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**BOARD OF EDUCATION SPECIAL MEETING AGENDA
ADMINISTRATION BUILDING
Wednesday, September 2, 2020
6:00 PM**

I. Due to COVID-19, the Board meeting will be held via Zoom.

Join Zoom Meeting

<https://zoom.us/j/2862337307?pwd=ZDN0TVpQS0FTWWwySWZleW1jRDRwZz09>

Meeting ID: 286 233 7307

Passcode: Pdale

II. Roll Call / Visitors

III. Pledge of Allegiance

IV. Open Forum: Board Policy 2:230 (those wishing to speak will be given time to address the Board regarding agenda or non-agenda items)

V. *Action Item

Approve 2020-2022 Professional Agreement with Teachers' Association of Pleasantdale

VI. Adjournment

PROFESSIONAL AGREEMENT

**THE BOARD OF EDUCATION
SCHOOL DISTRICT 107
COOK COUNTY, ILLINOIS**

and

**TEACHERS ASSOCIATION OF PLEASANTDALE
IEA/NEA**

2020-2022

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ARTICLE I
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 bargaining representative 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, Principals, Assistant Principals, Secretary to the Superintendent, Bookkeeper, Business Manager, Director of Special Education, Technology Support Specialist(s), Maintenance Director 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. 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.
- D. 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 (12) month calendar.
- E. 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.
- F. 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).

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 by the Board and the Association shall be 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 ratification or 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. 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 Share Program

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

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

- A. Job share 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 share partner who is a current teacher employed by the School District and who is acceptable to the Building Principal, Superintendent, and the Board with approval of all three (3) being necessary.
- B. A written proposal to job share must be received by the Building Principal, Superintendent, and the Board by February 1 of the year preceding the intended job share. The proposal must include a detailed plan for sharing teaching responsibilities. The plan must include, but not be limited to, specific instructional responsibilities, substitution procedures, schedule of work hours and/or days, attendance at staff and District meetings, or Institute Days, other after-hours obligations, Parent/Teacher Conferences, and field trips and any other duties and responsibilities deemed appropriate by the Building Principal, Superintendent, and/or the Board. The plan will be reviewed by the Building Principal and Superintendent and returned to the teachers for revision if requested. Approval or denial of the job share proposal shall be provided by May 1.
- C. The Superintendent may approve work hours in excess of those stipulated in the approved plan for a limited period of time and the teacher shall be compensated for the additional hours at his/her per diem rate. The approval of

additional work hours shall not be precedential setting.

- D. All teachers in an approved job share program will be considered part-time employees. Each participating teacher in a job share arrangement shall receive prorated salary as set forth in the Professional Agreement for part-time teachers.
- E. Tenured teachers who submit a proposal and are approved to job share shall not have their tenure status affected, but will accrue service credit and seniority service on a prorated basis. Non Tenured teachers who submit a proposal and are approved for this program acknowledge that the contractual continued service provisions of the *Illinois School Code* (Article 24) shall affect acquisition of tenure. Non Tenured teachers who have not acquired tenure at the time of the job share are not eligible for tenure by law due to part-time status.
- F. Teachers who job share 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. Job share teachers must report absences through the District absence management system.
- G. The duration of any approved job sharing arrangement is for one (1) full school year only, unless otherwise approved by the Board.
- H. If job share teachers desire to continue in a job share arrangement beyond the approved year, they must provide written notice to the Superintendent no later than February 1. The decision to grant or deny any share arrangement beyond one (1) school year shall be determined solely by the Building Principal, Superintendent, and the Board. The decision shall not create a precedent with respect to granting or denying such request, and shall not be subject to the contractual grievance procedure.
- I. If one (1) 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, at sole discretion of the Superintendent, required to resume full-time employment at the applicable salary rate, prorated accordingly. If such a request is necessary the affected job share teacher must return to the full-time position or resign.
- J. The Board specifically states that there is no assurance that any job share proposal will be approved for any school year.
- K. Participant teachers will not receive any health care benefits while participating as part-time employees.

3.3 Plan Time

A. Teachers

1. Elementary School Teachers

All elementary school teachers shall have a minimum of four hundred (400) minutes of plan time per full school week. Each elementary school teacher shall have two (2) plan periods per day totaling a minimum of seventy (70) minutes. One (1) of the daily plan periods will be a minimum of forty (40) consecutive minutes, and the other will be at least (30) thirty consecutive minutes. One (1) plan period will be for district-directed professional development/cooperative team planning and one (1) for individual planning. Part time elementary staff will have their plan time pro-rated. Elementary school teachers shall inform the school office prior to leaving the building during plan time.

Prior to scheduling an elementary school teacher to attend a meeting during his/her assigned individual plan time, the following steps will be considered: 1) the Building Principal will work with the teachers and all other attendees to avoid the scheduling of a meeting during a teacher's assigned individual plan time; 2) if there is no other time to complete the meeting, the Building Principal will work with the teacher and his/her schedule to find minutes to which could be used for the missed individual plan time, including rescheduling the plan time on a different day within a week's time. The use of the district-directed professional development/cooperative team plan time shall only be used as a last resort and when no other meetings have been previously scheduled; 3) if the meeting and/or rescheduled plan time cannot be mutually agreed upon, the Building Principal shall notify the Superintendent and the Association President and together they will work to resolution; and 4) if no resolution can be mutually agreed upon, the teacher shall complete the requested activity/training/meeting, etc., and shall be paid a prorated amount of the hourly rate as set forth herein Subsection 3.

Nothing prohibits the Administration from scheduling the meeting if it is at the request of a parent who did not provide other options and/or if the steps above have been met.

procedures set forth in Article IX.

2. **Middle School Teachers**

All middle school teachers shall have a minimum of four hundred (400) minutes of plan time per week. Each middle school teacher shall have two (2) plan periods per day. One (1) plan period will be for district-directed professional development/cooperative team planning and one (1) for individual planning. Part time middle school staff will have their plan time pro-rated. Middle school teachers shall inform the school office prior to leaving the building during plan time.

Prior to scheduling a middle school teacher to attend a meeting during his/her assigned individual plan time, the following steps will be considered: 1) the Building Principal will work with the teachers and all other attendees to avoid the scheduling of a meeting during a teacher's assigned individual plan time; 2) if there is no other time to complete the meeting, the Building Principal will work with the teacher and his/her schedule to find minutes to which could be used for the missed individual plan time, including rescheduling the plan time on a different day within a week's time. The use of the district-directed professional development/cooperative team plan time shall be used when no other meetings have been previously scheduled, unless otherwise directed by the Building Principal; 3) if the meeting and/or rescheduled plan time cannot be mutually agreed upon, the Building Principal shall notify the Superintendent and the Association President and together they will work to resolution; and 4) if no resolution can be mutually agreed upon, the teacher shall complete the requested activity/training/meeting, etc., and shall be paid a prorated amount of the hourly rate as set forth herein Subsection 3.

Nothing prohibits the Administration from scheduling the meeting if it is at the request of a parent who did not provide other options and/or if the steps above have been met.

No decision as a result of this Section 2 shall be subject to the grievance procedures set forth in Article IX.

