

**AGREEMENT
BETWEEN THE
Board of Education
West Northfield School District No. 31
Northbrook, IL
AND THE
West Northfield Teachers' Association
Local 1274/IFT/AFT, AFL-CIO
2023 - 2028**

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ARTICLE I
RECOGNITION OF THE UNION

1.1 RECOGNITION

The Board of Education of West Northfield School District No. 31, Northbrook, Illinois, hereinafter referred to as the "Board" hereby recognizes the West Northfield Teachers' Association, Local 1274, IFT/AFT, AFL-CIO, hereinafter referred to as the "Union", as the sole and exclusive bargaining agent with respect to wages, hours and terms and conditions of employment for all full-time certificated teachers, certified school nurses, social workers, school psychologists, speech and language pathologists, and part-time teachers who previously were members of the bargaining unit, but excluding any confidential, managerial, supervisory or short term employee as defined by the Illinois Educational Labor Relations Act.

1.2 DEFINITION OF TEACHER

The term "Teacher" as used in this Agreement shall refer to all employees included in the bargaining unit as defined in Section 1.1.

1.3 DEFINITION OF BARGAINING UNIT MEMBER

The term "bargaining unit member" as used in this Agreement shall refer to any District employee represented by the WNTA.

ARTICLE II

NEGOTIATION PROCEDURES

2.1 AGREEMENT AND RATIFICATION

When the terms of a new Agreement have been reached, the items shall be reduced to writing and shall be submitted to the Union membership for ratification. Upon ratification by the Union membership, the new Agreement shall be presented and voted upon by the Board. Upon approval of the Union and the Board, the Agreement shall be distributed by the Union to its membership. Within thirty (30) days of the Parties' approval of the Agreement, the District shall place the new Agreement on the District's website.

Any subsequent Memorandum of Agreement/Understanding shall be agreed upon by the Parties and signed by the Board President and WNTA President. Any such memorandum shall be considered part of the Collective Bargaining Agreement.

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 nullified to the extent that it violates the law. The remaining articles, sections and clauses, unless affected by the articles, sections or clauses found to be illegal, shall remain in full force and effect.

2.2 IMPASSE

When an impasse has been declared or imposed by law or when either party has requested the assistance of a mediator, in accordance with law, the Federal Mediation and Conciliation Service shall be contacted by the parties to appoint a mediator from its staff. In the event the Federal Mediation and Conciliation Service (FMCS) does not assign a mediator to the case within fifteen (15) calendar days, the parties shall seek to agree upon a mutually acceptable mediator. If the parties are unable to agree upon an acceptable mediator, the Illinois Educational Labor Relations Board shall be requested to appoint a mediator in accordance with its rules and regulations.

2.3 COMPOSITION OF BARGAINING TEAMS

Members of the Board or its designated representatives and representatives named by the Union shall meet for the purpose of negotiations. Neither party shall attempt to exert control over the other's selection of its representatives. Negotiations shall begin no later than April 15 of the final year of the expiring agreement, unless otherwise agreed by the parties.

2.4 REQUESTS FOR MEETINGS

Requests from the Union for meetings of the two teams shall be made in writing to the Board through the office of the Superintendent. Requests from the Board or the Superintendent shall be made in writing directly to the President of the Union.

2.5 AD HOC COMMITTEES

The two teams may appoint ad hoc study committees for research, study and development of reports.

2.6 EQUAL BENEFITS

The Board and the Union agree that the benefits and terms of any and all agreements and decisions arrived at through negotiations shall apply equally to all employees in the bargaining unit without regard to their membership or lack of membership in the Union.

ARTICLE III
DEFINITION OF RIGHTS AND RESPONSIBILITIES

3.1 MANAGEMENT RIGHTS CLAUSE

In accordance with all relevant and appropriate state and federal laws, all management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions, include, but are not limited to items 1 through 5 below.

