

# AGREEMENT

FY2018, 2019, 2020

This Agreement is entered into by and between the Board of Education of Community Unit School District No. 1, Scott County, Illinois, (hereinafter the District) and the South Scott Federation of Teachers, affiliated with the Illinois Federation of Teachers and the American Federation of Teachers, AFL-CIO as Local 4140 (hereinafter the Union).

## ARTICLE I Recognition

### 1.1 Recognition

The District hereby recognizes the Union as the sole and exclusive bargaining agent for all full-time and part-time certified personnel, regularly employed teaching employees and nurses of the district except the Superintendent, principals, substitutes and teacher aides.

The District agrees not to negotiate with any teacher's organization other than the Union on any matter specifically covered by this Agreement.

## ARTICLE II Negotiations Procedures

### 2.1 Bargaining

The Union and the District agree to bargain in good faith. "Good faith" shall mean that the parties shall confer at reasonable times and at reasonable places. The District shall not discriminate against any teacher with respect to their right to join the Union.

### 2.2 No Strike

During the term of this Agreement and any extension thereof, no employee covered by this Agreement, nor the Union, nor any person acting on behalf of the Union shall ever or at any time engage in any recognition of any picket line at the School District's premises, or any strike.

In the event of any violation or violations of any provision of this Article by the Union, its members or representatives or by any employee, the Union shall, upon notice from the Board, immediately direct such employees both orally and in writing to resume normal operations immediately and take every other reasonable effort to end any violations.

ARTICLE IIB  
Fair Share

The percentage of all employees who are eligible to become members of the Union who voluntarily join as members shall be evaluated as of October 1st of each year of this contract to determine whether the Union has attained and maintained ninety percent (90%) voluntary membership in the Union. If the Union can demonstrate at least ninety percent (90%) voluntary membership in the Union on October 1st, of any year of this contract, fair share will be implemented for the one ensuing calendar year (i.e. October 1 - September 30). If the Union is unable to demonstrate at least ninety percent (90%) voluntary membership in the Union on October 1<sup>st</sup>, fair share will not be implemented for the one ensuing calendar year (i.e. October 1<sup>st</sup> - September 30<sup>th</sup>). If fair share is implemented in any year, such implementation shall be subject to the following conditions:

A. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties as a teacher or October 15<sup>th</sup> of the year in which fair share is to be implemented, whichever is later, shall join the Union or pay a fair share fee through payroll deduction to the Union equivalent to the amount of dues uniformly required of members of the Union, including local, state and national dues.

B. In the event of any legal action brought against the Board in court or administrative agency because of its compliance with this Article, the Union shall defend, indemnify, and hold harmless the Board, its members, officers, and agents from any liability for such damages, attorney's fees, and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article, or its reliance on any list, notice, certification, affidavit, or assignment furnished by the Union under or pursuant to this Article.

C. If any non-member employee objects to the payment of fair share fees, he/she may appeal as provided by the IELRA and the regulations adopted by the Illinois Educational Labor Relations Board.

ARTICLE III  
Employee Rights

3.1 Union Communications

The Union shall not be denied the reasonable use of each union member's mail box and one bulletin board per attendance center as designated by the attendance center principal.

3.2 Personnel File

All certified employees covered by this Agreement shall have the right to inspect his or her own personnel files with the exception of pre-employment recommendations within two (2) working days after presenting a written request for inspection. A copy of all materials placed in the file shall be provided to the employees within thirty (30) working days of being placed in the file. The employee has a right to attach a response to any materials in his or her file.

3.3 Posting of Vacancies

A notice of all teaching vacancies for certified personnel shall be posted in all attendance centers during the school year. During the summer, notices shall be sent via e-mail to all certified staff and posted on the district web site

### 3.35 New Hires

New hires shall be allowed placement on the salary schedule based upon their years of service teaching in a public school district, both in and out of state. Teachers may be given more than their years of experience at the discretion of the District; however, the Union shall be notified of the teacher's years of experience and the placement on the schedule within two days of the decision by the Board.

### 3.4 Notification of Assignment

Teachers shall be notified in writing of their intended teaching assignments not less than thirty (30) days prior to the start of the school term when assignments are different from the preceding terms except where the administration of the District determines that an emergency, a retirement or resignation, vacancy, or other circumstance makes a change in assignment suitable.

### 3.45 Pay Schedule

During the summer months (June, July, August) teachers will be asked to indicate if they desire to have their checks/direct deposit slips mailed to them. Those so indicating will have their checks/direct deposit slips mailed to them on the day prior to the official payday.

### 3.455 Extra Duty Stipend

An employee may elect to receive any extra duty stipend provided in this agreement in the following ways; such payment shall be made in June, or in the next paycheck following the end of the season, or monthly in each check. The last payment will be held until all equipment is returned and all stipend responsibilities are fulfilled. Notice of such election shall be made in writing for the school year by the first day of the school year.

Stipend Request Forms must be completed by the employee, approved by the Building Administrator and submitted to the district office for payment. Any requests not submitted by June 1<sup>st</sup> will be forfeited for that year.

