

AGREEMENT

between the

BOARD OF EDUCATION SCHOOL

DISTRICT NO. 155

and

WENTWORTH WILSON COUNCIL 155
SOUTHWEST SUBURBAN FEDERATION OF
TEACHERS AFT LOCAL 943

2018-2023

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AGREEMENT

This agreement is made and entered by and between the Board of Education, District No. 155, Cook County, Illinois, hereinafter referred to as the "Board," and the Southwest Suburban Federation of Teachers AFT Local 943, hereinafter referred to as the "Union."

PREAMBLE

The Southwest Suburban Federation of Teachers AFT Local 943, representing professional teachers, and the Board of Education of School District No. 155, are interested in the welfare of students, wise use of tax funds and superior educational opportunities. Therefore, this agreement includes not only provisions for teacher earnings, fringe benefits and employment conditions, but it also provides for a means of communications between the Board of Education of District No. 155 and the Union. It is the sincere feeling of both parties that through this agreement, significant contributions may be made toward creating a democratic atmosphere in education and in the Board-Administration-Teacher relationship.

ARTICLE I. RECOGNITION-JURISDICTION

The Board of Education recognizes the Union as the sole and exclusive bargaining representative for all certificated teachers, certificated librarians, certificated nurses, certificated psychologists, and certificated social workers, working exclusively in District No. 155, on matters of salary, fringe benefits, working conditions, professional problems and other conditions of employment. The Board shall not make or institute changes in Board policy or practices which govern teachers' working conditions without negotiating and reaching agreement over such proposed changes.

For the purposes of this Collective Bargaining Agreement, "teacher" shall mean any of the certificated (licensed) positions recognized above.

Persons hired under an alternative licensure teaching program shall not be a part of the bargaining unit and not entitled to the benefits provided in this Agreement until they have fulfilled their alternative program requirements per Illinois State Board of Education guidelines.

ARTICLE II. ADMINISTRATION-TEACHER COMMUNICATIONS

The Superintendent and representatives of the Union, shall, on a monthly basis, the time and date to be mutually agreed upon, meet to discuss matters of educational policy and development as well as matters relating to the implementation of the agreement. If requested by the Union, the Superintendent may ask the principal or principals to also attend these meetings.

The Union shall be placed on the agenda of each school board meeting for the entire school year. The Union shall receive one (1) copy of the approved minutes of the regular public Board meeting within two days after their approval, which shall include all non-confidential attachments of each meeting of the Board of Education by delivery of the same to the school mail box or via electronic copy to the Union President or designee.

ARTICLE III. NON-DISCRIMINATION

The Board will not discriminate against any teacher on the basis of race, creed, color, national origin, sex, marital status, age, disability, political affiliation, or membership or participation in, or association with the activities of the Southwest Suburban Federation of Teachers AFT Local 943 provided any claim of discrimination hereunder shall not be subject to the arbitration provisions of the grievance procedure of this agreement if the grievant(s) or the Union shall have filed, asserted, or in any manner processed such allegation of discrimination in any judicial, quasi- judicial, administrative or other forum.

The Union agrees to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, marital status, age, disability, or political affiliation. The Union also agrees to represent non-union teachers, and will not discriminate against any teacher who is not a member of the Union.

ARTICLE IV. UNION RIGHTS

1. The District shall deduct from the pay of each teacher current Union membership dues provided that at the time of such deduction there is in the possession of the District a written authorization for dues deduction executed by the teacher. The Union is responsible for providing the District with a copy of a teacher's written authorization.

For existing members, the per paycheck amount specified by the Union in the annual Dues Certification to Educational Employer shall be deducted from the teacher's paychecks commencing with the District's 1st payroll of the school year and ending with the District's 21st payroll.

For new members, deductions, shall begin no later than the 2nd payroll following the District's receipt of the teacher's written authorization form the Union, and shall continue through the District's 21st payroll.

All dues deducted by the District shall be remitted to the Union once during each applicable pay period via paper check or through electronic transfer (if set up for electronic transfer). An alphabetical list of teachers from whom deductions have been made and the amount of each deduction shall accompany each remittance of dues no later than fifteen (15) days after such deductions were made.

Each teacher's written authorization shall continue in effect from year to year unless revoked by the originating teacher or until termination of employment, whichever occurs first. In the event a teacher revokes his/her authorization for dues deduction, the Union shall notify the District within five (5) days of its notice of the teacher's revocation. The District shall comply with the terms of revocation as set forth in the written authorization signed by the teacher, to the extent permissible by law. Any dues erroneously deducted from a teacher's paycheck will be refunded to the teacher by the Union within fifteen (15) days of notice of the erroneous deduction. The Union will simultaneously notify the District that the refund has been made.

The Union shall indemnify the Board and hold it harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of any action taken by the District for the purpose of complying with this Section.

2. The Union President and/or designee may be granted time to attend grievance meetings or arbitration hearings to investigate working conditions relating to Union affairs upon notifying the Superintendent or designee of the reasons for such investigation, provided such does not in any way interfere with instruction.
3. The Board shall provide space for the Union for a file cabinet, a desk for the use of the Union President and other Union officers for use in implementing the terms of this agreement and other Union business concerning District No. 155.
4. The Union shall have the right to meet on school property before or after school hours or during lunch periods by prior arrangement with the Administration.

5. The Union shall have the right to use the teachers' mailboxes in the school buildings for the distribution of bulletins, leaflets, and pamphlets. The Union may also submit to the Superintendent brief non-controversial announcements to be read on the public address system at the regular announcement period.
6. The Union shall have the right to maintain a bulletin board in the teachers' lounge in each building in the District.
7. The Board shall provide a copy of the monthly financial report from the Township Treasurer when requested by the Union. The Board shall, upon request, cooperate with the Union in furnishing statistics relevant to negotiations. Nothing herein shall be construed as to require the Board to furnish any confidential data, nor to research or assemble information.
8. When a new teacher is employed by the school district, his or her name, address, and telephone number will be given to the Union upon request.

ARTICLE V. NO STRIKE CLAUSE

There will be no strike for the duration of this contract.

ARTICLE VI. MANAGEMENT RIGHTS

The Union recognizes that the Board has full authority and responsibility under the laws of the State of Illinois for the determination and administration of educational policy and except as herein provided the direction of the professional staff, and in matters of employment, tenure or discharge.

ARTICLE VII. GENERAL WORKING CONDITIONS

1. School Day

- A. For the 2016-2017 and 2017-2018 school years, the school day for students and teachers shall be in accordance with the following schedule:

	STUDENTS		
	Walk-In	Start Time	Dismissal
Wilson Wentworth	8:30 a.m.	8:35 a.m.	3:10 p.m.
Intermediate Wentworth	8:20 a.m.	8:25 a.m.	3:00 p.m.
Jr. High	8:20 a.m.	8:25 a.m.	3:00 p.m.
	FACULTY		
	Start Time	End Time	
Wilson Wentworth	8:25	3:10	
Intermediate Wentworth	8:15	3:00	
Jr. High	8:15	3:00	

If the Board shall deem it desirable to alter the student day with a resultant alteration in the time the teacher day begins, the parties shall promptly confer to seek agreement on a schedule to meet the needs of students and teachers. The completion of the teachers' school day shall be based upon the end times set forth above (see schedule above). This schedule shall be followed except in cases of emergency or early dismissal of all students. At no time will a teacher be placed in a supervisory position before the teacher's scheduled start time, unless it is on a voluntary basis and he/she is compensated for doing so.

- B. Teachers shall be required to sign in or out by initials only.
- C. Teachers will carry out their duties under safe and healthful conditions in the school, and such unsafe and unhealthy conditions which may exist will be corrected as soon as possible.
- D. Classroom interruptions shall be kept to a minimum. When class is in session, district staff members may enter a classroom whenever there is no other reasonable alternative. This clause does not preclude administrators from the performance of their duties.
- E. For the 2018-2019 school year, on Parent/Teacher Conference Days, students will attend school and will be dismissed district wide at 11:45 a.m. Parent/Teacher conference will be held from 1:00 p.m. until 6:00 p.m.

Effective beginning with the 2019-2020 school year, the Union and the District agree that parent-teacher conferences may be scheduled two (2) times per year, one to begin at 12:15 PM and end at 7:00 PM, and one to begin at 8:15 AM and end at 3:00 PM. The District determines when these conference days will be scheduled. On these

conference days, teachers shall have a duty-free meal break of thirty (30) minutes and plan time of thirty (30) minutes. These conference days shall not be days of student attendance.

