

**PROFESSIONAL AGREEMENT**

**THE BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 107  
COOK COUNTY, ILLINOIS**

**and**

**TEACHERS ASSOCIATION OF PLEASANTDALE  
IEA/NEA**

**2015-2020**

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## ARTICLE 1

### RECOGNITION

#### 1.1 Recognition

The Board of Education of Pleasantdale School District No. 107 (hereinafter “Board”) hereby recognizes the Teachers Association of Pleasantdale, hereinafter “Association,” affiliated with the Illinois Education Association and the National Education Association, as the exclusive and sole representative for all full-time and regularly employed part-time teachers and educational support personnel employed by Pleasantdale School District No. 107. Excluded are the Superintendent, Assistant Superintendent for Teaching and Learning, and building Principals, Secretary to the Superintendent, Bookkeeper, Business Manager, Director of Special Education, Technology Support Specialist, and all supervisory, confidential, managerial, and short-term employees as defined in the *Illinois Educational Labor Relations Act*.

#### 1.2 Definitions

- A. The term “employee,” when used hereinafter in the Agreement, shall refer to all employees in the bargaining unit described in Section 1.1 above.
- B. The term “teacher,” when used hereinafter in this Agreement, shall refer to all employees of the District regularly required to be licensed under the provisions of Article 21 of *The School Code* relating to the licensure of teachers.
- C. A Work Day shall consist of 7.25 hours per day of attendance by all teachers within the hours of 8:15 a.m. and 3:30 p.m. unless otherwise agreed upon by the Association and Board. In addition to the 7.25 hours per day, all teachers shall be required to attend as and when directed by the Superintendent as an additional part of the Work Day, no more than an additional three (3) hours in a calendar month for purposes to be determined by the Superintendent. The times of these three (3) additional hours shall be set by the Superintendent on a Monday, Tuesday, or Wednesday with required attendance ending no later than 4:45 p.m. on any given day. Teachers can participate in non-mandatory meetings that may be scheduled by the administration at different times than mandatory meetings. Teachers will be provided with reasonable notice of mandatory meetings. In addition to the preceding required hours of attendance, the Work Day shall include two (2) evening parent teacher conferences and two (2) other evening events requiring teacher attendance which shall be scheduled annually by the Superintendent.
- D. Compensation for three (3) hours of attendance at the monthly mandatory meetings will be compensated at the prevailing curriculum rate (Section 6.5), paid not on a per diem basis but rather incorporated into a teacher’s base salary and

paid with their customary salary payments. Teacher attendance at any non-mandatory meetings approved by the administration shall be paid at the prevailing curriculum rate (Section 6.5).

- E. The term “educational support personnel” or “ESP,” when used hereinafter in this Agreement, includes all non-certified employees, including those who may have, but are not required to have, a teaching certificate by job description or actual duties.
- F. A “school year employee” refers to an ESP whose employment position requires him/her to work the teacher’s schedule or fewer days and whose employment follows the school calendar for students, rather than a fiscal or twelve month calendar.
- G. A “twelve-month employee” refers to an ESP whose employment position requires him/her to work on an annual fiscal or twelve-month basis, not related to the school calendar for students.
- H. The definition of “days,” when used in this Agreement, shall refer to the school days (employee workdays), unless otherwise stated. After the close of the school term, “days” shall mean weekdays (Monday through Friday, excluding legal holidays).
- I. The work year for full-time teachers shall consist of 182 days as scheduled on the official calendar. The first two (2) days of the work year shall be Institute Days.

## ARTICLE II

### NEGOTIATIONS PROCEDURE

#### **2.1 Commencement of Negotiations**

Negotiations shall begin no later than March 15, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.

#### **2.2 Tentative Agreements**

During negotiations, tentatively-agreed-upon material should be prepared for the Board and the Association and signed prior to adjournment of the meeting at which such tentative agreement was reached. When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Association and to the Board for official approval or disapproval.

#### **2.3 Mediation**

It is agreed that the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement determines that the assistance of a mediator would be helpful. Should FMCS be unavailable, the parties shall immediately commence discussion as to a replacement. In the event the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.

#### **2.4 Printing of Contract**

Within thirty (30) days after the Agreement is signed, copies of this Agreement shall be printed, the expense of which shall be shared equally by the Board and the Association.

## **ARTICLE III**

### **WORK DUTIES, RESPONSIBILITIES AND CONDITIONS**

#### **3.1 Teaching Assignments**

All teachers shall be given written notice of their tentative teaching assignments for the forthcoming year no later than the last week of the current school year. Specialist teachers shall receive an estimate of their teaching assignment. This written notice shall include subject and/or grade level and building.

When a change in assignment becomes necessary after the school term ends, an attempt shall be made to contact the teacher whose assignment is changed within five (5) days of the decision to make a change in assignment. The administration shall attempt to notify the teacher by telephone and by certified letter informing him/her of the change, using the phone number and address on file in the school office. A copy of the correspondence shall be given to the Association.

#### **3.2 Job Sharing Program**

For the term of this 2015-2020 Agreement, the Board may implement a job sharing program for teachers in accordance with the agreed parameters indicated below.

Job sharing shall be subject to the following terms and conditions:

- A. Job sharing shall be defined as two (2) teachers sharing the responsibility of a single full time teaching position. Any teacher who wishes to participate in the program must find a job sharing partner that is a current teacher and that is acceptable to the Building Principal, Superintendent and the Board with approval of all three being necessary.
- B. Written notice of a desire to job share must be received by the Building Principal, Superintendent, and the Board by February 1 of the year preceding the intended job sharing arrangement. The notice must identify both teachers proposing to job share and include a detailed proposal for sharing teaching responsibilities. Approval or denial of the job sharing proposal shall be provided by May 1.
- C. The responsibilities of a shared teaching position, if approved by the Building Principal, Superintendent, and the Board, shall be divided according to the submitted plan of the job sharers, which proposal shall be reviewed with the Superintendent and revised as necessary to receive and maintain administrative approval. The plan will include, but not be limited to, specific instructional responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, district meetings or institutes, other after-hours obligations, parent conferences, and field trips and any other duties and responsibilities deemed appropriate by the Building Principal, Superintendent, or the Board.

- D. Job sharing teachers shall share student responsibility for each school day as per their specific approved job sharing plan. As a non-precedential decision of the Superintendent, teachers may be approved to work hours in excess of those stipulated in the approved plan for a limited period of time and shall be compensated for the additional hours at their per diem rate.
- E. Teachers who desire and are approved for a job share arrangement acknowledge that the contractual continued service provisions of the *Illinois School Code* (Article 24) may affect their tenure status (if already tenured) or their acquisition of tenure (if nontenured). The Board makes no guarantee or assurance that tenure status will be unaffected by a teacher's participation in this program.
- F. Each participating teacher in a job sharing arrangement shall receive prorated salary as set forth in the Professional Agreement for part-time teachers. All participants in an approved job sharing program will be considered part-time employees.
- G. Teachers involved in job sharing shall not lose their seniority (if tenured), but shall receive pro rata seniority credit during the duration of the job sharing.
- H. Job share teachers shall make reasonable efforts to substitute for one another in situations where advance notice of an absence is given. In cases where no advance notice is given, compensation for substituting will be paid at the regular substitute rate of pay. If the substituting services exceed five (5) consecutive school days, the teacher shall be paid at his/her regular per diem rate of pay.
- I. The duration of any approved job sharing arrangement is for one (1) full school year only, unless otherwise approved by the Board.
- J. If job share teachers desire to continue in a job sharing arrangement beyond the original approved job sharing year, they must provide written notice to the Superintendent no later than February 1 and receive renewed approval as per this program.
- K. If one of the participating job share teachers resigns, requests a leave of absence, or otherwise cannot fulfill obligations after approval of the job share plan, the other job share teacher may be, in the sole discretion of the Superintendent, required to resume full-time employment at the regular per diem rate of pay. If such a request is necessary the affected job share teacher must return to the full-time position or resign.
- L. The decision to grant or deny a job sharing opportunity, or any extension of a job sharing arrangement beyond one (1) school year, shall be determined solely by the Building Principal, Superintendent and the Board, shall not create a precedent with respect to granting or denying such request, and shall not be subject to the contractual grievance procedure.
- M. The Board specifically states that there is no assurance that any job sharing proposal will be approved for any school year.

- N. Participant teachers will not receive any benefits while participating as part-time employees.

### **3.3 Preparation Time**

#### **A. Teachers**

All teachers shall have a minimum of four hundred (400) minutes of duty-free preparation time per week. Each teacher shall have two (2) periods per day totaling a minimum of seventy (70) minutes. One of the daily preparation periods will be a minimum of forty (40) consecutive minutes, and the other will be at least (30) thirty consecutive minutes. One (1) planning period will be for cooperative planning and one (1) for individual planning. Part time staff will have their plan time pro-rated. If there is a schedule difficulty, the administration will contact the Association to find a mutually acceptable solution.

If a teacher shall be assigned classroom responsibilities during his/her preparation period, said teacher shall receive additional compensation on a per period basis of

School year	2015-16	\$34.36
	2016-17	\$35.73
	2017-18	\$36.80
	2018-19	\$38.00
	2019-20	\$39.52

Teachers shall be permitted to leave the building during their preparation time after their notifying the principal's office.

#### **B. ESP Instructional Aides**

Each full-time instructional aide shall receive one (1) preparation period per day.

If an instructional aide shall be assigned responsibilities during his/her preparation period, said instructional aide shall receive additional compensation on a per period basis of

School Year	2015-16	\$34.36
	2016-17	\$35.73
	2017-18	\$36.80
	2018-19	\$38.00
	2019-20	\$39.52

or at the substitute teacher rate if the assignment is for the day.