### 3.4555 Coaching Positions

Any in-district employees submitting a written request to fill an open coaching position will be given consideration for the position before any non-district employee. Employees being considered for the coaching position will be interviewed, and the employee deemed by the administration to have the best knowledge and experience in the area of the coaching position will be chosen for the position. If the administration determines that a non-district employee is more qualified than the in-district employee, the non-district employee will be considered for the coaching position.

A non-district employee holding a position as a coach or an extracurricular activity sponsor cannot be bumped by a district employee unless deemed appropriate by the administration and the school board.

The head coach of any extracurricular activity will be involved in the selection process for assistant coaching positions in their activity.

### 3.456 Unfilled Coaching Positions

If no qualified assistant coach is available, as determined by a consensus from the head coach, principal and superintendent, the head coach shall receive his/her stipend as well as 50% of the assistant coach's stipend.

A head coach taking on a co-ed position (such as both boys and girls track) will be paid at Level 1 of the stipend schedule for high school.

### 3.457 Extra Class Load

If a high school teacher agrees to teach beyond a six-period day on an eight-period day schedule, the teacher shall receive 12.5% of his/her salary. Such assignment shall be in the teacher's area of certification. All high school teachers agree to supervise a thirty (30) minute Advisory Period which may include supervising students or monitoring the halls or computer lab. Any teacher asked by the administration to teach an independent study will be paid \$500 per course, per semester, up to two (2) students.

Beginning with the 2017-18 (FY18) school year, all full-time high school teachers may be required to cover in-school suspension no more than two (2) times per week during one of their planning periods.

### 3.458 Additional Driving Hours

The high school administrator may determine the need for driving hours outside the normal school day to accommodate the needs of an individual student. Driving hours outside the normal work day will be compensated at the rate of twenty dollars (\$20.00) per hour.

## 3.5 Annual Assigned Positions

The administration may assign members of the teaching staff to positions based on district needs and certification. Any change in teaching position, except for changes in specific course assignment, will be discussed with the employee to be reassigned.

An employee may submit a written request for a voluntary transfer to any posted position for which he/she is qualified. The written request for voluntary transfer must be made prior to the deadline of the posting. The administration will make the decision whether or not to grant the voluntary transfer. A voluntary transfer may take place during the school year at a time mutually agreeable to the teacher and administration.

The administration has the right to transfer an employee to another position for which the employee is qualified. This involuntary transfer will be discussed with the employee prior to a final decision being made. The employee shall be notified in writing of the transfer and the date the transfer will occur.

Teachers being transferred to a different position the next school year shall be notified in writing by June 30<sup>th</sup> preceding the new school year except in an emergency situation.

The district has the right to transfer an employee at any time due to an emergency, including but not limited to; a retirement, resignation, vacancy, or other circumstances which makes a change in assignment suitable. The district will exercise this right only when all other options are exhausted.

### 3.6 Reduction in Force

The impact of Senate Bill 7 (SB7) will require additional discussion of these items referring to new and vacant positions and seniority. The District and the Union both agree to work collaboratively on language which complies with the new requirements of SB7, and will accomplish such at a mutually agreeable time when more definitive information on SB7 is available.

In the event of a decision to decrease the number of teachers employed due to reduction in force, non-tenure teachers shall be dismissed before removal of any tenure teachers who are legally qualified to hold the remaining positions. Tenured teachers who are dismissed due to a reduction in force shall receive notices of honorable dismissal.

Where two or more teachers on contractual continued service are to be dismissed who are legally qualified to hold a position and are judged by the most recent evaluation to be performing satisfactorily, then seniority in the District will determine the order of dismissal.

If seniority in the District produces a tie, then the beginning date of employment shall determine the order of dismissal. If a conflict still exists, the teacher with the greater number of graduate credit hours countable for advancement on the teacher salary schedule shall be deemed to have the greater seniority.

Annually, the district shall post in each building a list of teachers on contractual continued service showing the length of full-time continuous service of each. Part-time teachers on contractual continued service shall receive pro rated credit for such part-time service.

Honorably dismissed tenured teachers shall be given rights of recall in that such teachers shall be offered vacant positions which become available within 12 months from the beginning of the following school term in order of seniority insofar as they are legally qualified to hold such positions.

### 3.7 Extra Curricular Duties

No teacher shall be required to perform supervisory duties for student lunch room nor shall any teacher be required to perform supervisory duties for student play or recess periods associated with and immediately after the student lunch period except on a voluntary basis.

Any teacher willing to do supervisory duties for student lunch room or student play or recess period associated with and immediately before or after the student lunch period shall be compensated at a rate of twenty dollars (\$20.00) per lunch period or recess with prior approval by the building administrator.

### 3.8 Early Release Time

An early release day will be provided at the end of all four grading periods to allow teachers to finalize their record keeping. At the end of the second grading period the last two (2) days will be early release with the first day to allow for grading and the second to allow for the beginning of winter break. There will also be two (2) early release days at the end of the fourth grading period to allow for grading and end of school responsibilities.

