

**AGREEMENT:**

**BOARD OF EDUCATION**

**SCHOOL DISTRICT NO. 16**

**AND THE**

**QUEEN BEE EDUCATION ASSOCIATION**

**2022-2027**

**Queen Bee Elementary  
School District No. 16**

**(WHITE) COMMON ELEMENTS**

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## District 16 Commitments

This document reflects commitments made each to the other by the Board of Education, Administration and Queen Bee Education Association members in Queen Bee School District 16, DuPage County, Illinois. It is the result of open and frank discussions held between the groups which resulted in the Collective Bargaining Agreement which follows this document. It is created collaboratively as a renewed commitment to build more positive and effective working relationships.

It is the desire and intent of the parties to celebrate differences because they enrich the possibilities, to stand united in deeper purposes and shared beliefs, to learn from each other and to work well together in order to build a strong and effective District 16. The parties believe that a strong and effective District 16 is critical for the preservation and improvement of public education in our school community.

To build a better working relationship and create a climate of trust, the parties commit to do the following in their interactions at each work site and at all levels.

- Respect one another
- Actively listen to one another
- Communicate with candor and honesty
- Act in a trustworthy manner
- Commit to build trust
- Share appropriate authority and responsibility in decision-making
- Seek information before reaching conclusions
- Focus on the future and not the past
- Embrace the challenges of the future
- See problems as opportunities to work together
- Recognize each other's needs and interests
- Seek consensus whenever possible
- Celebrate our accomplishments
- Recognize the dignity and contributions of each other
- Encourage and support risk-taking
- Build shared vision

Finally, this commitment statement is not created as a part of the Collective Bargaining Agreement. Its effectiveness is to be evaluated and reviewed by representatives of the respective parties regularly each year in an effort to make it an integral part of the behavior and culture in District 16.

**ARTICLE I: RECOGNITION**

- 1.01 The Board of Education of School District No. 16, DuPage County, Illinois, hereinafter referred to as the “Board,” recognizes the Illinois Education Association-NEA by its local affiliate, the Queen Bee Education Association, hereinafter referred to as the “Association,” as the sole and exclusive negotiating agent for all full and part-time professional (licensed) employees including Teachers, psychologists, social workers and school nurses, and all educational support personnel, but excluding the Superintendent, Business Manager, Assistant or Associate Superintendent, Director of Special Education, Director of English Language Learners, Administrative Assistant, Principals, Assistant or Associate Principals, temporary substitute Teachers, employees regularly working less than three (3) hours per day, Director of Facilities and Network Systems, Supervisor of Buildings and Grounds, nighttime supervisor, Receptionist/Secretary to the Superintendent, Secretary to the Assistant or Associate Superintendent, Secretary to the Business Manager, Office Manager, Bookkeeper, Technician, employees who are temporary, day-time supervisor, and any other employees hired hereafter as a supervisor or a managerial employee as defined in the *Illinois Educational Labor Relations Act*.

**ARTICLE II: DEFINITIONS**

- 2.01 “Employee” or “ESP” or “Bargaining Unit Member” or “Teacher” as used in this Agreement means any individual subject to the terms and conditions of this Agreement.
- 2.02 “Full-time,” pertaining to educational support personnel, as used herein means an ESP who is normally employed thirty-seven and a half (37-1/2) hours per week or more. In addition, “full-time” applies to ESPs whose duties regularly follow the Teachers’ work schedule.
- 2.03 “Part-time,” pertaining to educational support personnel, as used herein means an ESP who is normally employed less than thirty-seven and a half (37-1/2) hours per week, except during winter and spring breaks and during the summer months. Part-time employees who work 4 or more hours per day are eligible for benefits (health insurance and sick days) on a prorated basis.
- 2.04 “Probationary” as used herein means an ESP who has not entered upon employment on continuing status as defined in Article XV or as otherwise defined by law.
- 2.05 “Board” or “Employer” as used herein means the Board of Education, District 16, DuPage County, Illinois, and its supervisory and administrative agents.
- 2.06 “Association” as used herein means the Illinois Education Association-NEA by its local affiliate, the Queen Bee Education Association.
- 2.07 “Continuing Employee” or “Employee on Continuing Status” as used herein means an employee who has successfully completed the probationary period defined in the relevant provision of this Agreement or under Illinois law, if applicable.
- 2.08 “Negotiation” as used herein means the mutual obligation of the Board and the Association to meet at reasonable times and confer in good faith with respect to wages, hours, terms and conditions of employment.

- 2.09 “Layoff” as used herein means a reduction in the hours of an employee or the honorable discharge of an employee for economic reasons, either of which may occur as defined by law.
- 2.10 “Supervisor” as used herein means the designee or representative of the Board of Education with responsibility to oversee and direct an employee in the performance of his/her job.
- 2.11 “Vacancy” as used herein means an unoccupied position in the bargaining unit or an opening to a position outside the bargaining unit.
- 2.12 “Transfer” as used herein means a change in an employee’s building or department assignment (i.e., the building to which the employee is assigned).

**ARTICLE III: BOARD’S RIGHTS**

- 3.01 The Association recognizes that the Board has full authority and responsibility under the laws of the State of Illinois and responsibility to the Agreement with respect to employment, tenure or discharge of any of its employees, and except as limited by specific provisions of this Agreement, this Board shall continue to have all sole and exclusive rights customarily reserved to management, including the right to hire, promote, suspend, discipline, transfer or discharge for proper cause; the right to assign all personnel; and the right to establish rules pertaining to the operation of the schools and permissible conduct of personnel. The Board and the Association recognize, understand and agree that the Board cannot enter into any agreement that impairs the authority vested in the Board by law, and that the provisions of any professional negotiations agreement that is negotiated by the Board with the Association cannot conflict with the provisions of the Constitution of the United States and of the State of Illinois, the Illinois School Code, or other pertinent Statutes of the State of Illinois or the United States Code, as well as the decisions of the Courts of the United States and the State of Illinois.

The Association recognizes the Board’s right to direct the operation of the Schools and the Board’s right to delegate to its administrators the assignment of all personnel. The abovementioned Board rights are not to be interpreted as being all-inclusive, but merely indicate the type of rights which belong to and are reserved to the Board. It is understood that any rights, power or authority the Board had prior to the signing of this Agreement are retained by the Board, except those specifically abridged or modified by this Agreement.

**ARTICLE IV: FRAMEWORK FOR COLLECTIVE BARGAINING**

- 4.01 The parties shall commence bargaining for a successor agreement on February 1 of the last year of this Agreement.
- 4.02 It is agreed that the parties will jointly request the services of the Federal Mediation and Conciliation Service (FMCS) if either party to this Agreement declares impasse. Should FMCS be unavailable, the parties shall immediately commence discussions as to a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified.
- 4.03 There shall be two signed copies of any final agreement. One copy shall be retained by the Employer and one by the Association.



- 4.04 The parties acknowledge that during the negotiations which resulted in this Agreement and its appendices, each had the unlimited right and opportunity to make demands and proposals with respect to any matter or subject not removed by law or by specific agreement of the parties from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement, each voluntarily and unqualifiedly, waives any right which might otherwise exist under the law, practice, or custom, to negotiate any further agreements effective for or during the term of this Agreement. However, this Agreement may contain waivers on specific provisions which supersede this general provision.

#### **ARTICLE V: EMPLOYEE AND ASSOCIATION RIGHTS**

- 5.01 Right To Organize And Participate - Employees shall have the right to organize, join and assist the Association, to participate in negotiations with the Board through representatives of their own choosing and to engage in other activities for the purpose of establishing, maintaining and protecting or improving conditions of service.
- 5.02 Rights Of Law - Nothing contained herein shall be construed to deny any employee his/her rights under the laws of Illinois, or state and federal statutes.
- 5.03 No employee who has successfully completed any probationary period required by law or this Agreement shall be disciplined without just cause. Discipline includes, but is not limited to, written warnings, reprimands, and suspensions. At the time this action is taken, the employee shall be notified in writing of the specific grounds forming this action. The parties agree that this provision does not apply to oral reprimands or other oral communication between an Administrator and the employee(s).
- 5.04 At the employee's request, the employee may be accompanied by an Association representative at any meeting, which could reasonably result in disciplinary action. The parties agree that this provision does not automatically apply to evaluation conferences or communication. In the event the Administrator conducting the meeting intends to discipline the employee at the meeting, the employee shall be given written notice of the right to an Association representative.
- 5.05 Employee Notification of Assignment - Paraprofessionals shall be given written notice of their assignment for the forthcoming school year no later than August 15. In the event changes in employee's assignment are proposed, the employee affected shall be notified promptly.
- 5.06 Board Meeting Agendas - The president of the Association shall receive notice of the agenda of each Board meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.
- 5.07 Board Minutes - The president of the Association shall receive within a reasonable period of time after approval a copy of all Board minutes.
- 5.08 Financial/Grievance Information - The Board agrees to furnish, upon written request, all available information concerning the financial resources of the District and such other information as will be necessary for the Association to process any grievance or complaint or to prepare negotiation proposals. The Association also agrees to provide information and data it possesses that would be necessary for the Board to process any grievance or complaint or to prepare negotiation proposals.

- 5.09 Employee Names and Building Assignments - Names and building assignments of newly hired employees shall be furnished to the Association within thirty (30) days of employment.
- 5.10 Association Use of Facilities and Equipment - The Association shall be provided access to District facilities for committee, general or building employee meetings, outside of school attendance hours. In addition, the Association shall have the right to use equipment including typewriter, computer, duplicating equipment, or other equipment necessary to conduct Association business at reasonable times when such equipment is not in use for school-related business. The Association will pay a reasonable cost for use of District supplies and materials.
- 5.11 Use of Bulletin Boards, Mailboxes, Interschool Mail - The Association shall have the right to use employee bulletin boards, mailboxes, e-mail, and interschool mail for the purpose of conducting Association business.
- 5.12 The Association President or designee shall be granted release time for the purpose of conducting Association business, without loss of pay. Such release time shall not exceed twelve (12) school days per year. The Association shall pay the cost of any required substitute Teachers for days in excess of six (6) per year.
- 5.13 Credit Union - The employer shall provide an optional payroll deduction plan for the DuPage Credit Union. The deduction may be initiated or adjusted by submitting such request to the business office. All monies collected shall be forwarded to the DuPage Credit Union within ten (10) working days following each pay period with a printout of amount deducted for each employee.
- 5.14 Dues Deduction - The Board shall deduct from the pay of each employee current membership dues of the Association provided that at the time of such deduction there is in possession of the Board a written authorization for continuing dues deduction voluntarily executed by the employee.

The Association shall annually certify to the Board the annual dues for the school year. Such authorization shall continue in effect from year to year unless revoked in writing by the employee between July 1 and September 15 of any year. Pursuant to such authorization, the Board shall deduct membership dues beginning the first paycheck in October. Equal portions of 1/18th of such dues will be deducted from each paycheck through the end of the following June. The Board shall remit said deducted funds to the Association within ten (10) days following the pay period deduction.

- 5.15 Tax Sheltered Accounts - Upon written request of the employee, and in accordance with applicable law, salary deductions shall be made for tax sheltered accounts. The employee is responsible for determining that the total annual salary reduction amount does not exceed the maximum amount which may be sheltered under the applicable law. Furthermore, the employee agrees to indemnify and hold the Board harmless against any and all action, claims and demands that may arise from the purchase of annuities and/or custodial accounts for employees.

Salary reduction amounts shall be contributed on the employee's behalf into the annuity and/or custodial account selected by the employee within five (5) working days following each pay period with a written record of the amount provided to the employee.

- 5.16 Employees whose work year is less than twelve (12) months may elect to receive their annual salary paid over ten (10) or twelve (12) months. This election will be made annually. Twelve (12) month employees will continue to receive their annual salary over the 12-month work year.
- 5.17 The District maintains a video surveillance system in all buildings. The purpose of this system is to provide for the safety and security of all students, staff and members of the community. The system will not be used for staff performance evaluation. However, video images may be used for staff discipline as appropriate.
- 5.18 Employees will be provided a secure space in which to store their personal belongings during the workday.
- 5.19 Principals will use the District's scheduling software in order to reserve/secure available building space for use for instructional activities (e.g. testing, individual student instruction, small group instruction, etc). The school principal will advise the teacher that the requested space has been reserved.
- 5.20 Job Descriptions

Each bargaining unit member, upon request, will be provided with an accurate and up-to-date job description. New employees shall be provided with such job description at the time of hire. In the event duties/responsibilities change, the employee will be given a copy of the new job description and have a meeting with the immediate supervisor, who will explain the changes. Additionally, the employee who experiences a change in duties/responsibilities shall be trained in the new areas of responsibility.

- 5.21 Sick Leave Bank - The Board of Education in cooperation with the Association, shall establish a Sick Leave Bank and shall establish rules for the implementation of the Bank. A copy of the established rules shall be on file in the District Office. The Association shall provide to the District Office the names of participating members and the subsequent charges against the Bank. The Association agrees to hold harmless the Board of Education for any claim, damages, or legal actions initiated pursuant to this Section.

## **ARTICLE VI: COMMUNICATION COMMITTEE**

6.01 The QBEA and the Board of Education recognize the importance of communication in maintaining good relationships. To that end, the QBEA and Board agree as follows:

1. The Superintendent and the QBEA officers will meet monthly to discuss matters of concern. These meetings will be scheduled by mutual agreement between the Superintendent and the QBEA President. Generally, these meetings will be held prior to a scheduled Board meeting. In the event the scheduled meeting needs to be canceled, the Superintendent and QBEA President will reschedule the meeting as soon as possible. Minutes will be taken to document the substance of these meetings. The minutes will be distributed to staff.
2. A Communications Committee will be established in each school to discuss matters of concern. This committee will meet monthly and be made up of the school administration and QBEA building representative(s). These meetings

will be scheduled by mutual agreement of the committee members. In the event the scheduled meeting needs to be canceled, the committee members will reschedule the meeting as soon as possible. Minutes will be taken to document the substance of these meetings. The minutes will be distributed to school staff.

