

OFFICIAL COPY

Classroom Teachers' Council Negotiated Agreement

Community Consolidated School District 15

Palatine, Illinois

2012 - 2016

District 15 serves all or part of seven communities:
Palatine, Rolling Meadows, Inverness, Hoffman Estates,
Arlington Heights, Schaumburg, and South Barrington

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PREAMBLE

The Board of Education of School District 15 and the Classroom Teachers' Council of District 15 agree that they hold as a common objective the education and welfare of the children of the District. Further, it is recognized that there should be a formalized process by which the Board and representatives of the Classroom Teachers' Council can work toward a mutually satisfying agreement.

ARTICLE I

Parties to the Agreement

This Agreement made and entered into this 13th day of June by and between the Board of Education of Community Consolidated School District 15 of Cook County, Illinois (hereinafter referred to as the "Board" or "District") and the Classroom Teachers' Council of District 15 (hereinafter referred to as the "CTC" or "Association").

ARTICLE II

Recognition

- A. The Board hereby recognizes the CTC as the exclusive and sole negotiating agent for all full-time and part-time regularly employed professional staff in teaching positions, certified school nurses, certified school social workers and certified school psychologists, but excluding building assistants, supervisors, managerial employees, confidential employees, short-term employees, students, craft employees, and all other nonprofessional employees as defined in the Illinois *Educational Labor Relations Act*.
- B. The term "Teacher(s)" when used hereinafter in this Agreement shall refer to all employees represented by the CTC in the negotiating unit as determined in Paragraph A. above unless language is specifically limited to a position listed in Paragraph A. above.
- C. The Board agrees not to negotiate with any Teachers' organization other than the CTC for the duration of this Agreement.
- D. In being granted recognition as the sole and exclusive negotiating representative, the CTC and CTC Representatives from each building, shall represent all Teachers in the defined unit regardless of membership in the CTC, and without discrimination.
- E. The Board agrees not to negotiate individually with any Teacher on matters covered by this Agreement. The parties agree that this provision shall not apply to summer school or to special positions or to unusual conditions, which may entail additional days of employment except that any individual agreement reached in accordance with this provision shall be subject to the obligation of the District to provide the Association with notice and an opportunity to negotiate. It is not the intent of this

section to interfere with the rights of a Teacher to grieve as an individual except as limited by the Grievance Procedure.

ARTICLE III Management Rights

The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the statutes of the State of Illinois except as limited by the terms of this Agreement.

ARTICLE IV Uninterrupted Service

The CTC agrees that neither it, nor its agents acting on behalf of the CTC, shall strike, engage in or support any concerted refusal to render full and complete service, as required by statute and the terms of this Agreement, during the term of this Agreement.

ARTICLE V Teacher and CTC Rights and Responsibilities

- A. Teachers shall have the right to join or refrain from joining the CTC without prejudice.
- B. The Board and the CTC agree to comply with the *Civil Rights Act* of 1964 as amended and the *Age Discrimination in Employment Act* of 1967 as amended.
- C. Personnel File
 - 1. Only one (1) official file shall be kept for each Teacher in the District and such file shall be kept in the central administrative office.
 - 2. Each Teacher shall have the right to review, or may designate by written authorization a representative to review, the contents of his/her official personnel file maintained at the administrative office. The District may require reasonable advance notice from the Teacher or designee to review the personnel file. If such notice is required, it shall not be greater than two (2) full business days prior to the date requested for review. Neither the Teacher, nor a representative, shall have the right to review any document, or other material, which is exempt from disclosure under the *Personnel Records Review Act*, 820 ILCS 40/10.
 - 3. All non-exempt communications including evaluations by supervisors or administrators, commendations, and validated complaints directed toward the Teacher which are included in his/her official personnel file shall be signed and

dated by the Teacher prior to being placed in the file. The Teacher must sign the written material when shown; however, the signature does not indicate agreement. The Teacher shall have the right to attach dissenting material to any non-exempt item in the file. A copy of any material placed in a personnel file shall be provided to the Teacher at the same time that the material is shown to the Teacher, unless the material is exempt from disclosure.

4. In order for disciplinary or other any material regarding complaints made against a Teacher to be placed in a personnel file, such material must be verified with dates, times, places, supporting documentation or other supporting evidence confirming the accuracy of such complaint(s). The name(s) in support of the complaint, as well as the names of all other parties involved, must also be included, to the extent permitted by law. The parties acknowledge that a mere presumption of guilt does not constitute a verified complaint in the absence of supporting documentation.
5. Any written complaints or letters of discipline, which address behavior, which has jeopardized a safe school environment, may remain in the Teacher's file and may be used for discipline. However, upon a Teacher's request, all other written complaints or letters of discipline will be expunged from the Teacher's file three (3) years after the date they are placed in the file and cannot be used for disciplinary purposes unless there is another complaint or letter of discipline of a similar nature against the Teacher during the three (3) year period. In the event of a subsequent disciplinary complaint or letter of a similar nature, all related disciplinary materials shall remain in the Teacher's personnel file until three (3) years from the last date of discipline. Any complaints placed in a Teacher's file prior to October 23, 2006, will be handled in accordance with the terms of the 1996-2006 agreement.

D. Dues Deduction

1. No later than August 1st of each school year, the District shall provide the CTC with a list of all new Teachers and Teachers returning from an unpaid leave of absence. Thereafter, an updated list shall be provided the 15th of each month, beginning August 15th. Such list shall include each Teacher's name, address, and phone number in an electronic format provided by CTC. Any Teacher who is a member of the CTC shall sign a membership form authorizing the deduction of membership dues. A copy of such membership forms shall be provided to the Business Department. Such authorization shall include a waiver of all rights and claims for membership dues deducted and transmitted to the CTC and shall

further relieve the Board and all of its officers of any liability in this matter. Such authorized deductions shall continue in effect from year to year unless rescinded in writing by the Teacher prior to September 5th of any new school year. The CTC shall annually certify the rates of membership dues. CTC shall forward any names for dues deduction to the Business Office no later than September 30th for

the first deduction to be made October 15th. Any new names shall be provided by the 30th of the month for deductions to begin the 15th of the following month.

2. The District shall supply CTC with an electronic list of all Teachers and their respective dues upon the first payroll containing the dues deduction and each deduction thereafter. During the school year, the District shall notify CTC of a change in employment status reflecting a change in deductions.
3. The dues amount transferred to CTC shall be in the form of an automatic deposit into a bank account of CTC's choice.
4. Teachers who leave the District prior to the end of the school year shall have their remaining unpaid dues obligation deducted from their final paycheck.

E. CTC Matters

The CTC may request matters be placed on the agenda of all regular Board meetings as long as these matters are requested in writing to the Superintendent prior to the date on which the agenda and notice of the Board meeting are posted as required by law.

F. Board Information

1. Board Meetings - Notification

- a. The president of the CTC and/or the president's designee shall be provided with a written notice of all regular meetings of the Board, together with a copy of the agenda and a copy of the minutes from the previous board meeting(s) to be approved, and complete Board packet for all open session items (i.e., excluding closed session or other confidential items) at least twenty-four (24) hours prior to the scheduled time of the meeting. The president of CTC shall also receive a copy of any video recording (with audio) of Board of Education meetings within seven (7) business days of such meeting.
- b. The District shall provide a minimum of five (5) school days notice to the CTC President or designee if it intends to request a CTC Representative to speak at a Board meeting.

2. Board Minutes - CTC Copies

If the officially approved minutes differ in any way from the unofficial minutes, a letter explaining the discrepancy may be requested by CTC. These copies shall be emailed to the president of CTC (if an electronic copy is not available, then a copy shall be mailed to or placed in the mailbox of the president of the CTC).

3. Board Reports - CTC Copies

The Administration will make available to the CTC, upon written request, the tentative budget, final board adopted budget, audit report, and the quarterly budgetary fiscal reports. The Administration shall provide the CTC with an electronic copy (if available) of the aforementioned material. If an electronic copy is not available, a paper copy shall be provided.

4. Miscellaneous Information – CTC Copies

Information requested by CTC, which is required to be disclosed under the *Freedom of Information Act*, shall be provided, upon request, to the CTC, free of charge.

G. Just Cause

In the event tenure is abolished by the Illinois General Assembly during the term of this Agreement, the parties agree that the following provision shall thereupon become immediately effective:

No tenured Teacher shall be dismissed except for just cause.

H. Use of School Facilities

1. Duly authorized representatives of the CTC shall have the exclusive right to use the District mail service, Teacher mailboxes, bulletin boards, email, and internet for the following purposes: all CTC Association business including, but not limited to, notices of CTC meetings, minutes of CTC meetings, elections, results of elections, appointment of officers and committees; and social, educational, and recreational activities of the CTC.
2. The CTC and its representatives shall have the right to use school buildings for meetings and to transact official Association business. When special custodial service is required, the Board may make a reasonable charge therefore.
3. Use of school facilities pursuant to Paragraphs 1 and 2 above shall be permitted provided that such use shall not interfere with nor interrupt normal school operations.
4. The District shall notify CTC President or designee of any change to the email system regarding backing up, deleting or archiving no less than ten (10) school days prior to implementation. Any such changes occurring while school is not in session shall not be implemented until ten (10) business days from a signed confirmation of written notification to the CTC president or designee.

I. CTC, Teacher, Administration and Board Views

1. While within the scope of a Teacher's employment, no CTC or Teacher views on matters referred to in this Agreement and/or relating to Administration-Teacher or Board-Teacher relationships will be knowingly discussed in the presence of District 15 students nor shall Teachers of the CTC use students to convey CTC or Teacher views on matters relating to Administration -Teacher or Board -Teacher relationships to either parents or the public. It is not the intent of this section to infringe on any individual's First Amendment guarantees with respect to activities outside of the school program.
2. While within the scope of a classroom setting, no Administration or Board member views on matters referred to in this Agreement and/or related to Administration-Teacher or Board-Teacher relationships will be knowingly discussed in the presence of District 15 students.
3. The CTC President or designee is recognized as the official spokesperson for the bargaining unit.

J. Assignments

1. It is the desire of the parties that teaching assignments be handled in a manner that maximizes productivity, enhances student learning, promotes employee efficiency and effectiveness, and complies with the law. The following provisions are designed to achieve the aforementioned goals.
2. Decisions regarding new and vacant positions shall be neither arbitrary nor capricious, but shall be based upon the consideration of the following factors: certification, qualifications, merit and ability, and relevant experience provided that seniority (i.e. length of continuing service with the District) shall be considered as a factor if all other factors are determined by the District to be equal.
3. The parties agree that a Teacher's preference to teach a specific assignment shall be considered and may influence the decision to assign. If a Teacher desires to do so, in order to facilitate consideration of a Teacher's preference, the Teacher may make such preference known, in writing, to the principal of any building for a position for which the Teacher has interest.
4. Teachers shall be notified in writing of their regular teaching assignments for the following school year prior to the end of the school year. Changes in regular teaching assignments may be made when deemed necessary by the Board. Prior to making a change in the Teacher's assignment the Administration shall consult with the Teacher, if available.

5. Teachers returning from a leave of absence shall be placed in the last building and in the last position, for which he/she taught. In the event that the position no longer exists, the Teacher shall be placed in the Teacher assignment pool (see Appendix D).
6. Teachers who are not reassigned to the same position, building or department may elect to be placed in the Teacher Assignment Pool (see Appendix D).

K. Transfers

1. Teachers shall not be transferred during the regular school year to another building or reassigned to teach another grade level or subject area without prior consultation between the Teacher and administrator involved.
2. In the event it is necessary to transfer Teachers due to a school closing, the administration will review the procedures to be used in effectuating transfers with the CTC. The administration and the CTC will work together on the release of Teachers through a District-wide Reduction in Force. However, the Board retains the right to the final decision.
3. A Teacher who is involuntarily transferred shall be informed in writing of the reason(s) for the transfer. Such notice shall be given as soon as possible to the Teacher so that he or she can more readily facilitate the change. The Teacher may, at his/her option, meet with the principal to discuss the reasons for the transfer. The Teacher may also request a meeting with the Assistant Superintendent for Personnel and Human Services to seek further clarification of the reasons for the transfer. The Teacher being transferred shall be notified of existing vacancies and shall be given consideration for such.
4. Any Teacher involuntarily assigned to teach a new subject area and/or grade level shall receive support from the principal and/or supervisors and department heads.

L. Vacancies

1. General Guidelines
 - a. Notice of Vacancy - District shall notify the CTC President and/or designee within five (5) calendar days of a known or anticipated vacancy. CTC shall be notified of any newly created positions prior to the posting of such position. Newly created positions shall not include the increase in number of current positions resulting from changes in enrollment.
 - b. Notice of Posting - The District shall notify the CTC President and/or designee via daily email of each CTC bargaining unit job vacancy posting. The notification shall include the position, school, date available, and date of the posting.

- c. Interviews - All Teachers who have notified the personnel department expressing interest in a position shall be interviewed for that position provided such Teacher meets certification requirements and highly qualified provision of the law for such position.
- d. In the event that any/all vacancy/posting regulations are not followed, any position associated with a vacancy/posting violation shall be handled under the following guidelines:

Once the violation is discovered, such position(s) must be posted for the following school year.

2. Mid-School Year Vacancies:

The Board agrees to post on-line, all mid-school year vacancies as they become available (written notice will be sent and posted in each building if on-line notice is not available). Any Teacher who meets specific requirements for job opportunities and desires to be considered to fill the vacancy must file written application to the Superintendent or designee. Vacancies will be posted for at least of five (5) calendar days before the position is filled.

3. Next-School Year Vacancies:

During the school year, the personnel office will prepare lists of Teacher vacancies known at that time for the next school year. A list of vacancies will be posted on-line during the school year. Teachers wishing to apply for a vacant position shall apply to both the building principal and the personnel department. Each year, the District shall post all known vacancies for the next school year no later than the last day of student attendance prior to the spring break period.

Vacancies will be posted for a minimum of ten (10) calendar days before the position is filled except for vacancies which occur after April 1st in which case the posting shall be for a minimum of five (5) school days. After Teachers are interviewed for such vacancies, they shall be notified, upon request, in writing of the District's decision when the vacancy is filled.

4. Vacancies Arising During the Summer:

Teachers will be notified by email no later than June 1st regarding procedures for inquiring about vacancies that occur during the summer. Such vacancies will be posted at the Educational Service Center and on-line for a minimum of five (5) calendar days before the position is filled, with the exception of emergency vacancies which may require a shorter posting period (e.g., difficult to fill positions, last minute vacancies, etc.). Any position in which a Teacher resigns after July 15th for the upcoming school year shall be deemed an emergency vacancy.

M. Reduction in Force (RIF and Recall)

1. The Board agrees to follow the procedure as prescribed in the *School Code* of Illinois, as may be amended from time to time provided this Agreement shall be offered any available “grandfathered” rights which may be permitted by such amendment(s). In addition, the Administration will meet with the CTC representative to discuss anticipated layoffs of Teachers prior to presentation to the Board.
2. Procedures for building reductions and District reductions (RIF) are detailed in Appendix D.
3. Such layoff notice shall be made by certified mail and in accordance with the Illinois *School Code*.
4. Recall of Teachers shall be by seniority within the respective RIF category 3 or 4 (see Appendix D) provided the Teacher is legally qualified to perform the service(s) required of the position. The Board will maintain a recall list for twenty-four (24) months following the last date of employment as specified in the notice of reduction-in-force for each affected Teacher. Those Teachers failing to accept the offer of recall to employment within five (5) business days from receiving notification of recall will be dropped from the recall list.
5. The District shall notify the CTC of all Teachers experiencing RIF or dismissal prior to any staff (non-administrative) notification. The District will also notify all such Teachers of the RIF or dismissal at a time least likely to interfere with the Teacher’s ability to complete his/her assignment, such as the end of the school day or the end of the school week. Failure to comply with this section of the Agreement shall not be grounds to invalidate the RIF or dismissal.
6. The parties shall form and conduct a joint committee regarding “Sequence of Honorable Dismissal” in accordance with the law governing reduction in force, as may be amended from time to time provided this Agreement shall be offered any available “grandfathered” rights which may be permitted by such amendment(s).
7. All full-time 2011-2012 Teachers who were non-renewed due to reasons of reduction in force, shall be offered a full-time teaching position in the District for the 2012-2013 school year.

N. Seniority

1. Seniority for Teachers shall accrue by reverting to the date of hire (defined by the date of Board action). This yearly seniority list shall be reflective of both the hire date and seniority as defined in Paragraphs 2 and 4 below.

2. Seniority shall be defined as service to the District in a certified position including leaves of absences of ninety (90) work days or less, FMLA leave, pro-rated job-share participation and pro-rated part-time service in a certified position. Ties in seniority shall be resolved by the time of the date of hire. If a time has not been noted, then the tie shall be resolved by lottery. Such lottery shall involve both Administration and CTC representatives.
 3. The District shall supply the CTC President with a seniority list prior to February 1st each school year. The yearly seniority list shall indicate the hire date.
 4. An employee who leaves the bargaining unit but remains employed by the District shall retain all seniority earned while in the bargaining unit. Teachers who hold a certificated position(s) in the District, including administrative position(s), shall accrue seniority and years of service while in such positions.
- O. Once a Teacher has reached tenure he/she will remain tenured unless there is a break in contractual continued service. A change of employment status to or from part-time does not constitute a break in contractual continued service unless by mutual agreement.
- P. Teachers, excluding certified school nurses, shall not be required to administer medication to students. Students shall be referred to proper, designated medical personnel for this function. If it is necessary for a Teacher to assist a student with medication while on a field trip, such Teacher shall be held harmless from liability for conduct within the scope of employment.
- Q. Any Teacher requested to appear before the Board, supervisor or Administration for an investigatory conference from which a reasonable person would conclude that disciplinary action might result shall be afforded an opportunity to have an elected Association representative of his/her choosing to be present at such conference.
- R. Nothing in this article shall diminish the Association's rights under the Illinois Educational Labor Relations Act with regard to its right to negotiate over the definitions of "merit and ability and relevant experience" as those terms are used in sections V.J.2. above.