- a. full and exclusive control of the management of the District, the supervision of all operations, the methods, processes, means and personnel by which any and all work shall be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces;
- b. the right to determine the work to be done and the standards to be met by employees covered by this Agreement;
- c. the right to change or introduce new operations, methods, processes, means to facilities, and the right to determine whether and to what extent work shall be performed by employees;
- d. the right to hire, establish, and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, release and lay off employees;
- e. the right to determine the qualifications of employees, and to suspend, discipline and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation.

This clause shall not be construed so as to nullify the Board's obligation to negotiate with the Union as provided by law.

3.2 NO STRIKE CLAUSE

The Union agrees not to strike, not to engage in any work stoppages and not to picket in any manner which would disrupt the operations of any public school in School District No. 31 during the term of this Agreement.

3.3. MAINTENANCE OF STANDARDS

The Board and the Union agree that the terms and provisions herein constitute the entire agreement between the parties and that any change in the terms and conditions of this Agreement must be mutually agreed upon.

ARTICLE IV
GRIEVANCE PROCEDURE

4.1 DEFINITIONS/PARAMETERS

- A. "Grievance" is defined as a written claim that there has been a violation, misinterpretation or misapplication of a specific provision of this Agreement.
- B. "Days", for the purposes of Article IV, shall mean days during which the District Administrative Office is open.
- C. "Grievant" for purposes of Article IV shall mean, in Steps 1 through 3, a teacher, teachers, or the Union. "Grievant" for purposes of Article IV shall mean, in Step 4, only the Union as the Union maintains the sole right to process a grievance to arbitration.
- D. Resolution to any grievance issue(s) at Steps 1 through 3 that does not include the Union shall be communicated to the Union in the same manner and within the same timelines identified for each step in Article IV.2.
- E. Grievances beyond the scope of authority of immediate supervisors shall be filed directly with the Superintendent or designee at Step 2 of this procedure.
- F. No grievance shall be processed or entertained unless it is filed in writing in accordance with Step 1 within twenty-one (21) calendar days of the occurrence of the event giving rise to the grievance.
- G. If the Union President and the Superintendent agree, any step of the grievance procedure may be by-passed and the grievance brought directly to the next step.
- H. A grievance may be withdrawn at any level without establishing precedent.
- I. The time limits specified in this Article may be extended in any specific instance by mutual agreement in writing.

4.2 PROCEDURES

The Parties agree that it is preferred that a Teacher with an issue first discuss it with the immediate supervisor with the objective of resolving the matter. If, however, such informal processes do not resolve the issue, a grievance may be formally processed as follows:

Step 1

The grievant shall file his/her grievance in writing with his/her building principal or designee within twenty-one (21) calendar days of the occurrence of the event giving rise to the grievance. The building principal or designee shall confer with the grievant within seven (7) calendar days in an attempt to resolve the grievance. When requested, a Union representative may accompany the Teacher to assist in efforts to resolve the grievance at this step or any subsequent step. A decision in writing shall be rendered to the grievant within seven (7) calendar days of the conference.

Step 2

If a satisfactory agreement is not reached at Step 1, the grievant may appeal to the Superintendent or his/her designee in writing within seven (7) calendar days after the Superintendent has received the decision of the building principal or his/her designee. The

Superintendent or his/her designee shall hold a conference within fourteen (14) calendar days after the receipt of the appeal, and a written decision shall be rendered by the Superintendent or his/her designee within seven (7) calendar days after the conference.

Step 3

If the grievance is not settled at the second step, the grievant has seven (7) calendar days in which he/she may appeal to the Board of Education. The grievant, acting independently or through the Union, may present a written appeal to the Board or may request a hearing which shall be granted by the Board. If a hearing is requested, it shall be conducted by the full Board or by a subcommittee of the Board within thirty (30) calendar days of the request. The Board shall render its decision within seven (7) calendar days after the hearing or within twenty-one (21) days after the receipt of the written appeal.

