



ADLAI E. STEVENSON HIGH SCHOOL EDUCATION ASSOCIATION

and

BOARD OF EDUCATION, DISTRICT 125

Board and Faculty Agreement

2016 – 2021

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1. Recognition

1.1. Definition

The Board of Education of School District No. 125, Lake County, Illinois, hereinafter referred to as the "Board," recognizes the Adlai E. Stevenson High School Education Association, affiliated with IEA/NEA, hereinafter referred to as the "Association" as the sole and exclusive bargaining representative for all ISBE-licensed personnel assigned to the salary schedule, except supervisors, managerial employees, confidential employees, and short-term employees as such excluded employees are defined in Section 2 of the Illinois Educational Labor Relations Act.

1.2. Part-Time Employees

Part-time ISBE-licensed personnel assigned to the salary schedule shall receive all protection and benefits of this Agreement except as modified by Appendix A attached hereto.

2. Successor Agreement

2.1. Parties' Representatives

The Board and the Association agree that their duly designated representatives shall negotiate in good faith with respect to terms and conditions of employment.

2.2. Negotiation Procedure

The administration will furnish to the Association data pertinent to the negotiations.

Negotiations shall commence on or before the first Wednesday in February of the calendar year in which this Agreement terminates, unless the parties shall otherwise mutually agree or unless law shall prescribe some other timetable.

When the parties have reached a tentative agreement, the matters agreed upon will be reduced to writing and presented to the memberships of the Association and the Board of Education. When ratified by those separate memberships, the matters agreed upon will be incorporated into a revised edition of the agreement.

2.3. Impasse Procedures

Impasse procedures shall be conducted in accordance with Section 115 ILCS 5/12 a-5 of the Illinois School Code.

3. Leaves

3.1. Personal Leave

Faculty shall be given two (2) days of leave annually which can be used for personal business. Personal business leave may be used only for matters which cannot be handled during non-school days or hours. Personal leave should be requested via the method designated by the Human Resources Office (i.e. Aesop) at least the day before such leave is to take place. Personal leave days shall be used in one (1)-hour increments.

The first five (5) and the last five (5) faculty employment days of the school year and the day immediately preceding or following a legal holiday, vacation or school recess shall not be available for personal business leave except in the case of an emergency or other non-discretionary extenuating circumstances approved by the Administration. No charge(s) shall be made against a faculty member's personal leave allotment for day(s) when school is officially closed due to weather, emergencies, etc.

Personal leave days will be accumulated to a total of four. Personal leave days in excess of four will be rolled over into sick day accumulation.

3.2. Sick Leave

Non-tenured faculty are entitled to twelve (12) sick leave days per year. Tenured faculty are entitled to thirteen (13) sick leave days per year through their fifteenth year of District 125 service, and sixteen (16) days per year beginning with their sixteenth year of District 125 service. Sick leave days may be accumulated to a maximum total of 360 days.

Sick leave may be utilized for personal illness; quarantine at home; or serious illness or death in the immediate family or household or birth, adoption, or placement for adoption of a child. The Administration may require a physician's certificate, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith, as a basis for pay during leave after an absence of three (3) consecutive days for personal illness, an absence of sixty (60) consecutive days for birth, or if there appears to have been abuse of sick leave. For paid leave for adoption or placement, the Administration may require that the faculty member provide evidence that the formal adoption process is underway. Faculty who have exhausted their sick leave due to an extended illness may request the Administration to review possible options to reinstate loss of income. No charge(s) shall be made against a faculty member's sick leave allotment on day(s) when school is officially closed due to weather, emergencies, etc. Sick leave days shall be used in one (1)-hour increments.

3.3. Parental Leave

A faculty member delivering a child, adopting a child, or who is the non-birth parent of a child (spouse or domestic partner of the mother) may request to

exercise leave as per provisions of the Illinois School Code and Federal Family and Medical Leave Act (if applicable, see Section 3.7).

The faculty member may utilize up to sixty (60) days of accrued sick leave, should he/she have adequate sick leave days accrued, immediately following the birth or adoption of the child. In the event that the faculty member does not have adequate sick leave days accrued, the balance of his/her leave shall be unpaid to a maximum total of 60 days of FMLA leave for a total of 60 days of leave. During the 60-day FMLA leave, the District shall continue to pay its portion of the faculty member's flex benefits.

In the event that the birth or adoption of the child occurs fewer than 60 days before the end of the school year, the faculty member may utilize the remainder of the 60 days at the start of the subsequent school year. In the event that the birth or adoption of the child occurs during the summer recess, the faculty member may utilize up to 60 days of sick/unpaid leave at the start of the subsequent school year.

The request for parental leave shall be made via the District-determined process (i.e. SchoolStream form) and shall be accompanied by certification of the pregnancy and due date, or adoption date, by a physician. Said request shall be made at least 120 calendar days prior to the leave.

In extraordinary circumstances, such as travel abroad in order to take custody of the child, the Superintendent or designee may allow the exercise of additional days of available sick leave on a non-precedent-setting basis.

3.4. Child Rearing Leave

A tenured faculty member shall be eligible for child rearing leave without pay or other benefits. Child-rearing leave shall immediately follow parental leave and shall not exceed the balance of the school year in which it commences and two additional school years. If birth or adoption occurs during a summer recess, leave may not exceed the following two school years. Every effort shall be made on the part of the faculty member to have such leave terminate immediately prior to the start of a new semester.

Leaves requested for first semester or an entire school year shall be requested by February 15 of the spring prior. The faculty member on a full-year leave of absence shall advise the Superintendent or designee in writing no later than March 1 of the termination of such leave and that he/she intends to return to employment for the upcoming school year. Failure to timely advise the Superintendent or designee of intent to return (as required by the preceding sentence) shall be treated as an election not to return to employment and as a resignation from the District.

Sick leave shall not accumulate during the unpaid child rearing leave. Any accumulated sick leave available at the commencement of the leave shall be available to the faculty member upon return to employment in the District.

With the consent of the carrier, the faculty member may maintain health insurance benefits during the child rearing leave by making timely payments of all premiums, which may be due to the District's Business Office, or elsewhere as directed by the Administration.

3.5. Religious Leave

Faculty shall be eligible for up to two (2) days of religious leave annually to be deducted from Sick Leave, should he/she have sick leave days available. If the faculty member has insufficient accumulated sick leave available, the religious leave shall be on an unpaid basis. Available personal business leave may be used for additional religious leave days or such leave shall be unpaid. Religious leave shall be used in one (1)-hour increments.

Religious leave should be requested via the method designated by the Human Resources Office (i.e. Aesop) at least the day before such leave is to take place.

3.6. Sabbatical Leave

- 3.6.1. Application: Application for sabbatical leave is to be made in writing and presented to the Principal and the Superintendent not later than March 1 prior to the school year when leave is to become effective. The number of applications approved in any one year shall be determined by the Superintendent and the Board of Education. Each application will be examined in view of the benefit that the school district will receive upon completion of the proposed program. The reason(s) for denial of an application shall be stated in writing by the Superintendent to the applicant.
- 3.6.2. Eligibility: Any District 125 faculty member is eligible for consideration for sabbatical leave at the completion of six (6) or more years of continuous active satisfactory service in the system. Substitute and paraprofessional work may not be applied toward this six (6) years of continuous active satisfactory service. The attendance record of the applicant will be taken into consideration in the determination of satisfactory service.
- 3.6.3. The granting of sabbatical leave for a period of one (1) year will bar any future sabbatical leave until after the completion of at least six (6) years of additional and continuous service of a satisfactory nature.
- 3.6.4. Term of Leave: Leave will be granted for a definite, stated period of not less than one (1) semester nor more than two (2) semesters within the same fiscal year. Change in the date of expiration of sabbatical leave will not be recommended to the Board by the Superintendent unless good reason is shown.
 - 3.6.4.1. Upon the expiration of leave granted, the employee shall return to the position formerly occupied, provided, however, that the period of leave has been utilized for the purpose for which it was granted.

