, or designee shall maintain a list of vacancies as they occur by school, grade level, and subject in the Central Administrative Office. Such lists of vacancies shall be readily available to the Association.
- B. Voluntary Transfers. Any tenured teacher may apply for transfer to another building or position outside of the building by directing such in writing or e-mail to the Superintendent or designee. The Principal of the building applied for shall be notified of the application. If the transfer is denied, the teacher shall be informed in writing or e-mail of the reasons for the denial.
- C. Involuntary Transfers. A teacher shall be notified in writing or email as promptly as possible of any involuntary transfer. The administrator making such transfer shall confer with the teacher within seven (7) calendar days of such notification. Teachers involuntarily transferred prior to the first day of pupil attendance, shall have the right to resign, in accordance with Section 24-14 of the IL School Code. Teachers involuntarily transferred at any other time during the school term may submit, without prejudice, a request to the Superintendent that every effort be made to find a suitable replacement for the teacher and if such replacement is secured, that the teacher be allowed to resign.
- D. Promotions.
The Board affirms that it supports its policy of filling vacancies, including promotional vacancies, from among qualified members of the existing staff. Promotional vacancies are defined as those positions of an administrative nature.

ARTICLE X

LEAVES

- A. Sick Leave. Each full-time teacher shall be given fifteen (15) sick leave days with full pay and benefits the first day a teacher works each school year. Each part-time teacher shall be given a proportionate number of sick days with full pay and benefits at the beginning of each school year. For teachers who begin their full-time or part-time employment as outlined in the provision, accumulation of all unused sick days shall begin upon the commencement of their employment and accumulate each year for the length of employment. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters in-law, stepparents, stepchildren, and legal guardians.
- B. Sick Leave Bank. At the beginning of each school term, all new teachers shall contribute two (2) days of the foregoing sick leave to a common bank. Request for use of bank days shall be made in writing to the Assistant Superintendent for Human Resources. Teachers who have exhausted their accumulated personal sick leave allowance may make withdrawals from the common bank in accordance with the schedule below.

The following provisions shall control the operation of the sick leave bank:

1. The teacher shall not have to pay back in any manner the number of sick days borrowed from the bank.
2. No teacher shall draw upon the sick leave bank in excess of fifty (50) days. Upon return from a personal illness or injury, any member who has exhausted all available sick and personal days, and has already drawn fifty (50) days from the sick bank, and needing no less than ten (10) days to avoid unpaid leave due to such illness or injury, may request members to voluntarily contribute no more than two (2) personal or sick toward unpaid leave. Any such donated days shall be certified by WEA to the District, which amounts shall be deducted from the donors' accumulated personal or sick leave as directed by WEA. The District and WEA shall be held harmless to any employee for implementing this provision.
3. A teacher must have exhausted his/her individual accumulated sick leave.
4. A teacher can draw from the bank after three school days without pay. In the event a teacher uses the bank more than one time in a school year, a subsequent three days unpaid sick bank leave requirement shall not apply.
5. The teacher can draw from the sick leave bank the number of days equal to the remaining number of teacher work days remaining in the school year but shall be limited to the following provisions:

1 st year teacher	can draw a maximum of 5 days
2 nd year teacher	can draw a maximum of 5 days
3 rd year teacher	can draw a maximum of 20 days
4 th year teacher	can draw a maximum of 30 days

5th year teacher can draw a maximum of 40 days

6th year teacher can draw a maximum of 50 days

Teachers may only draw a maximum of 50 days in total while employed in the District.

6. Part-time teachers shall be entitled to use the sick bank days in the same fractional proportion as their assignment bears to a full time assignment.
7. The bank shall not be applicable to any person other than the teacher, and may only be used for the teacher's personal illness, including intermittent sick leave.
8. Teachers who have exhausted their accumulated sick leave allowance may, in the case of serious extended illness of an immediate family member, apply for a leave of absence without pay or occasional days without pay. "Immediate family" shall be defined as parents, husband, wife and children.

C. Personal and Emergency Leave.

1. Upon the approval of the Superintendent or designee, the Board shall grant two (2) full days or four (4) half days of personal leave without loss of pay for a full-time teacher. The Board shall grant one (1) full day or two (2) half days of personal leave without loss of pay for a part-time teacher. Except in cases of emergency, written advance notice of the necessity for personal business leave shall be submitted as soon as possible to the Superintendent or designee. Such leave shall be for the purpose of personal concerns which cannot be attended to at times other than during school hours and shall not be available for purposes of recreation and/or vacation. No reason for such leave need be given. One (1) unused personal leave day may accumulate annually. Any remaining unused personal leave days shall be added to the teacher's accumulated sick leave. The maximum number of personal leave days available for any year shall be three (3) days.

2. No personal leave days shall be granted the day before or after a holiday or vacation period. No personal leave days shall be granted before or after an unexcused absence.

D. Religious Leave. Upon the approval of the Superintendent or designee, leave with pay shall be granted to a maximum of two (2) days per school year for religious observances.

E. Bereavement Leave.

1. A maximum of five (5) days of absence shall be allowed at full pay in the case of death in the "immediate family" of a teacher. Any time required beyond five (5) days shall be assessed against the accumulated sick leave. In the case of bereavement, "immediate family" shall be defined as parents, stepparents, husband, wife, children, and stepchildren.

2. A maximum of four (4) days of absence shall be allowed at full pay in the case of death in the "family" of a teacher. Any time required beyond four (4) days shall be assessed against the accumulated sick leave. In case of bereavement, "family" shall be defined as sister, brother, stepsibling, grandparents, grandparent-in-law, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brothers-in-law, sisters-in-law, uncle, aunt and legal guardians.

3. A maximum of two (2) days of absence shall be allowed at full pay in the case of death of a niece or nephew of a teacher. Any time required beyond two (2) days shall be assessed against the accumulated sick leave.

- F. Jury Duty. The Board shall pay the regular salary of the teacher called to serve as juror. The Board may make a deduction equal to the amount received for jury duty, with the exception of the stipend paid for meals and travel.
- G. Subpoena Day. A teacher shall be allowed one (1) paid leave day annually to comply with a legally-approved District-related subpoena, provided that the purpose of the subpoena shall not require the teacher to testify against the Board. A copy of the subpoena must be submitted for prior approval of such leave.
- H. Criminal Investigation Leave. Professional leave time will be available for official school business related to any criminal investigation and/or prosecution of a student, parent or guardian accused of harassing, assaulting, or battering a school district employee.
- I. Leave Day Exceptions. When the schools and school offices are officially closed by the Superintendent, no leave days previously arranged by a teacher will be deducted for such emergency days.
- J. Parental Leave.
 - 1. Such leave shall be subject to the following conditions and to the general conditions for unpaid leaves set forth in Section M of this Article:
 - a. Child Birth Leave: A teacher may select one of the two options as identified below:
 - i. A teacher is eligible for up to eight (8) weeks of paid child birth leave upon the birth, adoption, placement for adoption, or the acceptance of a child in need of foster care pursuant to the following: 1) the leave period begins upon the birth, or adoption placement of the child and is continuous from the date of birth or placement; 2) the teacher has available sick days to fund the paid leave; and 3) the paid leaves runs concurrently with any other leave available to the teacher, including Family and Medical Leave Act (FMLA) and Child Rearing Leave. If spouses are employed by the District, they may combine to take a maximum of sixty (60) days/ thirty (30) days each of paid child birth leave. For the purposes of this subsection (a), the calculation of eight continuous weeks includes the eight continuous weeks after the child is born, or adoption placement of the child, but does not include the December holiday break or the Spring Break.
 - ii. The District will follow Section 24-6 of the IL School Code if a teacher so chooses instead of the eight (8) week contractual childbirth leave under Paragraph 1.a.i of this Section.
 - b. FMLA Leave: A complete description of FMLA Leave is provided for in Board Policy. (FMLA Board Policy 4490)
 - c. Child Rearing Leave: A tenured teacher shall be eligible for leave for up to two (2) school years duration from the date of birth of the child, or adoption placement with satisfactory written notification to the Superintendent or designee of the date the child is expected to be received. A teacher who desires a leave of longer duration for the purposes of child rearing, shall request approval for such

leave in accordance with Section M, General Conditions for Leaves of Absence. The effective dates of the leave shall be determined pursuant to Section M, General Conditions for Leaves of Absence. A leave may extend up to a maximum of two (2) years from the birth or adoption placement of the child. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment in the School District.

