



Norridge School District 80

**COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF NORRIDGE SCHOOL
DISTRICT NO. 80**

AND THE

**NORRIDGE EDUCATION ASSOCIATION OF TEACHERS
(NEAT), IEA-NEA**

2020/21, 2021/22

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1. RECOGNITION CLAUSE

The Board of Education of Norridge School District No. 80 recognizes that pursuant to the Illinois Educational Labor Relations Act, the Norridge Education Association of Teachers (NEAT), IEA-NEA, is the exclusive representative of all full-time and regular part-time personnel who are employed by Norridge Elementary School District No. 80 as certificated employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment. Excluded from the bargaining unit are all managerial, supervisory, confidential and temporary employees as defined by the Illinois Educational Labor Relations Act, and any other employees excluded under the Illinois Educational Labor Relations Act.

2. PERSONNEL FILE

A. Maintenance of Files

Employee personnel records will be kept in the Board office and will usually contain pertinent information about the employee, his or her position, salary and evaluations.

B. Right to Examine Personnel File

An employee shall have the right to examine his or her personnel file at reasonable times and to have copies of the material made at reasonable expense.

3. NOTIFICATION OF ACCUMULATED SICK AND PERSONAL BUSINESS DAYS

An accounting of accumulated sick leave and personal business leave days shall be delivered to each teacher by October 25.

4. ASSIGNMENTS, VACANCIES AND TRANSFERS

A. Assignments and Transfers

Teachers will be notified by April 15, of their school, grade level, room assignment and/or subject matter assignment for the following school term. The District reserves the right to change this assignment based on unexpected teacher resignations or retirements, or unknown changes in student enrollment. If a change in assignment is made after July 1, the teacher may resign without penalty.

If a teacher is being considered for an involuntary change of assignment or an involuntary change in co-teaching partners, that teacher will meet with his/her current building principal, and any other administrator the District wants present for the meeting, to discuss any concerns, information or questions the teacher has which could be relevant to the assignment decision. The teacher may request that an Association representative be present at the meeting. The teacher will be notified in writing within 48 hours of the District's decision about the teacher's assignment for the next school term. If a change in assignment is presented to the teacher as a change only for a specific, limited period of time, this time limitation shall be stated in writing when the teacher receives their notice of assignment for the next school term.

Teachers who are involuntarily transferred will be entitled to be paid for up to six hours of time to prepare for their new assignment. An involuntarily transferred teacher may, within 30 days of such notice, request to be reimbursed for classroom supplies already purchased for their original assignment for the next year.

No later than January 15th of each school year, the District will distribute a survey to the teachers concerning the teachers' assignment and co-teaching partner preferences. Teachers must return their survey to the District by February 1 (of that same school year) for their preferences to be considered for the next school year.

B. Exchange of Assignment

Tenured teachers who desire to voluntarily exchange assignments shall propose such an exchange by submitting an application in writing containing evidence of teacher certification supporting all proposed resulting assignments and educational justifications to the Superintendent by not later than February 1 of the school year before the exchange is to begin. Grant or denial of the application shall be the sole and exclusive discretion of administration and no individual grant or denial shall serve as precedent for any subsequent grant or denial.

C. Vacancies

A vacancy shall occur upon the occasion of the resignation, retirement, or the dismissal for cause of the person who had previously held a bargaining unit position, or when a new bargaining unit position is created, provided however, no vacancy shall occur unless the Board has determined to fill the bargaining unit position described herein.

The Superintendent and/or designee shall post a notice on the District website for all vacancies as they occur in all schools and send notice to the Union president. Vacancies shall be posted for at least five (5) working days. No vacancies will be filled on a permanent basis until all bargaining unit members who have applied and are qualified to fill the vacancy under the Illinois School Code have received an interview for the vacancy and the posting has been completed, unless:

- (1) The vacancy occurs within thirty days of the beginning of a school year;
- (2) In case of emergency.

5. DUTY FREE LUNCH

Each teacher shall have a duty-free lunch in compliance with the Illinois School Code.

6. TRAVEL BETWEEN SCHOOLS

Teachers whose assignments require them to travel from one school to another during the regular school day shall be permitted fifteen (15) minutes to do so, and this fifteen (15) minutes shall not be counted toward these teachers' duty free lunches or preparation time.

7. SAFETY AND SECURITY

The Board of Education shall take steps to provide a reasonably safe and secure environment for its employees.

8. SCHOOL CALENDAR

The Superintendent agrees to consult with the District Leadership Advisor Committee (DLAC) to receive input regarding the school calendar before making his or her final recommendation on the calendar to the Board of Education. The school calendar shall reflect 185 days of which 180 shall be teacher attendance days, 176 student contact days, 4 institute days, and 5 emergency days.

The Board shall make every effort to ensure school facilities are available to teachers 10 workdays in advance of the start of the school year. If, for any reason, this is not possible, teachers will be notified of the date they can have access to the facilities.

9. CLASS SIZE

Classroom composition will be determined in a manner that is as equitable as possible among grade level teachers (K-8) based on student learning styles, with the understanding that co-taught classrooms may have a higher concentration of students with Individual Education Plans (IEP). When a teacher has a concern about his/her class size or composition s/he will discuss it with the principal. If the teacher's concerns are not resolved by meeting with the principal, the teacher may then address his/her concerns with the Superintendent. If the teacher's concerns are not resolved by the Superintendent, the teacher may then address his/her concerns with the Board not later than the next regularly-scheduled Board meeting. In attempting to resolve class size and/or composition concerns, the principal, Superintendent and Board will consider among other things, the physical limitations of the classroom and the make-up of the students assigned to the class, including those students identified as ELL, special needs or supported education students.

The Board will continue to support a reasonable licensed staff member to student ratio within its financial abilities. When a class size exceeds 25 students, a representative from the Association and the teacher will meet with the principal of the building involved, the Superintendent and the Board President (or designee) to discuss the needs of the class, the teacher and the District, and to consider options available to address those needs. A written summary of the meeting will be provided to the Association and teacher within 10 days.

10. SUPPLIES

Each teacher shall receive an allotment of \$500 for supplies.

The Board may utilize electronic means (e.g., purchase card) to provide a means for teachers to purchase supplies. The check, or ability to purchase by electronic means, shall be issued within 30 days after ratification of this agreement.

A teacher may begin purchasing supplies for the upcoming school year on June 1 of the prior school

year (e.g., beginning June 1, 2020 for the 2020-2021 school year).

If a teacher who receives supply money by reason of this provision leaves the District before October 1 in any year in which he or she receives money or supplies; he or she shall either reimburse the District for the supply money for that year received or shall, at the teacher's option, return the supplies to the District.

11. SCHEDULING PLAN TIME

A. Scheduling Committee

On or before February 1 of each year, DLAC shall meet with the principal(s) to discuss and equalize whenever practical teacher plan time, the bell schedule, courses offered and plan the building schedule. Committee members who meet after school shall be compensated at the After School hourly rate. Ultimately, the principal shall have final authority with respect to plan time.

In general, the Administration will avoid scheduling meetings during Professional Learning Community (PLC) time; however, with prior advance notice, the Administration may use no more than one planning time per week for PLCs.