- 3.6.5. The person on leave shall not engage in any new activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board. Unless justified by illness or incapacity, failure of any person granted a leave under this Section to devote the entire period to the purposes for which the leave was granted shall constitute a cause for removal from teaching service.
- 3.6.6. Course Work: If a sabbatical is granted for formal course work, the minimum amount of course work required on leave shall be nine (9) semester hours, or the equivalent per semester. No credit is allowed for work done during a summer session. Courses must be taken in an approved institution of higher education, must be approved by the Principal and Superintendent prior to enrollment, and must be started and completed during leave (fiscal year). A transcript of credits must be submitted upon expiration of leave.
- 3.6.7. Change of Plans: Any change of plans from that contained in the original application must be approved by the Superintendent and the Board. If, because of serious illness or some other emergency, it becomes impossible for the individual to utilize the sabbatical leave for the purpose for which it was granted, immediate notice must be given the Superintendent. Failure to give such notice or to complete the course work approved for the sabbatical leave, shall render the faculty member liable for refund of the entire amount of salary received during the period of sabbatical leave.
- 3.6.8. Compensation: A faculty member granted sabbatical leave shall be paid an amount provided for in the Illinois School Code, Section 24--6.1 and 24.8. The person on leave shall not engage in any new activity for which salary or compensation is paid unless the activity is directly related to the purpose for which the leave is granted and is approved by the Board of Education. For the purpose of placement on the salary schedule, sabbatical leave shall be counted as a year taught.
- 3.6.9. Before a sabbatical leave is granted, the applicant shall agree in writing that if, at the expiration of such leave, he/she does not return and perform contractual continued service in the District for at least two (2) school years after his/her return, all sums of money received from the Board shall be repaid unless such return and performance is prevented by illness or incapacity.
- 3.6.10. Summary Report: At the conclusion of a sabbatical, the recipient of the leave shall write a report to the Administration and the Board of Education identifying the benefits of the sabbatical and how they will be applied to District 125.

3.7. Family and Medical Leave Act (FMLA)

The Board and Association agree to comply with the provisions of the Family and Medical Leave Act (FMLA), and in all cases, federal law supersedes contractual language.

- 3.7.1. Eligibility: the faculty member must have been employed for at least twelve (12) months and have worked at least 1,250 hours in the previous twelve (12) month period preceding the request for leave.
- 3.7.2. Availability: FMLA leave shall be limited to a total of sixty (60) days in a twelve (12)-month period. FMLA leave shall be available to a faculty member for the following purposes:
 - Birth/adoption of a child (See Section 3.3: Parental Leave)
 - The faculty member's own serious medical condition
 - The serious medical condition of a family member's spouse, parent, child, or domestic partner (as defined in Section 7.3.1.4).
- 3.7.3. Usage: Faculty members are permitted to utilize accumulated sick leave or personal leave during an FMLA leave. FMLA leaves may be concurrent or intermittent, as allowed by federal law.
- 3.7.4. Benefits: A faculty member on a Board-approved FMLA leave shall continue to be covered by the District's group health, dental, life, and disability insurance plans as elected by the faculty member. With the consent of the carrier, the faculty member may maintain health insurance benefits during the FMLA leave by making timely payments of all premiums, which may be due to the District's Business Office, or elsewhere as directed by the Administration. Benefits other than the group health insurance coverage (e.g. sick leave, personal leave, seniority) will not continue to accrue during FMLA leave. No faculty member who takes a leave under this provision will lose any employment benefit that accrued before the date the leave began. A Family and Medical Leave shall not be considered a break in service.
- 3.7.5. If the FMLA leave starts or continues on the first day of the new school year, the faculty member shall receive his/her annual allotment of sick, personal, etc. days when he/she returns to work.
- 3.7.6. Application Procedures: Faculty members wishing to apply for an FMLA leave should contact the Human Resources Office. The faculty member shall provide the District with certification from the faculty member's health care provider which includes, at minimum, the reason for the FMLA leave (medical diagnosis) and the expected duration of the FMLA leave. The Board may require the faculty member to obtain, at the Board's expense, a second opinion by a health care provider selected by the Board. If this opinion differs from the faculty member's health care provider's opinion, the Board may require the faculty member to obtain certification

from a third health care provider at the Board's expense. The Board may also require periodic reports on the faculty member's status and intent to return to work.

3.7.7. Limitations: The following limitations are designed to reduce disruption to the educational process:

3.7.7.1. If the faculty member requests an intermittent leave which results in an absence in excess of 20% of the work days during that period, he/she may be required to either (1) take a concurrent leave of absence or (2) transfer to an available alternative position for which he/she is qualified with comparable salary and benefits.

3.7.7.2. If the faculty member takes a leave of at least three (3) weeks in duration and would return to work with three (3) or fewer weeks remaining in the semester, he/she may be required to remain on leave until the end of the semester.

3.7.8. Return to Work: The faculty member shall provide a "return to work" certification from his/her healthcare provider allowing the faculty member to resume his/her regular duties with or without reasonable accommodation.

3.7.9. A faculty member shall be reinstated to his/her previous position, if it is available. If the previous position is not available, he/she shall be reinstated to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

3.7.10. Employees who do not return to work following the expiration of an FLMA leave shall reimburse the Board for any group health plan benefits and any non-health insurance premiums paid by the Board during the employee's FMLA leave.

3.7.11. Grievances: the Board and Association agree that an arbitrator has no authority to interpret FMLA rules and regulations.

3.8. Professional Leave

3.8.1. Eligibility: All faculty members are eligible to apply to attend local, state, or national meetings, or school visitations. Prior approval is required before attendance at all meetings.

3.8.2. Procedure: Faculty members anticipating approved travel shall complete the "Request for Travel" form on the District's website. A requisition form for registration fees may be attached.

3.8.3. Meeting Reports: Maximum benefits accrue to the District when reports on discerned trends and research in education are made available to interested faculty members. Such reports shall be made to the individual's immediate supervisor, who shall determine their further dissemination.

3.9. Association Leave

The Association will be granted up to three days per year to allow representatives of the Association to engage in activities directly tied to initiatives of the state, local, and national chapters of the Illinois Education Association.

4. General Working Conditions

4.1. School Year

- 4.1.1. Work Year: Faculty members will work 182 days which will include one work day on a non-student attendance day before classes begin to be used for preparing for first semester classes, and one work day on a non-student attendance day scheduled in between first semester and second semester to be used for completing first semester grades and preparing for second semester classes. While no mandatory division or faculty meetings will be scheduled on the two work days, faculty members may use this time to meet with curricular teams.
- 4.1.2. Late Arrival Days: Four late arrival days will be included in the school calendar to allow time for collaborative meetings to promote effective communication. Faculty members will provide plans to their director as to how this meeting time will be spent. The final decision regarding the use of this time will be made collaboratively by the curriculum directors and faculty within each division.
- 4.1.3. Collaborative Work Days:
 - 4.1.3.1. Faculty members shall work in collaborative teams up to twice a week from 7:30 to 8:15 a.m. and will provide plans to their directors as to how this meeting time will be spent. The final decision regarding the use of this time will be made collaboratively by the curriculum directors and faculty within each division. The Calendar Committee shall determine the Collaborative Work Day Schedule for the school year.
 - 4.1.3.2. There will be no collaborative work day meetings during final exam week.
 - 4.1.3.3. Members of the Student Support Teams may use this time for individual and small-group meetings with students.
- 4.1.4. Counselor Work Year: The Administration may require counselors to work up to three days before and three days after the work year. If so required, counselors work will be compensated at their per diem salary.
- 4.1.5. Final Exam Days: On the first and third exam day of each semester, the faculty member work day will end 15 minutes after the last scheduled examination's completion. With mutual agreement between the Administration and the Association, the second exam day may be

shortened and the first or third be designated a regular work day. With prior approval from the Administration, individual exceptions may be granted on a per-faculty-member, non-precedent-setting basis.

4.2. School Day

The normal school day for faculty members shall be established by the Board of Education and shall not exceed eight (8) consecutive hours including the time required to be in attendance before and after the normal school day for students. Said normal school day for faculty members shall begin no later than 7:45 am other than as designated in Section 4.1.3.1. With prior approval from the Administration, faculty members may leave the building during preparation periods. Faculty members may leave the building during lunch after notifying the Administration.

4.3. Daily Load

- 4.3.1. Normal Load: A normal daily load shall consist of six assignments, no more than five of which shall be class assignments. The normal daily load for Driver Education shall consist of six class assignments. Driver Education faculty shall not be assigned a supervision nor shall they qualify for additional compensation (as per 7.6).
- 4.3.2. Lunch and Preparation Period: A faculty member will be assigned one duty-free lunch period and one preparation period.
- 4.3.3. Distinct Preparations: Every effort shall be made to maintain equity in the number of distinct preparations within a subject area, and to keep that number of distinct preparations as low as possible.
- 4.3.4. Office Hours: Each faculty member shall conduct Office Hours until 8:20 am on each day on which a collaborative work day is not assigned (see section 4.1.3). The expectation is for faculty members to be available for student assistance during Office Hours. When not spent assisting students, Office Hours may be used for preparation work.
- 4.3.5. Supervisory Assignments: A faculty member may be assigned to supervisory responsibilities during the school day as outlined below:
- 4.3.6. The following types of activities, and other assignments as mutually agreed upon between the faculty member and the Administration, can fulfill supervisory assignment:
 - Core Leader
 - Team Leader
 - Study Hall
 - LOP supervision
 - Lab maintenance/open labs
 - Learning centers (as mutually agreed-upon by the faculty member and his/her supervisor)

- Freshman advisory/Freshman Mentor Program
- Other assignments as mutually agreed-upon by the faculty member and his/her supervisor and approved by the Principal

- 4.3.7. The assignment shall not exceed one period per day.
- 4.3.8. Faculty members having 3 distinct preps in a semester may choose their supervisory assignment from the categories available in Section 4.3.6.
- 4.3.9. If the number of faculty members exceeds the number of assignments available in a category, then the director responsible for that category will choose the assignment.
- 4.3.10. Faculty members having four or more distinct preparations in a semester shall be relieved of all supervisory responsibilities during that semester.
- 4.3.11. Faculty members who assume a sixth assignment during any semester shall be relieved of all supervisory responsibilities during that semester (as per 7.7).
- 4.3.12. Faculty members shall be released from supervision for one period per week if, at the beginning of the semester, they:
- are assigned 25 or more students who have been identified as participants in the guided study, mentor, special education, or English Language Learner programs,
 - teach five or more classes,
 - have two or more preparations, and
 - are assigned to a fifty-minute supervision.