ARTICLE VI

Fair Share

- A. It is recognized that the negotiation and administration of this Agreement results in expenses, which are appropriately shared by all Teachers. To this end, if a Teacher does not join the Association within thirty (30) calendar days of commencement of his/her duties, or the effective date of this Agreement, whichever is later, such Teacher(s) will:

1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration.
2. Pay directly to the Association a like sum.

B. Board Collection of Fees

In the event that the Teacher does not execute an authorization or does not pay his/her fair share fee directly to the Association by thirty (30) calendar days following the commencement of employment of the Teacher or the effective date of this Agreement, whichever is later, the Board shall deduct the fair share fee in equal payments from the regular salary check of the Teacher. Such fee shall be paid to the Association by the Board no later than ten (10) business days following deduction.

C. Hold Harmless Provision

In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:

1. The Board notifies the Association promptly in writing and permits the Association to intervene as a party if it so desires.
2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
3. The Association shall indemnify and hold harmless the Board, its members, officers, agents and Teachers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the above provisions of this Article, or in reliance of any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

D. It is expressly understood that this hold harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of willful misconduct by the Board.

ARTICLE VII

Teachers' Work Day

A. Teachers' Work Day

1. Teachers are considered to be on-duty until their professional responsibilities are fulfilled, consistent with past practice.

2. Teachers will report to their building or designated teaching area at least fifteen (15) minutes before the school day begins and remain a reasonable time after the school day ends in order to be available for meetings with students, parents, and/or professional personnel, including administrators and other supervisory personnel, consistent with past practice.
3. In accordance with the *School Code* of Illinois, all Teachers shall have a duty-free lunch period of at least thirty (30) minutes.
4. Teachers in the junior high schools will not be required to teach more than six (6) classes during the school day; however, they may volunteer to teach a seventh class with overload pay equal to one-sixth of their scheduled salary. Such compensation will be subject to the same withholding requirements as the Teacher's regular pay.
5. A Teacher will not be required to perform the following or related duties for other personnel, (e.g., school nurse, office secretary, custodian and administrator). However, Teachers are not prohibited from volunteering to perform the aforementioned or other duties. This provision does not affect the regular and normal work, which is directly related to their duties as Teachers.
6. Administrators shall not direct elementary Teachers to provide assistance to students at any time outside of a Teacher's six-and a half (6½) hour school day (or less for shortened days) or during a Teacher's lunch or planning periods.
7. Administrators shall not direct junior high Teachers to provide assistance to students at any time outside of a Teacher's six (6) class period school day (or less for shortened days) or during a Teacher's lunch or planning periods.
8. At the sole discretion of a Teacher, he/she may provide assistance to students outside of his/her school day as described above.
9. It is not the intent of either party to discourage a Teacher from voluntarily assisting students.

B. Professional Planning and Staff Development

1. Release Time
 - a. The District will provide three (3) student non-attendance days for all Teachers for common planning.
 - b. Release Time Program

The parties agree to implement a release time program for faculty effective the 2013-2014 school year with commitment to the following concepts:

- Weekly release of students by means of late start except that the concept of late start may be amended to an early release in the event there is overwhelming opposition from parents in the District 15 community during the development stages prior to implementation; and
- Administratively directed activities in consultation with faculty such as the monthly staff meeting, training, team/grade/department level planning, data analysis or committee meetings; and
- Adjustment in non-release days so that there is no loss of student instruction time; and
- Adjustment in the Teacher work week so that there is no increase in the Teacher work day, subject to section VII.A.2. This agreement shall be accomplished by reducing the fifteen (15) minutes prior to the school day to five (5) minutes in Section VII.A.2. Such five (5) minutes shall be non-instruction and non-supervisory.
- The intent of the weekly Teacher Release time is to positively impact the Teacher workload.

A joint committee shall be formed effective the beginning of the 2012-2013 school year with half of the committee appointed by the District and half appointed by the CTC and with a total membership not to exceed six (6). The issues to be considered by the committee shall include, but not to be limited to, faculty input, administrative/Board input, community input, study of other district release time programs, catalogue of release time activities and other issues as determined by the committee.

2. Plan Time

a. Elementary Schools – Individual Plan Time

Teacher in grades 1-6 and full day kindergarten Teachers (to the extent the District offers a full-day kindergarten program) will have a minimum of four (4) thirty (30) continuous minute individual planning times per week and one (1) sixty (60) continuous minute individual plan time per week. Every effort will be made to distribute the planning time evenly throughout the week so Teachers receive planning time each day. Special area Teachers will receive the equivalent of one hundred eighty (180) minutes of planning time per week, in no less than twenty (20) minute increments during the school day.

b. Junior High Schools

Each Teacher in Junior High will have a minimum of two (2) planning periods per school day, one individual plan period and one team plan period. The length of these periods will be in accordance with the junior high school scheduled periods. The length of the junior high academic period shall range from thirty-five (35) to forty-five (45) minutes.

C. Traveling Teachers

1. Teachers assigned to travel between schools will be given a minimum of thirty (30) minutes travel time between assignments.
2. The standard workday for traveling Teachers shall not exceed that of classroom Teachers assigned to one building.
3. In the event a Teacher was to fill a traveling kindergarten position, the District and the CTC shall first determine the approximate amount of planning time loss due to traveling. Once the amount of loss planning time is determined, the cumulative amount shall be converted to the percentage of additional work days incurred by the Teacher, for which the Teacher's annual salary shall be adjusted by the Teacher's per diem rate as applied to the percentage of additional work days.

D. Facilitators are not administrators and shall not perform administrator's duties.

E. Teachers shall not be assigned to, or volunteer for, administrative responsibilities involving the supervision of Teachers while a member of the bargaining unit. This shall not preclude Teachers from volunteering to serve as an acting building Administrator for student supervisory matters or to manage unusual emergency circumstances.

F. The social work coordinator and psychologist coordinator employed on January 1, 2009, and the speech/language coordinator employed on June 24, 2009, shall be grandfathered from Paragraph E. above, provided there is not a change in staffing such position.

G. Elementary Teachers who have two consecutive teaching periods in two different locations in a building will be given sufficient time to travel between locations.

H. On any day when students are not in attendance, the work day shall not exceed six and a half (6½) hours, including a one (1) hour lunch (both elementary and junior high). The principal, in consultation with the faculty, may determine to forego lunch in favor of an early dismissal equivalent to the lunch period.

ARTICLE VIII

Communication Council

Both parties jointly agree to conduct monthly Communication Council meetings, when possible, for the purpose of maintaining ongoing communications and discussing programs and/or issues that affect Teachers in the bargaining unit. This council may also consider exceptions (which are non-precedent setting) to contract language that are requested from schools. The council may also determine its processes for considering such requests. The Communication Council shall consist of at least the CTC Executive Board, the Superintendent, the Assistant Superintendents for Instruction and Personnel, and two principals. As a result of recommendations by this council, subcommittees or focus groups consisting of CTC members and administrators will be formed for the purpose of studying and addressing identified areas of concern.

ARTICLE IX

Shared Decision Making

Community Consolidated School District 15 believes that continuous improvement in the quality of education for students depends on the capacity of all people (administrators, Teachers, support staff, students, parents, and community members, as appropriate) in the educational community to share in the decision making process. The purpose of shared decision making is to enable people to make good decisions that will address the existing and emerging needs of students and improve their levels of achievement. This shared responsibility for making decisions causes more ownership and commitment which produces higher quality decisions. Shared decision making provides Teachers the opportunity to improve the education of District 15 students. Shared decision making implies that everyone has the opportunity to improve the life of District 15 students and help to develop the District's mission of A TRUE LEARNING COMMUNITY. The District-developed shared decision making manual will serve as a guide for the implementation and support of shared decision making in the District. The District and CTC will review the shared decision making manual prior to the start of each school year. A joint presentation will be given annually reviewing the process of shared decision making.

ARTICLE X Class Size and Staffing

- A. The Board of Education should be cognizant of class size when it examines and approves the annual student assignment plan. The Association shall be given a copy of the plan prior to Board approval. Class size averages shall be determined by Board policy and/or administrative guidelines as may be determined by the District from time to time.

Class size guidelines shall average as follows:

- K: 20
- 1-3: 24
- 4-6: 26
- 7-8: 28

- B. The following staffing formula for program assistants shall serve as a guideline and shall be used to determine each building allocation for clerical and program assistants, but shall not require strict adherence. A building's allocation shall not be reduced lower than 75% of the staffing guidelines below. Reduction of program assistants toward the 75% level shall be accomplished by attrition.

1. Elementary Staffing Guidelines:	Program/Clerical Assistant Time
Each class section of K-6.....	= 1 hour
Each class section of 30 or more students.....	= 1 additional hour
Regular education classes with 32 or more students.....	= 2 additional hours
Each multi-age classroom.....	= 1 additional hour
Each 5 percentage points above the District average for mobility and low income as per the school report card from the previous year...	= 1 additional hour
Each section of bilingual	= 3 additional hours
Each section of bilingual of 28 or more students.....	= 1 additional hour
Each section of bilingual of 30 or more students.....	= 2 additional hours

**Program/Clerical
Assistant Time**

2. Junior High Staffing Guidelines:

Three sections of one* period = 1 hour

Each one* period of 30 or more students..... = 1 additional hour

Each 5 percentage points above the District average for mobility and low income as per the school report card from the previous year... = 1 additional hour

Each section of bilingual..... = 3 additional hours

Each section of bilingual of 28 or more students..... = 1 additional hour

Each section of bilingual of 30 or more students..... = 2 additional hours

*One period shall be calculated by adding all of the periods then dividing by 8 (in the second calculation all jr. high periods with 30 or more students shall be added then divided by 8).

- C. Once the allocation is determined, ample time for staff discussion and input will be given before the Teachers and principal in each school jointly decide, by consensus, how many clerical and program assistants are to be employed and what their assignments will be, with the understanding that all of the clerical and program assistants are to be used to support the instructional program.
- D. After the above has been completed, the Teachers who receive program/clerical assistant time shall determine what duties the program/clerical assistant will perform and the Principal shall determine what hours of the day are best suited to support the instructional program of those Teachers.
- E. The instructional program for the purpose of assigning program/clerical assistant time includes regular, bilingual, and special area Teachers.
- F. A building may request additional program/clerical assistant time when special circumstances occur.
- G. The District shall provide program assistant time to service all reading intervention programs including, but not limited to, Kindergarten Intervention Program (KIP), First Grade Literacy Intervention Program (FLIP), Second Grade Acceleration in Literacy Program (SAIL), and Soar to Success. This program assistant time is in addition to the staffing limits above.

1. The Reading Consultant Specialist may service Students who qualify for the SOAR reading intervention program and/or the group portion of SAIL when it best fits the instructional needs of the students.
 2. Prior to the completion of each school year, the District shall supply CTC with the number of students who qualified for each reading intervention program (itemized separately) per building. At the same time, the District shall supply CTC with the projected program assistant hours designated to each building, specifying program assistant hours for both reading intervention and those outlined in the staffing guidelines chart.
 3. No later than October 15 of each school year, the District shall supply CTC with the number of students who qualified for each reading intervention program and the corresponding program assistant hours. KIP qualifications shall be supplied to the CTC no later than January 15 of each year. In the event that additional student(s) qualify for reading intervention programs necessitating additional program assistant hours, the CTC shall be notified within five (5) business days.
 4. In the event a RCS delivers service to either SOAR or the group portion of SAIL, the remaining program assistant hours shall be added to the building allocation for the staff to determine the use of those hours through the shared decision making process.
- H. The Administration shall be responsible for the formal evaluation of all program assistants. However, the Administration and Teachers shall cooperate in the gathering of input from Teachers when evaluating program assistants.
- I. Workload Plan for Special Educators

If requests for adjustments in staffing, workload or other related accommodations for special educators are to be considered, such requests shall be made in writing to the Director of Student Services for review. If after such a review, a recommendation is made to adjust staffing workload or make other accommodations such recommendation shall be made in writing and presented to the Special Ed Advisory Committee for an analysis, with a copy to the Superintendent and CTC President. When considering such recommendations, the Special Ed Advisory Committee shall consist of an equal number of participants from both the CTC and the District. When reviewing workloads, the committee must include the coordinator of the special education area being reviewed. The committee shall also make an effort to take all relevant factors into consideration which may impact workload. However, the parties acknowledge that final decisions shall be made by the Board of Education or designee.

ARTICLE XI

Student Discipline

- A. The responsibility for student discipline is to be shared by the Teachers, administrators, and parents. A Teacher may send a student to the principal or designated administrator for disciplinary action if such action is warranted in accordance with rules and regulations set up by the administration in consultation with the staff. In accordance with the shared decision making process, disciplinary procedures will be developed and discussed yearly. However, the authority to establish District policies and practices regarding standards of conduct and consequences for students shall be retained by the Board.
- B. A written record of a serious disciplinary action will be maintained by the principal and shared with the specific Teacher when requested.
- C. Anti-Violence Policy
 - 1. The District shall establish and adhere to a consistent anti-violence policy. A provision in this policy will require the District to notify Teachers, prior to student placement in the classroom, about any student who is known to have been expelled from any school for weapons possession or incidents of violence. No information shall be released in violation of privacy laws. This provision shall not affect the placement of the student.
 - 2. The District shall establish an internet safety policy. The policy shall include education for students, Teachers, and parents regarding safe internet use.

ARTICLE XII

Complaints Against Teachers

- A. The parties express their mutual intent to avoid false and unsupported complaints as the basis for disciplinary action against Teachers. As a consequence, the parties shall adhere to the standard of proof stated in Section 5.C.4 of this Agreement. Substantive verbal and/or written complaints against a Teacher shall be called to the attention of the Teacher in a timely manner. The administrator shall provide the Teacher with a copy of any written complaint within five (5) school days of having received the complaint. Teachers and administrators shall work together in the resolution of any formal complaints. It is recommended that the complainant shall be advised to follow proper channels in resolving alleged complaints. In all cases the complainant will be encouraged to discuss the issue first with the Teacher. This article shall not apply to matters involving allegations of criminal misconduct.

- B. The procedure, as outlined below, will be followed when someone makes a written complaint about a Teacher.
1. The administrator shall provide the Teacher with a copy of any written complaint within five (5) school days of having received the complaint.
 2. The administrator will confer with the Teacher to determine the nature and accuracy of the complaint.
 3. The administrator will determine the need for a meeting to gain additional information, clarification, or interpretation.
 4. If the complainant does not want to meet first with the Teacher concerning the written complaint, the administrator will request a meeting with both the complainant and the Teacher. In the event this meeting cannot be arranged the administrator will hold separate meetings with the Teacher and the complainant prior to taking action on the complaint.
 5. Prior to meeting with the complainant a meeting may be scheduled between the administrator, Assistant Superintendent for Personnel (or designee), Teacher and CTC representative to discuss the issues. A Teacher may have an elected Association representative accompany them at meeting(s) regarding a complaint against the Teacher.
 6. The Teacher will have the right to examine and attach any dissenting material to complaints placed in the official personnel file.
 7. The Teacher will sign any statement placed in the official file regarding complaints. The Teacher's signature will confirm only that the Teacher has seen the statement and does not indicate agreement that the Teacher concurs with statement.

ARTICLE XIII

School Calendar

A. Calendar

The CTC shall have the right to present to the Superintendent suggestions regarding the school calendar. The Superintendent will meet with the CTC prior to making recommendations to the Board, provided such meeting does not delay adoption of the calendar by the Board. Recommendations from the CTC must be received by the Superintendent no later than December 15th of each year.

1. The official calendar is as follows:

- 176 student attendance days
- 4 Institute Days
- 3 Teacher plan days
183 Teacher work days

2. No staff meetings shall be held during Teacher Plan Days.

3. In addition to the above, the school calendar shall include five (5) additional days which shall be available to require Teachers to restore up to five (5) days lost from the school calendar due to snow/emergency. If any of the five (5) additional days are unused, they shall be deleted from the school calendar.

B. Kindergarten classes will begin the second full day of school. On all school days when students are in session for only a half-day, kindergarten will not be in session. Kindergarten Teachers will be on duty for the same period of time as all other Teachers. This provision shall be revised by operation of law if pending legislation is enacted to require full school days on the first and last days of school or any other change in state law regarding student attendance.

C. The Board may require the first year probationary Teachers to work up to a maximum of ten (10) additional days during the first year as a condition of employment for orientation, training purposes and activities directly related to enhance a Teacher's job description. The additional days may occur prior to the start of the school year. The purposes for these additional days as described above may include time to acquaint the first-year probationary Teachers with District policies, procedures, and curriculum, and for staff development and building activities.

D. No staff meetings shall be held during Teacher Plan Days.

ARTICLE XIV

Academic Freedom

A. Academic freedom shall be guaranteed to the Teachers within the District's planned instructional program and no special limitation shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The Teacher shall encourage the student to study varying points of view and respect his/her right to form a personal judgment.
2. Academic freedom exercised by a Teacher requires that he/she be cognizant of the maturity of his/her students and that this be recognized in instructional presentations.

ARTICLE XV

Miscellaneous

A. Teachers will be involved in the development of building-based and subject area department budgets.

B. Construction Concerns

1. Prior to a building undergoing construction, a committee comprised of a District office representative, a construction representative, two Teachers from buildings that have completed the construction process, and the CTC president or designee will meet with the staff to give an overview of the schedule and identify problems that can be anticipated.
2. In the event there is a major renovation or construction at a school, there will be a Construction Coordinating Committee formed in each building that will be under construction. The committee will be comprised of a Teacher representative (selected by the staff), the building principal, a District office representative, and a construction site representative. The purpose of this committee will be to address any issues/concerns during the construction phase. The committee will meet as needed and attempt to find solutions to identified issues. If any issue is not resolved at the building level, any member of the building committee may contact the District or CTC.

C. Safe Working Conditions

The Board recognizes its obligation to maintain a safe and healthy environment in compliance with applicable law. CTC representatives are to be advised that, in the event they should become aware of an unsafe or hazardous condition, they should report it to the principal. Principals are to be advised to be particularly sensitive to health and safety concerns. This provision is not subject to the grievance and arbitration process. Each building shall be tested periodically for radon in accordance with prevailing industry standards, with all buildings being tested no later than December 31, 2012.