B. Plan Time

In the event an administrator wishes to use a grade level's common planning time for a PLC meeting the follow procedure will be utilized:

- (1) Administration will disseminate a written notice (no less than two (2) school days prior to the proposed meeting) to all requested parties
- (2) An itemized agenda will be included in the above notice
- (3) A grade level representative will confirm meeting time and place
- (4) In the event the grade level or requested parties are unavailable for the requested meeting, a mutually agreed upon meeting time will be scheduled.

12. EVENING MEETINGS AND WORK DAY

A. Evening Meetings

The Board of Education shall establish a schedule of evening meetings, activities, and functions for the school year, of which a teacher will be required to attend three (3) events without earning release time or evening meeting pay. The three (3) required attendance events shall be:

1. Curriculum Night/Preschool/Kindergarten Night and Supply Drop off
2. A community-based evening

3. 8th Grade Graduation, Art Night, Spring Musical, Pre-school/Kindergarten Round-up, Grade Fly-up, or any night mutually agreed to by the Board and Association.

To the extent possible, such meetings shall be approved along with the official school calendar but in no case later than September 15. As closely as practicable, the events will be the same in each building.

The District Leadership Advisory Committee shall survey the staff by February 1 each year for feedback or ideas of events for the upcoming school year.

The District may require teachers to attend additional evening meetings, activities or functions, but will grant to teachers, commensurate release time for such meetings, activities and functions for the time actually spent at the meeting, activity or function. An additional evening meeting shall be defined as a meeting which begins at least one hour after the normal work day of the teacher.

Parent teacher conferences shall be held for a total of 16 additional hours. Release time for said conferences shall take the form of an early dismissal at 1:20 pm on the day before winter recess and the day before spring recess as well as the days on which school is not in session during the week of Thanksgiving.

The parties understand and acknowledge that meetings, activities, and functions which may arise as a function of the teacher's assignment or professional responsibilities, including but not limited to, meetings with individual or groups of parents, or science, social studies, music, or math fairs, do not count as evening meetings, activities or functions for which release time or evening meeting pay may be accumulated or earned.

B. Workday

The regular teacher workday, unless otherwise agreed to, will be 440 minutes including a duty-free lunch period. For sick or personal leave purposes, use of a half-day will be permitted. A teacher who works continuously at least half of the established workday at either the start or up to the end of the workday will only be charged for a half-day for personal or sick leave, as may be applicable. However, the teacher taking a half-day must complete or start the period necessary to have continuously worked at least half the workday. A half a regular workday, unless otherwise agreed to, will be 220 minutes.

The first Institute Day will be a full workday and may begin later to accommodate Supply Night. After the first Institute Day, an Institute Day will be no more than five (5) hours (not including a duty-free lunch) and begin no earlier than 8:00 a.m. and end no later than 3:30 p.m.

Unless authorized by the Superintendent or designee, all classroom teachers are expected to be engaged with students other than lunch and during preparation time.

13. JOB SHARING

Teachers who desire to “job share” may submit a job sharing proposal to the Job Share Review Board (“JSRB”) composed of the Superintendent, a principal and the Association President, by no later than February 1, of the school year before the job share is to begin. superintendent by no later than February 1 of the school year before the job share is to begin. The proposal shall address teacher responsibilities, work schedule, communication, attendance at meetings and pay and benefit issues. Both parties to the job share must attend institute days and district training as it relates to their grade level. Appropriate compensation will be provided of attendance at institute days and training.

The parties, including the teachers involved, administration and the Association may bargain an appropriate job sharing agreement. The length of the job share agreement shall be for one school year and may be extended from year to year if a timely request is received from the job share participants. The JSRB will contact the job share applicants no later than April 15, of the school year before the job share is to begin to share its decision to grant or deny the job share request. The grant or denial of a job sharing proposal shall be at the sole and exclusive discretion of the JSRB and no individual grant or denial shall serve as precedent for any subsequent grant or denial. If the JSRB determines that the job share is inappropriate at its inception, the JSRB shall not be obligated to bargain the terms of the share (This is intended to be an explicit waiver of obligation to bargain). Upon conclusion of the job share agreement, the participants, if they remain employees of the District shall return to the same or a comparable position to the one held during or prior to the job share.

14. SUPERVISION

A. Morning/After-School

All teachers will be assigned responsibilities at the time of the first bell. Homeroom teachers are expected to be in their classrooms preparing for class at the time of the first bell.

Paraprofessionals shall be utilized for morning and after-school supervision. The building principal shall further develop a back-up plan to ensure adequate before and after school supervision shall be available in the event that paraprofessionals are absent.

A teacher who engages in morning or after-school supervision shall be compensated, based on time sheet, at the lunchroom supervisory rate.

Upon request, the building principal shall meet with an Association representative to discuss the distribution of before and after-school supervision responsibilities.

B. Lunch

By May 1 of each year, the building principal shall post notice of the opportunity to apply for lunch supervision duties for the next school term. Teachers may apply until the last day of the school term. If an insufficient number of teachers apply, the Board may employ non-bargaining unit members to provide lunch supervision for the next school term. If more

teachers apply than needed, the lunch supervision duty will be rotated amongst the teachers who apply.

15. EVALUATION AND PROFESSIONAL GROWTH OF EMPLOYEES

A. Notification of Evaluation Process

Within the first week after the start of a new school year, the building principal will identify the teachers to be evaluated. Teachers shall receive a list of faculty scheduled for formal evaluation and the deadlines for each step of the process.

Within two (2) weeks after the start of a new school year, the building principal or designee will conduct an orientation session where they shall acquaint all teachers under his/her supervision with the evaluation process, procedures, and evaluation instruments to be utilized. No formal evaluation shall take place until such acquaintance with the procedures and instruments has been completed.

B. Evaluation of Traveling or Unassigned Employees

The Superintendent shall designate the administrator(s) who will issue the summative evaluation of employees who travel between buildings or who are not assigned to a building.

C. Evaluation Procedures

1. A tenured teacher shall be formally evaluated once every two (2) years, unless additional evaluations are deemed necessary. This evaluation shall be completed by the 1st of May.

2. A non-tenured teacher shall be formally evaluated not less than twice each school year. The first formal evaluation shall be completed by the 1st of December. The second formal evaluation shall be complete by the 1st of March.

3. Every evaluation will be based on at least one classroom observation of no less than forty-five (45) minutes or an entire class period. Each teacher to be evaluated will schedule a pre-observation conference with the administrator conducting the observation. At the pre-observation conference, the teacher and administrator will discuss the upcoming observation and schedule dates for the observation and post-observation conference. The post-observation conference will be scheduled within seven (7) school days of the observation, if at all possible.

4. A written draft of the summative document will be provided to the teacher at the post-observation conference.

5. Non-tenured teachers shall receive the completed summative document by December 1 and March 1.

6. Tenured teachers shall receive the completed summative document by May 1.

7. A copy of the final summative document, signed by the teacher solely for the purpose of acknowledging receipt, shall be placed in the teacher's personnel file.

8. At either the administrators or teachers request, a conference to discuss the final summative document will be scheduled within fifteen (15) school days after the teacher's receipt of the final summative document.

9. Employee's Right to Respond

A teacher may submit a written response to the final summative document within thirty (30) school days after the teacher's receipt of the final summative document. Any written response submitted shall be attached to the final written summative evaluation and placed in the teacher's personnel file.

D. PERA Joint Committee

The Board and the Association will each appoint an equal number of members to the PERA Joint Committee.