Students assigned to physical education classes will not be included in the calculation of students for this purpose.

Teachers will be released from no more than one period of supervision per calendar week starting no earlier than the 6th day of class and no later than the 10th each semester.

- 4.3.13. Every effort shall be made to assign a study hall to a room in which the faculty member is assigned a class, preferably a period immediately preceding or following that class.
- 4.3.14. Faculty members will observe standards of supervision for their supervisory assignment as outlined in the instructions provided by the supervising administrator.
- 4.3.15. A faculty member who assumes a sixth assignment and is also assigned to four or more distinct preparations shall, in addition to being relieved of all supervisory assignments, receive a per diem rate based on 5 percent of the annual base salary.

- 4.3.16. The Association President shall be released from all supervision during her/his term of office.

4.4. Assignments, Vacancies and Transfer

- 4.4.1. The Administration shall notify faculty members of their classroom assignments for the coming year as soon as the determination of assignments has been made. Faculty members shall be notified immediately of any changes in their assignments which are made after the close of the previous school year.
- 4.4.2. Notice of newly created positions and vacancies in licensed positions created by resignation, retirement, leave, reduction in force, reassignment, and/or dismissal shall be forwarded to the Association at large by the Personnel Office.

4.5. Evaluation

- 4.5.1. In District 125, a major objective of faculty evaluation is to improve the quality of instruction. The evaluation process should be consistent with this objective. Faculty members shall be acquainted with the evaluation process outlined in the Faculty Evaluation Plan annually prior to any faculty member being evaluated.
- 4.5.2. The evaluation shall be written by the evaluator. The faculty member may include a statement in response, if so desired. The final copy shall be signed by both parties and filed in the personnel file of the faculty member. Electronic signatures are acceptable via a District-purchased evaluation software program. The faculty member shall receive a copy of the completed evaluation or have access to said evaluation via the evaluation software program.
- 4.5.3. Prior to any substantive changes in the Evaluation Plan, mutual discussions between the Association and Administration will take place.

5. Employee and Association Rights and Responsibilities

5.1. Dues Deduction

The Board agrees to deduct from each faculty member's pay the dues of the Association provided that the faculty member has previously executed an authorization for such deduction or has not revoked such authorization, and provided further that such deductions shall not vary in amount from paycheck to paycheck during any single school year. The Association agrees to hold harmless from any claims the Board of Education of District 125, its employees, and/or agents from any errors or omission or commission in deducting or transmitting monies to the Association. It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's negligent execution of the obligations imposed upon it by this section. Each bargaining unit member, as a condition of employment,

within thirty (30) days of the effective date of this agreement or within thirty (30) days of employment, whichever is longer, shall join the Association or pay a fee to the Association for services rendered as per Section XI of the IELRA. If such fee is not paid within the above mentioned time, said fee shall be deducted from the unit member's salary as per the "dues deduction" procedure listed above.

5.2. Access to Information

At the request of the Association, the Board agrees to furnish to a designated member of the Association, a copy of the Board agenda, Board minutes, and District budget and financial report. The Association may post notices on the bulletin board in the Faculty and Staff Dining Room, use mailboxes, or e-mail web pages to distribute Association materials, and may have the use of school facilities for pre- or post-school hour meetings (provided a proper request is filed with the Principal's Office) and the use of school telephones to conduct Association business subject to charges for the cost of the calls.

Meetings between the Superintendent and the President of the Association may be held at the request of either party.

The Association shall have the right to conduct a monthly business meeting that ends prior to 7:45 A.M. or begins no earlier than 3:30 P.M.

5.3. Personnel File

- 5.3.1. Personnel File - Only one (1) official personnel file shall be kept for every faculty member. This file shall be maintained in the Human Resources Office.
- 5.3.2. Right of Access - Each faculty member shall have the right, during normal office hours, to review the contents of his/her personnel file on request to and in the presence of the person(s) responsible for the files.
- 5.3.3. Rights Concerning File
 - 5.3.3.1. A faculty member may submit to the Superintendent through the Principal and appropriate Director, material for placement in his/her file. Such material shall be placed in the file if pertinent to the faculty member's professional competence.
 - 5.3.3.2. A faculty member's name will be placed as a "copy to" on any item which is placed in his/her file. The faculty member will also receive a copy of that item. Faculty members will be permitted to have dissenting or explanatory material attached to any document on file.
- 5.3.4. Privacy of Material on File - Neither a faculty member's file nor any of its contents shall be copied or otherwise made known to anyone without the faculty member's permission except that the file and its contents may be examined or otherwise made known as follows:

5.3.5. Access to File - Without the faculty member's permission, no portion of a faculty member's file may be viewed by anyone except as specified below:

- By the Superintendent.
- By the Human Resources Administrator.
- By members of the Board of Education, if the Superintendent deems such a viewing desirable, meeting in a duly convened executive session.
- By the attorney for the Board of Education.
- By the Principal and/or by the immediate administrative supervisor.
- By members of the Human Resources Office as necessary for routine maintenance, information, and updating, not to include faculty evaluation comments.

5.3.6. Duplication of File - No portion of a faculty member's file may be duplicated for any purpose without the faculty member's permission except when a copy may be required by the attorney for the Board in pursuance of a bona fide legal purpose.

5.3.7. Final Disposition of File - Upon termination of employment within the District, the following portion of the file will be retained indefinitely:

- Original application
- College credentials
- College transcripts
- Health records
- Employment and salary records

5.4. Conference Room and Telephone

Within the limits of space, the Board shall attempt to provide private places where faculty members may conduct conferences and/or make local telephone calls related to student performance and behavior.

5.5. Staff Development Training

The Administration will consult with the faculty concerning the selection of topics and presentations for staff development training. The decision of the Administration is final.

5.6. Faculty Meetings

All required general faculty and divisional meetings shall be held during the hours of the normal school day for faculty members. Provided that at least 48 hours advance notice is given to departmental staff members, department meetings, not to exceed one per quarter for no more than one hour duration, may be scheduled after the normal school day.

5.7. Complaints Against Faculty and Administrative Discipline

5.7.1. Complaint Process

The parties hereto acknowledge that it is usually most desirable for individuals to resolve problems through free and informal communications. If a complaint is received by the administration, the administrative recipient shall refer the complainant to speak with the faculty member regarding the nature of the complaint. If the complainant is unwilling to speak directly with the faculty member, then the administrator shall offer to help facilitate informal resolution utilizing universally accepted conflict resolution skills. In the event a mutually agreed upon resolution is reached, no additional action shall be taken unless the administration identifies a need to investigate potential instances of faculty disobedience and misconduct following the procedures outlined in 5.73. If the complainant or the faculty member is not satisfied with the informal discussion the matter may move to an administrative investigation following the procedures outlined in 5.73. In cases where the complainant is a student, that student's parent or legal guardian may accompany the student at any step of the process.

If the administrative investigation concludes that the complaint allegations cannot be substantiated, then the appropriate Administrative Team member, upon request from the faculty member, will provide a written confirmation to the faculty member that the complaint against the faculty member was not substantiated and no disciplinary action was imposed.

5.7.2. Involving Sexual Harassment, Unlawful Harassment, or Unlawful Activity

In allegations of sexual or any other forms of unlawful harassment or conduct which could be construed as unlawful harassment or discrimination, threat of physical harm, or allegations of physical harm, or in the case of alleged unlawful activity, the complainant is not required to discuss the matter with the faculty member involved, or place the complaint in writing. After the faculty member is notified of the complaint by the appropriate administrator, the procedures in Board Policy 5:20 (Sexual Harassment, Anti-Harassment, and Non-Retaliation) and Board Policy 5:240 (Discipline), or any other applicable Personnel related Board Policies shall be followed to resolve those complaints.