3. **Payment for Loss of Plan Time.**

If a teacher shall perform substitute or supervisory responsibilities during any plan period, the teacher shall receive additional compensation on a per period basis or prorated accordingly by the minutes worked per period of:

School year	2020-21 \$41.10
	12

B. ESP Instructional Aides

1. Elementary School Instructional Aides

Each full-time instructional aide shall receive one (1) thirty (30) minute plan period per day.

2. Middle School Instructional Aides

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

3. Payment for Loss of Plan Time.

If an instructional aide shall be assigned responsibilities during his/her plan period, said instructional aide shall receive additional compensation on a per period basis or prorated accordingly by the minutes worked per period

School Year	2020-21	\$41.10
	2021-22	\$41.92

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 inform the school office when leaving the building.

B. ESPs

Each full-time ESP shall have a minimum of thirty (30) minutes duty-free lunch. Educational support personnel shall inform the school office when leaving the building during their lunch period.

Middle School ESPs will receive the time equivalent of one (1) class period for lunch; thirty (30) minutes of this period shall be duty-free. The ESPs may be assigned duties for time beyond the duty-free thirty (30) minutes. They may be expected to assist in duties such as student transitions (walking students to lunch or to the classroom) or teacher transitions. Classroom ESPs shall meet with building administration to clarify these individual responsibilities.

3.5 Teacher Lunch Duty

Teachers who perform lunch duty will be paid a stipend in the amount of seven thousand dollars (\$7,000) per school year. If the teacher(s) assigned to Teacher Lunch Duty does not perform the duty every day (i.e. two or more teachers share (e.g. Kindergarten) and/or if a teacher is on a long-term leave/absence (e.g. parental leave and/or FMLA more than one (1) week), said stipend shall be prorated accordingly. Teacher volunteers will be sought for these positions. The District retains the discretion to determine the number of teacher lunch duty positions.

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. If proposed changes to the current calendar are being recommended during the school year, the Association shall be notified in writing of such proposed changes prior to Board approval.

The Parties will discuss the implementation of the E-Learning Plan, approved by the Board and verified by the Regional Office of Education, no later than November 1st of each contract year.

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 Involuntary Transfers, Open Positions, Request to Transfer and Vacancies

A. Definitions

1. Involuntary Transfer: “Involuntary Transfer” is defined as a transfer from a current position to another position in the District initiated by the Administration and not requested by the employee.
2. Open Position: “Open Position” is defined as any full time and/or part time position which is open due to retirement, resignation, leave of absence, transfer, termination and nonrenewal, as well as, a newly created position, that is available to employees who are actively employed at the time of the internal posting of the open position.
3. Request to Transfer: “Request to Transfer” is defined as the employee’s

ability to request a change in assignment for any position for which he/she is licensed and/or qualified.

4. Vacancy: “Vacancy” is defined as any full time and/or part time position which is available due to retirement, resignation, leave of absence, transfer, termination and nonrenewal, as well as, a newly created position, that was not filled internally and has been externally posted.

B. Administration’s Management Right to Hire

Pursuant to Article X.B, the Administration has the managerial right to fill any position before it becomes an open position and/or vacancy, including the Administration’s right to initiate an involuntary transfer.

C. Process to fill an Open Position and Vacancies

1. After the Administration determines a position to be open, said position shall be internally posted for five (5) business days. All requests to transfer by employees who wish to be considered shall be submitted within those five (5) business days.
 - a. Such open position shall be publicized to employees by posting a dated written notice in a clearly designated place in each school and by email.
 - b. Said notice of the open position-shall include the qualifications of the job and the link to apply online.
 - c. If an open position occurs after the close of the school term and before the opening of the next school year, notices of such open positions shall be emailed to all District employees.
2. Before the position is determined a vacancy and posted externally, all employees who submitted a request to transfer shall meet with the Administration to discuss the request and receive a written summation of the meeting.
 - a. If the Administration chooses to fill the open position with an employee who submitted a request to transfer, the position shall be considered filled.
 - b. If the position is not filled, the open position will be posted externally as a vacancy. Any internal employee may apply through the internal application process and be considered along with external applicants.

D. Procedural Safeguards

The Administration's decision to select an employee to fill any 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 3.8 .

3.9 Teacher Work Year

A. Definitions

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.

B. Other Work Requirements: Parent/Teacher Conferences and Other Work Events

The work year shall include two (2) dates, as identified by the school calendar to be used for Parent/Teacher Conferences and two (2) additional evenings.

The dates used for Parent/Teacher Conferences shall consist of five (5) to seven (7) hours per date. Teachers not participating in Parent/Teacher Conferences may be assigned other work requirements, which shall be scheduled annually by the Superintendent in consultation with the Association Leadership, and meet the time commitments as set forth for Parent/Teacher Conferences. The assignment of other work for those teachers not assigned to Parent/Teacher Conferences cannot result in an extended or lost break. If any of the dates identified in this paragraph are dates when students are present, teachers shall work no more than five (5) hours beyond student dismissal.

The dates used for the two (2) additional evenings shall not exceed two (2) hours.

C. New Teacher Requirements: Pre-Service Days, Summer Work, and Mentor Program

Prior to the start of the school year, the District may hold up to two (2) days of pre-service training to provide mentoring, onboarding, and induction. In addition to the pre-service days, new teachers may choose to participate in summer curriculum work and/or professional development and will be compensated through In-District Workshop Credit in Section 6.4 of this Agreement. Newly employed teachers are required to participate in the District's mentoring program as outlined in the Mentoring Handbook.

3.10 Teacher Work Day

A work day shall consist of seven and one quarter (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.

3.11 Teachers Moving Classrooms

There may be times when teachers are required to change rooms due to transfer, section changes, and/or building reconfiguration. Every effort will be made to notify the teacher as soon as practicable when such a move is required.

It is recognized that packing and setting up a new classroom requires a significant time commitment. Any teacher who is required to change classrooms due to a transfer, section change, and/or building reconfiguration and packs/unpacks outside regular work hours will be compensated one-half (1/2) packing/unpacking day for every six (6) clock hours of packing/unpacking. Teachers shall accrue no more than one (1) packing/unpacking day for packing/unpacking a classroom per school year. The compensation applies only to room changes and not to routine set-up/break-down of classrooms at the beginning and end of the school year. If the packing/unpacking day is earned within the first 120 days of the school year, the packing/unpacking day must be used within the school year it is granted. If the packing/unpacking day is earned after the first 120 days of the school year, the packing/unpacking day may be used within the school year in which it is granted or the school year thereafter. The packing/unpacking day may be used on any given day within the school year, including restricted days.

3.12 Teacher Meetings

A. Mandatory and Non-Mandatory Meetings

Within each calendar month, the teachers shall be required to attend three (3) Wednesday mandatory after school meetings. The meetings shall take place on the first three (3) Wednesdays of any given month. The meetings shall commence and end within one (1) hour of the assigned start time, with no meeting ending later than 4:45 p.m. In addition to the Wednesday mandatory after school meetings, the Administration reserves the right to schedule non-mandatory meetings. Non-mandatory meetings shall not be compensated.

Compensation for meetings in this Section A will be paid the rate as set forth in Section 6.5 (D). Emergency Non-Mandatory Meeting

The Administration reserves the right to schedule an additional emergency non-mandatory meeting, as necessary, to disseminate critical information. Teachers will be provided with reasonable notice of said meeting unless emergency circumstances dictate otherwise.