### 3.9 Early Dismissal

School shall be dismissed after five clock hours of class (or the mandated amount of class time) prior to the following holidays: Thanksgiving, Christmas, and Spring Break

### 3.10 Consultation Committee

In order to promote the free flow of information between staff and the Board, the South Scott Federation of Teachers and the Board agree to establish a Consultation Committee composed of three members of the Union and two (of seven) members of the Board of Education along with the Superintendent. The Consultation Committee shall meet at mutually agreed times and places two times per year, if necessary, to discuss matters of mutual interest.

Topics should be brought to the attention of the building principal when possible prior to being brought to the Consultation Committee. After the building principal has had the opportunity to address the topic and it still remains a concern, it may be placed on the Consultation Committee agenda.

### 3.11 Release Time

Teachers shall be released during regular class time to work on the development of curriculum and/or other criteria, e.g. ISAT. Teachers shall be notified at the first curriculum planning meeting of the tentative date on which material is to be completed.

### 3.12 Calendar Committee

A committee of six (6) persons, four (4) appointed by the Union and two (2) persons from the District, shall meet annually to develop a recommendation for the following year's school calendar. This recommendation shall be made to the Superintendent no later than April 1<sup>st</sup>, who will, in conjunction with the Calendar Committee, make a presentation and recommendation to the Board for adoption.

### 3.13 Mentoring

Teachers with five (5) or more years' experience in the District who have applied for and passed the qualifications will be assigned a non-tenured teacher and will be paid a stipend each semester, contingent upon the ISBE funding a mentoring program. Teachers will receive CPDUs from participating in the mentoring program through our school district.

### 3.14 Teacher Workday/Prep Time

The regular teacher workday shall be deemed to be from 8:00 AM to 3:35 PM during which all teachers must be in attendance. With prior approval of the superintendent, a teacher's workday may be altered due to the performance of other district duties as deemed appropriate. These duties may include, but are not limited to, duties for extracurricular activities and/or providing services related to the operation of the district.

All District teachers will receive a minimum average of 300 planning time minutes per week.

### 3.15 Extended Contract Employees

Extended Contract Defined:

- Nine and ½ month employees shall work an additional ten (10) days outside of the school year.
- Ten month employees shall work an additional twenty (20) days outside of the school year.
- Eleven month employees shall work an additional forty (40) days outside of the school year.
- Twelve month employees shall work an additional sixty (60) days outside of the school year.

The scheduling of the additional days shall be agreed to in writing between the Superintendent and the employee prior to the start of each fiscal year. The fiscal year shall be defined as July 1<sup>st</sup> through June 30<sup>th</sup>. If a problem arises between the Superintendent and the employee regarding scheduling, said employee shall be allowed to discuss his/her concerns with the Board of Education.

Extended Contract Pay

Bargaining unit members who are employed for more than the regular school year shall receive 1/180 of their salary excluding any pay from their extra duties for each day worked outside of the school year.

Extended Contract Holidays:

Extended contract employees shall not be required to work on any day listed as a holiday (HOL) on the official school calendar.

## ARTICLE IV

### Grievance

#### 4.1 Scope

A grievance shall be defined as a claim by a member of the Union or by the Union of any violation of a provision of this Agreement.

#### 4.2 Stage One, Informal Discussion

The teacher shall attempt to resolve the potential grievance in an informal discussion with his/her attendance center principal within ten (10) school days from the time the employee became aware of the occurrence of the first event giving rise to the alleged violation of this Agreement. The attendance center principal shall respond orally within ten (10) school days of the informal discussion.

#### 4.3 Stage Two, Written Statement to Principal

If the grievance cannot be resolved at Stage One, the employee shall file a written statement of the grievance with his/her attendance center principal. Such written statement of grievance shall be filed within ten (10) school days from the receipt of the oral response of the attendance center principal and shall contain a statement of the factual basis of the grievance and the section or sections of the Agreement which are alleged to have been violated. The attendance center principal shall respond in writing within ten (10) school days of receipt of the written grievance.

#### 4.4 Stage Three, Appeal to Superintendent

If the grievance is not resolved at Stage Two, the employee may appeal the decision of the attendance center principal in writing to the District Superintendent within ten (10) school days of receipt of the written decision of the attendance center principal. Upon receipt of such appeal, the Superintendent shall schedule within ten (10) school days a conference with the grieving employee and Union representative and shall within ten (10) school days of such conference, respond in writing.

#### 4.5 Stage Four, Binding Arbitration

If the grievance is not satisfactorily resolved at Stage Three, the Union shall submit to the Superintendent within twenty (20) school days of receipt of the answer in Stage Three a written request on behalf of the grievant to enter into binding arbitration.

Arbitration proceedings shall go forth before an arbitrator agreed upon by the parties and chosen from the panels of the American Arbitration Association.

The arbitrator's decision shall be binding on all parties. The arbitrator shall not amend or modify any of the provisions of this Agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Union and shall be based solely on the wording of this Agreement. The arbitrator shall be limited to directing the parties to comply with the terms of this Agreement.

### ARTICLE V Leaves

#### 5.1 Sick Leave

All full-time regularly employed certified employees covered by the agreement shall receive ten (10) days sick leave per year with unlimited accumulation. All part-time certified employees shall be granted sick leave which shall be prorated to reflect the hours per day and the days per school term actually worked.