Step 4

In the event the Union is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted to binding arbitration within ten (10) school days after receipt of the Board's decision in Step 3. The parties shall attempt to agree upon an arbitrator within ten (10) days of receipt of the notice of referral. In the event that the parties are unable to agree upon an arbitrator within the ten (10) day period, the parties shall request a list of arbitrators from the American Arbitration Association. The selection of the arbitrator shall follow the standard selection procedures set forth by the American Arbitration Association. The arbitrator in his or her opinion shall have no power to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted. The arbitrator's decision shall be based solely upon his or her decision of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The fees of the arbitrator and that of a court reporter, if requested by either party, shall be divided equally by the Board and the Union. All other expenses shall be the responsibility of the party incurring them.

ARTICLE V
TEACHER AND UNION RIGHTS

5.1 FREEDOM TO JOIN OR NOT JOIN ORGANIZATIONS

Teachers shall have the right to organize, join and/or assist the Union and shall have the right to refuse to organize, join and/or assist the Union.

5.2 INDIVIDUAL AGREEMENTS

Any initial letters and/or annual letters of employment issued by the Board shall be consistent with this Agreement. If a Teacher submits a letter of intent to retire and the Board accepts the letter, the District shall provide the Teacher with a detailed report indicating the retirement date and salary information.

5.3 UNION DUES DEDUCTION

The Union shall provide the District with a list of all Teachers that have provided the Union with written authorization for Union dues deduction by September 15th of each school year. For Teachers who join the Union after September 15th, the Union will provide notice within fifteen (15) days and the District shall begin dues deduction no later than fifteen (15) days after notice is provided by the Union. The annual Union dues shall be prorated accordingly based on the date the Teacher joined.

Upon written notification from the Union, the Board, shall automatically deduct a Teacher's Union Dues from each paycheck for regular earnings from October through May. Said amount deducted shall be forwarded to the Union no more than ten (10) working days after the payday for which the deduction was made.

The District shall rely on information provided by the Union regarding whether dues deductions were properly authorized, revoked, canceled, or changed. The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees 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 Section, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

5.4 COPE DEDUCTION

The Board, upon the receipt of a written authorization from a teacher, shall deduct the authorized amount of a teacher's voluntary contribution to the North Suburban Teachers Union's Committee on Political Education (COPE) from his/her pay. This contribution shall be deducted from the last paycheck in October and forwarded to the Union no more than ten (10) working days after the payday from which such deduction is made.

5.5 USE OF BUILDINGS

The Union shall have the right to use school buildings for Union meetings provided that such meetings are held during non-school hours and do not interfere with school programs, unless otherwise agreed to by the Administration and the Union. In the event such a meeting is open to all Union Members, the Union shall notify, via email the Building Principal and the Chief School Business Official of the meeting's date and location at least 24 hours in advance. If such meetings entail additional maintenance or custodial expenses, the Union shall pay such costs.

5.6 TEACHERS' LOUNGE

The Union shall have the right to post information and announcements in the teachers' lounge, provided that the building principals are given a copy of any information to be posted.

5.7 USE OF EQUIPMENT

Teachers shall have the right to use on-site District equipment for Union business, such as, but not limited to: computers, copiers, screens and display devices. The Union shall pay the cost of any repair incident to such use. It is the responsibility of the Union to inform the Business Office if any such repairs are needed.

5.8 UNION COMMUNICATIONS

The President of the Union or President's Designee shall have the right to use faculty mail boxes and/or school district email for appropriate announcements relating to the conduct of the negotiation agent's business on behalf of the bargaining unit unless such use interferes with the normal school operations. Such material shall be properly identified as Official Union publications. If requested by the District, copies shall be provided to the Building Principal(s) and Superintendent.

5.9 UNION FILES

The Union shall have the right to store a reasonable amount of Union files in the teachers' lounge or other mutually agreeable location.

5.10 STATE OR NATIONAL CONVENTIONS

In the event the Union shall desire to send representatives to state or national conferences, these representatives shall be excused at the discretion of the Superintendent, with or without loss of salary.

5.11 PERSONNEL FILES

Each Teacher shall have the right upon reasonable request to review the contents of his/her personnel file (except for placement information and letters of recommendation) pursuant to the Illinois Personnel Records Review Act (820 ILCS 40/0.01). The Teacher shall also have the right to place written reactions to any of its contents which he/she is entitled to see. A representative of the Union may, at the Teacher's request, accompany the Teacher in this review. The Teacher shall have the right to receive a copy of all items in his/her personnel file with the exception of placement information and letters of recommendation. Neither the Teacher nor his or her representative shall permanently remove any material from the file, but the Teacher shall have the right to have such copies made by the District Office personnel.