D. Winston Campus

For the purposes of this Agreement, the K-6 Teachers at the Winston Campus School shall be considered elementary Teachers and the 7-8 Teachers shall be considered junior high Teachers. Winston Elementary and Winston Junior High shall be considered two "buildings" for the purpose of this agreement except that this provision shall not apply to the traveling Teacher provision of this Agreement.

E. Special Education Advisory Committee

The CTC and Administration have developed the Special Education (Sp.Ed.) Advisory Committee, co-chaired by the Director of Special education and a Teacher appointed by the CTC President. The co-chairs of this committee shall jointly determine the agendas, as well as the dates and times of such meetings. The Sp.Ed. Advisory Committee shall meet a minimum of three (3) times a year in order to review existing District policies and new proposals from the Administration in response to new laws, mandates, and regulations. Any Committee recommendations shall be advisory only.

F. Liability Insurance

The District shall insure or indemnify and protect Teachers from claims, demands, suits or judgments to the extent required by law and if acting within the scope of their employment. This shall include Teachers attending sponsored activities and PTA activities if acting within the scope of their employment, even though such may occur on a volunteer basis.

G. Faculty Handbook

1. A copy of the Faculty Handbook will be distributed to each Teacher annually, with periodic updates and modifications. If a conflict exists between the Faculty Handbook and the CTC Negotiated Agreement, the CTC Negotiated Agreement shall prevail.
2. The faculty handbook will be posted on-line.
3. The faculty handbook will be reviewed with principals and faculty in August of each year.
4. The Administration and CTC will review and consult regarding update of the faculty handbook no later than May 1st of each year.
5. Items contained in the faculty handbook are not subject to the grievance procedure, except within the context of Section G.1 above. If the District makes any modification to the Faculty Handbook, or changes procedures contained within, either of which affects a term or condition of employment within the meaning of the IELRA, the CTC will first be notified in writing and will be given the opportunity to bargain.

H. Hazardous and Unsafe Conditions

1. Teachers shall bring to the immediate attention of the principal any situation considered to be unsafe or unhealthy. If the District determines that the situation is unsafe or unhealthy, but that work needs to continue, alternative work

locations will be arranged. If the Superintendent determines that an emergency closure of school(s) is necessary because of conditions posing a threat to the health or safety of students, every effort shall be made to reschedule school so the Teachers in the closed school(s) shall not lose their regularly scheduled salary because of the closure. In the event of a school closure due to hazardous or unsafe conditions, upon the CTC's written request, the Board shall bargain the impact.

2. The District shall make reasonable efforts to ensure a safe working environment.
3. School safety issues shall be referred to the building leadership or building crisis team.
4. The principals or their designee shall inform the involved Teachers as soon as reasonably possible when such Teachers are potentially exposed to an infectious disease process, if known. The Teachers shall also be provided information regarding prevention and protection from such diseases. No information shall be released in violation of privacy laws.

I. Attacks on Teachers

The District shall comply with Section 10-21.7 of the *School Code*. Upon receipt of a written complaint from a Teacher, the Superintendent shall report all incidents of battery committed against Teachers to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than three (3) days after the occurrence of the attack.

- J. The Teachers' right to use email shall not be infringed upon, subject to the District's policy regarding the Authorization for Electronic Network Access, as defined in Board of Education Policy 6:235, Access to Electronic Networks. Personal use of school email/internet is acceptable, in the event it does not disrupt the educational program.
- K. Annually, Teachers shall have the opportunity to share input through the Conditions of Teaching and Shared Decision Making Survey. The District and the CTC Executive Board shall review the complete information gathered from both surveys. The survey results shall be reviewed with each building staff prior to the end of the school year. CTC shall receive both a hard copy as well as an electronic copy of such results.
- L. Each year Teachers shall view/attend presentations containing information on blood borne pathogen safety, ethics guidelines, and copyright information. Teachers shall only be required to verify viewing/attending the presentations.

- M. No later than the beginning of the 2013-2014 school year, the District shall allow internet access by Teachers in all District buildings in order to permit Teachers to use their personal electronic devices in accordance with the District's policies and procedures regarding such use.
- N. No later than the beginning of the 2013-2014 school year, the District shall allow Teachers access to their personal email accounts in accordance with the District's policies and procedures regarding such use.
- O. The District shall pursue the addition of a no-load 403b provider as well as access to a flex spending convenience card, with the understanding that the District may determine that implementation is not feasible for legal or financial reasons.
- P. **Outside Observations**
The District's policy, procedures or guidelines regarding parents or guardians who request to observe, or have a designee observe, a classroom, shall be developed so as to minimize the disruption to the learning environment.
- Q. The District shall offer annual CPR and AED opportunities to meet certification standards for all Teachers. This training shall be optional except for any current or future position for which the District may designate such training as being essential to the position. If the training is essential to the position, such training shall occur on a Teacher work day during typical school hours, except that this constraint shall not apply to training which is mandatory from an authority other than the District.
- R. **Building Access Regulations**
The District's policy, procedures or guidelines regarding building access shall be developed so as to maximize a safe school environment.
- S. District shall develop an investigatory committee to review curriculum options regarding an elementary exploratory program. Such program may include such subjects including, but not limited to, foreign language, technology, and fine arts. This committee shall also research additional enrichment programs for junior high school students. The committee shall consist of four members, with two appointed by the District and two appointed by the CTC. The committee shall present their findings and recommendations to the Superintendent and the CTC President.

ARTICLE XVI

Evaluation

- A. The parties agree that in order to maintain and improve the quality of education in District, the Board must make full use of its prerogative during the probationary period. The probationary period is the time set aside for the Board to select whom it considers to be the best person for the position. Therefore, merely performing at a minimum or average level will not necessarily bring about tenure status. Non-

retention of probationary Teachers shall be based upon performance in the areas covered in Paragraph B. below.

- B. The Board and CTC recognize that the basic purpose of evaluation is to improve instruction and the effective operation of the total school system. The evaluator's major concern shall be in, but not limited to, the areas listed in the Illinois Professional Teaching Standards. It is therefore understood that a formal classroom evaluation is but a part of the total evaluation process. The District and the Teachers will abide by the intent, timelines, and procedures as outlined in the Teacher Appraisal Plan or Psychologist/Social Worker Appraisal Plan as appropriate. Substantive assessments under the Teacher Appraisal Plan shall not be subject to the grievance procedure. The substantive criteria of the Teacher Appraisal Plan is not a mandatory subject of bargaining, but the District's development of the Teacher Appraisal Plan shall be consistent with its obligations under the school code and the IELRA.
- C. No formal evaluation of a Teacher shall take place until a supervisor has acquainted each Teacher under his/her supervision with the Teacher evaluation procedures, standards, and instruments. A formal classroom observation may be defined as one involving a pre-visitation conference, a classroom visitation of not less than fifteen (15) minutes, and a written report of the visitation followed by a conference between the evaluator and the Teacher. Such post-visitation conferences should normally be held within ten (10) school days after the visitation, at which time the Teacher shall receive a copy of the written visitation report. When requested by the Teacher, the evaluator shall provide written suggestions and assistance to correct any deficiencies noted in the report.
- D. A copy of the final written summative evaluation shall be given to the Teacher. In the event the Teacher disagrees with the written evaluation, he/she may put the specific reasons in writing and have these reasons attached to the evaluation report to be placed in his/her personnel file.
- E. The evaluator shall provide assistance in correcting deficiencies noted in the summative evaluation.
- F. A Teacher who travels shall be assigned, for evaluation purposes, to his/her home base building. The principal of that building, in cooperation with principals of other buildings receiving services from the Teacher, shall be responsible for completing his/her evaluation.
- G. No evaluation of a certified school nurse shall take place until a supervisor has acquainted each nurse under his/her supervision with the certified school nurse evaluation procedures, standards, and instruments. Each certified school nurse shall receive a written evaluation from each of the building administrators to whom he/she is assigned. In addition, each certified school nurse shall also receive an evaluation from the Coordinator of Health Services.

- H. The evaluation process shall be completed and the written evaluation discussed with the certified school nurse prior to June 1st. In the event the certified school nurse disagrees with the written evaluation(s), he/she may put the specific reasons in writing and have these reasons attached to the evaluation report to be placed in his/her personnel file.
- I. The Board and the CTC agree that the District Evaluation Committee shall be formed and conduct business in accordance with the law governing teacher evaluation plans, as may be amended from time to time provided this Agreement shall be offered any available “grandfathered” rights which may be permitted by such amendment(s).
- J. To the extent required by law, the Teacher Appraisal Plan shall comply with all relevant provisions of the *School Code* and any rules adopted by the Illinois State Board of Education as may be amended from time to time provided this Agreement shall be offered any available “grandfathered” rights which may be permitted by such amendment(s).
- K. Prior to the end of each school year, the District shall provide CTC with a list of all bargaining unit members with their corresponding evaluation ratings. No later than January 1, 2013, the District shall provide CTC with the above mentioned list for each of the previous three (3) evaluations.

ARTICLE XVII

Leaves

A. Leave Days

Teachers shall notify the District sub-caller (AESOP) by the Teacher’s choice of either phone or on-line at the Teacher’s earliest knowledge of a pending leave day. All Teachers shall receive a minimum of twelve (12) sick days of absence per school year to be used for illness or injury without loss of salary. Sick day accumulation is unlimited. After the accumulation of eighty-nine (89) sick days, a Teacher shall receive a minimum of fifteen (15) sick days per school year for illness or injury without loss of salary. The District shall continue to pursue a method of “on-line” access by Teachers to the Teacher’s accumulated sick and personal leave day account information.

1. Illnesses or Injury

- a. Sick leave is to be interpreted as absence due to illness or injury on the part of the Teacher, any member of the Teacher’s immediate family, or any designated person sharing the Teacher’s residence on a permanent basis. Immediate family is defined as parents, spouse, brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-

law, sisters-in-law, daughters-in-law, sons-in-law, “partner to a civil union” as defined by Illinois law, and legal guardians (of and for).

- b. The District may require documentation from a physician licensed to practice medicine, or a properly authorized physician assistant, as a basis for pay during leave after an absence of three (3) consecutive days for personal illness or injury, or thirty (30) days for birth, or as it may deem necessary in other cases. If the District does require documentation as a basis for pay during leave of less than three (3) consecutive days, the District shall pay the expenses incurred by the Teacher in obtaining the certificate and provide written reason for such request to the Teacher and to CTC.
- c. Proration for Full-Time/Part-Year Positions
A full-time Teacher who is hired on or after October 1st shall receive a pro-rated amount of sick days. Teachers who begin their service after October 1st shall receive a pro-rated amount of sick days equal to the percent of workdays remaining in the school year.
- d. Proration for Part-Time/Full-Year Positions
A Teacher who is employed for less than one hundred percent (1.0 FTE) shall receive a pro-rated amount of sick days equal to the percent of employment. The pro-rated sick days shall be rounded up to the nearest whole number.

2. Catastrophic Illness

- a. Tenured Teachers who: a) have a catastrophic illness, b) have exhausted all of their current and accumulated sick leave and, c) had at least thirty-one (31) days of unused sick leave at the start of the catastrophic illness shall be granted the greater of thirty (30) additional sick leave days or thirty percent (30%) of the total number of sick days the tenured Teacher had accumulated at the start of the catastrophic illness. Catastrophic illness shall be defined as an extended illness, injury, or surgery which results in an absence that continues for at least thirty-one (31) consecutive workdays.
- b. Upon return to service, any unused catastrophic illness days will be credited to the Teacher’s accumulated sick leave.
- c. The parties acknowledge that there may be occasions for which a Teacher has exhausted all available sick and personal leave days for use in connection with the Teacher’s personal disability due to a catastrophic illness as defined in 2.a. above. In such instance, an assessment shall be made by the CTC, in consultation with the Teacher or authorized Teacher representative, of how many sick leave days would be necessary until the disability will cease or until the end of the school term, whichever is less. Once determined, the CTC may request that other Teachers donate a maximum of two (2) sick leave days toward the total number of days needed

(one day donation at a time). Such donated days must be used in the school year donated. No later than one (1) week after the use of such donated days, the CTC shall notify the personnel department of the number of days actually used, and the Teacher's name from whom such days shall be deducted. (see Appendix G -2)

3. Personal Leave

- a. Each full-time Teacher is allowed three (3) personal leave days annually, without loss of pay, in addition to allowable sick leave. Teachers who begin their service after December 1st shall receive two (2) personal days. Teachers who begin their service after March 1st shall receive one (1) personal day.
 - b. Personal leave is non-cumulative as personal leave. Unused personal leave days at the end of the school year shall be added to the Teacher's accumulated sick leave.
 - c. Teachers requesting approval for personal leave (as outlined in 3.d below) shall complete and sign a form supplied by the administration (see Appendix G -3). Except in cases of emergency the leave request must be submitted to the designated administrator at least two (2) full days prior to the date of the leave. If the administrator has substantive reason to believe the usage of the leave day(s) was in violation of the intended purposes, they shall have the right to require proof of the reason for personal leave. If a Teacher is required to provide proof for the personal leave, the administrator will provide written reason for such request to the Teacher and CTC.
 - d. Personal leave shall not be taken on a day immediately before or after a school break (winter, spring, or summer break) or on one of the first three (3) days of student attendance in the school year. Personal leave can be used, before and after a school break or on one of the first three (3) days of student attendance, with the specific written approval of the Superintendent or designee. Teachers who do not receive approval may request the day(s) be taken as AWP. Approval of such AWP day(s) shall not be unreasonably withheld.
 - e. The District shall respond in writing, approving or denying all personal day and/or absent without pay requests within five (5) business days after receipt of such request. In the event the District does not respond within the five (5) business day time period, such request shall be deemed approved.
4. In the instance of taking a child to reside at college, a personal day will be granted provided that day falls on an Institute Day. If it falls on one of the first three (3) days of student attendance, it will be considered absence without pay.

5. Personal leave days or planned absences for all employees are intended to provide for legitimate business, professional, religious and family obligations which staff members cannot meet outside of the regular school day.

6. Personal Travel Delay Leave

When a Teacher is absent on a day immediately after a school break because of delayed or cancelled transportation over which he/she has no control, the District shall grant personal leave. Approval of the use of personal leave is subject to written verification of the delay or cancellation from a reasonable source acceptable to the District.

7. Emergency Leave – Sick Leave Substitution

Upon the exhaustion* of personal leave days or if personal leave days are not otherwise available, Teachers shall be permitted to use a maximum of three (3) accumulated sick days annually for emergency situations. In such instances, the Teacher shall notify the District sub-caller as soon as possible. Emergency situations are limited to:

- i. Crisis evolving from the destruction of the Teacher's personal property.
Examples include: flooding, tornado, fire, theft, and sudden and/or catastrophic failure of furnace, water heater or sump pump;
- ii. Cancellation of school of a Teacher's child;
- iii. Household, family or day care emergency;
- iv. Severe weather (e.g. unreasonable time or unsafe travel);
- v. Funeral or memorial services;
- vi. Religious Holidays of the Teacher's faith (*Note: The parties agree to a special exception for use of emergency leave as religious leave as follows: Teachers shall not be required to exhaust personal leave nor show that personal leave was not otherwise available. Also, Teachers shall be entitled to three (3) sick leave days annually for religious leave regardless of the number of emergency leave days used for the other purposes enumerated above.)

B. Jury Duty

A Teacher shall be excused at full pay for the purpose of fulfilling jury duty.

C. Worker's Compensation

1. No Teacher will be subject to any loss in scheduled salary or sick/personal leave if injury on the job is a direct result of working with a student or students in his/her classroom. Teachers who are not sick, but unable to work at their assigned school due to student illnesses as directed by their physician, will be provided with an alternate assignment until they are able to return to their assigned duties.
2. The District shall reimburse a Teacher for the cost of replacing or repairing his/her eye glasses and/or hearing aid if such is damaged or destroyed as a result of a physical assault by a student or in the act of protecting oneself, another employee, student, or parent from possible injury.

D. Sabbatical

After seven (7) or more years of service in District 15, a Teacher may be granted a sabbatical for one (1) year for resident study or research in accordance with Section 24-6.1 of the *School Code* of Illinois.

E. Bereavement

1. In addition to sick leave, a Teacher shall be allowed, at his/her option, up to four (4) days per occurrence without loss of pay for an absence due to a death in the immediate family or of any designated person sharing the Teacher's residence on a permanent basis. If the first day is on a Monday, one additional bereavement day will be allowed.
2. Immediate family is defined as parents, spouse, brothers, sisters, children, aunts/uncles, nieces/nephews, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, "party to a civil union" as defined by Illinois law, and legal guardians (of or for).
3. A Teacher shall be permitted to use sick leave days for the purpose essential traveling obligations directly related to the death causing the use of such sick leave for bereavement.

F. Release Time for CTC President and Executive Board

The CTC President and one member of the CTC Executive Board shall each have a 50% release. The purpose of release time for the Executive Board member shall be directly related to quality improvement activities, fostering collaboration, and developing consensus. At the President's or Superintendent's request, the amount of release time may be reviewed during the school year. The CTC will reimburse the school District for 50% of the cost of one fulltime replacement at a rate equal to step 0 of the BA lane on the salary schedule.

G. Association Leave

1. The Board agrees to let the CTC use up to forty (40) days per school year for official Association business and/or attendance at state conventions. The maximum number of days to be used by any one Teacher shall not exceed the equivalent of twelve (12) days.
2. The CTC will reimburse the District for the cost of substitutes for the last thirty (30) of the forty (40) Association Leave days. Association leave shall not adversely affect the continuity of the instructional program.