- F. Each teacher shall have a minimum of five (5) thirty (30) minute preparation periods per week with no more than two (2) on any one day. This does not include team meetings.

2. School Year

- A. The Union may submit a suggested school calendar to the Superintendent. The maximum school year term shall consist of one hundred eighty-five (185) days, five (5) of those days will be designated as emergency days, which if not used will be added to the Spring Break in order to complete a full week's vacation following Easter Sunday. If there are any emergency days left at the end of the year, the school year will be shortened to that extent. There will be no more than one hundred seventy-nine (179) pupil attendance days. The maximum school year term specified in this paragraph represents an increase of one day over the previous maximum. This additional day shall be used as a teacher in-service day immediately preceding the first pupil attendance day at the beginning of the school term.

3. Faculty Meetings and Committee Work

- A. Faculty and/or non-compensated committee meetings scheduled after the regular teachers' workday shall not extend more than 45 minutes after the meeting's scheduled start time, except in emergency situations. Compensated committee meetings scheduled after the regular teachers' workday shall not extend more than 90 minutes after the meeting's scheduled start time, except in emergency situations.
- B. If at all possible, teachers will be given notification of faculty meetings no less than twenty-four (24) hours in advance. Teachers who have other commitments shall not be required to attend meetings called with less than twenty-four (24) hours' notice if they notify their principal prior to the meeting.
- C. Faculty meetings will be kept to a reasonable number per semester.
- D. The Union shall be given a place on the agenda of faculty meetings for brief reports and announcements.
- E. Any faculty member representing the teachers of District No. 155 on any committee, agency or other body established by the Board or the Administration, will be selected from nominees submitted by the Union. However, if the administration desires, it may appoint one additional member whose name does not appear on the list submitted by the Union for every five (5) members appointed from the Union list.
- F. Whenever members of the bargaining unit are mutually scheduled by the parties to participate, during working hours in conferences, meetings or negotiations with the Board, they shall suffer no loss in pay and substitutes shall be provided.

- G. Whenever a member of the bargaining unit represents the teachers of District No. 155 on the state mandated RIF Joint Committee and/or PERA Joint Committee, that teacher shall be paid at the hourly rate listed in Appendix C only when the respective joint committee is convened and such obligations of the joint committee are performed outside of the Faculty School Day Start and End Times. Whenever the respective joint committee is convened during the school day, joint committee bargaining unit members will be provided a substitute as needed. There shall be no mandatory unpaid additional work assigned between committee meetings.

4. Extra Duties

- A. No teacher shall be asked to supervise bus children unless it is on a voluntary basis and he/she is compensated for doing so. A teacher shall be compensated for voluntary service during his or her assigned lunch hour at the regular extracurricular rate.
- B. Teachers working extra-curricular activities and lunchroom substitution will be paid at the rate listed in Appendix C.

Bus Duty, After School Duty, Before School Duty and Lunch Duty will be performed in fifteen (15) minute intervals and paid at the rate listed in Appendix C. For purposes of this paragraph, fifteen (15) minute intervals shall mean no more than twenty (20) minutes. If performance of the duty exceeds 20 minutes, as necessary to ensure proper supervision, the teacher shall be provided with compensation based on an additional fifteen minute interval.

Extra duty forms must be submitted within two weeks of the last day of the month in which the duty was completed.

- C. Teachers who have compensated extra-curricular positions shall retain such positions from year to year, unless the teacher notifies administration in writing by the last teacher attendance day of any given school year of his/her intention to relinquish such position.
- D. If a compensated extra-curricular position is eliminated and then re-opened, the qualified teacher who last held the position shall be given first consideration. All compensated extra-curricular vacancies must be posted electronically to all District staff with a minimum notification of seven (7) school days prior to the filling of such vacancies.
- E. Appointment to said positions shall be conditional upon availability of funds.
- F. All essential non-teaching duties and assignments within a school are to be shared among all teachers on an equitable basis.
- G. The Administration shall maintain a complete and adequate list of substitute teachers. When a class is split between one or more teachers for the day due to the absence of a teacher, each teacher taking additional students will be paid at the hourly rate listed in Appendix C for each hour the students are in that teacher's classroom. At no time will a teacher be required to take over another teacher's full class in addition to her own. This will be on a voluntary basis.

- H. School librarians away from their posts for a half day or more shall be provided substitutes by the District, when possible.

5. Professional Development

- A. The Board and the Union agree that special attention and supportive help and guidance in classroom techniques shall be provided the new teacher. All available resources, including principals, as well as the experience and diverse abilities of all teachers should be utilized to help orient the new teacher.
- B. Each teacher may be granted release time, with full pay and approved expenses, to attend educational workshops, professional conferences and such other approved activities as are conducive to professional growth subject to prior authorization by the building administrator and final approval by the Superintendent. Teachers who request and obtain approval to attend educational workshops or conferences during the summer shall be granted approved expenses to attend such workshops and conferences. Each teacher shall be allowed to attend three (3) educational workshops or professional conferences per fiscal year (2 identified by the building administrator and 1 identified by the teacher), unless an exception is requested and granted in the sole discretion of the building administrator and the Superintendent. Teachers are eligible to request to attend a multi-day workshop or conference, unless an exception is requested and granted in the sole discretion of the building administrator and the Superintendent. The administrator's discretion to grant or deny a request is non-precedential.

6. Salary Schedule Placement

- A. Upon entering the service of District No. 155, all new teachers shall be given full credit for all prior teaching service up to the maximum of six (6) years.
- B. Nurses hired in subsequent years will receive one (1) years' experience for each licensed year of experience in school employment plus appropriate degree and hours beyond and up to the maximum of eight (8) years.
- C. If a teacher who has resigned seeks to be reinstated within three (3) years of his/her resignation, he or she will receive preference, provided he or she is highly qualified for the position and left the district with a good teaching record as evidenced by an overall performance evaluation rating of at least "proficient" on their most recent performance evaluation by District 155. Teachers who resigned and subsequently are re-employed shall be placed on at least the same salary step at which they were at the time of resignation.
- D. A teacher on an approved leave of absence or a teacher who fills a teaching vacancy during a school year, who has taught at least a half of a school year in the District or elsewhere will advance a full year on the salary schedule.

7. Payroll Process

- A. Teachers will be paid every other Friday.
- B. Upon hire, the District shall ask the new teacher to declare whether s/he wishes to receive pay on a ten (10) month or a twelve (12) month basis. The basis of pay may not be changed at any point during the school year. Teachers who want to change the election for a subsequent school year must notify the Superintendent in writing before July 1st of the school year which is the subject of the change. The responsibility for compliance with this provision shall at all times remain with the teacher.
- C. Payroll deduction shall be made upon written request for Township Credit Union. Deductions will be made on a per payroll basis. The amount to be deducted shall not be changed more than once after October 15 during any school year. Deductions may be cancelled at any time.

8. Tuition Reimbursement

- A. For each of the school years referenced in the contract, the Board shall reimburse all teachers who have completed at least three (3) years of service with the District to a maximum of \$400 per semester hour, inclusive of tuition and fees, for all graduate level college courses that enhance educational instruction completed during the school year and summer in which the teacher received the grade of B or higher.

Approval by the Superintendent will be necessary for any undergraduate courses. Teachers may take up to a maximum of twelve (12) semester hours per school year for reimbursement. The presentation of a final passing grade shall be official proof of completion of such course. No courses for State Certification are reimbursable for provisionally licensed teachers hired after September 1, 1971.

Summer college credit classes commenced before July 1st of a school year will be reimbursed at the rate in effect on when the class is commenced. For purposes of this paragraph, "school year" is defined as a July 1st through June 30th of the successive calendar year.

- B. All teachers who have completed college credit hours or have obtained a graduate degree by September 1 or January 31 shall receive the salary increment to which they are entitled upon presentation of proof. If the increment is to begin on January 31st, it will be prorated as of January 31st. In the event that a teacher who is no longer on a printed step of the current salary schedule, completes additional course work or receives a master's degree and there is no appropriate step on the new lane to which he or she is moving, said teacher shall receive no less than the printed dollar amount in the final step of the new lane.

9. Summer School

- A. In the event of a summer school program, the curriculum will be determined by mutual agreement between the Board, Superintendent and the Union. The determination and scheduling of teachers will be a mutual agreement between the Union and the Administration based on the guidelines in Article VII. 25 Section 9.A, paragraph three (3). Teachers shall be compensated for summer school at the hourly rate listed in Appendix C.