Employees with ten (10) years of in-district experience shall receive a total of eleven (11) sick days per year with unlimited accumulations. Employees with twenty (20) years of in-district experience shall receive a total of twelve (12) days sick leave per year with unlimited accumulation.

Annually, on or before July 1<sup>st</sup>, the Union shall prepare and submit to the Board Office a list of



those teachers who shall receive additional days for the upcoming year.

All employees with at least seventy (70) accumulated sick leave days shall be able to use one (1) sick leave day per year as additional personal days (in addition to the personal leave stipulated in Section 5.3 below).

Upon retirement from the district, any teacher who has a minimum of twenty (20) years of total teaching service in the Community Unit School District No. 1 shall receive compensation at a rate of \$60 per day for the number of accrued sick leave days in excess of three hundred forty (340) days.

Any teacher absent more than three consecutive days may be asked to provide the district with a medical note.

Any teacher who uses no sick days during a given school year will be granted two extra days to be put towards their next year's total. Teachers using two or less sick days during a given school year will receive one extra sick day to be put toward their next year's total. These sick days will accrue in the same manner as regular sick days.

#### 5.15 Sick Leave – Extended Contract Employees

Nine and ½ month employees shall receive ½ (.5) additional sick day per year.  
Ten month employees shall receive one (1) additional sick day per year.  
Eleven month employees shall receive two (2) additional sick days per year.  
Twelve month employees shall receive three (3) additional sick days per year.  
Article V, Section 5.1 Sick Leave shall be adhered to as well for all extended contract employees.

#### Extended Contract Exchange/Flex Hours:

Extended contract employees receiving a stipend for extra duties will not be eligible for exchange or flex hours. The District has the ability per Article III, Section 3.15 Teacher Workday/Prep Time to alter a teacher's schedule if deemed appropriate.

#### Extended Contract Vacation Days – 12 Month Employees

The vacation schedule for twelve month employees shall be based on consecutive years of experience in the District as follows:

1-10 years of experience in position	10 days
11-20 years of experience in position	15 days
21-30 years of experience in position	20 days

#### 5.2 Emergency Leaves

Each teacher may request up to two (2) emergency days per year for emergency use as defined by the building administrator. Such requests shall be considered on a case by case basis and granted or denied by the building principal in accordance with his determination of the best interest of the District. Grant or denial of such request shall not constitute a precedent for the grants or denials of any future requests.

### 5.3 Personal Leave

All full-time regularly employed certified employees covered by this Agreement shall receive two (2) personal days per year without restriction as to purpose. No such day shall be granted at the beginning (being noted as the first student attendance day) or end of a term. It will be the teacher's responsibility to get the missed materials presented at the beginning of the school term. No more than four (4) teachers may be absent from the district on any one (1) day. Teachers shall notify the principal of their intent to take such day at least forty-eight (48) hours prior to use. Unused personal leave shall be added to the teacher's accumulated sick leave.

### 5.4 Maternity Leave

Each teacher shall be entitled to use her accumulated sick leave and/or personal leave for temporary disability due to pregnancy or pregnancy related disability. In the event the teacher has exhausted her leave, the teacher shall be granted a non-paid leave of absence for such remaining time as the teacher is temporarily disabled due to pregnancy or pregnancy related causes, not to exceed the remainder of the school year. The teacher's disability may be confirmed by a physician appointed by the District and paid by the District.

### 5.5 Bereavement Leave

Each teacher shall be granted three (3) days of bereavement leave per occurrence for the purpose of attending the funeral of a member of their immediate family which is defined as an employee's spouse, employee's parent or guardian, spouse's parent, child, stepchild, brother or sister, grandchild, employee's grandparent, or, after providing legal documentation, any person for whom the employee has the power of attorney. Use of bereavement days under this paragraph shall not result in a reduction in sick leave.

Each teacher shall be granted three (3) days of bereavement leave per occurrence for the purpose of attending the funeral of a member of their extended family which is defined as an employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law or grandparents-in-law. Use of bereavement days under this paragraph shall result in a reduction in sick leave.

Each teacher shall be granted one (1) day of bereavement leave per occurrence, for the purpose of attending the funeral of the employee's aunt, uncle or cousin, nieces, nephews, employee's spouse's aunt, uncle or cousin. Use of such days under this paragraph shall result in a reduction in sick leave.

## ARTICLE VI Additional Benefits

### 6.1 Insurance Benefits

The district shall pay 75% of the per month cost of the employee's group hospitalization and major medical policy for each full-time certified employee.

There shall be established an Advisory Insurance Committee consisting of three members appointed by the Board, which may include Board Members; and three members appointed by the Union President. The Committee shall meet no less than three (3) times each year to review the insurance plan, and each time the Board seeks to re-bid or change the insurance

plan or carrier. The committee shall seek to assure that participants in the plan receive maximum benefit for each dollar expended. Notwithstanding anything to the contrary, the committee shall be advisory only, and the Board shall have the right to change insurance benefits or the carrier at its discretion.