H. Unpaid Leave of Absence

1. Unpaid Leave General Provisions - Tenured Teacher

- a. Leave of absence for professional study, health, birth of a child, child care, or for other reasons may be granted to tenured Teachers by the Board for a period of one (1) year or less. Upon the recommendation of the Superintendent, the Board may extend the leave for an additional school term upon written request from the Teacher, but no leave of absence may cover more than a total of two (2) full school terms. (see Appendix G -4)
- b. When a Teacher is placed on leave, no salary will be paid and all benefits will cease without loss of accumulated sick leave. A Teacher on leave who plans to return to work at the beginning of the next school year must give written notice by March 1st of the current school year.
- c. A Teacher on leave may continue in the group health and group dental and vision insurance program at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.
- d. The Teacher will not accrue seniority during an unpaid leave, if that leave is for more than one-half year.
- e. A Teacher may request a leave of absence for the birth of a child beginning at a time to be determined by the Teacher and her doctor. In the event of a loss of child during birth leave, the Teacher may return immediately to a teaching position, provided the doctor certifies that she is in sound health, and an appropriate vacancy exists. If there is no vacancy, the Teacher shall be given preferential status as soon as such vacancy exists.
- f. Following the birth of the child, the Teacher may return to a teaching position at the opening of the next school year, provided her doctor supplies a written release stating that, in his/her judgment, she is physically and emotionally able to resume her classroom duties.

- g. Insofar as possible, leave shall begin at a time which is consistent with the orderly continuance of the educational program. The personnel office should be notified regarding the Teacher's plans as far in advance as possible to enable the District to make arrangements for an adequate replacement.

2. Unpaid Leave General Provisions - Non-Tenured Teacher

- a. Any Teacher completing at least two consecutive years of full-time teaching in the District may apply for a one-year unpaid leave of absence for child care (effective July 1, 2003). It is understood that any non-tenured Teacher who is approved for such leave will experience a break in service for the purposes of acquiring tenure. In the event the Teacher returns to District employment at the end of the leave, the Teacher will return to the status of a first-year probationary Teacher.
- b. When a Teacher is placed on leave, no salary will be paid and all benefits will cease without loss of accumulated sick leave. A Teacher on leave who plans to return to work at the beginning of the next school year must give written notice by March 1st of the current school year.
- c. A Teacher going on leave prior to November 1st may be granted a leave of absence until the end of the current school year. A Teacher going on leave after November 1st may be granted a leave of absence for the remainder of the school year, plus one (1) additional school year.
- d. A Teacher on leave may continue in the group health and group dental insurance programs at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.
- e. The Teacher will not accrue seniority during an unpaid leave if that leave is for more than one-half year.
- f. A Teacher may request a leave of absence for the birth of a child beginning at a time to be determined by the Teacher and her doctor. In the event of a loss of child during birth leave, the Teacher may return immediately to a teaching position, provided the doctor certifies that she is in sound health, and an appropriate vacancy exists. If there is no vacancy, the Teacher shall be given preferential status as soon as such vacancy exists.
- g. Following the birth of the child, the Teacher may return to a teaching position at the opening of the next school year, provided her doctor supplies a written release stating that, in his/her judgment, she is physically and emotionally able to resume her classroom duties.
- h. Insofar as possible, leave shall begin at a time which is consistent with the orderly continuance of the educational program. The personnel office should

be notified regarding the Teacher's plans as far in advance as possible to enable the District to make arrangements for an adequate replacement.

3. The granting or denying of Teacher leave requests pursuant to Sections H.1 and H.2 above shall be within the sole discretion of the Board and such decisions shall be non-precedential with respect to any other leave request.

I. Temporary Incapacity

1. Nothing in this agreement shall require a Teacher to take an unpaid leave of absence due to pregnancy and childbirth. No later than the end of the eighth month of pregnancy, a Teacher electing not to request an unpaid leave of absence shall provide the District with a written statement from her physician as to the date at which the pregnancy will result in a period of temporary incapacity from her teaching assignment.
2. A Teacher may use accumulated sick leave during the period of incapacity with the understanding that she will return to complete her contractual obligation at the end of such time. Prior to returning to work following the birth of the child, the Teacher must provide a written release from her doctor stating that she is physically and emotionally able to resume her classroom duties.
3. As with any other illness or disability, the Teacher shall be expected to return to work as soon as the incapacity has ended as certified by the physician. If the incapacity period exceeds the normal length of time (generally six (6) weeks for a normal delivery and eight (8) weeks for a cesarean delivery) necessary to recover from the birth of a child, the Teacher shall furnish a statement from her doctor identifying the extenuating circumstances that warrant the continued absence. In the event a Teacher does not return to her responsibilities at the conclusion of the temporary incapacity, her employment with the District may be terminated by action of the Board.
4. A Teacher on unpaid temporary incapacity leave may continue in the group health and group dental insurance programs at the Teacher's expense, under the conditions established in this Agreement as outlined in Article XIX.

J. Family and Medical Leave (FMLA)

1. Full-time Teachers are eligible for medical and/or family leave in accordance with the provisions in the Family and Medical Leave Act (FMLA) of 1993. Such leave is unpaid unless accumulated sick leave or personal leave is available. Nothing in this provision shall prohibit the Teacher from use of accumulated sick leave in Article XVII, Section A. The total Family/Medical Leave, paid or unpaid under this provision, cannot exceed twelve (12) weeks during any fiscal year. The following reasons are eligible for Family/Medical Leave:

- the birth of a child and to care for the newborn child, provided the leave is completed no later than twelve (12) months after the birth of the child;
 - the placement of a child with the Teacher for adoption or foster care, provided the leave is completed no later than twelve (12) months after the placement of the child;
 - because the Teacher is needed to care for the Teacher's spouse, child, or parent, with a serious health condition; or
 - the treatment of a serious health condition that makes the Teacher unable to perform the functions of the job.
2. Except as follows, any other leave provided for in this Agreement which may be taken for any of the above purposes will be credited to the Teacher's twelve (12) weeks of Family/Medical Leave. For Teachers who elect childbirth/adoption leave composed of both sick leave and FMLA leave, the Teacher's use of sick leave shall not be deducted from available FMLA leave.
 3. A Teacher on family or medical leave will continue to be covered under the District's health and dental insurance plans under the same terms as if the Teacher had been continuously working during the leave period, provided that:
 - a. Coverage shall end when the Teacher notifies the District of his/her intent not to return to work, fails to return on the scheduled date or exhausts his/her family and medical leave rights under this provision;
 - b. The Teacher will be required to pay his/her share of applicable premium payments at the same time as such payments would be made if by payroll deductions. Coverage may lapse if a Teacher's premium payment is more than thirty (30) days late;
 - c. The District may recover its premium cost if the Teacher fails to return to work following an approved, unpaid leave unless the reason for the failure to return is a serious health condition of the Teacher, spouse, parent or child or other circumstance beyond the Teacher's control. In this event, the District may require a certification of the existence of a serious health condition which the Teacher must provide within thirty (30) days of the request.
 4. Upon conclusion of a Family/Medical leave, the Teacher will be restored to his/her former position or to an equivalent position as established by school board policies and practices and this Agreement (with respect to pay, benefits and other terms and conditions of employment) with any general pay increases or benefit enhancements granted during the leave, provided that:
 - a. A Teacher will be required to submit a physician's release prior to returning from a personal medical leave;

- b. A Teacher returning from Family/Medical leave has no greater rights to a position than had he/she been continuously working during the leave period (e.g. in case of RIF);
- c. Where the Teacher seeks an intermittent/reduced schedule medical leave, the District may temporarily transfer the Teacher to an available alternative position with equivalent pay and benefits for which the Teacher is qualified if the transfer better accommodates the requested recurring periods of leave; and
- d. A Teacher on an approved Family/Medical leave may not perform work for another educational employer during the leave.

K. Childbirth/Adoption Leave

In lieu of other childbirth or adoption benefits or conditions provided for under this Article of the Agreement, all Teachers (tenured and non-tenured) may elect a leave of absence for childbirth or adoption or placement for adoption not to exceed ninety (90) work days per event, as follows. The Teacher shall be entitled to use the Teacher's accumulated sick leave (to a maximum of thirty (30) work days or less as determined by the Teacher), any unused portion of the Teacher's annual allotment of FMLA leave, absence without pay or a combination thereof, in any sequence as the Teacher may elect during the ninety (90) day leave. During the ninety (90) day period the Teacher shall continue to be covered under the District's insurance plans under the same terms as if the Teacher had been continuously working during the leave period. For Teachers who elect childbirth/adoption leave composed of both sick leave and FMLA leave, the Teacher's use of sick leave shall not be deducted from available FMLA leave. The District may require medical substantiation of the expected childbirth or, in the case of adoption or placement for adoption, evidence that the formal adoption process is underway. Use of this childbirth/adoption leave does not prevent the Teacher from using additional sick leave beyond the aforementioned thirty (30) days if the use of such additional sick leave before, during or after the ninety (90) day childbirth/adoption leave is consistent with the permissible reasons for use of sick leave as provided in Section A.1 of this Agreement, provided the District may require medical certification after thirty (30) days for childbirth leave and/or adoption leave. (see Appendix G -5)

L. Absence Without Pay (AWP) Days

In the event a Teacher has no available or applicable leave days (e.g. sick, personal, bereavement, etc.) with the specific written approval of the Superintendent or designee, the Teacher may be granted an absence without pay ("AWP"). Approval shall not be unreasonably withheld. An AWP day shall be deducted from a Teacher's pay based on his/her per diem rate. Partial AWP deductions shall be pro-rated.

- M. A Teacher who is unable to return to work after the exhaustion of all sick days plus an additional twelve (12) months may be terminated at the discretion of the Board, subject to any applicable state or federal rule or regulation. The Teacher may continue in the group health and group dental insurance programs, at the Teacher's expense, during the twelve (12) month period following the exhaustion of sick days. A Teacher who returns from such leave shall not be guaranteed a particular position, but shall instead be assigned to a position for which he/she is qualified.

ARTICLE XVIII

Job Share

- A. The District strives to promote a healthy balance between Teachers' professional and personal lives. Accordingly, the District values job sharing arrangement composed of highly competent Teachers when in the best interests of all parties. The District's administration will keep an open mind in reviewing Teachers' written applications requesting a job sharing arrangement. However, the final decision to grant or deny such application shall rest with the District.
- B. A tenured Teacher may, at the discretion of the Board, participate in a job sharing arrangement. Job share is defined as two Teachers sharing one full-time position on a 50%/50% basis. However, caseload Teachers (psychologists, social workers and speech and language pathologists) may apply to job share in different percentages (e.g., 40%/60%), based upon caseload. Additionally, a kindergarten Teacher who does not have a job share partner may apply to job share.
- C. Job sharing positions shall be filled only by Teachers who have jointly agreed to work together, except as provided in Paragraph A. Such positions will not be presented to the Board unless written application has been received and endorsed by the building principal and Assistant Superintendent for Personnel and Human Services. (see Appendix G -6) The plan shall include, but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, District meetings, parent conferences, and field trips. If a Teacher plans to job share for more than one school year, any renewal application that has been endorsed by the building principal and Assistant Superintendent for Personnel and Human Services must be submitted to the Board for approval in each subsequent school year. Denial of a job sharing application shall not be subject to the grievance procedure. A Teacher whose application is denied shall, upon request, receive written reason(s) for the denial from the administration.
- D. In order to assist Teachers in finding a job share partner, the CTC will take names of all Teachers interested in finding a partner. The CTC will post a list of volunteers, in need of a partner, interesting in participating in a job share.

- E. Except in extenuating circumstances, a Teacher in a job sharing position may return to full-time employment only at the beginning of a school year, provided he/she has notified the District in writing of his/her desire to do so prior to March 1st.
- F. Participants in job sharing will be placed appropriately on the Teachers' salary schedule with salaries pro-rated according to the time worked. In order to earn step movement on the salary schedule for job share years, a job share Teacher must work the equivalent of a full-time work year. The Teacher shall be eligible for step movement effective the beginning of the school year immediately following the year in which the Teacher reached the equivalent of a full-time work year. Both Teachers shall receive a pro-rated contribution from the Board toward the cost of any full-time medical and dental insurance benefits elected by the Teacher, provided the Teacher must work 50% or more in order to receive health and dental insurance benefits. Sick leave and personal leave will be pro-rated on a basis equal to the length of the Teacher's work day. Contributions to the Teachers' Retirement System will be proportionate to the salary. Seniority credit of the Teacher(s) will accrue in proportion to the time worked. Any application and proposed plan for job sharing for the following school year that has been endorsed by the building principal must be submitted to the Personnel Office for Board approval by March 1st.

ARTICLE XIX

Benefit Plans

A. Medical Benefit Plan (PPO)

1. The current District-funded hospital and major medical plan shall be a comprehensive medical plan containing the major elements outlined in the Health Care and Dental Benefit Booklets. The detailed coverage and benefits are contained in the master plan document, which is on file in the Personnel Department of the School District, the Association Office, and on-line. Also, a summary schedule of benefits is appended in the Negotiated Agreement as Appendix F. Note that additional terms, conditions and limitations may apply to the benefit coverage reflected in the summary schedule of benefits. The District agrees not to modify the master plan document for Teachers during the life of this Agreement except with the written consent of the CTC.
2. The District will pay an amount equivalent to the premium cost for single coverage for a Teacher who elects to enroll for single coverage. Teachers who elect to take family coverage shall pay fifty percent (50%) of the dependent premium. The ratio between PPO Family and PPO single premium rate shall be realigned over a three (3) year period (2012-2013, 2013-2014, and 2014-2015). The ratio shall be adjusted approximately one-third each year over this period to reach a ratio so that the family rate is 2.64 times the single rate.
3. A married couple employed as Teachers by the District will receive credit toward dependent health insurance coverage equal to two (2) single coverage annual

premiums. Notwithstanding the 2.64 ratio change mentioned in A.2 above, the parties agree that couples who were both employed as Teachers and married (or parties to a civil union) prior to September 1, 2012, shall continue to receive credit toward dependent health insurance coverage equal to the single coverage annual premiums at the 2.3 ration rate. The aforementioned couples shall no longer be eligible for the 2.3 ratio if the marriage or civil union is dissolved.

4. a. 2012-2013 School Year:

Deductibles:	Individual	Family
Class 1: (\$0 to \$29,999)	\$350	\$700
Class 2: (\$30,000 and up)	\$500	\$1,000

b. 2013-2014 to 2015-2016 School Year:

Deductibles:	Individual	Family
All Employees	\$750	\$1,500

5. Prescription Co-pay:
- | | |
|-----------------------|----------|
| Generic drugs: | \$15.00* |
| Formulary brands: | \$25.00* |
| Non-Formulary brands: | \$40.00* |

*Thirty-four (34) Day Supply – Over the Counter

*Ninety (90) Day Supply – Mail Order

If a generic is available and a name brand is dispensed, the Teacher will pay the difference between the brand name and the generic plus the brand name co-pay; the only exception will be when the generic has an adverse effect on the Teacher's health as certified by a physician.

6. Preventive Health Care – See Appendix F Summary of Benefits Chart Regarding this specific benefit. On-site health screening offered to Teachers in the District may be paid from this benefit.
7. Contraceptives and contraception devices shall be covered under the PPO plan. Those contraceptives written as a prescription shall be covered under the prescription drug plan.
8. Well Child Care - See Appendix F Summary of Benefits Chart Regarding this specific benefit.
9. Emergency Room Co-pay: \$50 (Effective July 1, 2013, the co-pay shall increase to \$75): co-pay is waived if admitted to the hospital.

B. Health Maintenance Organization (HMO)

1. Single Coverage

The District will pay an amount equivalent to its PPO premium cost for single coverage for a Teacher who elects to enroll for single coverage in an approved health maintenance organization in lieu of the District's medical benefit plan (PPO), no to exceed 100% of the HMO premium cost.

2. Family Coverage

a. The District will pay the same amount toward HMO family coverage that it currently pays for the self-funded premium (PPO).

b. The approved health maintenance organization is HMO Illinois.

c. The District shall pay a one-time contribution of \$1,250 to Teachers who were enrolled in the HMO family plan as of the end of 2011-2012 school year and continue enrollment for the 2012-2013 school year. This payment shall be paid through a twice monthly premium reduction for the 2012-2013 school year.

3. The District agrees not to modify the HMO Plan for Teachers during the life of this Agreement except with the written consent of the CTC.

4. HMO participants shall be required to pay a \$100 co-pay for each hospital admission.

5. HMO prescription co-pays shall be as follows:

Generic drugs:	\$10.00
Formulary brands:	\$15.00
Non-Formulary brands:	\$30.00

C. Enrollment Period

1. Teachers will be permitted to choose between the District's PPO health insurance program or the HMO program between May 1st and May 30th. The effective date for changes in coverage shall be July 1st. A Teacher who fails to choose a plan by the deadline will automatically revert to the plan in which they are currently enrolled. All enrollment material will be provided to the Teachers no later than April 15th of each year.

2. Part-time and Job Share Teachers who have waived District coverage may elect District coverage when returning to full-time status. If a Teacher elects District PPO coverage when returning to full-time status, he/she will be treated as a new enrollee and be exempt from late-entry regulations.

D. Dental Benefit Plan

1. The District agrees to provide Dental Insurance at the same level that was provided on January 1, 2005, and will pay, for each Teacher, the entire monthly premium for single coverage dental insurance during the life of this Agreement. The District agrees to pay fifty percent (50%) of the family premium.
2. If a Teacher's spouse is also a Teacher in the District and together they choose one (1) family plan, the District will contribute twice (2 times) the monthly single premium toward the monthly family premium.

E. Insurance Committee

There will be an Insurance Review Committee, which shall include up to four (4) participants selected by the CTC and up to four (4) others selected by the District. Exceptions shall be granted with the written approval of both parties. The Committee will meet on a quarterly basis, and from time to time at the request of either party upon no less than ten (10) days' notice. The Committee will discuss, and make a good faith effort to make recommendations designed to resolve problems, consider plan changes, and other issues regarding the insurance cost and benefit plans. Such issues may, for example, include the review and discussion of claims processing problems that affect the Teachers. The Board will provide the CTC with information helpful to the review of such insurance benefit issues, subject to applicable privacy laws. Each year the District will provide the committee with a claim experience report broken down by group section numbers. The District will also provide an accounting of revenues collected for insurance premiums broken down by each group on a yearly basis. This information will be provided to the committee no later than May 1st of each year. The Committee's recommendations shall be advisory only. The Board and the CTC retain their right to demand negotiations over mandatory subjects of bargaining regarding the topic of insurance.