3. The QBEA President or designee will be allowed, as part of the meeting agenda, to address the Board at Board meetings.

In order to facilitate meaningful communication, QBEA building representatives and District administrators will receive Interest-Based Problem-Solving training annually during the month of August.

#### **ARTICLE VII: PERSONNEL FILES**

- 7.01 Location - Except for incidental notes, all personnel records for any employee shall be maintained in his/her file in the Administrative office. For purposes of this provision, the term "incidental notes" shall mean those documents which are not used to make job-related decisions.
- 7.02 Access - Access to personnel files shall be strictly limited to the employee and to authorized administrative personnel who have a legitimate purpose of access. By prior appointment, an employee and/or his/her designee shall be able to review his/her personnel file.
- 7.03 Contents - A copy of any material placed in an employee's personnel file shall be promptly given to the employee and all material in the file shall bear an entry date.

#### **ARTICLE VIII: GRIEVANCE PROCEDURES**

- 8.01 Definitions
  - A. A grievance is any claim by an Employee that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.
  - B. Days are scheduled school calendar days except when a grievance is filed after June 1, days shall be days when the District Business Office is open.
- 8.02 Procedures - The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved Supervisor to resolve problems through free and informal communications. While grievants are encouraged to use informal communications to resolve problems, this is not a mandatory step in the grievance procedure. At the request of the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If the informal process fails to satisfy the Employee, the grievance may be processed as follows:
  - A. Step I - Within fifteen (15) days of the occurrence, the Employee shall present the grievance in writing to the immediately involved Supervisor, who will arrange for a meeting to take place within ten (10) days of receipt of the grievance. The Employee, the Association representative, if requested, and the immediately involved Supervisor shall be present for the meeting. Within ten (10) days of the meeting, the Employee and

the Association shall be provided with the Supervisor's written response including the reasons for the decision.

- B. Step II - If the grievance is not resolved at Step I, the Employee may, within twenty (20) days of the Step I response, refer the grievance to the Superintendent in writing. Superintendent or his designee shall arrange with the Employee and the Association representative, if requested, for the meeting to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within ten (10) days of the meeting, the Employee and the Association shall be provided with the Superintendent's or the designee's written response, including the reasons for the decision.
- C. Step III - If the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. The demand for arbitration shall be filed with the Superintendent, with a simultaneous demand to AAA. If a demand for arbitration is not filed within thirty (30) days of the date for the Step II answer, then the grievance shall be deemed withdrawn. The arbitrator shall have no power to alter the terms of this Agreement.

- 8.03 Bypass - By mutual written agreement, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- 8.04 Association Participation - The Board acknowledges the right of the Association's grievance representative to be present at any level. The Association acknowledges the right of the Employee to present grievances and have them adjusted without the intervention of the Association's representative. No Employee shall be required to discuss any grievance if the Association's representative is not present. If the Employee chooses to have the grievance adjusted without the intervention of the Association's representative, the Association shall be notified and given the opportunity to have its representative present at such adjustment.
- 8.05 Released Time - Should the Board schedule a grievance hearing/meeting during the workday, the Employee and any Association representative necessarily involved shall be released without the loss of pay.
- 8.06 Filing of Materials - Except as may be required by an award, any records related to a grievance shall be filed separately from the personnel file of a grievant. No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.
- 8.07 Grievance Withdrawal - A grievance may be withdrawn or settled at any level without establishing precedent.
- 8.08 No Written Response - If no written decision has been rendered within the time limits indicated by a step, the grievance may be processed to the next step.
- 8.09 Time Bar - Failure of the grievant or the Association to act on a grievance within the prescribed time limits will act as a bar to any further processing thereof.

- 8.10 AAA Rules - By mutual agreement, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules.
- 8.11 Multiple Remedies - In the event the Association on its behalf commences an action in a state or federal court or administrative agency alleging a violation of any right, which right is protected directly or indirectly under any term of this Agreement, then such filing shall act as a bar to the filing of or the further processing of a grievance already filed under the terms of this Agreement. This bar shall continue for the duration of the judicial or administrative proceedings unless the court or agency orders the party to exhaust the grievance procedure. Should the Association receive recovery from such a collateral proceeding, it is prohibited from recovering again from the Board through the grievance procedure. While the parties acknowledge and agree that decisional law permits the parties to agree to provide for multiple remedies of employment related matters, the parties expressly agree that a multiplicity of remedies to the Association for alleged violation of such rights would not be permissible by utilizing the grievance procedures provided herein.
- 8.12 Individual Right to Adjustment - Nothing contained in this Article shall be construed to prevent any individual employee from discussing a problem with the Administration and having it adjusted without intervention or representation of the Association representatives, provided the adjustment is not inconsistent with the terms of this Agreement and the Association is afforded an opportunity to be present at such adjustment.

#### **ARTICLE IX: VACANCIES, TRANSFERS, PROMOTIONS**

- 9.01 Interest Survey - Annually, the Administration will conduct a survey of all bargaining unit members to determine their interests and aspirations in employment assignments. The results of this survey will be used by the District in filling available positions. Prior to filling any positions, the Administration will review the results of the interest survey to determine possible interest in available positions.
- 9.02 Posting of Vacancies – Notice of all vacancies shall be posted on the District intranet for a period of at least five (5) workdays. Additionally, each bargaining unit member will receive an email notifying them of posted positions. Said posting shall contain the following information: type of work, location of work, starting date, rate of pay, hours to be worked, classification, and minimum requirements.
- 9.03 Application - Interested bargaining unit members may apply in writing to the Superintendent, or designee, within the five (5) day posting period. The employer shall notify bargaining unit members of vacancies occurring during the summer months by sending notice of same to each bargaining unit member to their last known address. In the event that current bargaining unit members apply for vacancies or promotions, consideration in hiring shall apply to a bargaining unit member who is qualified for the position. Current employees who apply for a vacant position shall be interviewed for such position. Bargaining unit members who apply and are not selected to fill vacancies shall be notified.
- 9.04 Notification to Applicants - Within ten (10) working days after the position is filled, the employer shall make known its decision as to which applicant has been selected to fill a posted position.

- 9.05 Trial Period - As related to educational support personnel only, in the event of promotion to or transfer from one classification to another, the bargaining unit member shall be given a thirty (30) workday trial period in which to show his/her ability to perform on the new job. If the bargaining unit member is unable to demonstrate ability to perform the work required during the trial period, the bargaining unit member shall be returned to his/her previous assignment.
- 9.06 No Reduction of Salary - Employees shall not lose pay due to transfers.
- 9.07 Reassignment - The parties recognize that assignment is an Administrative right and that employees may be assigned or reassigned to any position for which they are qualified. It is understood/agreed that the Administration may initiate reassignments of employees when adequate reasons for such reassignments exist. Reassignment shall not be used as a disciplinary measure without just cause. Any employee who is being reassigned shall be given written notice, including reasons for the reassignment.
- In determining reassignment for certified employees, the Board will take into consideration the following factors: licenses, qualifications, merit and ability (including performance evaluations if available), and relevant experience, provided that seniority must not be considered as a factor, unless all other factors are determined by the Board to be equal.
- In determining reassignment for ESP employees, the Board will give careful consideration to seniority, qualifications, and preference unless otherwise required by law. If there is more than one ESP employee qualified for the position to be filled by the reassignment, the one with least seniority will be reassigned. When the Administration notifies an ESP of a reassignment, the employee shall be released immediately from his/her contract if he/she so chooses.
- 9.08 Voluntary Transfer - The interests and aspirations of the individual employee shall be considered in all voluntary transfers. Employees who apply for a voluntary transfer and are not selected to fill the position will be provided with written notice of the decision, including reason(s).
- 9.09 Compensation/Temporary Duties Assigned - Any ESP who temporarily assumes the duties of another bargaining unit member in a different classification will be paid the regular rate of such duties if such rate is higher than the ESP's rate of pay. Employees' pay rates shall not be reduced as the result of any temporary change of duties.

#### **ARTICLE X: STRIKES**

- 10.01 For the duration of this Agreement the Association hereby agrees not to strike, or engage in, or support or encourage any concerted refusal to render full and complete services to the School District. The Board agrees that for the duration of this Agreement, it will not engage in a lockout of any employees.

#### **ARTICLE XI: EFFECT OF AGREEMENT**

- 11.01 Individual Contract – Any individual contract between the Board of Education and an Employee heretofore and hereafter executed, shall be subjected to and consistent with the terms and conditions of the Agreement.

- 11.02 Severability – If any provision of this Agreement becomes illegal, void or otherwise unenforceable, all other provisions shall be unaffected thereby.
- A. Until all appeals are exhausted with respect to the legality, validity, or enforceability of such provision, the provision shall remain in full force and affect unless otherwise provided by court order.
  - B. In any event, should the affected provisions subsequently become legal, valid or otherwise enforceable, it shall remain a part of the Agreement unless the parties agree otherwise.
- 11.03 Maintenance of Standards – All conditions of employment shall be maintained at not less than the highest minimum standards in effect in the District at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of employees as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive employees of advantages heretofore enjoyed unless expressly stated herein.
- 11.04 This Agreement shall become effective upon ratification by both parties and shall continue in effect until 11:59 pm on the day preceding the first Employee workday of the 2027-2028 school term. However, the parties agree to reopen negotiations for salary only for the 2025-2026 and 2026-2027 school years. In the event an agreement is not reached, this agreement will terminate on the first teacher employment day of 2025-2026.

Board of Education of School  
District 16, DuPage County, Illinois

BY: Michael J. Sunde

Queen Bee Education Association  
District 16, DuPage County, Illinois

BY: Richard Sunde  
10/16/22



## **EDUCATIONAL SUPPORT PERSONNEL**

Articles 12 through 21 apply only to those bargaining unit members who are defined under Section 10-23.5 of the Illinois School Code (105 ILCS 5/10-23.5 (1994), and as may be amended) as “Educational Support Personnel” (ESP) employees.

### **ARTICLE XII: EVALUATION**

- 12.01 Evaluations - The parties agree that the primary purpose of ESP evaluation is to improve employment skills and all evaluations shall be conducted in good faith to this end in accordance with the provisions of the Agreement.
- A. Within two weeks of employment, each ESP shall be advised by his/her supervisor of the evaluation procedures and standards of performance expected for his/her job classification. No evaluation shall take place until such orientation is completed.
  - B. All planned formal and informal observations of the work performance of an ESP shall be conducted with the full knowledge of the ESP.
  - C. A probationary ESP shall be evaluated at least one time during the probationary period.
  - D. An ESP on continuing status shall be evaluated at least one (1) time each school year, unless in the judgment of the ESP’s supervisor such evaluation is not necessary. Such waiver of evaluation shall be noted in the ESP’s personnel file and shall be deemed as acceptable performance.
  - E. The ESP’s supervisor shall conduct evaluations. Such evaluations, observations and recommendations for ESP improvements shall be delivered to the ESP within ten (10) days after the formal observation by the supervisor.
  - F. A conference shall be held between the ESP and his/her supervisor within ten (10) days after delivery of the written report for the purpose of discussing the evaluation and performance expectations.
  - G. All written reports concerning evaluations shall be placed in the ESP’s personnel file. An ESP shall have the right to respond in writing to any contents of the written evaluation and such responses shall be attached to the supervisor’s written report in the personnel file.

### **ARTICLE XIII: SENIORITY**

- 13.01 Definition - Seniority shall be defined as the length of continuous service within the District as a member of what is now the bargaining unit. Accumulation of seniority shall begin from the bargaining unit member’s first working day. A paid holiday shall be counted as the first working day in applicable situations. In the event that more than one individual bargaining unit member has the same starting date of work, position on the seniority list shall be determined by drawing lots.
- 13.02 Part-time/Probationary Seniority - Part-time bargaining unit members shall accrue seniority on a pro-rata basis. Probationary bargaining unit members shall have no seniority until the

completion of the probationary period at which time their seniority shall revert to the first day of work. Part-time bargaining unit members shall not have the ability to assert their seniority rights over those of full-time bargaining unit members with respect to any provisions of this Agreement dealing with seniority.

- 13.03 Classifications within the Bargaining Unit - For all purposes of this Agreement, all bargaining unit members shall be placed in one of the following classifications based on their current assignments:
- A. Custodial
  - B. Maintenance
  - C. Secretarial
  - D. Paraprofessional
  - E. School Nurse Assistant
- 13.04 Seniority Lists - The employer shall prepare, maintain and post the seniority list. The Seniority list shall be prepared and posted conspicuously in all buildings of the District, with revisions and updates prepared and posted annually. A copy of the seniority list and subsequent revisions shall be furnished to the Association.
- 13.05 Loss of Seniority - An ESP shall lose seniority because of resignation, dismissal for cause, or retirement. Seniority is retained but shall not accrue during periods of a lay-off.