Each summer school teacher shall receive thirty (30) minutes of planning time with his/her hourly rate of compensation. The salary of any non-Union summer school teacher will be less than that of the Union teacher and will be determined by the Superintendent with approval of the School Board.

Summer school positions shall be filled based on a teacher's licensure. If more than one teacher is certified, the position will be filled by rotating seniority as follows:

- (1) Teachers who apply for a summer school position but are not hired will be kept at the top of the rotating summer school list according to seniority.
- (2) Teachers who did not apply for a summer school position shall be placed next on the rotating summer school list according to seniority.
- (3) Teachers who teach summer school will be placed at the bottom of the list according to seniority.
- (4) New teachers will be added to the end of the list upon the first day of employment in the district.

10. Letters of Recommendation

- A. Letters of recommendation shall not include the number of days the teacher was absent during the period of employment unless deemed a significant reflection of the teacher's performance.

11. Building Access

Teachers shall have FOB access into their respective buildings prior to the start of the school day beginning at 7:00 AM, and after the end of the school day until 5:00 PM.

12. Teacher Mentor Program

- A. During the term of this contract, the District shall have a Teacher Mentor Program. There shall also be a joint Teacher Mentorship Committee comprised of teacher representatives from each building and administrators. The Committee will meet at mutually agreeable times to work collaboratively for the purpose of maintaining a successful mentorship program.
- B. Each newly hired teacher will be assigned a Mentor by the District's Administration during his/her first year of employment. Each teacher who is not new to the District but is making a building change may be assigned a Transition Mentor upon the request of the teacher making the building change and subject to approval by the appropriate building administrator.
- C. The District will provide all teachers with access to the Mentoring Program Manual which outlines the responsibilities and expectations for Mentors, Transition Mentors and Mentees.
- D. The District will inform all teachers of the application process and timeline to become a mentor. The application process will be reopened for new teachers hired after the start of the school year.

- E. The District shall consult with the Union President or designee on assignment of mentors. However, the District's Administration reserves the right to make the final decision on assignment of mentors.
- F. Each Mentor will be paid \$1,250.00 for all required obligations. Transition Mentors will be paid \$350.00. Mentors and Transition Mentors will be paid equal installments in January and May.

ARTICLE VIII. EMPLOYEE PERSONNEL FILES

Official teacher's file shall be maintained under the following circumstances:

- 1 No material concerning a teacher's conduct, service, character, or personality while employed in District No. 155 shall be placed in the file unless the teacher has had an opportunity to read the material. When a conference between the administration and a teacher is to be of such serious nature, that material may be placed in his or her file, he or she shall be entitled to a follow-up conference with Union representation before this material is placed in the teacher's file.
- 2 The teacher shall be given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such a signature merely signifies that he/she has read the material to be filed and does not indicate agreement with its contents.
- 3 The teacher shall have the right to answer any material filed and his/her answer shall be attached to the file copy provided such shall be filed within fifteen (15) teacher employment days of the date in which the original material was received by the teacher. Pertinent documents unavailable at the time of the answer may be added at a later date.
- 4 Upon request by the teacher, he/she shall be given reasonable access, during normal working hours, to his/her personnel file. The teacher shall be granted said reasonable access within three (3) working days from the date of the request. A designated Board employee may be present during the inspection of such file.
- 5 A teacher shall be permitted to reproduce any material in his/her file at his/her own expense. This reproduction cost shall be paid to the District at the rate of \$.35 per page. However, confidential records such as letters of reference shall not be reproduced.
- 6 Two (2) years after the placement of discipline in his/her personnel file, the teacher shall have the right to petition the District's Superintendent to remove said discipline, provided the teacher's personnel record has remained clean during that two-year period. Removal of discipline from a personnel file is in the sole discretion of the Superintendent and shall not be subject to the Grievance Procedure set forth herein.

ARTICLE IX. TEACHER EVALUATION
PROCEDURES AND CONTRACT NON-RENEWAL

1. The parties agree that the teacher evaluation procedures will be set forth in the District's "Teacher Evaluation Plan" which will be established and maintained in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act of 2010." The parties further agree that in order to maintain and improve the quality of education in the District, the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select what it consider the best person for the position.

A Joint Evaluation Committee will be established and maintained. The Joint Evaluation Committee will consist of not more than four members appointed by the District and not more than four members appointed by the Union. Meetings will be held periodically or upon request of either party. The Joint Evaluation Committee shall work collaboratively on the proposed changes and/or alterations to the "Teacher Evaluation Plan" in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act of 2010."

2. Non-tenured teachers shall receive a minimum of three (3) observations each year, two (2) of which will be formal observations. Tenured teachers shall receive a minimum of two (2) observations every other year, one (1) of which will be a formal observation, unless the tenured teacher was rated Needs Improvement or Unsatisfactory in his/her last summative performance evaluation rating. In such cases, the tenured teacher shall be evaluated in the year immediately following the Needs Improvement or Unsatisfactory rating and shall receive a minimum of three (3) observations, two (2) of which will be formal observations during that year.

The observation of teachers for the purpose of determining professional competence will be limited to full-time administrative personnel. The first observation for non-tenured teachers will occur before winter break and the second will occur before February 15th of the applicable school year. Tenured teachers shall be observed prior to February 15th of the applicable school year. Formal observations shall be announced and scheduled. A pre-conference shall occur before the formal observation. The formal observation must last at least 45 minutes or the length of a whole lesson or a whole class period. The evaluator will document each observation in writing. The form will be shared with the teacher. A post conference shall occur after the observation.

3. If the observation of the teacher's work may lead to a Needs Improvement or Unsatisfactory summative rating, a conference shall be held between the evaluator and the teacher within ten (10) school days of the observation to discuss the documentation, which the teacher will have previously received in writing. A Union representative may be present for this conference if so requested by the teacher. After each observation, written recommendations will be made to aid in correcting any deficiencies and assistance will be given where needed. If the teaching performance observed is so weak that there is some question as to whether the teacher's contract will be renewed, this should be made clear to the teacher in each documentation. If at any time a teacher feels that she/he is being evaluated unfairly, he/she may ask for an additional observation by a different evaluator, who shall be selected by the Superintendent or designee.

4. A summative evaluation rating will be completed in the applicable school year summarizing the observations and other aspects of the teacher's performance.

A tenured teacher who receives a summative evaluation rating of Needs Improvement shall within thirty (30) school days be placed on a Professional Development Plan. The purpose of the Professional Development Plan is to increase the teacher's proficiency in the area(s) identified in the summative evaluation as in need of improvement. The Professional Development Plan must (1) Be developed collaboratively between the teacher, the administrator, and the Union, (2) Focus on areas identified as in need of improvement, and (3) Include a description of the goals to be addressed, expectations for improvement, a plan for assessing the teacher's improvement with indicators that denote progress, a timeline for completion, and supports and resources that will be provided to assist the teacher in his/her professional improvement.

A tenured teacher who receives a summative evaluation rating of Unsatisfactory shall within thirty (30) school days be placed on a Remediation Plan. The purpose of the Remediation Plan is to increase the teacher's proficiency in the area(s) identified in the summative evaluation as unsatisfactory. The plan shall be developed collaboratively between the teacher, the administrator, the consulting teacher and the Union and align with the standards in accordance with section 105 ILCS 5/24A of the Illinois School Code.

5. All monitoring and all observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of public address and/or audio- video systems without the teacher's consent shall be prohibited.
6. Consulting teachers shall be paid a flat-rate stipend in the amount of \$750.00.

ARTICLE X. GRIEVANCE PROCEDURE

1. Definition: A grievance shall mean a complaint:
 - A. That there has been an alleged violation, misinterpretation, or misapplication of any provision of this agreement.
 - B. That a teacher or teachers have been allegedly treated unfairly or inequitably by virtue of the provisions of this agreement.
 - C. As used herein "day" shall mean Monday through Friday except school holidays.
2. Statement of Basic Principles:
 - A. Every teacher or group of teachers shall have the right to present grievances in accordance with these procedures.
 - B. All discussions shall be kept confidential during procedural stages of a grievance.
 - C. A teacher who participates in these grievance procedures shall not be subject to discipline or reprisal because of such participation.
 - D. The Administration has the responsibility to consider and take action promptly, within authority delegated to them, on grievances presented to them.
 - E. The failure of a teacher or the Union to act within the time limit will act as a bar to any further appeal and an administration's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
 - F. The teacher (or group of teachers) has a right to be present and to be represented. If the teacher elects to be represented, his/her representative shall not be from any teacher organization other than the Union.
 - G. In any instance where the Union is not represented in the grievance procedure, the administrator making the decision will notify the Union in writing of the resolution of the grievance at each level. The Union may appeal any decision which would seem either to violate any terms of the contract or to affect working conditions of the teachers in the bargaining unit.
 - H. Meetings, conferences, and hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present. When such meetings, conferences, and hearings are during school hours, all employees whose presence is required shall be excused, with pay, for that purpose.