F. Flexible Benefit Plan

The District shall continue to make available to Teachers a flexible benefit plan. The flexible benefit plan shall include a Medical Care Spending Account and a Dependent Care Spending Account set at the annual maximum spending amount as allowed by applicable law. Participation in either or both plans shall be voluntary. The details of the plan shall be jointly determined by the CTC and the District.

G. Teachers on Leave of Absence

Teachers on leave of absence may continue to participate in the group medical benefit plan at their own cost.

H. Health Benefits for Retirees

1. Teachers who retire with ten (10) years or more experience in District 15 will be permitted to enroll in the District medical/dental benefit plan at their own cost, for a period of five (5) years following retirement, except those retiring pursuant to Article XX paragraph B (Retirement Incentive Option Plan), Letter of Agreement 1: VSOP (contained in the 2006 – 2009 CTC Negotiated Agreement). Effective July 1, 2012, the premium rate for such insurance, along with the insurance for those with ten (10) years or more experience with District 15 and who were Medicare participants as of the 2011-2012 school year, shall be equal to 100% of the active employee rate.
2. The District recognizes that some Teachers may not be eligible for Medicare participation as fully insured Social Security participants. Retired Teachers over the age of sixty-five (65), who meet the following criteria, will be permitted to continue as full benefit members of the District's Teacher Health Benefit Plan:
 - a. The plan is available only to the retiree who is not eligible to participate in Medicare Parts A and B as a fully covered Social Security participant or whose spouse is not fully covered under Social Security.
 - b. The Teacher must have worked for the District for ten (10) years immediately prior to retirement.
 - c. The plan will provide health benefits contained in the District's regular Teacher group medical benefit plan.
 - d. The retiree will pay the full single monthly premium at the group rate currently in effect. The Teacher's spouse may also be enrolled at an additional monthly premium equal to that of the retiree. If the retiree wishes to cover eligible dependents other than his/her spouse, the retiree must enroll for family coverage at the monthly premium currently in effect.
 - e. All premiums are subject to periodic review and may be revised from time to time as determined by the Board.
- I. Retired Teachers shall be provided medical and dental insurance coverage that is no less favorable than provided to any other Retired Certified District 15 employee.
- J. Part-time Teachers must work 50% or more in order to receive health and dental insurance benefits. Part-time Teachers working at least 50% shall receive a pro-rated contribution from the Board toward the cost of any full-time medical and dental insurance benefits elected by the Teacher.
- K. If a Teacher dies while employed by the District and was enrolled in a District health insurance plan and his/her spouse and/or dependent(s) elect to continue the District

provided insurance coverage under COBRA the District will waive all COBRA administrative costs.

L. Vision Care Insurance

The District will provide vision care for Teachers. Family vision coverage shall be offered at the Teacher's full expense. Any change to the vision coverage will be mutually agreed upon by the District and the CTC.

M. Long-Term Care

Teachers will be allowed to purchase, at their own expense, a long-term care insurance policy that is designed by the insurance committee.

N. Should the District change insurance carriers or third party administrators for any of the plans outlined in this Agreement, it shall provide sixty (60) days written advance notice to the Association. Such a change in carriers requires that the benefits are substantially the same and are in compliance with the terms of this Agreement.

ARTICLE XX

Retirement Benefits

A. The following contains two (2) options for Teachers to elect for retirement. Teachers can elect to participate in only one of the mutually exclusive retirement plans; the Retirement Incentive Option Plan or the Early Retirement Option Plan.

B. Retirement Incentive Option Plan (RIOP)

1. To be considered for this retirement benefit, the Teacher must:

- a. have completed the equivalent of a minimum of ten (10) years of full-time employment with the District;
- b. be eligible to retire with the Teachers' Retirement System (TRS) with either 35 years of TRS creditable service or 60 years of age (reaching at least 60 years of age during the calendar year in which he/she retires); and
- c. submit an irrevocable letter of intent to retire to the Superintendent, no later than February 1st of the school year prior to the beginning of this option.
- d. Any teacher who initially submits a notice of intent to retire (see Appendix G-7) and elects to participate in the Retirement Incentive Option Plan for a period of one (1), two (2), three (3), or four (4) years, but later elects to retire prior to the completion of the elected period, will be obligated to reimburse the District any additional retirement incentives the District paid to the Teacher due to the previously submitted notice of intent to retire (i.e., above what

his/her placement on the negotiated salary schedule plus extra duty stipends would have been as compared to Teachers not part of the RIOP), However, the Teacher will NOT be obligated to reimburse the district if he/she meets both of the following criteria:

- i. The Teacher will be age 60 or will have 35 years of TRS creditable service at the time of his/her retirement (if a Teachers reaches 60 after the last day of the school year the retirement date shall be listed as his/her birthday); and
 - ii. None of the creditable earnings paid to the Teacher during the four (4) years used in calculating the Teacher's TRS annuity is in excess of a six percent (6%) increase of TRS NON-EXEMPT creditable earnings over the previous year's creditable earnings.
- e. Any Teacher who elects to participate in the RIOP shall be required to sign a RIOP promissory note. (see Appendix G-8)
- f. All RIOP participants shall attend a District-sponsored meeting prior to the first year of RIOP participation. This District-sponsored meeting shall offer a minimum of three (3) times each year to accommodate various schedules. During such meetings the District shall review the details of the RIOP plan.
2. Teachers who wish to retire under this provision will be placed on an alternative salary schedule and receive an increase of six percent (6%) over the prior year's creditable earnings for a maximum of four (4) years. In addition, Teachers shall receive any and all increases in creditable earnings exempt from "excess salary contributions" under Section 16-158(f) of the Pension Code. A voluntary reduction in workload, which results in a reduction of salary, shall require pro-ration of that year's retirement incentive dollars, but does not alter the 6% increase. For example, if a Teacher voluntarily reduces his/her workload to 75%, then the previous year's salary would be increased by 6% and the Teacher would then receive 75% of that amount.
- a. Any Teacher who elects to participate in the Retirement Incentive Option Plan for a period of less than four (4) years must not have received an increase of greater than six percent (6%) in non-exempt TRS creditable earnings in the school year(s) immediately preceding the proposed start of the Retirement Incentive Option Plan by the following schedule:
- Three (3) year RIOP – One (1) year prior
Two (2) year RIOP – Two (2) years prior
One (1) year RIOP – Three (3) years prior

3. Retirement Insurance Program

Retirees under the Retirement Incentive Option Plan shall not be eligible to remain on District insurance, except in accordance with COBRA. In consideration for the irrevocable notice of intent to retire and retirement under TRS and the contractual Retirement Incentive Option Plan, the District shall make a four (4) year cash payment (as a contribution toward TRIP or other non-District insurance) following retirement in the amount of three hundred seventy five (\$375) per month for single and an additional two hundred fifty dollars (\$250) per month for a Teacher's spouse. In lieu of monthly insurance contributions, the retiree may elect a cash payment made in a lump sum payment within thirty (30) days following retirement, in the amounts of eleven thousand two hundred fifty (\$11,250) for single and seven thousand five hundred dollars (\$7,500) for a Teacher's spouse. Monthly installments will be made on the fifteenth (15th) of each month. To be eligible for either the monthly contribution or the lump sum payment, the Teacher and/or spouse, if applicable, must have been enrolled in the District's insurance plan for at least two (2) school years immediately preceding the date of the Teacher's retirement from the District.

4. RIOP Stipends

- a. All RIOP participants will receive a six percent (6%) increase on stipends from the previous year's stipend earnings; inclusive of six percent (6%) hourly pay increases where applicable.
- b. District office will prepare a salary worksheet, for each RIOP participant, detailing base salary and stipends as well as calculating RIOP salary (including stipends) for each RIOP year. This worksheet shall be entitled *CTC Retirement Incentive Option Plan Salary Worksheet*.
- c. In the event a Teacher voluntarily chooses to change stipends during the RIOP period, a joint meeting will be scheduled with the CTC, District Personnel and RIOP participant to determine how the stipend change may affect the RIOP payment.
- d. During the above-mentioned meeting, a new worksheet will be produced detailing the stipend change. This new worksheet shall be entitled *Retirement Incentive Option Plan Stipend Change Worksheet*. The *RIOP Stipend Swap Out Chart* will be used to determine stipend salaries based on the year in which RIOP began.

C. TRS Early Retirement Option

For Teachers who elect the TRS Early Retirement Option, the Board will pay the employer contribution per the applicable TRS statute and the Teacher's contribution (with the Board payment of the Teacher's contribution capped at the seven percent

(7%) formula, based on years of service and age, of the old ERO contribution schedule) lump sum payments required to participate in the TRS early retirement program. The deadline for submitting early retirement requests is February 1st. (see Appendix G-9) This option may be limited at the discretion of the employer to a specified percentage, not lower than twenty percent (20%) of those eligible based on seniority in the service of the employer.

- D. The District shall accurately report creditable earnings to TRS based upon the year in which creditable earnings were earned, to the extent permitted by TRS.
- E. The District shall meet with bargaining unit members, upon request by any Teacher, to discuss individual retirement options and estimate each member's yearly creditable earnings increases. The bargaining unit member shall have the right to have CTC representation at such meeting.
- F. Benefits provided under Article XX: Retirement Benefits Section B: Retirement Option Plan include benefits that extend beyond the expiration of the CTC Negotiated Agreement 2012- 2016 to the extent a Teacher's request to participate in such retirement benefits was approved by the District prior to the expiration of the 2012 – 2016 Negotiated Agreement.
- G. Teachers may retire at the end of the first semester of a school year, provided that advance noticed is given to the District at least ninety (90) calendar days prior to the retirement date.

ARTICLE XXI

Life Insurance

- A. The Board agrees to purchase a term life insurance policy in the amount of \$50,000 per Teacher. The policy shall include an accidental death and dismemberment feature.
- B. In addition, Teachers will have an option to purchase additional term life insurance up to \$100,000. Coverage may also be purchased for spouses to a maximum of \$25,000 and dependent children to a maximum of \$10,000. The additional term life insurance will be at the Teacher's expense.

ARTICLE XXII

Disability Insurance

During the life of this Agreement, the Board shall purchase, for each Teacher, long-term disability insurance equal to or greater than the policy in effect as of the beginning date of this Agreement.

ARTICLE XXIII

Salaries

A. A Teacher's per diem rate shall be the Teacher's annual salary divided by the 183 days in the school year.

B. Salary Schedules

The salary schedules shall be contained in Appendixes A-1, A-2, A-3, and A-4 (for Teachers hired to begin the 2012-2013 school year and after) and, A-5, A-6, A-7 and A-8 (for Teachers who began service prior to the 2012-2013 school year) of this Agreement, inclusive of the full TRS and THIS contributions. Each year Teachers will be appropriately placed on the salary schedule as determined by years of experience credit (step).

BA Lane Limitations

1. Beginning with the 1990-91 school year, Teachers with 14 or less years of credited salary schedule experience with District will not be allowed to move to a cell in the BA lane beyond step 14 (below position A).
2. Beginning with the 1991-92 school year, Teachers with 11 or less years of credited salary schedule experience with District 15 will not be allowed to move to a cell in the BA lane beyond step 11 (below position B).
3. Beginning with the 1992-93 school year, Teachers with 9 or less years of credited salary schedule experience with District 15 will not be allowed to move to a cell in the BA lane beyond step 9 (below position C).
4. Teachers having 15 or more years of credited experience with District 15 at the beginning of the 1990-91 school year will be unaffected by this provision.

BA+16 Lane Limitations

1. Beginning with the 1990-91 school year, Teachers with 15 or less years of credited salary schedule experience with District 15 will not be allowed to move to a cell in the BA+16 lane beyond step 15 (below position A2).
2. Beginning with the 1991-92 school year, Teachers with 13 or less years of credited salary schedule experience with District 15 will not be allowed to move to a cell in the BA+16 lane beyond step 13 (below position B2).
3. Teachers having 16 or more years of credited experience with District 15 at the beginning of the 1990-91 school year will be unaffected by this provision.

C. Horizontal Movement

1. With the approval of the Superintendent or designee, Teachers not in a master's degree program will be permitted to earn graduate course credit sufficient to

move to the BA+16 and BA+24 lanes of the salary schedule. With the approval of the Superintendent or designee, Teachers not in a doctoral or second master's degree program will be permitted to earn graduate course credit sufficient to move to the MA+15 and MA+30 lanes of the salary schedule. Courses may be in the field of the Teacher's current assignment or in a field which qualifies the Teacher for another assignment in the school District. When submitting requests for approval, Teachers must state the purpose for taking any course outside their current teaching assignment. (see Appendix G-11)

2. Teachers shall submit an official transcript no later than October 15th to earn horizontal movement effective for the beginning of the current school year. If so, retroactive pay shall be paid no later than the last pay period in October.

D. Pay

1. Paychecks shall be issued semi-monthly on the 15th and the last day of the month. If a regular pay date during the school year falls on a day when school is not in session, employees shall receive their checks on the last day prior thereto. During the summer, checks shall be mailed so that they will reach employees on the appropriate payday. Teachers will receive salary in twenty-four (24) equal installments beginning with the first pay period in September.
2. Teachers will be given the opportunity to direct deposit paychecks into the PCU Credit Union plus one other financial institution of his/her choice. Paychecks and electronic deposit must be received no later than the scheduled pay date.
3. The Administration shall e-mail to each Teacher's email address on file, their paycheck statement (automatic/electronic deposit).
4. No Teacher shall earn less on the new salary schedule than they earned the year before. All part-time and job share Teachers who do not qualify for the step movement shall have their salaries adjusted as follows:

Current salary adjusted to 1.0 FTE rate
Percent increase for applicable year (1%, 2%, 2%, 2%)
Salary pro-rated to FTE

5. Facilitators may be required to work additional days beyond the 183 day school year. Those facilitators having a required extended year shall be employed as either a 50% (91.5 days) or 100% (183 days). Full-time facilitators extended year shall consist of an additional 25 days. Part time (50%) facilitators extended year shall consist of an additional 12.5 days. The facilitator shall decide the calendar days in which the additional days shall be performed. Extended year compensation shall be \$3,300 (part time) or \$6,600 (full time).

E. Years of Experience Credit

1. When the District hires a Teacher with previous teaching experience, the District shall place the newly-hired Teacher on a lane and step corresponding to his/her previous experience and education, but shall not grant more than five (5) years of experience credit unless additional credit is required by special circumstances, in which case the Administration will notify the CTC.
2. The District shall provide, through the Board packet, the CTC with the names and salary schedule placement for any employee hired.

ARTICLE XXIV

Tuition Reimbursement

- A. The Board will provide reimbursement for graduate courses with each Teacher limited to a maximum of \$1,375 per year. Tuition reimbursement guidelines are contained in Appendix E.
- B. A Teacher shall be reimbursed for any class, course, or certificate which is required by the District (excluding certificate renewal). This amount shall not apply toward the \$1,375 yearly maximum reimbursement.

ARTICLE XXV

Grievance Procedure

Definition: A grievance is defined to be a complaint by any Teacher in the bargaining unit or the CTC based on an event or condition which is claimed or considered to be a violation, misinterpretation, or misapplication of this Agreement. Each grievance must list the names of the Teacher(s) directly affected, specific, relevant facts, relief requested and the alleged contract violation.

A. Grievance Regulations

1. Nothing contained herein shall be construed as limiting the right of any Teacher to pursue a grievance without intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement and does not proceed beyond Step 1 of the grievance procedure.
2. A grievance may be withdrawn at any level without establishing precedent.
3. The failure of the aggrieved to act within the time limits set forth will preclude further appeal of the grievance.
4. Time limits set forth in this procedure may be extended by mutual agreement.

5. If a grievance is unresolved at the end of the school year, the time limits will be applied as if school were in session.
6. Reemployment or discharge of probationary Teachers is not a proper subject for grievances under the grievance procedure (non-retention).
7. Matters involving discharge of tenure Teachers are not subject to the grievance procedure but are to be handled in accordance with the *School Code* of Illinois.
8. Matters covered by statute and governmental agencies are not subject to the grievance procedure.

B. Grievance Steps

Step 1:

The grievant or the CTC shall present a written statement on an official grievance form of the alleged violation to the principal or other appropriate administrator within twenty (20) school days after a reasonable person should have been aware of the alleged violation. The principal or other applicable administrator shall, within ten (10) school days of the receipt of the grievance, confer with the grievant and/or his/her representative to try to resolve the grievance. Within ten (10) school days after the completion of the conference, the principal or other applicable administrator shall give his/her written decision to the grievant and the CTC.

Step 2:

In the event the grievance has not been resolved in the first step, the CTC may appeal to the Superintendent or designee. The appeal shall be made within ten (10) school days after the receipt of the principal's or other applicable administrator's decision. Within ten (10) school days of the receipt of the appeal, the Superintendent or designee shall confer with the CTC in an effort to resolve the grievance. The Superintendent, within ten (10) school days following the conference, shall file a written decision with the grievant and the CTC.

Step 3:

Within twenty (20) school days after receiving the decision of the Superintendent, the CTC may submit the grievance to arbitration.

C. Arbitration (Binding)

The arbitrator in his/her decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to the issue or issues presented by the parties and his/her decision must be based solely upon interpretation of the meaning of the express relevant language of the Agreement.

D. Selection Process

The Board and the CTC will select a third party to act as the impartial arbitrator and the administrator of the proceedings. The list can be provided by the American Arbitration Association or Federal Mediation and Conciliation Service. Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator and the American Arbitration Association shall be divided equally between the parties.

ARTICLE XXVI

Negotiations Procedure

A. The parties agree that their duly designated representatives shall negotiate in good faith. Each party shall select its own representatives. Meetings shall be held at times and places agreed to by both parties.

B. Impasse Procedure

An impasse occurs after both parties have considered the proposals and counter proposals of the other party in good faith and when, despite such diligent efforts, no agreement can be reached on the subject being negotiated. When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. A request by one party shall constitute a joint declaration.

ARTICLE XXVII

Effect of Agreement

A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto.