#### **ARTICLE XIV: REDUCTION IN PERSONNEL, LAYOFF, AND RECALL**

- 14.01 Procedure for Layoff - No bargaining unit member shall be laid off pursuant to a necessary reduction in the workforce unless said bargaining unit member shall have been notified of said lay off at least thirty (30) days prior to the effective date of the layoff. In the event of a reduction in work force, the employer shall first lay off probationary bargaining unit members within the affected job classification, then the part-time ESPs within the affected classification by seniority (least senior, first laid off), then the least senior full-time ESPs within the affected classification. In no case shall a new ESP be employed while there are laid off bargaining unit members who are qualified for a vacant or newly created position.
- 14.02 In the event of a reduction in the work hours in a department or classification, bargaining unit members with the greater seniority may use seniority to maintain their normal work schedules by displacing bargaining unit members with less seniority on the work schedule.
- 14.03 Laid Off ESPs/Substitution - A laid off bargaining unit member shall, upon application and at his/her option, be granted priority status on the substitute list for that classification according to his/her seniority.
- A. Fringe Benefits/Laid Off ESPs - Laid off bargaining unit members may continue their insurance benefits for a period of time as defined by law by paying the regular monthly group rate premium for such benefits to the employer, or until subsequent employment is obtained, whichever is sooner.
  - B. Recall Rights and Procedures - In the event the Board has any vacancies for the following twelve (12) months, laid off bargaining unit members shall be recalled by order of seniority within their classification (most senior, first recalled), to any position

for which they are qualified. Any bargaining unit member who has served more than thirty (30) working days in a classification shall be deemed qualified for any position in that classification. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the time and date on which the bargaining unit member is to report back to work.

- C. ESP's Obligation to Respond to Recall - It shall be the bargaining unit member's responsibility to keep the employer notified as to his/her current mailing address. A recalled bargaining unit member shall be given seven (7) calendar days from receipt of notice to respond, and eight (8) additional days to report to work. The employer may fill the position on a temporary basis until the recalled bargaining unit member reports to work provided the bargaining unit member reports to work during the fifteen (15) day period. Bargaining unit members recalled to full-time work for which they are qualified are obligated to take such work. A bargaining unit member who declines recall to fulltime work for which he/she is qualified shall forfeit his/her seniority rights.

#### **ARTICLE XV: PROBATION**

- 15.01 Probationary Period - Any new ESP shall be denominated a probationary ESP. The probationary period shall be ninety (90) days and may be extended an additional ninety (90) days at the discretion of the Board. If the probationary period is extended, the ESP shall be given reasons for extension. Having satisfactorily completed the probationary period, an ESP shall be considered an ESP on continuing status. A probationary ESP shall not be entitled to any compensated absence including sick time, vacation time, and personal leave, and may be discharged at any time without recourse.

#### **ARTICLE XVI: WORKING CONDITIONS**

- 16.01 Unless an alternative work schedule and hours have been mutually agreed to between an ESP and his/her immediate supervisor, the following work schedules and hours shall apply:
- A. School Secretaries:
1. During the regular school year and, for the one-week period immediately prior to and after the Teacher work year: 8 a.m. to 4:00 p.m. This includes a thirty (30) minute Duty Free Lunch and two (2) employment breaks of fifteen (15) minutes. Secretaries who work through their lunch break may leave at 3:30 p.m.
  2. During the winter, spring and summer recess: twenty-five (25) hours per week of time to be scheduled by the Superintendent/Designee. In the event a holiday is celebrated as a non-attendance day during these recess periods, such holiday will be credited as part of the 25-hour work week requirement.
- B. Paraprofessionals: Paraprofessionals shall work 185 days, including five (5) days scheduled prior to the start of the school year from 8:00 a.m. to 3:30 p.m. including a thirty (30) minute duty free lunch and two (2) employment breaks of fifteen (15) minutes each. On Fridays, Paraprofessionals may leave after student dismissal unless assigned supervision duties on an all-staff rotating schedule. Paraprofessionals shall not be assigned Teacher substitute duties as part of their regular work assignment.

- C. Full-time Custodians/Maintenance: Day Shift: 6:00 a.m. to 2:30 p.m., Monday through Friday. Night Shift: 2:30 p.m. to 11:00 p.m., Monday through Friday. Full-time custodians/maintenance shall be entitled to two (2) breaks in duration of 15 minutes per day (one before the meal break and one after the meal break). They shall receive one duty-free meal break of thirty (30) minutes duration per day.
- D. Part-time custodians: During the school year, 4:00 p.m. to 9:00 p.m., Monday through Friday, no meal breaks, other breaks as per current practice. During winter and spring recess, and summer, part-time custodians shall work 7:00 a.m. to 3:30 p.m., one 30-minute duty-free lunch and two breaks in duration of 15 minutes (one before the meal break and one after the meal break).
- E. Nurses (RN or LPN): Nurses shall work 185 days, including five (5) days scheduled prior to the start of the school year. The nurses workday shall be from 8:00 a.m. to 3:30 p.m. including a thirty (30) minute duty free lunch and two (2) employment breaks of fifteen (15) minutes each.
- 16.02 Overtime - ESPs shall be paid overtime at a rate which is one and one half (1-1/2) times their normal rate of pay. Overtime for ESPs shall be paid any time worked beyond eight (8) hours per day or forty (40) hours per week. In the event overtime is required, the Superintendent or ESP's immediate supervisor shall solicit volunteers to fill the overtime positions. In the event no volunteers are available or the volunteers available are unqualified to perform the work required, overtime may be assigned. Overtime assignments shall be made on a rotational basis at each work site to ESPs who normally do the work assigned. Reasonable advance notice will be given to ESPs assigned overtime.
- 16.03 Weekend Work - ESPs shall be guaranteed at least two (2) hours overtime pay when called in on weekends.
- 16.04 Holidays -Paid holidays are days set aside on the calendar on which the ESPs are required to work but for which they receive work credit and are paid their regular daily rate of pay. Any ESP who is required to work on a holiday shall be paid one and a half (1-1/2) times the regular rate of pay for hours worked. All holidays will be observed and paid for all ESPs except for Independence Day for those ESPs affected by summer shutdown.

The paid holidays are: Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, New Year's Day, Martin Luther King's Birthday, Presidents' Day, Pulaski Day, Spring Holiday, Memorial Day

In the event any of the above holidays are not celebrated as non-workdays, ESPs affected may schedule a "floating" holiday in place of the lost holiday, the scheduling of such date to be mutually agreeable to the ESP and the immediate supervisor.

16.05 In order to not be required to work the Parent/Teacher Conference dates (Wednesday preceding Thanksgiving and the Friday prior to Spring Break), paraprofessionals and secretaries must work, without additional compensation, the equivalent of six (6) hours per day for a total of 12 hours during Open Houses, Parent Nights, Dances, and other various events outside of school hours. This time needs to be mutually agreed upon between the supervisor and employee.

There are five (5) possible options for addressing these hours.

1. Work the actual day
2. Work an alternative day(s)
3. Use a floating holiday
4. Use a personal day
5. Use a dock day

16.06 Health and Safety - The Board shall follow all applicable and lawful rules and regulations concerning the safety of ESPs and the workplace. ESPs shall not be required to work under hazardous conditions.

16.07 Uniforms - Custodial and maintenance employees will be provided with work attire at Board expense. In order to determine the attire to be provided, annually the Superintendent, or designee, will consult with a vendor(s) who generally supply workplace safety and work attire. The QBEA President will appoint two (2) representatives (one custodian and one maintenance employee) to attend meetings with this vendor and the District Administration. With input from the vendor and the QBEA representative, the Administration will determine:

1. The appropriate attire to be provided (e.g., shirts, jackets, footwear, etc.).
2. The frequency and process through which the attire will be provided.
3. The attire provided will be gender appropriate.
4. The attire standards to be applied to different employee groups (i.e., full-time employees, returning employees, and seasonal employees.)
5. Annually replace footwear

Once provided the attire, each employee will be responsible for maintenance and cleaning. Attire provided must be worn during work hours.

**ARTICLE XVII: VACATIONS**

17.01 Vacation - Full-time ESPs employed on a twelve (12) month basis shall receive paid vacation days as of the first day of the month commencing after their date of hire. (The term “days” means the number of hours in the normal full workday for the ESP’s job classification). Vacation days may not be used during the employee’s probationary period of employment. However, the probationary period will count as part of the first year of employment for purposes of vacation entitlement. For those eligible employees hired after July 1, vacation time shall be earned at the rate of 1/12 of the applicable amount for each complete month of service.

Years of Employment	Vacation Days Earned Each Year
1-5	10
6-14	15
15+	20

Unused vacation days shall accumulate to a maximum of 20 days. Days in excess of the 20 maximum allowable accumulation will be lost if not used. In the event employment is terminated, the ESP shall be paid for unused accumulated vacation days, including the then current allocation on a prorated basis according to the date of separation.

In the event an employee uses vacation days prior to termination of employment, the employee will reimburse the District for the value (per diem pay) for the days used.

Requests for vacations shall be submitted electronically to the ESP's immediate supervisor and must be approved by the Superintendent. Every effort shall be made to meet the desires of the ESP and the needs of the school system in approving vacation dates. However, requests for vacation time during the regular student attendance year will only be granted when such vacation time does not interfere with the District's ability to maintain an effective work force to fulfill the needs of the school system. The Superintendent shall keep a record of vacation earned and the dates taken.

- 17.02 Full-time Secretaries – Secretaries' vacation time taken during the reduced work schedules shall be credited at the rate of five (5) hours per day. Secretaries may take vacation as approved during the regular work year, at which time vacation will be credited at the rate of eight (8) hours per day.
- 17.03 Part-time Custodians - Permanent, part-time custodians shall earn paid vacation at one-half (1/2) the rate of full-time, twelve (12) month custodians. In order to be eligible to take such vacation the ESP must successfully complete two (2) years of service to the District as a permanent, part-time custodian. For the purposes of this section, the term "permanent, part-time custodian" shall mean a custodian working more than four (4) hours per day. ESPs eligible to earn vacation as allowed hereunder shall be allowed to utilize vacation earned beginning in the third year of employment, having begun to earn said vacation during the second year of employment. No vacation shall be earned or used during the first year of employment. All other procedural provisions of Article XVI not in conflict with this paragraph shall apply to part-time custodians.

### **ARTICLE XVIII: FRINGE BENEFITS**

- 18.01 Major Medical, Health and Accident Insurance - The Board shall provide Major Medical, Health and Accident Insurance for each full-time ESP pursuant to the provisions of Sections 28.01, 28.01 A, and 28.01 B of this Agreement (See Appendix D). ESPs working thirty (30) or more hours per week may elect individual Major Medical, Health and Accident Insurance at Board expense or choose to decline such coverage and participate in the insurance waiver program provided in those noted Sections of this Agreement relating to licensed employees.

The Board reserves the right to choose the company with which this insurance is placed.

The Board will make available a major medical plan, a PPO plan and a health maintenance organization.

- 18.02 Life Insurance - The Board shall provide a Term-Life Insurance Policy equal to the salary of each full-time ESP. The Board will also make available to each full-time ESP, the option to

personally purchase additional insurance equal to his/her salary. The Board, however, reserves the right to choose the company with which this insurance is placed.

18.03 Long Term Disability Insurance - The Board shall continue to provide Long-Term Disability Insurance to each full-time ESP. The Board reserves the right to choose the company with which this insurance will be placed.

18.04 Retirement

A. Eligibility: Any employee who is at least fifty-five (55) years old and who has at least twelve (12) consecutive years of employment service in the District shall be eligible to apply for one (1) of the following retirement options and avail himself/herself of the provisions of this Section:

In so applying, the following procedures shall apply:

1. Such electing employee must file written application for retirement by executing a written request with the Superintendent.
2. Such application shall be irrevocable.

After all applications for early retirement have been received, the Superintendent shall publish said names by sending them to the Association President. Thereafter, upon the recommendation of the Superintendent, the Board shall approve not more than thirty percent (30%) of such eligible applicants from such class of individuals, provided, however, that the Board in no case shall approve less than three (3) employees for retirement when at least three (3) have so applied.

B. Retirement Options: Eligible employees may select ONLY ONE (1) of the following retirement options:

Option 1: Retirement Insurance

Based on all of the above eligibility requirements, as of the effective date of retirement the eligible retiree shall receive an annual grant from the Board to defray the cost of medical insurance after retirement. The amount of the annual grant shall be equal to the Board's contribution toward hospitalization and major medical insurance as found in the collective bargaining agreement in effect on the retiree's effective date of retirement.

The annual grant available to the retiree shall be applicable to the level of health insurance coverage (individual or dependent/family) selected by the retiree and in effect during the school year immediately preceding the effective date of retirement. For those retirees who did not select or have in effect health insurance coverage during the school year immediately preceding the effective date of retirement, the annual grant shall be applicable to the cost of individual coverage only. Retirees desiring greater coverage than that in effect immediately preceding the effective date of retirement shall be responsible for cost of such coverage over and above the Board's annual insurance grant.

The Board’s obligation to provide the annual insurance grant shall continue until the cessation of such coverage, the retiree’s qualification for Medicare coverage, or the retiree attaining age 65, whichever shall first occur.

Each retiree shall be solely responsible for applying and qualifying for such insurance coverage. In the event the retiree and/or dependents are no longer eligible (whether for voluntary or involuntary reasons) for insurance after enrolling for the same, said retiree and/or dependents shall not be entitled to re-enrollment with the District’s insurance plan.

Option 2: Service Recognition Stipend

Based on all of the above eligibility requirements, an eligible employee shall receive on the effective date of retirement a one-time stipend based on the following years of District Service:

<b>Years of District Service at Time of Retirement</b>	<b>One-Time Stipend Amount</b>
12-15 years	\$3,000
16-19 years	\$3,800
20-24 years	\$4,300
25 years	\$5,000

**ARTICLE XIX: LEAVES**

19.01 Sick Leave/Personal Leave - ESPs shall be entitled to annual sick leave allocation based upon the number of accumulated sick days at the start of each work year and calculated as follows:

<b>Number of Accumulated Sick Days</b>	<b>Paraprofessionals</b>	<b>Secretaries and Custodians</b>
Less than 100	12 + 2 personal days	15 + 2 personal days
100-119	15 + 2 personal days	18 + 2 personal days
120-149	18 + 2 personal days	20 + 2 personal days
150+	20 + 2 personal days	N/A

Sick leave shall be prorated for part-time employees. Sick leave may accumulate to 260 days.