3. Procedure

First State: (Informal)

- A. A teacher or teachers with a grievance shall first discuss it with his/her principal, if possible, either directly or through a Union representative, with the object of resolving the matter informally.

B. Second Stage: (Formal)

If the grievance cannot be resolved informally, it shall be submitted in writing with the Superintendent or designee within thirty (30) school days of the occurrence giving rise to the grievance. A copy of such written grievance shall also be filed with the chairman of the Unions Grievance Committee. Within five (5) school days after such written grievance is filed, the aggrieved, the Union committee and the Superintendent or designee shall meet to seek to resolve the grievance. The Superintendent or designee shall give his decision in writing to the aggrieved and to the Chairman of the Union Grievance Committee within ten (10) school days of this meeting.

C. Third Stage: (Arbitration)

If the grievance is not resolved satisfactorily to the Union within five (5) school days of the hearing before the Superintendent (second stage), there shall be available a third step of impartial arbitration. The Union may submit, in writing, a request to enter into such arbitration within ten (10) school days after the decision in formal Stage 2. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) school days after said notice is given. If the two parties fail to reach agreement on an arbitrator, the Federal Mediation and Conciliation Service (FMCS) shall be requested to provide panel(s) of arbitrators in accordance with its usual procedures. The decision or award of the arbitrator shall be binding on both parties. The expenses for the arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the Board and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representative and witness. The arbitrator in his/her opinion shall not amend, nullify, ignore or add to the provisions of this agreement. The arbitrator's authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the Board and the Union and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the agreement.

ARTICLE XI. CURRICULUM

1. Class size shall not exceed twenty-five (25) pupils for all classes whenever possible.
2. The selection of Committee Members regarding selection of textbooks and workbooks shall follow the committee rules already established in Article VII.3, with the addition of the administrative representatives.
3. The selection of visual aids and charts to be used by an individual teacher shall be made by that individual teacher.
4. The above named Union-Administration Committee in Article XI.2 shall also make recommendations for any revision or changes in the curriculum, including adaptation of guidelines in the School Improvement Plan.

ARTICLE XII. LEAVES

1. Teachers shall be granted the following sick days per school year based on years of consecutive service to the District:

0 to 10 years	14 sick days
11 to 20 years	16 sick days
21+ years	18 sick days

Such days not used in the year of service shall be accumulated from year to year. The number of days accumulated shall be limited to three hundred eighty (380). Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

2. Teachers shall be allowed three (3) days per year personal leave. Teachers using this personal leave shall suffer no loss in pay nor shall they lose any of their accumulated sick leave. Teachers shall not be required to disclose the reason for taking personal leave. Personal business days must be applied for at least twenty-four (24) hours prior to the beginning of the leave except in cases of emergency.

A personal business day will not be granted on a day before or after holidays or school vacation or recess periods.

Unused personal leave shall be accumulated and added to the sick leave accumulation at the end of the year.

3. A teacher may transfer a maximum of two (2) sick leave days in a given school year to any teacher or teachers, who in the case of extended illness, have depleted their own sick leave and personal leave. A doctor certificate will confirm the illness.
4. Each teacher may access the total number of days accumulated in his/her sick leave bank by their respective electronic employee account as set up by the District.
5. All absences shall be reported to AESOP or the electronic attendance system utilized by District 155 by 7:00 a.m., or, in case of an emergency, as soon as possible. Absences may be reported before 10:00 p.m. the night prior to an absence
6. Bereavement Leave: There shall be a maximum of five (5) paid school days leave for death in the immediate family of the teacher. The immediate family shall include spouse, parents or persons in loco parentis, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and life partners. In special circumstances, a teacher may request of the Superintendent that a relative other than those listed above be considered an immediate family member for the purposes of accessing this benefit. The member must request this exception in writing, the Superintendent is under no obligation to agree to the request, and any agreement to grant days under this provision is non-precedential.

7. Parental Leave

An employee shall be eligible for parental leave without pay or other benefits subject to the

following conditions. Non-renewal of employment or dismissal from employment cancels any previously approved leave.

- A. The employee shall advise the Superintendent or designee of her pregnancy no later than the fourth month of pregnancy or upon ascertainment of such condition, whichever shall be the later. At such time, she shall provide a written statement from her obstetrician or physician, where applicable, indicating the expected date of delivery. Application for parental leave shall be made in writing to the Superintendent or designee at least ninety (90) calendar days prior to the anticipated birth of the child.
- B. After consultation with the employee, the Superintendent or designee shall prepare for the commencement and termination of such leave, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree, and the pertinent time factors related thereto.

The leave shall not exceed the balance of the school term in which it commences and one (1) additional school term. Every effort shall be made to have such leave terminate immediately prior to the start of a new school term. Such leave shall commence upon: (1) the date agreed upon by the Superintendent or designee and the employee; or (2) the actual date of delivery, whichever shall first occur. Such leaves which commence during the summer recess shall begin no later than July 1st.

The Superintendent or designee may waive any of the provisions of this section in his/her sole discretion, and any such waiver shall not be precedential in any respect.

- C. There shall be no loss of seniority accumulated prior to parental leave.
 - D. Any employee covered by this agreement may use up to a maximum of twelve (12) weeks, or sixty (60) days, of their accumulated sick days for pregnancy, childbirth, and child rearing. If such employee exhausts their accumulated sick days, he/she shall be granted a parental leave. Nothing in this policy shall be construed as requiring any employee to apply for a parental leave.
 - E. A male employee shall be entitled to a parental leave of absence. Such leave shall be unpaid and shall be subject to all of the applicable notice and other requirements as set forth in this section. Eligibility for such leave shall arise upon the anticipated birth of a child which the teacher has fathered.
 - F. Any employee desiring parental leave as a result of becoming an adoptive or foster parent shall notify the Superintendent or designee, in writing, upon initiation of such adoption proceedings. Leave shall be granted upon satisfactory written notification to the Superintendent or designee of the date the child is expected to be placed. It shall be the responsibility of the applicant to keep the Superintendent or designee informed on the status of the proceedings, and, as soon as known, the expected date of the placement of the child. This section shall not be applicable if the adoptive child is attending school (except kindergarten).
8. A teacher may be granted an unpaid leave of absence for a period of one (1) school year. Request for such leave shall be made in writing to the Superintendent or designee at least sixty (60) calendar days prior to the end of the preceding school term. Such leave of absence

shall not affect the tenure of the teacher but no salary advancement shall be granted. The teacher shall give notice of intention to return from such leave by March 1st. Nothing herein shall preclude the further conditioning of such leave as the Board and the teacher shall agree.

9. A teacher returning from a leave of absence, not as a result of a layoff, has his or her position guaranteed. If his or her position has been eliminated, he or she will have the same rights as other teachers in the district.
10. A teacher returning from a general leave shall have the right to return to work at any time if there is a vacancy for which she is qualified. If she accepts this vacancy, she forfeits her right to return to her original position.

11. Teacher Sabbatical Leave:

- A. One teacher from the District, after completion of six (6) years of satisfactory service on a full-time basis, shall be eligible for one year sabbatical leave. Any contract employee who is granted sabbatical leave shall sign an agreement to return to service with the Board of Education for a two (2) year period.
- B. A sabbatical leave committee shall be formed. This committee shall consist of the Superintendent, a Board member and one teacher named by the Union.
- C. Applications must be received by January 15th and the recommendation made to the Board at the March meeting of the Board. The decision of the Board of Education is final dependent upon the merit of the program, the value to the school district, and the financial ability of the school district.

12. Jury Duty: Any teacher who must serve on jury duty will receive his regular pay, less the amount of money paid to him by the courts, for the time he is serving on jury duty.

13. Attendance Incentive:

Teachers who use a total of two (2) or less sick leave days either between the months of August and December or between the months of January and June shall receive additional compensation as follows:

0 days missed	\$250.00
Up to 1 day missed	\$125.00
Up to 2 days missed	\$ 75.00

The additional compensation shall be paid in a lump sum within a month after the attendance is awarded. However, in no event shall an employee who has provided a notice of retirement receive greater than a 6% increase in the total creditable earnings for the school year during which an attendance incentive is paid.