16. EXTRACURRICULAR ACTIVITIES

A. If suitable teachers do not volunteer for extracurricular assignments, the Board or Superintendent may, in their discretion, hire non-bargaining unit members for such assignments. Should the Board or Superintendent be unable to hire non-bargaining unit members for such assignments, then they may assign teachers to the positions. If an employee wishes to give up an extracurricular assignment for the upcoming school year, he or she must put his or her resignation for the position(s) in writing and submit to the superintendent or principal no later than the last day of the school year.

B. No teacher may resign any extracurricular position during the school year without Board approval.

C. The Association and the Board will form a committee of not more than three (3) representatives from the administration and three (3) representatives from the Association to review the question of whether certain extra duty activities should be discontinued or others added. This committee will provide input to the Board on this issue.

D. The Board and Association agree that activity stipend rates may be adjusted by the Board in the event of an increase or decrease in an activity's scheduled events. The Board shall notify the Association and the activity sponsor(s) of any adjustment and the basis therefor.

17. SUMMER SCHOOL

In-district employees who apply for summer school positions will be considered for summer school assignments based on District seniority, but the administration retains the discretion to determine who should be hired for summer school assignments.

18. DISPENSING MEDICATION FOR STUDENTS

Teachers are not to dispense any medication of any type to students. This includes aspirin, cough drops, etc. Students who need medication should be referred by the teacher to the office.

19. RECORDKEEPING

The Illinois School Code requires teachers to keep accurate attendance records and other student-related records. Teachers are to keep records up to date. This includes homework, grades, cumulative records, assessment information, standardized test data, and IEP's. All records are to be completed by teachers only and are subject to periodic examination by the principal.

20. ASSOCIATION LEAVE

The Association President or his/her designee shall be granted six (6) days per school year to conduct official Association business, to investigate grievances or conduct other activities related to school or teacher welfare provided the Association shall, in advance of any such usage, give the Superintendent ten (10) days notice in writing whenever possible and will reimburse the District in an amount equal to the pay of a substitute teacher.

21. PERSONAL LEAVE DAYS

Full-time teachers will be granted three (3) personal leave days per year. Personal days may not accumulate from year to year. Unused personal leave days will accrue as sick leave. Personal leave may be used as sick leave.

A notification for use of personal leave shall be made to the Superintendent or designee at least two (2) teacher employment days prior to the desired onset of such leave, by e-mail or personal contact. The Superintendent or designee shall acknowledge the notification within twenty-four (24) hours of receipt.

A request for personal leave in an emergency, with an explanation of the emergency, shall be made to the Superintendent or designee by e-mail or personal contact, as soon as possible. Granting of the personal day is subject to the discretion of the Superintendent or designee.

Except at the discretion of the Superintendent whose decision shall be final, personal leave shall not be granted the day immediately preceding or the day following a school vacation or holiday nor shall it be used on three consecutive days.

Personal leave may be used in half day increments.

22. SICK LEAVE

Sick leave shall be interpreted to mean personal illness (includes physician's appointment), quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. "Immediate family" shall include parents, spouse, brothers,

sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians, and as otherwise provided in the Illinois School Code.

The Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a chiropractic physician licensed under the Medical Practice Act of 1987, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or, if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the teacher’s or employee’s faith as a basis for pay during leave after an absence of three (3) days for personal illness or thirty (30) days for birth, or as the Board may deem necessary in other cases. If the Board does require a certificate as a basis for pay during leave of less than three (3) days for personal illness, the Board shall pay the expense incurred by a teacher in obtaining the certificate. For paid leave for adoption or placement for adoption, the Board may require that the teacher provide evidence that the formal adoption process is underway, and such leave is limited to thirty (30) days unless otherwise agreed by the Board and the Association on a case-by-case basis.

Full time teachers who have been employed by the Board shall receive sick leave days annually based on the following schedule:

Years Employed	Sick Leave Allocation
0 - 5	10
6 - 15	15
16 - 25	20
26 +	25

Sick leave shall accumulate without limitation.

Full time teachers who complete a trimester, as defined on the District calendar, without using either a sick, or personal day, shall have an additional sick day added to their total accumulated sick days at the end of the school year.

Sick leave may be used for funeral/bereavement per Section 5/24-6 of the Illinois School Code. At the discretion of the Superintendent, sick leave may be used by employees for attending the funeral or bereavement of other close family members and close friends not within the definition of 'immediate family' in Section 5/24-6 of the Illinois School Code. The Superintendent's decision shall be final unless manifestly unreasonable. For deaths of persons not within the definition of 'immediate family' under Section 5/24-6 of the Illinois School Code, up to three (3) days sick/bereavement leave may be granted for funerals farther than 200 miles from Norridge and one (1) day for funerals closer than 200 miles.

23. SICK LEAVE BANK

A. Catastrophic illness. Catastrophic Illness – A “catastrophic illness” is a non elective medical condition experienced by the teacher (not a member of immediate family), which requires the teacher to be absent from work for at least thirty-four (34) work days.

B. Eligibility to join. All bargaining unit members who carry forward at least fourteen (14) sick leave days from the prior school year shall be eligible to join the Bank during the month of September.

C. Governing Committee. The Governing Committee for the Sick Leave Bank will consist of the Norridge Education Association's Executive Committee Members.

D. Donation of Days. A sick leave bank started in September of the 2011 – 2012 school year with a one-time donation of fifty (50) days from the Norridge School District 80 Board of Education. Eligible bargaining unit members may join the bank with a donation of two sick days during the month of September. Upon being determined to be eligible by the committee, such employee shall have two (2) sick days deducted from his/her personal accumulation and irrevocably transferred to the bank. Membership in the bank shall remain in effect until a member resigns or until such time as a member refuses to contribute additional sick days as may be required by the Committee.

Any bargaining unit member who is deemed eligible and chooses to join the Bank after initial date of inception must donate two (2) to the Sick Leave Bank. New members will not be permitted to withdraw from the Bank until one year after donating his/her days.

A Sick Leave Bank member who is on an authorized, unpaid leave from the district shall be an inactive member in good standing who will not be eligible to withdraw days or benefits from the Sick Leave Bank. Such employees shall be required to contribute to the Sick Leave Bank any days assessed on members during the time of the unpaid leave at the time of return to active membership.

E. Eligibility to Use. Any bargaining unit member who has exhausted their accumulated sick and personal leave, who has been absent without pay for three (3) days, who has donated the required days to the sick leave bank, and who is suffering from a catastrophic illness, as defined above, shall be eligible for the per incident sick leave donation. Certified staff members who request sick bank days, shall notify the Executive Committee 31 days in advance of the need for donated sick bank days, or as soon as practicable after the need for donated days occurs.

F. Usage of Donated Days. Members of the Bank may draw on the accumulation of the Bank as follows:

1. A Bank member who has first exhausted his/her personal accumulation of sick and personal leave days and who has been absent without pay for three (3) consecutive days due to personal catastrophic illness shall be eligible to apply to the Committee for a grant of days from the bank.
2. Application shall be made by such Bank member in writing to the Committee and shall be accompanied by written verification of the illness from a licensed physician.
3. Authority to withdraw sick days from the Bank shall be made only upon the approval of a majority of the members of the Committee. If the Committee

grants authority to withdraw, it shall notify the Superintendent in writing as to the number of days authorized for withdrawal. Upon receipt of such authority, granted in accordance with this Section, the accumulation of the Bank shall be reduced by the number of authorized sick days withdrawn which shall then be credited to said member's personal accumulation. The decision of the committee is final and not subject to challenge in any forum including the collective bargaining agreement's Grievance and Arbitration procedure. No withdrawals may be authorized and made if there is not a sufficient accumulation in the Bank to cover the sick leave requested.