### **3.4 Lunch Period**

#### **A. Teachers**

Each teacher shall have a forty (40) minute duty-free lunch. Teachers shall be permitted to leave the building after notifying the principal's office.

**B. ESP's**

Each full-time ESP shall have a minimum of thirty (30) minutes duty-free lunch. Educational support personnel shall be permitted to leave the building during their lunch period after notifying the principal's office.

**3.5 Teacher Lunch Duty**

Teachers who perform lunch duty will be paid a stipend based on the hourly rate designated for stipends in Appendix C. Teacher volunteers will be sought for these positions. Teachers who earn a stipend performing lunch duty will not be docked hourly pay if they are unable to perform such duty because of required participation involving out-of-district committee work or out-of-district training. If required committee work or training is conducted on premises, teachers will be allowed to perform lunch duty. If directed by the Superintendent to participate in in-district committee work or in-district training during lunch duty time, the lunch supervisor will not be docked. Hourly pay will be docked if teachers do not perform lunch duty because they elected to take a sick or personal day. Lunch duty supervisors will not be paid for lunch duty they did not perform because students are out-of-district on a field trip or other function.

**3.6 School Calendar**

Prior to January 31 of each school year, the Superintendent will confer with representative(s) of the Association regarding the proposed school calendar for the subsequent school year. The role of the Association shall be considered advisory.

**3.7 Curriculum**

Curriculum development and implementation is a collaborative process. Representative committees consisting of both staff and administration will develop new curricula and educational programs. Committee recommendations will be presented to the Board prior to formal adoption.

**3.8 Vacancies and Voluntary Transfers**

A notice of vacancies and new positions which the Board intends to fill, including vacancies in promotional positions, shall be publicized to employees and applications solicited pursuant to the following procedures:

- A. Such vacancies shall be publicized to employees by posting a written notice in a clearly designated place in each school as they occur.
- B. Such notice of vacancies may set forth the qualifications of the job and salary range thereof.
- C. Employees who desire to apply for such vacancies shall file their applications in writing with the person(s) authorized to receive such applications within the time limit specified in the notice.

- D. Action taken on a request for transfer will be submitted in writing to the applicant. If the applicant so requests, the reasons for the decision shall be provided in writing. The District's decision to select an employee to fill a new or vacant position shall not be subject to review under the grievance procedure of this Agreement, provided the District has complied with the procedural requirements of this section 3.7.
- E. If any vacancy occurs after the close of the school term and before the opening of the next school year, notices of such vacancies shall be mailed to the president of the Association. In addition, notice of any vacancies shall be mailed to the president of the Association.

### **3.9 ESP Workdays**

Workdays shall be as set out below:

- Full-time Instructional Aides  
The workday shall consist of a minimum of six (6) and three-fourth (3/4) hours. The work year shall consist of 180 days.
- Part-time Instructional Aides  
The workday shall consist of less than six (6) and three-fourth (3/4) hours.
- Full-time Custodians  
The workday shall consist of six to eight (6-8) hours.
- Full-time Maintenance  
The workday shall consist of eight (8) hours.
- Lunch Room Aides/Clerical Aide  
Clerical aides will work on student attendance days. Lunch room aides will work on student attendance days when lunch is served.
- Secretaries  
The workday shall consist of eight (8) hours.
- Registered Nurse  
The work day shall consist of a minimum of six (6) and one-half (1/2) hours). The work year shall consist of 185 days.

### **3.10 ESP Overtime**

Overtime shall not violate the overtime pay provisions of the *Fair Labor Standards Act* (FLSA).

### **3.11 ESP Uniforms**

The Board shall annually provide five (5) administration approved shirts and a \$50.00 allowance for purchase of approved safety shoes or pants for custodial and maintenance staff.

## ARTICLE IV

### ASSOCIATION AND EMPLOYEE RIGHTS

#### **4.1 Student, Parent, Administrator Complaint**

Any complaint received by an administrator and deemed serious enough to justify investigation shall be brought to the immediate attention of the employee involved. It is the intent of this section that employees learn of substantive complaints originating from students, parents, or administrators involving a questionable decision or action taken by the employee or alleged to have been taken. When judged appropriate by all parties involved, an employee/parent and/or employee/parent/administrator/supervision conference may be scheduled.

#### **4.2 Adverse Criticism**

Matters of adverse criticism relating to supervisor-employee, Board-employee, parent-employee, or employee-employee relationships shall not be discussed in the presence of students.

#### **4.3 Personnel File**

- A. Only one (1) official file shall be maintained. No complaints or other documents which will be used to evaluate or discipline an employee shall be placed in the file unless the employee has had an opportunity to read such material. After investigation, if a complaint is found to be credible, an employee will be afforded due process (i.e., notice and an opportunity to be heard) for the ensuing discipline. The employee shall acknowledge that he/she has read any complaints or other documents used to evaluate or discipline by affixing his/her signature on the copy to be filed. However, any documents related to evaluation or discipline which have not been reduced to writing within forty-five (45) calendar days following the date when the event or occurrence is known to the immediate supervisor may not be added to the file. Any materials not contained in the employee's personnel file may not be used to evaluate or discipline the employee in any manner.
- B. Within forty-five (45) calendar days following the date any material is entered into the employee's personnel file, the employee shall have the right to respond and his/her response shall be attached to the file. The immediate supervisor will sign the response acknowledging that he/she read the material. A copy of the response will be provided to the immediate supervisor.
- C. An employee shall have the right to examine his/her personnel file and to have a representative of the Association accompany him/her in such review. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.
- D. Upon request of the employee, the Board will reproduce one (1) copy of any materials in his/her personnel file.

#### **4.4 Board Meetings – Notification**

The president of the Association or his/her designee shall be given electronic notice of any regular or special meeting of the Board together with a copy of the agenda or statement of purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of such meeting, except in instances of emergency meetings in which case a phone call to the Association president shall be made.

#### **4.5 Board Minutes - Association Copies**

The president of the Association shall be provided with Board of Education minutes either electronically or through school mail after they have been approved.

#### **4.6 Pertinent Information - Association**

The Board shall from time to time, in response to reasonable written requests, furnish any information which may be necessary for the Association to process any grievance or complaint or otherwise perform its duties as the exclusive bargaining representative, except as otherwise provided by law.

#### **4.7 Association Announcements**

Announcements of Association business which have no impact on the student body may be read over the intercom system in each school building. Such announcements shall be made at the times regularly scheduled for announcements in each building and may also be placed on appropriate bulletin boards.

#### **4.8 Withholding of Funds**

Employees may authorize the Board to withhold funds from their individual employee salaries for the purpose of having such funds transferred to the Credit Union, tax-sheltered annuities approved by the Board, the Association and United Funds. Such procedure is optional on the part of the employee.

#### **4.9 Right to Organize and Participate**

Employees shall have the right to organize, join and assist the Association, to participate in negotiations with the Board through representatives of their own choosing, and to engage in other activities, individually or in concert, for the purpose of establishing, maintaining, protective or improving conditions of service and the quality of the educational environment.

#### **4.10 Non-Discrimination**

The Board shall not discriminate for reason of race, creed, religion, color, marital status, age, sex, or national origin against an employee or applicant.

#### **4.11 Disciplinary Action**

When any employee is required to appear before an administrator, a Board committee, or Board member concerning any matter which is disciplinary in nature, the employee shall be given reasonable prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

#### **4.12 Disciplinary Suspensions**

An employee shall be suspended without pay for a period in excess of ten (10) school days only for just cause. Unless charges of dismissal are approved by the Board, no disciplinary suspension shall exceed thirty (30) school days.

#### **4.13 Rules and Regulations**

All policies, regulations, and rules of the Board must be published and readily available to the Association upon request. Copies of employee handbooks shall be distributed to each employee on the first day of school. Changes in employee handbooks shall be given to each employee immediately preceding implementation.

#### **4.14 Fair Share**

No employee shall be required to join the Association as a condition of employment. However, each employee, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association which shall be a proportionate amount of the dues required of members of the Association, including local, state and national dues.

- A. In the event that the employee does not pay his/her fair share fee directly to the Association, the Board shall deduct the fair share fee from the wages of the non-member in the same manner as the deductions are made for members.
- B. Such fee shall be paid to the Association by the Board no later than ten (10) days following the deduction.

The purpose of this fair share fee is for deferring the cost of services rendered by the Association to non-members. These costs include, but are not limited to, the negotiation and administration of this Agreement.

The Association shall, on a yearly basis, certify the amount of the fair share fee. The certification must be written and signed by the president of the Association and must include a financial breakdown of the fair share fee. No employee shall be required to pay the fee, nor shall the Board be required to deduct the fee, until the certification document is submitted. In addition, the Association shall certify to the Board that "Notice of Fair Share" has been given in accordance with the Illinois Educational Labor Relations Board (IELRB) rules and regulations. No payroll deductions of fair share fees shall be made by the Board until at least fourteen (14) days after such certification.

The following restrictions which are mandated by law shall be observed:

- A. The fair share fee shall not exceed the amount of dues normally charged to Association members.
- B. The fair share fee shall not include any costs or contributions related to elections or political purposes.
- C. The non-members who object to the fair share fee on bona fide religious grounds are excused from payment to the Association but must pay the amount of the fair share fee to a non-religious charitable organization mutually agreed upon by the non-members and the Association. If the non-member and the Association do not agree, the non-member shall select a charity from the list developed by the IELRB.

In the event of any legal action against the Board, its members, officers, agents, and teachers brought in a court or administrative agency because of compliance with this fair share provision, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

- A. Except in actions filed with the IELRB, the Board shall give prompt notice of such action, in writing, to the Association, and permits the Association intervention as a party if it so desires, and
- B. In any action, no matter where filed, the Board shall give all reasonable cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels, provided, however, that nothing set forth herein shall require the District to create information or release employees from work with pay.