B. This Agreement may be modified in whole or in part by the parties hereto by an amendment in writing duly executed by both parties.

C. Should any Article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining Articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, section, or clause.

ARTICLE XXVIII

Duration of Agreement

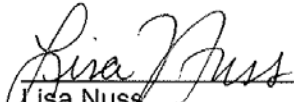
This Agreement shall be effective as of the 1st day of September, 2012, and shall remain in effect for the regular school years 2012-2013, 2013-2014, 2014-2015, 2015-2016 ending at the end of the regular school year, August 31, 2016 and from year to year thereafter unless written notice is given by either party sixty (60) days prior to August 31, 2016, or any anniversary date thereafter. The giving of such notice shall prevent the automatic renewal of the Agreement and upon the giving of such notice; a joint conference shall be arranged promptly at the convenience of the parties for the negotiation of the terms and conditions of a new contract.

ARTICLE XXIX
Ratification of Agreement

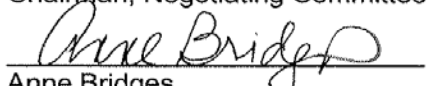
This Agreement adopted this 13th day of June, 2012.

In witness thereof:


For the Classroom Teachers'
Council, IEA-NEA
Community Consolidated
School District 15
Cook County, Illinois



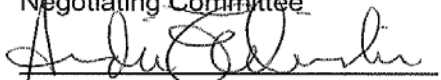
Lisa Nuss
President, CTC
Chairman, Negotiating Committee



Anne Bridges
Negotiating Committee



Scott Woldman
Negotiating Committee



Andre Zielinski
Negotiating Committee

For the Board of Education
Community Consolidated
School District 15
Cook County, Illinois



Mr. Tim Millar
President, Board of Education



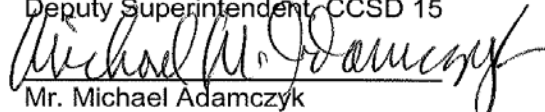
Mr. Richard Bokor
Negotiating Committee




Mr. Scott Herr
Negotiating Committee



Mr. James Garwood
Deputy Superintendent, CCSD 15



Mr. Michael Adamczyk
Assistant Superintendent, CCSD 15



Mr. Josh Carpenter
Negotiating Committee

Letter of Agreement 1

Calculating the future salaries of “grandfathered” Teachers with doctorate degrees

During negotiations for the 2006-2009 Negotiated Agreement between the Board of Education of Community Consolidated School District No. 15 (“Board”) and the Classroom Teachers’ Council (“CTC”), (collectively the “parties”), the parties agreed to the elimination of the Doctorate lane from future salary schedules. In view of the fact that the salaries of three (3) current Teachers were determined by Doctorate lane placement, the parties agreed to calculate such “grandfathered” Teachers’ future salaries in the following manner:

- 1 Determine the Teachers’ 2005-2006 Doctorate lane step and corresponding salary. Increase the 2005-2006 Doctorate salary by the agreed-to base salary percentage increase for the 2006-2007 school year. Assume the same Teacher was placed in the MA+30 lane and advanced one step. Compare the two salaries and pay the Teacher the higher salary. (e.g., in 2005-2006 a Teacher earned \$73,787 on step 8 of the Doctorate lane. The 2005-2006 Doctorate salary would be increased by 2.12% to \$75,351* for 2006-2007. The salary corresponding to MA+30, step 9, for 2006-2007 is \$71,880. The Teacher’s salary will be \$75,351 for 2006-2007.) * Salary figures are inclusive of TRS/THIS contributions)
- 2 In each subsequent year, the Teacher’s salary shall be determined by increasing the prior year’s salary by the base salary percentage increase for that school year and then comparing that figure to the salary the Teacher would earn if he/she was placed on the MA+30 lane and advanced one step. The Teacher shall be paid the higher of the two salaries.
- 3 At such time as the grandfathered Teachers’ salary will be higher in the MA+30 lane, the Teachers will remain in the MA+30 lane and be eligible for any base salary and/or step increases appropriate to the MA+30 lane.

APPENDIX A-1 to A-8: Salaries

APPENDIX A-1 Tier 2 2012-2013 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	M.A. Comp	MA+30 Comp
0	0	40,831	42,873	45,016	47,267
1	1	41,954	44,052	46,254	48,567
2	2	43,108	45,263	47,526	49,903
3	3	44,293	46,508	48,833	51,275
4	4	45,511	47,787	50,176	52,685
5	5	46,763	49,101	51,556	54,134
6	6	48,049	50,451	52,974	55,623
7	7	49,370	51,838	54,431	57,153
8	8	50,728	53,264	55,928	58,725
9	9	52,123	54,729	57,466	60,340
10	10	53,556	56,234	59,046	61,999
11	11	55,029	57,780	60,670	63,704
12	12	56,542	59,369	62,338	65,456
13	13	58,097	61,002	64,052	67,256
14	14	59,695	62,680	65,813	69,106
15	15	61,337	64,404	67,623	71,006
16	16	63,024	66,175	69,483	72,959
17	17	64,757	67,995	71,394	74,965
18	18	66,538	69,865	73,357	77,027
19	19	68,368	71,786	75,374	79,145
20	20	70,248	73,760	77,447	81,322
21	21			79,577	83,558
22	22			81,765	85,856
23	23			84,014	88,217
24	24			86,324	90,643
25	25			88,698	93,136

APPENDIX A-2
Tier 2
2013-2014 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	M.A. Comp	MA+30 Comp
0	0	40,533	42,560	44,687	46,922
1	1	41,648	43,730	45,916	48,212
2	2	42,793	44,933	47,179	49,539
3	3	43,970	46,169	48,477	50,901
4	4	45,179	47,438	49,810	52,300
5	5	46,422	48,743	51,180	53,739
6	6	47,698	50,083	52,587	55,217
7	7	49,010	51,460	54,034	56,736
8	8	50,358	52,875	55,520	58,296
9	9	51,743	54,330	57,047	59,900
10	10	53,165	55,824	58,615	61,546
11	11	54,627	57,358	60,227	63,239
12	12	56,129	58,936	61,883	64,978
13	13	57,673	60,557	63,584	66,765
14	14	59,259	62,222	65,333	68,602
15	15	60,889	63,934	67,129	70,488
16	16	62,564	65,692	68,976	72,426
17	17	64,284	67,499	70,873	74,418
18	18	66,052	69,355	72,822	76,465
19	19	67,869	71,262	74,824	78,567
20	20	69,735	73,222	76,882	80,728
21	21			78,996	82,948
22	22			81,168	85,229
23	23			83,401	87,573
24	24			85,694	89,981
25	25			88,051	92,456

APPENDIX A-3
Tier 2
2014-2015 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	M.A. Comp	MA+30 Comp
0	0	40,237	42,249	44,361	46,579
1	1	41,344	43,411	45,581	47,860
2	2	42,481	44,605	46,835	49,177
3	3	43,649	45,832	48,123	50,529
4	4	44,849	47,092	49,446	51,918
5	5	46,083	48,387	50,806	53,347
6	6	47,350	49,717	52,203	54,814
7	7	48,652	51,084	53,640	56,322
8	8	49,990	52,489	55,115	57,870
9	9	51,365	53,933	56,631	59,463
10	10	52,777	55,417	58,187	61,097
11	11	54,228	56,939	59,787	62,777
12	12	55,719	58,506	61,431	64,504
13	13	57,252	60,115	63,120	66,278
14	14	58,826	61,768	64,856	68,101
15	15	60,445	63,467	66,639	69,973
16	16	62,107	65,212	68,473	71,897
17	17	63,815	67,006	70,356	73,875
18	18	65,570	68,849	72,290	75,907
19	19	67,374	70,742	74,278	77,994
20	20	69,226	72,688	76,321	80,139
21	21			78,419	82,343
22	22			80,576	84,607
23	23			82,792	86,934
24	24			85,068	89,324
25	25			87,408	91,781

APPENDIX A-4
Tier 2
2015-2016 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	M.A. Comp	MA+30 Comp
0	0	39,944	41,941	44,037	46,239
1	1	41,042	43,094	45,248	47,511
2	2	42,171	44,279	46,493	48,818
3	3	43,330	45,497	47,772	50,160
4	4	44,522	46,748	49,085	51,539
5	5	45,747	48,034	50,435	52,958
6	6	47,004	49,354	51,822	54,414
7	7	48,297	50,711	53,248	55,911
8	8	49,625	52,106	54,713	57,448
9	9	50,990	53,539	56,218	59,029
10	10	52,392	55,012	57,762	60,651
11	11	53,832	56,523	59,351	62,319
12	12	55,312	58,079	60,983	64,033
13	13	56,834	59,676	62,659	65,794
14	14	58,397	61,317	64,383	67,604
15	15	60,004	63,004	66,153	69,462
16	16	61,654	64,736	67,973	71,372
17	17	63,349	66,517	69,842	73,336
18	18	65,091	68,346	71,762	75,353
19	19	66,882	70,226	73,736	77,425
20	20	68,721	72,157	75,764	79,554
21	21			77,847	81,742
22	22			79,988	83,989
23	23			82,188	86,299
24	24			84,447	88,672
25	25			86,770	91,111

APPENDIX A-5
Tier 1
2012-2013 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	BA+24 Comp	M.A. Comp	MA+15 Comp	MA+30 Comp
0	0	41,124	44,126	45,893	49,225	53,245	57,262
1	1	41,954	45,018	46,821	50,219	54,321	58,418
2	2	43,712	46,777	48,581	51,980	56,085	60,185
3	3	45,468	48,536	50,341	53,743	57,851	61,964
4	4	47,230	50,296	52,100	55,505	59,616	63,718
5	5	48,986	52,053	54,277	57,823	61,977	66,121
6	6	50,806	53,872	56,767	60,244	64,439	68,624
7	7	52,991	56,058	59,566	63,081	67,320	71,547
8	8	55,171	58,240	61,814	65,333	69,546	73,807
9	9	57,356	60,423	64,063	67,586	71,827	76,063
10	10	59,536	62,608	66,312	69,837	74,084	78,319
11	11	61,835	64,907	68,678	72,209	76,458	80,697
12	12	64,380	67,453	71,301	74,835	79,089	83,330
13	13	66,929	70,000	73,922	77,463	81,719	85,965
14	14	69,475	72,547	76,547	80,090	84,350	88,761
15 16 17	15	72,023	75,095	79,170	82,720	86,980	91,228
18 19 20	16	72,023	77,757	81,911	85,464	89,729	93,985
21	17	72,023	77,757	84,910	88,472	92,737	96,993
22	18	72,023	77,757	84,910	88,472	92,737	96,993
23	19	72,023	77,757	86,543	90,938	95,324	99,324
24	20	77,184	82,922	90,404	93,978	98,168	102,431

APPENDIX A-6
Tier 1
2013-2014 Salary Schedule

Years Exp.	Step	BA Comp	BA+16 Comp	BA+24 Comp	M.A. Comp	MA+15 Comp	MA+30 Comp
0	0	40,712	43,685	45,434	48,733	52,713	56,689
1	1	41,946	45,009	46,811	50,209	54,310	58,407
2	2	42,793	45,918	47,757	51,224	55,407	59,587
3	3	44,586	47,713	49,553	53,019	57,207	61,389
4	4	46,378	49,506	51,348	54,818	59,008	63,203
5	5	48,174	51,302	53,142	56,615	60,809	64,992
6	6	49,966	53,094	55,363	58,979	63,216	67,443
7	7	51,822	54,950	57,902	61,449	65,728	69,997
8	8	54,050	57,179	60,757	64,342	68,666	72,978
9	9	56,275	59,404	63,050	66,640	70,936	75,283
10	10	58,503	61,632	65,345	68,938	73,264	77,584
11	11	60,727	63,860	67,638	71,234	75,565	79,886
12	12	63,072	66,205	70,052	73,653	77,987	82,311
13	13	65,668	68,802	72,727	76,332	80,671	84,997
14	14	68,267	71,400	75,400	79,012	83,353	87,684
15	15	70,864	73,998	78,078	81,692	86,037	90,536
16 17 18	16	73,464	76,596	80,753	84,374	88,720	93,053
19 20 21	17	73,464	79,312	83,549	87,173	91,524	95,864
22	18	73,464	79,312	86,608	90,241	94,592	98,933
23	19	73,464	79,312	86,608	90,241	94,592	98,933
24	20	78,728	84,580	92,212	95,858	100,131	104,480

APPENDIX A-7
Tier 1
2014-2015 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	BA+24 Comp	M.A. Comp	MA+15 Comp	MA+30 Comp
0	0	\$40,305	\$43,248	\$44,980	\$48,245	\$52,186	\$56,122
1	1	\$41,527	\$44,559	\$46,343	\$49,707	\$53,767	\$57,823
2	2	\$42,785	\$45,909	\$47,748	\$51,213	\$55,396	\$59,575
3	3	\$43,649	\$46,836	\$48,712	\$52,248	\$56,515	\$60,779
4	4	\$45,478	\$48,667	\$50,544	\$54,080	\$58,351	\$62,616
5	5	\$47,305	\$50,496	\$52,375	\$55,914	\$60,188	\$64,467
6	6	\$49,138	\$52,328	\$54,205	\$57,747	\$62,025	\$66,292
7	7	\$50,965	\$54,156	\$56,470	\$60,159	\$64,480	\$68,792
8	8	\$52,859	\$56,049	\$59,060	\$62,678	\$67,042	\$71,397
9	9	\$55,131	\$58,323	\$61,972	\$65,629	\$70,039	\$74,438
10	10	\$57,400	\$60,593	\$64,311	\$67,972	\$72,355	\$76,789
11	11	\$59,673	\$62,864	\$66,651	\$70,317	\$74,729	\$79,136
12	12	\$61,942	\$65,137	\$68,991	\$72,659	\$77,076	\$81,484
13	13	\$64,333	\$67,529	\$71,453	\$75,126	\$79,547	\$83,957
14	14	\$66,981	\$70,178	\$74,182	\$77,858	\$82,284	\$86,697
15	15	\$69,633	\$72,828	\$76,908	\$80,592	\$85,021	\$89,438
16	16	\$72,282	\$75,478	\$79,639	\$83,326	\$87,758	\$92,347
17 18 19	17	\$74,933	\$78,128	\$82,368	\$86,062	\$90,494	\$94,914
20 21 22	18	\$74,933	\$80,898	\$85,220	\$88,917	\$93,354	\$97,782
23	19	\$74,933	\$80,898	\$88,340	\$92,046	\$96,484	\$100,912
24	20	\$80,302	\$86,272	\$94,056	\$97,775	102,134	\$106,569

APPENDIX A-8
Tier 1
2015-2016 Salary Schedule

Years Exp.	Step	B.A. Comp	BA+16 Comp	BA+24 Comp	M.A. Comp	MA+15 Comp	MA+30 Comp
0	0	\$39,902	\$42,816	\$44,530	\$47,763	\$51,664	\$55,561
1	1	\$41,111	\$44,113	\$45,880	\$49,210	\$53,229	\$57,245
2	2	\$42,357	\$45,450	\$47,270	\$50,701	\$54,842	\$58,979
3	3	\$43,641	\$46,827	\$48,702	\$52,238	\$56,504	\$60,766
4	4	\$44,522	\$47,773	\$49,686	\$53,293	\$57,646	\$61,994
5	5	\$46,387	\$49,640	\$51,555	\$55,161	\$59,518	\$63,869
6	6	\$48,251	\$51,506	\$53,423	\$57,033	\$61,392	\$65,756
7	7	\$50,120	\$53,374	\$55,289	\$58,902	\$63,265	\$67,618
8	8	\$51,984	\$55,239	\$57,600	\$61,362	\$65,770	\$70,168
9	9	\$53,916	\$57,170	\$60,242	\$63,932	\$68,383	\$72,825
10	10	\$56,234	\$59,489	\$63,212	\$66,942	\$71,440	\$75,927
11	11	\$58,548	\$61,804	\$65,598	\$69,332	\$73,802	\$78,324
12	12	\$60,867	\$64,122	\$67,984	\$71,723	\$76,224	\$80,719
13	13	\$63,181	\$66,440	\$70,370	\$74,112	\$78,618	\$83,113
14	14	\$65,620	\$68,879	\$72,882	\$76,629	\$81,138	\$85,636
15	15	\$68,321	\$71,582	\$75,665	\$79,415	\$83,930	\$88,431
16	16	\$71,025	\$74,285	\$78,447	\$82,204	\$86,721	\$91,227
17	17	\$73,727	\$76,988	\$81,232	\$84,992	\$89,513	\$94,194
18 19 20	18	\$76,431	\$79,691	\$84,016	\$87,783	\$92,304	\$96,812
21 22 23	19	\$76,431	\$82,516	\$86,925	\$90,695	\$95,222	\$99,737
24	20	\$81,908	\$87,998	\$95,938	\$99,731	\$104,177	108,701

APPENDIX B

Benefit Plan

1. MEDICAL/DENTAL/VISION BENEFIT COVERAGE

The detailed coverage and benefits are contained in the master plan document which is on file in the Personnel Department of the School District and the Association Office. The District agrees not to modify the master plan document for Teachers during the life of this Agreement except with the written consent of the CTC. A comprehensive description of the health, dental and vision insurance benefits is contained in the Employee Benefits Coverage booklet which is furnished to each Teacher at the time of initial employment or upon request.

APPENDIX C

Extra Duty Pay Schedule

- A. All of these rates are inclusive of TRS.

- B. All activities listed in the “Extra Duty Pay Schedule” shall be performed by Teachers. In the event no Teacher is willing to fill an extra duty position, the District may then seek another qualified applicant (employee or non-employee, paid or unpaid). All positions listed on the extra duty pay schedule will be filled on a voluntary basis. Teachers shall receive the rate as listed on the “Extra Duty Pay Schedule”.

- C. Teachers who work lunchroom supervision will be paid an additional stipend at the hourly rate listed in the “Extra Duty Pay Schedule”. Lunchroom supervision by Teachers shall be voluntary. Program assistants will be allowed to perform lunchroom supervision if there are no Teachers who volunteer for the duty.