G. Annual Review, Accumulation and Additional Donations. At the beginning of each school year, the Committee and the Superintendent shall review and confirm the number of days in the bank.

The maximum number of sick days which may be accumulated in the Sick Leave Bank is two hundred fifty (250) days. If the number of sick days in the Bank is depleted below one hundred (100) days, the Committee will request each member to donate enough days to bring the balance in the bank to at least one hundred (100) days. If a member refuses to donate said additional sick day, his/her membership in the Bank shall be cancelled. Any member who is unable to contribute said additional sick day because he/she has exhausted his/her personal accumulation shall be required to make such contribution at such time as he/she is credited with additional sick leave days. Failure to make such a contribution shall result in cancellation of membership in the Bank.

H. Limitations on Withdrawals of Days. The maximum number of Bank sick days which a member may withdraw is fifty (50) during one school year and per one illness. Once a Bank member has received a grant from the Sick Leave Bank that member is not eligible for another grant from the Bank until they have worked one calendar year after the completion of the leave that was afforded due to the receipt of Bank days.

Any Bank member who is receiving benefits under the Teachers' Retirement System or Worker's Compensation Act may not avail himself/herself of any benefits of the Bank.

I. Costs of Operation. Any costs and labor necessary for the operation of the Bank shall be the exclusive responsibility of the NEA.

J. Resignation from Sick Leave Bank. Resignation must be made in writing and directed to the chairperson of the Sick Leave Bank. A person who cancels his/her membership must, to again become a member in good standing, contribute to the Bank the number of days assessed on the members for contribution to the Sick Leave Bank during the period of time of the cancellation plus the normal contribution

K. Dissolution of the Sick Leave Bank. If the sick leave bank is dissolved, any days remaining in the bank will be returned to the Board.

24. JURY DUTY

Upon receipt of a summons for jury duty, a teacher shall forward a copy of the summons to the District Office and building principal. The teacher shall be allowed leave without loss of pay to perform the jury duty. Payment of salary during jury duty shall be limited to the actual work days which the teacher must be absent for jury duty. In order to be paid for work days missed for jury duty, the teacher must provide the Superintendent or designee with evidence for each day of jury duty served.

25. LEAVE OF ABSENCE WITHOUT PAY

Leaves of absence may be granted without pay to tenured employees who desire to return to employment in a similar capacity at a time mutually agreed upon. Each leave of absence shall be of the shortest possible duration to meet the purpose of the leave. Leaves of absence without pay for not more than one (1) year at a time may be granted to tenure teachers pursuant to the following conditions:

1. Written requests for leave of absence without pay should be made at least three (3) months before the leave is desired whenever possible, are subject to approval or denial by the Board;
2. Dates of departure and return must be mutually acceptable to the teacher and administration and determined prior to any final action on the request;
3. Leaves may be granted for:
 - a. advanced study leading to a degree in an approved university;
 - b. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - c. military service;
 - d. childcare;
 - e. health related reasons (this leave is distinguished from FMLA leave in that no insurance benefits are paid by the employer, and FMLA restrictions regarding length of leave, frequency of leave and exhaustion of benefits do not apply);
or
 - f. other reasons acceptable to the Board;
4. Employees on such leave may continue insurance benefits if they reimburse prorate costs of benefits for which they apply, provided the carrier permits same; and
5. Employees granted leaves of absence must notify the Superintendent in writing by February 1st in the year of their leave of their intent to return or resign from the District. Failure to notify the Superintendent in writing of their decision to return or resign by

February 1 will constitute an automatic resignation of the employee, and each leave of absence is predicated upon this resignation condition.

6. The Board may waive the above restrictions at its discretion.

26. SEQUENCE OF HONORABLE DISMISSAL LIST PROCEDURE

The District will annually provide the Association President with a copy of the Sequence of Honorable Dismissal (“SOHD”) list. The Association President or designee may post the list in each building. As soon as feasible thereafter, the District shall provide each teacher with a statement including the following based on information contained in the District’s records:

- Professional educator licenses and endorsements;
- Each District teaching position for which the teacher is qualified;
- The teacher’s overall ratings from the two to three most recent evaluations;
- The teacher’s seniority date used by the District;
- The employee identification number used by the District to identify the teacher on the SOHD list.

If a teacher wants to challenge the accuracy of the information on the statement provided by the District, s/he will have seven (7) calendar days following its receipt to bring evidence to the Human Resources Office to correct the alleged inaccuracy.

Within ten (10) calendar days of the receipt of a teacher’s challenge, the District will notify the teacher and the Association whether the District has determined the challenge without merit or as presenting sufficient evidence to correct an inaccuracy. If the District determines that the challenge presents sufficient evidence to correct an inaccuracy, the District will make appropriate changes to the SOHD list. A revised SOHD list will be provided to the Association after teacher challenges have been resolved.

In the event of a RIF, the Association will receive notification of which positions and/or programs are being eliminated at least forty-five (45) calendar days prior to the end of the school term.

27. SALARY SCHEDULE ADVANCEMENT

For movement on the salary schedule, courses taken for credit must meet the following criteria:

- A. A teacher may qualify for horizontal movement on the salary schedule by successfully completing the appropriate amount of graduate coursework earned at a fully accredited institution approved by the administration. A “fully accredited” institution shall be defined as:

The National Council of Accreditation of Teacher Education
North Central Association of School and Colleges

Middle States, Association of Colleges and Schools
New England Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

- B. Online course or degree programs must:
 - a. Meet the standards for salary schedule advancement that are applied to a traditional course offering,
 - b. Be recognized on the approved university's official transcript,
 - c. Be interactive through email, audio/video conferencing, and /or face-to-face interaction with the instructor and class members.
- C. Audio or video courses cannot be accepted.
- D. Successful completion shall be defined as a grade of "B" or better. Audited and "Pass/Fail" coursework will not be considered for salary schedule placement or advancement.
- E. Credit for coursework will not be carried beyond receipt of an earned degree. Credit hours must be earned after placement in a salary lane to count toward advancement toward the next lane.
- F. To insure the approval of coursework counting toward advancement on the salary schedule, written "pre-approval" from the Superintendent must be received. Graduate coursework shall be approved if (a) the coursework applies to a Master's Degree program or Advanced Certificate/Specialist Degree program in which the teacher is enrolled and is in the area of instruction in which the teacher is presently teaching, or (b) is in an area of instruction the teacher is qualified or attempting to qualify to teach in the district. Other coursework may be approved at the discretion of the superintendent.
- G. Transcripts or grade reports showing the credit earned to be applied to movement on the salary schedule must be submitted to the Superintendent no later than August 25.

Employees will not advance on the salary schedule while on an approved leave of absence without pay unless they have worked at least half of the workdays plus one shown on the official school calendar for the year in which the leave was taken.

28. TEACHER SALARIES

- A. Teacher salaries shall be determined as follows:

For the 2020/2021 school year, all teachers shall receive a 1.9% increase over their 2019/2020 base salaries, and for the 2021/2022 school year, all teachers shall receive a 2.3% increase over their 2020/2021 base salaries.