5.7.3. Administrative Discipline

The parties hereto acknowledge that while it is usually most desirable for faculty members to resolve concerns through free and informal communications, the administration maintains an inherent managerial right and responsibility to investigate concerns regarding potential faculty disobedience and misconduct. In the event the administration determines that a faculty member's conduct may warrant discipline, the

administration may conduct an investigation. An administrator will notify the faculty member of the impending investigation through a notice that will:

- a) state the purpose of the meeting to all parties attending,
- b) indicate a place and time for the meeting,
- c) inform the faculty member that the possibility of disciplinary action exists,
- d) inform the faculty member that he/she may have a representative of the Association present at the meeting,
- e) hold the meeting no less than 24 hours from notification except as noted in Section 5.7.2 above.

After the investigation and prior to the imposition of any disciplinary action which would adversely affect the faculty member's compensation:

- a) The Superintendent will prepare a written basis for his or her determination,
- b) The Superintendent will issue a letter to the faculty member that specifies the disciplinary action to be taken,
- c) A copy of the letter of discipline will be placed in the faculty member's personnel file. The faculty member may elect to have a dissenting statement attached to the disciplinary letter in his/her file.
- d) A summary of investigation notes shall be made available to the faculty member upon a written request to the Superintendent.

Faculty members shall not be subject to suspension without pay or discharge without just cause.

6. Calendar

Prior to submitting his/her recommendations to the Board, the Superintendent will consult with representatives of the Association in regards to the annual school calendar. The decision of the Board will be final.

7. Employee Benefits

If at any time during the duration of this collective bargaining agreement, a change in federal or state laws or regulations becomes effective which affects the cost or availability of any of the employee benefits (including state pension

program) offered under this agreement, the Parties agree to re-open the contract to renegotiate the affected provisions.

During the term of this Agreement, the Board shall assure the continual availability of the District's PPO and HMO plans. The District shall also maintain life, disability, and optional dental and vision insurance, supplemental accident, death or dismemberment (AD&D) as well as life insurance coverages for spouses, domestic partners and dependent children as reviewed annually by the employee benefits committee.

7.1. Board Paid Life and Disability

7.1.1. Board Paid Life

The Board will carry \$50,000 term life insurance for each faculty member.

7.1.2. Board Paid Disability

Disability insurance will be provided by the Board for each faculty member which will supplement TRS disability to 60% of salary for the term of the disability. In addition, Accidental Death and Dismemberment (AD&D) will be provided by the Board.

7.2. Section 125 Cafeteria Plan (FSA Plan)

The Board shall maintain a "cafeteria plan" which meets the requirements of Section 125 of the Internal Revenue Code. Faculty shall allocate the amounts they desire to be deducted from among the following benefits:

- 7.2.1. Premiums for life insurance in excess of \$50,000 of coverage.
- 7.2.2. Premiums for single or family health, dental, vision, and/or disability insurance whether such is provided on a group basis by the Board or otherwise for the faculty member, the faculty member's spouse, and/or the faculty member's dependents as defined under federal law.
- 7.2.3. Reimbursement for the cost of medical care, as defined in Section 213(d) of the Internal Revenue Code, to the extent not covered by insurance, and incurred by the faculty member, the faculty member's spouse, and/or the faculty member's dependents as defined under federal law.
- 7.2.4. Employee dependent child care up to the maximum allowable (as defined in Section 213(e) of the Internal Revenue Code).

The amounts so allocated shall accrue pro rated during the twelve-month period and be payable upon the submission by the faculty member of receipts demonstrating the payments of such amounts. Any amounts so allocated for which reimbursement cannot be demonstrated on a timely basis will be forfeited and not otherwise paid to the faculty member.

7.3. Health Insurance Cost Sharing

7.3.1. The Board's contribution to the cost of the faculty member's elected health insurance coverage shall use the following cost sharing formulas for the duration of the contract.

7.3.1.1. Single Coverage

Cost of Single Health, Dental, and Vision Insurance

	<u>Employer Paid</u>	<u>Employee Paid</u>
PPO 100	75%	25%
PPO 300	90%	10%
PPO 500	90%	10%
PPO 750	95%	5%
HDHP PPO 2500	100%	0%
HMO	100%	0%

7.3.1.2. Family Coverage

Cost of Family Health, Dental, and Vision Insurance

	<u>Employer Paid</u>	<u>Employee Paid</u>
PPO 100	70%	30%
PPO 300	80%	20%
PPO 500	85%	15%
PPO 750	90%	10%
HDHP PPO 2500	100%	0%
HMO	100%	0%

7.3.1.3. Special Conditions

- a) No insurance election will receive a \$2,500 cash flexible benefit.
- b) A High-Deductible Plan single or family election will receive a \$2,000 contribution to the employee's Health Spending Account (HSA).
- c) A HMO single or family election will receive a \$1,000 cash flexible benefit.
- d) The PPO 500 plan will be considered the District's standard plan.

7.3.1.4. Dependent Coverage

Dependent coverage shall include spouse, children, other dependents as defined within the insurance plan, or domestic partner. Eligible domestic partner means an individual who is not related to the employee by blood or marriage, with whom the employee:

- a) has cohabitated for at least twelve (12) consecutive months.
- b) shares a close monogamous relationship similar to the relationship between married individuals.
- c) has shared financial obligations and responsibilities, as indicated by at least two of the following:
 - 1. a joint mortgage or lease;
 - 2. designation of the eligible domestic partner as the primary beneficiary of a will; or
 - 3. joint ownership of a car or bank account.

An employee may have only one domestic partner at one time.

7.3.1.5. PPO Plan

The NIHIP PPO 500 plan shall be the District's Standard Medical plan. The provisions listed in the Annual NIHIP Benefits Summary for Adlai E. Stevenson High School District 125 will set forth the specific benefits associated with the PPO 500 plan. The District will provide access to the Annual Benefit Summary by continually posting the information for faculty within the District's online information.

It is understood that benefit changes may occur to the NIHIP PPO 500 plan during the course of this agreement. The District will ensure that for the duration of this agreement, an insurance option will remain in place that has the same deductibles, co-insurance and out-of-pocket maximums as presently offered by the NIHIP PPO 500 plan. Further, in no case shall the cost of co-pays to employees in the NIHIP PPO 500 plan increase by more than 50% in any one year or more than 200% over the duration of this agreement. Lastly, in no case shall the cost of non-formulary brand prescription co-pays to employees in the NIHIP PPO 500 plan increase by more than 100% over the duration of this agreement.

7.4. Additional Courses/Advanced Training

The Board of Education will compensate faculty members for tuition and mandatory fees at a rate up to \$430.00 per semester hour, for a maximum of 12 (twelve) semester hours annually. Said annual year shall begin with the fall semester. Approved courses for advancement or reimbursement must be offered by a fully accredited college or university. Coursework for advancement or reimbursement will be evaluated based on the following three categories:

7.4.1. Category I: Course(s) of study that receive advancement and reimbursement.

- Master degree program in educational leadership, educational administration, curriculum and instruction, or other educationally related field.
- Master's degree program in education.
- Master's degree program in your current content area (i.e.: Science, Math, Applied Arts, Special Education, Social Studies, World Languages, Communication Arts, Fine Arts, Student Services, and Physical Welfare).
- *Doctor of Philosophy (Ph.D.) program in education or related field.
- *Doctor of Education (Ed.D.) degree program.
- *Doctor of Philosophy (Ph.D.) in your current content area.
- Graduate-level coursework which is part of a professional development plan in your content area (i.e.: Science, Math, Applied Arts, Special Education, Social Studies, World Languages, Communication Arts, Fine Arts, Student Services, and Physical Welfare), or National Board Certification.
- Any course required by the administration, or mutually agreed upon, as appropriate for present or future teaching assignments.

Faculty members completing their doctoral degree from an administratively approved program will receive an annual stipend as follows:

2016/17	\$3500
2017/18	\$4000
2018/19	\$4500
2019/20	\$5000
2020/21	\$5000

7.4.2. Category II: Course(s) allowed for advancement but not reimbursement (maximum of 30 semester hours post-master's degree).

- Graduate-level education coursework (courses must be offered through the institution's school or department of education).

- University of Stevenson classes.

Any employee at MA+30 on September 1, 2008, will not be subject to the 30 semester hour maximum in Category II.

7.4.3. Category III; Course(s) of study eligible for reimbursement, but not advancement.

- Undergraduate-level courses for development of skills and knowledge included in the Stevenson Professional Development Plan.

All courses must be approved by the Principal and Superintendent or designee prior to the course's start date. A faculty member may appeal the decision to deny a course for tuition reimbursement to the Director of Human Resources.

Courses taken after the date on which the faculty member's Master's Degree is conferred shall be considered for movement into the MA+15, MA+30, etc. lanes.