- D. Fixed Payment Stipends (non-hourly)
 - 1. Each building shall submit to the District the names of Teacher(s) for each fixed payment stipend.
 - 2. The scheduled pay dates for all fixed payment stipends shall be determined by May 1st of each year, for the following school year.
 - 3. All inter-scholastic sports shall be paid on the first pay period immediately following the last day of the respective sport season.
 - 4. All other set payment stipends shall be paid three (3) times per year on the first pay period of December, the first pay period of March, and the last pay period of May.
 - 5. Each building shall post the yearly fixed payment stipend scheduled pay dates no later than the first Teacher work day of each year.
 - 6. Inter scholastic sports
 - a. All sports shall consist of a ten (10) week season.
 - b. Teachers who are coaches are responsible for attending practices and scheduled competitions. In the event a Teacher has a paid leave day (e.g. sick, personal, bereavement, etc) such paid leave day shall include any fixed payment stipends as paid.

- E. Hourly Payment Stipends
Hourly stipend pay grids and time sheets shall be submitted to the school secretary. Payment for such stipends shall be included in the pay period following submission to the school secretary. Semi-monthly district deadlines for pay grids and time sheets will be posted in each building no later than the first Teacher workday of each year.

F. National Board and Related Stipends

1. National Board Stipends shall include National Board of Professional Teaching Standards, Licensed Clinical Social Worker, National Certification of School Psychologists, and Certification of Clinical Competence (speech/language pathologists).
2. The District shall issue all National Board stipend payments (District and state) in a paycheck or applicable direct deposit form separate from a regularly scheduled paycheck.
3. The District shall issue the District National Board stipend payment no later than May 15th of each year.
4. The District shall issue the Illinois National Board payment no later than two (2) weeks after receipt of such state funds.

Extra Duty Pay Schedule Chart

Inter-scholastic Sports				
	2012-2013	2013-2014	2014-2015	2015-2016
Basketball	\$3,264	\$3,332	\$3,403	\$3,479
Volleyball	\$3,264	\$3,332	\$3,403	\$3,479
Wrestling	\$3,264	\$3,332	\$3,403	\$3,479
Cross County	\$3,264	\$3,332	\$3,403	\$3,479
Track/Field	\$3,264	\$3,332	\$3,403	\$3,479
Intramurals				
Junior High	\$8,128/school	\$8,297/school	\$8,475/school	\$8,663/school
	\$36.21	\$36.96	\$37.75	\$38.59
Coordinator	\$1,254	\$1,280	\$1,308	\$1,337
K-6	\$3,480	\$3,553	\$3,629	\$3,709
Extra Performing Arts/Choral				
Elem/JH Chorus	\$2,207	\$2,252	\$2,301	\$2,352
JH Swing Choir	\$2,207	\$2,252	\$2,301	\$2,352
Beginning Band/ Orchestra	\$1,105	\$1,128	\$1,152	\$1,177
Intermediate Band/Orchestra	\$2,207	\$2,252	\$2,301	\$2,352
JH Band	\$3,264	\$3,332	\$3,403	\$3,479
JH Band (contained within day)	\$729	\$744	\$760	\$777
JH Jazz Band	\$2,207	\$2,252	\$2,301	\$2,352
JH Orchestra	\$3,264	\$3,332	\$3,403	\$3,479
JH Orchestra (contained within day)	\$729	\$744	\$760	\$777
Full Production School Play/Musical	\$3,264	\$3,332	\$3,403	\$3,479
Other Stipends				
Timers, Scorers, Supervision	\$61.32	\$62.59	\$63.93	\$65.35
Tournament Director	\$308	\$315	\$321	\$329
Lunch/ Supervision	\$29.81/hour	\$30.43/hour	\$31.08/hour	\$31.77/hour
Helping Teacher Level/Mentor	\$1,281 level 1	\$1,307 level 1	\$1,335 level 1	\$1,365 level 1
	\$571 level 2	\$583 level 2	\$596 level 2	\$609 level 2
Summer Curriculum Writing	\$25.97	\$26.51	\$27.07	\$27.68
After School Teaching	\$33.63	\$34.33	\$35.06	\$35.84
Translations	\$33.63	\$34.33	\$35.06	\$35.84
National Board Stipend	\$2,500 per year for the life of the certificate	\$2,500 per year for the life of the certificate	\$2,500 per year for the life of the certificate	\$2,500 per year for the life of the certificate
Studio Production	\$3,264	\$3,332	\$3,403	\$3,479
Clubs	\$729/club	\$744/club	\$760/club	\$777/club
Summer Testing	\$470/test/student	\$480/test/student	\$490/test/student	\$501/test/student

*Inter-scholastic stipends are paid per grade level and gender classification.

APPENDIX D

Procedures for: Reduction in Force (RIF) and Assignment Pool

A. Reduction in Force (RIF):

1. After the District releases the non-tenured Teachers for which the District has chosen not to renew their contract for reasons other than reduction in force, the need for a district-wide RIF shall be determined if there remains more staff than positions. The number of positions proposed to be reduced shall be shared with CTC prior to beginning the process.
2. If it is determined that the number of Teachers in the District exceeds the need for Teachers for the following year, the District shall follow the procedure outlined below.
 - a. Each Teacher shall be placed in a category according to the following:
 - Category 1 – untenured Teachers who have yet to receive a District 15 evaluation
 - Category 2 – Teacher who have received an unsatisfactory or needs improvement rating in one (1) of his/her last two District 15 evaluations
 - Category 3 – Teacher who does not fit into any of the other three (3) categories
 - Category 4 – Teacher who has received at least two (2) excellent evaluation ratings within his/her last three (3) District 15 evaluations provided the third evaluation rating is no less than satisfactory or proficient.
 - b. Each Teacher in category 2 shall be assigned a number. This number shall be determined by the average of the last two (or the last one, if only one has been performed) District 15 evaluations received based upon the formula below:

The sum of evaluations (as determined by the numbers listed below) divided by 5 rounded to the nearest tenth.

 - Unsatisfactory rating = 1
 - Needs improvement rating = 2
 - Satisfactory rating = 3
 - Excellent rating = 4
 - i. If the District was only using less than four (4) category ratings in a given year, the following number system shall be used:

lowest rating = 1	or	lowest rating = 1
middle rating = 3		highest rating = 4
highest rating = 4		

- ii. If the District cannot produce the evaluation of a tenured teacher, that year shall be determined as a proficient rating (3)
- c. All remaining Teachers in category 2 shall be listed according to their subcategory number (determined in II.A.2.b above) from highest to lowest. If the subcategory number is equal, Teachers will be listed in order of seniority.
- d. Teachers shall be RIFed in the following order:
 - 1st Teachers in Category 1 as determined by the District
 - 2nd Teachers in Category 2 from lowest to highest subcategory number
Teachers with the same subcategory number will be listed in seniority order within that subcategory and RIFed in reverse seniority within such subcategory.
 - 3rd Teachers in Category 3 in reverse seniority order
 - 4th Teachers in Category 4 in reverse seniority order
- e. All remaining Teachers who do not experience a RIF shall be assigned to a position for which they are certified to teach.

B. Teacher Assignment Pool

- 1. A Teacher may be placed in the Teacher Assignment Pool if he/she is not assigned a position in his/her building or department.
- 4. Teachers in the Teacher Assignment Pool shall be supplied the District vacancy list. From that list, the Teachers shall rank in order of preference the position for which he/she is interested.
- 5. The District shall make every attempt to place Teachers in the Assignment Pool in a position from the list of preferred positions while considering certification, qualification, merit and ability and relevant experience in filling vacancies.
- 4. In the event the District does not place a Teacher in a position of his/her preference, the District shall supply the Teacher and CTC with a written reason for the Teacher's assignment.

APPENDIX E

TUITION REIMBURSEMENT GUIDELINES

District 15 will reimburse tuition costs under the following guidelines:

1. Classes must be graduate level courses.
2. Classes must be related to the Teacher's current or possible future position in the District and be approved by the District. The District's approval of any class shall be on a non-precedential basis. In the event that the District does not approve a course which has been approved in the past, the District will provide written reason, upon request, to the Teacher and CTC.
3. Teachers must earn an A or B or pass* if taking as pass/fail. (*if course is only offered on a pass/fail basis)
4. Reimbursement will not be permitted for courses that are repeated.
5. Teachers will be eligible for tuition reimbursement after the completion of his/her first school year.
6. All claims for reimbursement will be processed after June 30th. (see Appendix G-12)
7. A receipt (or proof of payment) and a grade report or transcript must be submitted to the personnel department by June 30th in order to make a claim for reimbursement.
8. Reimbursements will be disbursed by July 30th.
9. Reimbursement will not exceed \$1,375 per person, or the actual cost of classes taken, whichever is less.
10. A Tuition Reimbursement Committee, comprised of an equal number of representatives from CTC and the Administration, is responsible for monitoring the program.
11. Teachers whose claims are denied may appeal the decision in writing to the Tuition Reimbursement Committee for a final decision.

QUESTIONS & ANSWERS

1. Q: Is there a limitation on the number of courses I can take?

A: No. However, you will not be reimbursed for more than \$1,375 in a school year.

2. Q: Can I take Internet or workshop courses and be reimbursed for them?

A: Yes. You can take as many Internet or workshop/correspondence courses that you want and be eligible for reimbursement for them. However, you will not be able to count more than fifteen (15) semester hours of those courses for lane movement on the salary schedule.

3. Q: Can I go to law school and get the classes reimbursed?

A: No. Only those courses that are related to your current or possible future position in the District within the field of education will qualify for tuition reimbursement. Courses that lead to a degree in any other field will not qualify for tuition reimbursement or for lane movement on the salary schedule.

4. Q: Is there a form I need to fill out to qualify for tuition reimbursement?

A: Yes. You will also need to submit a claim form to the Personnel Office along with a receipt for paid tuition and the grade report/transcript that shows you successfully completed the course with a grade of A or B, or a Pass if pass/fail, if course is only offered on a pass/fail basis.

5. Q: What is the deadline for submitting the paperwork to qualify for reimbursement?

A: All forms, receipts for paid tuition, and grade reports/transcripts must be submitted to the Personnel Office no later than June 30th in order to qualify for reimbursement for courses taken during the immediate past school year. Reimbursement checks will be distributed by July 30th. (see Appendix G-12)

6. Q: Do I have to wait until June to send in the paperwork if I took a class the previous summer or fall?

A: No. You can send in the necessary paperwork as soon as you complete the class, receive the grade report or transcript, and show evidence of tuition payment.

7. Q: If I have a Tuition Waiver, can I apply for tuition reimbursement?

A: No. If the class is completely paid for by the Tuition Waiver.
Yes. You shall receive partial reimbursement if only a portion of the class is paid for with the Tuition Waiver provided the criteria for tuition reimbursement are met.

8. Q: If I miss the deadline for submitting my paperwork, may I submit it the following year?

A: No.

APPENDIX F

Summary Schedule of Benefits

The following is intended only as a summary schedule of benefits. Additional terms, conditions and limitations may apply to the coverage reflected in the summary schedule of benefits.

Community Consolidated School District #15
Class 1 - Employees earning less than \$30,000 (For school year 2012-2013 only)

PPO BENEFITS	All Benefits are based on a <u>Plan Year of July 1 through June 30</u>		PPO Coverage	Non-PPO Coverage
Lifetime Maximum:			unlimited	
Deductible: Per individual, Per Plan Year			\$350	
Family Deductible: Aggregate			\$700	
Out-of-Pocket Expense Limitation: The amount of money an individual pays toward covered hospital and medical services during any one Plan Year, including the deductible. Inpatient Utilization Review (MSA) Penalties; RX Drug Copayments; charges for Inpatient and Outpatient Psychiatric & Substance Abuse; charges in excess of Usual & Customary tables (non-PPO charges) or in excess of the negotiated Schedule of Maximum Allowances (PPO charges) do not apply to the Out-of-Pocket Expense Limitation.	\$550 Individual \$1,100 Family (Aggregate)	\$850 Individual \$1,700 Family (Aggregate)		
Pre-Admission Testing:			100%	80%
Outpatient Surgery:			100%	80%
Outpatient X-Ray & Diagnostic Testing: \$700 maximum per Plan Year at 100%; then deductible and coinsurance applies at PPO & Non-PPO levels			100%	80%
Supplemental Accident: \$500 maximum per accident for charges incurred within 90 days; includes initial visit.			100%	80%
Preventive Care/Routine Exams:			100%**	75%**
Wellness program for dependent children:			100%**	80%**
Inpatient Hospital Services: Room allowance based on the hospital's most common semi-private room rate. Skilled Nursing Facility and Coordinated Home Care are paid on the same basis.			90%	75%
Outpatient Emergency: (Hospital and Physician) <u>Emergency</u> Medical and <u>Emergency</u> Accident - Treatment in a hospital or physician's office for accidental injuries or sudden and unexpected medical conditions with severe life-threatening symptoms only . Note: Non-life threatening emergency medical and accident treatment is covered after the deductible at PPO & Non-PPO network coinsurance levels. (The Supplemental Accident Benefit described above will pay prior to this Outpatient Emergency Benefit for all charges related to care as the result of an <u>accident</u>)			90%	90%
Inpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Inpatient care limited to 2 confinements per Plan Year.			90%**	75%**
Outpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Outpatient care limited to \$40 per visit.			50%	50%
Medical/Surgical Care: Including Durable Medical Equipment, Home Infusion Therapy and Advanced Practice Nurses. Payments based on the Schedule of Maximum Allowances for all PPO Network providers. PPO Providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services, excluding your deductible and any coinsurance. Non-PPO providers do not accept the Schedule of Allowances as payment in full; Non-PPO provider charges will be based on Usual & Customary tables.			90%	75%
Other Covered Services (Services for which a PPO Network does not apply): Leg, arm, and neck braces; private duty nursing; ambulance services; allergy shots; oxygen and its administration; blood and blood components; surgical dressings; casts and splints; prosthetic devices.			80%	
Prescription Drug Card: Prescription Drug benefit, 34 day supply paid at 100% after copayment at all participating pharmacies.			\$15 copay generic; \$25 copay formulary; \$40 copay Non-Formulary	75% after \$15, \$25 or \$40 copay
Mail Order Prescription Drug Program: 90 day supply If the cost of the prescription is less than the co-pay amount, the lesser amount will be charged				

Community Consolidated School District #15
Class 2 - Employees earning \$30,000 or more (For school year 2012-2013 only)

PPO BENEFITS	All Benefits are based on a Plan Year of July 1 through June 30		PPO Coverage	Non-PPO Coverage
Lifetime Maximum:			unlimited	
Deductible: Per individual, Per Plan Year			\$500	
Family Deductible: Aggregate			\$1000	
Out-of-Pocket Expense Limitation: The amount of money an individual pays toward covered hospital and medical services during any one Plan Year, <u>including the deductible</u> . Inpatient Utilization Review (MSA) Penalties; RX Drug Copayments; charges for Inpatient and Outpatient Psychiatric & Substance Abuse; charges in excess of Usual & Customary tables (non-PPO charges) or in excess of the negotiated Schedule of Maximum Allowances (PPO charges) do not apply to the Out-of-Pocket Expense Limitation.	\$700 Individual \$1,400 Family (Aggregate)	\$1,000 Individual \$2,000 Family (Aggregate)		
Pre-Admission Testing:			100%	80%
Outpatient Surgery:			100%	80%
Outpatient X-Ray & Diagnostic Testing: \$700 maximum per Plan Year at 100%; then deductible and coinsurance applies at PPO & Non-PPO levels			100%	80%
Supplemental Accident: \$500 maximum per accident for charges incurred within 90 days; includes initial visit.			100%	80%
Preventive Care/Routine Exams:			100%**	75%**
Wellness program for dependent children:			100%**	80%**
Inpatient Hospital Services: Room allowance based on the hospital's most common semi-private room rate. Skilled Nursing Facility and Coordinated Home Care are paid on the same basis.			90%	75%
Outpatient Emergency: (Hospital and Physician) <u>Emergency</u> Medical and <u>Emergency</u> Accident - Treatment in a hospital or physician's office for accidental injuries or sudden and unexpected medical conditions with severe life-threatening symptoms only . Note: Non-life threatening emergency medical and accident treatment is covered after the deductible at PPO & Non-PPO network coinsurance levels. (The Supplemental Accident Benefit described above will pay prior to this Outpatient Emergency Benefit for all charges related to care as the result of an <u>accident</u>)			90%	90%
Inpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Inpatient care limited to 2 confinements per Plan Year.			90%**	75%**
Outpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Outpatient care limited to \$40 per visit.			50%	50%
Medical/Surgical Care: Including Durable Medical Equipment, Home Infusion Therapy and Advanced Practice Nurses. Payments based on the Schedule of Maximum Allowances for all PPO Network providers. PPO Providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services, excluding your deductible and any coinsurance. Non-PPO providers do not accept the Schedule of Allowances as payment in full; Non-PPO provider charges will be based on Usual & Customary tables.			90%	75%
Other Covered Services (Services for which a PPO Network does not apply): Leg, arm, and neck braces; private duty nursing; ambulance services; allergy shots; oxygen and its administration; blood and blood components; surgical dressings; casts and splints; prosthetic devices.			80%	
Prescription Drug Card: Prescription Drug benefit, 34 day supply paid at 100% after copayment at all participating pharmacies.			\$15 copay generic; \$25 copay formulary; \$40 copay Non-Formulary	75% after \$15, \$25 or \$40 copay
Mail Order Prescription Drug Program: 90 day supply If the cost of the prescription is less than the co-pay amount, the lesser amount will be charged				

BASIC PROVISIONS

Medical Services Advisory (Inpatient Utilization Review): Notification required prior to all elective admissions, Private Duty Nursing, Skilled Nursing Facilities and Coordinated Home Care, Emergency and Obstetric Admission Notification required within 2 working days of admittance. **If employee elects not to notify MSA Advisory or follow advice given, hospital benefits are reduced by \$200.**

** Indicates that the Deductible does not apply.

***If a generic is available and a brand name is dispensed, the employee will pay the difference between the brand name and the generic plus the brand name co-pay; the only exception will be when the generic has an adverse effect on the employee's health as certified by a physician.