- B. For the duration of this contract, all initial new teacher salaries shall be in accordance with the guidelines in Appendix A. After a teacher’s first full year of service, their base salary increase shall be determined by Section 28(A).

Under the new hire salary schedule, no newly hired teacher will be paid a salary that is higher than the salary paid to a currently employed teacher at the same level of experience and educational attainment.

- C. In addition to their base salary, teachers shall be entitled to receive additional salary for completing pre-approved graduate classes described in Section 27. Such additional salary shall be paid in the amounts and the qualifying intervals set forth below, added to the teacher’s “base salary,” prior to the application of the yearly increase. Teachers shall be entitled to no more than one interval change in any school year.

Additional Salary for Academic Attainment

BA to BA+15	1,500
BA+15 to MA	2,500
MA to MA+15	2,200
MA+15 to MA+30	2,200
MA+30 to MA+45	2,200

29. INSURANCE

- A. Health Insurance

For each full-time teacher who desires to participate, the Board shall contribute an amount each month toward a group health plan for single coverage up to 790.14 per month.

Participating teachers will pay any premiums in excess of these amounts. Regular part-time teachers shall receive pro rata benefits. All employees are subject to any eligibility requirements.

- B. Dental Insurance

For each full-time teacher who desires to participate, the Board shall contribute an amount each month toward a group dental plan for single coverage in the up to 33.24 per month.

Participating teachers will pay any premiums in excess of these amounts. Regular part-time teachers shall receive pro rata benefits. All employees are subject to any eligibility requirements.

- C. Section 125 Flexible Benefit Plan

The Board shall offer and maintain a cafeteria (flexible benefit) plan which meets the requirements of Section 125 and other applicable provisions of the Internal Revenue Code. If, at any time, such Section 125 and/or the other applicable provisions of the Internal Revenue Code are amended in a manner that materially affects plan benefits, the parties shall promptly meet to agree upon modifications to the cafeteria plan.

Starting with the 2021/22 school year, the Board shall contribute \$250.00 annually to each teachers Section 125 Flexible Benefit Plan.

A teacher may annually elect to participate in the salary redirect component of the cafeteria plan by choosing to receive benefits not to exceed the amount allowed under the plan and/or the internal Revenue Code in any plan year. The amount elected shall be deducted from the teacher's compensation. The teacher shall designate the dollar amount(s) elected for that year for each of the following benefits:

- 1) Premiums for single or dependent coverage for medical, dental, disability, and/or other qualified insurances, to the extent such premiums are not paid by the Board.
- 2) Reimbursement for the cost of human medical care, as defined in Section 213(d) of the Internal Revenue Code, to the extent not covered by insurance and incurred by the teacher, the teacher's spouse, and/or the teacher's dependents.
- 3) Reimbursement for qualified dependent care assistance as defined and allowed in Section 129 (e)(1) of the Internal Revenue Code.

D. Life Insurance

The Board will pay the premium on a life insurance policy in an amount equal to the teacher's annual salary.

E. Medical Insurance Committee

A medical insurance cost containment committee will be established to consider ways to reduce premiums and contain insurance costs and to provide input to the Board regarding health insurance coverage. The committee will be composed of three (3) members appointed by the Superintendent and three (3) members appointed by NEAT, and representatives from non-unionized groups, as appropriate. The committee shall be chaired by the Assistant Superintendent for Human Resources or his/her designee.

It is the goal of the Committee to make all of its decisions and recommendations on a consensus basis by which all members are able to acknowledge the reasonableness of the decision and/or recommendation. In order to operate on a consensus basis, regular attendance of all members is of the highest importance. If consensus cannot be reached on premium recommendations, those in favor of, and those opposed to, approval may submit separate reports and recommendations to the Board.

The Board shall retain the final approval to determine medical plans, coverage and premiums.

30. STIPENDS

The Board will pay teachers for extra-duty and extra-curricular assignments that bargaining members perform. A list of said assignments and rates is included in this contract in Appendix B. If a stipend activity is cancelled due to a lack of student participation, the stipend will not be paid.

Requests for new paid assignments will be considered by a committee composed of three (3) bargaining unit members and three (3) representatives from the district. Approval will be based on participation level, benefits to students and financial impact.

31. RETIREMENT

A. Eligibility

A voluntary retirement incentive program will be available to teachers who meet the following eligibility requirements:

1. have reached or who will reach the age of sixty (60) or who have at least thirty-five (35) years of creditable service in the Teacher's Retirement System as of the date of retirement from the District; and
2. have at least fifteen (15) years of continuous full-time service with the District as of the date of retirement from the District. Board approved leaves do not constitute breaks in service; and.
3. will not have received an increase in creditable earnings in excess of six percent (6%) for a school year used to calculate the teacher's retirement annuity and;
4. will retire at the end of her/his first school year of eligibility for the incentive program.

B. Written Notice of Intent to Retire

1. All requests for participation must be submitted in writing to the Superintendent prior to June 1 of the teacher's final year(s) of employment. The request shall include a copy of the teacher's latest Personal Statement of Benefits from TRS and the date the teacher is requesting to retire. If this stipend would result in a 6% increase for any applicable given contract year, the stipend shall be reduced to an amount that would not result in exceeding 6%.
2. Participation in the benefits under Section C is dependent on unconditional and irrevocable resignation of the teachers' employment contract with the Board of Education.

3. Any employee who does not fulfill their contract, under Section C, for whatever reason, shall be ineligible for any of the benefits contained in Section C.

C. Benefit

1. Participants shall receive \$3,000, non-accumulative, stipend added to each year's salary provided their total TRS creditable earnings do not exceed 6% of their previous year's total TRS creditable earnings.
2. Participants shall receive their first stipend in the form a lump sum payment no later than June 30th in the year they submit their irrevocable Notice of Intent to Retire and continue to receive a lump sum payment each June thereafter for up to three additional school years dependent on their resignation date.
3. During the participant's last years of employment under this section, they shall not receive any stipends or other payments, of any type, that they are not currently receiving immediately prior to the start of the contract. Any stipends or payments removed during the last four years of employment shall not be reinstated.

D. Miscellaneous

1. In the event of changes in the Teachers' Retirement System rules and regulations on the Illinois Pension Code that would require the Board to pay more than the value of the benefits contained above, the Board and the Association will meet and agree on changes necessary to maintain the above benefits without additional cost to the Board. However, in such event, the Board will not pay less than the value of the benefits contained above.
2. This Retirement Incentive Program shall only be available for teachers whose effective retirement date is no later than June 30 following the expiration of this Agreement, but shall be subject to negotiations by the Parties in any subsequent collective bargaining agreement.

32. FUTURE PENSION CODE REVISIONS

The parties agree that notwithstanding any other provisions of the CBA, either party may make a demand to bargain at any time after the Pension Code is amended to cause the Board liability for any payment to TRS as a result of the implementation of Section 30 of the CBA. The present intent of the parties is that the Board shall not experience any employer contribution to TRS because of any Board payment to any teacher or benefit provided to a teacher by the Board. It is also the present intent of the parties to protect present benefits and retirement income and not to penalize any teacher if not necessary to protect the Board from payment of an employer contribution to TRS. When bargaining begins pursuant to a demand above there shall be no status quo as to any credible earnings or benefit that would result in an employer contribution by the Board to TRS. The intent of the parties is an explicit waiver

of status quo in this matter to the extent necessary to avoid an employer contribution.