In the event of an appeal, the Director of Human Resources will review the request for reimbursement based upon the educational goals of the district, professional development plans of the staff member, and precedents regarding similar course requests. Appeals must be initiated prior to the completion of the course.

Faculty members who receive reimbursement for courses and resign from employment will reimburse the District for advanced training courses taken within 12 months of separation. Repayment will be withheld from the final paycheck/s. In order to receive reimbursement, the faculty member must be currently employed at the time of payment.

The Board may require any faculty member(s) to pursue further course(s) of study if, in the opinion of the Board, such courses are considered appropriate for present or future teaching assignments, or for the general development of the faculty member. The faculty member will complete such courses within a reasonable period of time. In the event a faculty member is so required, the Board shall fully reimburse for tuition expenses, books, and mileage for each course approved by the Board, provided the faculty member successfully completes the course for which reimbursement is provided. Evidence of successful completion of a course shall be by an official transcript of the educational institution previously approved by the Board.

7.5. Organization Dues

The Board of Education will pay the cost of membership for each faculty member to one national and one state organization in their teaching field, as

determined and approved by the Administration, and not including NEA, IEA, or AESHSEA.

7.6. Intra-School Substitution

The Administration will generate a list of faculty members who are willing to volunteer as internal substitute(s) and will attempt to arrange for substitutes from this list. If the Administration is unable to secure a substitute within the department from the list of volunteers, it may assign a faculty member to no more than one period of internal substitution per semester. Intra-school substitute pay will be \$40.00 per class period.

7.7. Compensation for Additional Class Assignments

Any faculty member who voluntarily agrees to accept assignments beyond the normal load shall be compensated at a per diem rate based on 20% of his /her annual salary and shall not have a supervision assignment.

7.8. Chaperone Assignments

All faculty members will assume supervision of a maximum of one (1) non-remunerative chaperone duty assigned by the Administration. Any assignments necessary during a holiday will be on a voluntary basis. A list of available activities will be distributed to each faculty member who will then be asked to choose three (3) activities he/she is willing to supervise in order of preference. The Administration will attempt to honor these preferences in determining supervisory assignments.

7.9. Compensatory Time

When faculty members are required by the Administration to attend functions outside of school hours for purposes other than chaperone assignments or activities related to co-curricular stipends, they shall be entitled to equivalent released time. Utilization of equivalent released time shall require approval of the Director.

7.10. Reimbursable Expenses for Approved Professional Travel

7.10.1. Faculty members shall be reimbursed for approved professional travel expenses at the following rates:

7.10.1.1. Conference registration -- 100%.

7.10.1.2. Transportation or mileage -- 100% up to a \$500.00 maximum.

7.10.1.3. Meals -- \$60.00 per day. \$15.00 breakfast, \$20.00 lunch, and \$25.00 dinner. Fees for luncheons, banquets, etc. paid by the district as part of the registration costs will be deducted from the daily meal allowance.

Meal allowances may also be adjusted on the day of travel to and from destination, also lowering the \$60 per day total.

7.10.1.4. Lodging -- lowest reasonable rates up to \$200.00 per person per day or the conference rate for lodging, whichever is less

7.10.1.5. Miscellaneous expenses (cab, tips, etc.) -- 100%.

7.10.2. General Provisions

7.10.2.1. Mileage -- when appropriate, staff members are asked to form car pools. Reimbursement shall be to the driver at the current I.R.S. mileage rate. Mileage shall be computed via the most direct route to the meeting and return. Parking and toll charges are reimbursable.

7.10.2.2. Miscellaneous -- miscellaneous expenses as defined above will be reimbursed upon documentation through Travel Expense Voucher and receipts, if available.

7.10.2.3. Documentation -- the Travel Expense Voucher must be used following all travel to document expenses. Receipts must be attached for reimbursement.

8. Salary and Related Matters

8.1. Compensation Schedule

All faculty members will receive their regular salary on a twelve (12) month basis. A faculty member may elect either to have co-curricular and coaching stipends added to the base salary and paid out over the twelve (12) month salary or to receive the entire stipend as a lump sum at the conclusion of the season or activity. In the case of a sport or activity whose "season" exceeds a semester, the faculty member may also elect to have the stipend paid in two lump sums: at the semester and at the end of the year. All extra duties including in-house subbing, score keeping, supervision, etc. will be paid on the next special monthly payroll run following submission of the appropriate documentation (i.e. timesheet). Only those extra duties determined to be "creditable" by TRS will be figured into retirement. Co-curriculars and coaching assignments not determined by the beginning of each school year will be paid following the completion of duties on the next special monthly run.

8.2. Salary Multiplier

The table of multipliers to be used in the calculation of salaries for the duration of the contract is attached (Appendix C).

8.3. Base Salary

- **2016-17:** The 2016-17 base salary will be determined by adding 65% of the Consumer Price Index (CPI) for the Property Tax Extension Limitation Legislation (PTELL) calculation established 12/31/15 to the 2015-16 base salary. [Example: If the December 2015 CPI is 1.0%, the base salary will increase by 0.65%.]

- **2017-18:** The 2017-18 base salary will be determined by adding 65% of the CPI for the PTELL calculation established 12/31/16 to the 2016-17 base salary.
- **2018-19:** The 2018-19 base salary will be determined by adding 65% of the CPI for the PTELL calculation established 12/31/17 to the 2017-18 base salary.
- **2019-20:** The 2019-20 base salary will be determined by adding 65% of the CPI for the PTELL calculation established 12/31/18 to the 2018-19 base salary.
- **2020-21:** The 2020-21 base salary will be determined by adding 65% of the CPI for the PTELL calculation established 12/31/19 to the 2019-20 base salary.

8.3.1. Longevity pay for faculty beyond step 21 in the Master's degree lane and above will be provided each year of the contract.

<u>Step:</u>	<u>Longevity Bonus:</u>
Step 22-25	\$600/Step
Step 26-30	\$100/Step

8.3.2. Complete salary schedules will be determined upon notification of the PTELL CPI rate that applies for each contract year pursuant to Section 8.3 of the contract.

8.3.3. Once a faculty member achieves a Master's Degree, the faculty member may qualify for the Master Teacher Lane by following one of three post-Master's Degree Programs.

1. Complete a second Master's Degree Program pursuant to Section 7.4 of Board/Faculty Agreement; or
2. Complete 45 graduate-level credits beyond the Master's Degree pursuant to 7.3 of Board/Faculty Agreement; or
3. Complete the National Board Teacher Certification Program sponsored by the National Board Professional Teaching Standards (NBPTS) Commission; or

8.4. Tax-Sheltered Annuity/403b Plan Contribution

For the duration of the contractual agreement, faculty members shall receive an annual Board-paid contribution into a Tax-Sheltered Annuity/403b Plan of

\$1,000. In addition, the Board of Education shall match an employee's contribution in the following amounts.

2016-17: no match

2017-18: \$100 match

2018-19: \$200 match

2019-20: \$300 match

2020-21: \$400 match

All payments shall be made on a bi-weekly basis beginning with the first pay date of the 2016/17 school year. Faculty members shall enroll in a District-approved TSA/403b plan prior to any such payments being made. Faculty members who enroll in a TSA/403b plan after September 1, 2016 shall not receive any payments missed but shall receive payments after the date on which they establish said account. Faculty members who do not enroll in a TSA/403b plan forfeit all payments described in this section. Part-time faculty members shall receive a prorated contribution based upon their FTE percentage.

8.5. Co-Curricular Stipends/ Assignments

- 8.5.1. The table of multipliers to be used in the calculation of stipends for the duration of the contractual agreement is attached in the following Appendices. The base cell for the multiplier table shall be the MA, Step 1 cell of the Salary Table.

Appendix E: Non-Athletic Categories

Appendix F: Non-Athletic Multiplier Table

Appendix G: Non-Athletic Stipend Table for 2016/17

Appendix H: Athletic Categories

Appendix I: Athletic Multiplier Table

Appendix J: Athletic Stipend Table for 2016/17

- 8.5.2. Staff members new to an activity will start at year one (1).
- 8.5.3. Staff members new to an activity but with prior outside experience will be granted up to three (3) years of experience.
- 8.5.4. Placement on the salary schedule beyond the levels indicated above will be at the discretion of the Administration.
- 8.5.5. Staff members who assume responsibilities for positions not currently listed in this agreement, or who experience dramatic changes in the responsibilities of their assignment, may petition the Principal for review of placement on this schedule. The decision of the Principal will be final.