Substitution of Life Insurance for Health Insurance will be allowed, not to exceed \$125.00 per month which is a fixed figure for the Life Plan.

## 6.2 Travel Reimbursement

1. Staff members who are directed to use their own vehicles as a part of their assigned duties will be paid the actual necessary mileage driven as determined by the Superintendent at the current IRS mileage rate from July 1<sup>st</sup> of the current year.
2. District travel allowances will be paid in December and June.
3. Staff members who request to travel out of the district to attend conferences will be reimbursed at the following rates:

Lodging- \$125.00 maximum per night (use actual cost if less than 95.00)

Meals- per receipts, not to exceed \$35.00

Mileage- current IRS mileage rate to the driver only

Registration Fee - \$225.00 (maximum paid by district)

4. When required by the district to attend conferences and/or meetings; the District will pay the following per diem:

Lodging - standard single or double occupancy rates

Meals - per receipts not to exceed \$35.00

Mileage - current IRS mileage rate to the driver only

Registration Fee - paid in full per teacher

## 6.21 Workshops

The Board shall attempt to provide all teachers the opportunity to attend one workshop/conference per school year. The cost shall be limited to the provisions as agreed to in Section 6.2 (Travel Reimbursement). The building principal shall determine the appropriateness of the workshop / conference to the teacher's current assignment, and the time(s) from when teachers may take professional leave days.

## 6.3 Planning Period Substitution

The Board shall pay \$20.00 per class period to regularly employed teachers who are assigned to substitute in another teacher's class or detention/suspension duty, or are required to attend a staffing during their planning period in the course of any school day.

When any teacher substitutes for art, music, library, PE or any other class for any other teacher, he/she shall be compensated at \$20.00 per class period.

### 6.31 Reimbursement

The Board shall pay each teacher \$20.00 per hour for any time spent at staffings, Saturday detention, or Homework Enhancement Program after normal scheduled school day if approved by the building principal.

### 6.32 Activities Pass

Each teacher who agrees to work the admission gate for one (1) or more athletic contests during the school year shall receive a yearly pass to admit said teacher, teacher's spouse/partner and teacher's children to Winchester/West Central athletic contests held in Winchester.

Annually by June 1<sup>st</sup>, with the exception of new employees, the Union shall prepare and present to the Board Office a list of all teachers, teacher's spouse/partner and teacher's children requesting this pass.

This yearly pass does not apply to tournaments held in Winchester, nor to any non-athletic events

### 6.4 Sick Leave Bank

I. The Board and the Association agree that the sick leave bank, as provided by the Sick Leave Bank Act, shall continue throughout the term of this agreement.

- A. Every school year each teacher newly employed by the district may volunteer to donate one (1) sick day to the sick leave bank. A new teacher who donates a day to the sick leave bank within the first ten days of the school year shall be considered a participating member of the sick leave bank in the same manner as those who contributed in previous years.
- B. Previously employed teachers may become a participating member during the first ten days of any school year. However, they will not be eligible to apply for any days from the bank until two full school years have elapsed from the date they donated.
- C. The total number of days to accumulate in the sick leave bank will not exceed one hundred (100) days with the exception of days donated by newly participating teachers causing the accumulated total of days to exceed one hundred (100) days in the sick leave bank. A participating teacher may donate additional days to the sick leave bank anytime the total number of days drops below one hundred (100) days provided that the teacher retains at least ten (10) sick days in his or her own account. Any sick leave bank days not used during one school year shall be accumulated in the sick leave bank to be available for use in successive school years.

II. Any teacher currently employed by the district who is a participating member of the sick leave bank shall be eligible to request sick days from the sick leave bank provided that:

- A. The employee has used all his or her accumulated sick days, personal days and emergency days.
  - B. A medical condition or injury of an employee or family member as certified by a physician that requires an employee's absence from work for a prolonged period of time. Banked sick leave days will not be granted for elective surgery, maternity leave, nor during any period an employee is receiving disability benefits from social security, retirement, worker's compensation or any other source.
  - C. The committee (governing body) approved the request.
- III. A committee will be established to act as the governing body for the administration of the sick leave bank.
- A. This committee shall have six voting members, consisting of five employees named by the Association; three from grades Pre-K thru 8 and two from grades 9 thru 12, as well as the district superintendent. The building administrator from the building in which the employee is assigned for the majority of the work day and the Association president and the treasurer will be ex-officio members..
  - B. The committee must reach a 2/3 majority of voting members for the request to be granted. The committee will determine the number of days to be granted from the sick leave bank, but in no event shall the sick leave bank provide more than twenty (20) days to any one teacher in any school year. The number of sick leave days granted may never exceed the number of days in the sick leave bank. If sick leave days are granted but not used by the employee, the unused portion of the granted sick days is returned to the sick leave bank.
- IV. Miscellaneous items are included to protect the sick leave bank.
- A. An employee who cancels his or her participation in the sick leave bank while still employed by the district shall not be eligible to withdraw the sick leave time he or she has contributed to the sick leave bank.
  - B. Upon leaving the district for other employment, termination of employment or retirement from the district an employee shall not be eligible to withdraw the sick leave time he or she has contributed to the sick leave bank.
  - C. An employee nor the employee's estate shall be entitled to payment for unused sick leave acquired from the sick leave bank.
  - D. Reports on the status of the sick leave bank, including the number of days available in the sick leave bank, will be provided to the Association by the sick leave bank committee at least once during every school year.