3.13 ESP Work Year/Workday

A. Work Year shall be set out below:

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1. 12-Month ESP Employees

Full-time Custodians
Full-time Maintenance
Secretaries

2. 10-Month ESP Employees:

Clerical Aides (up to 176 days)
Full-time Instructional Aides (180 days)
Library Aides (180 days)
Lunchroom Aides (up to 173 days)
Part-time Instructional Aides (up to 180 days)
Registered Nurse (185 days)

B. 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.

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 **up to eight (8)** hours.

Full-Time Maintenance

The workday shall consist of eight (8) hours.

Lunch Room Aides

Lunch room aides will work on student attendance days when lunch is served.

The workday shall consist of up to three (3) hours.

Clerical Aides

Clerical aides will work on student attendance days. The workday shall consist of up to eight (8) hours.

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.

Library Aides

The work day shall consist of a minimum of six (6) and three-fourth (3/4) hours.

3.14 ESP Overtime

Overtime shall not violate the overtime pay provisions of the *Fair Labor Standards Act* (FLSA). All overtime shall be submitted through the District's timesheet process.

3.15 ESP Uniforms

The Board shall annually provide five (5) administration approved shirts and a \$100 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 appropriate, any complaint by a parent and/or student shall be directed first to the teacher and/or ESP to which the complaint was directed toward. When judged appropriate by all parties involved, an employee/parent and/or employee/parent/administrator/supervisor 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 as defined in Section 4.11 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.
- E. An employee's full evaluation document(s) shall be considered part of the personnel file, however, said documents will be electronically stored in the District contracted database. Upon request of a personnel file, all evaluation documents shall be printed and provided to the employee.

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 District shall provide the Association, in an electronically editable format, all bargaining unit members' employee information as specified under the law. The Association shall receive this information by October 1st each school year and monthly thereafter unless otherwise required by law. The District shall provide new hires information to the Association within ten (10) calendar days from the date of hire.

Additionally, 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, protecting or improving conditions of service and the quality of the educational environment.

Within the first two (2) weeks of employment in the bargaining unit, new hires shall meet with the Association for a minimum of one (1) hour during work hours. If the employee is hired after the end of the school year and/or during the summer months, new hires shall meet with the Association for a minimum of one (1) hours upon the commencement of the new school year.

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

If an employee is required to meet with the Superintendent or his/her designee, Principal and/or Board, and, in the opinion of the Superintendent or his/her designee, Principal and/or Board, if such meeting could result in the formal discipline of the employee, twenty four (24) hour notice (unless otherwise agreed to by the Parties) will be given to the employee, and the employee will have the option of having a representative of the

Association of his/her choice present to advise him/her and represent him/her during such meetings or interviews.

If the District determines that formal disciplinary action is warranted, the employee shall be entitled to due process which includes notice of the charge, an opportunity to discuss the evidence used to make the decision, and an opportunity to be heard. No employee shall be formally disciplined without due process as defined herein.

Formal discipline is defined as a formal written warning, formal written reprimand, formal suspension with or without pay, and/or termination.

This Section shall not apply to conduct that is detrimental and/or dangerous or threatens the safety of a student or staff member.

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 as determined by the District's Handbook Committee shall be reduced to writing and provided to each employee immediately preceding implementation.

4.14 Dues Deduction

The Association shall provide the District with a list of all employees that have provided the Association with written authorization for Association dues deduction by October 1st of each school year.

Upon receiving written notice of authorization, the District shall commence dues deductions as soon as practicable, but in no case later than thirty (30) days after receiving notice from the Association. Employee deductions shall be transmitted to the Association no later than thirty (30) days after they are deducted.

The District shall rely on information provided by the Association regarding whether dues deductions were properly authorized, revoked, canceled, or changed, and the Association shall indemnify the District for any damages and reasonable costs incurred for any claims made by employees for deductions made in good faith reliance on that information.

4.15 Teacher Participation in District Social Media

The District may use social media sites to communicate information to parents. Teachers who wish not to have their image used or be personally identified on the District social media sites can opt out on a District provided form at the beginning of the year.

4.16 Teacher Evaluation

Evaluations shall be conducted in accordance with the procedures and timelines set forth in the District Teacher Evaluation Plan as well as Section 24A-5 of the Illinois School Code and all applicable sections of the Illinois Administrative Code. Violations of procedural aspects of the evaluation plan that does not impact the substantive nature of the evaluation , as well as, the substantive nature of an evaluation is not subject to the grievance procedures as set forth in Article IX herein.

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 seventy-five (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 forty-five (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 seventy-five (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 not less than seventy-five (75) days before the end of the school term. Each teacher will be categorized into one (1) 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 consists of non-tenured teachers who (a) have never received a performance evaluation rating by the District; or (b) who are employed for one (1) 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 seventy-five (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 (2) evaluations, if available, or on the teacher's last evaluation rating if only one (1) rating is available.

Group 4 consists of teachers who either (a) received Excellent ratings on both of their last two (2) evaluations or (b) received Excellent ratings on two (2) of their last three (3) 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 (**1**) if only one (**1**) 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 (1) 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 (1) category of position. In the event that more than one (1) 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 (1) 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 (1) aide, and ESP A is the

least senior aide. ESP 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 (1) category of position.

Building Secretaries
Clerical Aides
Full-Time Custodians
Full-Time Instructional Aides
Full-Time Library Instructional Aides
Lunchroom Aides
Maintenance
Part-Time Instructional Aides
Registered Nurses

5.7 Reduction of ESP's

ESPs 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.

ESPs 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. ESPs 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.

5.9 ESP Probationary Period

Each new ESP is considered to be on probation for a period of ninety (90) calendar days upon commencement of work with the District. This shall be defined as a “probationary period”.

During the probationary period, the employee shall:

- a. Receive access to all benefits otherwise provided, as well as three (3) sick and one (1) personal leave day(s).
- b. Be evaluated.

At any time during the probationary period, the probationary employee may be discharged with or without cause. The termination of the probationary employee shall not be subject to the grievance procedures as set forth in Article IX.

Upon completion of the probationary period, the employee shall be:

- a. Placed on the regular staff with full vested seniority rights which are determined by his/her date of hire.
- b. Provided with their allotted leave days as provided in this Agreement.

ARTICLE VI

COMPENSATION

6.1 Basic Compensation Schedule

A. Teachers

Teachers who have been employed by District 107 prior to the start of the 2020-2021 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, provided the teacher worked or utilized paid leave no less than one hundred and twenty (120) days (prorated accordingly for part time and/or job share teachers) or (2) if the teacher is hired after the first day of school and the teacher worked or utilized paid leave at least sixty-six percent (66%) of the days available to work from the date of his/her hire, in the prior school year:

School Year	2020-21	3.5% or 4.0%*
	2021-22	2.0%-4.0%**

*For the 2020-2021 school year, a teacher’s annual salary shall be increased by three and one-half percent (3.5%) over his/her 2019-2020 annual salary.