2. A child rearing leave may be granted to a non-tenured teacher under unusual circumstances by action of the Board, subject to all the conditions applicable to a tenured teacher and provided the terms of such leave shall not be considered full-time employment under Section 24-11 of The School Code for purposes of the continuous employment necessary to attain contractual continued service status. The granting of child rearing leave to any non-tenured teacher shall not constitute a precedent for the granting of leave to any other teacher. Each request shall be judged on its own merits.
 3. Nothing in this section shall be construed as requiring any teacher to apply for child rearing leave. A teacher not eligible for or not desiring child rearing leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or the delivery of the child. If such teacher shall have exhausted accumulated sick leave, they shall be granted a leave of absence without pay or other benefits during such period of disability due to pregnancy in accordance with Section M, General Conditions for Leaves of Absence. Such teacher shall return to employment immediately following the termination of such disability.
- K. Leaves for Extended Periods of Time. Leaves of absence for extended periods of time up to a maximum of two (2) years may be granted to a tenured teacher by the Board. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in Section M, General Conditions for Leaves of Absence.
- L. Advanced Study Leave. Upon application, a leave of absence for the purpose of advanced study up to two (2) years may be granted to any teacher. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in Section M, General Conditions for Leaves of Absence.
- M. General Conditions for Leaves of Absence for Tenured Teachers. Unless otherwise set forth in this Article, any leave of absence afforded by the Board is subject to the following general terms and conditions:
1. Time Lines for Requesting Leaves: Application for an unpaid leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 1 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.
 2. Medical Substantiation: Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the teacher's ability to perform all assigned teaching duties shall be submitted at least thirty (30) calendar days prior to the return of any teacher on an unpaid leave for personal medical reasons.
 3. Structuring of Leave: The teacher and the Superintendent or designee shall

agree upon a plan for the commencement and termination of the leave. If requested by the teacher, a representative of the Association shall be present. In developing this plan, they shall consider the continuity of instruction to the maximum possible degree and the pertinent time factors related thereto. An unpaid leave may extend up to a maximum of two (2) years duration and must begin from the date of delivery of the child. Every effort shall be made to have such leave terminated immediately prior to the start of a new school year or as close to a semester or quarter break as possible, as determined by the Superintendent or designee.

4. Insurance Benefits: A teacher granted an unpaid leave may make arrangements during the leave to continue hospitalization and surgical insurance coverage as provided herein at his/her own expense.

5. Salary Schedule Advancement: Any teacher who has worked 90 or more days of the school year shall be entitled to such advancement on the salary schedule as he/she would have had if the leave had not been granted. If the leave exceeds the year the leave commences, the second year shall not be considered for step advancement on the salary schedule.

6. Notice of Intent to Return: Any teacher granted an unpaid leave of six (6) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than February 1 prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.

7. Position Upon Return: A teacher returning from an approved leave of absence shall be assigned to a position for which the teacher is legally qualified.

8. Early Return from Leave: A teacher on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the leave no longer exist. In such event, the Board shall offer the requesting teacher the first available vacancy for which the teacher is qualified.

N. Job Sharing Leave.

1. Job Share Team: The Board may authorize two tenured teachers to share a full-time teaching assignment under the following terms and conditions.
2. Definition: Job sharing shall refer to two tenured teachers having one full-time position for which they are both certified. Job sharing may occur involving proportionate teaching responsibilities in amounts of 50%/50%.
3. Procedure: Job sharing assignments shall be filled only by tenured teachers who have jointly agreed to work together and who have submitted a written proposal for job sharing to the Assistant Superintendent for Personnel by January 15 for approval and review prior to submitting to the Principal/Director of Special Education/Immediate Supervisor by February 1st. This must be done each school year prior to the year in which the job sharing assignment shall be requested. The Board shall then notify the applicants of the shared teaching assignment of their request no later than May 1st of

the school year prior to the year in which the job sharing assignment has been requested.

4. Hours and Responsibilities:

- a. Both team members are required to work all pre- and post- service days required of full-time teachers, including, but not limited to, regularly scheduled parent conferences, curriculum night, and open house on dates established by the District. Other responsibilities associated with the teaching assignment which occur outside of the regular workday shall be divided by the two teachers, subject to the approval of the Principal. Please review the attached list of job sharing elements. The proposal should include but are not limited to any of those items.
- b. Both team members shall be responsible for sharing all information pertaining to their mutual assignment, including information from staff meetings and in-services.
- c. Both team members must meet with the Principal prior to May 1st to review the responsibilities of the assignment, and again prior to the opening of school to establish the exact working days and receive directions regarding attendance at staff and team meetings. The working calendar must be approved by the Principal prior to June 1st.

5. Tenure, Salary Schedule, and Insurance:

- a. Teachers participating in a job sharing assignment shall retain their tenure status.
- b. Both team members shall receive salary proportionate to their annual salary, based on the percentage of the job share.
- c. Fringe benefits shall be prorated based on the time worked. Team members shall pay all additional premiums due for insurance on a timely basis. All insurance pro-rations shall commence on the first day of the school calendar year of the job sharing assignment.
 - i. No life insurance – only for full-time employment
 - ii. Deductions taken from paychecks – benefit of pre-taxed deduction

6. Length of Job Share Assignment:

- a. Each job sharing assignment shall be for one school year, commencing with the first day of school for that school year. Participation in a job sharing assignment during any given school year in no way guarantees priority consideration or placement into a job sharing assignment in future school years.
- b. The Board reserves the right to terminate any job share assignment at the close of the school year. The employees of such a canceled job share assignment shall be guaranteed a full-time position for which they are certified/qualified to teach.
- c. Any teacher choosing not to return to full time teaching at the conclusion of the job share assignment shall be considered voluntarily terminated from employment.

7. Retirement: Both team members shall receive an amount proportionate to the year's credit toward the Illinois Teachers' Retirement System equivalent to the percentage of the job share.
8. Seniority List: Both team members shall maintain their place on the District seniority list.
9. In the event of an absence of one of the job share participants, it is the other participant's responsibility to substitute for his/her job share partner. When a teacher substitutes for his/her job share partner, he/she will receive the daily substitute pay for the portion of the job share day. In the event of a long term absence (in excess of five (5) consecutive work days), arrangements will be made by mutual agreement among the job share partners and building principal to hire a long-term, outside substitute or the remaining job share participant will assume the position with full pay and benefits. The building principal will make the final decision if necessary.
10. Change of Status: In the event the employment of a participant in a job sharing assignment ceases, for whatever reason (including leave of absence), the Assistant Superintendent for Personnel shall have the right to return the remaining participant to full-time status or fill the vacant position in any other manner deemed appropriate.
11. Student Teachers: Both team members shall supervise a student teacher in the event an agreement is reached by the Principal and job share participants to place a student teacher in their classroom.
12. Program Evaluations: The job share participants, the Principal, appropriate instructional staff, parents and students (optional) will evaluate the effectiveness of the program annually in writing.

ARTICLE XI

PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

A. Compensation Schedule.

1. The index used to calculate the salary schedules shall be added to this agreement as Appendix A.
2. The salary schedules shall be added to this agreement as Appendices B, C, D, and E for the 2024-2025 through the 2027-2028 school years. For the 2028-2029 school year, salary increases for the contractual year will be based upon the prior December Calendar Year Consumer Price Index for All Urban Consumers for All Items (CPI-U), plus an additional 1%, with the total salary increase not to go below 2.5% nor exceed 5%. Such schedules shall be based on a one hundred eighty-five (185) day school calendar.
3. If a teacher shall be employed in addition to the days provided in the school calendar, the teacher shall be reimbursed at the rate of 1/185th of the teacher's annual salary as provided in Appendices B, C, D, and E for the 2024-2025 through the 2027-2028 school years. For the 2028-2029 school year, salary increases for the contractual year will be based upon the prior December Calendar Year Consumer Price Index for All Urban Consumers for All Items (CPI-U), plus an additional 1%, with the total salary increase not to go below 2.5% nor exceed 5%. If a teacher shall be absent and leave with pay is not otherwise provided herein, a deduction from the teacher's salary shall be made at the rate of 1/185th of the teacher's annual salary.
4. The supplementary pay schedules shall be added to this agreement as Appendices G through M. The need for each stipend position will be determined by the Board or designee on an annual basis with notification to the Association.
5. Any teacher(s) proposing a position not currently in Appendices G through M should present a proposal in writing to the Principal or supervising administrator as well as the Association by March 15th of each school year for the following school year. The proposal(s) shall be forwarded to the Superintendent no later than April 1st. The Superintendent shall make a recommendation regarding the proposals to the Board of Education. The rate of pay for additional positions shall be determined by the Board of Education until the next contract negotiations at which time the rate of pay shall be negotiated.
6. Any teacher proposing a stipend or salary increase to an existing Supplemental Pay position should present a proposal in writing to the Principal or supervising administrator, as well as the Association by March 15th of each school year for the following school year. The proposal(s) shall be forwarded to the Superintendent no later than April 1st. The Superintendent shall make a recommendation regarding the proposals to the Board of Education.
7. A teacher who has earned the necessary professional growth credit for lane advancement on the salary schedule must complete a lane change request form and an official transcript or a certificate of completion with the Assistant

Superintendent of Human Resources for advancement as follows.