8.5.6. Assignments

The Administration will seek volunteers to fill co-curricular positions, and the Association will encourage its members to volunteer. Furthermore, the Administration will continue the practice of seeking qualified personnel from both inside and outside the District for coaching positions. In the event that no volunteer or external candidate is available, those staff members who have not held a co-curricular position within the last five school years would be considered eligible for an assignment. The Principal shall have discretion to assign any eligible staff member to a co-curricular position. Staff members may not be assigned to a head coaching position or to an area in which they lack the ability or experience to fulfill the responsibilities of the assignment in a competent manner. The assignment to a position shall be limited to one year. Individuals who feel an assignment creates a personal hardship may appeal their assignment to a committee composed of the Principal, Associate Principal, and two representatives appointed by the Association. This committee shall have the authority to waive the assignment for that school year.

9. Grievance Procedure

9.1. Definitions

- 9.1.1. Any claim by the Association or a faculty member that there has been a violation, misinterpretation or misapplication of the terms of this Agreement shall be a grievance.
- 9.1.2. As used herein, the term "days" shall mean school days, except when a grievance is submitted fewer than ten (10) days before the close of the current school year, then time limits shall consist of all

9.2. Informal Procedure

The parties hereto acknowledge that it is usually most desirable for a faculty member and the faculty member's immediately involved supervisor to resolve problems through free and informal communications. If the informal process fails to satisfy the faculty member or the Association, a grievance may be processed as follows:

9.3. Formal Procedure

- 9.3.1. Step One: The faculty member or the Association may present the grievance in writing to the immediately involved supervisor within fifteen (15) days of the occurrence of the grievance or when such occurrence should reasonably have been known. Within seven (7) days after receipt of the grievance, the immediately involved supervisor shall arrange for a meeting to take place. Within seven (7) days of the meeting, the faculty member and the Association shall be provided with the supervisor's written response, with reason(s).

- 9.3.2. Step Two: If the grievance is not resolved at Step One, then the faculty member or the Association may refer the grievance in writing to the Superintendent or designee within five (5) days after receipt of the Step One answer. The Superintendent or designee shall arrange for a meeting to take place within seven (7) days of receipt of the appeal. Within seven (7) days of the meeting, the faculty member or the Association shall be provided with the written response of the Superintendent or designee with reason(s).
- 9.3.3. Step Three: If the Association is not satisfied with the disposition of the grievance at Step Two or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings. If a written demand for arbitration is not filed within ten (10) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn.

Each party shall have the right to present in the arbitration hearing such witnesses and documents as deemed necessary to develop facts pertinent to the grievance.

9.4. General Provision

- 9.4.1. If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the faculty member or the Association.
- 9.4.2. Faculty member is allowed representation of his/her choosing at any step of the process.
- 9.4.3. If a faculty member is required by the Board to be involved in the processing of a grievance during school hours, he/she shall be excused for such purposes without loss of pay and/or benefits. When a faculty member is not represented by the Association, the Association may be present as an observer in all hearings and shall, upon request, receive copies of the grievance and decision.
- 9.4.4. The time limits specified in this procedure may be extended in any specific instance by mutual agreement in writing.
- 9.4.5. A grievance may be withdrawn at any level without establishing precedent and, if withdrawn, shall be treated as though never having been filed.
- 9.4.6. The failure of the faculty member or Association to act within the time limits set forth shall preclude further appeal of the grievance. Upon failure of the Board to meet the time limits prescribed in this procedure, the grievance shall be advanced to the next highest level.

- 9.4.7. If the Association and Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to any successive level.
- 9.4.8. The Association has the right to be present at any level of the formal grievance process.
- 9.4.9. The Association shall be notified of decisions at every level of the formal grievance process.

10. No Strike

The Association and its members will not authorize or take part in any strike against the Board during the term of this Agreement.

11. Effect of Agreement

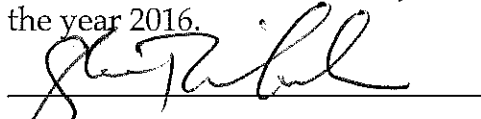
Any individual contract between the Board and an individual bargaining unit member heretofore and hereafter executed, shall not be inconsistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

12. Separability

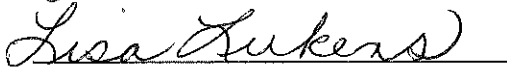
If any provision of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions shall continue to full force provision.

13. Duration

This Agreement shall be effective at 12:01 am on July 1, 2016, and shall continue in effect until 11:59 P.M. on June 30, 2021. Executed on the 20th day of June, in the year 2016.



Association President



Association Secretary



Board President



Board Secretary

APPENDIX A: Part-Time Employees

1. General Principle

- 1.1. Employees who have a part-time faculty assignment of less than six-tenths shall neither receive benefits nor assume the supervisory responsibility of full-time employee.
- 1.2. Employees who have a part-time faculty assignment of six-tenths or more and no supervision assignment shall receive no benefits.
- 1.3. Employees who have a part-time faculty assignment of six-tenths or more and a supervision assignment shall receive pro-rated benefits. Pro-rated benefits include: Health, dental, vision, disability and life insurance.
- 1.4. The district's benefit committee will meet to discuss any changes to national/state benefits legislation or statutes.

2. Salaries of All Part-Time Employees

- 2.1. Part-time employees' salaries shall be pro-rated according to their assigned percentage of full-time employment.
- 2.2. Advancement on the salary schedule will proceed according to the fraction of the teaching assignment. Thus, a part-time assignment does not advance the faculty member on the salary schedule until successive part-time assignments equal the equivalent of a full-time assignment (i.e. 10/10ths). Placement on the salary schedule will be determined at the start of each school year and will remain in effect for that school year.

3. Leaves

- 3.1. Sick Leave: Non-tenured part-time employees are entitled to twelve (12) sick leave days per year pro-rated according to their assignment. Tenured part-time employees are entitled to thirteen (13) sick leave days per year through their fifteenth year of District 125 service, and sixteen (16) days per year beginning with their sixteenth year of District 125 service pro-rated according to their assignment. *Note: Use of sick leave is computed on an hourly basis.
- 3.2. Personal Leave: All part-time employees are entitled to two personal leave days per year pro-rated according to their assignment. The pro-rated personal leave days will be accumulated to a total of four. Personal leave days in excess of four will be rolled over into sick day accumulation. *Note: Use of personal leave is computed on a hourly basis.
- 3.3. Sabbatical Leave: Employees of six-tenths assignment or more shall be eligible for sabbatical leave consideration on a pro-rated basis regarding length of service in District.
- 3.4. Religious Leave: All part-time employees are eligible for up to two religious leave days per year pro-rated according to their assignment. For each pro-rated day of religious leave one pro-rated day will be deducted from the faculty

member's accumulated sick leave. If the faculty member has insufficient accumulated sick leave available, the religious leave shall be on an unpaid basis. Available personal business leave may be used for additional religious leave days or such leave shall be unpaid.

4. Other Responsibilities

4.1. All part-time employees shall be responsible for:

- A preparation period;
- Chaperone assignment;
- Attendance at department meetings, faculty meetings, team meetings, Parent Open House;
- Attendance on special schedule days as defined by administrative guidelines mutually developed by a joint administrative/faculty committee. These guidelines will be listed in the Faculty Manual or on the Human Resources website.

4.2. On a normal work day schedule, part-time employees will work an additional 40 minutes outside of their teaching/preparation schedule.

5. Process for Part-Time Teaching Request

Any full-time employee electing to request a part-time position for the following school year must do so by February 15th of the current school year. This request must be submitted to their immediate supervisor or Director electronically in writing via the District-designated form (i.e. SchoolStream form). This request is subject to annual review, and if granted, only applies for the following school year. If more than one request is made within a division, consideration is based on availability of sections, seniority faculty member(s) making part time request, and schedule preference. The employee's immediate supervisor or Director will make every attempt to notify the employee regarding the status of the request within a reasonable time frame after building the master schedule. Upon completion of the master schedule, the director shall notify the requesting employee of their assignment. The employee then must accept or deny the part-time offer within 7 calendar days of notification. An employee may appeal a part-time teaching assignment request decision to the Superintendent or designee. In the event of an appeal, the Superintendent or designee will review the request based upon the educational goals of the district and the availability of the course sections to accommodate the request. Appeals must be initiated prior to the end of the current school year. The decision of the Superintendent or designee is final and not subject to the grievance procedure pursuant to Section 9 of this Agreement.

6. Combined Duties

6.1. Employees with less than six-tenths teaching assignment who are also assigned to non-licensed duties, which bring their total assignment to at least thirty hours per week will receive benefits. Pro-rated benefits include: Health, dental, vision, disability, and life insurances.

APPENDIX B: Early Retirement Plan

The Board of Education of District 125 offers its licensed employees a voluntary early retirement incentive program. This plan coordinates with and supplements early retirement provisions of the Illinois Teachers' Retirement System.