## 6.5 Tuition Reimbursement

The district will pay 100% of the tuition for any teacher completing a Master's Degree at an accredited college or university which has been approved in writing by the Superintendent to relate to their area of teaching assignment in the district. Written approval of a Master's Degree program shall be binding upon the district and shall be countersigned by the teacher. Progress on the salary schedule of the district shall be allowed for successful completion of course work in an approved Master's Degree program. Upon completion of the Master's Degree program, an official transcript verifying successful completion of the Master's degree

program and tuition bills shall be submitted to the district office by September 1<sup>st</sup>. Reimbursement will be made over a period of three years at a rate of one third (1/3) of the tuition amount submitted to the district office. The first payment will be in May of the year following submittal of information, as outlined in this section of the Agreement, with payments the next two successive years. The teacher needs to submit a request for payment by July 1<sup>st</sup> of each year of the payment.

Should a teacher not be employed in the district for any reason during the three year period this payment schedule will cease.

If the master's degree is in Educational Leadership or in an "educationally related" area the reimbursement will be over a five (5) year period. One fifth (1/5) of the tuition will be reimbursed each year after successful completion of the master's program. Should a teacher not be employed in the district for any reason during the five year period this payment schedule will cease. Deadlines and paperwork as outlined in the first paragraph of this section will apply.

#### 6.55 Salary Schedule Placement

Credit for additional coursework will be given only for graduate level classes beyond a Bachelor's or Master's degree from an accredited college or university. Additional undergraduate hours will not qualify for horizontal salary schedule advancement.

#### 6.56 Teacher's Retirement System

Throughout the term of this contract, the Board agrees to pay the full teacher contribution to TRS based upon the current fiscal year assessment rate.

#### 6.6 Retirement Option

A teacher submitting an irrevocable letter of resignation for retirement after twenty-five (25) actual years teaching in the district, qualifying under the Illinois Teacher's Retirement System, will be paid one of the following bonuses:

- a. An amount to be paid in the teacher's final year of employment equal to 106% of the teacher's salary, based on the teacher's placement on the salary schedule from the previous year, less all TRS creditable otherwise earned or to be earned by the teacher during the year of the bonus only in the event that the teacher submits the resignation by January 1<sup>st</sup> in the school year he/she plans to retire; or exception may be made due to emergency medical reasons authorized by a physician or loss of a spouse, in which case resignation must be submitted by May 1<sup>st</sup> in the school year he/she plans to retire.
- b. An amount to be paid in each of the teacher's final two years of employment equal to 106% of the teacher's salary based on the teacher's placement on the salary schedule from the previous year, less all TRS creditable otherwise earned or to be earned by the teacher during the year of the bonus, only in the event that the teacher submits the resignation by January 1<sup>st</sup> in the school year preceding the year he/she plans to retire.
- c. An amount to be paid in each of the teacher's final three years of employment equal to 106% of the teacher's salary based on the teacher's placement on the salary schedule from the previous year, less all TRS creditable otherwise earned or to be earned by the teacher during the year of the bonus, only in the event that the teacher submits the resignation by January 1<sup>st</sup> in the school year which is two years preceding the year he/she plans to retire.

In the event the retirement options in paragraphs a, b or c are used, the district reserves the right to make adjustments in the stated percentage rates in order to guarantee TRS limits for salary increases which require district payment of penalties or charges to TRS are not exceeded by limitations as set by Public Act 94-0004 (SB27), or any change in Illinois legislation or the Illinois Teacher's Retirement System during the duration of this contract. Any teacher who elected the retirement option prior to the effective date of this Agreement will remain under the terms of the previous Agreement.

## 6.7 Student Tuition

Beginning with the 2017-2018 school year, non-resident employees may apply to enroll their children on a tuition-free basis. Applications must be approved by the administration and/or the Board. This waiver has been granted by the state legislature for a five year period and if not renewed, the employee may be allowed to pay all or part of the tuition through payroll deduction.

## ARTICLE VII Evaluation

### 7.1 Teacher Evaluation

The formal evaluation plan of the district shall incorporate the following procedures:

- A. An explanation and discussion of the evaluation process will take place at a scheduled faculty meeting before any evaluations are administered.
- B. Non-tenured teachers shall be evaluated in class at least twice every year.
- C. Tenured teachers shall be evaluated in class at least once every two years.
- D. Teachers shall receive a copy of any formal classroom written evaluation within ten (10) days following the observation. If a teacher requests a conference regarding the evaluation, the evaluator shall hold the conference within (10) school days of the request.
- E. If the teacher feels the formal evaluation of the classroom teaching performance was incomplete or inaccurate, the teacher may attach written objections to the evaluation form.
- F. If a teacher is deemed unsatisfactory or needs improvement according to the standards set forth in the evaluation form, a consulting teacher shall be selected to aid in the remediation process.
- G. The consulting teacher shall be selected from a roster submitted by the Union. If there are no teachers meeting the legal requirements to perform this duty, a consulting teacher shall be provided through the State Board of Education.
- H. If the consulting teacher is a member of the bargaining unit, that teacher shall receive an hourly rate of pay based on that individual's placement on the salary schedule for the number of hours spent on the task.
- I. In addition to the formal evaluation provided in the district evaluation plan there shall be at least one additional informal observation which shall be conducted as determined appropriate by the evaluator.
- J. Qualified evaluators are individuals who have successfully passed the State-developed assessments specific to evaluation of teachers (Illinois School Code Section 24A). If the evaluator is a member of the union, or is a fairshare member of the union, the district and union must agree to those individuals evaluating union members.
- K. A qualified evaluator who is not a union/fair share member may evaluate non-tenured teachers for one of their two required yearly evaluations.

ARTICLE VIII  
Technical Clauses

8.1 Duration

This Agreement shall become effective retroactive to the 1<sup>st</sup> day of July, 2017 and continue until the 30th day of June, 2020.

8.2 Individual Contracts

The terms and conditions of this Agreement shall be the terms and conditions of individual contracts of members of the bargaining unit.

8.3 Complete Understanding

This Agreement constitutes the full and complete understanding between the parties. All rights, powers and authority of the Board and/or its administrative staff not specifically limited by the language in this Agreement are retained by the Board. The Board, however, shall take no action which shall violate any of the specific provisions of this Agreement.

8.4 Waiver of Additional Bargaining

The parties acknowledge that during the course of negotiation which resulted in the Agreement, each have the right to make demands, proposals and counterproposals with respect to any matter not specifically excluded by law and that this Agreement has been arrived at following the full exercise of this right. It is therefore understood that neither party shall be obliged to bargain collectively with respect to any subject or matter referred to or covered by the Agreement or with regard to any subject or matter not referred to or covered by the Agreement during the term of this Agreement. This provision shall not operate to eliminate rights required and guaranteed to either party under statute.

8.5 Supersedes Prior Agreements

This Agreement supersedes and nullifies all previous written Agreements between the Board and the Union.

8.6 Validity

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, that part shall be deleted to the extent that it violates the law and the remaining articles, sections and clauses shall remain in effect.

This Agreement is signed and adopted this 12<sup>th</sup> day of September, 2017.

For the Union

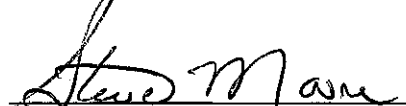


Candace Miller, President



Adam Brockhouse, Secretary

For the Board of Education



Steve Moore, President



M. Joe Little, Secretary



# STIPENDS FY 2018, 2019, 2020

## LEVEL 1 \$ 3,450

### High School

Girls Head Basketball  
Boys Head Basketball  
Head Football  
Head Volleyball  
Head Co-Ed Track

## LEVEL 2 \$ 2,550

### High School

Head Softball  
Head Baseball  
Girls Track  
Boys Track  
Girls Assistant Basketball  
Boys Assistant Basketball  
Assistant Football (2 positions)  
Assistant Volleyball

### Elementary

Girls Head Basketball  
Boys Head Basketball

## LEVEL 3 \$2,300

### High School

FFA Sponsor  
Yearbook

### Elementary

Boys Track  
Girls Track  
Athletic Director

## LEVEL 4 \$1,500

### High School

Fr Boys Basketball  
Assistant Baseball  
Assistant Softball  
Cheerleading Coach

### District

Band

### Elementary

Head Softball  
Head Baseball  
Yearbook

## LEVEL 5 \$900

### High School

Scholastic Bowl  
Musical / Play

### Elementary

Boys Ass't Basketball  
Girls Ass't Basketball  
Cheerleading Coach

**LEVEL 6     \$650**

High School  
Student Council

Elementary  
Girls Assistant Track  
Boys Assistant Track

**LEVEL 7     \$375**

High School  
National Honor Society  
Musical/Play Assistant

Elementary  
Geography Bowl  
Vocal Music  
Beginning Band

**LEVEL 8     \$200**

High School  
Spanish Club  
Ecology Club  
Art Club  
History Club  
Peer Power/Natural Helpers

Elementary  
Spelling Bee Coordinator

**OTHER STIPENDS**

Athletic Director High School	\$3,600
Junior Class Sponsor (3)	\$150
Class Sponsor (Fr, So, Sr) (3)	\$75

The stipend schedule reflects the stipend for one person for each position unless otherwise noted.