- a. Lane advancement effective at the start of the school term will take place when the official transcript or certificate is received by the Office of Human Resources during the period beginning January 16th and ending October 15th. Course work must be completed prior to the start of the school term to be considered for this advancement.
- b. Lane advancement effective at the start of the second semester will take place for official transcripts or certificates received by the Office of Human Resources during the period beginning October 16 and ending January 15th. Course work must be completed prior to January 1 to be considered for this advancement. Failure to secure prior approval or submit official transcripts by January 16th shall delay salary schedule credit to the next school year. Payment will be retroactive to the beginning of the year. When the October 15th and/or January 15th dates fall on a non-teacher employment day, the deadline will be extended to the next teacher employment day.

B. Payroll Procedures.

1. Payroll checks shall be regularly issued in accordance with the schedules set forth in Appendix N. The teacher shall have the option of being paid on a 22 or 26 pay basis. The Board shall provide teachers with a form to indicate a request to be paid on a 22 pay basis. Except for teachers leaving the employment of the District at the end of the school term, no change in the basis of payment may be made after the third day of employment during the school term. Non-direct deposit payroll checks shall be mailed to the teacher for delivery to their address of record on the Wednesday prior to that week's pay date. If for any reason a check is not received by the employee, upon notice the District shall void the check and replace it after at least ten (10) business days.
2. During the summer period, non-direct deposit checks shall be mailed in the same manner as in Paragraph B (1) above.
3. Any balance in the Board's contractual salary due to a teacher who has resigned and is not returning to the District shall be paid as part of the last payroll in June. Any teacher dismissed as a result of a decision of the School Board to decrease the number of teachers employed by the Board or to discontinue some particular type of teaching service shall be paid all earned compensation on or before the third business day following the last day of pupil attendance during the regular school term.

C. Insurance.

1. The Board will make available an insurance program to provide health and major medical insurance coverage for all teachers, and their eligible spouses and dependents, as applicable. A proportionate amount for part-time teachers will be applied, at the option of the teacher, to one of the insurance programs.

- a. The Board will agree to provide a cost sharing contribution to the eligible employees who elect to take such coverage that will be: 1) For teachers selecting single coverage, the Board's contribution will be equal to 85% of the monthly single premium coverage for the top tier Health Insurance Program (the PPO Medical Plan); or 2) For teachers selecting a family coverage (Employee/Children, Employee/Spouse or Full Family) option, the Board's contribution will be equal to 70% of one of the monthly family premium coverage options (Employee/Children, Employee/Spouse or Full Family) for the top tier Health Insurance Program (the PPO Medical Plan).
- b. If the employee annually and affirmatively participates in the District sponsored Annual Biometric Health Screening, then the contribution percentage for the following fiscal year will be 95% of the single coverage for the PPO medical premium or 80% of any one of the family coverage options for the PPO medical premium, representing a 10% bonus contribution for participation in the Health Screening. For the 2024-2025 plan year only, the Board will contribute 95% of the single coverage for the PPO medical premium or 80% of any one of the family coverage options for the PPO medical premium with or without teacher participation in the Annual Biometric Health Screening.
2. The Board shall pay for individual dental insurance coverage for each full-time teacher and a proportionate amount for each part-time teacher. The teacher may elect to take family dental coverage on a contributory basis and would be responsible for any additional premiums incurred. It is agreed that coverage (or service) will not be less than provided during the 2023-2024 school year.
3. The Board shall provide and pay for \$20,000 of term life insurance and accidental death and dismemberment insurance for each eligible teacher. On a contributory basis, the teacher may purchase additional supplemental life insurance for themselves, and their eligible spouses and dependents, as outlined in the then existing supplemental life insurance program.
4. Any accumulated self-insurance monies remaining in the self-insurance fund may be otherwise spent only for major medical health insurance matters, unless mutually agreed to by the Board and the Association.
5. The Insurance Committee, which was established to protect the joint interests of the Board and the various employee work groups currently participating in the insurance program, shall continue to function pursuant to the by-laws that have been established.
6. The Board shall maintain a flexible spending, pre-tax premium reimbursement account program for all eligible teachers for major medical and dependent daycare expenses, as allowed per Section 125 of the Internal Revenue Service Tax Code.
7. Unless otherwise changed by the Employee Benefits Consortium, or agreed to by the Board and the affected work groups, the plan year for the various insurance

programs will be July 1st through June 30th in conjunction with the District's fiscal year.

8. In the event that the Affordable Care Act, or other relevant State or Federal legislation, dictates that changes must be made to the insurance programs to conform to the requirements of said Acts, or if such new requirements would create fines or penalties for non-compliance, the Board and the Association agree to meet and negotiate the impact of such items on both the teachers and the District.
- D. Payment to Teachers. After deduction of payments to the Teachers' Retirement System, the balance of the amount due each teacher pursuant to the Compensation Schedules shall be payable to the teacher as salary installments as otherwise provided herein, provided the Board shall deduct there from all monies as required by law or as authorized by the teacher pursuant to this Agreement, or as otherwise authorized by the Board. Such withholding shall include any and all additional amounts required to be paid to the State of Illinois Teachers' Retirement System for the account of such teacher.
- E. Extra-Duty Hourly Pay. When directed, teachers shall swipe in and out for any extra-duty hourly event. Under no circumstances are teachers to swipe in or swipe out any other employee. Any issues surrounding swiping in or out or otherwise related to hours worked will be brought to the principal for resolution.

ARTICLE XII
RETIREMENT

A. Eligibility.

1. The teacher must have served as a certified employee in the District for a minimum of ten (10) consecutive years, immediately preceding retirement through ITRS.
2. The teacher gives timely irrevocable written notice of resignation and retirement (“Notice”) in accordance with Section B below.
3. None of the teacher’s increases in creditable earnings in the years used to determine the teacher’s pension would cause the Board to be subject to any penalty.

B. Notice.

1. Resignation/retirement must be effective at the end of the school term of which the teacher is first eligible to retire without penalty or discount from ITRS.
2. A teacher may submit Notice for retirement if they have less than 35 years of creditable service and are eligible for a penalty-free, discounted pension. For the teacher who reached 35 years of creditable service with ITRS prior to the effective date of this Agreement, in order to be eligible for the retirement benefits under this Agreement, the teacher must submit a Notice to Retire within 30 calendar days of the ratification of this Agreement..
3. A teacher can submit Notice no earlier than September 1st and no later than the first day following winter break of the school year two (2) school years prior to the first year of benefits received under this Agreement. For those teachers wishing to submit Notice to begin receiving retirement benefits in the 2024-2025 or 2025-2026 school year, the notice must be submitted within 30 calendar days of the ratification of this Agreement.
4. The teacher’s notice to the Board and the Board’s approval of the request shall constitute an irrevocable commitment by both parties, except that at the Board’s discretion, the teacher may be permitted to continue in employment beyond the agreed-upon date of retirement in emergency circumstances (e.g. catastrophic illness incurred by the teacher or spouse, death of spouse or calamitous event incurred by teacher or spouse). If a teacher participating in the program begins to receive the benefits and the Board, in its sole discretion, accepts a request to rescind the retirement, the Board will not be obligated to continue payment of the benefits under the program.
5. As a condition of continuing in employment beyond the agreed-upon retirement date, the teacher and the District shall agree upon an extended date of retirement and a reasonable repayment agreement that may include adjusting the employee’s salary level so that the District does not incur a ITRS penalty and so that the employee repays the full cost of the retirement benefit, less the compensation the

teacher would have received if the teacher had not submitted the notice of retirement.