ARTICLE XIII. ASSIGNMENTS

1. Where administratively possible, a teacher shall have the right to remain in his or her current assignment.
2. A list of teacher vacancies shall be made available in advance to the faculty. In the event of a vacancy, there shall be a minimum notification of seven (7) school days prior to the filling of such vacancies, including summer. During the last two (2) weeks of school, or earlier, a complete list of teaching positions will be furnished to the faculty so that the teachers can indicate any change or changes they may desire. A written notification shall be sent to those teachers who have indicated a desire to change, if the indicated vacancy or vacancies become available. If a newly created position is open, all teachers on the faculty shall be notified. All eligible personnel applying for these vacancies must be considered, with selection based on qualifications, certifications, merit and ability, and relevant experience. A teacher choosing to fill a vacancy and subsequently choosing to fill a different vacancy may do so up until July 1. The decision of the Superintendent is final. All applicants for any vacancy, who do not occupy a bargaining unit position, will be approved if the teachers within the bargaining unit do not qualify for, or accept, such an appointment. This notification will apply except in case of emergency.
3. When a change in course offerings or a reduction in pupil enrollment necessitates a reduction at the junior high level, in the self-contained primary or in the intermediate grades, or in a special area, every effort will be made to achieve the necessary reassignments(s) on a voluntary basis.
4. When reassignment cannot be achieved on a voluntary basis, the following involuntary transfer procedure shall apply: The teacher with the lowest seniority in the specific self-contained grade so reduced or special area so reduced shall be displaced. When a reduction at the junior high level is necessary, the administration will make every effort to re-schedule the junior high staff using recognition, certification, and seniority as a criteria.
5. A teacher who has been displaced shall have the right to be reassigned to any open position of his or her choice for which he/she is licensed and/or endorsed and meets the minimum qualifications set forth in the District's job description for the position. In the event more than one teacher has been displaced, that teacher with the greatest seniority, as determined by the seniority list, shall be reassigned first. In the event there are no open positions for which a displaced teacher is certified, he/she shall be assigned to that position then held by the teacher lowest on the seniority list among those holding positions for which he/she is licensed and/or endorsed and meets the minimum qualifications set forth in the District's job description for the position. That teacher with the lowest seniority shall then become displaced.
6. If an honorably dismissed teacher is qualified for a position that becomes vacant during the recall period, such teacher shall be offered the position prior to any transfer being made to fill such position.

ARTICLE XIV. COMPENSATION

1. During the term of this Agreement, compensation shall be in accordance with salary schedules attached as Appendix B, except for any teacher who provided notice of retirement under the 2013-2016 or the 2016-2018 agreements and is receiving 6% earnings increases as set forth in the applicable agreement. The salary schedules are based on the following language, and the teacher's required retirement contribution to TRS will be deducted from the salary amount listed in the schedule.

2018-2019: Beginning at Step 2, the salary amounts reflect a flat dollar increase to the "TRS-included" 2017-2018 salaries of all teachers in BA lanes of Four Thousand Five Hundred Dollars (\$4,500.00), and a flat dollar increase to the 2017-2018 "TRS-included" salaries of all teachers in MA lanes of Five Thousand Five Hundred Dollars (\$5,500). For example, a teacher at BA – Step 3 for the 2017-2018 school year, will move to BA – Step 4 for the 2018-2019 school year and earn an annual salary of \$41,873.00 for the 2018-2019 school year. The Step 1 salary shall be as indicated on the 2018-2019 salary schedule.

2019-2021: Beginning at Step 2 for all lanes, the salary amounts reflect an increase of three percent (3.00%) over the teacher's prior year's salary. For example, a teacher at BA – Step 4 for the 2018-2019 school year, will move to BA – Step 5 for the 2019-2020 school year and earn an annual salary of \$43,129.00 for the 2019-2020 school year. The Step 1 salary shall be as indicated on the applicable salary schedule.

2021-2023: Beginning at Step 2 for all lanes, the salary amounts reflect an increase of two and three-quarter percent (2.75%) over the teacher's prior year's salary. For example, a teacher at BA – Step 6 for the 2020-2021 school year, will move to BA – Step 7 for the 2021-2022 school year and earn an annual salary of \$45,644.00 for the 2021-2022 school year. The Step 1 salary shall be as indicated on the applicable salary schedule.

Any teacher off the salary schedule will receive the applicable flat rate or percent increase as set forth above.

2. In order to facilitate the ease of calculating and working with salaries, the following procedures will be utilized in determining actual salaries that are to be paid and listed in the salary schedule:
 - A. any salary that is calculated having the cents portion fall between 01 cent and 49 cents will be rounded *down* to the next nearest whole dollar, thereby providing for only whole dollar amounts being listed in the salary schedule.
 - B. any salary that is calculated having the cents portion fall between 50 cents and 99 cents will be rounded *up* to the next nearest whole dollar, thereby providing for only whole dollar amounts being listed in the salary schedule.
3. A. If an eligible teacher elects not to be covered by the District's group health

insurance plan, the Board will pay a monetary stipend to the teacher of \$700.00 per year. This is paid in two installments of \$350.00 each occurring in January and June of each school year. The payment benefit will be prorated in accordance with an employee's eligibility date if hired after the start of the school year. A "flexible benefit plan" is an option offered by an employer to employees who are covered under TRS to receive cash in lieu of employer provided insurance. This Section 3.A. shall sunset and no longer be offered effective June 30, 2019.

- B. The Board will provide health, life, and dental insurance for all full-time employees. Employees will make the following annual contributions towards insurance costs:

HEALTH INSURANCE CONTRIBUTIONS

YEAR	SINGLE	FAMILY
2018-2019	\$1,050.00	\$2,000.00

<u>YEAR</u>	<u>EMPLOYEE ONLY</u>	<u>EMPLOYEE + SPOUSE</u>	<u>EMPLOYEE + CHILDREN</u>	<u>FAMILY</u>
2019-2020	5%	8%	8%	9%
2020-2021	6%	8%	8%	10%
2021-2022	7%	10%	10%	10%
2022-2023	8%	12%	12%	12%

- C. The individual deductible paid by the employee shall be \$250.00 per calendar year per insured individual (3 times individual deductible for family maximum not to exceed \$750.00). The remaining plan deductible shall be paid by the Board per calendar year.

For the 2018-2020 plan years, the prescription medication out-of-pocket rates shall remain the same for employees as of the 2012-2013 medical plan rates. The Board shall reimburse employees for any and all additional prescription expenses beyond the 2012-2013 medical plan rates.

Beginning with the 2020-2021 plan year, employees shall be responsible for all prescription medication out of pocket expenses under the plan.

4. If the spouse of a teacher who is enrolled in the District's group health insurance plan is employed by another employer and that spouse is provided or offered health care coverage by his/her employer, that spouse must be enrolled for that employer's coverage. Coverage under the District's group health insurance plan will be secondary under the plan's coordination of benefits provisions. This provision will be applied to the extent permissible by law. The District will reimburse the teacher for the premium incurred directly by the spouse related to enrolling in spouse's employer's plan, up to \$10,000 annually. Teacher must provide proof of spouse's enrollment in the spouse's employer's health insurance plan. Teacher may be required, no more than twice annually, to provide documentation of teacher's spouse's contribution to spouse's employer's health insurance plan. This Section shall sunset and no longer be offered effective June 30, 2019.

5. Any teacher who is employed part time will pay the amount of the Health Insurance Contributions stated in item B. above. Any teacher who becomes eligible for Medicare while employed, will receive health insurance benefits in accordance with Medicare Law.
6. The Board shall reimburse teachers for the cost of eye examinations and/or eye glasses and/or contact lenses to a maximum of three hundred fifty (\$350) dollars per full-time teacher (pro-rated for part-time) per fiscal year. The teacher may also submit receipts for family members (spouse, domestic partner, biological or adopted child or legal guardian only) for reimbursement so long as the total reimbursement amount does not exceed three hundred fifty dollars (\$350) or the prorated amount in any given fiscal year. The fiscal year is defined as July 1 through June 30.
7. It is hereby agreed that the Union shall hold the Board harmless and indemnify the Board, its members, agents, and employees against all liabilities, loss, and expense of whatever nature arising out of the Board's agreement to make payments on behalf of each teacher to the Illinois Teachers' Retirement System. If the Internal Revenue System or a court shall determine that such amounts paid the Teachers' Retirement System are not excludable from the gross income of the teacher for income taxation purposes, the Board shall commence to withhold federal and state income taxes on all funds transmitted to the retirement system.
8. Each year the Union shall appoint one member to serve as liaison to any and all District insurance advisory committees or teams. The designated liaison agrees to participate in good faith discussions with the District about the insurance the Board provides under this Agreement and exploring cost-saving measures. Should the Union fail to participate as set forth in this Section, the Union agrees that the District may implement changes to insurance plan design for the purpose of reducing the overall premium cost, provided such changes do not conflict with any express language in this Agreement. Whenever the premium amount for any health insurance policy increases by more than 10% in any given year or by more than 15% in two consecutive years of this CBA, the event shall automatically trigger a meeting of the insurance advisory committee to discuss cost containment measures.

