

## MEMORANDUM OF UNDERSTANDING

### **(Hourly and Contract Stipends 2017-2022)**

This Memorandum of Understanding (“MOU”) is entered into by the Board of Education of Keeneyville School District No. 20, DuPage County, Illinois (“Board” or “District”) and the Keeneyville Education Association (“Association”), collectively referred to as the “Parties.”

**WHEREAS**, the Board and the Association are parties to a Collective Bargaining Agreement (“Agreement”) effective for the 2017-2018 through 2021-2022 school years;

**WHEREAS**, Section 12.10 of the Agreement sets forth the terms and conditions for contract and hourly stipends for employees with supplemental jobs;

**WHEREAS**, Appendix A to the Agreement sets forth the contract and hourly stipend rates for various supplemental jobs, but the annual stipend amounts listed for “contract stipends - extra duty” do not reflect the actual number of hours worked for the corresponding position(s);

**WHEREAS**, the Board and the Association desire to memorialize the Parties’ agreement in this Memorandum of Understanding to avoid any misunderstanding in the future; to avoid establishing a past practice or precedent, and/or to avoid grievances, unfair labor practices, and/or other legal challenges.

**NOW, THEREFORE**, in consideration of the mutual understandings set forth below, the Parties agree as follows:

1. Section 12.10. Supplemental Pay. Add the following underlined language to the sixth paragraph of Section 12.10 so that the paragraph reads as follows:

For employees with supplemental jobs in Appendix A that are contract stipends, if the employee misses his or her daily duties due to illness or other absence, that employee’s paycheck will be docked accordingly. Supplemental pay for contract stipends shall be paid in accordance with Appendix A. Supplemental Pay for contract stipends for extra duties (bus duty, lunch duty, and study hall) shall be paid an annualized hourly rate, based on the anticipated number of hours to be worked during the term of the contract stipend. The Administration and the employee will execute a contract stipend agreement which shall set forth the Administration’s anticipated number of hours to be worked during the term of the contract, and the employee shall be paid on a bi-monthly basis thereafter according to the terms of the contract stipend agreement. Any deviation between the anticipated number of hours and the number of hours actually worked shall be resolved by reductions to the employee’s final paycheck(s) due under the contract stipend agreement. Hours worked shall be determined by the Administration.

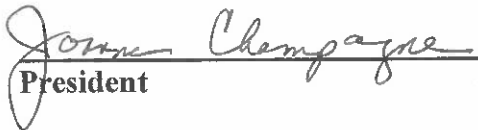
2. Section 12.10. Supplemental Pay. Amend the seventh paragraph of Section 12.10 to read as follows:

For those supplemental jobs in Appendix A that are hourly stipends, ~~the~~ Administration will provide those employees with time sheets that the employee is responsible for signing and entering on a monthly basis. In order for the Administration to process the time sheets so that the hourly pay is reflected on the payroll on the 15<sup>th</sup> of each month, employees must submit their time sheets to the Principal by the 1<sup>st</sup> of the month. Employees holding hourly stipend positions shall be paid on a monthly basis. Hours worked shall be determined by the Administration.

3. Appendix A to the Agreement will be replaced in its entirety by Exhibit A to this MOU.
4. This MOU shall be retroactively effective to the start of the 2018-2019 school year, and shall remain in effect until the expiration of the Agreement, *i.e.*, the day preceding the first day of the 2022-2023 school year.


**IN WITNESS WHEREOF**, the Parties have ratified and executed this Memorandum of Understanding on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**FOR KEENEYVILLE EDUCATION  
ASSOCIATION**

  
\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**FOR THE BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 20  
DUPAGE COUNTY, ILLINOIS**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**EXHIBIT A**

**APPENDIX A**

**SUPPLEMENTAL JOBS**

Teachers shall be paid their earnings under this Section in accordance with Section 12.10 of this Agreement.