33. COMMUNICATION

The Teachers' Association leadership and the Board will meet during November and April (in non-contract negotiations years) in an effort to foster open, transparent communication between the Association, Administration, and the Board of Education. It is understood that both parties will exchange agenda items forty-eight hours in advance of the meeting. It is also understood minutes will be kept and shared both with the Association membership and the full Board of Education. The Superintendent and the two buildings principals shall be invited to these meetings.

In addition to the above, the Association President and a designated Association member, and the Board President and a designated Board Member, shall meet informally once each school quarter, typically over dinner, in an effort to foster communication between the Association and the Board.

34. DISTRICT LEADERSHIP ADVISORY COMMITTEE

There will be a District Leadership Advisory Committee (DLAC) consisting of the Superintendent, the Principals from each building, the Association President or designee and a representative from each grade level plus one representative from each building for special education and one representative from each building for specials.

The purpose committee is to thoroughly examine ideas that impact teaching and learning in the District 80. The DLAC encourages various levels of input and decision-making processes. The charge of the committee includes:

- Planning and implementing the District curriculum, assessments and professional development opportunities
- Staying current on research-based best practices
- Presentation of professional development modules for teachers
- Developing common grading protocols
- Collaborating around the analysis of student achievement data

The DLAC shall meet monthly from August to June and an agenda and minutes shall be shared with the Board of Education and all faculty and staff in the District. The location of the meetings will alternate monthly between the two schools.

All committee work is cooperative. Since collaboration embraces a drive toward a cooperative effort, it is characterized by a high degree of participation among the committee members and success of the activity. The committee's success ultimately rests with the approach taken when a member serves on the DLAC. Working in settings, which are collaborative by nature, our membership recognizes the importance of sharing the workload; thus the importance of meeting deadlines so that others may in turn meet theirs is well recognized.

Committee members have an obligation to be prepared for each meeting. This means reading the agenda and familiarizing themselves with the supporting material before the meeting, arriving on time, actively participating and attending each monthly meeting. In addition:

- Representatives will inform and disseminate all information to grade level or area members (e.g. encore and special) within 48 hours through a variety of mediums
- If a DLAC member misses a meeting he/she shall recruit another committee member to perform his/her duties for that month
- If the Administration or Association believes that a member is not fulfilling his/her membership duties, including meeting attendance, it will be brought to the attention of the Administrator/Association and the member. All parties will mutually agree upon a plan for change.

Members of the DLAC will be compensated \$80.00 a month, which includes: preparation tasks, attending a one and a half hour monthly meeting and any follow-up meeting/notes that are required. Members must attend the monthly meeting to receive compensation for that month.

35. DISTRICT SPECIAL EDUCATION ADVISORY COMMITTEE

There will be a District Special Education Advisory Committee consisting of two special education teachers from each building the Director of Special Education, and the Superintendent or their designee.

The purpose of this committee is for special education teachers and the administration to advise and discuss concerns with regard to special education caseloads and other special education issues.

The Special Education Committee shall meet once per quarter at the request of either Party from August to June and an agenda and minutes shall be shared with NEAT. The location of the meetings will alternate monthly between the two schools.

36. GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is defined as any claim by the Association or by an affected teacher that there has been a violation or misapplication of the terms or conditions of this Agreement.
2. As used in this Article, "days" means business days. Beginning with the first teacher attendance day of the school year up to and including the last teacher attendance day of the school year a "business day" will be a day when teachers are required to be in attendance for work. During the summer, a "business day" will be any day when the District office is open for business.

B. Guidelines

1. At least one (1) representative of the local or state association may be present at any meeting, hearing, appeal or other proceeding relating to the grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her supervisor and having a grievance adjusted

without intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement.

2. By mutual agreement of the parties, the parties may skip any of the following steps set forth in this grievance procedure.
3. By mutual agreement of the parties, the parties may extend any of the timelines/deadlines set forth in the steps of this grievance procedure.
4. No teacher will suffer any reprisals for participating in any part of the grievance process.
5. The District will allow at least one (1) representative of the Association to be present for any meeting, hearing, appeal or other proceeding relating to a grievance, scheduled during the teacher work day, without requiring the Association representative to use sick, personal or Association leave. Additionally, the District will allow the Association President to be present for all mediation sessions and arbitration hearing days without use of sick, personal or Association leave. Association witnesses needed for any arbitration hearing will be excused to attend the hearing when it is time for them to testify, without use of any sick, personal or Association leave.

C. Procedure

Step #1

The parties hereto acknowledge that it is usually most desirable for a teacher and his/her immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the teacher, a grievance may be processed as follows:

Step #2 If the grievance cannot be resolved through free and informal communication at Step #1, the teacher or the Association may present the grievance in writing to the supervisor immediately involved. Such grievance shall be filed within twenty (20) days of when the teacher knows or should know of the event giving rise to the grievance. The supervisor shall arrange for a meeting with the teacher and the Association representative to take place within ten (10) days of the grievance being filed. The immediately involved supervisor shall provide a written answer to the aggrieved teacher and the Association within ten (10) days after the meeting. If no written decision has been given within ten (10) days, the grievance will be deemed to have been denied on the eleventh (11) day, unless the time for responding has been extended.

Step #3 If the grievance is not resolved at Step #2, then the Association or the teacher shall have the right to refer the grievance to the superintendent within ten (10) days after the Step #2 decision. The superintendent shall arrange for a meeting with the teacher and/or the Association to take place within ten (10) days of receipt of the appeal. Upon conclusion of the meeting, the

superintendent shall have ten (10) days in which to provide his/her written decision. If no written decision has been given within ten (10) days, the grievance will be deemed to have been denied on the eleventh (11) day, unless the time for responding has been extended.

Step #4 If the Association or the teacher is not satisfied with the disposition of the grievance at Step #3, the Association may submit the grievance to the Board of Education within ten (10) days after the Step #3 decision. The Board of Education shall arrange to meet with the Association in closed session at its next regularly scheduled Board meeting providing that the Board receives the appeal at least 5 days prior to the date of the Board meeting. Upon conclusion of the meeting, the Board shall have fifteen (15) days in which to provide its decision. If no written decision has been given within fifteen (15) days, the grievance will be deemed to have been denied on the sixteenth (16th) day, unless the time for responding has been extended.

Step #5 If the Association is not satisfied with the disposition of the grievance at Step #4, the Association has ten (10) days to notify the superintendent that it wishes to have the grievance submitted to mediation. The parties will mutually work to schedule a first mediation session with a mediator from the Federal Mediation and Conciliation Service to take place within thirty (30) days of the superintendent's receiving the Association's notification. If no mediation session can be scheduled within the thirty (30) days then either party has the right to decide that the parties will skip Step #5. The parties must mutually agree to continue the mediation process after the first mediation session takes place. If they do not mutually agree to continue the mediation process, the mediation process will be considered concluded and Step #5 will be considered complete.

Step #6 If the Association is not satisfied with the disposition of the grievance at the conclusion of Step #5, the Association has fifteen (15) days from the date of the final mediation session, to notify the District of its intent to submit the grievance to binding arbitration. The American Arbitration Association shall act as the administrator of the proceedings, provided AAA shall be directed to furnish as potential arbitrators only those who have been admitted to the National Academy of Arbitrators.