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, birth, adoption, or placement for adoption. Sick leave for birth is limited to sixty (60) days, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to sixty (60) days. The immediate family for purposes of this section shall mean the ESP’s parents, spouse (or partner in a legally recognized civil union), brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles and legal guardians. ESPs in their first 90 days of employment shall not be paid for use of sick days.

ESPs shall be entitled to two (2) personal absence days, which, if unused, shall be accumulated as sick leave. In no case shall ESPs be required to give reasons for use of personal absence



days. Prior approval is required for use of personal days; however, except as noted below, there are no restrictions regarding the use of these days (for example: they may be used in conjunction with a holiday or weekend). The employee's supervisor may deny use of a personal absence day for reasons involving staff or student health, safety, or during an emergency or crisis situation. In such cases, the employee shall be provided with the reason for the denial. Annually, the Superintendent or designee shall inform the QBEA President of the number and reasons for such denials.

ESPs who are entitled to vacation under Article XVII of this Agreement and who have accumulated, unused sick days at the end of the fiscal year may exchange five (5) such accumulated sick days for one (1) vacation day. Sick days so exchanged shall no longer be available for use by the ESP. The additional vacation day must be used in the fiscal year immediately following the exchange date. An ESP wishing to acquire the additional vacation day must elect this option no later than June 30, annually.

An ESP who accepts an assignment in a certificated bargaining unit position shall not lose any accumulated, unused sick leave by accepting such assignment.

ESPs on unpaid leave of absence shall not be eligible for sick leave/personal leave benefits.

At the beginning of each school year, the Board shall furnish each ESP with a written statement setting forth total sick leave/personal leave credit.

- 19.02 Jury Duty - Any ESP called for Jury Duty during working hours or who is subpoenaed to testify during working hours in any judicial matter shall be paid his/her full salary for such time. The ESP shall reimburse the Board for any daily rates received for such duties for those working days when the ESP was absent because of such duties, but not including any compensation received for food or travel.
- 19.03 Leave of Absence Without Pay - Special leaves of absence without pay for up to one (1) year may be approved and granted at the discretion of the Board. Any such leaves granted are of no precedential force or effect.
- 19.04 Child Care - The Board shall provide upon written request of any ESP who has completed the required probationary period a childcare leave not to exceed one (1) year from the date such leave is granted. The ESP on such leave shall not accrue any employment benefits. Such leave shall be without pay. The ESP may elect to continue participation in the District's hospitalization insurance program at his/her own expense, payable in advance, and further provided that such continuation is approved by the carrier.

The written terms and conditions of a childcare leave will include not only the beginning and termination dates thereof but shall also specify the date to which the ESP is to notify the Board of his/her intention to return to his/her duties. Upon return from a leave, the ESP shall be granted a position for which he/she is qualified.

Nothing in this clause shall be construed to prohibit a pregnant ESP from working until she is unable to continue her regular and customary duties. During such disability, a pregnant ESP will utilize her accumulated sick leave, if any, and return to work when she is no longer disabled in lieu of utilizing childcare leave. The ESP's ability to perform her usual and customary duties shall be certified to the Superintendent, in writing, by the attending physician.

- A Use of extended sick leave for birth or adoption:
1. The ESP may use up to sixty (60) days of accumulated sick leave for the birth or adoption of a child.
  2. ESPs must request the leave through the Superintendent at least sixty (60) calendar days before the intended commencement of the leave. If the ESP is adopting a child, the request for leave must be made as much in advance as possible.
  3. The ESP shall provide the Board of Education with documentation of need for the leave. This shall be a letter either from a health care provider or from an adoption agency/attorney stating the anticipated date for the birth or placement for adoption. In the case of an ESP giving birth to a child, the doctor's note shall verify the birth of the child.

19.05 Family and Medical Leave Act - Eligible ESPs may take unpaid leave in accordance with the Family and Medical Leave Act. Additional information regarding the Family and Medical Leave Act is available on the District Intranet.

#### **ARTICLE XX: EMERGENCY SHUTDOWN DAYS**

20.01 Emergency Shutdown Days - When an employer directive forces the closing of a school or other facility of the employer and a Bargaining Unit Member is excused from reporting to duty, there shall be no loss of pay. If the closing results in the use of an emergency closing day, paraprofessionals may be required to report for duty on the re-scheduled day. Whether the day is rescheduled or not, there shall be no loss of pay.

**ARTICLE XXI: SALARIES**

21.01 All classifications of ESP staff shall be paid at the hourly rates found on the appropriate salary schedule in Appendix C of this Agreement.

**LICENSED EMPLOYEES**

Articles 22 - 31 apply only to those licensed members of the professional staff defined as “Teachers” under the *Illinois School Code* (105 ILCS, 1994, and as may be amended).

## ARTICLE XXII: TEACHER EVALUATION

### 22.01 Definitions

- A. Formal Observations- Situations where a supervisor observes the Teacher in the performance of his/her responsibilities only after the supervisor has indicated in advance the time and place for the observation.
- B. Informal Observations- Situations where a supervisor observes the Teacher in the performance of his/her responsibilities, either in or out of the classroom without advance notice of the time and place.
- C. Formative Evaluation - The continuous process of appraising a Teacher's performance using formal observations as the basis for giving the Teacher feedback regarding the Teacher's performance.
- D. Summative Evaluation - A periodic written summary of the appraisal of the Teacher's performance.
- E. Immediate Supervisor - The Teacher's immediate supervisor or designee who must be qualified to evaluate Teachers.

### 22.02 Procedures

- A. Probationary Teachers - Each school year, the immediate supervisor shall conduct at least two (2) formal observations of all probationary Teachers who were employed before February 1. There shall be at least thirty (30) calendar days between the first and last formal observation. Supervisors are not required to conduct a formal observation of Teachers who begin their employment on or after February 1.

Before March 1 of each school year, the immediate supervisor of the probationary Teacher shall schedule at least one conference with the Teacher at which time the Teacher shall be given a copy of the summative evaluation of the Teacher's performance. Two copies of the summative evaluation, signed by both the supervisor and the Teacher, shall be prepared. One copy shall be given to the Teacher and the other copy placed in the Teacher's personnel file.

- B. Tenured Teachers - At least once every two (2) years the immediate supervisor of each tenured Teacher shall prepare a summative evaluation of the Teacher. Preceding the summative evaluation, the supervisor shall conduct at least two (2) observations of the Teacher (at least one formal) to assist in the development of the summative evaluation.

During year two of the evaluation cycle and prior to March 1, a summative evaluation must be completed. Two (2) copies of the summative evaluation, signed by both the supervisor and the Teacher, shall be prepared. One copy shall be given to the Teacher and the other copy placed in the Teacher's personnel file.

- C. Observations - The immediate supervisor shall, within ten (10) working days after each scheduled observation, conduct a post-observation conference with the Teacher. The

immediate supervisor shall make written notes of any unscheduled observation which could reasonably be considered to have a negative effect on the summative evaluation, and within a reasonable time after such observation, conduct a post-observation conference with the Teacher. The notes, if used or not used for the summative evaluation, shall be destroyed after the summative evaluation. Teachers shall be made aware that their performance is considered to be under continuous observation.

- 22.03 Notification - Whenever possible, within two (2) weeks of the beginning of the school year, each Teacher shall be advised by a supervisor of the evaluation procedures and standards of performance and the summative evaluation instruments that will be used. Except in cases of emergency, no scheduled observation shall take place until such orientation has taken place.
- 22.04 Multiple Building Assignments - A Teacher with multiple building assignments may receive a summative evaluation from at least two (2) of his/her immediate supervisors, if the Teacher so requests, according to the above procedures. However, any other immediate supervisor of such Teacher shall have input.
- 22.05 State Board of Education - The evaluation procedure for Teachers as submitted to the State Board of Education will not be changed without involving the Association to the extent required by law.

### **ARTICLE XXIII: SENIORITY**

- 23.01 Seniority is the length of service of a Teacher within the employment of the District starting with the first day on which duties are performed. A full year of seniority is determined for any staff employed for 120 days or more.
- 23.02 Seniority is lost upon the following:
- A. Resignation.
  - B. Dismissal for Cause.
  - C. Retirement.
  - D. The expiration of the recall period following a reduction in force pursuant to Section 5/24-12 of the School Code.
- 23.03 Seniority is retained but shall not accrue during the following:
- A. Unpaid leaves of absence.
  - B. Period of layoff if the Teacher is recalled prior to the expiration of the recall period pursuant to Section 5/24-12 of the School Code.
- 23.04 Seniority continues to accrue during the following:
- A. Sick leave and personal leave day.
  - B. Temporary disability or childcare leave.
- 23.05 Ties in seniority as herein defined shall be broken by the following order:
- A. Most total experience as reflected by step placement on the salary schedule.
  - B. Most academic preparation as reflected by lane placement on the salary schedule.
  - C. The Board's discretion.

- 23.06 The Board shall establish a seniority list showing the length of seniority prepared according to the provisions herein. This list will be provided to the QBEA President not less than 75(calendar) days before the end of the school year.

**ARTICLE XXIV: ASSIGNMENTS**

- 24.01 Whenever possible, each Teacher shall be given written notice of any change in his/her class and /or subject and room assignment for the forthcoming year prior to the end of each school year, but in no event later than June 30.
- 24.02 In the case of a reassignment after July 1 due to student enrollment, finances or other factors, any Teacher affected shall be given prompt written notice. Upon request by the Teacher, the superintendent or his/her representative and the Teacher affected shall meet promptly to discuss the proposed changes, provided, however, that nothing contained herein prohibits the making of such assignments prior to notification of each Teacher.
- 24.03 Any Teacher who is assigned to more than one school shall have his/her schedule arranged so that travel time does not infringe upon the Teacher's lunch period or preparation period.
- 24.04 Any Teacher who is assigned to more than one school per day and who is required to use his/her own transportation shall be reimbursed for all required travel between Teacher stations at the rate of the maximum allowable IRS rate for all driving done between arrival at the first location at the beginning of the workday and the close of the workday, provided that no such reimbursement shall be made for any travel from the last teaching station.

**ARTICLE XXV: WORKLOAD**

- 25.01 Work Year
- A. The school calendar shall consist of 185 days of which 176 days shall be student attendance days.
- B. The work year for Teachers shall consist of 180 workdays.
- C. The superintendent or designee shall meet and confer with the Association to hear the Association's views on the school calendar prior to the superintendent making a recommendation to the Board of Education.
- D. Teachers new to the District, in their first year of employment, will be required to attend up to 20 hours of professional development for purposes of District mentoring and induction. These hours will be scheduled during the two (2) weeks immediately prior to the start of the school year. The scheduling and content of these hours will be determined by the Administration.

Teachers required to attend during these hours will be paid at the Committee Work rate found in Exhibit B of this Agreement.

25.02 Workday and Work Hours

- A. The Board agrees that Teachers as professional employees are responsible for their own schedules, outside of the regularly required duties.
- B. The workday for Teachers shall not exceed seven and one-half (7-1/2) hours, including a duty-free lunch period each day, Teachers are scheduled to work until 3:30 pm. Except as noted below, on Fridays and on days preceding holidays and vacations, Teachers shall be permitted to leave work at the time of student dismissal.

During the school year, the District will schedule monthly School Improvement Days (SIP) for the purposes of collaboration, grade-level articulation and other professional activities focused on teaching and learning. These meetings will not be scheduled during the months of October, January, March and December. These days will be scheduled on Fridays and appear on the District calendar adopted by the Board. On scheduled SIP days, students will be dismissed at 11:15 am. Teacher participation in SIP Day meetings will begin at 12:30 pm (after the normal lunch period of 11:30 to 12:30) unless mutually agreed and continue until 3:30 pm. In creating the agenda for SIP Days, fifty percent (50%) of the meeting agendas will be set and directed by the District Administration and fifty percent (50%) will be set and directed by the school teaching staff.

- C. The normal weekly teaching load in the middle school will not exceed thirty (30) teaching periods and five (5) unassigned preparation periods and a daily duty-free lunch period. Assignment to a supervised study period shall be considered a teaching period for the purposes of this Article.
- D. Annually, no later than August 1 and before elementary school lunch schedules are finalized, the Administration will meet with QBEA leadership to review class sizes and the master schedule, including the proposed school lunch schedules. At this meeting, the QBEA leadership may provide input on the proposed schedules. Elementary Teachers (K-5) will be provided a duty-free lunch of 50 minutes and 220 minutes of self-directed preparation/planning during a regularly scheduled work week. For classroom Teachers these minutes will be scheduled in daily increments of 40 minutes. Additionally, Elementary Classroom Teachers (K-5) will be requested to spend an additional 100 minutes per regularly scheduled work week for non-self-directed preparation and planning, including PLC time (not to exceed 40 Minutes).
- E. In the event of an emergency or crisis situation, the workday schedule may be modified for security purposes and to ensure supervision of students. In the event a teacher is required to miss self-directed, individual planning/preparation time due to required attendance at an IEP meeting, the teacher will be paid for the lost time at the Committee Rate found in Exhibit B.
- F. Nothing in this Article shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, Teachers shall not be required to report to duty.
- G. Teachers shall not be required to attend more than two (2) night meetings (i.e., Open House, PTO, Science Fair, Education Fair, etc.) per year.



- H. To better serve the needs of students, the workday for some Teachers may be scheduled to run differently than the regular Teacher workday schedule. This flexible workday schedule will only apply to those Teachers who volunteer to work this flexible schedule and with approval by the superintendent or designee.