1. **Eligibility:** To be eligible, the licensed employee must be eligible for the early retirement option under the Early Retirement Option (ERO) provisions of the Illinois Teachers' Retirement System, and have completed at least ten (10) years of full-time employment in District 125. If the employee elects to participate in the early retirement incentive program, they must notify the Superintendent's Office four years prior to the date of their retirement. If the employee elects to participate less than four years prior to the date of retirement, the employee may receive program benefits, provided they qualify within the 6% increase limitation of the four-year retirement window.
2. **Retirement Incentives:** The Board of Education of District 125 will provide, based upon the employee's age, applicability of the ERO provisions, service credit with TRS, and service credit in District 125, the following incentives:

2.1. Retirement Incentives:

- 2.1.1. **Salary:** Upon announcement of a licensed employee's intent to retire, the District will provide a six percent (6%) increase per year over the four years of the retirement window. Annual increases (for TRS reporting purposes) are limited by the then current Illinois State Pension Code. A list of pay outs that qualify for TRS creditable earnings will be coordinated by the Assistant Superintendent for Business.
- 2.1.2. **Changes in assignment or discontinued addenda** are not included in the 6% increase computation.

2.2. Post-Retirement Incentives:

- 2.2.1. **2.2 Upgrade Credit:** The District will pay upgrade charges as calculated by the Teacher Retirement System to enable employee to use the 2.2% formula when applying for the TRS retirement annuity.
- 2.2.2. **Employee's portion of the ERO Penalty:** The District will pay the employee's one-time contribution to the Illinois Teacher's Retirement System as computed by TRS, pursuant to the conditions set forth in Appendix B, Section 3, ERO provisions.

The TRS ERO penalty for licensed employees is the statutorily-defined percentage times the lesser of (thirty-five (35) service years minus the actual number of service years) OR (age sixty (60) less the faculty member's age at retirement) times the faculty member's annual salary in the year of retirement.

- 2.2.3. The District will provide a health care allotment to age of Medicare eligibility for the retired faculty member. The standard coverage for the retired faculty member will be the TRIP Teachers' Choice Plan.

Those employees not subject to an ERO penalty will receive 100% of the TRIP TCH Choice rate.

- 2.2.4. Dental coverage is available through the Illinois Retired Teachers Association and vision coverage is not available for retired employees.

- 2.2.5. The District will carry \$10,000 term life insurance on each retiree until age 65: Additional term life insurance in \$10,000 increments, to a maximum of \$50,000 coverage, may be purchased at the District's rates by the retiree until age 65 is reached. A decision for additional coverage must be made upon entering early retirement. Should the retiree drop the additional coverage at any time, it may not be reinstated.

3. ERO Provisions: Those employees who are not subject to ERO penalty, as determined by TRS, will receive full benefits.

Those employees who are subject to the ERO penalty, as established by the Illinois State Pension Code, with the exception of the term life insurance and the mandatory ERO penalty for the District, will have their retirement incentive package limited to the following values.

Age on December 31 of Retirement Year	Post-Retirement Incentives
55	0%
56	20%
57	40%
58	60%
59	80%
60	100% - No ERO Penalty

4. ERO Continuation Provision: In the event that the Illinois State Legislature amends or repeals the current TRS Code, as established at the time of ratification of this contractual agreement, both parties agree to meet and discuss the possible revision of Appendix B of the 2016-2021 Board/Faculty Agreement.

5. Payment of Post-Retirement Incentives: Once the post-retirement incentive package has been established, an employee may elect to contribute to the following post-retirement benefits packages:

- 5.1. Health Reimbursement Account (HRA) - Established to provide post-retirement health care - funds can only be used for health care expenses that would normally be deductible for income tax reporting purposes.

- 5.2. Post-Retirement 403(b) Contribution - Established to provide investment options for those employees. Contribution limited by IRS regulation.

6. Maximum Participation: The Board of Education reserves the right to establish the maximum number of people eligible to participate in any given year.

APPENDIX C: Salary Schedule Multiplier Table

2016-2021

	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>Master Teacher</u>
1	1.0000	1.0550	1.1200	1.1800	1.2300	1.2700
2	1.0485	1.1035	1.1685	1.2285	1.2785	1.3185
3	1.1020	1.1570	1.2270	1.2870	1.3370	1.3770
4	1.1555	1.2105	1.2855	1.3455	1.3955	1.4355
5	1.2090	1.2640	1.3440	1.4040	1.4540	1.4940
6	1.2625	1.3175	1.4025	1.4625	1.5125	1.5525
7	1.3160	1.3710	1.4610	1.5210	1.5710	1.6110
8	1.3695	1.4245	1.5195	1.5795	1.6295	1.6695
9	1.3695	1.4780	1.5780	1.6380	1.6880	1.7280
10	1.3695	1.5315	1.6365	1.6965	1.7465	1.7865
11	1.3695	1.5850	1.6950	1.7550	1.8050	1.8450
12	1.3695	1.6385	1.7535	1.8135	1.8635	1.9035
13	1.3695	1.6385	1.8120	1.8720	1.9220	1.9620
14	1.3695	1.6385	1.8705	1.9305	1.9805	2.0205
15	1.3695	1.6385	1.9290	1.9890	2.0390	2.0790
16	1.3695	1.6385	1.9740	2.0340	2.0840	2.1240
17	1.3695	1.6385	2.0190	2.0790	2.1290	2.1690
18	1.3695	1.6385	2.0640	2.1240	2.1740	2.2140
19	1.3695	1.6385	2.1090	2.1690	2.2190	2.2590
20	1.3695	1.6385	2.1540	2.2140	2.2640	2.3040
21	1.3695	1.6385	2.1990	2.2590	2.3090	2.3490

APPENDIX D: 2016/17 Salary Table**Longevity Bonus 22 - 25 \$600****Longevity Bonus 26 - 30 \$100**

	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	\$53,223	\$56,150	\$59,610	\$62,803	\$65,464	\$67,593
2	\$55,804	\$58,732	\$62,191	\$65,384	\$68,046	\$70,175
3	\$58,652	\$61,579	\$65,305	\$68,498	\$71,159	\$73,288
4	\$61,499	\$64,426	\$68,418	\$71,612	\$74,273	\$76,402
5	\$64,347	\$67,274	\$71,532	\$74,725	\$77,386	\$79,515
6	\$67,194	\$70,121	\$74,645	\$77,839	\$80,500	\$82,629
7	\$70,041	\$72,969	\$77,759	\$80,952	\$83,613	\$85,742
8	\$72,889	\$75,816	\$80,872	\$84,066	\$86,727	\$88,856
9	\$72,889	\$78,664	\$83,986	\$87,179	\$89,840	\$91,969
10	\$72,889	\$81,511	\$87,099	\$90,293	\$92,954	\$95,083
11	\$72,889	\$84,358	\$90,213	\$93,406	\$96,068	\$98,196
12	\$72,889	\$87,206	\$93,327	\$96,520	\$99,181	\$101,310
13	\$72,889	\$87,206	\$96,440	\$99,633	\$102,295	\$104,424
14	\$72,889	\$87,206	\$99,554	\$102,747	\$105,408	\$107,537
15	\$72,889	\$87,206	\$102,667	\$105,861	\$108,522	\$110,651
16	\$72,889	\$87,206	\$105,062	\$108,256	\$110,917	\$113,046
17	\$72,889	\$87,206	\$107,457	\$110,651	\$113,312	\$115,441
18	\$72,889	\$87,206	\$109,852	\$113,046	\$115,707	\$117,836
19	\$72,889	\$87,206	\$112,247	\$115,441	\$118,102	\$120,231
20	\$72,889	\$87,206	\$114,642	\$117,836	\$120,497	\$122,626
21	\$72,889	\$87,206	\$117,037	\$120,231	\$122,892	\$125,021

APPENDIX E: Non-Athletic Categories

CATEGORY I

Ambassador – Yearbook
Band Director
Debate Team - Head (2 positions)
National Honor Society - Head
S.P.A.R.K.
Science Olympiad
Stage Crafters
Statesman - Newspaper
Student Council - Head
WAES-FM Radio Station - Head

CATEGORY II

Ambassador – Yearbook Assistant
Band Director - Assistant
Color Guard - Varsity
Debate Team - Assistant
F.B.L.A. - Head Sponsor
Freshman Class Board - Head
Junior Class Board - Head
Melange Dance
National Honor Society – Assistant Repertory Dance
SHS TV
Science REACH
Senior Class Board - Head
Sophomore Class Board - Head
Stevenson Network News (SNN)
Student Council - Assistant
WAES-FM Radio Station - Assistant

CATEGORY III

Archery Club
F.B.L.A. - Assistant
Freshman Class Board - Assistant
Jazz Band I
Jazz Lab Band
Junior Class Board - Assistant
Model UN - Head
Musical Director
Musical - Vocal Director
Senior Class Board - Assistant
Sophomore Class Board - Assistant
Vex Robotics Club-Head