<b><u>EXTRA DUTY/STIPENDS</u></b>		
<b>Program</b>	<b>Annual Stipend Amount</b>	<b>Hourly Stipend Amount</b>
<b><u>HOURLY STIPENDS (PAID WITH A TIMESHEET - Monthly on 15th*)</u></b>		
Bus Duty (Greenbrook & Waterbury)	\$19.00	\$19.00
Lunchroom Duty (Greenbrook & Waterbury)	\$20.00	\$20.00
Curriculum Committees (Team Leaders, PBIS I & II Etc)	\$22.00	\$22.00
District Curriculum Committee	\$22.00	\$22.00
School Improvement Team Leadership	\$22.00	\$22.00
Lead Teacher	\$22.00	\$22.00
Subject Area Committee Member	\$22.00	\$22.00
Curriculum Writing	\$22.00	\$22.00
Homebound Tutoring	\$22.00	\$22.00
Graduation	\$22.00	\$22.00
Sports Time Keepers, Supervisors & Scorers	\$22.00	\$22.00
Workshop Participant	\$19.00	\$19.00
Workshop Presenter	\$25.00	\$25.00
After School Clubs (Greenbrook & Waterbury)	\$22.00	\$22.00
Intramurals (Volunteer)	\$22.00	\$22.00
Summer Curriculum	\$22.00	\$22.00
<b><u>CONTRACT STIPENDS - EXTRA DUTY (Paid Between Sept &amp; May in Regular Payrolls)</u></b>		
Bus Duty (Spring Wood AM) (3)	\$1,653.00 <sup>†</sup>	\$19.00
Bus Duty (Spring Wood PM) (5)	\$1,653.00 <sup>†</sup>	\$19.00
Lunch Duty (Spring Wood Period 1 – 20 min)	\$1,176.40 <sup>†</sup>	\$20.00
Lunch Duty (Spring Wood Period 2 – 40 min)	\$2,318.20 <sup>†</sup>	\$20.00
Study Hall (Spring Wood Period 1 – 20 min)	\$1,176.40 <sup>†</sup>	\$20.00
Study Hall (Spring Wood Period 2 – 40 min)	\$2,318.20 <sup>†</sup>	\$20.00

**CONTRACT STIPENDS - ATHLETICS (One Time End of Season Payment\*\*)**

Cross Country Coach	\$1,100.00	\$22.00
Boys Basketball Coach	\$2,090.00	\$22.00
Girls Basketball Coach	\$2,090.00	\$22.00
Track Coach	\$1,100.00	\$22.00
Volleyball Coach	\$1,760.00	\$22.00
Pep Squad	\$1,408.00	\$22.00

**CONTRACT STIPENDS - CLUBS (Paid Between Sept & May in Regular Payrolls)**

IMSA	\$1,540.00	\$22.00
Play Directors	\$2,640.00	\$22.00
Student Council	\$1,021.00	\$22.00
Yearbook	\$1,892.00	\$22.00
Chorus	\$1,760.00	\$22.00
Dare to Dream	\$990.00	\$22.00
Math Club	\$550.00	\$22.00
Gaming Club	\$1,056.00	\$22.00
Junior Honor Society	\$990.00	\$22.00
Youth Leadership Council	\$990.00	\$22.00
Data Operational Team	\$572.00	\$22.00

*Other Clubs or Stipends to be negotiated between Board & KEA*

\*Monthly timesheets need to be to the Principals by the 1st of each month and the Business office by the 5th of each month for payment on the 15th paycheck.

\*\*Athletic Stipends will be paid the first payroll after completion of the season

† Pursuant to Section 12.10, this annual stipend amount reflects an annualized hourly rate, based on the anticipated number of work worked during the term of the contract. Any deviation between the anticipated number of hours and the number of hours actually worked shall be resolved by reductions to the employee's final paycheck(s) due under the contract stipend agreement. Hours worked shall be determined by the Administration.