### 25.03 Packing/Unpacking

- A. All classroom Teachers may cover all permanent fixtures and bulletin boards in their classrooms with paper. This includes shelves and bookcases. Teachers may leave enclosed and file cabinets full. Covered areas will not be cleaned. There may be circumstances when repairs, maintenance or painting will necessitate the packing of built-in storage.
- B. Items attached to the walls above the chalkboards may remain on the walls except in the year that the building is being painted.
- C. Work in the classrooms may be provided by outside consultants and District 16 will not be held responsible or liable for any damage or destruction of a Teachers' property or equipment that has not been packed and removed from the classroom.
- D. Teachers will be provided one half (1/2) day during the first two days of school to instructionally prepare for student arrival. District 16 will provide three early release days at the end of the year, with one reserved for packing.
- E. The District will make every reasonable effort to obtain additional assistance in moving boxes and packing if such assistance is deemed necessary. Teachers who need assistance with physical packing will request assistance from the Principal. The Association and Teachers acknowledge that custodial assistance is not intended to substitute the Teacher's efforts to pack his/her classroom.
- F. The District will give notice of the year-end deadline for packing up rooms during the first week of May. Boxes and tape will be made available to staff by the District at this time. In most circumstances, rooms should be packed up by the end of the week after the last day of school. The exact day shall vary year to year. The Teacher will post a diagram of the classroom setup on the classroom door and provide a copy to the building principal during the checkout process.
- G. Every reasonable effort will be made to ensure that classrooms will be ready for unpacking two weeks in advance of the first day of Teacher attendance. If that is not possible, the District will email staff advising them of the status of rooms and when they will be ready.
- H. Starting August 1<sup>st</sup> the buildings will be open and rooms may be accessible. Staff should call in advance of arriving.
- I. Supervisors will check each room two weeks prior to the beginning of the school year and complete the "Classroom Summer Cleaning Sequence" form. If rooms are not set up in accordance with the diagram provided, custodial staff will be available to make necessary changes.

- J. The District has made a long-term commitment to resolve ongoing storage issues with built-in furniture, furniture on wheels, etc.

## **ARTICLE XXVI: RETIREMENT**

### 26.01 Retirement

Any Teacher who is eligible to participate in the TRS Retirement plan offered by the State may elect this option.

#### **District Plan**

A retirement program shall be available for the duration of this agreement for the Teachers who meet the following eligibility criteria:

- A. Complete at least twelve (12) consecutive years of full-time service in the employ of School District 16; and
- B. Eligible to retire and receive a regular pension annuity under TRS rules and regulations; and
- C. Have filed for participation in the retirement program of TRS with a retirement date of June 30, but no later than June 30, 2027, provided, however, that this retirement program shall not be available to any Teacher who elects to participate in any TRS retirement program which requires the Board to pay a TRS employer contribution or “penalty”; and
- D. Submitted a letter of intent to retire as required below.

The Board may, in its discretion, consider retirement requests from Teachers who do not meet these eligibility requirements. Such requests may be considered on a case-by-case basis. The granting of such requests shall not be precedential or subject to the grievance procedure found in this agreement.

Procedures:

In order to be eligible to participate in this retirement program, a Teacher must submit an irrevocable letter of intent to retire to the superintendent during one of the retirement “window” periods noted below:

<b>“Window”</b>	<b>Retirement Date of June 30</b>
May 31, 2023	2024 or 2025
May 30, 2024	2026 or 2027

The Board may annually limit the number of qualified retirees to 30% of those eligible for retirement under TRS. Any such limitation shall be on the basis of seniority. Any Teacher denied participation because of such limitation shall be allowed to rescind his or her letter of intent to retire and may apply the following year and be subject to the same eligibility and procedural requirements noted in this Article.

Participating Teachers who elect to retire under the provisions of this program will receive only the benefits of this retirement program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

Benefits:

Teachers eligible to participate under this retirement plan will receive all of the benefits noted below:

## A. Salary Enhancement

As a voluntary retirement benefit for Teachers who qualify as noted above, the Board agrees to increase the Teacher’s TRS creditable earnings by 6% over the Teacher’s prior year’s reported TRS creditable earnings for each remaining year of the Teacher’s employment in the District. This increase is in lieu of any other raise, step or other creditable earnings increase the Teacher may otherwise have been entitled to receive under this agreement. This increase will be granted beginning in the school year in which the Teacher gives notice as provided above. A retiring Teacher may receive no more than four (4) years of 6% creditable earnings increases under this program.

A Teacher for whom an extra duty or extra schedule stipend was part of the Teacher’s creditable earnings in the school year prior to the school year in which notice is given and who voluntarily ceases to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increases provided under this program for each remaining year, before the 6% increase is applied. Under no circumstances may a Teacher participating in this program receive a creditable earnings increase exceeding 6% over the Teacher’s prior year’s creditable earnings.

## B. Service Stipend

A post-retirement service bonus shall be paid to eligible retirees in the month of January following the Teacher's retirement date. The amount of the bonus will be determined by the total number of years of full-time, continuous teaching employment in the District at the time of retirement. The service bonus shall be calculated as follows:

<b>Total Years of Full-Time Continuous Teaching Service in District 16</b>	<b>Percent of Final Year's Salary</b>
12-19	15%
20-24	18%
25+	20%

In the event the compensation to which a Teacher would otherwise be entitled under the provisions of this agreement in each of the years prior to retirement hereunder is less than the 6% stipend noted above, the Board will deduct from the amount represented by the service bonus noted here, sufficient dollars to raise said Teacher's creditable earnings to the required 6% level. Such deductions will be reflected in percentage increases to the Teacher's non-enhanced creditable earnings for each year such enhancement is required to reach the 6% figure (difference between 6% and the negotiated increases). All such percentage increases will be added and then the sum will be subtracted from the relevant "Percent of Final Year's Salary", as noted above, to determine the final amount of the service stipend, if any (see examples in Appendix E). Any dollars remaining from the service bonus calculation, thereafter, shall be the property of the Teacher and paid as a post-retirement bonus as noted above.

## C. Insurance Grant

In addition to the benefits noted above, any Teacher who is eligible to participate in this program shall receive an annual, post-retirement health insurance grant for a period of three (3) years following the date of retirement. The amount of the grant shall be determined as noted below:

<b>Total Years of Full-Time Continuous Teaching Service in District 16</b>	<b>Annual Insurance Grant (3 years)</b>
12-19	Up to \$2,000 per year
20-24	Up to \$2,500 per year
25+	Up to \$3,000 per year

This health insurance grant shall be applicable to any level of health insurance (individual or dependent/family) selected by the retiree. The grant shall be available as a reimbursement to the retiree for the cost of health insurance selected, after proof of payment is provided to the District, and shall be paid in the year immediately following the effective date of retirement.

Each retiree shall be solely responsible for applying and qualifying for health insurance coverage. In order to receive this insurance grant, the retiree and/or dependent shall not be entitled to maintain coverage in the District insurance plan.

**Program Duration:**

Regardless of the participation experience and the implementation of this agreement, in no event shall this agreement create an expectancy of a property interest among staff members beyond May 30, 2025, nor shall the same be regarded as a policy, custom, practice or contractual agreement between the parties beyond such date, except as noted above. Nothing in this agreement, however, shall be deemed to prohibit the parties from mutually agreeing to amend this agreement or to continue this agreement after May 30, 2025.

**ARTICLE XXVII: LEAVES****27.01 Sick Leave**

- A. Teachers shall be entitled to annual sick leave allocation based upon the number of accumulated sick days at the start of each year and calculated as follows:

<b>Number of Accumulated Sick Days</b>	<b>Annual Allocation</b>
Less than 100	12 + 2 personal days
100-119	15 + 2 personal days
120-149	18 + 2 personal days
150+	20 + 2 personal days

Part-time employees shall receive pro-rated sick leave based upon full-time equivalency. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, birth, adoption or placement for adoption.

Sick leave for birth is limited to sixty (60) days, unless otherwise certified by a physician. Sick leave for adoption or placement for adoption is limited to sixty (60) days.

Immediate family shall mean the Teacher's parents, spouse (or partner in a legally recognized civil union), brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, aunts, uncles and legal guardians. Sick leave may be used for other purposes as approved by the superintendent provided, however, the same shall not be precedential or subject to the grievance procedure with respect to the granting or denial of such sick leave requests.

- B. Teachers on unpaid leave of absence are not eligible for sick leave benefits.
- C. At the beginning of each school year, the Board shall furnish each Teacher with a written statement setting forth total sick leave credit. Sick leave may accumulate to 375 days.

**27.02 Personal Leave**

- A. Each Teacher shall be allowed two (2) days of personal leave annually, without loss of pay, in addition to allowable sick leave, for conducting personal business which cannot be otherwise conducted during non-working hours. Part-time employees shall receive pro-rated personal leave based upon full-time equivalency.
- B. A request for personal leave is to be submitted to the principal, via the electronic system at least two (2) Teacher workdays before the date of the leave, except in emergency. The Teacher will not be required to state a reason for the leave.
- C. Except for emergency, personal leave shall not be granted for the following:
1. First or last week of the school year; and
  2. Day before or after school vacation or holiday.
- D. Unused personal leave shall be noncumulative as such but shall, if unused, be converted to accumulated sick leave each year.

27.03 Jury Duty –Any Teacher called for jury duty during working hours or who is subpoenaed to testify during working hours in any judicial matter shall be paid his/her full salary for such time. The Teacher shall reimburse the Board for any daily rates received for such duties for those working days when the Teacher was absent because of such duties, but not including any compensation received for food or travel.

27.04 Flexible Day

- A. In addition to the other leave days found in this section, each Teacher shall be allowed one flexible day annually without loss in pay. Part-time Teachers shall receive a prorated flexible day based upon full time equivalency.
- B. A request for this leave shall be submitted electronically to the Principal at least five Teacher workdays before the date of the leave. The Teacher will not be required to state a reason for the leave.
- C. Flexible leave shall not be granted for the following:
  - 1. First or last week of the school year; and
  - 2. The workdays before or after winter recess, spring recess, or the Thanksgiving recess.

Unused flexible day shall not accumulate but, if unused, may be converted to accumulated sick leave each year.

27.05 Child Care Leave - Teachers may use up to sixty (60) days of accumulated sick leave for the birth or adoption of a child.

- A. Request for leave
  - 1. Teachers must request the leave through the superintendent at least 60 calendar days before the intended commencement of the leave. If the Teacher is adopting a child the request for leave will be made as much in advance as possible.
  - 2. The Teacher shall provide the Board of Education with documentation of need for the leave. This shall be either a letter from a health care provider or from an adoption agency/attorney stating the anticipated date for the birth or placement for adoption. In the case of a Teacher giving birth to a child, the doctor's note shall verify the birth of the child.

## B. Return to work

1. Every Teacher who is on leave as above described must notify the Superintendent of Schools of her/his intent to return to duty in the fall of the year, when school commences, and must accomplish such notification by March 1 prior to the return of the Teacher in the fall. Teachers who fail to inform the superintendent by March 1 will not be placed when school commences for the next school term.
2. Those Teachers who go on childcare leave after March 1 are required to notify the superintendent prior to July 1 of their intent to return to work at the commencement of the next school term. Teachers within this category who fail to so inform the superintendent will not be placed when school commences for the next school term.

## C. Duration of leave

At the time the leave is requested, the Teacher and the superintendent shall mutually determine the commencement and termination of the leave. The leave shall not exceed the balance of the school term in which it commences and one (1) additional school term. Unless accepted by the Board, which exception shall not be reviewable or precedential, such leave shall terminate prior to the start of the new school term.

## D. Leave Continuing Beyond the Use of Accumulated Sick Time (Unpaid Leave)

If a Teacher chooses, he/she may extend childcare leave with unpaid time off. It shall commence immediately upon exhaustion of the accumulated sick leave, subject to the following:

1. Probationary Teachers. The Teacher may choose to extend his/her leave for 90 consecutive school days. Requests for leaves beyond the 90 days of unpaid leave shall be granted at the sole discretion of the Board, subject to all the conditions applicable to a tenured Teacher. Time on leave shall not be considered in computing full-time employment under Section 5/24-11 of the *Illinois School Code* for purposes of continuous employment necessary to attain contractual continued service status. Upon the return from such leave, the Teacher shall be considered to have commenced his/her first probationary year. The granting of such leave to any non-tenured Teacher shall not constitute a precedent for the granting or withholding of leave to any other non-tenured Teacher. Each request shall be judged on its own merits and shall be within the sole and on non-reviewable discretion of the Board. Additional conditions may be considered for any such leave, provided nothing herein shall be construed as requiring any non-tenured Teacher to apply for such leave or to accept the conditions established, therefore.
2. Non-probationary Teachers. The Teacher may choose to extend his/her leave for up to 180 consecutive school days.



## E. Subsequent Leaves

With the exception of use of accumulated sick time, a Teacher who has been granted a childcare leave of absence shall not become eligible for a subsequent childcare leave unless and until such Teacher has returned to full-time service for at least one (1) complete school term, provided, however, that under exceptional circumstances the Board may grant such a leave in its sole, absolute and non-reviewable discretion. The granting or withholding of such leave shall be without precedential effect.

- F. Insurance Benefits - A Teacher may continue insurance benefits during unpaid portions of leave provided by this Section (27.05) by paying the full premium to the District Business Office, so long as such benefits continue to be offered by the carrier.