However, if and/or when the District-wide tax receipt collection for the FY 2021 tax year reaches 95% between the start of the 2020-2021 school year and the

December Tax Receipt Report issued in January 2021, the annual salary shall be increased from three and one-half percent (3.5%) to four percent (4%) for the 2020-2021 school year.

The salary difference between a three and one-half percent (3.5%) and four percent (4%) increase for the time worked prior to the District-wide tax receipt collection reaches 95% shall be paid to a teacher as a lump sum payment no more than thirty (30) calendar days after the business office notifies the Association that the 95% level has been reached.

After the said notification to TAP, the remaining annual salary shall be adjusted and paid throughout the remainder of the 2020-2021 school year on the regularly scheduled pay dates.

**For the 2021-2022 school year, a teacher’s annual salary shall be increased by the applicable percentage over the 2020-2021 annual salary. The percentage increase shall be determined by the corresponding Annual Financial Report (AFR)/ Excess/Deficiency amount as found on the District’s AFR, “Financial Profile Information” (page 3), Section B. “Result of Operations” (Line 13), “Excess/(Deficiency)” (Line 16, Column H) of the District’s AFR as of December 31, 2020:

2021-2022 School Year Raise Structure	
Percent Raise	AFR Excess/Deficiency
4%	Over \$200,001
3.50%	\$100,001 to \$200,000
3%	-\$100,001 to \$100,000
2.50%	-\$100,000 to -\$200,000
2%	Below -\$200,001

Teachers newly employed by District 107 for the 2020-2021 school year and in any subsequent year of this Agreement shall be paid on the salary matrix set forth in Appendix A. If the salary is increased by one half percent (.5%) for the 2020-2021 school year, teachers newly employed by District 107 for the 2020-2021 school year shall not receive the one-half percent (.5%) increase as stated above. Any currently employed teacher who would receive less compensation than a newly hired teacher paid on the Appendix A matrix shall have his/her salary adjusted to the higher amount.

B. ESPs

ESPs who have been employed by District 107 prior to the start of the 2020-2021 school year shall receive the following dollar amount and/or percentage increase to

the hourly rate during the term of this Agreement, provided the ESP worked or utilized no less than one hundred and twenty (120) (prorated accordingly for part time ESPs) paid days or (2) if the ESP is hired after the first day of school and the ESP worked or utilized paid leave at least sixty-six percent (66%) of the days available to work from the date of his/her hire, in the prior school year:

School Year	2020-2021	\$1.00 or 4%*
	2021-2022	\$1.00 or 4%*

*For the 2020-2021 and 2021-2022 school years, an ESP's hourly rate shall be increased by the greater of one-dollar (\$1.00) or four percent (4%) over his/her previous school year's hourly rate, provided however, that no hourly rate increase shall exceed six percent (6%) over the previous school year's hourly rate. If the hourly rate increase exceeds six percent (6%), the hourly rate shall be adjusted to the maximum amount so that said hourly rate increase does not exceed six percent (6%).

ESP's newly employed by District 107 for the 2020-2021 school year and in any subsequent year of this Agreement shall be paid on the salary matrix set forth in Appendix D. Any currently employed ESP who would receive a lower hourly rate than a newly hired ESP's hourly rate on the Appendix D matrix shall have his/her hourly rate adjusted to the higher amount.

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 percent (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 Advancement Compensation (Horizontal Movement Credit)**

- A. All courses taken through an accredited university/college to be submitted for tuition reimbursement and/or educational advancement compensation (horizontal movement) must be approved in advance by the Superintendent.
- B. Tuition for college courses taken through an accredited university/college 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 taken through an accredited university/college and approved in advance by the Superintendent for educational advancement compensation (horizontal movement) shall be applied as follows:

(i). Definitions:

a. "Proof of Educational Advancement" shall be defined as receipt of transcript showing completion of approved classwork.

1. For educational advancement at the beginning of a school year, coursework must be completed prior to September 1 and transcripts must be provided to the District by October 1. This educational advancement shall be applied after the annual salary increase as detailed in Section 6.1. The full educational advancement shall be added to the annual salary for the subsequent contract year and is subject to the salary increase in Section 6.1.

2. For educational advancement mid school year, coursework must be completed prior to February 1 and transcripts must be provided to the District by March 1. The mid year educational advancement shall be pro rated as detailed below in Section D(ii) or D(iii) and added to the annual salary. The mid year education advancement is not subject to the annual salary increase as detailed in Section 6.1 until the subsequent contract year. The full educational advancement shall be added to the annual salary for the subsequent contract year and is subject to the salary increase in Section 6.

b. "Educational Advancement Movement" shall be defined as educational advancement salary increases as stated in Appendix B.

(ii) One (1) Educational Advancement Movement Within A Year

a. If proof of one (1) educational advancement is submitted by October 1, one (1) full adjustment shall be made retroactive to the

beginning of the school year.

- b. If proof of one (1) educational advancement is submitted by March 1, one-half ($\frac{1}{2}$) of the adjustment shall be retroactive to February 1 and the full amount of the educational advancement shall be applied at the beginning of the following school year.

(iii). Two (2) Educational Advancement Movement Within A Year

- a. If proof of two (2) educational advancements is submitted by October 1 or one (1) educational advancement by October 1 and one (1) educational advancement by March 1, one (1) full educational advancement shall be made retroactive to the beginning of the school year. One-half ($\frac{1}{2}$) of the second educational advancement shall be provided on February 1. The full amount of the educational advancement shall be applied at the beginning of the following school year.
- b. If proof of two (2) educational advancements is submitted by March 1, a prorated adjustment of one-half ($\frac{1}{2}$) of educational advancement (i.e. one-half ($\frac{1}{2}$) of each of the two (2) educational advancements) shall be retroactive to February 1. The full amount of the educational advancements shall be applied at the beginning of the following school year.
- c. In no case shall more than two (2) educational advancements be applied in a given school year.

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 educational advancement movement as detailed in Section 6.2 above 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 educational advancement movement, the Superintendent shall first approve and evaluate all workshops prior to participation therein. Once teachers have advanced to Masters 45, they 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	2020-2021	\$50.76
	2021-2022	\$51.78

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 In-service 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 as follows:

School year	2020-2021	\$50.76
	2021-2022	\$51.78

B. In-service Staff Development Curriculum Work

1. Teachers/staff asked to prepare staff development programs for District or building in-service days will be given a choice of the following:

Be paid at the hourly rate of

School year	2020-2021	\$50.76
	2021-2022	\$51.78

2. 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	2020-2021	\$50.76
	2021-2022	\$51.78

D. Wednesday Mandatory After School Meeting

Teachers will be compensated for Wednesday Mandatory After-School Meetings at the following annual rate of:

School Year	2020-2021	\$1,364.04 (\$50.52 * 27 meetings)
	2021-2022	TBD*

* The 2021-2022 hourly rate for Wednesday Mandatory After-School Meeting shall be increased by the same salary percentage increase as provided in Section 6.1A for the 2021-2022 school year.