- a. The arbitrator shall have no power to alter the terms of this Agreement.
- b. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitration and the AAA shall be divided equally between the Board and the Association.
- c. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the Board and the Association.

37. NO STRIKE CLAUSE

The Association agrees that there will be no strike, withholding of services or other refusal to render full and complete services to the Board during the term of this Agreement.

38. COMPLETE UNDERSTANDING

The parties each voluntarily and unqualifiedly waive any rights which may otherwise exist under law to negotiate over any matter during the term of this agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this agreement. Subject matters not referred to in this agreement or statutes applicable to matters covered by this agreement shall not be considered as part of the agreement and remain exclusive board and/or administration prerogatives. The parties' waiver of any right to demand bargaining extends to any subject or matter which should have been known, anticipated or contemplated at the time the negotiators signed the agreement.

39. DURATION

The contract will be effective the first day of the 2020-2021 school year and shall continue until the day before the start of the 2022-2023 school year.

Norridge Education Association of Teachers
IEA-NEA

Board of Education, Norridge School District 80,
Cook County, Illinois

By: _____
President

By: _____
President

Date: _____

Attest: _____
Secretary

Date: _____

Appendix A

Norridge School District 80 Initial Salary Placement Schedule 2020/2023

1. At the discretion of the Board, an offer of employment and initial placement on the salary schedule will be based on information in the applicant's record at the time the offer is made.
2. A new employee's step placement will not exceed 10 years (but may be less than) the employee's actual years of experience, and the new employee's lane placement will not exceed the degree actually earned by the new employee. In no case, however, shall a new employee be awarded experience credit for less than 120 days in a given school year.
3. In order to receive the initial salary schedule placement offered by the Board, the new employee must submit all requested documentation (including verification of prior employment and all official transcripts) within forty-five (45) days after the date of hire. If the required documentation is received within forty-five (45) days after the date of hire, the salary schedule placement offered by the Board will be retroactive to the date of hire.
4. For new employees, salary will not be considered final until all official documents have been received and verified. If the documents do not support the initial salary schedule placement offered by the Board, the salary schedule placement will be adjusted accordingly.

STEP	BA	BA+15	MA	MA+15	MA+30	MA+45
1	46,535	48,035	50,535	52,735	54,935	57,135
2	47,535	49,535	52,035	54,235	56,435	58,635
3	48,535	51,035	53,535	55,735	57,935	60,135
4	49,535	52,035	54,535	56,735	58,935	61,135
5	50,535	53,035	55,535	57,735	59,935	62,135
6	51,535	54,035	56,535	58,735	60,935	63,135
7	52,535	55,035	57,535	59,735	61,935	64,135
8	53,535	56,035	58,535	60,735	62,935	65,135
9	54,535	57,035	59,535	61,735	63,935	66,135
10	55,535	58,035	60,535	62,735	64,935	67,135

Appendix B

Norridge School District 80 Stipend/Hourly Rate Schedule 2020/2022

STIPENDS

Band Director	\$2,500
Basketball 9 games (Based on 12 on a team)	\$2,580
Battle of the Books	\$1,290
Cheerleading 5 homes games	\$1,290
Cross Country 3 meets	\$1,182

PRIDE \$645

Scholastic Bowl 9 matches	\$1,290
Soccer 9 games (Based on 16 per team)	\$2,580
Softball 9 games (Based on 16 per team)	\$2,580
Talent Show	\$323
Volleyball 9 matches (Based on 12 on a team)	\$2,580
Yearbook	\$645

HOURLY RATES

Curriculum/Other	\$41.37
Lunch Supervisors	\$22.33
IDEA Special Education Committee	\$41.37
Summer School	\$41.37

PER MEETING/EVENT

District Leadership Advisory Committee	\$80.00
Tournament Pay per Night	\$77.00

Memorandum of Understanding

RE: TEACHER PREPARATION DAY 2020/2021

This Memorandum of Understanding (“MOU”) is made and entered into on the date(s) indicated below by the Board of Education of Norridge School District 80 (“the Board”) and the Norridge Education Association for Teachers, IEA-NEA (“the Association”) to offer a one-time teacher preparation day for the 2020/2021 school term.

Recitals

- 1. Eligibility.** All teachers shall be eligible to attend and be paid for a Teacher Preparation Day before school opens as agreed to between the Board and Association from 8:00 am to 2:30 pm. In the event that Teacher Preparation Day can’t be held at the Giles and Leigh Schools, the event will take place virtually.
- 2. Written Notice of Intent to Attend.** Each eligible teacher shall provide his/her Principal written notice of intent to attend the Teacher Preparation Day no later than August 1, 2020.
- 3. Compensation.** Each eligible teacher who attends the Teacher Preparation Day shall receive a one-time payment of \$248.22 (6 hours times the Curriculum Rate of \$41.37 per hour).
- 4. No Violation of CBA / Non-precedential Effect.** The Association agrees that the implementation of this MOU will not be deemed a violation of the CBA. Further, this MOU shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this MOU.

Norridge Education Association, IEA-NEA

Board of Education, Norridge School District 80

By: _____
President

By: _____
President

Date: _____

Attest: _____
Secretary

Date: _____

Memorandum of Understanding

RE: Eligibility for Retirement Benefit

This Memorandum of Understanding ("MOU") is made and entered into on the date(s) indicated below by the Board of Education of Norridge School District 80 ("the Board") and the Norridge Education Association for Teachers, IEA-NEA ("the Association") to offer eligibility for the retirement incentive program for certain teachers for the 2020-2021 school term.

Recitals

5. **Eligibility.** For the 2020-2021 school year, any teacher(s) who would have otherwise been ineligible for a retirement incentive pursuant to the Paragraph 10 ("Retirement") of the 2019-2020 CBA, shall be afforded the opportunity to submit, no later than October 1, 2020, an irrevocable written notice of intent to retire with the Illinois Teachers' Retirement System ("TRS") at the end of the 2020-2021 school term. If the teacher who otherwise would have been ineligible for a retirement incentive provides an irrevocable written notice of intent to retire with TRS at the end of the 2020-2021 school year, the said teacher(s) shall be entitled to a one-time lump sum payment of Three Thousand Dollars (\$3,000), provided said lump sum payment does not increase the teacher's TRS creditable earnings to exceed six percent (6%) over his/her previous school year's annual TRS creditable earnings. If the lump sum payment would exceed a six percent (6%) increase, the lump sum shall be decreased accordingly to a lump sum amount which does not result in more than a six percent (6%) increase.
6. **No Violation of CBA / Non-precedential Effect.** The Association agrees that the implementation of this MOU will not be deemed a violation of the CBA. Further, this MOU shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this MOU.

Norridge Education Association, IEA-NEA

Board of Education, Norridge School District 80

By: _____
President

By: _____
President

Date: _____

Attest: _____
Secretary

Date: _____

Memorandum of Understanding

RE: ADDITIONAL COMPENSATION FOR 2020/21 AND 2021/22

This Memorandum of Understanding (“MOU”) is made and entered into on the date(s) indicated below by the Board of Education of Norridge School District 80 (“the Board”) and the Norridge Education Association for Teachers, IEA-NEA (“the Association”) to offer an additional compensation for the 2020/2021 and 2021/22 school terms.