CATEGORY IV

DJ Club
Diversity Club - Head
Fall Play - Director
Frosh/Soph Play - Director
Model United Nations – Assistant
Scholastic Bowl – Head
Spring Play – Director
TBA: Playwrights' Club
Vex Robotics Club-Assistant
WIT/Half WIT - Head
Winter Play - Director
Youth and Government - Judicial

CATEGORY V

Best Buddies – Head
Choral Director Special Events - Hea
Diversity Club - Assistant
Fall Play – Production Assistant
Frosh/Soph Play – Production Assistant
Jazz Etc.
Just the Guys
Lady Jazz
Math Team – Head Coach
Musical - Choreographer
Musical - Pit Director
Musical Production - Assistant
Operation Snowball - Fall Session
Operation Snowball - Spring Session (\
Orchestra Director
Peer Helpers
Pep Band - Gold
Pep Band - Green
Scholastic Bowl – Assistant \
Spring Play – Production Assistant
Stevenson Peer Theater
Winter Play – Production Assistant
WIT/Half WIT – Assistant

CATEGORY VI

Art Club
Baroque Ensemble Head
Bass Fishing Team
Best Buddies - Assistant
Boys Badminton Club
Chess Club
Choral Director Special Events - Assistant
Council of 100 Coordinator
Drum and Percussion Ensemble
FCCLA
Film Club
Gay Straight Alliance
Guitar Club
History Fair
Interactive Gamers Club-Head
International Thespians Society
Key Club
Law Club
Math Team
Odyssey Student Volunteer Coordinator
Orchestra – Assistant
Print Media Club
Relay for Life
Youth & Government – Legislative

CATEGORY VII

Animal Welfare Club
 Anime Club
 Art From the Heart
 Baroque Ensemble-Assistant
 Business Professionals of America
 Chess Club Assistant
 Chinese Club
 Club Israel
 Computer Science
 Economics Club
 Flute Choir
 French Club
 Future Doctors of America
 Future Educators of America
 Gay Straight Alliance – Assistant
 German Club
 Improv Troupe
 Indian Student Association

CATEGORY VII

Animal Welfare Club
 Anime Club
 Art From the Heart
 Baroque Ensemble-Assistant
 Business Professionals of America
 Catalyst
 Chess Club Assistant
 Chinese Club
 Choreography Club
 Club Israel
 Computer Science
 Economics Club
 Flute Choir
 Food Revolution
 Free the Children
 French Club
 Future Doctors of America
 Future Educators of America
 Gay Straight Alliance – Assistant
 German Club
 History Bowl
 Improv Troupe
 Indian Student Association
 Interactive Gamers Club-Assistant
 Kiva Club
 Latin Club
 Lean In
 Meteorology Club
 Musical - Asst. Production – Assistant
 Muslim Club
 Reflections
 Russian Club

Spanish Club
 Stevenson Student Ambassadors
 Stevenson Styler
 Students Helping Soldiers
 Table Tennis
 Tri-M Music Honor Society
 Video Game Club
 Winter Play – Asst. Production – Assistant
 Write Club

HOURLY

3-D Art Studio
 9th Hour
 Biology Olympiad
 CARE
 Chemistry Club
 Chinese Honor Society
 Cultural Cuisine Club
 Engineering and Architecture-PILOT
 French Honor Society
 Geography Club
 Orchestra Board
 Pass on the Beat
 Peer Tutors
 Philosophy Club
 Photo Studio
 Physics Club
 Polish Club
 Political Action Club
 Psychology Club
 S.P.I.N.S.
 Science Bowl
 SNN Film Festival
 Study Groups and More-PILOT
 Super Hero Club-PILOT
 TEAMS/WYSE
 Table Tennis - Advanced
 Tech Ed Lab
 Visual Communications Club
 Zumba

APPENDIX F: Non-Athletic Stipend Multiplier Table

<u>Yr.</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	0.1070	0.0800	0.0620	0.0470	0.0410	0.0350	0.0270
2-3	0.1250	0.0980	0.0800	0.0620	0.0530	0.0460	0.0380
4-5	0.1330	0.1070	0.0900	0.0710	0.0590	0.0530	0.0450
6-7	0.1440	0.1160	0.0980	0.0800	0.0610	0.0590	0.0520
8-9	0.1510	0.1250	0.1070	0.0900	0.0720	0.0660	0.0580
10 +	0.1600	0.1330	0.1160	0.0980	0.0790	0.0720	0.0650

All Steps shall use the Master's Lane, Step 1, as a base cell.

APPENDIX G: Non-Athletic Stipend Table for 2016/17

<u>Yr.</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>
1	\$6,378	\$4,769	\$3,696	\$2,802	\$2,444	\$2,086	\$1,609
2-3	\$7,451	\$5,842	\$4,769	\$3,696	\$3,159	\$2,742	\$2,265
4-5	\$7,928	\$6,378	\$5,365	\$4,232	\$3,517	\$3,159	\$2,682
6-7	\$8,584	\$6,915	\$5,842	\$4,769	\$3,636	\$3,517	\$3,100
8-9	\$9,001	\$7,451	\$6,378	\$5,365	\$4,292	\$3,934	\$3,457
10 +	\$9,538	\$7,928	\$6,915	\$5,842	\$4,709	\$4,292	\$3,875

APPENDIX H: Athletic Categories

CATEGORY I

Assistant Athletic Director
 Athletic Trainer (per season [Fall and /or
 Spring])
 Head Basketball - Boys' / Girls'
 Head Football - Boys'
 Head Track - Boys' / Girls'

CATEGORY II

Head Badminton - Girls'
 Head Baseball - Boys'
 Head Bowling - Boys' / Girls'
 Head Cheerleading / Patriettes (per season
 [Fall & Winter])
 Head Cross Country - Boys' & Girls'
 Head Golf - Boys' & Girls'
 Head Fencing - Boys' & Girls'
 Head Field Hockey - Girls'
 Head Gymnastics - Boys' / Girls'
 Head Ice Hockey - Boys' (per season [Fall &
 Winter])
 Head Lacrosse - Boys' / Girls'
 Head Soccer - Boys' / Girls' / Unified
 Head Softball - Girls'
 Head Swimming - Boys' / Girls'
 Head Tennis - Boys' / Girls'
 Head Volleyball - Boys' / Girls'
 Head Water Polo - Boys' / Girls'
 Head Wrestling - Boys'

CATEGORY III

Assistant Basketball Boys' / Girls'
 Assistant Boys' Football
 Assistant Track Boys' / Girls'

CATEGORY IV

Assistant Badminton - Girls'
 Assistant Baseball - Boys'
 Assistant Bowling - Boys' / Girls'
 Assistant Cheerleading or Patriettes (per
 season [Fall & Winter])
 Assistant Cross Country - Boys' & Girls'
 Assistant Fencing - Boys' & Girls'
 Assistant Field Hockey - Girls'
 Assistant Ice Hockey - Boys' (per season [Fall
 & Winter])
 Assistant Golf - Boys' & Girls'
 Assistant Gymnastics - Boys' / Girls'
 Assistant Soccer - Boys' / Girls'
 Assistant Softball - Girls'
 Assistant Swimming - Boys' / Girls'
 Assistant Lacrosse - Boys' / Girls'
 Assistant Tennis - Boys' / Girls'
 Assistant Volleyball - Boys' / Girls'
 Assistant Water Polo - Boys' / Girls'
 Assistant Wrestling - Boys'

APPENDIX I: Athletic Multiplier Table

<u>Yr.</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
1	0.1400	0.1200	0.1000	0.0800
2	0.1500	0.1300	0.1100	0.0900
3	0.1600	0.1400	0.1200	0.1000
4	0.1700	0.1500	0.1300	0.1100
5	0.1800	0.1600	0.1400	0.1200
6	0.1900	0.1700	0.1500	0.1300
7	0.2000	0.1800	0.1600	0.1400
8	0.2100	0.1900	0.1700	0.1500
9	0.2150	0.1950	0.1750	0.1550

The base cell for the multiplier table shall be the MA, Step 1 cell of the Salary Table (Appendix D)

APPENDIX J: Athletic Stipend Table for 2016/17

<u>Yr.</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
1	\$8,345	\$7,153	\$5,961	\$4,769
2	\$8,942	\$7,749	\$6,557	\$5,365
3	\$9,538	\$8,345	\$7,153	\$5,961
4	\$10,134	\$8,942	\$7,749	\$6,557
5	\$10,730	\$9,538	\$8,345	\$7,153
6	\$11,326	\$10,134	\$8,942	\$7,749
7	\$11,922	\$10,730	\$9,538	\$8,345
8	\$12,518	\$11,326	\$10,134	\$8,942
9	\$12,816	\$11,624	\$10,432	\$9,240

**In-House coaches with continuous service shall be eligible for the Athletic Table
Longevity Bonus of \$25/year after Step 9.**