ARTICLE XV. POST-RETIREMENT SEVERANCE PAYMENT AND INSURANCE

1. Post-Retirement Severance Payment

A. Qualifications and Limitations

To be eligible to receive the post-retirement severance payment described in this Article, a teacher must meet all of the following requirements and limitations:

1. The teacher must have completed at least 10 years of service to the District as a teacher as of his/her effective retirement date.
2. The teacher must be eligible to retire under the Illinois Teachers Retirement System ("TRS") and apply for and receive retirement benefits from TRS commencing at the end of the final school year of employment with the District, pending completion of all TRS requirements.
3. The teacher must be eligible to retire under TRS without requiring/causing a mandatory Board contribution/penalty to TRS for exceeding the applicable limit on end-of-career earnings increases or the TRS cap on sick leave day allotment.

Should the Board incur a mandatory contribution/penalty payable to TRS, the amount of that teacher's post-retirement severance payment will be reduced by the amount of the Board's contribution/penalty as assessed by TRS.

4. An irrevocable notice of retirement must be given by May 1 of the school year prior to the number of years of notice of retirement the teacher desires to provide. For example, a teacher who wants to retire at the end of the 2022-2023 school year and be eligible to receive the maximum post-retirement severance amount, must give notice by May 1, 2019. The last day to give notice of retirement under the terms of this Article shall be May 1, 2023. Under no circumstances may a teacher's retirement date be later than June 2027.
5. Following notice of retirement, the teacher must maintain the same level of compensated duties from year to year through his/her date of retirement, unless otherwise approved in the sole discretion of the Board. The teacher is eligible to receive the same earnings increases as other teachers who have not given notice of retirement under this Article up to the applicable limit on end-of-career earnings increases, unless otherwise approved by the District.
6. A teacher must be employed by the District through the date of retirement set forth in the teacher's irrevocable notice of retirement.
7. Any teacher who provided notice of retirement under the 2013-2016 or the 2016-2018 agreement and is receiving the retirement incentive set forth in either of those agreements is not eligible for any post-retirement severance bonus payment under this Article.

B. Post-Retirement Severance Amount and Payment

Subject to the qualifications and limitations set forth in Section 1.A. above, the post-retirement severance amount shall be as set forth below:

Years of Notice	Post-Retirement Severance Amount
<u>4</u>	<u>\$25,000</u>
<u>3</u>	<u>\$12,500</u>
<u>2</u>	<u>\$5,000</u>

The post-retirement severance payment will be paid to the teacher in one lump sum on the payroll date following the one-year anniversary of the teacher's retirement from the District. Unless otherwise directed by the teacher, the payment will be mailed to the teacher's last address on record with the District.

2. Post Retirement Insurance Benefit

Teachers who terminate their service with the Board and retire from teaching may, at their option, continue in the group health/major medical and/or dental insurance plans provided by the Board in accordance with COBRA. Any teacher who retires from School District No. 155 prior to reaching age 65, shall be allowed to continue to participate in the District's group hospitalization program until the teacher reaches age 65 or becomes Medicare eligible, whichever is earlier, provided that the teacher pays for the entirety of the monthly premium (calculated on the basis of the costs of COBRA) and, when applicable, provided that the insurance carrier agrees to such continuation.

ARTICLE XVI. TRS CREDITABLE EARNINGS LIMITATION

The District seeks not to incur any financial contribution/penalty pursuant to the provisions of the Illinois Pension Code and/or TRS rules and regulations, as to permissible end-of-career earnings increases. Except for the 2018-2019 school year, and notwithstanding any contrary or other provision in this Agreement, including but not limited to salary schedules and hourly rates, in the event a teacher's TRS creditable earnings would increase by more than the maximum percentage set by statute or regulation for end-of-career earnings increases without penalty from one year to the next, the District reserves the right to grant that teacher only the maximum increase allowed, for the sole purpose of avoiding the potential for a financial penalty being assessed on the District. This provision shall only apply to earnings increases that could be considered as part of a teacher's final rate of earnings ("FRE") period, regardless of whether the teacher is actually retiring or has submitted a notice of retirement.

ARTICLE XVII. SAVINGS CLAUSE

In the event that any provision of this agreement is or shall, at any time, be held to be contrary to law in the State of Illinois or the United States or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, all other provisions of this agreement shall continue in effect.

ARTICLE XVIII. TRS REOPENER

In the event that the Pension Code is amended or the Illinois Teachers' Retirement System adopts final rules that impact the benefits contained within Article XV specific to retirement, the Board and the Union agree that negotiations to address only the items specifically amended will be reopened within sixty (60) days of notice by either party.

ARTICLE XIX. SENIORITY

1. Seniority

- A. To the extent seniority is a permissible consideration, the following guidelines will apply:
 - (1) Continuous years of service in the district - a leave of absence does not interrupt seniority; a resignation does cause loss of seniority.
 - (2) When seniority is equal, years of teaching outside the district, including any prior years in the district which were lost by resignation shall be counted to determine who has the greater seniority. If total past experience of two or more teachers is equal, length of previous experience in the district shall be the determining factor for seniority purposes.
 - (3) If seniority is still equal, the date of employment granted by the School Board shall be the determining factor.
 - (4) The final determinant shall be the date on the application filed by the teacher. If the date is the same or unknown the determinant shall be by lottery.
 - (5) A full year of teaching will count as a full year of seniority. Any fractional part of a year taught will be counted as such.
- B. Employment in the district which is less than full-time or full year shall be counted pro rata in computing length of service. Periods of unpaid leaves of absence of more than sixty (60) consecutive days shall not be counted in determining length of service.
- C. The Board shall annually prepare a seniority list by December 15 and a copy thereof shall be transmitted electronically to Union President or designee. Such list shall be prepared in accordance with the provisions of this Article. Should the Union or teacher disagree with the placement of a teacher on such list, the Union or teacher shall notify the Superintendent.

/

Dated:

18-4-2018

President

President

Secretary

APPENDIX A. SUMMARY OF BENEFITS

LIFE INSURANCE BENEFITS - All Employees who participate in the District's health insurance plan shall receive a \$30,000.00 life insurance benefit.

CALUMET CITY 155

APPENDIX B

2018-2019 THROUGH 2022-2023 SALARY
SCHEDULES

APPENDIX B

2018-2019 Salary Schedule

		BA		BA +10		BA +20		BA +30		MA		MA +10		MA +20
1	\$	39,136	\$	39,286	\$	39,427	\$	39,777	\$	40,801	\$	40,930	\$	41,079
2	\$	39,936	\$	40,086	\$	40,227	\$	40,577	\$	41,601	\$	41,730	\$	41,879
3	\$	40,890	\$	41,043	\$	41,189	\$	41,443	\$	42,571	\$	42,705	\$	42,858
4	\$	41,873	\$	42,029	\$	42,180	\$	42,335	\$	43,570	\$	43,711	\$	43,867
5	\$	42,884	\$	43,044	\$	43,200	\$	43,358	\$	44,599	\$	44,746	\$	44,905
6	\$	43,927	\$	44,090	\$	44,252	\$	44,413	\$	45,659	\$	45,812	\$	45,977
7	\$	44,999	\$	45,167	\$	45,333	\$	45,499	\$	46,752	\$	46,912	\$	47,078
8	\$	46,107	\$	46,276	\$	46,446	\$	46,616	\$	47,875	\$	48,042	\$	48,213
9	\$	47,262	\$	47,437	\$	47,612	\$	47,786	\$	49,054	\$	49,224	\$	49,400
10	\$	48,468	\$	48,647	\$	48,830	\$	49,008	\$	50,282	\$	50,460	\$	50,640
11	\$	49,732	\$	49,916	\$	50,101	\$	50,285	\$	51,566	\$	51,751	\$	51,937
12	\$	51,026	\$	51,219	\$	51,407	\$	51,598	\$	52,888	\$	53,077	\$	53,267
13	\$	52,363	\$	52,558	\$	52,755	\$	52,948	\$	54,247	\$	54,442	\$	54,636
14	\$	53,722	\$	53,926	\$	54,131	\$	54,336	\$	55,654	\$	55,857	\$	56,063
15	\$	55,209	\$	55,426	\$	55,644	\$	55,859	\$	57,191	\$	57,409	\$	57,625
16	\$	56,836	\$	57,066	\$	57,297	\$	57,523	\$	58,877	\$	59,103	\$	59,331
17	\$	58,609	\$	58,855	\$	59,098	\$	59,340	\$	60,713	\$	60,954	\$	61,196
18	\$	60,276	\$	60,534	\$	60,792	\$	61,047	\$	62,441	\$	62,696	\$	62,954
19	\$	61,667	\$	61,958	\$	62,233	\$	62,507	\$	63,924	\$	64,198	\$	64,473
20	\$	63,497	\$	63,776	\$	64,062	\$	64,345	\$	65,777	\$	66,057	\$	66,344
21	\$	64,602	\$	64,886	\$	65,165	\$	65,448	\$	66,881	\$	67,165	\$	67,445
22	\$	65,760	\$	66,045	\$	66,329	\$	66,611	\$	68,044	\$	68,325	\$	68,609