6.6 Merit Bonus Program

During the term of this 2020-2022 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 any bonuses will actually be given; any specific criteria might be used; and/or the value of any bonuses that might be given. Individual employees are prohibited from approaching the District to request any bonus provided in this Section. However, the implementation of this Section shall not be deemed as individual negotiations or as any other unfair labor practice under the IELRA provided the Board or its designee initiates this process to award such bonuses. 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 five (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

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- A. The Board agrees to contribute the following percentages for individual, full-time employees' health and dental care insurance coverage premiums for the 2020-2021 and 2021-2022 school years:

HEALTH		DENTAL	
PPO	Employer Contribution	PPO	Employer Contribution
Employee	80%	Single	90%
Employee+1	70%	Employee + Spouse	40%
Family	60%	Employee + Children	40%
		Family	25%
HMO Illinois			
Employee	85%	HMO	
Employee+1	75%	Single	100%
Family	70%	Employee + Spouse	95%
		Employee + Children	95%
HMO Blue Advantage		Family	70%
Employee	95%		
Employee+1	85%		
Family	75%		

- B. Elections for health and dental insurance coverage shall be made annually no later than May 31st for existing employees and the time of employment for newly employed employees. Once said election is made as provided above, it may not be rescinded except in the case of a qualifying event.
- C. The above percentages are maximum percentages to be paid by the Board.

The amount of gross wages due by a teacher in the form of salary shall be the sum specified less the percentage 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 of claim to the funds so remitted.

- D. 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.
- E. The Board and the Association shall establish a committee with equal numbers of representatives to discuss insurance issues.

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%.

- F. The Board shall provide a life insurance policy in the amount of \$50,000 for each employee.

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*.
- A. 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.

- B. 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 IRS Regulations. The

administration will notify employees of the applicable rate at the beginning of the school year and also when the IRS 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 duties involving responsibilities beyond the normal work responsibilities, employees 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 employee volunteers or is qualified to fill such positions, the District reserves the right to hire a non-bargaining unit member to fill the positions. 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.

Scoreboard Operators and Bookkeepers for home basketball and volleyball games shall be compensated per event (e.g. two games on same date) at a rate of \$74.79 for the 2020-2021 school year and \$76.28 for the 2021-2022 school year. If a portion of the event is worked by either a scorekeeper and/or bookkeeper, payment shall be prorated accordingly.

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

School year	2020-2021	\$362.78
	2021-2022	\$370.04

Supervision of students outside the contractual school day as requested by the administration shall be compensated at the hourly rate of \$25.04 for the 2020-2021 school year and \$25.54 for the 2021-2022 school year.

7.5 Supplemental Retirement Benefit

During the term of this 2020-2022 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., 2021SRB or 2022SRB). All employees offered a specific SRB (i.e., 2021SRB) 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., -2021SRB) may differ from and vary from employee to employee.

ARTICLE VIII

LEAVES OF ABSENCE

8.1 Sick Leave and Temporary Disability

A. Teachers

1. Sick Leave Allotment

Teachers shall be granted sick leave with full pay as follows:

- a. Non-Tenure Teacher: Ten (10) days of full pay per school year
- b. Tenure Teacher: Twelve (12) days of full pay per school year
- c. Part-Time Teacher: Days shall be prorated based on percentage of full-time equivalent ("FTE")

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.

2. **Sick Leave Use**

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. If the birth and/or adoption of a child occurs at the end of a school year and the teacher is not able to utilize thirty (30) consecutive sick leave days, the teacher will be able to utilize the balance of the unused sick leave day allotment provided herein in the subsequent contract year. If the thirty (30) consecutive sick leave days are interrupted by an extended break (e.g. Winter and Spring Break), the break days shall not be deducted from the thirty (30) sick leave days.

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.

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 record of the accumulated sick leave days shall be kept by the Business Office and made accessible to all certified staff via online portal each year on or before September 30.

Unused accumulated sick leave days not utilized for retirement purposes with the Teachers Retirement System shall be paid at the rate of twenty-five dollars (\$25.00) a day. This payment is to be made as a post-retirement lump sum amount paid after the teacher’s final work day and receipt of the teacher’s final paycheck for regular earnings but not later than thirty (30) days after the teacher’s retirement from the District. The payment is not intended to be included in the teacher’s creditable earnings for the school year preceding his/her retirement.

3. **Temporary Disability**

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.

B. ESPs

1. Sick Leave Allotment

ESPs, who are scheduled to work more than six hundred (600) hours yearly, shall be granted sick leave with full pay as follows:

- a. 12-Month Employees: Twelve (12) days of full pay per school year
- b. 10-Month Employees: Ten (10) days of full pay per school year
- c. Part-Time Employees: Days shall be prorated based on percentage of full-time equivalent (“FTE”)
- d. Probationary Employees: Three (3) days of full pay during the probationary period. Upon completion of the probationary period, the balance of the days provided in this Section shall then be applied.

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

1. Sick Leave Use

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. If the birth and/or adoption of a child occurs at the end of a school year and the ESP is not able to utilize thirty (30) consecutive sick leave days, the ESP will be able to utilize the balance of the unused sick leave day allotment provided herein in the subsequent contract year. If the thirty (30) consecutive sick leave days are interrupted by an extended break (e.g. Winter and Spring Break), the break days shall not be deducted from the thirty (30) sick leave days.

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.

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 record of the accumulated sick leave days shall be kept by the Business Office and made accessible to all each ESPs via online portal each year on or before September 30.

Accumulative sick leave not otherwise reportable to IMRF shall automatically terminate on the date that an ESP’s resignation or termination becomes effective.

2. **Temporary Disability**

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 30th 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.

- F. 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

A. Personal Day Allotment

The Board shall grant to all teachers and ESPs 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. Personal leave days for eligible part-time teachers shall be prorated.

B. Personal Leave Use/Accumulation

Personal leave shall require in all cases, except for 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. 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 ⁴³ 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 or after a holiday/vacation period, on an institute/in-service day, or during the first or last five (5) days of the school year unless otherwise agreed to by the Superintendent in his/her sole and non-grievable discretion.

Personal leave is not cumulative. At the end of any given school year, unused personal leave days shall be transferred to an 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 Options

A. Use of Sick Leave/FMLA

For the birth and/or adoption of a child, a leave of absence with pay shall be granted in accordance with Section 8.1 of this Agreement which can be used concurrently with Section 8.12, provided the teacher qualifies for FMLA and/or has requisite sick days and/or personal leave days for payment.

If the teacher does not have the requisite sick days and/or personal leave days for payment and/or the teacher requests that only a specific number of sick leave days and/or personal leave days be used for the duration of the requested FMLA leave, the remaining days used during the FMLA leave shall be unpaid.

For the birth and/or adoption of a child, if the teacher exhausts sick and personal leave and does not qualify for FMLA leave, the teacher shall work with the Association and the Administration to determine unpaid leave options, if any.

B. Extended Parental Leave for Tenured Teacher

In addition to Section 8.6A., an extended leave of absence without pay shall be granted to a tenured teacher for the birth and/or adoption of a child upon the teacher's written request for such leave. The⁴⁴ request for absence shall include the expected

day of delivery or verification of a legal adoption.

1. **Notification Requirements**

Application for extended 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 and/or, to the extent possible and/or except in the case of an emergency, at least sixty (60) calendar days prior to the anticipated adoption 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. To the extent possible, the extended leave granted herein shall commence and/or end at a time that is least disruptive to the affected students.

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.