27.06 General Leaves of Absence

The Board of Education may grant leave of absence for purposes other than specified herein. Granting or denying such leave shall be non-precedential and non-reviewable. Such leave may be for the balance of the current school term and one (1) additional full school term, unless otherwise specified by the Board, and shall be without pay and benefits. All requests for leaves shall be made on a form provided by the Administration. Reasons for the Board considering such leaves may be as follows:

- A. Exchange teaching programs in other states, territories, countries;
- B. Formal approval education program designed to acquire additional course credit that is related to a Teacher's current assignment as solely determined by the superintendent;
- C. Foreign, military or government-sponsored programs;
- D. Cultural travel or work programs related to professional activities;
- E. Campaigning for public office to the extent necessary for such activities;
- F. Health and hardship;
- G. Serving in a public office;
- H. Exploration of an alternative career; and
- I. Other good reasons as determined solely by Board.

27.07 Family and Medical Leave Act

Eligible Teachers may take unpaid leave in accordance with the Family and Medical Leave Act. Additional information regarding the Family and Medical Leave Act is available on the District Intranet.

**ARTICLE XXVIII: FRINGE BENEFITS**

- 28.01 Major Medical, Health and Accident Insurance – The Board will make available a major medical plan, a PPO plan, a Health Maintenance Organization plan and a High Deductible HSA PPO Plan. Individual coverage shall be provided with Teachers paying five percent (5%) of the premium based upon full-time equivalence (i.e., part-time Teachers shall receive pro-rated coverage) and subject to the provisions found below. Married employees, both of whom are employed by the Board, will each be entitled to the Board contribution for single coverage toward the plan chosen but in no event may such employees receive more than the actual cost

of the coverage chosen. The Board reserves the right to choose the company with which this insurance is placed. The coverage and benefits shall be those found in Appendix D of this Agreement. As an incentive to encourage Teachers not to accept this insurance if they are receiving primary coverage from another source, the Board agrees to the following:

- A. For each Teacher who declines the coverage by July 1 (or within two weeks of employment for new hires) of each year of this negotiated contract, the Board shall pay that Teacher \$750 over the pay periods of the fiscal year. If a Teacher is later accepted back into the health insurance program, the Board shall adjust the Teacher's pay prorated according to the amount of time the Board was not required to pay an insurance premium for that Teacher.
- B. In addition, each Teacher choosing family/dependent coverage shall be entitled to a Board contribution of \$5,200 per year toward the cost of the family/dependent coverage chosen. This amount will be increased annually over the life of this Agreement by the rolling average consumer price index for the prior three-year period used for implementation of the Property Tax Extension Limitation Law (i.e. "tax cap" legislation). In no event, however, will the employee cost for such family/dependent coverage exceed sixty percent (60%) of the actual premium coverage.

28.02 Life Insurance - The Board shall provide a Term-Life Insurance Policy equal to the salary of each full-time Teacher rounded to the nearest 1000. The Board will also make available to each full-time Teacher the option to personally purchase additional insurance equal to his/her salary. The Board, however, reserves the right to choose the company with which this insurance is placed.

28.03 Long-Term Disability Insurance - The Board shall continue to provide Long-Term Disability insurance to each full-time Teacher. The Board reserves the right to choose the company with which the insurance will be placed.

28.04 Insurance Committee - A Joint Health Insurance Committee will be convened and maintained to review options to contain or reduce the cost of health insurance coverage. The Committee shall be composed of an equal number of representatives from each employee group, and also the Board of Education. QBEA representatives will be chosen by the QBEA president; exempt employee and administrator representatives will be chosen by the superintendent or designee. The committee will be co-chaired by the superintendent or designee and the QBEA president or designee, who shall both be responsible for scheduling meetings and preparing necessary documentation for each meeting. The committee will meet as deemed necessary, but no less than three (3) times each year. The committee will maintain minutes of its meetings for distribution on the District intranet system.

Working in a collaborative fashion, committee recommendations will be made by consensus. The committee will have access to all relevant information, as allowed by law, necessary to function. The committee may utilize individuals, who are not committee members, as resources to assist in performing committee work.

Recommendations, if any, of the committee will be made to the Board of Education and QBEA for review and consideration. Such recommendations may be used by the Board and the various bargaining unit representatives in future collective bargaining.

Among the duties of the Insurance Committee, provided in Section 28.04, will be to examine the feasibility of a tiered health insurance plan design. Any Committee recommendations on this topic will be provided to the Superintendent and the QBEA President no later than December 1, 2020.

## ARTICLE XXIX: COMPENSATION

### 29.01 Salaries

Commencing on the first day of the 2022-2023 school year, each Teacher shall receive a 5% increase over the 2021-2022 salary.

Commencing on the first day of the 2023-2024 school year, each Teacher shall receive a 4% increase over the 2022-2023 salary.

Commencing on the first day of the 2024-2025 school year, each Teacher shall receive a 4% increase over the 2023-2024 salary.

Starting salaries for new Teachers are found in Appendix A.

Those Teachers who attain a lane change during the life of this Agreement shall receive the following additional increases prior to the application of the annual increases noted above:

A. BA+15 hours or BA+30 Hours = 3% increase

B. MA, MA+15, MA+30 or MA+45 Hours = 4% increase

### 29.02 Extra-Duty Pay Schedule - Teachers shall be paid for extra-duty assignments according to this Agreement. (See Appendix B) Acceptance of such assignments is voluntary.

A. The Board of Education will pay the rates established in the agreement for the listed extra duties. Any staff member may apply for these duties in writing. The current holder of any such extra duty position will be asked to submit a written indication of his/her desire to continue or not continue in such position. Ordinarily, the current holder of an extra-duty position will be retained in the position. In the event no qualified bargaining unit member applies for a specific extra-duty position, the Board may subcontract such position for a period of one (1) year or less to a person not a member of the bargaining unit. As used herein, whether a bargaining unit member is "qualified" or not shall be determined by the employer, but such determination shall not be based primarily on the won-lost record, where applicable, nor on a decision of the bargaining unit member regarding participation by a specific student. The pay rates will apply to non-members of the bargaining unit when the duties are performed by such.

B. The Board may transfer particular duties from one schedule to another when appropriate, based upon length of season, change in responsibilities, or number of students participating in the activity. Such changes must be made prior to the annual renewal of such position and the change must be published to the faculty and the Association.

The Board retains the right to offer or not offer any activity or position not listed herein. New positions may be commenced with duties and pay as determined by the Board, subject to paragraph F below.

The Board must approve any clubs outside those specified in this bargaining agreement. A proposal for a new club must be submitted to the Superintendent for Board approval. A club must have a minimum student enrollment of 18 unless the activity limits the number of participants. The Board may limit the number of clubs approved on an annual basis.

- C. At any time between contracts for a particular extra-duty position, the Board is entitled to discontinue such position and/or activity. The effect of such action will be to remove such position and/or activity from this Agreement as of August 1 following the date of the Board's action discontinuing the position and/or activity.
- D. Extra-duty assignments are made for one (1) year.
- E. In the event of the transfer of a particular duty from one pay schedule to another and/or the creation of a new position, the Association may serve written notice on the Board of its desire to negotiate the terms and conditions of such duty. Negotiations, pursuant to such request, shall commence within a reasonable time. However, nothing shall be deemed to prohibit the Board from instituting such change in and/or creation of duties, pay activity, or positions pending the outcome of such change in or establishment of an extra duty will constitute Association acceptance of terms and conditions of such change or new creation and negotiated or not, they will become a part of the Agreement and be subject to its provisions.
- F. Internal Substitution - Teachers who serve voluntarily or are assigned as internal substitutes shall be paid at the Committee Work rate established in this Agreement. In order to receive this pay, the teacher must forfeit plan time to perform the internal subs, prorated to the length of the substitution assignment.
- G. Overload – Teachers who volunteer to teach a course overload will be compensated at the rate of 1/6 of the base salary.
- H. Extra duty positions (other than student supervision assignments) which run for the entire school year will be paid stipends in three (3) equal installments: November, February and May. Payments shall be made by separate checks. Those positions which are seasonal or for a period of time of less than the entire school year will be paid in one (1) separate check at the end of the season or activity.
- I. The Board and the QBEA will establish an ad hoc Extra Duty Committee to review the structure and compensation of extra duty positions. This Committee will be made up of five (5) members appointed by the QBEA President and three (3) members appointed by the Superintendent. Any recommendations from this Committee will be made to the Superintendent and QBEA President no later than December 1, 2025.

29.03 Instructional Supply Fund - Each Teacher may be reimbursed up to \$200.00 per year for incidental instructional supplies. Teachers may choose to utilize said funds through either a

reimbursement or purchase order method. Reimbursements shall be made if approved by the building principal. Requests for reimbursement must be submitted in either October or March, annually. Failure to submit such request(s) during the specified months will constitute a waiver of the right to reimbursement.

Any funds not expended by the Teacher prior to April 1, annually, shall be forfeited and unavailable.

Any expenditures in excess of \$50.00 shall require the Teacher to complete a purchase order form and process the same through the District business office.

- 29.04 District Committees - Teachers working on District-wide committees shall be compensated at the committee rate per hour for attendance at committee meetings held beyond the regular workday or work year. District committees must be authorized by the superintendent or designee. Teacher participation and compensation for committee work must be approved by the superintendent or designee.

The committee structure will include a specific charge/purpose, a description of the size and composition of the committee, timelines, and a statement of authority. Each committee will be co-chaired by a representative of the Board/Administrative group and the QBEA.

Each committee will publish minutes of its meetings on the intranet. Committees will follow PLC (Professional Learning Communities) guidelines and norms including consensus decision-making and collaboration.

- 29.05 Lane Changes - In order to be considered for lane change movement (i.e., horizontal advancement on the salary schedule), the Teacher must adhere to the following guidelines:

A. Course Approval

1. All course hours applied to salary schedule lane changes must be approved by the Superintendent prior to the first-class session.
2. The Teacher must submit the Course Pre-Approval Form no later than six weeks prior to the first day of class. If the Teacher is unable to comply with these timelines for any reason, the Teacher must contact the superintendent to resolve the matter. If a Teacher has been accepted and is enrolled in a graduate program from an accredited institution of higher learning, only one approval is required prior to the start of the program.
3. Only graduate level courses from an accredited institution of higher learning will be approved. The only exception will be TIDE courses from the DuPage ROE. Only Correspondence or Online courses that are graduate level courses from an accredited institution of higher learning will be approved.
4. Graduate level courses will only be approved if the course work supports the District goals and is directly related to improving the Teacher's knowledge and skills in his/her present teaching position or will result in the acquisition of additional certification or endorsement. Graduate courses must be aligned to the

school improvement plan and the District Strategic Plan, and support the goals of Queen Bee Schools, District 16.

5. A grade of “B” or higher must be obtained for each course to be eligible for credit toward lane movement on the salary schedule. Pass/Fail or Credit only classes will not be approved.

B. Lane Changes

1. There will be two opportunities annually (October 15 and January 15) to submit official transcripts demonstrating credits earned to justify such a lane change.
2. Only courses completed after a Teacher’s initial placement on the salary schedule or following that Teacher’s most recent lane change will count toward that Teacher’s next lane change (i.e., courses must be completed after the last highest degree earned).
3. If a Teacher must take college coursework in order to fulfill the requirements for recertification because his/her professional development plan was not completed in a timely manner, the Teacher shall NOT be allowed to use that coursework in order to advance on the salary schedule.

### ARTICLE XXX: STAFF REDUCTION

When the Board determines that a decrease in the number of Teachers or a discontinuance of some teaching service is necessary, such reductions in force will be accomplished in accordance with Section 24-12 of the School Code and other applicable sections of the School Code.

#### 30.01 Honorable Dismissal List

- A. Annually, the District will establish an Honorable Dismissal List based on a categorization of each Teacher into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications, certifications, endorsements, and any other qualification established in a District job description, on or before May 10 prior to the school year during which the sequence of dismissal is determined. Copies of the List shall be distributed to the Association at least seventy-five (75) calendar days before the end of the school term.
- B. Grouping of Teachers within Honorable Dismissal List
- C. On the Honorable Dismissal List, Teacher will be “grouped” as follows:

Group 1: Group 1 will consist of each non-tenured Teacher who has not received a summative performance evaluation rating.

Group 2: Group 2 will consist of Teachers with a “Needs Improvement” or “Unsatisfactory” summative performance evaluation rating on either of the Teacher’s last two (2) summative performance evaluation ratings;

Group 3: Group 3 will consist of each Teacher with a summative performance evaluation rating of at least "Satisfactory" or “Proficient” on both of the Teacher’s last two (2) summative performance evaluation ratings, if two (2) ratings are available, or on the Teacher’s last summative performance evaluation rating, if only one rating is available, unless the Teacher qualifies for placement into Group 4;

Group 4: Group 4 will consist of each Teacher whose last two summative performance evaluation ratings are “Excellent” as well as each Teacher with two “Excellent” summative performance evaluation ratings out of the Teacher’s last three summative performance evaluation ratings with a third rating of “Satisfactory” or “Proficient.”

#### 30.02 Order of Dismissal

- A. Among Teachers qualified to hold a position, Teachers must be dismissed in the order of their groupings, with Teachers in Group 1 dismissed first and Teachers in Group 4 dismissed last.

1. Within Group 1, the sequence of dismissal is at the sole discretion of the District.
2. Within Group 2, the sequence of dismissal is based on the average of the last two summative performance evaluation ratings, if two ratings are available, or the Teacher's last summative performance evaluation rating if only one rating is available. The average is calculated using the following numeric values: 4 for "Excellent"; 3 for "Proficient" or "Satisfactory"; 2 for "Needs Improvement"; and 1 for "Unsatisfactory". Teachers with the lowest average summative performance rating shall be dismissed first. Teachers with the same average summative performance evaluation rating shall be dismissed based on seniority, with Teachers that have shorter length of continuing service with the District dismissed first.
3. Within Groups 3 and 4, the sequence of dismissal is based on certification, qualifications, and seniority, with Teachers that have shorter length of continuing service with the District dismissed first.