The Association shall indemnify, defend, and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability or loss including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this clause, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any such provisions. It is expressly understood that this save harmless provision will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board.

## ARTICLE V

### **REDUCTION IN FORCE**

#### **5.1 Employee Reduction**

Before the Board makes any reduction in employees, the reduction shall be communicated to the Association in writing so the Association may prepare and present its position to the Board regarding such reductions. The role of the Association and the position presented shall be advisory only. This section shall not apply to reduction in teaching personnel due to resignations, retirement or other forms of attrition.

#### **5.2 Teacher Seniority**

Seniority for teachers shall be the length of consecutive, continuous full-time service as a teacher in Pleasantdale School District 107 calculated from the first day of employment, except as modified in the Job Sharing Program, Section 3.1(a). If seniority is equal between teachers, then seniority will be determined by lot.

#### **5.3 Teacher Seniority List**

A preliminary seniority list which ranks all tenured teachers in the District in order of seniority, i.e., service to the District, shall be developed and given to the Association's president, and e-mailed to each individual teacher, each year on or before January 15.

The listing shall provide the following information for each teacher:

- (A) Name
- (B) Current position
- (C) Total years of consecutive continuous service
- (D) Other qualifications for positions in the District

The individual teacher shall have until February 1 each year to file written objections with the Superintendent as to his/her seniority rank. The objection shall specify any alleged errors. Failure of the teacher to make a timely objection shall be deemed to be an acceptance of the seniority rank. Any challenge shall be prohibited thereafter until the filing of the next seniority list. No later than 75 days prior to the end of the school year, the Superintendent shall provide the Association President with a final seniority list, along with a list of the sequence of honorable dismissals.

#### **5.4 Teacher Reduction**

- A. In the event that the Board determines to decrease the number of teachers employed or to discontinue some particular type of teaching service, then written notice will be mailed to the teacher and also given either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term, together with a statement of honorable dismissal and the reason therefor. The sequence of dismissal shall be as provided in section B below.

- B. The sequence of dismissal shall be established each year by not less than 75 days before the end of the school term. A copy of the list of the sequence of honorable dismissals shall be given to the Association President. Each teacher will be categorized into one or more positions which the teacher is qualified to hold based upon legal qualifications and any other qualifications established by the District in a job description in place no later than May 10 of the prior school year. Within each position, the District shall establish four (4) groupings of teachers qualified to hold the position as follows, based upon their summative performance evaluation ratings:

**Group 1** consist of non-tenured teachers who (a) have never received a performance evaluation rating by the District; or (b) who are employed for one school term or less to replace a teacher on leave; or (c) who are employed on a part-time basis (i.e., employed to teach less than a full-day, teacher workload or less than five (5) days of the normal student attendance week). A teacher is not considered employed on a part-time basis and is not included in Group 1 if (a) the teacher is employed full-time but actually is teaching for less than a school term; or (b) the teacher, in the immediately previous school term, was employed on a full-time basis and actually taught for 120 days or more. The District may move teachers from Group 1 into another group during the period of time from 75 days until 45 days before the end of the school term, with notice to the Association President.

**Group 2** consists of teachers who received a Needs Improvement or Unsatisfactory evaluation rating on either of their last two (2) evaluations.

**Group 3** consists of teachers who received at least Proficient ratings on both of their last two evaluations, if available, or on the teacher's last evaluation rating if only one rating is available.

**Group 4** consists of teachers who either (1) received Excellent ratings on both of their last two evaluations or (2) received Excellent ratings on two of their last three evaluations and a Proficient rating on the third.

Among teachers qualified to hold a position, teachers must be dismissed in the order of their groups, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last. Within the various groups, the sequence of dismissal is as follows:

**Group 1** – At the discretion of the Board.

**Group 2** – By average of a teacher's last two evaluations, or one if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient; 2 for Needs Improvement; and 1 for Unsatisfactory. If the numerical averages are identical, the affected teachers are dismissed by seniority.

**Group 3** – By seniority.

**Group 4** – By seniority.

- C. Nothing in this Agreement shall be construed as limiting the right of the Board to dismiss non-tenured teachers as authorized under the Illinois *School Code*.

## **5.5 Teacher Recall Procedure**

If a vacancy occurs during the school term following a reduction in force or within one (1) calendar year from the beginning of the following school term, the Board shall tender the vacant position to the honorably dismissed teacher in reverse order of reduction in force (i.e., by performance grouping and seniority, when applicable) who is legally qualified to hold the position. Any recalled teacher shall retain his or her accrued rights and all accumulated seniority; however, any period after the honorable dismissal during which the tenured teacher did not teach shall not be counted toward seniority.

To be eligible for recall, an honorably dismissed teacher must provide the Board in writing, prior to the last day of the school term of dismissal, with the address where the teacher may be reached. The teacher must also notify the Board in writing by fourteen (14) calendar days following receipt of the offer (or fourteen (14) calendar days after the offer is returned to the District non-delivered) sent by certified mail of the acceptance of any vacant position tendered to the teacher during the recall period. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment. Any teacher who rejects an offer of a full-time vacant position (or a part-time vacant position equal in salary to the position from which the teacher was honorably dismissed) shall be deemed to have waived his or her recall rights and will no longer be eligible for any other vacant positions that become available within the recall period.

## **5.6 ESP Seniority**

- A. Seniority shall accrue in categories of position for ESPs. Seniority shall begin with date of hire. No seniority shall accrue to a person employed as a substitute for an ESP on leave of absence for one year or less, unless that person continues the employment after the return of the ESP on leave. ESPs may accrue seniority in more than one category of position. In the event that more than one ESP has the same starting date of work, position on the seniority list shall be determined by drawing lots. ESPs continuously employed with the Board shall maintain seniority in all positions and classifications currently held.
- B. A seniority list shall be posted by February 1, current through that school year. The seniority list shall set forth the seniority of each ESP by category of position. The Association shall be given a copy of the list.

Within ten (10) days of the posting of the list, any ESP who believes his/her seniority is incorrectly shown shall submit to the Superintendent in writing an explanation of any claimed error, and shall have the right to meet with the administration to correct errors. Unless such claim is made within a ten (10) day period, seniority shall be deemed accurate for the end of that year.

- C. Once attained, seniority is not lost, except as set forth herein. Seniority is lost upon the following:

1. Resignation
2. Dismissal
3. Retirement

Seniority is not lost due to leaves approved by the Board, or as allowed under this Agreement.

- D. When an ESP is transferred from one category of position to another, either by ESP request or administrative or Board action, the ESP shall retain any accrued seniority in that category of position.

A qualified ESP subject to layoff shall have the right to bump another ESP who has less seniority in any category of position than the ESP subject to layoff.

Example: ESP A has worked five (5) years as lunchroom monitor and four (4) years as an instructional aide. The Board determines to RIF one aide, and A is the least senior aide. A has the right to “bump” into a lunchroom monitor position if a person in that category had less than five (5) years of seniority at the time of layoff.

- E. The following shall constitute categories of position for the purpose of this Agreement. However, this shall not preclude the Board from assigning an ESP to more than one category of position.

Lunchroom Aides  
Clerical Aides  
Full-time Custodians  
Maintenance  
Full-time Instructional Aides  
Building Secretaries

## **5.7 Reduction of ESP's**

ESP's subject to layoff shall receive notice thereof in such form as may be required by the *Illinois School Code* together with a statement of honorable dismissal and the reason therefore.

ESP's shall be dismissed on the basis of seniority within categories of position. The ESP with the shorter length of continuing service within the District, within the respective category of position, shall be dismissed first.

## **5.8 ESP Recall Procedures**

- A. ESP's shall be subject to recall to any position which is open or newly created by the Board in a category of position in which the ESP has seniority and is qualified, and such position is open or created within one (1) calendar year from the commencement of the fall semester following layoff.
- B. An ESP subject to recall shall be notified in writing of the vacant position. Should an ESP refuse to accept a vacant position, equal in hours, within seven (7)

calendar days of receipt of notice, that employee's recall rights shall be terminated. The position shall be offered to the next ESP with recall rights who is qualified to fill the position. ESPs on layoff are obligated to advise the administration of their current address and telephone number so as to facilitate notice of recall.

- C. Recalled ESPs shall have the accumulated sick leave, salary schedule position, and seniority they had when honorably dismissed.

**ARTICLE VI**  
**COMPENSATION**

**6.1 Basic Compensation Schedule**

**A. Teachers**

Teachers who have been employed by District No. 107 prior to the start of the 2015-2016 school year shall receive the following flat percentage salary increases (computed upon the salary amount paid to each teacher in the prior school year) during the term of this Agreement:

School Year	2015-16	4%
	2016-17	4%
	2017-18	3%
	2018-19	3.25%
	2019-20	4%

Teachers newly employed by District No. 107 for the 2015-2016 school year and in any subsequent year of this Agreement shall be paid on the salary matrix set forth in Appendix A. Any currently employed teacher who would receive less compensation in the 2015-2016 school year than a new teacher paid on the Appendix matrix shall have his/her salary adjusted to the higher amount.

**B. ESP's**

ESP's who have been employed by District No. 107 prior to the start of the 2015-2016 school year shall receive the following flat percentage salary increases (computed upon the salary amount paid to each ESP in the prior school year) during the term of this Agreement:

School Year	2015-16	4%
	2016-17	4%
	2017-18	3%
	2018-19	3.25%
	2019-20	4%

ESP's newly employed by District No. 107 for the 2015-2016 school year and in any subsequent year of this Agreement shall be paid on the salary matrix set forth in Appendix D.

**C. Pension Deductions**

Based upon the above compensation amounts the Board shall pay and remit for each eligible employee an amount no greater than a nine per cent (9%) contribution of the required pension contribution due to the Illinois Teachers' Retirement System or an amount no greater than the District's statutory obligation due the required pension contribution of Illinois Municipal Retirement Fund and

any required employer health plan contribution due the Teachers Health Insurance Security Fund.