A copy of any disciplinary document which is to be placed in a Teacher's personnel file shall be provided to the Teacher before it is inserted in the personnel file. During the summer, no disciplinary document shall be placed in a Teacher's personnel file until a copy of the material is first sent to the Teacher involved.

5.12 BOARD MEETINGS

All Board Agendas and supporting documents are available on the District 31 website in accordance with the timeframe as provided by law. In the event that the Union or any Teacher wishes to make suggestions or comments about any issue or any document contained in the Board packet, such comments or suggestions shall be discussed with the Superintendent prior to the Board meeting in question. Such discussions shall not prevent the Union or individual Teachers from addressing the Board in accordance with normal Board practices.

5.13 BOARD POLICY MANUAL

The Board shall maintain an updated Board Policy Manual on the District 31 website.

5.14 INVOLUNTARY TRANSFERS, OPEN POSITIONS, REQUEST TO TRANSFER AND VACANCIES

A. Definitions

1. Involuntary Transfer: "Involuntary Transfer" is defined as a transfer from a current position to another position in the District initiated by Administration and not requested by the employee.
2. Open Position: "Open Position" is defined as any full time and/or part time position which is open due to retirement, resignation, leave of absence, transfer, termination and nonrenewal, as well as, a newly created position, that is available to employees who are actively employed at the time of the internal posting of the open position.
3. Request to Transfer: "Request to Transfer" is defined as the employee's ability to request a change in assignment for any open position or vacancy for which he/she is licensed and/or qualified.
4. Vacancy: "Vacancy" is defined as any full time and/or part time position which is available due to retirement, resignation, leave of absence, transfer, termination and nonrenewal, as well as, a newly created position, that was not filled internally and has been externally posted.

B. Administration's Management Right to Hire

No part of Article 5.14 is intended to impair or replace management rights as defined in Article 3.1 of this Agreement. The Administration maintains the right to initiate an involuntary transfer or decline a request to transfer.

C. Process to fill an Open Position and Vacancies

1. After the Administration determines a position to be open, current staff will be notified via email of the open position five (5) business before the vacancy is posted externally. All requests to transfer by employees who wish to be considered shall be submitted to the designated administrator within those five (5) business days. If the position becomes open two (2) weeks before the start of the school year or during the school year, notice to Teachers will happen twenty four (24) hours before the vacancy is posted externally. Interested staff candidates will be considered before interviews of external candidates are conducted.
 - a. Said notice of the open position shall include the qualifications of the job and the administrator whom interested employees should contact.
 - b. If an open position occurs after the close of the school year and before the opening of the next school year, notices of such open positions will be emailed to all District employees per the procedures above.
2. Before the position is determined a vacancy and posted externally, all employees who submitted a request to transfer shall be contacted by the designated Administrator to discuss the request. All employees who submit a request to transfer will be notified via email of the final decision.

- a. If the Administration chooses to fill the open position with an employee who submitted a request to transfer, the position shall be considered filled.
- b. If the position is not filled, the open position will be posted externally as a vacancy.

D. Procedural Safeguards

The Administration's decision to select an employee to fill any position shall not be subject to review under the grievance procedure of this Agreement, provided the District has complied with the procedural requirements of this section.

5.15 STUDENT DISCIPLINE

In accordance with District policies and procedures, Teachers are primarily responsible for the maintenance of discipline within the classroom. The Board also recognizes its responsibility to provide reasonable support and assistance to Teachers with respect to the maintenance of discipline in the classroom. The District shall ensure that the Student/Parent Handbook and policies concerning discipline and student behavior will be made available on individual schools' and District-wide's websites.

If and when a student is suspended or excluded, the Teacher(s) responsible for the education of the suspended/excluded student shall be informed of the length of suspension.