This Article is not evidence that the Board waives any rights it may have to determine the qualifications of a Teacher to perform the duties of a specific position, or that the Association agrees that the Board may make such determination beyond the requirements of the School Code and applicable rules and regulations of the State Board of Education.

#### **ARTICLE XXXI: RECALL**

- 31.01 With respect to any Teacher who has been honorably dismissed, in the event the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Teachers who were in Group 4 and Group 3 and are qualified to hold such positions, based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the date of the position becoming available. Teachers from Groups 3 or 4 shall be eligible for recall in reverse order of dismissal.
- 31.02 Teachers are responsible for informing the Office of the Superintendent of any changes in their qualifications and/or contact information after the date of their dismissal. The Board is responsible for sending notice to Teachers eligible for recall. A copy of this Article will be enclosed with the notice. Notice will be sent by registered mail to the last address on file with the Board. The Teacher must give a written response postmarked within seven (7) days of receipt of the notice of a vacancy, or within fourteen (14) days of the mailing of the notice of vacancy, whichever occurs first. Any Teacher who fails to respond to a proper notice of a vacancy or who declines to accept the position offered shall be placed at the bottom of the recall list as it then exists and shall be eligible for one more recall opportunity.



MEMORANDUM OF AGREEMENT  
PEER SUPPORT

As a result of negotiations for a successor agreement to their 2020-21 Agreement, the Board and QBEA agree to establish a joint committee to develop a Peer Support Personnel program for new employees and those transferred to new positions. The purpose of this Program is to assist these employees in transitioning to their new employment or new assignment.

This committee will be made up of three (3) Administrators appointed by the Superintendent and five (5) members of the QBEA, appointed by the QBEA President. In addition to the President, the QBEA representatives will come from the following employment groups: custodian, nurses, secretaries, and paraprofessionals. The committee will endeavor to complete its work in order for program implementation at the start of the 2022-23 school year.

MEMORANDUM OF AGREEMENT  
JOB DESCRIPTION COMMITTEE

As a result of negotiations for a successor agreement to their 2020-21 Agreement, the Board and the QBEA agreed to establish a joint committee to review, revise, and or create job descriptions for bargaining unit positions. Part of the charge to this committee is to create, for the start of the 2022-23 school year, job descriptions for existing extra duty positions.

This committee will be composed of 13 members: 4 District administrators, 7 members of the QBEA, the QBEA President, and the Superintendent. The QBEA representative will represent all current job classifications, including teachers. The committee may also utilize additional resource people as the need arises.

It is expected that the work of this committee will be completed no later than May 1, 2023, with recommendations made to the Superintendent and the QBEA President. Once the job descriptions are approved by the Board, they will be placed on the District intranet and a reference to the job descriptions will be placed in the “white” section (Common Elements) of the parties’ Agreement. Job descriptions, thereafter, will be reviewed annually.

**ARTICLE XXXII:  
APPENDICES**

**32.01**

<p><b>\$50,344</b> FY2022 Lane 1 Beginning Salary  <b>\$52,358</b> FY2023 Lane 1 Beginning Salary*</p>						
<p><b>2022-2023 CERTIFIED SALARY SCHEDULE</b></p>						
<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
\$52,358	\$53,928	\$55,546	\$57,213	\$58,929	\$60,697	\$62,518

\* Lane 1 beginning salaries increase using the method as the New Hire Schedule in Appendix A of the 2016-2020 Agreement (FY2023 Lane 1 Beginning Salary Increase = 4.0% over FY2022 Lane 1 Beginning Salary)

**New Teachers With Experience**

Teachers new to the School District with prior public school teaching experience may receive a starting salary consistent with presently-employed teachers with substantially the same public school teaching experience and level of educational achievement as set forth in Appendix A. Thereafter, the teacher shall receive base salary increases as agreed upon between the bargaining unit and the school district. No new teacher shall be paid a base salary higher than a current teacher with substantially the same experience.

<p><b>\$52,358 FY2023 Lane 1 Beginning Salary</b>  <b>\$53,929 FY2024 Lane 1 Beginning Salary*</b></p>						
<p><b>2023-2024 CERTIFIED SALARY SCHEDULE</b></p>						
<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
\$53,929	\$55,547	\$57,213	\$58,929	\$60,697	\$62,518	\$64,394

\* Lane 1 beginning salaries increase using the method as the New Hire Schedule in Appendix A of the 2016-2020 Agreement (FY2024 Lane 1 Beginning Salary Increase = 3.0% over FY2023 Lane 1 Beginning Salary)

**New Teachers With Experience**

Teachers new to the School District with prior public school teaching experience may receive a starting salary consistent with presently-employed teachers with substantially the same public school teaching experience and level of educational achievement as set forth in Appendix A. Thereafter, the teacher shall receive base salary increases as agreed upon between the bargaining unit and the school district. No new teacher shall be paid a base salary higher than a current teacher with substantially the same experience.

<p><b>\$53,929 FY2024 Lane 1 Beginning Salary</b>  <b>\$55,547 FY2025 Lane 1 Beginning Salary*</b></p>						
<p><b>2024-2025 CERTIFIED SALARY SCHEDULE</b></p>						
<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
\$55,547	\$57,213	\$58,930	\$60,698	\$62,518	\$64,394	\$66,326

\* Lane 1 beginning salaries increase using the method as the New Hire Schedule in Appendix A of the 2016-2020 Agreement (FY2024 Lane 1 Beginning Salary Increase = 3.0% over FY2025 Lane 1 Beginning Salary)

**New Teachers With Experience**

Teachers new to the School District with prior public school teaching experience may receive a starting salary consistent with presently-employed teachers with substantially the same public school teaching experience and level of educational achievement as set forth in Appendix A. Thereafter, the teacher shall receive base salary increases as agreed upon between the bargaining unit and the school district. No new teacher shall be paid a base salary higher than a current teacher with substantially the same experience.

	FY23 Raise:	5.0%	FY24 Raise:	4.0%	FY25 Raise:	4.0%
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CUSTODIAL SALARIES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (8 hrs)	Annual (2080 hrs)	Hourly	Daily (8 hrs)	Annual (2080 hrs)	Hourly	Daily (8 hrs)	Annual (2080 hrs)
New Hire	\$21.54	\$172.32	\$44,803.20	\$22.40	\$179.20	\$46,592.00	\$23.30	\$186.40	\$48,464.00
Completed 1 - 3 Years	\$22.95	\$183.60	\$47,736.00	\$23.87	\$190.96	\$49,649.60	\$24.82	\$198.56	\$51,625.60
Completed 4 - 6 Years	\$24.45	\$195.60	\$50,856.00	\$25.43	\$203.44	\$52,894.40	\$26.45	\$211.60	\$55,016.00
Completed 7 - 10 Years	\$26.07	\$208.56	\$54,225.60	\$27.11	\$216.88	\$56,388.80	\$28.19	\$225.52	\$58,635.20
Completed 11 - 14 Years	\$27.78	\$222.24	\$57,782.40	\$28.89	\$231.12	\$60,091.20	\$30.05	\$240.40	\$62,504.00
Completed 15+ Years	\$29.62	\$236.96	\$61,609.60	\$30.80	\$246.40	\$64,064.00	\$32.03	\$256.24	\$66,622.40
Part-Time	\$20.49	\$163.92	\$42,619.20	\$21.31	\$170.48	\$44,324.80	\$22.16	\$177.28	\$46,092.80

MAINTENANCE SALARIES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (8 hrs)	Annual (2080 hrs)	Hourly	Daily (8 hrs)	Annual (2080 hrs)	Hourly	Daily (8 hrs)	Annual (2080 hrs)
New Hire	\$27.51	\$220.08	\$57,220.80	\$28.61	\$228.88	\$59,508.80	\$29.75	\$238.00	\$61,880.00
Completed 1 - 3 Years	\$28.68	\$229.44	\$59,654.40	\$29.83	\$238.64	\$62,046.40	\$31.02	\$248.16	\$64,521.60
Completed 4 - 6 Years	\$29.88	\$239.04	\$62,150.40	\$31.08	\$248.64	\$64,646.40	\$32.32	\$258.56	\$67,225.60
Completed 7 - 10 Years	\$31.10	\$248.80	\$64,688.00	\$32.34	\$258.72	\$67,267.20	\$33.63	\$269.04	\$69,950.40
Completed 11 - 14 Years	\$32.42	\$259.36	\$67,433.60	\$33.72	\$269.76	\$70,137.60	\$35.07	\$280.56	\$72,945.60
Completed 15+ Years	\$33.80	\$270.40	\$70,304.00	\$35.15	\$281.20	\$73,112.00	\$36.56	\$292.48	\$76,044.80

ADJUSTED SCHEDULES FOR EXISTING STAFF WHO MAINTAIN EMPLOYMENT THROUGH FIRST DAY OF THE 2022-23 SCHOOL YEAR:

PARAPROFESSIONAL SALARIES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
Schedule A - Hired after 7/1/2002									
New Hire	\$21.13	\$158.48	\$29,317.88	\$21.98	\$164.85	\$30,497.25	\$22.86	\$171.45	\$31,718.25
Completed 1 - 3 Years				\$22.63	\$169.73	\$31,399.13	\$23.54	\$176.55	\$32,661.75
Completed 4 - 6 Years									
Completed 7 - 10 Years									
Completed 11 - 14 Years									
Completed 15+ Years									
Schedule B - Hired Prior to 7/1/2002									
Completed 15+ Years									

2022-2023			2023-2024			2024-2025		
Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
\$22.41	\$168.08	\$31,093.88	\$23.31	\$174.83	\$32,342.63	\$24.24	\$181.80	\$33,633.00
\$23.07	\$173.03	\$32,009.63	\$23.99	\$179.93	\$33,286.13	\$24.95	\$187.13	\$34,618.13
\$23.77	\$178.28	\$32,980.88	\$24.72	\$185.40	\$34,299.00	\$25.71	\$192.83	\$35,672.63
\$24.50	\$183.75	\$33,993.75	\$25.48	\$191.10	\$35,353.50	\$26.50	\$198.75	\$36,768.75
\$25.23	\$189.23	\$35,006.63	\$26.24	\$196.80	\$36,408.00	\$27.29	\$204.68	\$37,864.88
\$28.04	\$210.30	\$38,905.50	\$29.16	\$218.70	\$40,459.50	\$30.33	\$227.48	\$42,082.88

SECRETARIAL SALARIES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (8 hrs)	Annual (1915 hrs)	Hourly	Daily (8 hrs)	Annual (1915 hrs)	Hourly	Daily (8 hrs)	Annual (1915 hrs)
New Hire	\$21.74	\$173.92	\$41,632.10	\$22.61	\$180.88	\$43,298.15	\$23.51	\$188.08	\$45,021.65
Completed 1 - 3 Years	\$23.17	\$185.36	\$44,370.55	\$24.10	\$192.80	\$46,151.50	\$25.06	\$200.48	\$47,989.90
Completed 4 - 6 Years	\$24.71	\$197.68	\$47,319.65	\$25.70	\$205.60	\$49,215.50	\$26.73	\$213.84	\$51,187.95
Completed 7 - 10 Years	\$26.31	\$210.48	\$50,383.65	\$27.36	\$218.88	\$52,394.40	\$28.45	\$227.60	\$54,481.75
Completed 11 - 14 Years	\$28.08	\$224.64	\$53,773.20	\$29.20	\$233.60	\$55,918.00	\$30.37	\$242.96	\$58,158.55
Completed 15+ Years	\$29.93	\$239.44	\$57,315.95	\$31.13	\$249.04	\$59,613.95	\$32.38	\$259.04	\$62,007.70
Part-Time	\$20.65	\$165.20	\$39,544.75	\$21.48	\$171.84	\$41,134.20	\$22.34	\$178.72	\$42,781.10

LPN SALARIES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
New Hire	\$21.13	\$158.48	\$29,317.88	\$21.98	\$164.85	\$30,497.25	\$22.86	\$171.45	\$31,718.25
Completed 1 - 3 Years				\$22.63	\$169.73	\$31,399.13	\$23.54	\$176.55	\$32,661.75
Completed 4 - 6 Years									
Completed 7 - 10 Years									
Completed 11 - 14 Years									
Completed 15+ Years									

2022-2023			2023-2024			2024-2025		
Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
\$22.41	\$168.08	\$31,093.88	\$23.31	\$174.83	\$32,342.63	\$24.24	\$181.80	\$33,633.00
\$23.07	\$173.03	\$32,009.63	\$23.99	\$179.93	\$33,286.13	\$24.95	\$187.13	\$34,618.13
\$23.77	\$178.28	\$32,980.88	\$24.72	\$185.40	\$34,299.00	\$25.71	\$192.83	\$35,672.63
\$24.50	\$183.75	\$33,993.75	\$25.48	\$191.10	\$35,353.50	\$26.50	\$198.75	\$36,768.75
\$25.23	\$189.23	\$35,006.63	\$26.24	\$196.80	\$36,408.00	\$27.29	\$204.68	\$37,864.88

REGISTERED NURSES	2022-2023			2023-2024			2024-2025		
	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
Rate	\$30.02	\$225.15	\$41,652.75	\$31.22	\$234.15	\$43,317.75	\$32.47	\$243.53	\$45,052.13

2022-2023			2023-2024			2024-2025		
Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days	Hourly	Daily (7.5 hrs)	Annual 185 Days
\$30.92	\$231.90	\$42,901.50	\$32.16	\$241.20	\$44,622.00	\$33.45	\$250.88	\$46,411.88