C. Retirement Benefit. An eligible teacher participating in the Plan will be paid:

1. An increase in the teacher's ITRS creditable earnings in each of his/her last consecutive year(s), up to a maximum of three successive (3) years immediately before retiring through ITRS, sufficient to increase the teacher's base ITRS creditable earnings for the year(s) by 6% over the previous year's base ITRS creditable earnings. Compensation for supplemental pay activities are included in total ITRS creditable earnings, but not as a part of the retirement incentive calculation of 6% increase.
2. A post-retirement lump sum severance payment equivalent to the yearly percentage increase above 6% the teacher otherwise would have received if the teacher had not provided retirement notice pursuant to Section B. The teacher is eligible for this post-retirement lump sum severance payment in each year, up to the four (4) years directly preceding the teacher's retirement date and pursuant to the following:
 - a. The teacher will receive a post-retirement lump sum payment for each year of notice provided if eligible and applicable. This post-employment, lump sum severance payment will not be paid out until after the teacher has retired, is not part of the teacher's salary or ITRS reportable earnings, and will not be paid out as earnings or a condition of employment.
 - b. Payment of the post-employment, lump sum severance payment will occur on or before October 31st of the year following the teacher's retirement and may be paid as either a taxable distribution or a tax-deferred distribution, at the direction of the retiring teacher. If paid as a taxable distribution, an IRS Form 1099 will be provided after the end of the calendar year received, in accordance with applicable IRS regulations and guidelines. If paid as a tax-deferred distribution, as an employer sponsored contribution into a District approved 403(b) tax sheltered annuity program of the retiring teacher's choosing, then no IRS Form 1099 will be issued and no tax will be paid, until the funds are distributed as part of 403(b) withdrawals in accordance with then current IRS regulations and guidelines or in accordance with applicable law.
3. A teacher who meets all eligibility requirements in order to participate in this retirement incentive program as outlined in this Article, except for ITRS excess salary penalty prohibitions, may request, with the assistance of the Association, the development of an agreement which would permit the teacher to receive said retirement benefits under this agreement, notwithstanding the penalty risk to the Board. The Board shall respond within thirty (30) days of the Superintendent's receipt of the teacher's request. Development of any such agreement shall be made on a case-by-case basis and any decisions shall be non-binding if approved and non-precedent setting, and in the Board's sole discretion.
4. In order to receive benefits under this Agreement, a teacher must submit Notice pursuant to Section B.3 no later than the first day following winter break during

the 2028-2029 school year. The teacher would receive benefits pursuant to Section C.1 above.

5. The retirement benefits will be provided so as to avoid any excess penalties under TRS excess salary penalty provision from being incurred.
6. Teachers who are within four (4) years of eligibility of retirement who are not participating may not receive an increase that could result in a penalty. If a teacher is within four (4) years of eligibility for ITRS retirement and chooses not to participate in the program, the teacher may avoid this limitation above by signing an agreement with the Board. The agreement will provide that if the teacher resigns and the Board becomes subject to penalties from ITRS, the teacher must repay to the Board all amounts of creditable earnings necessary to avoid penalties.

D. Creditable Service Information. Current and new employees under ITRS will provide creditable service information to the District. By January 15, 2025, for any current teacher or for a new teacher within 90 calendar days of the first day of employment, the following information must be provided to the Superintendent or designee:

- a. The number of years of creditable service with ITRS.
- b. The number of years of creditable service with reciprocal non-ITRS retirement systems in Illinois and other states which may be used for creditable service with ITRS.
- c. Other optional service credit which may be available for creditable service with ITRS, such as leaves of absence or military service credit.
- d. The number of days of sick leave from other ITRS-covered employers available for service credit with ITRS.

E. General Limitations. Once a teacher has submitted a Notice as outlined above, and the Board has accepted the Notice and placed the teacher in the retirement incentive program, that teacher will be placed on an individual/alternative retirement salary schedule, and will therefore not be eligible for any salary increases afforded to non-retiring teachers for changes in base pay, step increases, lane changes, the acceptance of additional pay for extra duty stipends or extracurricular activities, for example. This will help ensure that the retiring teacher's ITRS reportable earnings will not exceed the applicable ITRS excess penalty salary limitations.

F. Program Termination.

1. In the event that any law pertaining to teacher pensions is modified, or if a new law is enacted, that changes these limitations or shifts the burden and requirements on to the employee and/or the employer, thereby creating additional penalties or costs associated with this program, then this retirement incentive program shall be declared null and void, as of the effective date of such legislation. The parties shall then bargain the impact of any legislative changes, as desired, with the exception to the change outlined in Section D.1. above.

G. The Board shall maintain a tax sheltered annuity, pre-tax supplemental retirement savings program for all eligible teachers, as allowed per Sections 403(b) and 457(b) of the Internal Revenue Service Tax Code.

ARTICLE XIII
JOINT COMMITTEES

- A. Joint Collaboration and Communication. The Board of Education and the Association Members recognize the value of collaborative problem solving and communication. The forum for this communication will be the Administration Collaborating with Teacher Committee (ACT).
- A. Mentoring. The Board and the Association agree that a mentoring system to provide support and training for new teachers and a structured system for veteran teachers to continue to gain and share expertise is an essential goal for developing and maintaining excellence in Woodridge School District 68 Schools. A Mentoring Committee will be established to research and make recommendations to the Administration and/or the Board for changes to the existing mentoring program. The Committee will be composed of: four (4) Administrators, two (2) primary members, two (2) intermediate members, two (2) junior high members, two (2) special education members, and two (2) non-classroom members. Co-chairs will be chosen by the Association and the Administration.
- B. Special Education. A Special Education Advisory committee shall be established and maintained to discuss topics of concern and make written recommendations to the Administration. The committee will be composed of a minimum of: three (3) administrators, two (2) elementary special education members, one (1) junior high school special education member, one (1) elementary regular education member, and one (1) junior high regular education member. Co-chairs will be chosen by the Association and the Administration, respectively. Committee recommendations shall be discussed with the Administration at a meeting between representatives of the Special Education Committee and the Administration. The Administration will reply with a written explanation to the Committee within ten (10) school days as to the status of the recommendation. Unresolved concerns may be referred to the ACT Committee.
- D. Other Committees. This article shall not prohibit the establishment from time to time by mutual agreement of other joint Board-Administration-Association Members committees to study and make recommendations on topics and problems of concern to the District.

ARTICLE XIV
PROFESSIONAL GRIEVANCE PROCEDURE

- A. Any written claim by the Association or a teacher(s) that there has been a violation, misinterpretation, or misapplication of the terms of this agreement shall be considered 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 year. The time limits shall consist of all week days in order that the matters may be resolved before the close of the school year or as soon thereafter as possible. School days for purposes of the grievance procedure shall mean teacher employment days.
- C. At least one (1) Association representative and one (1) representative of the Administration shall be present at any meeting, hearing, appeal or other proceedings relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the teacher's supervisor and having the grievance adjusted without intervention of the Association.
- D. The parties hereto acknowledge that it is usually most desirable for a teacher(s) and the teacher's immediately involved supervisor to resolve problems through free and informal communications. When requested by the teacher(s), the Association representative may accompany the teacher(s) to assist in the informal resolution of the grievance. However, if such informal processes fail to satisfy the teacher(s) or the Association, a grievance may be processed as follows:

Step #1 The filing of a grievance at this step shall be no later than twenty-five (25) days following the occurrence complained of as the basis for the grievance or within twenty-five (25) days of when the occurrence should reasonably have been ascertained. The teacher or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within eight (8) days after receipt of the grievance. The grievance being presented shall be dated. Upon receipt of the grievance, the immediate supervisor shall initial and date the grievance. The written grievance shall identify the grievant with the grievant's signature and the date signed, shall state the nature of the grievance, shall note the specific clause or clauses of the agreement allegedly violated, shall describe the date, place and events leading up to the grievance, shall identify the supervisor who was allegedly responsible and shall state the remedy requested. A representative of the Association, the aggrieved teacher, the immediately involved supervisor and another administrator shall be present for the meeting. The supervisor shall provide a written answer to the grievance to the aggrieved teacher and the Association within eight (8) days after the meeting. This answer shall include the reasons for the decision.

Step #2 If the grievance is not resolved at (Step #1), then the Association may refer the grievance to the Superintendent or designee within eight (8) days after receipt of the written answer in (Step #1) or within eight (8) days after the

meeting described in (Step #1), whichever is the later. The Superintendent or designee shall arrange for a meeting with the parties identified in (Step #1) to take place within eight (8) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Superintendent shall have eight (8) days in which to communicate the Superintendent's written decision with reasons to the teacher or Association.

Step #3 If the Association is not satisfied with the disposition of the grievance at (Step #2), or the time limits expire without the insurance of a reply by the Superintendent, the Association may submit within twenty-five (25) days the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within twenty-five (25) days of the date for the (Step #2) answer, then the grievance shall be deemed withdrawn. The arbitrator shall have no power to alter the terms of this Agreement. Each party shall bear the full cost of its representation in any hearing or other procedure before the arbitrator. Any fees due the arbitrator shall be divided equally between the parties.