5.16 ASSAULT ON TEACHERS

A Teacher shall promptly report any case of assault while performing school-related duties to the Building Principal and the Superintendent. In the event of an assault upon a Teacher by a student, the Board shall render reasonable assistance to the Teacher in dealing with law enforcement authorities who may investigate such an incident. The Board shall indemnify and protect such Teacher as provided by 105 ILCS 5/10-20.20.

Any student threatening or assaulting a Teacher shall be subject to disciplinary action pursuant to Board policy, including a suspension or exclusion where appropriate.

5.17 COMPLAINTS AGAINST A TEACHER

If, at any time, a written or oral concern/complaint is made regarding a Teacher's conduct that may affect the Parent-Teacher and/or Student-Teacher relationship, the complainant will be encouraged by the Administration to first discuss the matter with the Teacher in question. If subsequently requested, a Teacher-Administrator conference may be arranged at the discretion of the Administrator. At the Administrator's discretion and with notification to the Teacher, the parent/ guardian may be invited to the conference. In the event an Administrator determines the concern/ complaint may warrant potential discipline of the Teacher, the provisions of Article 5.19 and/or Article 5.20 shall apply.

5.18 HARASSMENT OF A TEACHER BY PARENT/GUARDIAN

The Parties acknowledge that the workplace should be free from harassment by parents/guardians and that the Board has adopted Board Policies against harassment in the workplace and appropriate conduct of visitors on District 31 property. For the purpose of this section, examples of harassment could include but are not limited to, abusive conduct based on the Teacher's protected class, use of profanity at the Teacher and/or use of aggressive and/or hostile verbal and/or physical behaviors directed at the Teacher that are personal in nature.

If, at any time, a Teacher feels that they are being harassed by a Parent/Guardian, either in a meeting or in writing, that may affect the Parent/Guardian-Teacher and/or Student-Teacher relationship, the Teacher is encouraged to end the meeting and immediately meet with their direct supervisor and/or the Union to first discuss the matter in question. If requested by the Teacher and/or Administrator, a Teacher-Administrator-Parent/Guardian conference may be arranged to discuss the matter. If the Teacher feel that behaviors have not been addressed, the Teacher and Union should discuss the matter with the Superintendent and/or designee. Nothing herein prevents the Teacher from filing a complaint/grievance pursuant to Board Policy.

5.19 DISCIPLINARY MEETING

Each Teacher shall have the right to be accompanied by a Union representative or other individual at any meeting with the Board or an Administrator which may reasonably lead to a written reprimand, a suspension or a dismissal for disciplinary reasons. If the Teacher and/or District is represented by legal counsel, reasonable advance notice shall be provided. Reasonable advance written notice of such meeting, of the right to representation, of the reason for the meeting, and of the fact that disciplinary action as described above may result, shall be given to the Teacher. Reasonable advance notice shall be defined as no less than 24 hours in advance, unless in case of extenuating circumstances. Any written memorandum or other disciplinary notice resulting from such a meeting shall be copied to all participants. If the Union is subsequently brought into litigation as an adverse party by a Teacher on a claim that the Union failed to provide representation at a disciplinary meeting as described in this Section, the Board shall provide the Union with a copy of the notice described above upon the Union's request. If the Teacher is represented by outside representation, (1) no final resolution shall be contrary to this Agreement and (2) the final resolution shall be provided to the Union within five (5) business days.

5.20 DISCIPLINARY ACTION

A teacher shall not be suspended or dismissed without just cause. Where it is determined that a teacher should be suspended or dismissed for just cause, the teacher shall be so informed in writing with the specific reasons given for that decision. In cases of dismissal, a teacher may file a grievance and have a review of his/her case through the steps of the grievance procedure if said teacher believes his/her dismissal to be unjustified subject to the following limitation: a teacher shall have the option of having his/her dismissal case reviewed either pursuant to the grievance procedure set forth herein or pursuant to the hearing procedure set forth in the Illinois School Code, with the specific understanding that the option selected shall constitute an explicit waiver of the right thereafter to pursue the option not selected.

This Section shall not apply to the dismissal for cause or non-renewal of probationary teachers.