## **6.2 Tuition Reimbursement and Horizontal Movement Credit**

- A. All courses to be submitted for tuition reimbursement and/or horizontal lane advancement must be approved in advance by the Superintendent.
- B. Tuition for college courses which have been approved in advance by the Superintendent will be reimbursed pursuant to the following schedule:
  - (i) 75% if the grade is an A or its equivalent;
  - (ii) 50% if the grade is a B or its equivalent, and
  - (iii) 30% if the grade is a C or its equivalent.

For purposes of determining reimbursement pursuant to the above schedule, a maximum of \$300 per credit hour shall be paid, not to exceed the amount of actual cost. Pass/Fail courses will be considered B or F and be paid accordingly. A teacher shall not be paid more than \$5,000 annually in tuition reimbursement.

Full-time ESP's and part-time teachers may be eligible for tuition reimbursement at the discretion of the Superintendent.

- C. When the course has been completed and the transcript and paid bill is filed with the Superintendent, the tuition will be reimbursed. Reimbursement requests must be submitted within three (3) months of completion of the course. Any teacher who is not employed by the District at the start of a school year shall not be reimbursed for courses taken the preceding summer.
- D. Coursework approved in advance by the Superintendent for horizontal movement shall be completed by September 1, and the transcript submitted to the Superintendent by October 1, to be credited towards advancement on the compensation schedule at the beginning of the school year. To be eligible for a second semester lane movement, coursework must be completed by February 1 and the transcript submitted to the Superintendent by March 1. A teacher may move horizontally a maximum of two (2) lanes annually and shall receive the compensation amounts set forth in Appendix B. Only approved coursework completed after the acquisition of a Master's Degree shall be utilized for advancement to the lanes beyond the M.A.

## **6.3 Part-Time Employees**

Part-time employees shall receive salary on a pro-rated basis.

## **6.4 In-District Workshop Credit**

- A. Credit towards horizontal lane advancement may be earned by participation in workshops organized within District 107. Such local non-college credit

workshops may be given the equivalent of one (1) semester hour credit for each twelve (12) hours of attendance.

B. In order to secure credit towards horizontal lane advancement, the Superintendent shall first approve and evaluate all workshops prior to participation therein. Teachers who have reached the Masters 45 lane will receive the prevailing curriculum rate for in-District credit for up to twelve (12) hours of attendance annually.

C. Teachers/staff who instruct in-District workshops shall be compensated as follows:

1. Paid for their preparation time at the hourly rate of

School year	2015-16	\$42.43
	2016-17	\$44.13
	2017-18	\$45.45
	2018-19	\$46.93
	2019-20	\$48.81

and

2. Elect to receive the credit hour(s) being offered or payment for the presentation time at the rate stated in Article 6.4C1.

#### **6.5 Payment for Planning, Inservice Work, and Summer Academy**

##### **A. Summer Professional Development and Planning Work**

Teachers asked to do summer professional development and planning work will be paid at the hourly rate for the term of this Agreement.

School year	2015-16	\$42.43
	2016-17	\$44.13
	2017-18	\$45.45
	2018-19	\$46.93
	2019-20	\$48.81

##### **B. Inservice Staff Development Curriculum Work**

Teachers/staff asked to prepare staff development programs for district or building inservice days will be given their choice either to be paid at the hourly rate of

School year	2015-16	\$42.43
	2016-17	\$44.13
	2017-18	\$45.45
	2018-19	\$46.93
	2019-20	\$48.81

or to attend a comparable professional development workshop paid for by the District, subject to the Superintendent's pre-approval.

C. **Summer Academy**

Teachers with the District shall be given the first opportunity to fill summer academy positions. Summer Academy teachers will be paid at the hourly rate of

School year	2015-16	\$42.43
	2016-17	\$44.13
	2017-18	\$45.45
	2018-19	\$46.93
	2019-20	\$48.81

**6.6 Merit Bonus Program**

During the term of this 2015-2020 Agreement, the Board shall have the right at its sole discretion to create a merit bonus program which can financially reward selected employees of the Board. The Board in its sole discretion may develop any criteria that is utilized in such program. Further, the Board shall have the sole and final authority for all decisions and aspects of the program, including but not limited to: who if anyone receives any such bonus; the reason(s) for any such bonus given; the amount of any bonus given either individually or collectively to any employee(s); and all other details and specifics of any merit bonus program actually utilized by the Board.

Any financial or economic benefit which is given to any bargaining unit member under this program shall be in addition to and not in lieu of any other rights under this Agreement.

The Board shall notify the Association President no fewer than fourteen (14) days prior to any bonus being given, the following information: the name(s) of any employee(s) receiving any bonus; the amount of any bonus or financial consideration to be given any employee, and the time period within which said employee can reasonably expect to receive said bonus or financial consideration.

There is no representation by the Board as to: whether the program is actually utilized for any given year; whether any bonuses will actually be given; any criteria that might be used; the value of any bonus that might be given. The implementation of this Agreement shall not be deemed as individual negotiations or as any other unfair labor practice under the IELRA. Merit bonuses awarded, if any, shall not be subject to the grievance procedure (Article IX) of this Agreement.

**6.7 National Board Certification**

Full-time teachers attaining National Board certification through the National Board for Professional Teaching Standards will receive a \$1,000 payment each year for 5 years assuming continuous employment. This bonus shall not be added to the base pay of the teacher. Teachers must submit a notice of enrollment into the National Certification program and evidence of completion. Tuition reimbursement will not be applicable.

**ARTICLE VII**

**FRINGE BENEFITS**

**7.1 Hospitalization and Life Insurance**

- A. The Board agrees to pay for individual, full-time employees' health care insurance coverage premiums in the 2015-2016 school year up to:

HMO \$5,400  
PPO \$6,600

Any health insurance costs or premiums in excess of these amounts shall be paid by the employee.

For a full-time employee's health care plus spouse or plus child coverage, the Board agrees to pay up to the following amounts in the 2015-2016 school year toward insurance coverage premiums:

HMO \$9,600  
PPO \$11,400

The Board agrees to pay up to the following amounts in the 2015-2016 school year toward the cost of full-time employee family insurance coverage premiums :

HMO \$12,000  
PPO \$14,400

- B. The Board and the Association agree that the District's total employee health insurance premium cost of \$823,913.00 for the 2015-2016 school year is the dollar amount on which the parties calculated the maximum annual increases shown below to the Board's base health insurance contribution. For each subsequent year of the Agreement, the Board's insurance premium contribution cost of \$604,200.00 for the 2015-2016 school year shall increase by the following amounts. In the event the premiums do not increase up to the following amounts, the Board shall pay the amount of the actual increase.

2016-17 school year = \$33,000  
2017-18 school year = \$34,000  
2018-19 school year = \$35,000  
2019-20 school year = \$36,000

In any year of this Agreement where the insurance premium increases eight percent (8%) or more, the Insurance Committee shall meet to determine if any modifications could be made to the plan to control the increase; if agreement cannot be reached to modify the health plan, the Board and the participants shall share said increase 50%/50%, with the Board's share capped at \$10,000. (EXAMPLE: The Board's 2016-2017 maximum health insurance premium cost will not exceed \$604,200.00 + \$33,000.00 + \$10,000.00 = \$647,200.00).

- C. The above amounts in Sections A and B are maximum amounts to be paid by the Board. If the premiums for a school year are less than the amounts indicated, then only the actual premium shall be paid.

Those employees who elect dependent coverage as per the terms and conditions of the insurance plan on or before the first day of each school year may at that time elect that the Board remit--for him/her during said school year to the insurance carrier a sum equal to the premium for the dependent coverage elected. Said election shall be made on an annual basis.

The amount of gross wages due a teacher in the form of salary shall be the sum specified less the payment by the Board, paid in installments as otherwise provided herein, provided the Board shall deduct from said gross wages all sums as required by law or as authorized by the employee pursuant to the Agreement.

The employees shall have no right or claim to the funds so remitted. Once said election is made as provided above, it may not be rescinded except in the case of the death of the insured dependents.

- D. The Board shall provide a group dental insurance plan for full-time employees, who may elect either individual or family dental coverage. The Board shall contribute the following total amounts annually towards the employee premium costs for participation in the dental plan:

School year	2015-16	\$28,880
	2016-17	\$30,035
	2017-18	\$30,936
	2018-19	\$31,941
	2019-20	\$33,219

Any premium costs in excess of the above-stated Board contribution amounts shall be paid by the employees electing dental coverage.

- E. The hospital and major medical insurance plan and the dental insurance plan, either through a commercial carrier or self-fund plan, shall be determined by the Board for the life of this contract.
- F. The Board shall provide a life insurance policy in the amount of \$50,000 for each employee.
- G. The Board and the Association shall establish a committee with equal numbers of representatives to discuss insurance issues.

**7.2 Flexible Benefit Plan**

The Board shall establish and maintain a “flexible benefit plan” in compliance with Section 125 of the *Internal Revenue Code of 1986*. Prior to each plan year, an employee may elect to have the Board reduce his or her pay and contribute such amounts among the following non-taxable benefits, in accordance with plan document:

- A. Premiums for the District's health insurance plan which are not paid by the Board.
- B. Reimbursement for qualified dependent care assistance expenses, in accordance with Section 129 of the *Internal Revenue Code of 1986*.
- C. Reimbursement for the cost of medical and dental care, as defined in Section 213(d) of the *Internal Revenue Code of 1986*, to the extent not covered by insurance and incurred by the employee, the employee's spouse, and/or the employee's dependents, up to the amount allowed under the *Internal Revenue Code* per plan year.