**Community Consolidated School District #15
All Employees (Effective 2013-2014)**

PPO BENEFITS	All Benefits are based on a Plan Year of July 1 through June 30		PPO Coverage	Non-PPO Coverage
Lifetime Maximum:			Unlimited	
Deductible: Per individual, Per Plan Year			\$750	
Family Deductible: Aggregate			\$1,500	
Out-of-Pocket Expense Limitation: The amount of money an individual pays toward covered hospital and medical services during any one Plan Year, <u>including the deductible</u> . Inpatient Utilization Review (MSA) Penalties; RX Drug Copayments; charges for Inpatient and Outpatient Psychiatric & Substance Abuse; charges in excess of Usual & Customary tables (non-PPO charges) or in excess of the negotiated Schedule of Maximum Allowances (PPO charges) do not apply to the Out-of-Pocket Expense Limitation.			\$1,000 Individual \$2,000 Family (Aggregate)	\$1,500 Individual \$3,000 Family (Aggregate)
Pre-Admission Testing:			100%	80%
Outpatient Surgery:			100%	80%
Outpatient X-Ray & Diagnostic Testing: \$700 maximum per Plan Year at 100% after deductible; coinsurance applies at PPO & Non-PPO levels thereafter.			100%	80%
Supplemental Accident: \$500 maximum per <u>accident</u> for charges incurred within 90 days; includes initial visit.			100%	80%
Preventive Care/Routine Exams:			100%**	75%**
Wellness program for dependent children:			100%**	80%**
Inpatient Hospital Services: Room allowance based on the hospital's most common semi-private room rate. Skilled Nursing Facility and Coordinated Home Care are paid on the same basis.			80%	60%
Outpatient Emergency: (Hospital and Physician) <u>Emergency Medical and Emergency Accident</u> - Treatment in a hospital or physician's office for accidental injuries or sudden and unexpected medical conditions with severe life-threatening symptoms only . Note: Non-life threatening emergency medical and accident treatment is covered after the deductible at PPO & Non-PPO network coinsurance levels. (The Supplemental Accident Benefit described above will pay prior to this Outpatient Emergency Benefit for all charges related to care as the result of an <u>accident</u>).			90% after \$75 copay, copay waived if admitted	90% after \$75 copay, copay waived if admitted
Inpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Inpatient care limited to 2 confinements per Plan Year.			80%	60%
Outpatient Psychiatric & Substance Abuse: Maximum Lifetime Benefits of \$50,000 for inpatient and outpatient services. Outpatient care limited to \$40 per visit.			80%	60%
Medical/Surgical Care: Including Durable Medical Equipment, Home Infusion Therapy and Advanced Practice Nurses. Payments based on the Schedule of Maximum Allowances for all PPO Network providers. PPO Providers have agreed to accept the Schedule of Maximum Allowances as payment in full for covered services, excluding your deductible and any coinsurance. Non-PPO providers do not accept the Schedule of Allowances as payment in full; Non-PPO provider charges will be based on Usual & Customary tables.			80%	60%
Other Covered Services (Services for which a PPO Network does not apply): Leg, arm, and neck braces; private duty nursing; ambulance services; allergy shots; oxygen and its administration; blood and blood components; surgical dressings; casts and splints; prosthetic devices.			80%	
Prescription Drug Card: Prescription Drug benefit, 34 day supply paid at 100% after copayment at all participating pharmacies. Mail Order Prescription Drug Program: 90 day supply			\$15 copay generic; \$25 copay formulary; \$40 copay Non-Formulary ***	75% after \$15, \$25 or \$40 copay***

BASIC PROVISIONS

Medical Services Advisory (Inpatient Utilization Review): Notification required prior to all elective admissions, Private Duty Nursing, Skilled Nursing Facilities and Coordinated Home Care, Emergency and Obstetric Admission Notification required within 2 working days of admittance. **If employee elects not to notify MSA Advisory or follow advice given, hospital benefits are reduced by \$200.**

** Indicates that the Deductible does not apply.

***If a generic is available and a brand name is dispensed, the employee will pay the difference between the brand name and the generic plus the brand name co-pay; the only exception will be when the generic has an adverse effect on the employee's health as certified by a physician.

HMO Plan (H56630)
Community Consolidated School District #15

Basics	Description of Coverage
Out of Pocket Maximum	Individual: \$1,500/calendar year Family: \$3,000/calendar year

Hospital Services (Room and Board, Surgeon Fees, Doctor's Visits, Medications)	Description of Coverage	Health Care Plan Covers	You Pay
Number of Days of Inpatient Care	Unlimited Days	n/a	\$100 per admission
Emergency Care	Co-Pay waived if admitted	100%	\$50

Doctor's Office (Visit, Routine Physicals, Tests/XORays, Immunizations, Wellness)	Description of Coverage	Health Care Plan Covers
Medical Services	(Outpatient Surgery, Maternity Care, Infertility)	100%

Non-Serious Mental Health	Outpatient-20 visits/calendar year	100%*
	Inpatient-20 visits/calendar year	100%*
Substance Abuse/chemical Dependency	Outpatient-20 visits/calendar year	100%*
	Inpatient-20 visits/calendar year	100%*
Serious Mental Health	Outpatient-60 visits/calendar year	100%*
	Inpatient-45 visits/calendar year	100%*
Outpatient Rehabilitation (includes, but is not limited to, physical, occupational or speech therapy)	60 visits combined/ calendar year	100%
Outpatient Speech Therapy (for Pervasive Developmental Disorder only)	20 visits/calendar year	100%

*HMO pays 100 percent of covered charges after member's copayment, if any, is paid

Other Services (Durable Medical Equipment, Prosthetics, Ambulance, Hospice)	Description of Coverage		Health Care Plan Covers	You Pay
Prescription Drug-Retail	Generic	34 day supply per script	100%*	\$10 Co-pay
	Formulary Brand	34 day supply per script	100%*	\$15 Co-pay
	Non-Formulary Brand	34 day supply per script	100%*	\$30 Co-pay
	Self-injectable	34 day supply per script	100%*	\$50 Co-pay
Prescription Drug-Mail Order	Generic	Up to 90 day supply per script	100%*	\$10 Co-pay
	Formulary Brand	Up to 90 day supply per script	100%*	\$15 Co-pay
	Non-Formulary Brand	Up to 90 day supply per script	100%*	\$30 Co-pay
	Self-injectable	Up to 90 day supply per script	100%*	\$50 Co-pay
Vision Care	Exams	one every 12 months	100%*	\$0

*HMO pays 100 percent of covered charges after member's copayment, if any, is paid.

APPENDIX G

Forms

- Appendix G -1: Request for Voluntary Transfer
- Appendix G -2: Donation of Sick Days
- Appendix G -3: Personal Leave Request
- Appendix G -4: Leave of Absence Request
- Appendix G -5: Birth/Adoption Leave Request
- Appendix G -6: Job Share Request/Proposal
- Appendix G -7: Intent to Retire: RIOP
- Appendix G -8: RIOP Promissory Note
- Appendix G -9: Intent to Retire: ERO
- Appendix G-10: Lane Movement Application
- Appendix G-11: Lane Movement Approval
- Appendix G-12: Tuition Reimbursement

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

Request for Voluntary Transfer

Directions: Individuals requesting to transfer from one grade level to another or from one position to another within their current building or department are not required to submit this form. Please contact your building principal for internal changes.

Employee's Name: _____ Building: _____

Current Position: _____

Requesting transfer to:

Position(s):

Date: _____

Teacher's Signature: _____

Current Building Principal Signature: _____

(Indicates notice to the principal-not approval by the principal)

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**Notification of
Donation of Sick Days**

Pursuant to Article XVII Paragraph A.2.c, CTC is notifying the Personnel department of the following donation of sick days.

On Behalf of Teacher: _____

School: _____

For the dates including: _____

Donation from:

Teacher	Building	Days Deducted	Initials
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Signature of CTC President

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**TEACHER (CTC)
Personal Leave Request**

Pursuant to article XVII, Teachers requesting approval for personal leave on a day immediately before or after a school break (winter, spring, or summer break) or on one of the first three (3) days of student attendance in the school year shall complete and sign this form. Except in cases of emergency this leave request must be submitted to the designated administrator at least two (2) full days prior to the date of the leave.

Name: _____ School: _____

Date(s) Requested: _____

Reason for Request: _____

Teacher's Signature

Date

Approved

Superintendent's signature

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

Unpaid Leave of Absence (Article XVII Paragraph H)

Employee's Name: _____ Building: _____

Current Position: _____

Requesting an unpaid leave of absence:

First Year/Second Year (circle one)

Beginning on: _____

Anticipated Date of Return: _____

Requesting an unpaid leave of absence for the purpose of:

Teacher's Signature

Date

Superintendent/Designee signature

Date

(Requires Board Approval)

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

Birth/Adoption Leave Request

Employee's Name: _____ Building: _____

Current Position: _____

Anticipated Birth/Adoption Date: _____

Anticipated Start Date of Leave: _____

Anticipated Date of Return: _____

Teacher's Signature: _____ Date: _____

To be completed by Personnel Department:

Complete Leave Time: from _____ through _____

Leave Time Breakdown:

Leave Day(s) Prior to Birth/Adoption: _____

Actual Birth/Adoption Date: _____

Birth/Adoption Period (30 day): _____ through _____

Leave Day(s) After birth/adoption period: _____

Teacher's Return Date: _____

Paid Leave Dates: _____

Unpaid Leave Dates: _____

Please contact the Personnel department with any questions regarding this form.

NOTE: Calendar of Leave Days and Payroll Form Attached

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

**Job Share
Request**

Teacher(s) _____ Building/Position _____

The District strives to promote a healthy balance between Teachers' professional and personal lives. Accordingly, the District values job sharing arrangement composed of highly competent Teachers when in the best interests of all parties. The District's administration will keep an open mind in reviewing Teachers' written applications requesting a job sharing arrangement. However, the final decision to grant or deny such application shall rest with the District

A tenured Teacher may, at the discretion of the Board, participate in a job sharing arrangement. Job share is defined as two Teachers sharing one full time position on a 50%/50% basis. However, caseload Teachers (psychologists, social workers and speech and language pathologists) may apply to job share in different percentages (e.g., 40%/60%), based upon caseload. Additionally, a kindergarten Teacher who does not have a job share partner may apply to job share.

Job sharing positions shall be filled only by Teachers who have jointly agreed to work together, except as provided in Paragraph A. Such positions will not be presented to the Board unless written application has been received and endorsed by the building principal and Assistant Superintendent for Personnel and Human Services. (see Appendix G-6) The plan shall include, but not be limited to, teaching responsibilities, substitution procedures, schedule of work hours and/or days, and attendance at staff meetings, District meetings, parent conferences, and field trips. If a Teacher plans to job share for more than one school year, any renewal application that has been endorsed by the building principal and Assistant Superintendent for Personnel and Human Services must be submitted to the Board for approval in each subsequent school year. Denial of a job sharing application shall not be subject to the grievance procedure. A Teacher whose application is denied shall, upon request, receive written reason(s) for the denial from the administration.

In order to assist Teachers in finding a job share partner, the CTC will take names of all Teachers interested in finding a partner. The CTC will post a list of volunteers, in need of a partner, interesting in participating in a job share.

Except in extenuating circumstances, a Teacher in a job sharing position may return to full-time employment only at the beginning of a school year, provided he/she has notified the District in writing of his/her desire to do so prior to March 1st.

Participants in job sharing will be placed appropriately on the Teachers' salary schedule with salaries pro-rated according to the time worked. In order to earn step movement on the salary schedule for job share years, a job share Teacher must work the equivalent of a full-time work year. The Teacher shall be eligible for step movement effective the beginning of the school year immediately following the year in which the Teacher reached the equivalent of a full-time work year. Both Teachers shall receive a pro-rated contribution from the Board toward the cost of any full-time medical and dental insurance benefits elected by the Teacher, provided the Teacher must work 50% or more in order to receive health and dental insurance benefits. Sick leave and personal leave will be pro-rated on a basis equal to the length of the Teacher's workday. Contributions to the Teachers' Retirement System will be proportionate to the salary. Seniority credit of the Teacher(s) will accrue in proportion to the time worked. Any application and proposed plan for job sharing for the following school year that has been endorsed by the building principal must be submitted to the Personnel Office for Board approval by March 1st.

**Job Share Request
Proposal**

Teacher #1: _____

Teacher #2: _____ (if applicable)

Proposed Position: _____ School: _____

Daily Work Schedule:

Teacher #1 _____ Teacher #2 _____

% of employment _____ % of employment _____

Teaching Responsibilities:

Teacher #1:

Teacher #2:

Professional Responsibilities:

Attendance for teacher institute days, faculty meetings, parent-teacher conferences, release- time, parent orientation, open house, and field trips. Specify substituting responsibilities for each teacher.

What other factors would contribute to the success of this program?

Teacher #1 signature

date

Teacher #2 signature

date

This application and proposed plan for job sharing must be endorsed by the building administrator and submitted to the personnel office for Board approval by March 1.

Proposal has been (circle one);

Endorsed

Denied

Principal

date

Personnel Director

date

Board Approval Date: _____

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

CTC Retirement Incentive Option Plan (RIOP)

Intent to Retire

Name: _____

Date: _____

School: _____

Dr. _____,

Please be advised that this letter serves as my official notice of intent to retire.

I intend to retire on _____ (date)

under the CTC Retirement Incentive Option Plan (RIOP)

with the following option:
(circle one)

4 year option

3 year option

2 year option

1 year option

I have met all conditions as outlined in Article XX of the CTC Negotiated Agreement 2012 – 2016 and have signed the attached promissory note.

Signature: _____

Date: _____

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

CTC Retirement Incentive Option Plan (RIOP)

Promissory Note

Employee Name: _____

Social Security Number: _____

Date: _____

I have requested to participate in the Retirement Incentive Option Plan (RIOP) as outlined in the CTC Negotiated Agreement 2012 - 2016.

As a condition of participation in RIOP, I understand that I must meet both of the following requirements:

1. I must be age 60 or have 35 years of TRS creditable service at the time of my retirement with TRS; and
2. None of the four (4) years used in calculating my TRS annuity will result in the District's payment of an "excess salary contribution" to TRS.

In the event that I am unable to meet the above-mentioned requirement, I understand that I must repay to the Board of Education all RIOP monies that have been paid to me in excess of my contractual salary. Such repayment shall be made by equal payroll deductions for the remainder of the school year in which I notify the Board of Education of my inability to fulfill the terms of the agreement. In the event that there are no remaining payroll checks due to me, any amount due to the Board of Education will be repaid over a time period agreed upon between the Board of Education and the CTC.

By signing this agreement and returning this form to the Personnel Department, I agree to the terms stated above. Failure to return this agreement will negate my request for participation in RIOP.

I freely consent to the terms of this Agreement.

Signature

Date

**Community Consolidated School District 15
580 North First Bank Drive
Palatine, Illinois 60067**

TRS Early Retirement Option (ERO)

Intent to Retire

Name: _____

School: _____

I intend to retire on _____(date) under the TRS Early Retirement Option (ERO).

As outlined in the Classroom Teachers' Council Negotiated Agreement 2012-2016, I understand that:

1. the Board will pay the employer contribution per the applicable TRS statute and the Teacher's contribution (with the Board payment of the Teacher's contribution capped at the 7% formula of the old ERO) lump sum payments required to participate in the TRS early retirement program
2. this option may be limited at the discretion of the employer to a specified percentage, not lower than twenty percent (20%) of those eligible based on seniority in the service of the employer
3. the deadline for submitting early retirement requests is February 1st of the year I retire

Signature: _____

Date: _____

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Palatine, Illinois**

LANE MOVEMENT APPLICATION

Name _____ Date: _____

Current Lane _____ Applying for Movement to Lane _____

**Lane Movement requires an official transcript:
Please check one:**

- Official Transcript is attached**
- Official Transcript is being sent directly from college/university.**

If the course(s) were part of a masters or doctoral program please fill out the information below.

If the graduate course(s) were not a part of a masters or doctoral program, an approval form shall be submitted. Please attach the approval form. The information below does not need to be filled out if an approval form is attached.

College/University: _____

Circle the Type of Hours: Semester Quarter Other: _____

<u>Name and Number of Course</u>	<u>Hours</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Palatine, Illinois**

LANE MOVEMENT APPROVAL

Directions: This form is for graduate courses taken outside of a masters or doctoral program. Such graduate courses require the approval of the Superintendent or designee for lane movement. Preapproval for such course work is advisable but not required.

Name _____ Date: _____

School/Assignment _____ Highest Degree Held _____

Current Number of Graduate Hours Completed Beyond Highest Degree _____

College/University _____

Circle the Type of Hours: Semester Quarter Other: _____

This course is outside of my current assignment. A written rationale is attached.

<u>Name and Number of Course</u>	<u>Number of Hours</u>
_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____
_____ <input type="checkbox"/>	_____

This course is considered workshop credit. The maximum number of hours counted toward lane movement for workshops, video, and correspondence courses combined is 15 semester hours.

APPROVAL SECTION: For personnel office use only. Approval is contingent on the hours being at the graduate level.

Approved Not Approved

Signature Date

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
Tuition Reimbursement Claim Form

Directions: This form must be completed and sent to the Personnel Office when submitting claims for reimbursement of tuition for graduate coursework. It needs to be accompanied by a receipt for proof of payment of tuition and a grade report or transcript. The deadline for submitting all claims for reimbursement is June 30th for payment by July 30th of each year.

DATE: _____ **SCHOOL:** _____

NAME: _____ **ASSIGNMENT:** _____

TOTAL HOURS SUBMITTED:

College/University Attended	Name of Course(s)	Semester/ Year of Attendance	Number of Hours (specify semester or quarter)	Amount Paid	Receipt for Tuition Payment Attached	Grade Report Attached	Amount of Reimbursement (office use only)
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

FOR OFFICE USE ONLY

Received By: _____

Comments: Complete Incomplete

Acknowledgement Sent (Date) _____

Form No. TRF-2003