ARTICLE VI
TEACHER APPRAISAL

6.1 PERFORMANCE EVALUATION REVIEW ACT (PERA)

Teachers shall be evaluated in accordance with the West Northfield Teacher Appraisal Plan and Instrument. This instrument shall be developed, reviewed, and revised (if necessary) on a yearly basis through the cooperation of the WNTA and Board / Administration through a standing Evaluation Committee consisting of an equal number of WNTA representatives and Board/Administration members. If there are changes in the law, the Evaluation Committee will meet to determine any revisions, if required and/or needed, to the Plan and Instrument.

ARTICLE VII
EMPLOYMENT CONDITIONS

7.1 SCHOOL CALENDAR

The school calendar shall be created by the calendar committee including representatives of the WNTA, Board of Education, parents, building administration, and Superintendent.

7.2 LENGTH OF TEACHER DAY

Winkelman Elementary	7:50 am - 3:00 pm
Little Wildcats Preschool	8:15 am - 3:25 pm
Field Middle School	8:30 am - 3:40 pm

Each Teacher will have a work day of 7 hours and 10 minutes. Teacher plan time will be scheduled in accordance with Section 7.3.

Teachers such as, but not limited to coordinators, band/orchestra teachers, traveling staff, etc. may have a flexible schedule. The Administration will consult with teachers and communicate the planned schedule at the beginning of each school year. Any changes to the schedule will be done in consultation with the Teacher. No schedule will have a teacher work day that exceeds 7 hours and 10 minutes.

Staff will participate in one (1) staff meeting per month not to exceed 60 minutes in length from September to May on Mondays. The schedule for these meetings will be communicated prior to the start of the school year.

The Administration reserves the right to require teachers to adjust the listed times in case of extenuating circumstances.

The Board reserves the right to modify the teacher work day schedule without increasing the aggregate number of minutes per week. The Board agrees that it shall not increase the length of the normally scheduled teacher day without first notifying the Union and affording the Union the right to negotiate the proposed change. Each teacher shall be entitled to duty free lunch period of forty (40) minutes daily.

Time spent, at the request of an Administrator, concerning students in a crisis situation before or after the student instructional day for longer than fifteen (15) minutes shall be compensated at the curriculum rate.

Teachers will be expected to work one (1) evening event in the Fall and one (1) evening event in the Winter/Spring not to exceed two (2) hours each. It is anticipated that the Fall evening event would be a curriculum night. The other evening event will be planned by the Administration in consultation with the Union. These events are separate from the Fall and Spring parent teacher conferences, which are considered student attendance days per school code guidelines.

7.3 TEACHER PREPARATION

Teacher instructional and preparation time for the school year shall be scheduled using each building's shared leadership process. The Building Principal, in consultation with its school leadership team, shall create and review the schedule parameters, which must include teacher preparation time. The main focus of preparation time shall be individual and/or grade level/team/department planning. Every effort shall be made to ensure equitable preparation time within individual buildings.

When numbers of classes and/or sections change, the final teacher instructional and preparation time may be administratively adjusted in accordance with the shared leadership process.

Under unique circumstances, such as but not limited to, field trips, suspended schedule, and standardized testing, the Parties recognize that the schedule for the day(s) may be adjusted by the Administration and that the Teacher may not receive all of their allotted preparation time.

7.4 STUDENT TEACHERS

The assignment of student teachers shall be by mutual consent only

7.5 INCLUSION RATIO

State guidelines for inclusion ratios will be followed to the maximum extent possible across all grade levels. The Superintendent, or designee, will review inclusion ratios prior to the first day of school and as student schedules evolve during the school year. In the event that inclusion ratios exceed the state maximum and a deviation must be filed, the teacher(s) of record shall be notified. The Teacher may request an opportunity to discuss the deviation and possible supports with the Assistant Superintendent of Student Services, Building Principal, and student case manager(s).

7.6 PAPERWORK RELEASE TIME

Teachers shall be given the opportunity to request release time, or submit a timesheet up to an equivalent amount of time not released, to be paid at the curriculum hourly rate. Such release time (or time equivalent) must be requested by the Teacher to the supervising Administrator for prior approval. Special cases are outlined below.