Recitals

7. **Eligibility.** All teachers shall be eligible to attend and be paid for a up to eight additional hours of work for assisting students and/or for attending professional development related to the implementation of new curriculum in the district.
8. **Approval.** All work shall be approved by the Superintendent and/or designee of additional work for assisting students and/or professional development related to the implementation of new curriculum in the district. For the purposes of professional development related to the implementation of new curriculum in the district, approval must be obtained before commencement of the professional development.
9. **Compensation.** Each eligible teacher who completes work and submits a timesheet under this MOU shall receive payment at the rate of \$41.37 per hour not to exceed \$330.96 in any one year.
10. **No Violation of CBA / Non-precedential Effect.** The Association agrees that the implementation of this MOU will not be deemed a violation of the CBA. Further, this MOU shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this MOU.

Norridge Education Association, IEA-NEA

Board of Education, Norridge School District 80

By: _____
President

By: _____
President

Date: _____

Attest: _____
Secretary

Date: _____

Norridge School District Request for Salary Schedule Advancement

A teacher may qualify for horizontal movement on the salary schedule by successfully completing the appropriate amount of graduate coursework earned at a fully accredited institution approved by the administration. A fully accredited instruction shall be defined as NCA-HLC, MSCHE, NEASC-CIHE, NWCCU, SACA, WASC-ACSU. Successful completion shall be defined as a grade of "B" or better. Audited and "Pass/Fail" coursework will not be considered for salary schedule placement or advancement. To advance on the salary schedule to the next salary lane, one-half of the coursework taken since the last lane advancement must be taken in a classroom (vs. on-line). Credit for coursework will not be carried beyond receipt of an earned degree. Credit hours must be earned after placement in a salary lane to count toward advancement toward next lane. To ensure the approval of coursework counting toward advancement on the salary schedule, written "pre-approval" from the superintendent must be received. Graduate coursework shall be approved if (a) the coursework applies to a Masters Degree program or Advanced Certificate/Specialist Degree program in which the teacher is enrolled as in the area of instruction in which the teacher is presently teaching, or (b) is in an area of instruction the teacher is qualified or attempting to qualify to teach in the district. Other coursework may be approved at the discretion of the superintendent. **Official transcripts showing the credit earned to be applied to movement on the salary schedule must be submitted to the Superintendent no later than August 25th.**

Teacher Name: _____

Univeristy: _____

Course Number and Title: _____

Course Number and Title: _____

Course Number and Title: _____

Course Number and Title: _____

Course Number and Title: _____

Course Number and Title: _____

Total Semester Hours: _____

Date of Submission: _____

Teacher Signature: _____

**Norridge School District 80
Graduate Coursework or PD Workshop
Pre-Approval Form**

Name: _____

Date of Request: _____

- Graduate Coursework
- Professional Development Seminar or Workshop

Graduate Coursework: Please attach a photocopy of the course catalog description with the university name and phone number.

University Name: _____

Course Number and Title: _____

Term and Year: _____

Semester Hours: _____

Are you working towards a new license or endorsement? Yes No

If yes, please complete the following:

New license or endorsement: _____

When will you complete the new license or endorsement: _____

Professional Development Workshop: Please attach documentation detailing the seminar or workshop along with location and contact information.

Seminar Title: _____

Date and Time: _____

Seminar Location: _____

Please state how this professional development opportunity will improve your effectiveness as a teacher: _____

Teacher's Signature: _____

Principal's Signature: _____ approved ___ denied

Superintendent's Signature: _____ approved ___ denied

Reason For Denial:

Norridge School District 80
Board of Education Appeal Process for Coursework Form

If a college/university course is denied for pre-approval status by the Superintendent, you may appeal the decision to the Norridge District 80 Board of Education (BOE). Complete this form and submit it to the BOE secretary no later than one week before the next BOE meeting. The BOE will submit an acceptance or denial no later than one week after the BOE meeting.

Teacher's Name: _____

College/University: _____

Course Name: _____

Date: _____

- I have submitted a course description from the college/university.
 - I have submitted a description of how this course will improve my teaching skills.
-

Board of Education Response:

_____ Course is accepted for pre-approval status

_____ Course is denied for pre-approval status based on the following information:

BOE President Signature: _____

Date: _____

**NORRIDGE SCHOOL DISTRICT 80
Employee Travel Reimbursement**

Name: _____

Date of Request: _____

Conference/Workshop attended: _____

Date of conference/workshop: _____

Location: _____

Please print and attach receipts for all expenditures. For mileage attach a map quest print-out.

Date	Mileage		Lodging	Other		Daily Total
	Miles	Cost*		Item	Cost	

* Current IRS Mileage Rate _____

Teacher's Signature: _____

Principal's Signature: _____ approved ___denied

Superintendent's Signature: _____ approved ___denied

Reason For Denial: _____

**Norrridge School District 80
Sick Leave Bank Member Request Form**

Section I: Employee Information

First Name: _____
Last Name: _____
School: _____
Position: _____
Phone Number: _____

I have read and understand the parameters of the Sick Leave Bank as defined in the Collective Bargaining Agreement

Section II: Sick Leave Bank Request

I am a member of the Norridge District 80 Sick Leave Bank and I am requesting paid sick leave due to a catastrophic illness. I have used (or will have used) all of my accrued sick and personal leave and I have gone at least three days without pay. I am requesting certification from a licensed medical practitioner stating the beginning date of the condition, a description of the catastrophic illness, and the date I expect or return to work. A medical statement of rationale will be required to extend sick leave benefits beyond initial request and allotment to the maximum of fifty days (50).

I am requesting _____ days from the Sick Leave Bank to be credited to my sick leave balance.

Section III: Authorization

Last day of work: _____
Estimated return to work date: _____
Number of days requested: _____
Last day of paid leave: _____
Number of sick days previously approved: _____
Attending Physician: _____

Employee Signature: _____
Date: _____

SICK LEAVE BAN COMMITTEE (Office Use Only):

Date received: _____ Start Date: _____
Request Approved: _____ End Date: _____
Number of Days Approved: _____

Request denied for the following reason(s):

Association President Signature: _____

Norridge School District 80 Sick Leave Bank Participation

Eligibility to join: All bargaining unit members who carry forward at least fourteen (14) sick leave days from the prior school year shall be eligible to join the Bank during the month of September

I, _____,
desire to participate in the Sick Leave Bank Program and authorize the District Personnel Office to deduct from my accumulated sick leave, two (2) sick days which shall be deposited in the Norridge District 80 Sick Leave Bank. I understand that my participating will automatically continue from year to year unless I notify the Sick Leave Bank Committee in writing of my intent to withdrawal. In the event I withdrawal, I understand that I will not get back the sick leave days I donated. I also understand that each time the Sick Leave Bank balance falls below 100 days; the Committee will inform participants of the need to donate enough days to bring the balance in the bank to at least 100 days.

I have read and understand the parameters if the Sick Leave Bank as defined in the Collective Bargaining Agreement.

_____ I currently do not have at least fourteen (14) sick leave days and I am not eligible to join.

_____ Yes, I would like to join the Sick Leave Bank.

_____ No, I am not interested in joining the Sick Leave Bank at this time. I understand that if I decide to join in the future; I will have to contribute the number of days assessed on the members for contribution to the Sick Leave Bank since inception date.