EXTRA DUTY SCHEDULE AND STIPENDS								
2022-2023								
SCHEDULE #	I		II		III		IV	
STUDENT CONTACT HOURS	151+		101 - 150		51 - 100		Up to 50	
<b>ACTIVITIES:</b>	Band		Student Council (5-8)		Art		Intramural coaches	
	Chorus		Volleyball		Destination Imagination		Girls on the Run	
	Yearbook (5-8)		Basketball		Builders Club		Chess Team	
	Baseball				Cross Country (5-8)		Drama Club	
	Softball				Track		Dance Club	
	Cheerleading				Soccer		Student Council (K-4)	
	Athletic Director				Mentor Coordinator		Yearbook (K-4)	
	Wrestling				Math Club		Cross Country (K-4)	
	Robotics				Gifted Coordinator		Newspaper	
							Mentor	
							Heart & Sole	
							Media Creation/STEM	
							Scholastic Bowl	
							Recorder Club	
							Crazy 8s	
							Writing Club	
							Sports Camp/Club	
<p>ALL CLUBS WILL HAVE A MINIMUM STUDENT ENROLLMENT OF 18, UNLESS THE CLUB STRUCTURE LIMITS THE NUMBER OF PARTICIPANTS. THE BOARD OF EDUCATION WILL DETERMINE THE MAXIMUM NUMBER OF CLUBS ANNUALLY. THE COACH OF ANY TEAM THAT COMPETES IN ANY EVENT BEYOND THE REGIONALS-LEVEL, SUCH AS IESA SECTIONALS, STATE, ETC. SHALL BE PAID A \$250 BONUS FOR EACH SUCH EVENT</p>								
<b>Base</b>	<b>\$</b>	<b>52,358</b>	<b>(Per BA Base for 2022-2023)</b>					
<b>Experience level</b>	<b>% on base</b>	<b>Stipend \$</b>	<b>% on base</b>	<b>Stipend \$</b>	<b>% on base</b>	<b>Stipend \$</b>	<b>% on base</b>	<b>Stipend \$</b>
0 - 1 years	0.0600	\$ 3,141.48	0.0525	\$ 2,748.80	0.0450	\$ 2,356.11	0.025	\$ 1,308.95
2 - 4 years	0.0675	\$ 3,534.17	0.0600	\$ 3,141.48	0.0525	\$ 2,748.80	0.0325	\$ 1,701.64
5 - 7 years	0.0750	\$ 3,926.85	0.0675	\$ 3,534.17	0.0600	\$ 3,141.48	0.0400	\$ 2,094.32
8 - 10 years	0.0825	\$ 4,319.54	0.0750	\$ 3,926.85	0.0675	\$ 3,534.17	0.0475	\$ 2,487.01
11+ years	0.0900	\$ 4,712.22	0.0825	\$ 4,319.54	0.0750	\$ 3,926.85	0.0550	\$ 2,879.69
<b>Committee Work</b>		\$37.19	hourly		<i>[hourly rate of the BA base / # of student attendance days]</i>			
<b>Internal Subbing</b>		\$37.19	hourly		<i>[hourly rate of the BA base / # of student attendance days]</i>			
<b>Translation</b>		\$37.19	hourly		<i>[hourly rate of the BA base / # of student attendance days]</i>			
<b>Game Supervision</b>		\$37.19	hourly		<i>[hourly rate of the BA base / # of student attendance days]</i>			
<b>Bus Supervision</b>		\$2,380	annual		<i>[hourly rate of the BA base x 64 hours of duty]</i>			
<b>Lunch Supervision</b>		\$2,901	annual for 1/2 hour period		<i>[hourly rate of the BA base x 156 one-half hours of duty]</i>			
<b>Team/Subject Area Leaders</b>		\$1,943			<i>[hourly rate of the BA base x 5.5 hours per month x 9.5 months]</i>			
<b>Summer School</b>		\$37.19	hourly		<i>[hourly rate of the BA base / # of student attendance days]</i>			



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**PROVIDER NETWORK:**  
 VSP Choice  
**EFFECTIVE DATE:**  
 07/01/2020



BENEFIT	DESCRIPTION	COPAY	FREQUENCY
<b>YOUR COVERAGE WITH A VSP PROVIDER</b>			
<b>WELLVISION EXAM</b>	<ul style="list-style-type: none"> <li>Focuses on your eyes and overall wellness</li> </ul>	\$10	Every 12 months
<b>PRESCRIPTION GLASSES</b>		\$25	See frame and lenses
<b>FRAME</b>	<ul style="list-style-type: none"> <li>\$130 allowance for a wide selection of frames</li> <li>\$150 allowance for featured frame brands</li> <li>20% savings on the amount over your allowance</li> <li>\$70 Costco® frame allowance</li> </ul>	Included in Prescription Glasses	Every 24 months
<b>LENSES</b>	<ul style="list-style-type: none"> <li>Single vision, lined bifocal, and lined trifocal lenses</li> <li>Polycarbonate lenses for dependent children</li> </ul>	Included in Prescription Glasses	Every 12 months
<b>LENS ENHANCEMENTS</b>	<ul style="list-style-type: none"> <li>Standard progressive lenses</li> <li>Premium progressive lenses</li> <li>Custom progressive lenses</li> <li>Average savings of 20-25% on other lens enhancements</li> </ul>	\$0 \$95 - \$105 \$150 - \$175	Every 12 months
<b>CONTACTS (INSTEAD OF GLASSES)</b>	<ul style="list-style-type: none"> <li>\$130 allowance for contacts; copay does not apply</li> <li>Contact lens exam (fitting and evaluation)</li> </ul>	Up to \$60	Every 12 months
<b>PRIMARY EYECARE</b>	<ul style="list-style-type: none"> <li>As a VSP member, you can visit your VSP doctor for medical and urgent eyecare. Your VSP doctor can diagnose, treat, and monitor common eye conditions like pink eye, and more serious conditions like sudden vision loss, glaucoma, diabetic eye disease, and cataracts. Ask your VSP doctor for details.</li> </ul>	\$20	As needed
<b>EXTRA SAVINGS</b>	<b>Glasses and Sunglasses</b> <ul style="list-style-type: none"> <li>Extra \$20 to spend on featured frame brands. Go to <a href="http://vsp.com/offers">vsp.com/offers</a> for details.</li> <li>20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months of your last WellVision Exam.</li> </ul>		
	<b>Retinal Screening</b> <ul style="list-style-type: none"> <li>No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam</li> </ul>		
	<b>Laser Vision Correction</b> <ul style="list-style-type: none"> <li>Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities</li> </ul>		
<b>YOUR COVERAGE WITH OUT-OF-NETWORK PROVIDERS</b>			
Get the most out of your benefits and greater savings with a VSP network doctor. Call Member Services for out-of-network plan details. <small>Coverage with a retail chain may be different or not apply. Once your benefit is effective, visit <a href="http://vsp.com">vsp.com</a> for details. VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.</small>			

\*Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change. Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details.  
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This summary is designed to give you an outline of the health benefit programs offered through Queen Bee School District 16. Contained in the summary are tips for you on using the plans.

Your 2019 Benefit Summary provides information on your district's benefit plans, including:

- BCBS Member Resources
- Medical Options—PPO and HMO
- Dental Plan
- Vision Plan
- Medical Plans Comparison
- Blue365 Discount Programs

### BCBS Member Resources

#### Blue Access for Members

To access the many resources available to Blue Cross and Blue Shield members, register to participate in Blue Access for Members at [www.bcbsil.com](http://www.bcbsil.com). To register, click on "Log In" tab located on the right side of the homepage and click on "Register Now" for new users. Be sure to have your BCBS ID card handy.

Blue Access is available 24 hours a day, 7 days a week, 365 days a year.

#### Blue Access Features

- Cost Estimator
- Claim status
- View your personal information
- Locate a provider
- Access to health and wellness information
- Compare hospitals and physicians
- Receive email alerts
- Print a temporary ID card or order a replacement card
- View and print Explanation of Benefits (EOB)

#### BCBS Global Core

BCBS Global Core provides members with access to doctors and hospitals in nearly 200 countries and territories around the world.

To take advantage of the BCBS Global Core program, contact BCBSIL for coverage details. The BCBS Global Core Service Center is available **24 hours a day, 7 days a week**, toll-free at 800.810.BLUE (2583) or by calling collect at 804.673.1177.

#### Wellbeing Management

The Wellbeing Management program is designed to help you take charge of your health and provide you with the tools to better manage your benefits. Members have access to a variety of resources through Blue Cross and Blue Shield's secure website and Blue Access for Members.

#### 24/7 Nurseline — Around-the-Clock, Toll-Free Support (PPO Members Only)

**The 24/7 Nurseline can help you figure out if you should call your doctor, go to the ER or treat the problem yourself.**

Health concerns don't always follow a 9-to-5 schedule. Fortunately, registered nurses are on call at 800.299.0274 to answer your health questions, wherever you may be, 24 hours a day, 7 days a week.

**Note:** For medical emergencies, call 911 or your local emergency service first.

#### Diabetes Program

**Complimentary Glucose Meters:** BCBSIL offers glucose meters to members with diabetes at no additional charge to help you manage your condition.

#### CONTOUR<sup>®</sup> NEXT Blood Glucose Monitoring Systems

To order a CONTOUR NEXT meter to be shipped directly to you, call 800.401.8440. Be sure to identify yourself as a BCBSIL member and mention ID code "BDC-BIL." Or you can visit <https://ContourNextFreeMeter.com>.

#### Benefits Value Advisor (PPO only)

Call a Benefits Value Advisor to help you compare cost on your next procedure!

The BVA is a personal concierge service that will help you choose doctors, providers, and facilities while helping you to maximize your benefits.

A Benefits Value Advisor can:

- Help you compare costs at different providers near you
- Help you schedule your appointment
- Tell you about online educational tools

Call 800.458.6024 before your next procedure!

#### BCBS Member Rewards (PPO only)

Earn **CASH REWARDS** when you choose a low-cost provider for certain services and procedures. The program uses the Provider Finder<sup>®</sup>—a database of independently contracted providers, which can help members:

- Compare costs and quality for numerous procedures
- Estimate out-of-pocket costs
- Assist in making treatment decisions with their doctors.

Using this resource to shop for services based on price and location, as well as quality metrics, allows you to earn cash for selecting lower-cost care. The result puts extra cash in your pocket. **Please note, all rewards are taxable to the member.**

#### Teladoc

Your district offers telemedicine, through Teladoc, to you and your dependents enrolled in medical coverage through the district. With Teladoc, members can connect with a doctor in minutes, not hours or days like the ER, urgent care or doctor's office. Plus, you can get care from anywhere: home, office, or on the road!

Teladoc does not replace your primary care physician. It is a convenient and affordable option for quality care:

- When you need care now
- If you're considering the ER or urgent care center for a non-emergency issue
- On a vacation, on a business trip, or away from home
- For short-term prescription refills

Set up your account at [www.teladoc.com](http://www.teladoc.com). Once you have completed your registration, you can go online to speak to a doctor, or call 800.835.2362.

**Queen Bee School District 16 Medical Plans Comparison**

	Blue Cross and Blue Shield PPO Plan		Blue Cross and Blue Shield HMO Illinois / Blue Advantage HMO	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Deductible</b>				
Individual	\$250	\$500		N/A
Family	\$625	\$1,250		N/A
<b>Coinsurance</b>	90%	70%	100%	No coverage
<b>Out-of-Pocket Limit<sup>1</sup></b> (deductible included)				
Individual	\$1,350	\$2,700	\$1,500 in copays	N/A
Family	\$3,375	\$6,750	\$3,000 in copays	N/A
<b>Covered Expenses</b>				
<b>Hospital</b>				
Inpatient Services	90%	70%	100%	No coverage
Outpatient Surgery	100%	70%	100%	No coverage
Emergency Room	Facility-100%   Physician-90%	Facility-100%   Physician-90%	100% after \$50 copay (waived if admitted)	
<b>Physician</b>				
Inpatient Services	90%	70%	100%	No coverage
Outpatient Surgery	100%	70%	100%	No coverage
Office Visits	100% after \$20 copay	70%	100%	No coverage
<b>Other</b>				
X-ray and Lab	90%	70%	100%	No coverage
Therapy-Speech, occupational or physical therapy	90%	70%	100% (60 visits combined per calendar year)	No coverage
Mental/Nervous-Inpatient	90%	70%	100%	No coverage
Mental/Nervous-Outpatient	90%	70%	100%	No coverage
Substance Abuse-Inpatient	90%	70%	100%	No coverage
Substance Abuse-Outpatient	90%	70%	100%	No coverage
Wellcare	100%	70%	100%	No coverage
<b>Prescription Drugs</b>	<b>Prime Therapeutics</b>		<b>Prime Therapeutics</b>	
Retail Pharmacy 34-day supply	\$10 Generic \$20 Formulary Brand \$35 Non-Formulary Brand		\$10 Generic \$20 Formulary Brand \$35 Non-Formulary Brand	
Mail Order 90-day supply	\$20 Generic \$40 Formulary Brand \$70 Non-Formulary Brand		\$20 Generic \$40 Formulary Brand \$70 Non-Formulary Brand	

Dependent Age: to 26 for all married or unmarried dependents and to age 30 for all unmarried military dependents who are Illinois residents.

Note: This is an outline of the benefit schedules. This exhibit in no way replaces the plan document of coverage, which outlines all the plan provisions and legally governs the operation of the plans.

<sup>1</sup>Please note effective 07/01/2014, all medical copays are included in the out-of-pocket maximum.

Queen Bee SD 16 complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.  
 ATENCIÓN (Spanish): si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 630.260.6109.  
 UWAGA (Polish): Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 630.260.6109.