In accordance with the *Internal Revenue Code*, any amounts remaining unpaid after processing all timely requests for reimbursement shall be forfeited and not otherwise paid to the employee or carried over to the following plan year. The Board shall pay the administrative costs and expenses for maintaining the plan.

- D. The Board does not warrant that the deduction made in the amounts as listed on the compensation schedule by the Board for the employee as set forth above are deemed excludable from the employees' gross wages, and as such, the Association and each individual employee shall and do hereby indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments or deficiencies or other liability by reason of the payments of dependent insurance premiums to the provision of this section.

### **7.3 Travel Allowance**

An automobile travel allowance will be granted to employees who must travel between buildings in the course of their day's assignments as authorized by the Superintendent. The travel allowance shall be the maximum allowed under applicable I.R.S. Regulations. The administration will notify employees of the applicable rate at the beginning of the school year and also when the I.R.S. changes such maximum allowance.

It is the responsibility of the employee to turn in mileage sheets at least twice per year, before Winter break and at the end of the year.

The same mileage reimbursement will also be applicable for employees traveling to and from approved conferences, but not including IEA-NEA activities. This mileage reimbursement will be calculated and paid with the conference reimbursement.

### **7.4 Compensation for Extra-Curricular Duties**

When the Board authorizes extra-curricular service positions involving responsibilities beyond the normal teaching responsibilities, teachers who are qualified for the duty shall have the first opportunity to volunteer for such positions and will receive additional compensations according to the Extra-Curricular Compensation Schedule. If no teacher volunteers to fill such positions, the ESPs who are qualified for the duty shall be given an opportunity to volunteer. Those employees who hold an extra-curricular service position shall be paid the stipends listed on Appendix C.

Stipends for programs added during the life of this Agreement, shall be determined using the same rate as the existing stipends for that year.

In the event that any inactive, extra-curricular program is reactivated, the stipends listed will apply.

For any individual school year, upon recommendation by the Superintendent and the approval of the Board and the Association, a stipend can be created in any subject matter area to be given to an individual teacher whose assistance is deemed necessary for subject matter coordination.

Scorekeepers for home basketball and volleyball games shall be compensated per event at a rate of \$71.91.

Overnight field trip chaperones shall be compensated with the following amounts per night.

School year	2015-16	\$303.26
	2016-17	\$315.39
	2017-18	\$324.85
	2018-19	\$335.41
	2019-20	\$348.83

Supervision of students outside the contractual school day as requested by the administration shall be compensated at the hourly rate of \$24.08.

## **7.5 Supplemental Retirement Benefit**

During the term of this 2015-2020 Agreement, at any time the Board may create a Supplemental Retirement Benefit (SRB) for teachers eligible to retire under the Teachers' Retirement System and for other bargaining unit employees eligible to retire under the Illinois Municipal Retirement Fund. An SRB, if created, shall be offered at the sole discretion of the Board. The manner and method of any SRB's creation, the terms of any given SRB, and the determination as to eligibility prerequisites for those employees offered the SRB all will be determined and set at the sole discretion of the Board. There is no requirement or understanding that any SRB will have any specific terms or that any SRB created by the Board will have similar or like terms as compared to any other SRB offered by the Board. The Board will notify any eligible employees by September 30 of each school year if it intends to offer an SRB for that school year. Eligible employees must notify the Board no later than November 30 of that year if they intend to retire and accept an SRB. Any employee offered an SRB by the Board shall not be compelled to accept any SRB so offered. Any specific SRB offered by the Board shall be given a title so as to identify it (i.e., 2015SRB, 2016SRB, etc.). All employees offered a specific SRB (i.e., 2015SRB) shall have the same percentage formula applied to their SRB offer. Because of differences in employee salary, it is understood that the total monetary benefit of individual employee SRB's offered pursuant to any specific SRB (i.e., 2015SRB) may differ from and vary from employee to employee.

## ARTICLE VIII

### LEAVES OF ABSENCE

#### 8.1 Sick Leave

##### A. Teachers

All probationary teachers shall be granted a leave with full pay of ten (10) days per school year for personal illness. When a probationary teacher accumulates sick days after the first year of employment, the Board shall exchange one (1) sick day for a third personal leave day annually until the teacher attains tenure status. It is understood that no probationary teacher shall ever have more than three (3) accumulated personal leave days. All teachers who have entered upon contractual continued service shall be granted a leave with full pay of twelve (12) days per school year for personal illness. Unused sick leave days shall accumulate to a maximum of two hundred and forty (240) days. Sick days are not deemed to be accumulated until the last day of the school year. (**Note:** Any teacher who had accumulated unused sick days exceeding 180 as of March 1, 1997, shall be allowed to retain these excess days. No other teacher may accumulate unused sick leave days beyond 240 days.)

Sick leave for eligible part time teachers shall be prorated.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. A teacher may use up to thirty (30) sick leave days directly following the birth of a child without having to provide the District with medical certification. Up to thirty (30) sick leave days may be used for adoption and placement for adoption. For purposes of this Section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partners, and legal guardians.

A record of the accumulated sick leave days shall be kept by the Business Office and reported to all certified staff members each year on or before September 30.

The Board may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases. If the Board does require a physician's certificate or a certificate from a spiritual healer as a basis for pay during leave of less than three (3) days, the Board shall pay, from school funds, the expenses incurred by the teachers or other employees in obtaining the certificate.

A teacher who is absent because of disability or incapacity shall be deemed temporarily disabled, starting from the first day of disability, in accordance with the following:

<u>Employed in District</u>	<u>Temporary Disability</u>
0 thru 1 year -	30 consecutive school days.
2 thru 4 years -	60 consecutive school days or the exhaustion of paid sick leave, whichever happens last.
5 or more years -	less than 90 consecutive school days or for less than 90 out of 120 school days from the same illness or incapacity, or the exhaustion of paid sick leave, whichever happens last.

If a temporarily disabled teacher does not have sufficient accumulated sick leave days or unpaid leave under the federal *Family and Medical Leave Act* to cover the duration of his/her absence, the Board shall grant the disabled teacher an unpaid leave of absence for the period of temporary disability, but not to exceed the number of days shown above as calculated from the onset of the disability. In its sole and non-grievable discretion, the Board may grant any teacher who remains incapacitated after the expiration of a temporary disability leave or the exhaustion of accumulated sick leave an extended unpaid leave of absence in accordance with the terms and conditions applicable to unpaid parental leaves as set forth in Section 8.5 of this Agreement.

Unused accumulated sick leave days not utilized for retirement purposes with the Teachers Retirement System shall be paid at the rate of \$25.00 a day. This payment is to be made as a post-retirement lump sum amount paid within thirty (30) days after the teacher's retirement from the District or as soon as the retiree provides TRS certification that the sick days were not used for service credit. The payment is not intended to be included in the teacher's creditable earnings for the school year preceding his/her retirement.

**B. ESP's**

Each ESP, who is scheduled to work more than six hundred (600) hours yearly, shall be granted sick leave in the following manner. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. An ESP may use up to thirty (30) sick leave days directly following the birth of a child without having to provide the District with medical certification. Up to thirty (30) sick leave days may be used for adoption and placement for adoption. For purposes of this Article, immediate family shall be defined as: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, domestic partners, and legal guardians.

<u>Sick Leave</u>	<u># Days</u>
12-Month Employees	12
10-Month Employees	10

Sick leave for eligible part-time ESPs shall be prorated.

When a 10-month employee accumulates sick days after the first year of employment, the Board shall exchange one (1) sick day for a third personal leave day annually. It is understood that no 10-month employee shall ever have more than three (3) accumulated personal leave days.

Unused sick leave shall accumulate up to a maximum of two hundred forty (240) days for IMRF purposes.

The Board may require a physician's certificate as a basis for pay for personal illness after an absence of three (3) days or as deemed necessary in other cases.

Each ESP shall be furnished a written statement setting forth the amount of sick leave available during the school term, or before September 30. Accumulative sick leave shall automatically terminate on the date that an ESP's resignation or termination becomes effective.

An ESP who is absent because of disability or incapacity shall be deemed temporarily disabled, starting from the first day of disability, in accordance with the following:

<u>Employed in District</u>	<u>Temporary Disability</u>
0 thru 1 year -	30 consecutive work days.
2 thru 10 years -	60 consecutive work days or the exhaustion of paid sick leave, whichever happens last.
10 or more years -	less than 90 consecutive work days or for less than 90 out of 120 work days from the same illness or incapacity, or the exhaustion of paid sick leave, whichever happens last.

If a temporarily disabled ESP does not have sufficient accumulated sick leave days or unpaid leave under the federal *Family and Medical Leave Act* to cover the duration of his/her absence, the Board shall grant the disabled ESP an unpaid leave of absence for the period of temporary disability, but not to exceed the number of days shown above as calculated from the onset of the disability. In its sole and non-grievable discretion, the Board may grant any ESP who remains incapacitated after the temporary disability leave (or accumulated sick leave) expires an extended unpaid leave of absence under any terms and conditions deemed appropriate.

**8.2 Sick Leave Bank**

- A. The Board in cooperation with the Association shall establish a Sick Leave Bank for employees on a voluntary basis. The intent of establishing the Bank is to provide extended paid sick leave to those participants who incur a period of catastrophic illness or injury. The Sick Leave Bank will be administered by a joint committee consisting of two (2) members appointed by the Association and two

(2) members appointed by the Administration. This Sick Leave Bank Advisory Committee, facilitated by the Superintendent or designee, will review and approve requests for use of Sick Leave Bank days. Decisions will be made by consensus. If consensus is not reached, the Superintendent will make the final decision at his/her sole discretion.