- E. A class grievance involving an administrator above the building level may be initially filed by the Association at (Step #2). If the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step. If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.
- F. Until final disposition of a grievance occurs, the grievant is required to conform to the original direction of his/her supervisor.
- G. The Board acknowledges the right of the grievance representative of the Association to participate in the processing of a formal grievance at any level and no teacher shall be required to discuss any grievance if the representative of the Association is not present.
- H. The Board shall cooperate with the Association in its investigation of any grievance and further, they shall furnish the Association with available information necessary for the processing of any grievance.
- I. No reprisal of any kind shall be taken against a teacher(s) because of his/her participation in any grievance.
- J. All documents, communications and records dealing with the processing of a grievance shall be filed separate from the personnel files of the participant.
- K. A grievance may be withdrawn at any level without establishing precedent.
- L. Any investigation or other handling or processing of any grievance by the grieving teacher or the Association or its representatives shall be conducted so as to result in no interference with or interruption of the instructional program.
- M. If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

ARTICLE XV
REDUCTION IN FORCE

- A. Reduction in force (RIF) will be done in accordance with Section 24-12 of the school code.
- B. Seniority shall be defined as follows:
1. Years of continuous service as a teacher in the District; provided, however, that less than full time tenured service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive employment days or more shall not be counted in determining seniority.
 2. If the years of continuous tenured service are equal between two or more teachers, seniority shall be determined by total years of continuous teaching service with the District; provided, however, that less than full-time service shall be computed on a pro rata basis and approved unpaid leaves of absence of ninety (90) consecutive employment days or more shall not be counted in determining seniority.
 3. If total continuous teaching service with the District is equal between two or more teachers, then seniority shall be determined by total teaching service with the school district whether or not continuous (such service shall be computed in the manner described in (a) and (b) above).
 4. If total continuous teaching service with the District is equal between two or more teachers, then seniority shall be determined by placement on the salary schedule, i.e. the teacher with the higher salary shall be deemed the most senior (if placement on the salary schedule is equal, the teacher who signed their initial employment contract earliest shall be deemed the most senior; seniority shall be determined by lots if service time is still equal).
 5. Legal Qualifications or Legally Qualified shall be defined as all statutory and regulatory prerequisites for teaching a particular subject or grade, including but not limited to, the licensure requirements of Article 21 of The School Code and the academic experience requirements of State Board of Education Documents No. 1 (or its successor or supplementary requirements) in effect at the time of dismissal and/or recall.
 6. Prior to February 1 of each school term, the Administration shall email a list of the seniority rank of all tenured teachers in the District, along with a copy of Article XV to all certified staff. Further, no less than 75 calendar days prior to the end of the school year, the Administration shall distribute to the WEA President a Sequence of Honorable Dismissal list of all teachers in the District. Each teacher shall have ten (10) employment days thereafter to file a written objection to his/her ranking, on either list, and shall detail the alleged specific error in the ranking. Failure to make such a timely objection will be deemed an acceptance of the ranking, and the teacher cannot thereafter challenge his/her seniority for the school term.

ARTICLE XVI

NEGOTIATIONS PROCEDURE

- A. Negotiations shall commence no later than the first Wednesday in March, unless the parties mutually agree otherwise.
- B. Each party shall select its own representatives. The parties agree that their representatives will be authorized to make proposals, consider proposals, and make concessions in the course of negotiations.
- C. There shall be two signed copies of any final agreement. One copy shall be retained by the Board and one by the Association.
- D. When an impasse has been declared by either party, the Federal Mediation and Conciliation Service (F.M.C.S.) shall be jointly requested to appoint a mediator. If a mediator cannot be assigned within a reasonable period, then the parties shall use the procedures established under the Illinois Labor Relations Act.
- E. During the term of this Agreement and any extension thereof, no teacher covered by this Agreement nor the Association shall engage in or authorize any strike in this District.

ARTICLE XVII

EFFECT OF AGREEMENT

- A. Complete Understanding. The terms and conditions set forth in this agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this agreement.
- B. Incorporation. This agreement and any subsequent changes shall be incorporated into the Board policies of School District 68, DuPage County, Woodridge, Illinois, and shall be a part of said policies during the duration of this agreement.
- C. Contract. The terms and conditions of this agreement shall be reflected in individual contracts or employment agreements.
- D. Savings Clause. 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 be automatically deleted from this agreement to the extent that it violates 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 XVIII

DURATION AND ACCEPTANCE OF AGREEMENT

- A. This agreement shall be effective from 11:59 p.m. on the day preceding the first day of school as defined in the official school calendar for the 2024-2025 school year and shall continue in effect until 11:59 p.m. on the day preceding the first day of school as defined in the official school calendar for the 2028-2029 school year.
- B. This agreement is signed this 10th day of June, 2024.
In witness thereof:

For the Woodridge Education
Association:

For the Board of Education
Woodridge School District 68:

Co-Presidents

President

Vice President

Vice President

Secretary

Board Secretary

APPENDIX A
2024-2029 SALARY INDEX

Step	BA	BA+15	MA	MA+15	MA+30	NBCT/DOC
1	1.0000	1.0500	1.1500	1.350	1.400	1.450
2	1.0200	1.0710	1.1788	1.377	1.428	1.486
3	1.0404	1.0924	1.2082	1.405	1.457	1.523
4	1.0612	1.1143	1.2384	1.433	1.486	1.561
5	1.0824	1.1366	1.2694	1.461	1.515	1.601
6	1.1041	1.1593	1.3011	1.491	1.546	1.641
7	1.1262	1.1825	1.3336	1.520	1.577	1.682
8	1.1487	1.2061	1.3670	1.551	1.608	1.724
9	1.1717	1.2302	1.4012	1.582	1.640	1.767
10	1.1951	1.2548	1.4362	1.613	1.673	1.811
11		1.2799	1.4721	1.646	1.707	1.856
12		1.3055	1.5089	1.679	1.741	1.903
13		1.3317	1.5466	1.712	1.776	1.950
14		1.3583	1.5853	1.746	1.811	1.999
15		1.3855	1.6249	1.781	1.847	2.049
16			1.6655	1.817	1.884	2.100
17			1.7072	1.853	1.922	2.153
18			1.7499	1.890	1.960	2.206
19			1.7936	1.928	2.000	2.262
20			1.8384	1.967	2.040	2.318
21				2.006	2.080	2.376
22				2.046	2.122	2.435
23				2.087	2.164	2.496
24				2.129	2.208	2.559
25				2.171	2.252	2.623
26					2.297	2.688
27					2.343	2.755
28					2.390	2.824
29					2.437	2.895
30					2.486	2.967
31						
32						
33						
34						
35						

**APPENDIX B
2024-2025 SALARY SCHEDULE**

Step	BA	BA+15	MA	MA+15	MA+30	NBCT/DOC
1	51,760	54,348	59,524	69,876	72,464	75,052
2	52,795	55,435	61,012	71,274	73,913	76,928
3	53,851	56,544	62,537	72,699	75,392	78,852
4	54,928	57,675	64,101	74,153	76,899	80,823
5	56,027	58,828	65,703	75,636	78,437	82,843
6	57,147	60,005	67,346	77,149	80,006	84,914
7	58,290	61,205	69,030	78,692	81,606	87,037
8	59,456	62,429	70,755	80,266	83,238	89,213
9	60,645	63,677	72,524	81,871	84,903	91,444
10	61,858	64,951	74,337	83,508	86,601	93,730
11	62,608	66,250	76,196	85,178	88,333	96,073
12	62,608	67,575	78,101	86,882	90,100	98,475
13	62,608	68,926	80,053	88,620	91,902	100,937
14	62,608	70,305	82,054	90,392	93,740	103,460
15	62,608	71,711	84,106	92,200	95,615	106,047
16	62,608	72,711	86,209	94,044	97,527	108,698
17	62,608	72,711	88,364	95,925	99,478	111,415
18	62,608	72,711	90,573	97,843	101,467	114,200
19	62,608	72,711	92,837	99,800	103,496	117,056
20	62,608	72,711	95,158	101,796	105,566	119,982
21	62,608	72,711	96,408	103,832	107,678	122,981
22	62,608	72,711	96,408	105,909	109,831	126,056
23	62,608	72,711	96,408	108,027	112,028	129,207
24	62,608	72,711	96,408	110,187	114,268	132,438
25	62,608	72,711	96,408	112,391	116,554	135,748
26	62,608	72,711	96,408	113,891	118,885	139,142
27	62,608	72,711	96,408	113,891	121,263	142,621
28	62,608	72,711	96,408	113,891	123,688	146,186
29	62,608	72,711	96,408	113,891	126,162	149,841
30	62,608	72,711	96,408	113,891	128,685	153,587
31	62,608	72,711	96,408	113,891	130,435	156,087
32	62,608	72,711	96,408	113,891	130,435	156,087
33	62,608	72,711	96,408	113,891	130,435	156,087
34	62,608	72,711	96,408	113,891	130,435	156,087
35	62,608	72,711	96,408	113,891	130,435	156,087
36	62,608	72,711	96,408	113,891	130,435	156,087
37	62,608	72,711	96,408	113,891	130,435	156,087
38	62,608	72,711	96,408	113,891	130,435	156,087
39	62,608	72,711	96,408	113,891	130,435	156,087
40	62,608	72,711	96,408	113,891	130,435	156,087