Beginning in the sixth year of consecutive service in the same stipend position, and each year thereafter, an employee will receive an additional 10% of the stipend. Only Level 1 through 8

## 2017-2018 Salary Schedule

YEAR	BA	BA/8	BA/16	BA/24	MA	MA/8
	1.02	1.02				
A	30000	30600	31212	31836	32473	33122
B	30600	31212	31836	32473	33122	33785
C	31212	31836	32473	33122	33785	34461
D	31836	32473	33122	33785	34461	35150
E	32473	33122	33785	34461	35150	35853
F	33122	33785	34461	35150	35853	36570
G	33785	34461	35150	35853	36570	37301
H	34461	35150	35853	36570	37301	38047
I	35150	35853	36570	37301	38047	38808
J	35853	36570	37301	38047	38808	39584
K	36570	37301	38047	38808	39584	40376
L	37301	38047	38808	39584	40376	41184
M	38047	38808	39584	40376	41184	42007
N	38808	39584	40376	41184	42007	42847
O	39584	40376	41184	42007	42847	43704
P	40376	41184	42007	42847	43704	44578
Q	41184	42007	42847	43704	44578	45470
R	42007	42847	43704	44578	45470	46379
S	42847	43704	44578	45470	46379	47307
T	43704	44578	45470	46379	47307	48253
U	44578	45470	46379	47307	48253	49218
V	45470	46379	47307	48253	49218	50203
W	46379	47307	48253	49218	50203	51207
X	47307	48253	49218	50203	51207	52231
Y	48253	49218	50203	51207	52231	53275
Z	49218	50203	51207	52231	53275	54341
AA	50203	51207	52231	53275	54341	55428
BB	51207	52231	53275	54341	55428	56536
CC	52231	53275	54341	55428	56536	57667
DD	53275	54341	55428	56536	57667	58820
EE	54341	55428	56536	57667	58820	59997
FF	55428	56536	57667	58820	59997	61197
GG	56536	57667	58820	59997	61197	62421

## 2018-2019 Salary Schedule

YEAR	BA	BA/8	BA/16	BA/24	MA	MA/8
1.0025						
A	30074	30675	31288	31914	32553	33204
B	30675	31288	31914	32553	33204	33868
C	31288	31914	32553	33204	33868	34545
D	31914	32553	33204	33868	34545	35236
E	32553	33204	33868	34545	35236	35941
F	33204	33868	34545	35236	35941	36659
G	33868	34545	35236	35941	36659	37393
H	34545	35236	35941	36659	37393	38140
I	35236	35941	36659	37393	38140	38903
J	35941	36659	37393	38140	38903	39681
K	36659	37393	38140	38903	39681	40475
L	37393	38140	38903	39681	40475	41284
M	38140	38903	39681	40475	41284	42110
N	38903	39681	40475	41284	42110	42952
O	39681	40475	41284	42110	42952	43811
P	40475	41284	42110	42952	43811	44688
Q	41284	42110	42952	43811	44688	45581
R	42110	42952	43811	44688	45581	46493
S	42952	43811	44688	45581	46493	47423
T	43811	44688	45581	46493	47423	48371
U	44688	45581	46493	47423	48371	49339
V	45581	46493	47423	48371	49339	50326
W	46493	47423	48371	49339	50326	51332
X	47423	48371	49339	50326	51332	52359
Y	48371	49339	50326	51332	52359	53406
Z	49339	50326	51332	52359	53406	54474
AA	50326	51332	52359	53406	54474	55563
BB	51332	52359	53406	54474	55563	56675
CC	52359	53406	54474	55563	56675	57808
DD	53406	54474	55563	56675	57808	58964
EE	54474	55563	56675	57808	58964	60144
FF	55563	56675	57808	58964	60144	61347
GG	56675	57808	58964	60144	61347	62573

## 2019-2020 Salary Schedule

YEAR	BA	BA/8	BA/16	BA/24	MA	MA/8
1.002						
5						
A	30147	30750	31365	31992	32632	33285
B	30750	31365	31992	32632	33285	33951
C	31365	31992	32632	33285	33951	34630
D	31992	32632	33285	33951	34630	35322
E	32632	33285	33951	34630	35322	36029
F	33285	33951	34630	35322	36029	36749
G	33951	34630	35322	36029	36749	37484
H	34630	35322	36029	36749	37484	38234
I	35322	36029	36749	37484	38234	38999
J	36029	36749	37484	38234	38999	39779
K	36749	37484	38234	38999	39779	40574
L	37484	38234	38999	39779	40574	41386
M	38234	38999	39779	40574	41386	42213
N	38999	39779	40574	41386	42213	43058
O	39779	40574	41386	42213	43058	43919
P	40574	41386	42213	43058	43919	44797
Q	41386	42213	43058	43919	44797	45693
R	42213	43058	43919	44797	45693	46607
S	43058	43919	44797	45693	46607	47539
T	43919	44797	45693	46607	47539	48490
U	44797	45693	46607	47539	48490	49460
V	45693	46607	47539	48490	49460	50449
W	46607	47539	48490	49460	50449	51458
X	47539	48490	49460	50449	51458	52487
Y	48490	49460	50449	51458	52487	53537
Z	49460	50449	51458	52487	53537	54607
AA	50449	51458	52487	53537	54607	55700
BB	51458	52487	53537	54607	55700	56814
CC	52487	53537	54607	55700	56814	57950
DD	53537	54607	55700	56814	57950	59109
EE	54607	55700	56814	57950	59109	60291
FF	55700	56814	57950	59109	60291	61497
GG	56814	57950	59109	60291	61497	62727

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