2019-2020 Salary Schedule

		BA		BA +10		BA +20		BA +30		MA		MA +10		MA +20
1	\$	39,810	\$	39,965	\$	40,110	\$	40,470	\$	41,525	\$	41,658	\$	41,811
2	\$	40,310	\$	40,465	\$	40,610	\$	40,970	\$	42,025	\$	42,158	\$	42,311
3	\$	41,134	\$	41,289	\$	41,434	\$	41,794	\$	42,849	\$	42,982	\$	43,135
4	\$	42,117	\$	42,274	\$	42,425	\$	42,686	\$	43,848	\$	43,986	\$	44,144
5	\$	43,129	\$	43,290	\$	43,445	\$	43,605	\$	44,877	\$	45,022	\$	45,183
6	\$	44,171	\$	44,335	\$	44,496	\$	44,659	\$	45,937	\$	46,088	\$	46,252
7	\$	45,245	\$	45,413	\$	45,580	\$	45,745	\$	47,029	\$	47,186	\$	47,356
8	\$	46,349	\$	46,522	\$	46,693	\$	46,864	\$	48,155	\$	48,319	\$	48,490
9	\$	47,490	\$	47,664	\$	47,839	\$	48,014	\$	49,311	\$	49,483	\$	49,659
10	\$	48,680	\$	48,860	\$	49,040	\$	49,220	\$	50,526	\$	50,701	\$	50,882
11	\$	49,922	\$	50,106	\$	50,295	\$	50,478	\$	51,790	\$	51,974	\$	52,159
12	\$	51,224	\$	51,413	\$	51,604	\$	51,794	\$	53,113	\$	53,304	\$	53,495
13	\$	52,557	\$	52,756	\$	52,949	\$	53,146	\$	54,475	\$	54,669	\$	54,865
14	\$	53,934	\$	54,135	\$	54,338	\$	54,536	\$	55,874	\$	56,075	\$	56,275
15	\$	55,334	\$	55,544	\$	55,755	\$	55,966	\$	57,324	\$	57,533	\$	57,745
16	\$	56,865	\$	57,089	\$	57,313	\$	57,535	\$	58,907	\$	59,131	\$	59,354
17	\$	58,541	\$	58,778	\$	59,016	\$	59,249	\$	60,643	\$	60,876	\$	61,111
18	\$	60,367	\$	60,621	\$	60,871	\$	61,120	\$	62,534	\$	62,783	\$	63,032
19	\$	62,084	\$	62,350	\$	62,616	\$	62,878	\$	64,314	\$	64,577	\$	64,843
20			\$	63,817	\$	64,100	\$	64,382	\$	65,842	\$	66,124	\$	66,407
21					\$	65,984	\$	66,275	\$	67,750	\$	68,039	\$	68,334
22					\$	67,120	\$	67,411	\$	68,887	\$	69,180	\$	69,468

2020-2021 Salary Schedule

		BA		BA +10		BA +20		BA +30		MA		MA +10		MA +20
1	\$	40,504	\$	40,664	\$	40,813	\$	41,184	\$	42,271	\$	42,408	\$	42,565
2	\$	41,004	\$	41,164	\$	41,313	\$	41,684	\$	42,771	\$	42,908	\$	43,065
3	\$	41,519	\$	41,679	\$	41,828	\$	42,199	\$	43,286	\$	43,423	\$	43,580
4	\$	42,368	\$	42,528	\$	42,677	\$	43,048	\$	44,134	\$	44,271	\$	44,429
5	\$	43,381	\$	43,542	\$	43,698	\$	43,967	\$	45,163	\$	45,306	\$	45,468
6	\$	44,423	\$	44,589	\$	44,748	\$	44,913	\$	46,223	\$	46,373	\$	46,538
7	\$	45,496	\$	45,665	\$	45,831	\$	45,999	\$	47,315	\$	47,471	\$	47,640
8	\$	46,602	\$	46,775	\$	46,947	\$	47,117	\$	48,440	\$	48,602	\$	48,777
9	\$	47,739	\$	47,918	\$	48,094	\$	48,270	\$	49,600	\$	49,769	\$	49,945
10	\$	48,915	\$	49,094	\$	49,274	\$	49,454	\$	50,790	\$	50,967	\$	51,149
11	\$	50,140	\$	50,326	\$	50,511	\$	50,697	\$	52,042	\$	52,222	\$	52,408
12	\$	51,420	\$	51,609	\$	51,804	\$	51,992	\$	53,344	\$	53,533	\$	53,724
13	\$	52,761	\$	52,955	\$	53,152	\$	53,348	\$	54,706	\$	54,903	\$	55,100
14	\$	54,134	\$	54,339	\$	54,537	\$	54,740	\$	56,109	\$	56,309	\$	56,511
15	\$	55,552	\$	55,759	\$	55,968	\$	56,172	\$	57,550	\$	57,757	\$	57,963
16	\$	56,994	\$	57,210	\$	57,428	\$	57,645	\$	59,044	\$	59,259	\$	59,477
17	\$	58,571	\$	58,802	\$	59,032	\$	59,261	\$	60,674	\$	60,905	\$	61,135
18	\$	60,297	\$	60,541	\$	60,786	\$	61,026	\$	62,462	\$	62,702	\$	62,944
19	\$	62,178	\$	62,440	\$	62,697	\$	62,954	\$	64,410	\$	64,666	\$	64,923
20			\$	64,221	\$	64,494	\$	64,764	\$	66,243	\$	66,514	\$	66,788
21					\$	66,023	\$	66,313	\$	67,817	\$	68,108	\$	68,399
22					\$	67,964	\$	68,263	\$	69,783	\$	70,080	\$	70,384

2021-2022 Salary Schedule

		BA		BA +10		BA +20		BA +30		MA		MA +10		MA +20
1	\$	41,118	\$	41,282	\$	41,435	\$	41,817	\$	42,933	\$	43,074	\$	43,236
2	\$	41,618	\$	41,782	\$	41,935	\$	42,317	\$	43,433	\$	43,574	\$	43,736
3	\$	42,132	\$	42,296	\$	42,449	\$	42,830	\$	43,947	\$	44,088	\$	44,249
4	\$	42,661	\$	42,825	\$	42,978	\$	43,359	\$	44,476	\$	44,617	\$	44,778
5	\$	43,533	\$	43,698	\$	43,851	\$	44,232	\$	45,348	\$	45,488	\$	45,651
6	\$	44,574	\$	44,739	\$	44,900	\$	45,176	\$	46,405	\$	46,552	\$	46,718
7	\$	45,645	\$	45,815	\$	45,979	\$	46,148	\$	47,494	\$	47,648	\$	47,818
8	\$	46,747	\$	46,921	\$	47,091	\$	47,264	\$	48,616	\$	48,776	\$	48,950
9	\$	47,884	\$	48,061	\$	48,238	\$	48,413	\$	49,772	\$	49,939	\$	50,118
10	\$	49,052	\$	49,236	\$	49,417	\$	49,597	\$	50,964	\$	51,138	\$	51,318
11	\$	50,260	\$	50,444	\$	50,629	\$	50,814	\$	52,187	\$	52,369	\$	52,556
12	\$	51,519	\$	51,710	\$	51,900	\$	52,091	\$	53,473	\$	53,658	\$	53,849
13	\$	52,834	\$	53,028	\$	53,229	\$	53,422	\$	54,811	\$	55,005	\$	55,201
14	\$	54,212	\$	54,411	\$	54,614	\$	54,815	\$	56,210	\$	56,413	\$	56,615
15	\$	55,623	\$	55,833	\$	56,037	\$	56,245	\$	57,652	\$	57,857	\$	58,065
16	\$	57,080	\$	57,292	\$	57,507	\$	57,717	\$	59,133	\$	59,345	\$	59,557
17	\$	58,561	\$	58,783	\$	59,007	\$	59,230	\$	60,668	\$	60,889	\$	61,113
18	\$	60,182	\$	60,419	\$	60,655	\$	60,891	\$	62,343	\$	62,580	\$	62,816
19	\$	61,955	\$	62,206	\$	62,458	\$	62,704	\$	64,180	\$	64,426	\$	64,675
20			\$	64,157	\$	64,421	\$	64,685	\$	66,181	\$	66,444	\$	66,708
21					\$	66,268	\$	66,545	\$	68,065	\$	68,343	\$	68,625
22					\$	67,839	\$	68,137	\$	69,682	\$	69,981	\$	70,280