**APPENDIX C
2025-2026 SALARY SCHEDULE**

Step	BA	BA+15	MA	MA+15	MA+30	NBCT/DOC
1	53,860	56,553	61,939	72,711	75,404	78,097
2	54,937	57,684	63,487	74,165	76,912	80,049
3	56,036	58,838	65,075	75,649	78,450	82,051
4	57,157	60,014	66,702	77,161	80,019	84,102
5	58,300	61,215	68,369	78,705	81,620	86,204
6	59,466	62,439	70,078	80,279	83,252	88,360
7	60,655	63,688	71,830	81,884	84,917	90,569
8	61,868	64,962	73,626	83,522	86,615	92,833
9	63,106	66,261	75,467	85,193	88,348	95,154
10	64,368	67,586	77,353	86,896	90,115	97,532
11	65,118	68,938	79,287	88,634	91,917	99,971
12	65,118	70,317	81,269	90,407	93,755	102,470
13	65,118	71,723	83,301	92,215	95,631	105,032
14	65,118	73,157	85,384	94,059	97,543	107,658
15	65,118	74,620	87,518	95,941	99,494	110,349
16	65,118	75,620	89,706	97,859	101,484	113,108
17	65,118	75,620	91,949	99,817	103,514	115,935
18	65,118	75,620	94,248	101,813	105,584	118,834
19	65,118	75,620	96,604	103,849	107,695	121,805
20	65,118	75,620	99,019	105,926	109,849	124,850
21	65,118	75,620	100,269	108,045	112,046	127,971
22	65,118	75,620	100,269	110,206	114,287	131,170
23	65,118	75,620	100,269	112,410	116,573	134,450
24	65,118	75,620	100,269	114,658	118,905	137,811
25	65,118	75,620	100,269	116,951	121,283	141,256
26	65,118	75,620	100,269	118,451	123,708	144,787
27	65,118	75,620	100,269	118,451	126,182	148,407
28	65,118	75,620	100,269	118,451	128,706	152,117
29	65,118	75,620	100,269	118,451	131,280	155,920
30	65,118	75,620	100,269	118,451	133,906	159,818
31	65,118	75,620	100,269	118,451	135,656	162,318
32	65,118	75,620	100,269	118,451	135,656	162,318
33	65,118	75,620	100,269	118,451	135,656	162,318
34	65,118	75,620	100,269	118,451	135,656	162,318
35	65,118	75,620	100,269	118,451	135,656	162,318
36	65,118	75,620	100,269	118,451	135,656	162,318
37	65,118	75,620	100,269	118,451	135,656	162,318
38	65,118	75,620	100,269	118,451	135,656	162,318
39	65,118	75,620	100,269	118,451	135,656	162,318
40	65,118	75,620	100,269	118,451	135,656	162,318

APPENDIX D
2026-2027 SALARY SCHEDULE

Step	BA	BA+15	MA	MA+15	MA+30	NBCT/DOC
1	56,060	58,863	64,469	75,681	78,484	81,287
2	57,181	60,040	66,081	77,195	80,054	83,319
3	58,325	61,241	67,733	78,739	81,655	85,402
4	59,491	62,466	69,426	80,313	83,288	87,537
5	60,681	63,715	71,162	81,920	84,954	89,726
6	61,895	64,990	72,941	83,558	86,653	91,969
7	63,133	66,289	74,764	85,229	88,386	94,268
8	64,395	67,615	76,633	86,934	90,153	96,625
9	65,683	68,967	78,549	88,672	91,957	99,040
10	66,997	70,347	80,513	90,446	93,796	101,516
11	67,747	71,754	82,526	92,255	95,672	104,054
12	67,747	73,189	84,589	94,100	97,585	106,656
13	67,747	74,653	86,704	95,982	99,537	109,322
14	67,747	76,146	88,871	97,901	101,527	112,055
15	67,747	77,668	91,093	99,859	103,558	114,856
16	67,747	78,668	93,370	101,857	105,629	117,728
17	67,747	78,668	95,705	103,894	107,742	120,671
18	67,747	78,668	98,097	105,972	109,897	123,688
19	67,747	78,668	100,550	108,091	112,094	126,780
20	67,747	78,668	103,063	110,253	114,336	129,949
21	67,747	78,668	104,313	112,458	116,623	133,198
22	67,747	78,668	104,313	114,707	118,956	136,528
23	67,747	78,668	104,313	117,001	121,335	139,941
24	67,747	78,668	104,313	119,341	123,761	143,440
25	67,747	78,668	104,313	121,728	126,237	147,026
26	67,747	78,668	104,313	123,228	128,761	150,702
27	67,747	78,668	104,313	123,228	131,337	154,469
28	67,747	78,668	104,313	123,228	133,963	158,331
29	67,747	78,668	104,313	123,228	136,643	162,289
30	67,747	78,668	104,313	123,228	139,375	166,346
31	67,747	78,668	104,313	123,228	141,125	168,846
32	67,747	78,668	104,313	123,228	141,125	168,846
33	67,747	78,668	104,313	123,228	141,125	168,846
34	67,747	78,668	104,313	123,228	141,125	168,846
35	67,747	78,668	104,313	123,228	141,125	168,846
36	67,747	78,668	104,313	123,228	141,125	168,846
37	67,747	78,668	104,313	123,228	141,125	168,846
38	67,747	78,668	104,313	123,228	141,125	168,846
39	67,747	78,668	104,313	123,228	141,125	168,846
40	67,747	78,668	104,313	123,228	141,125	168,846

APPENDIX E
2027-2028 SALARY SCHEDULE

Step	BA	BA+15	MA	MA+15	MA+30	NBCT/DOC
1	57,280	60,144	65,872	77,328	80,192	83,056
2	58,426	61,347	67,519	78,875	81,796	85,132
3	59,594	62,574	69,207	80,452	83,432	87,261
4	60,786	63,825	70,937	82,061	85,100	89,442
5	62,002	65,102	72,710	83,702	86,802	91,678
6	63,242	66,404	74,528	85,376	88,538	93,970
7	64,507	67,732	76,391	87,084	90,309	96,319
8	65,797	69,087	78,301	88,826	92,115	98,727
9	67,113	70,468	80,259	90,602	93,958	101,196
10	68,455	71,878	82,265	92,414	95,837	103,726
11	69,205	73,315	84,322	94,262	97,754	106,319
12	69,205	74,782	86,430	96,148	99,709	108,977
13	69,205	76,277	88,591	98,071	101,703	111,701
14	69,205	77,803	90,805	100,032	103,737	114,494
15	69,205	79,359	93,075	102,033	105,812	117,356
16	69,205	80,359	95,402	104,073	107,928	120,290
17	69,205	80,359	97,787	106,155	110,086	123,297
18	69,205	80,359	100,232	108,278	112,288	126,380
19	69,205	80,359	102,738	110,443	114,534	129,539
20	69,205	80,359	105,306	112,652	116,825	132,777
21	69,205	80,359	106,556	114,905	119,161	136,097
22	69,205	80,359	106,556	117,203	121,544	139,499
23	69,205	80,359	106,556	119,548	123,975	142,987
24	69,205	80,359	106,556	121,938	126,455	146,562
25	69,205	80,359	106,556	124,377	128,984	150,226
26	69,205	80,359	106,556	125,877	131,563	153,981
27	69,205	80,359	106,556	125,877	134,195	157,831
28	69,205	80,359	106,556	125,877	136,879	161,776
29	69,205	80,359	106,556	125,877	139,616	165,821
30	69,205	80,359	106,556	125,877	142,409	169,966
31	69,205	80,359	106,556	125,877	144,159	172,466
32	69,205	80,359	106,556	125,877	144,159	172,466
33	69,205	80,359	106,556	125,877	144,159	172,466
34	69,205	80,359	106,556	125,877	144,159	172,466
35	69,205	80,359	106,556	125,877	144,159	172,466
36	69,205	80,359	106,556	125,877	144,159	172,466
37	69,205	80,359	106,556	125,877	144,159	172,466
38	69,205	80,359	106,556	125,877	144,159	172,466
39	69,205	80,359	106,556	125,877	144,159	172,466
40	69,205	80,359	106,556	125,877	144,159	172,466

**APPENDIX F
STIPEND COMMITTEE**

Junior High School Athletic Stipends

The parties agree to appoint a joint committee composed of two (2) persons appointed by the Association, two (2) persons appointed by the District, and an ex officio member from Human Resources, to review middle school athletic stipends. The committee shall be charged with examining the equity in positions listed in the Stipends Appendix and making recommendations for adjustments in amounts.