- B. The Sick Leave Bank is available to participating employees who have exhausted all of their accumulated sick leave and suffer from a personal illness, disability, or injury of a catastrophic nature. The Bank shall be used only for the catastrophic illness or injury of a participating employee. Catastrophic refers to life-threatening or extraordinary medical conditions that have totally incapacitated an employee's physical or mental ability to work. Chronic conditions such as, but not limited to, cancer, AIDS, and residual effects of a stroke, may be considered catastrophic in the condition results in long-term absences. Generally, catastrophic medical conditions must be considered both long-term in nature and require long-term rehabilitation periods. Conditions which are short-term in nature (e.g., flu, measles, common illnesses or injuries, or normal pregnancies) are not considered catastrophic. The Bank shall not be used for cosmetic surgery or any surgical or other procedure which may be safely deferred until a vacation or recess period.
- C. An employee may enroll in the Sick Bank by signing an authorization form agreeing to contribute one (1) day of his/her accumulated sick leave to the Bank by September 30<sup>th</sup> of the school year. When the total number of days in the Bank equals twice the number of participants, no yearly contribution will be required until such time as the Bank is below fifty (50) days. Sick Bank days may fall below one half (1/2) at any point during the school year without adjustment. If the number of days in the Bank is less than half the number of participants the following school year, participants may either opt out of the program or contribute an additional one (1) day. Once an employee donates sick leave days to the Sick Leave Bank, the donation shall be irrevocable.
- D. An employee who is a current participant in the Bank and has a catastrophic illness or injury which requires continuous and prolonged absence from work shall be able to apply to Sick Leave Bank Advisory Committee to use days from the Bank after his/her own accrued sick leave and vacation days have been depleted. A physician's statement certifying that the medical condition is life-threatening or extraordinary must be submitted with the request to access the Sick Leave Bank. Included in the statement must be the nature of the condition and the anticipated length of the rehabilitation period. An employee requesting use of the Sick Leave Bank must comply with the reasonable requests of the Advisory Committee. The maximum number of Sick Leave Bank days usable by any participants shall be twenty (20) days annually. Sick Leave Bank days for eligible part-time employees shall be prorated. A participating employee is not eligible to request Sick Leave Bank days if he/she is on an unpaid leave of absence or is receiving benefits under the Workers' Compensation Act, the Workers' Occupational Diseases Act, IMRF, and/or TRS. An employee shall not be eligible to utilize the Sick Leave Bank in two (2) consecutive years unless he/she has been actively employed and working full-time for at least ninety (90) work days prior to drawing from the Bank in the second year.

- E. A participant, due to unusual circumstances, may request special consideration from the Advisory Committee for use of up to an additional twenty (20) paid sick leave days from the Bank in any year if the employee is unable to return to employment after exhausting the maximum twenty (20) days allotment. The decision to award additional days is in the sole discretion of the Advisory Committee and shall be non-precedential.

### **8.3 Personal Leave Days**

The Board shall grant to all tenured teachers and 12-month ESP employees three (3) personal leave days per school year at full pay for the purpose of conducting business which cannot be accomplished on a non-school day. Probationary teachers and 10-month ESP employees shall be awarded two (2) personal leave days per school year, but shall exchange one accumulated sick day annually for a third personal leave day as set forth in Section 8.1 above. It is understood that no probationary teacher or 10-month ESP employee shall ever have more than three (3) accumulated personal leave days. Personal leave days for eligible part time teachers and ESP's shall be prorated.

Personal leave shall require in all cases, except unforeseen emergencies, at least three (3) school days advance notice to the principal or his/her designated representative. For example, a request for a personal day on a Friday must be submitted to the principal or his/her designated representative by the end of the work day of the previous Monday. The personal leave form will require only the employee's signature. Reasons need not be given when such leave is requested except in the case of unforeseen emergencies when less than three (3) school days advance notice is given, in which case a reason must be given and the personal leave may be denied at the sole and non-grievable discretion of the Superintendent.

Personal leave days shall not be used immediately before a holiday vacation period, on an institute/in-service day, or during the first or last five (5) days of the school year except in an extreme emergency.

This leave is not cumulative. However, unused personal leave days shall be transferred to any employee's cumulative sick leave.

### **8.4 Leave of Absence for Jury Duty**

All employees shall be granted a leave of absence for jury duty service. When engaged in such service, an employee shall receive his/her regular salary, provided the employee reimburses the Board the fee received for such jury duty (meals and mileage excluded).

### **8.5 Association Leave**

No more than four (4) days will be granted yearly to the Association for the purpose of conducting Association business. Four (4) Association members who conduct business on the same day constitutes the maximum annual allowance of four (4) days. The Association will reimburse the District the daily cost of substitutes resulting from such leave.

## 8.6 Teacher Parental Leave

- A. A leave of absence without pay shall be granted to a pregnant tenured teacher or a teacher adopting a child upon her written request for such leave. The request for absence shall be accompanied by a certificate of pregnancy signed by a qualified physician giving the expected day of delivery or by verification of a legal adoption. Application for parental leave shall be made in writing to the Superintendent at least one hundred twenty (120) calendar days prior to the anticipated birth of the child.

After consultation with the teacher, the Superintendent shall determine the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto. The leave shall not exceed the balance of the school term in which it commences and one (1) additional school term. Every effort shall be made to begin such leave at the commencement of the school term or semester. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term.

- B. Written notification of intent to return to work shall be provided by the tenured teacher to the Superintendent by February 20 of the year prior to return to work.
- C. Such leave shall be granted without loss of tenure or seniority status, if any, and accumulated sick leave shall be restored upon the tenured teacher's return to duty; however, the period of the leave shall not be counted toward seniority. Any teacher granted parental leave who has completed a full semester of the school term prior to her leave shall be considered to have completed a full year for purposes of advancement on the salary schedule.

It is anticipated that parental leave may span more than one (1) school year, as where a teacher commences a leave at the second semester of a school year and continues that leave for the first semester of the following year. In this event, said teacher shall be credited with one (1) year's advancement on the salary schedule where the teacher completes a full semester of the school term prior to her leave. Said teacher will receive no credit for purposes of advancement on the salary schedule for the remainder of the school year completed upon her return to service after the culmination of her leave.

- D. When the tenured teacher on parental leave returns to duty, she shall be assigned to a position covered within her licensure unless said teacher is the subject of a reduction-in-force program. Upon return to duty, the teacher shall be accorded those benefits which have accrued to her as of the time she had been granted such leave.
- E. A tenured teacher granted unpaid parental leave may make arrangements to continue major medical, group hospitalization, and life insurance coverage as provided for in this Agreement for the duration of the leave at the tenured teachers' expense, as approved by the insurance carrier.
- F. Anything in this section to the contrary notwithstanding, a teacher who has been

granted a parental leave of absence shall not become eligible for a subsequent parental leave unless and until such teacher has returned to full-time service for at least two (2) complete school terms, provided, however, that under exceptional circumstances the Board may grant such a leave in its sole, absolute and non-reviewable discretion. The granting or withholding of such leave shall be without precedential effect.

- G. Nothing in this section shall be construed as requiring any teacher to apply for a parental leave. A teacher not eligible for or not desiring such leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or to the delivery of the child. If such teacher shall have exhausted accumulated sick leave, she shall be granted leave of absence without pay or other benefits during such period of disability. Such teacher shall return to work following the period of actual disability, as certified by the teacher's physician, or if the Board chooses, a physician of the Board's choice.
- H. In lieu of a long-term unpaid leave of absence as provided in Paragraph A above, a tenured teacher adopting a child shall upon written application to the Superintendent be granted a paid leave of absence subject to the same terms and conditions applicable to a pregnant teacher as set forth in Paragraph G above. Such leave shall commence upon receipt of the child or on such date as the adoptive agency shall require, whichever shall first occur. Such application shall be made as soon as practicable, but in no event (except in an emergency) less than sixty (60) calendar days prior to the onset of the leave.
- I. A parental leave shall be granted to a male teacher subject to the same applicable conditions and provisions listed above.

### **8.7 Religious Observance Leave**

Employees shall be afforded a leave of absence for purposes of religious holiday observance. Written notice of the need for such leave must be provided to the Superintendent or designee at least five (5) days prior to the leave day(s). Personal leave days shall be used by the employee for religious observance leave; if an employee has exhausted his/her personal leave, such religious observance days shall be unpaid.

### **8.8 Bereavement Leave**

Up to two (2) paid bereavement leave days will be granted, per occurrence, for a death in the immediate family (as defined in Section 8.1 A above). Any additional bereavement days requested for death in the immediate family will be deducted from sick leave.

### **8.9 Emergency Days**

An emergency day is defined as an occurrence that is out of an employee's control. These instances are defined as, but not limited to, floods, snow storms, accidents, etc., whereby the employee makes every attempt to get to work but is delayed because of an occurrence that is out of his/her control. The employee will be docked at the employee's per diem rate for time missed.

## **8.10 ESP Vacations**

After six (6) months of continuous employment, each full-time, twelve (12) month ESP, shall be entitled to a vacation on the basis of complete fiscal quarter years worked. The vacation credited shall be two (2) and one-half (½) days per quarter of employment, except that it shall be three (3) and three-quarters (¾) days per quarter after five (5) years of employment, and five (5) days per quarter after fifteen (15) years of employment.

When an ESP completes six (6) months of employment, he/she shall receive credit for the vacation earned from the time of employment to the end of the first six (6) months of employment, at the proper number of days for each complete quarter worked. After an employee has worked six (6) months, he/she shall receive credit for vacation due at the end of each quarter, October 1, January 1, April 1 and July 1.

Vacation credit earned in one (1) fiscal year shall be used by the end of the following fiscal year or the ESP shall lose it, except upon the recommendation of the Superintendent and the approval of the Board.

ESPs terminating their employment shall be reimbursed for the amount of unused vacation earned to the date of termination, provided employment is terminated by action of the Board or by a two (2) week notice in writing by the ESP.