2. **Extended Leave Implications on Seniority, Return to Work and/or Salary/Fringe Benefits**

Such leave shall be granted without loss of tenure or seniority status, if any, and accumulated sick leave and/or personal leave shall be restored upon the tenured teacher's return to duty; however, the period of the leave shall not be counted toward seniority.

When the tenured teacher on parental leave returns to duty, the teacher shall be assigned to a position for which he/she is qualified. Upon return to duty, the teacher shall be afforded those benefits which have accrued to the teacher as of the time the teacher had been granted such leave.

During the extended parental leave, salary advancement shall be determined by Section 6.1.

A tenured teacher granted unpaid extended 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.

3. **Subsequent Extended Parental Leave**

A tenured teacher who has been granted an extended parental leave shall not become eligible for a subsequent extended parental leave unless and until such tenured 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, non-grievable discretion. The granting or withholding of such leave shall be without precedential effect.

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 three (3) 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 use a personal day, if available. If no personal days are available, the employee will be docked in increments of one-half (1/2) or full-day 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 (1/2) days per quarter of employment, except that it shall be three (3) and three-quarters (3/4) 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 paid holidays 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

8.12 Family Medical Leave Act (FMLA) (New Section)

Leave pursuant to the federal *Family and Medical Leave Act* shall be provided in accordance with Board Policy 5:185 and the law.

8.13 Leave in Violation of the Agreement (New Section)

If an employee submits a request for leave in violation of this Agreement and provides a reason for the absence, the Superintendent, under sole managerial right, will approve or deny the request in writing.

If the Superintendent approves the request in whole or part, the employee shall be required to use a personal day(s) for each day approved. If the employee has exhausted his/her personal leave for the year, the employee shall not be paid for the use of the approved day(s). No notification letter or discipline letter shall be put in the file for approved day(s) by the Superintendent.

If the Superintendent denies the request in whole or part, the employee shall not be paid for the use of the unapproved day(s), and the employee's absence shall be considered in violation of the Agreement.

For the employee's first violation of this Section, the District shall provide a notification letter to the employee. The notification letter shall be placed in the employee's personnel file documenting the violation. Said notification letter shall remain in the personnel file for three (3) years. If no violation occurs after the initial violation within a three (3) year period, said notification letter shall be removed from the personnel file.

If a subsequent violation occurs within a three (3) year period from the date of the first violation, the subsequent violation shall be subject to discipline pursuant to Sections 4.11 and/or 4.12. Upon violation, an employee shall receive a second letter. If an employee receives a second letter within the three (3) year period following the first letter and if no violation occurs after the second letter within a five (5) year period, the first and second letter shall be removed from the personnel file.

If an employee receives a third letter in combination with the previous two (2) letters, the third letter shall remain in the personnel file for the term of the employment and be considered in future discipline matters.

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 supervisor to first resolve problems through free and informal communications. When requested⁴⁸ 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. **Step 1.** 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. If the aggrieved does not request representation from the Association, the Association shall be made aware of the meeting and allowed to attend the meeting as the exclusive representative of the bargaining unit. The principal or immediate supervisor will then, within ten (10) school days after the meeting, provide the aggrieved party, the Association, 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. **Step 2.** If the grievant (Association or individual employee) is not satisfied with the disposition of the grievance at Step 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 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. **Step 3.** If the grievant (Association or individual employee) is not satisfied with the disposition of the grievance at Step 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 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. **Step 4.** If the Association is not satisfied with the disposition of the grievance at Step 3, there shall be available a fourth step of binding arbitration. The Association 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 3 answer. The Association may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA) which shall act as the administrator of the proceedings.

1. Neither the Board, nor the ⁴⁹Association 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

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

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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 AND SCOPE OF BARGAINING

This Agreement shall be effective as of the first day of the 2020-2021 school year, and shall continue in effect until the day before the first day of the 2022-2023 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.

The Parties agree that only the sections of the collective bargaining agreement listed below shall be the subjects of bargaining for the successor agreement to this collective bargaining agreement (2020-2022). The Parties agree that they are knowingly waiving their rights to bargain any other sections of the collective bargaining agreement when bargaining the successor agreement to this collective bargaining agreement unless both parties agree in writing to add a section or sections of the collective bargaining agreement, not listed above, to the list of subjects of bargaining for the successor agreement.

The following sections of this collective bargaining agreement are to be the subjects of bargaining when the parties bargain the successor agreement to this collective bargaining agreement:

Sections:

- 3.3. Plan Time
- 3.4. Lunch Period
- 3.5. Teacher Lunch Duty
- 6.1. Basic Compensation
- 6.2. Tuition Reimbursement and Education Advancement Compensation (Horizontal Movement)
- 6.4. In-District Workshop Credit
- 6.5. Payment for Planning, Inservice Work, Summer Academy and Mandatory/Non-Mandatory Meetings
- 7.1. Hospitalization/Dental and Life Insurance
- 7.4. Compensation for Extra-Curricular Duties
- 7.5. Supplemental Retirement Program
- 8.2. Sick Leave Bank

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By _____
President

By _____
President

By _____
Secretary

By _____
54 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 _____

Appendices A, C & D

APPENDIX A

TEACHER SALARIES

Salary Matrix for Initial Placement of New Teachers for 2020-2021 and 2021-2022* (Base)

2020-2021*	BA		BA12		BA24		MA		MA12		MA24		MA 36		MA45	
	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS
1	\$38,624	\$42,100	\$40,124	\$43,735	\$41,624	\$45,370	\$45,024	\$49,076	\$46,524	\$50,711	\$48,024	\$52,346	\$49,524	\$53,981	\$51,024	\$55,616
2	\$39,628	\$43,195	\$41,167	\$44,872	\$42,706	\$46,550	\$46,195	\$50,352	\$47,734	\$52,030	\$49,273	\$53,707	\$50,812	\$55,385	\$52,351	\$57,062
3	\$40,659	\$44,318	\$42,238	\$46,039	\$43,817	\$47,760	\$47,396	\$51,661	\$48,975	\$53,382	\$50,554	\$55,104	\$52,133	\$56,825	\$53,732	\$58,546
4	\$41,716	\$45,470	\$43,336	\$47,236	\$44,956	\$49,002	\$48,628	\$53,004	\$50,248	\$54,770	\$51,868	\$56,536	\$53,488	\$58,302	\$55,108	\$60,068
5	\$42,800	\$46,652	\$44,462	\$48,464	\$46,125	\$50,276	\$49,892	\$54,383	\$51,554	\$56,194	\$53,217	\$58,006	\$54,879	\$59,818	\$56,541	\$61,630
6	\$43,913	\$47,865	\$45,619	\$49,724	\$47,324	\$51,583	\$51,189	\$55,797	\$52,895	\$57,655	\$54,600	\$59,514	\$56,306	\$61,373	\$58,011	\$63,232
7	\$45,055	\$49,110	\$46,805	\$51,017	\$48,554	\$52,924	\$52,520	\$57,247	\$54,270	\$59,154	\$56,020	\$61,062	\$57,770	\$62,960	\$59,519	\$64,876
*In addition to the above salary calculation, certified staff will receive \$1,364.04 for weekly meetings																
2021-2022*	BA		BA12		BA24		MA		MA12		MA24		MA 36		MA45	
	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS	Salary	Salary+TRS
1	\$39,204	\$42,732	\$40,804	\$44,476	\$42,404	\$46,220	\$45,804	\$49,926	\$47,404	\$51,670	\$49,004	\$53,414	\$50,604	\$55,158	\$52,204	\$56,902
2	\$40,223	\$43,843	\$41,865	\$45,633	\$43,507	\$47,422	\$46,995	\$51,224	\$48,637	\$53,014	\$50,278	\$54,803	\$51,920	\$56,592	\$53,561	\$58,382
3	\$41,269	\$44,983	\$42,953	\$46,819	\$44,638	\$48,655	\$48,217	\$52,556	\$49,901	\$54,392	\$51,585	\$56,228	\$53,270	\$58,064	\$54,954	\$59,908
4	\$42,342	\$46,153	\$44,070	\$48,036	\$45,798	\$49,920	\$49,470	\$53,923	\$51,198	\$55,806	\$52,927	\$57,690	\$54,655	\$59,574	\$56,383	\$61,457
5	\$43,443	\$47,353	\$45,216	\$49,285	\$46,989	\$51,218	\$50,757	\$55,325	\$52,530	\$57,257	\$54,303	\$59,190	\$56,076	\$61,122	\$57,849	\$63,055
6	\$44,573	\$48,584	\$46,392	\$50,567	\$48,211	\$52,550	\$52,076	\$56,763	\$53,895	\$58,746	\$55,715	\$60,729	\$57,534	\$62,712	\$59,353	\$64,694
7	\$45,731	\$49,847	\$47,598	\$51,882	\$49,464	\$53,916	\$53,430	\$58,239	\$55,297	\$60,273	\$57,163	\$62,308	\$59,029	\$64,342	\$60,896	\$66,377
*In addition to the above salary calculation, certified staff will receive \$XXXX.XX for weekly meetings																