Non-Athletic Stipends

The parties agree to appoint a joint committee composed of two (2) persons appointed by the Association, two (2) persons appointed by the District, and an ex officio member from Human Resources, to review non-athletic stipends. The committee shall be charged with examining the equity in positions listed in Stipends Appendix and making recommendations for adjustments in amounts.

Summary

The Committees shall forward recommendations for changes, if any, to the Board of Education and to the Association no later than May 1 of any year. If approved by the respective parties, those recommendations shall then be implemented with the start of the following year.

APPENDIX H
Fall 2019- Spring 2021 Stipend Schedule - Junior High

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Band	1,704	1,729	1,912	All Year
Basketball (7th Grade)-Boys	2,674	2,810	3,179	End of 1st Semester
Basketball (7th Grade)-Girls	2,051	2,112	2,347	End of 1st Semester
Basketball (8th Grade)-Boys	3,157	3,315	3,750	End of School Year
Basketball (8th Grade)-Girls	3,157	3,315	3,750	End of School Year
Bus Duty	987	987	1,066	All Year
Cheerleading (7th Grade)	2,112	2,218	2,557	End of 1st Semester
Cheerleading (8th Grade)	2,733	2,870	3,246	End of School Year
Chess	2,051	2,112	2,347	End of 1st Semester
Cross Country-Boys	2,051	2,112	2,347	End of 1st Semester
Cross Country-Girls	2,051	2,112	2,347	End of 1st Semester
Department Head	1,216	1,216	1,216	All Year
Drama	Swipe	Swipe	Swipe	All Year
Graphic Arts Club	Swipe	Swipe	Swipe	All Year
Jefferson Singers	1,704	1,729	1,912	All Year
Lunch Supervisor	2,112	2,173	2,347	All Year
Mentor Leader	1,347	1,347	1,347	All Year
Musical	1,704	1,745	1,941	End of 1st Semester
National Junior Honor Society	1,280	1,280	1,280	All Year
Newspaper Club	Swipe	Swipe	Swipe	All Year
Scholastic Bowl Supervisor	633	664	754	End of 1st Semester
Soccer-Boys	2,051	2,112	2,347	End of School Year
Soccer-Girls	2,051	2,112	2,347	End of School Year
Softball	2,051	2,112	2,347	End of School Year
Spanish Club	Swipe	Swipe	Swipe	All Year
Student Council	1,267	1,330	1,507	All Year
Student Technology Service Club	615	615	615	All Year
Swimming	493	518	587	End of School Year
Track-Boys	2,051	2,112	2,347	End of School Year
Track-Girls	2,051	2,112	2,347	End of School Year
Volleyball (7th & 8th Grade)-Boys	2,051	2,112	2,347	End of School Year
Volleyball (7th Grade)-Girls	2,051	2,112	2,347	End of 1st Semester
Volleyball (8th Grade)-Girls	2,051	2,112	2,347	End of 1st Semester
Wrestling	2,604	2,736	3,093	End of School Year
Wrestling Assistant	2,051	2,112	2,347	End of School Year
Yearbook Supervisor	2,224	2,315	2,640	All Year

Daily/Hourly Rates

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Internal Sub (Per Period) - Daily	25.00	25.00	25.00	All Year
Internal Sub (Per Half Day) - Daily	75.00	75.00	75.00	All Year
Internal Sub (Per Full Day) - Daily	150.00	150.00	150.00	All Year
Crowd Control - Hourly	19.55	19.55	19.55	All Year
Detention/Hall Monitor/LRC - Hourly	21.89	21.89	21.89	All Year
Intramural - Hourly	24.21	25.41	26.59	All Year
Science Fair - Hourly	24.21	25.41	26.59	All Year
Scorekeeper/Timer - Hourly	24.21	24.21	24.21	All Year
Summer School - Hourly	24.21	25.41	26.59	Late Summer

APPENDIX I
Fall 2019- Spring 2021 Stipend Schedule - Elementary

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Administrative Assistant	1,347	1,347	1,347	All Year
After School Program	562	562	562	After Event
Band	5,171	5,171	5,171	All Year
Bus Duty	873	873	873	All Year
Camp Supervisor	191	191	191	After Event
Kid Patrol	1,126	1,126	1,126	All Year
Lunch Supervisor	2,112	2,218	2,323	All Year
Mentor Leader (One District Stipend)	1,347	1,347	1,347	All Year
Publication Club	705	705	705	All Year
Patrol	1,126	1,126	1,126	All Year
Student Council	705	705	705	All Year
Student Technology Service Club	672	672	672	All Year
Textbook Coordinator	1,126	1,126	1,126	All Year

Daily/Hourly Rates

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Internal Sub (Per Period) - Daily	25.00	25.00	25.00	All Year
Internal Sub (Per Half Day) - Daily	75.00	75.00	75.00	All Year
Internal Sub (Per Full Day) - Daily	150.00	150.00	150.00	All Year
Summer School - Hourly	24.21	25.41	26.59	Late Summer

APPENDIX J
Fall 2021- Spring 2023 Stipend Schedule - Junior High

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Band	1,755	1,781	1,969	All Year
Basketball (7th Grade)-Boys	2,754	2,894	3,274	End of 1st Semester
Basketball (7th Grade)-Girls	2,112	2,175	2,418	End of 1st Semester
Basketball (8th Grade)-Boys	3,252	3,414	3,863	End of School Year
Basketball (8th Grade)-Girls	3,252	3,414	3,863	End of School Year
Bus Duty	1,016	1,016	1,098	All Year
Cheerleading (7th Grade)	2,175	2,284	2,634	End of 1st Semester
Cheerleading (8th Grade)	2,815	2,956	3,343	End of School Year
Chess	2,112	2,175	2,418	End of 1st Semester
Cross Country-Boys	2,112	2,175	2,418	End of 1st Semester
Cross Country-Girls	2,112	2,175	2,418	End of 1st Semester
Department Head	1,253	1,253	1,253	All Year
Drama	Swipe	Swipe	Swipe	All Year
Graphic Arts Club	Swipe	Swipe	Swipe	All Year
Jefferson Singers	1,755	1,781	1,969	All Year
Lunch Supervisor	2,175	2,238	2,418	All Year
Mentor Leader	1,388	1,388	1,388	All Year
Musical	1,755	1,797	1,999	End of 1st Semester
National Junior Honor Society	1,319	1,319	1,319	All Year
Newspaper Club	Swipe	Swipe	Swipe	All Year
Scholastic Bowl Supervisor	652	684	777	End of 1st Semester
Soccer-Boys	2,112	2,175	2,418	End of School Year
Soccer-Girls	2,112	2,175	2,418	End of School Year
Softball	2,112	2,175	2,418	End of School Year
Spanish Club	Swipe	Swipe	Swipe	All Year
Student Council	1,305	1,370	1,552	All Year
Student Technology Service Club	633	633	633	All Year
Swimming	508	534	605	End of School Year
Track-Boys	2,112	2,175	2,418	End of School Year
Track-Girls	2,112	2,175	2,418	End of School Year
Volleyball (7th & 8th Grade)-Boys	2,112	2,175	2,418	End of School Year
Volleyball (7th Grade)-Girls	2,112	2,175	2,418	End of 1st Semester
Volleyball (8th Grade)-Girls	2,112	2,175	2,418	End of 1st Semester
Wrestling	2,682	2,818	3,186	End of School Year
Wrestling Assistant	2,112	2,175	2,418	End of School Year
Yearbook Supervisor	2,290	2,385	2,719	All Year