Requests for vacations shall be presented to the Superintendent for approval. Seniority of service shall be considered in determining the time for vacation.

## **8.11 ESP Holidays**

All twelve (12) month ESPs shall be off the following holidays with no loss of pay, except as designated by the school calendar:

- Independence Day
- Labor Day
- Columbus Day (if designated by school calendar)
- Veterans Day
- Thanksgiving and Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King
- Presidents' Day
- Casimir Pulaski (if designated by school calendar)
- Good Friday (if designated by school calendar)
- Memorial Day

## **ARTICLE IX**

### **GRIEVANCE PROCEDURE**

#### **9.1 Definitions**

- A. A “grievance” shall mean a complaint by an individual employee or the Association, that there has been a violation, misinterpretation or misapplication of specific provisions of this Agreement.
- B. All time limits consist of school days, unless otherwise provided herein, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of days on which the Superintendent’s office is regularly scheduled to be open.

#### **9.2 Procedures**

The parties hereto acknowledge that it is usually most desirable for an employee and his/her immediately involved superior to first resolve problems through free and informal communications. When requested by the employee, the building representative may accompany the employee to assist in the informal resolution of the problem. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

- A. The grievant (Association or individual employee) shall present the grievance in writing to the principal or immediate supervisor, stating the article(s) and section(s) of other Agreement alleged to be violated and requested remedy, along with the employee’s signature, on the Grievance Form (Exhibit A), no later than twenty (20) school days after either the occurrence of the alleged claim or after the grievant becomes aware of the occurrence. The principal or immediate supervisor will arrange for a meeting to take place within ten (10) school days after receipt of the grievance. An Association representative selected by the aggrieved party, if said aggrieved party desires said assistance, the aggrieved party, the immediately involved supervisor and any person whose assistance he/she requests shall be present at the meeting. The principal or immediate supervisor will then, within ten (10) school days after the meeting, provide the aggrieved party and the Superintendent with a written memorandum setting forth the disposition of the grievance. Such memorandum shall contain reasons upon which the disposition of the matter was based.
- B. If the grievant (Association or individual employee) is not satisfied with the disposition of the grievance at Step A(1)), the grievant may then refer the grievance to the Superintendent within ten (10) school days thereafter. The Superintendent shall then arrange for a meeting with the same parties being present at Step A(1) within ten (10) school days. Each party to the grievance shall have the right to include in its representation a counselor if so desired. Each party

may present witnesses necessary to develop the facts pertaining to the grievance. Upon conclusion of the hearing on the grievance, the Superintendent shall have ten (10) school days in which to provide his/her written decision to the aggrieved party.

- C. If the grievant (Association or individual employee) is not satisfied with the disposition of the grievance at Step B(2), the grievant may then refer the grievance to the Board within thirty (30) days thereafter. The President of the Board shall then arrange for a meeting with the same parties being present at Step B(2) or for the purpose of reviewing written briefs prepared by the parties within ten (10) school days. The meeting (hearing) will be conducted by a quorum of the Board. Upon conclusion of the hearing on the grievance, the Board shall have ten (10) school days in which to provide their written decision to the aggrieved party.
- D. If the Association is not satisfied with the disposition of the grievance at Step C(3), there shall be available a fourth step of binding arbitration. The grievant may submit, in writing, a request to submit the grievance to arbitration to the Superintendent within ten (10) school days from receipt of the Step C(3) answer. If the parties cannot mutually agree on an arbitrator within seven (7) days of the Superintendent's receipt of the request the arbitrator shall be selected from the American Arbitration Association in accordance with the Voluntary Labor Arbitration Rules of said Association.
  - 1. Neither the Board, nor the Association shall be permitted to assert any grounds before the arbitrator which were not previously disclosed to the other party.
  - 2. Each party shall bear the full costs of its representation in the arbitration. The cost of the arbitrator and of the American Arbitration Association shall be divided equally between the Board and the Association.
  - 3. If either party requests a transcript of the proceedings, that party shall bear the full cost of that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and Association.
  - 4. Either party may make public the findings or the recommendations of the arbitrator.
  - 5. The arbitrator's decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the Agreement. The arbitrator shall have no power to alter, amend, nullify, or add to the terms of the Agreement.

### **9.3 Bypass of Step A**

If the aggrieved party (Association or individual employee) and the Superintendent agree, Step A(1) of the grievance procedure may be bypassed and the grievance brought directly to Step B(2).

#### **9.4 Association Participation**

If requested by the employee, the Board acknowledges the right of the Association to have its grievance representative present to state its views at all formal stages of the grievance procedure, and no employee shall be required to discuss any grievance if the Association grievance representative is not present as requested.

#### **9.5 Filing of Material**

All documents, communication, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

#### **9.6 Grievance Withdrawn**

A grievance may be withdrawn at any level without establishing precedent by mutual agreement.

#### **9.7 Time Limits**

Failure of any grievant to act on a grievance within the prescribed time limits will act as a ban to any further appeal and the administration's failure to give a written decision within the prescribed time limits shall permit the grievant to move to the next step.

#### **9.8 No Reprisals**

No reprisals of any kind shall be taken by the Board, the administration, or the Association against any employee because of his/her participation, or lack of participation, in this grievance procedure.

#### **9.9 Extension of Time Limits**

An extension of time limits may be granted if both parties mutually agree to such an extension.

#### **9.10 Exclusion of Remedies**

In the event an employee commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, charging the Board and/or Administration with an alleged violation of any of the terms of this Agreement, such remedy shall be exclusive and the said employee shall be barred from invoking any remedy by this grievance procedure.

## **ARTICLE X**

### **MANAGEMENT RIGHTS**

The Board retains and reserves the ultimate responsibility for proper management of the School District conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited to, the responsibility for and the right:

- A. To maintain executive management and administrative control of the School District and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications and conditions for their continued employment, dismissal, suspension or demotion, and to assign, promote or transfer all such employees.
- C. To establish programs and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement.

## **ARTICLE XI**

### **NO STRIKE**

The Association agrees in accordance with Illinois law, not to strike, not to engage in work stoppage, and not to picket in a manner which disrupts the operation of any public school or the administrative offices of the District during the term of this Agreement.

## ARTICLE XII

### EFFECT OF AGREEMENT

#### **12.1 Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties.

#### **12.2 Contractual Amendments**

This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in written and signed amendment to this Agreement.

#### **12.3 Individual Contracts**

Any individual contract between the Board and an employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms and conditions of this or subsequent agreements to be executed by the parties.

If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

#### **12.4 Savings Clause**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall be continued in full force and effect.

**ARTICLE XIII**

**DURATION OF AGREEMENT**

This Agreement shall be effective as of the first day of the 2015-2016 school year, and shall continue in effect until the first day of the 2020-2021 school year. This Agreement shall expire at such expiration date unless it is extended for a specific period or periods by mutual written agreement of the parties or if replaced by a successor agreement.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Negotiation Committee  
Member

By \_\_\_\_\_  
Negotiating Committee  
Member

By \_\_\_\_\_  
Negotiation Committee  
Member

By \_\_\_\_\_  
Negotiation Committee  
Member

By \_\_\_\_\_  
Negotiation Committee  
Member

By \_\_\_\_\_  
Negotiation Committee  
Member

\_\_\_\_\_  
Date

## APPENDIX A

### TEACHER SALARIES

**Salary Matrix for 2015-2016  
(Base)**

Year	BA	BA12	BA24	MA	MA12	MA24	MA36	MA45
1	36145	37591	39094	42222	43805	45448	47152	48567
2	37049	38531	40072	43278	44900	46584	48331	49781
3	37975	39494	41074	44359	46023	47749	49539	51026
4	38924	40481	42100	45468	47174	48943	50778	52301
5	39897	41493	43153	46605	48353	50166	52047	53609
6	40894	42531	44232	47770	49562	51420	53349	54949
7	41917	43594	45338	48965	50801	52706	54682	56323
8	42965	44684	46471	50189	52071	54023	56049	57731
9			47633	51694	53633	55644	57731	59463
10				53245	55242	57313	59463	61247
11				54843	56899	59033	61247	63084
12				56488	58606	60804	63084	64976
13				58324	60511	62780	65134	67088
14				60219	62477	64820	67251	69269
15				62176	64508	66927	69437	71520

**Salary Matrix for Initial Placement of New Teachers for 2016-2017  
(Base)**

Year	BA	BA12	BA24	MA	MA12	MA24	MA36	MA45
1	36849	38323	39856	43044	44659	46333	48070	49513
2	37586	39070	40633	43884	45529	47237	49007	50478
3	38526	40047	41649	44981	46668	48418	50233	51740
4	39489	41048	42690	46105	47834	49628	51489	53034
5	40476	42074	43757	47258	49030	50869	52776	54360
6	41488	43126	44851	48439	50256	52140	54095	55719
7	42525	44204	45973	49650	51512	53444	55448	57112

**Salary Matrix for Initial Placement of New Teachers for 2017-2018****(Base)**

Year	BA	BA12	BA24	MA	MA12	MA24	MA36	MA45
1	37031	38512	40053	43257	44879	46562	48308	49757
2	37753	39244	40814	44079	45732	47447	49226	50703
3	38697	40225	41834	45181	46875	48633	50457	51970
4	39664	41231	42880	46310	48047	49849	51718	53270
5	40656	42262	43952	47468	49248	51095	53011	54601
6	41672	43318	45051	48655	50479	52372	54336	55966
7	42714	44401	46177	49871	51741	53682	55695	57366