***Salaries include additional compensation pursuant to Section 6.5D**

APPENDIX B

HORIZONTAL MOVEMENT 2020-2022

BA + 12	BA +24	MA	MA +12	MA +24	MA +36	MA +45
\$2,085	\$2,085	\$3,681	\$2,085	\$2,085	\$2,085	\$2,085

APPENDIX C

STIPENDS

2020-2022

<u>Stipend</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020-21</u>	<u>2021-22</u>
<u>Middle School (By Category)</u>						
<u>Athletic</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020-21</u>	<u>2021-22</u>
<u>MS Basketball 7th Girls</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Basketball 8th Girls</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Basketball 7th Boys</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Basketball 8th Boys</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Cheerleading 7th</u>	<u>Athletic</u>	<u>65</u>	<u>1</u>	<u>65</u>	<u>\$2,993</u>	<u>\$3,037</u>
<u>MS Cheerleading</u>	<u>Athletic</u>	<u>65</u>	<u>1</u>	<u>65</u>	<u>\$2,993</u>	<u>\$3,037</u>

<u>8th</u>						
<u>MS Cross Country Asst.</u>	<u>Athletic</u>	<u>55</u>	<u>1</u>	<u>55</u>	<u>\$2,532</u>	<u>\$2,570</u>
<u>MS Cross Country Head</u>	<u>Athletic</u>	<u>60</u>	<u>1</u>	<u>60</u>	<u>\$2,762</u>	<u>\$2,804</u>
<u>MS Soccer Asst.</u>	<u>Athletic</u>	<u>80</u>	<u>1</u>	<u>80</u>	<u>\$3,683</u>	<u>\$3,738</u>
<u>MS Soccer Head</u>	<u>Athletic</u>	<u>90</u>	<u>1</u>	<u>90</u>	<u>\$4,144</u>	<u>\$4,206</u>
<u>MS Softball 7th Boys</u>	<u>Athletic</u>	<u>60</u>	<u>1</u>	<u>60</u>	<u>\$2,762</u>	<u>\$2,804</u>
<u>MS Softball 7th Girls</u>	<u>Athletic</u>	<u>80</u>	<u>1</u>	<u>80</u>	<u>\$3,683</u>	<u>\$3,738</u>
<u>MS Softball 8th Boys</u>	<u>Athletic</u>	<u>60</u>	<u>1</u>	<u>60</u>	<u>\$2,762</u>	<u>\$2,804</u>
<u>MS Softball 8th Girls</u>	<u>Athletic</u>	<u>80</u>	<u>1</u>	<u>80</u>	<u>\$3,683</u>	<u>\$3,738</u>
<u>MS Volleyball 7th Boys</u>	<u>Athletic</u>	<u>90</u>	<u>1</u>	<u>90</u>	<u>\$4,144</u>	<u>\$4,206</u>
<u>MS Volleyball 7th Girls</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Volleyball 8th Boys</u>	<u>Athletic</u>	<u>90</u>	<u>1</u>	<u>90</u>	<u>\$4,144</u>	<u>\$4,206</u>
<u>MS Volleyball 8th Girls</u>	<u>Athletic</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>

60

<u>Instructional</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>MS Band/Orchestra</u>	<u>Instructional</u>	<u>250</u>	<u>1</u>	<u>250</u>	<u>\$11,510</u>	<u>\$11,680</u>
<u>MS Chorus</u>	<u>Instructional</u>	<u>125</u>	<u>1</u>	<u>125</u>	<u>\$5,755</u>	<u>\$5,841</u>
<u>MS Homework Assistance (Tiger Time)</u>	<u>Instructional</u>	<u>35</u>	<u>3</u>	<u>105</u>	<u>\$4,834</u>	<u>\$4,907</u>
<u>MS Math Olympiad</u>	<u>Instructional</u>	<u>24</u>	<u>1</u>	<u>24</u>	<u>\$1,105</u>	<u>\$1,122</u>
<u>MS Musical Director</u>	<u>Instructional</u>	<u>105</u>	<u>2</u>	<u>210</u>	<u>\$9,668</u>	<u>\$9,813</u>
<u>MS Scholastic Bowl</u>	<u>Instructional</u>	<u>65</u>	<u>1</u>	<u>65</u>	<u>\$2,993</u>	<u>\$3,037</u>
<u>MS Student Council</u>	<u>Instructional</u>	<u>140</u>	<u>2</u>	<u>280</u>	<u>\$12,891</u>	<u>\$13,085</u>
<u>MS Open Library</u>	<u>Instructional</u>	<u>95</u>	<u>1</u>	<u>95</u>	<u>\$4,374</u>	<u>\$4,439</u>
<u>MS Yearbook Advisor</u>	<u>Instructional</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Paw Prints</u>	<u>Instructional</u>	<u>45</u>	<u>1</u>	<u>45</u>	<u>\$2,072</u>	<u>\$2,103</u>

<u>Management</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>MS Intramural Coordinator</u>	<u>Management</u>	<u>90</u>	<u>1</u>	<u>90</u>	<u>\$4,144</u>	<u>\$4,206</u>
<u>MS Outdoor Ed Coordinator</u>	<u>Management</u>	<u>35</u>	<u>1</u>	<u>35</u>	<u>\$1,611</u>	<u>\$1,636</u>
<u>MS 8th Grade Trip Coordinator</u>	<u>Management</u>	<u>35</u>	<u>1</u>	<u>35</u>	<u>\$1,611</u>	<u>\$1,636</u>
<u>MS Activities Director</u>	<u>Management</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS Athletic Director</u>	<u>Management</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>MS SST Coordinator</u>	<u>Management</u>	<u>40</u>	<u>1</u>	<u>40</u>	<u>\$1,841</u>	<u>\$1,869</u>