Daily/Hourly Rates

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Internal Sub (Per Period) - Daily	25.75	25.75	25.75	All Year
Internal Sub (Per Half Day) - Daily	77.25	77.25	77.25	All Year
Internal Sub (Per Full Day) - Daily	154.50	154.50	154.50	All Year
Crowd Control - Hourly	20.14	20.14	20.14	All Year
Detention/Hall Monitor/LRC - Hourly	22.54	22.54	22.54	All Year
Intramural - Hourly	24.93	26.17	27.39	All Year
Science Fair - Hourly	24.93	26.17	27.39	All Year
Scorekeeper/Timer - Hourly	24.93	24.93	24.93	All Year
Summer School - Hourly	24.93	26.17	27.39	Late Summer

APPENDIX K
Fall 2021- Spring 2023 Stipend Schedule- Elementary

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Administrative Assistant	1,388	1,388	1,388	All Year
After School Program	579	579	579	After Event
Band	5,326	5,326	5,326	All Year
Bus Duty	900	900	900	All Year
Camp Supervisor	196	196	196	After Event
Kid Patrol	1,160	1,160	1,160	All Year
Lunch Supervisor	2,175	2,175	2,175	All Year
Mentor Leader (One District Stipend)	1,388	1,388	1,388	All Year
Publication Club	726	726	726	All Year
Patrol	1,160	1,160	1,160	All Year
Student Council	726	726	726	All Year
Student Technology Service Club	692	692	692	All Year
Textbook Coordinator	1,160	1,160	1,160	All Year

Daily/Hourly Rates

Position	1-3 Years Experience	4-6 Years Experience	7+ Years Experience	Paid
Internal Sub (Per Period) - Daily	25.75	25.75	25.75	All Year
Internal Sub (Per Half Day) - Daily	77.25	77.25	77.25	All Year
Internal Sub (Per Full Day) - Daily	154.50	154.50	154.50	All Year
Summer School - Hourly	24.93	26.17	27.39	Late Summer

APPENDIX K-1 SCHEDULED PAY DATES

2024 - 2025 SCHOOL YEAR

August 2024			23			
September 2024	6		20			
October 2024	4		18			
November 2024	1		15		29	
December 2024	13		27			
January 2025	10		24			
February 2025	7		21			
March 2025	7		21			
April 2025	4		18			
May 2025	2		16		30	
June 2025	13	(22 pays)	27			
July 2025	11		25			
August 2025	8	(26 pays)				

APPENDIX K-2 SCHEDULED PAY DATES

2025 - 2026 SCHOOL YEAR

August 2025			22			
September 2025	5		19			
October 2025	3		17		31	
November 2025	14		28			
December 2025	12		26			
January 2026	9		23			
February 2026	6		20			
March 2026	6		20			
April 2026	3		17			
May 2026	1		15		29	
June 2026	12	(22 pays)	26			
July 2026	10		24			
August 2026	7	(26 pays)				

APPENDIX K-3 SCHEDULED PAY DATES

2026 - 2027 SCHOOL YEAR

August 2026			21			
September 2026	4		18			
October 2026	2		16		30	
November 2026	13		27			
December 2026	11		25			
January 2027	8		22			
February 2027	5		19			
March 2027	5		19			
April 2027	2		16		30	
May 2027	14		28			
June 2027	11	(22 pays)	25			
July 2027	9		23			
August 2027	6	(26 pays)				

APPENDIX K-4 SCHEDULED PAY DATES

2027 - 2028 SCHOOL YEAR

August 2027			20			
September 2027	3		17			
October 2027	1		15		29	
November 2027	12		26			
December 2027	10		24			
January 2028	7		21			
February 2028	4		18			
March 2028	3		17		31	
April 2028	14		28			
May 2028	12		26			
June 2028	9	(22 pays)	23			
July 2028	7		21			
August 2028	4	(26 pays)				

APPENDIX K-5 SCHEDULED PAY DATES

2028 - 2029 SCHOOL YEAR

August 2028			18			
September 2028	1		15		29	
October 2028	13		27			
November 2028	10		24			
December 2028	8		22			
January 2029	5		19			
February 2029	2		16			
March 2029	2		16		30	
April 2029	13		27			
May 2029	11		25			
June 2029	8	(22 pays)	22			
July 2029	6		20			
August 2029	3		17	(27 pays)		

APPENDIX L
Professional Development and Lane Change Movement

During the course of negotiations for the 2024-2029 Agreement between the WEA and Woodridge 68 Board of Education, the issues of District-wide professional development and lane change movement were discussed and negotiated. As a result of those discussions, the following items were agreed upon and are incorporated into the Agreement:

i. **TRADITIONAL SALARY LANE ADVANCEMENT**

Lane change advancement shall be given for approved courses leading to a Master's Degree from a Bachelor's Degree, or to a Doctoral, Second Master's Degree or certification in English as a Second Language, Bilingual Spanish, Gifted, Technology, Library Media Specialist, LBS1, Reading Specialist, Early Childhood Special Education, or other certification as approved by the District, from a Master's Degree.

ii. **INTERNAL UNIVERSITY**

1. Lane change advancement shall also be granted for satisfactorily completing Professional Growth Credits as approved by the Professional Growth Group (PGG). In determining a Professional Growth Credit, sixteen (16) hours as defined by the PGG shall equal one (1) credit. No teacher shall complete more than nine (9) credits in any school year. After proper documentation, lane change advancement is available at the start of second semester for course work earned in the first semester. Professional Growth Credits earned after a Bachelor's Degree shall accumulate and count for lane change advancement in the event a subsequent Master's Degree is earned.
2. The PGG shall be comprised of three (3) teachers and three (3) administrators, with additional staff being asked to contribute on an "as-needed" basis for the effective implementation of the committee. The PGG shall establish the guidelines, reviewing of, and parameters for implementing Professional Growth Classes. A teacher may submit a request for a TIDE class offering to the PGG prior to the quarterly meeting for approval for IU credit only. If the course or class is approved by the PGG, the teacher will be responsible for the full cost of the class in lieu of the standard hourly fee.
3. Compensation for teaching a credit hour in a class is \$1,350 per credit, or the teacher could elect to take a credit hour if it moves them along the Salary Lane Advancement. Compensation for proctoring an online class is \$600 per credit. There is no option to move along the Salary Lane Advancement for proctoring an online class.
4. There must be a minimum of 10 paid attendees per each course offered. For related services courses the minimum paid attendees may be reduced provided professional growth funds are used to offset the cost of the course so that the cost is equivalent to a minimum of 10 paid attendees.
5. If eligible to move on the Salary Lane Advancement the cost of the Professional Growth Credit class shall be \$110 per credit hour.

6. Teachers have the option to take Internal University courses for credit and lane advancement or CPDU's and pay. In the instance where the teacher chooses CPDU's and pay, they will be paid \$25.00 per hour to take and complete the class satisfactorily.
7. Teachers must pass the class satisfactorily to earn credit; significant absences as determined by the PGG will result in not completing the class.

iii. **ADVANCED PROFESSIONAL GROWTH OPPORTUNITIES**

1. On an annual basis the PGG shall establish additional professional growth opportunities outside of the salary schedule, including, at a minimum, compensation or CPDU's for classes aligned with the District academic transformation plan or curriculum but not available for lane change advancement. The District reserves the right to develop and implement professional growth opportunities independent of the PGG as it deems necessary to effectuate the curriculum and instruction of the District.
2. Professional Growth Opportunities could also be taken by teachers and would be paid at a training rate of \$25.00 per hour if those opportunities are not available for lane advancement.

iv. **NATIONAL BOARD CERTIFICATION**

Upon receipt of National Board Certification and the District's receipt of the official transcripts, the District shall grant lane advancement from a Masters +30 lane to the DOC/NBCT lane. In order for a teacher to remain in the DOC/NBCT lane, the teacher must maintain National Board Certification and submit any documentation needed for proof of Certification renewal at the teacher's expense. Further, the teacher must maintain a leadership or mentorship position within the District as agreed to by the Superintendent/designee. At any point if a teacher fails to recertify or maintain current National Board Certification status, that teacher will be placed at the same numerical Step in the MA +30 lane.

For all National Board Certification equivalents, including National Board for Certification of School Nurses (NBCSN), National Association of School Psychologists (NASP), Certificate of Clinical Competence for Speech Language Pathologists through the American Speech Hearing Language Association (ASHA), and the Licensed Clinical Social Work (LCSW) designation an award of a \$1,000 yearly stipend will be provided such the teacher uses the equivalent Certification in a leadership or mentorship position within the District as agreed to by the Superintendent/designee.