**Salary Matrix for Initial Placement of New Teachers for 2018-2019****(Base)**

Year	BA	BA12	BA24	MA	MA12	MA24	MA36	MA45
1	37308	38800	40352	43581	45215	46910	48669	50130
2	37998	39518	41099	44387	46051	47778	49570	51057
3	38948	40506	42126	45496	47203	48973	50809	52333
4	39922	41519	43179	46634	48383	50197	52079	53642
5	40920	42557	44259	47800	49592	51452	53381	54983
6	41943	43621	45365	48995	50832	52738	54716	56357
7	42991	44711	46500	50220	52103	54057	56084	57766

**Salary Matrix for Initial Placement of New Teachers for 2019-2020****(Base)**

Year	BA	BA12	BA24	MA	MA12	MA24	MA36	MA45
1	38054	39576	41159	44452	46119	47848	49643	51132
2	38758	40308	41921	45274	46972	48734	50561	52078
3	39514	41094	42738	46157	47888	49684	51547	53093
4	40502	42122	43807	47311	49085	50926	52836	54421
5	41515	43175	44902	48494	50312	52199	54157	55781
6	42552	44254	46024	49706	51570	53504	55510	57176
7	43616	45360	47175	50949	52859	54842	56898	58605

## APPENDIX B

### HORIZONTAL MOVEMENT 2015-2020

BA + 12	BA +24	MA	MA +12	MA +24	MA +36	MA +45
\$1,986	\$1,986	\$3,506	\$1,986	\$1,986	\$1,986	\$1,986

## Appendix C

2015-2020

Category – Stipends		2015-16	2016-17	2017-18	2018-19	2019-20
		\$39.44	\$41.02	\$42.25	\$43.62	\$45.36
		4%	4%	3%	3.25%	4%
1	Elem. Band and Orchestra (90 hrs)	\$3,550	\$3,692	\$3,803	\$3,926	\$4,082
2	Elem. Extracurricular/Activities Pool (1397 hrs)	\$55,098	\$57,305	\$59,023	\$60,937	\$63,368
3	Elem. Lead Teacher (8 @ 63 hrs)	\$19,878	\$20,674	\$21,294	\$21,984	\$22,861
4	Elem Math Lab Instructors (4 @ 91 hrs)	\$14,356	\$14,931	\$15,379	\$15,878	\$16,511
5	Elem. SST Coordinator (51 hrs)	\$2,011	\$2,092	\$2,155	\$2,225	\$2,313
6	Elem. Yearbook Advisor (100 hrs.)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
7	MS 8th Grade Trip Coordinator (35 hrs)	\$1,380	\$1,436	\$1,479	\$1,527	\$1,588
8	MS Advisory/SEL Coordinator (2 @ 100 hrs)	\$7,888	\$8,204	\$8,450	\$8,724	\$9,072
9	MS Band and Orchestra (combine jazz band w/band & orchestra and combine w/hrs previously taken out of club for band & orchestra)	\$11,832	\$12,306	\$12,675	\$13,086	\$13,608
10	MS Basketball 7th Grade–Girls (100 hrs)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
11	MS Basketball 8th Grade-Girls (100 hrs)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
12	MS Basketball Asst 7th Grade –Boys (100 hrs)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
13	MS Basketball Head 8th Grade –Boys (110 hrs)	\$4,338	\$4,512	\$4,648	\$4,798	\$4,990
14	MS Cheerleading 7th Grade (65 hrs)	\$2,564	\$2,666	\$2,746	\$2,835	\$2,948
15	MS Cheerleading 8th Grade (65 hrs)	\$2,564	\$2,666	\$2,746	\$2,835	\$2,948
16	MS Chorus (125 hrs)	\$4,930	\$5,128	\$5,281	\$5,453	\$5,670
17	MS Club/Activities Pool (613 hrs)	\$24,177	\$25,145	\$25,899	\$26,739	\$27,806
18	MS Cross Country Asst. (40 hrs)	\$1,578	\$1,641	\$1,690	\$1,745	\$1,814
19	MS Cross Country Head (45 hrs)	\$1,775	\$1,846	\$1,901	\$1,963	\$2,041
20	MS Homework Assistance (3 @ 35 hrs)	\$4,141	\$4,307	\$4,436	\$4,580	\$4,763
21	MS Intramural Activity Sponsors (max of 179 hrs)	\$7,060	\$7,343	\$7,563	\$7,808	\$8,119
22	MS Intramural Coordinator (90 hours)	\$3,550	\$3,692	\$3,803	\$3,926	\$4,082
23	Lunchroom Monitor (6 @ 172 hrs)	\$40,702	\$42,333	\$43,602	\$45,016	\$46,812
24	MS Math Olympiad (24 hrs)	\$947	\$984	\$1,014	\$1,047	\$1,089
25	MS Musical Director (2 @105 hrs)	\$8,282	\$8,614	\$8,873	\$9,160	\$9,526
26	Open Library (1 @ 95 hrs)	\$3,747	\$3,897	\$4,014	\$4,144	\$4,309
27	MS Outdoor Ed Coordinator (35 hrs)	\$1,380	\$1,436	\$1,479	\$1,527	\$1,588
28	MS Scholastic Bowl (65 hrs)	\$2,564	\$2,666	\$2,746	\$2,835	\$2,948
29	MS Soccer Asst Coach – Coed – 7th Grade (80 hrs)	\$3,155	\$3,282	\$3,380	\$3,490	\$3,629
30	MS Soccer Head Coach-Coed – 8th Grade (90 hrs)	\$3,550	\$3,692	\$3,803	\$3,926	\$4,082
31	MS Softball Grade 7 boys (60 hrs)	\$2,366	\$2,461	\$2,535	\$2,617	\$2,722
32	MS Softball Grade 7 girls (80 hrs)	\$3,155	\$3,282	\$3,380	\$3,490	\$3,629
33	MS Softball Grade 8 boys (60 hrs)	\$2,366	\$2,461	\$2,535	\$2,617	\$2,722
34	MS Softball Grade 8 girls (80 hrs)	\$3,155	\$3,282	\$3,380	\$3,490	\$3,629
35	MS Student Council Advisor (70 hrs)	\$2,761	\$2,871	\$2,958	\$3,053	\$3,175
36	MS Team Leader (5 @ 75 hrs)	\$14,790	\$15,383	\$15,844	\$16,358	\$17,010
37	MS Team Tigers Activity Pool (120 hrs)	\$4,733	\$4,922	\$5,070	\$5,234	\$5,443
38	MS Volleyball Asst Coach-Boys 7th Grade (90 hrs)	\$3,550	\$3,692	\$3,803	\$3,926	\$4,082
39	MS Volleyball Asst Coach-Girls 7th Grade (100 hrs)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
40	MS Volleyball Head Coach-Boys 8th Grade (95 hrs)	\$3,747	\$3,897	\$4,014	\$4,144	\$4,309
41	MS Volleyball Head Coach-Girls 8th Grade (110 hrs)	\$4,338	\$4,512	\$4,648	\$4,798	\$4,990
42	MS Yearbook Advisor (100 hrs)	\$3,944	\$4,102	\$4,225	\$4,362	\$4,536
43	Rainbows Facilitators Pool (14 @ 21 hrs.)	\$11,595	\$12,060	\$12,422	\$12,824	\$13,336
44	Subject Area Coordinator (x5 Dist) (120 hrs)	\$23,664	\$24,612	\$25,350	\$26,172	\$27,216
45	Teacher Mentor (36 hrs. per mentor)	\$14,198	\$14,767	\$15,210	\$15,703	\$16,330
46	Technology Coordinators (2 @ 125 hrs)	\$9,860	\$10,255	\$10,563	\$10,905	\$11,340

## APPENDIX D

### ESP Salary Schedule for Initial Placement of New Employees

CATEGORY	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020
		2%	1.5%	1.625%	2%
Clerical Aides	\$12.00	\$12.24	\$12.42	\$12.62	\$12.87
Custodians(2)	\$14.00	\$14.28	\$14.49	\$14.73	\$15.02
Instructional Aides	\$14.00	\$14.28	\$14.49	\$14.73	\$15.02
Lunchroom Aides	\$12.00	\$12.24	\$12.42	\$12.62	\$12.87
Maintenance (1)	\$23.50	\$23.97	\$24.33	\$24.73	\$25.22
Nurse (2)	\$25.11	\$25.61	\$25.99	\$26.41	\$26.94
Secretaries (2)	\$17.00	\$17.34	\$17.60	\$17.89	\$18.25

# MEMO OF UNDERSTANDING

between the

**TEACHERS ASSOCIATION OF  
PLEASANTDALE, IEA-NEA  
and the  
BOARD OF EDUCATION  
School District #107  
Cook County, Illinois**

## **NEW EMPLOYEE PLACEMENT FOR THE 2015-16 SCHOOL YEAR**

Teachers employed at the beginning of the 2015 school year through the day the Board of Education ratifies the 2015-2020 Bargaining Agreement shall be entitled to:

1. The salaries on the 2015-16 New Teacher Matrix; and
2. Shall advance as per the Agreement effective for the 2016-2017 school year and thereafter.

Educational Support Personnel employed as of July 1, 2015, through the day the Board of Education ratifies the 2015-2020 Bargaining Agreement shall be paid at:

1. The 2014-15 ESP Salary Schedule rate, and
2. Shall advance as per the Agreement effective for the 2016-2017 school year and thereafter.
3. Employees hired after the day the Board of Education ratifies the 2015-2020 Bargaining Agreement shall be paid at the 2015-16 ESP Salary Schedule rate.

## **INSURANCE COMMITTEE**

The Insurance Committee established under subsection G of Article 7.1, "Hospitalization and Life Insurance," shall start its work at the beginning of the 2016-17 school year.

## **SICK LEAVE BANK**

It is agreed to by both parties that the Sick Leave Bank will be created and effective in the 2016-17 school year and thereafter as per Article 8.2, "Sick Leave Bank."

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President, Teachers Association

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President, Board of Education

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Date

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Date

hlerk#332951