<u>Pool</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>MS Club/Activities Pool</u>	<u>Pool</u>	<u>---</u>	<u>---</u>	<u>248</u>	<u>\$11,418</u>	<u>\$11,586</u>
<u>MS Intramural Activity Sponsors</u>	<u>Pool</u>	<u>---</u>	<u>---</u>	<u>179</u>	<u>\$8,241</u>	<u>\$8,365</u>
<u>MS Team Tigers Activity Pool (120 Hours)</u>	<u>Pool</u>	<u>---</u>	<u>---</u>	<u>120</u>	<u>\$5,525</u>	<u>\$5,608</u>
<u>MS Rainbows Facilitator Pool</u>	<u>Pool</u>	<u>15</u>	<u>2</u>	<u>30</u>	<u>\$1,381</u>	<u>\$1,401</u>
<u>Leadership</u>	<u>Category</u>	<u>Total Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>MS Advisory/SEL Team Members</u>	<u>Leadership</u>	<u>30</u>	<u>6</u>	<u>180</u>	<u>\$8,287</u>	<u>\$8,409</u>
<u>MS Instructional Coach</u>	<u>Leadership</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>

<u>MS Team Leader</u> <u>(1.0 for 5, 6, 7, 8; .5 for Special Ed, Specials, ESP)</u>	<u>Leadership</u>	<u>120</u>	<u>5.5</u>	<u>660</u>	<u>\$30,386</u>	<u>\$30,842</u>
<u>MS Rainbows Coordinator</u>	<u>Leadership</u>	<u>15</u>	<u>1</u>	<u>15</u>	<u>\$691</u>	<u>\$701</u>
<u>Elementary School (By Category)</u>						
<u>Instructional</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020-2021</u>	<u>2021-22</u>
<u>ES Book Clubs</u>	<u>Instructional</u>	<u>7 (2nd)</u> <u>18 (3rd x 2)</u>	<u>3</u>	<u>43</u>	<u>\$1,979</u>	<u>\$2009</u>
<u>ES After School Math</u>	<u>Instructional</u>	<u>77</u>	<u>4</u>	<u>308</u>	<u>\$14,180</u>	<u>\$14,393</u>
<u>ES Eagles' Nest</u>	<u>Instructional</u>	<u>20</u>	<u>10</u>	<u>200</u>	<u>\$9,208</u>	<u>\$9,344</u>
<u>ES Noon Study</u>	<u>Instructional</u>	<u>35</u>	<u>1</u>	<u>35</u>	<u>\$1,611</u>	<u>\$1,635</u>

<u>ES Student Council</u>	<u>Instructional</u>	<u>25</u>	<u>2</u>	<u>50</u>	<u>\$2,302</u>	<u>\$2,337</u>
<u>ES Yearbook Advisor</u>	<u>Instructional</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>ES Buddies Coordinator</u>	<u>Instructional</u>	<u>9</u>	<u>2</u>	<u>18</u>	<u>\$829</u>	<u>\$841</u>
<u>ES Battle of the Books</u>	<u>Instructional</u>	<u>10</u>	<u>2</u>	<u>20</u>	<u>\$920</u>	<u>\$934</u>
<u>ES Beginning Coding Club</u>	<u>Instructional</u>	<u>14</u>	<u>2</u>	<u>28</u>	<u>\$1,289</u>	<u>\$1,308</u>
<u>ES Post Office</u>	<u>Instructional</u>	<u>20</u>	<u>2</u>	<u>40</u>	<u>\$1,842</u>	<u>\$1,869</u>
<u>ES Open Library</u>	<u>Instructional</u>	<u>25</u>	<u>2</u>	<u>50</u>	<u>\$2,302</u>	<u>\$2,337</u>

<u>Management</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>ES Assembly Coordinator</u>	<u>Management</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>\$92</u>	<u>\$93</u>
<u>ES SST Coordinator</u>	<u>Management</u>	<u>51</u>	<u>1</u>	<u>51</u>	<u>\$2,348</u>	<u>\$2,383</u>
<u>Leadership</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>ES Lead Teacher</u>	<u>Leadership</u>	<u>63</u>	<u>10</u>	<u>630</u>	<u>\$29,005</u>	<u>\$29,440</u>
<u>ES PBSS/ Behavior RTI</u>	<u>Leadership</u>	<u>15</u>	<u>9</u>	<u>135</u>	<u>\$6,215</u>	<u>\$6,309</u>
<u>ES PBSS Coordinator</u>	<u>Leadership</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>ES Instructional Coach</u>	<u>Leadership</u>	<u>100</u>	<u>1</u>	<u>100</u>	<u>\$4,604</u>	<u>\$4,673</u>
<u>ES Rainbows Coordinator</u>	<u>Leadership</u>	<u>15</u>	66 <u>1</u>	<u>15</u>	<u>\$691</u>	<u>\$701</u>

<u>Pool</u>	<u>Category</u>	<u>Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>ES Extracurricular/ Activities Pool</u>	<u>Pool</u>			<u>658</u>	<u>\$30,294</u>	<u>\$30,742</u>
<u>ES Rainbows Facilitator Pool</u>	<u>Pool</u>	<u>15</u>	<u>5</u>	<u>75</u>	<u>\$3,453</u>	<u>\$3,504</u>
<u>District Positions</u>						
<u>Leadership</u>	<u>Category</u>	<u>Total Hours (Per Person)</u>	<u>Positions</u>	<u>Total Stipend Hours</u>	<u>2020- 2021</u>	<u>2021-22</u>
<u>Dist. Subject Area Coordinators</u>	<u>Leadership</u>	<u>56</u>	<u>12</u>	<u>672</u>	<u>\$30,939</u>	<u>\$31,403</u>
<u>Teacher Mentor (288 hrs.)</u>	<u>Leadership</u>	<u>36</u>	<u>8</u>	<u>288</u>	<u>\$13,260</u>	<u>\$13,458</u>
<u>Technology Coordinator</u>	<u>Leadership</u>	<u>125</u>	<u>1</u>	<u>125</u>	<u>\$5,755</u>	<u>\$5,841</u>

APPENDIX D
 ESP HOURLY RATES
 OF NEW EMPLOYEES
 2020-2022

<u>Category</u>	<u>2020-2021</u>	<u>2021-2022</u>
<u>Clerical Aides</u>	<u>\$13.90</u>	<u>\$14.73</u>
<u>Custodians</u>	<u>\$16.00</u>	<u>\$16.32</u>
<u>Instructional Aide</u>	<u>\$15.50</u>	<u>\$16.00</u>
<u>Lunch Aides</u>	<u>\$13.90</u>	<u>\$14.18</u>
<u>Maintenance</u>	<u>\$25.72</u>	<u>\$26.23</u>
<u>Nurse</u>	<u>\$27.47</u>	<u>\$28.02</u>
<u>Secretary</u>	<u>\$18.61</u>	<u>\$18.98</u>