2022-2023 Salary Schedule

		BA		BA +10		BA +20		BA +30		MA		MA +10		MA +20
1	\$	41,749	\$	41,917	\$	42,074	\$	42,467	\$	43,614	\$	43,759	\$	43,925
2	\$	42,249	\$	42,417	\$	42,574	\$	42,967	\$	44,114	\$	44,259	\$	44,425
3	\$	42,762	\$	42,931	\$	43,088	\$	43,481	\$	44,627	\$	44,772	\$	44,939
4	\$	43,291	\$	43,459	\$	43,616	\$	44,008	\$	45,156	\$	45,300	\$	45,466
5	\$	43,834	\$	44,003	\$	44,160	\$	44,551	\$	45,699	\$	45,844	\$	46,009
6	\$	44,730	\$	44,900	\$	45,057	\$	45,448	\$	46,595	\$	46,739	\$	46,906
7	\$	45,800	\$	45,969	\$	46,135	\$	46,418	\$	47,681	\$	47,832	\$	48,003
8	\$	46,900	\$	47,075	\$	47,243	\$	47,417	\$	48,800	\$	48,958	\$	49,133
9	\$	48,033	\$	48,211	\$	48,386	\$	48,564	\$	49,953	\$	50,117	\$	50,296
10	\$	49,201	\$	49,383	\$	49,565	\$	49,744	\$	51,141	\$	51,312	\$	51,496
11	\$	50,401	\$	50,590	\$	50,776	\$	50,961	\$	52,366	\$	52,544	\$	52,729
12	\$	51,642	\$	51,831	\$	52,021	\$	52,211	\$	53,622	\$	53,809	\$	54,001
13	\$	52,936	\$	53,132	\$	53,327	\$	53,524	\$	54,944	\$	55,134	\$	55,330
14	\$	54,287	\$	54,486	\$	54,693	\$	54,891	\$	56,318	\$	56,518	\$	56,719
15	\$	55,703	\$	55,907	\$	56,116	\$	56,322	\$	57,756	\$	57,964	\$	58,172
16	\$	57,153	\$	57,368	\$	57,578	\$	57,792	\$	59,237	\$	59,448	\$	59,662
17	\$	58,650	\$	58,868	\$	59,088	\$	59,304	\$	60,759	\$	60,977	\$	61,195
18	\$	60,171	\$	60,400	\$	60,630	\$	60,859	\$	62,336	\$	62,563	\$	62,794
19	\$	61,837	\$	62,081	\$	62,323	\$	62,566	\$	64,057	\$	64,301	\$	64,543
20			\$	63,917	\$	64,176	\$	64,428	\$	65,945	\$	66,198	\$	66,454
21					\$	66,193	\$	66,464	\$	68,001	\$	68,271	\$	68,542
22					\$	68,090	\$	68,375	\$	69,937	\$	70,222	\$	70,512

APPENDIX C - COACHING SALARY SCHEDULE

Boys Basketball	6th	\$1,900.00
	Asst.	\$2,100.00
	Head	\$2,400.00
Girls Volleyball	Junior Varsity	\$1,900.00
<u>January - March</u>	Asst.	\$2,100.00
	Head	\$2,400.00
Boys and Girls Track	Asst.	\$825.00
	Head	\$950.00
Cheerleading	Pep Combined	\$2,400.00
Girls Basketball	Asst.	\$2,100.00
	Head	\$2,400.00
Intramural Soccer (6 Weeks)		
Mon. Wed. Fri. - 1 Hour	Head Supervisor	\$850.00
<u>Newberry Bowl</u>	<u>Sponsor</u>	\$1,000.00
<u>Math Bowl</u>	<u>Sponsor</u>	\$1,000.00
<u>Scholastic Bowl</u>	<u>Sponsor</u>	\$1,000.00

With the exception of Intramural Soccer, the applicable number of weeks/months will be as determined by the Cal-Ridge Conference schedule.

If a coach takes two positions in the same sport, he/she will be paid 80% of the amount for the second position. Pay will be distributed in two installments – (midseason and conclusion of season. CPR certification is required (training cost will be paid by the District).

Band Director: \$3,000.00

Chorus Director: \$1,600.00

Yearly stipends will be paid in two equal installments. (mid-January and the last day of school). Field Trip Stipends No teacher shall be asked to attend a before or after school, overnight or weekend field trip, unless it is on a voluntary basis. Attending a field trip beyond the regular workday will be paid at the extra duty rate of \$25.00/hr.

APPENDIX C - HOURLY RATES

The hourly rates set forth herein become effective on the first school day following ratification of this Agreement by the Union and the Board, and are not retroactive to the start of the 2018-2019 school year.

Homework room, compensated committee work and meetings (outside of the regular school day): \$25.00/hour.

Extra-curricular activities (student council, drama club, science club, art club and any other similar activities occurring outside of the regular school day which are approved by District Office): \$28.00/hour, subject to pre-approval by the Superintendent or designee of the activity sponsor's estimate of total time on task including preparation and planning time. Hours beyond the approved total rate estimate must be approved by the District Office.

Bus duty, after school duty, before school duty and lunch duty: \$18.00/hour

Internal substitution/students added to classroom (due to teacher absence): \$20.00 per hour

Summer school: \$40 per hour

Staff Professional Development – presenter/provider and preparation \$30.00/hour

Certified Trainers Level 1 \$85.00/hour (maximum of 7 contact hrs., 8 prep. hours)

Certified Trainers Level 2 \$55.00/hour (maximum of 6 contact hrs., 1 prep hour)

Homebound Teacher In the event that a tutor for a homebound student is needed, the following procedure will be used:

- (1) The teacher who has a child to be tutored in his or her homeroom will be given the job if he or she so desires.
- (2) If that teacher does not wish to accept the position, posting of the position will be waived and a notice will be sent to all teachers informing them of the tutoring position and that any teacher who is interested in the position is to submit his or her request in writing to the Superintendent or his designee within two (2) days of the notice.
- (3) Certification and seniority will be a basis for the selection of the tutor on a rotating basis.
- (4) Salary rate to be paid will be \$40.00 per hour.

Extra duty forms must be submitted within two weeks of the last day of the month in which the duty was completed.

MEMORANDUM OF UNDERSTANDING
MAXIMUM TRANSFER OF SICK LEAVE DAYS

During negotiations for the successor agreement to the 2016-2018 Collective Bargaining Agreement, the parties reached a tentative agreement to increase, from two (2) to five (5), the maximum number of sick leave days in a given school year that a teacher may transfer to any teacher or teachers, who in the case of extended illness, have depleted their own sick leave and personal leave. This language change was inadvertently omitted from the successor 2018-2023 Collective Bargaining Agreement ratified by the Union and subsequently approved by the Board of Education on October 4, 2018. To correct this, the parties agree that Article XII.3. of the 2018-2023 Collective Bargaining Agreement should state as follows:

"A teacher may transfer a maximum of five (5) sick leave days in a given school year to any teacher or teachers, who in the case of extended illness, have depleted their own sick leave and personal leave. A doctor certificate will confirm the illness."

This Memorandum of Understanding is effective upon execution by the parties.

For the District: 
Superintendent

Date: 11/9/18

For the Union: 
President

Date: 11-9-18