A. Special Education - Annual Reviews

Special education case managers may request up to two (2) full days per year (or the equivalent number of hours at the curriculum rate) to prepare and finalize IEP paperwork for students on their caseload. These times must be mutually agreed upon and approved by the Assistant Superintendent for Student Services. Allotted time must be used in full day or half day increments. In the event that a substitute is not available, these hours must be rescheduled. Additional time may be requested due to extenuating circumstances. The additional time shall be requested by the special education case manager to the supervising administrator for prior approval.

B. Special Education - Initial Evaluations and Reevaluations

An employee who has been assigned to write a report for an evaluation (e.g. School Psychologists, Speech-Language Pathologists, Social Workers, Licensed School Nurse) will be given the opportunity to request release time (or the equivalent number of hours at the curriculum rate) to complete the report. The amount of such release time must be mutually agreed upon and approved by the Assistant Superintendent for Student Services. Staff will be expected to reschedule any missed student contact minutes.

C. Early Childhood staff

Additional non-student attendance days may be scheduled by the district within the district teacher calendar in order to accommodate early childhood functions such as screenings, home visits, and IEP meetings. If student non-attendance days are added, this will be determined prior to the start of the school year.

7.7 ADMINISTRATION OF MEDICATION/ASSISTANCE TO STUDENTS/INDEMNIFICATION

Administration of medication to students shall be in accordance with Board Policy. Teachers are expected to use their best professional judgment in rendering first aid or needed medical assistance to students, or in seeking such assistance for students from other personnel, as circumstances warrant.

To the fullest extent permitted by law, the Board shall defend, indemnify and hold harmless teachers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that may arise from the actions of any teacher rendering first aid or other assistance to a student.

7.8 BUILDING/GROUNDS CONDITIONS

The District will maintain and communicate annually to staff the system and process to submit maintenance and custodial concerns and requests. Staff members will be required to use the presented system to document all concerns and requests. No fewer than two times per year a standing Building/Grounds Conditions Committee will meet to review building concerns and information. This committee will consist of up to three (3) teachers, which may include a middle, primary and intermediate teacher, Athletic Director, and Administration, which may include an administrator from each building, the Director of Buildings and Grounds and the Assistant Superintendent of Finance and Operations.

7.9 END-OF-YEAR CHECKOUT

Administration shall provide a procedure for an end-of-the-year checkout of teachers at least one (1) month in advance of the end of the school year. Such procedures are to exhibit reasonable professional expectations.

ARTICLE VIII **LEAVES**

8.1 SICK LEAVE

Each full-time teacher shall be granted the following amount of sick leave per school year, without deduction in pay.

- Years one (1) through four (4) of employment: Ten (10) days each year
- Years five (5) through ten (10) of employment: Fifteen (15) days each year
- Years eleven (11) and beyond: Twenty (20) days each year

Part-time teachers shall receive sick leave on a prorated basis. Unused sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, illness within the immediate family or death in the immediate family or household. The immediate family for purposes of this section shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

8.2 PERSONAL LEAVE

Each full-time teacher shall be granted three (3) personal leave days per school year, without deduction in pay, for the purpose of transacting or attending to personal, legal, business, household or family matters which require absence during work hours. Part Time teachers shall be granted one (1) personal leave day per school year. Unused personal leave shall be added to the teacher's accumulated sick leave.

Personal leave may be used in increments of not less than one half ($\frac{1}{2}$) workday. The teacher shall provide advance written notice to his/her principal through the absence reporting system as soon as possible. Personal leave shall not be used to create or extend a vacation or holiday and/or on a teacher institute/conference day. Exceptions, such as significant family events, must be approved by the Superintendent and/or designee.

8.3 BEREAVEMENT LEAVE

Teachers shall be entitled to up to three (3) days of bereavement leave per incident, without loss of pay, for the death of an immediate family member as defined by 8.01 above. At the sole discretion of the Superintendent and/or designee, bereavement leave may be used for other family members not otherwise defined in 8.01. Bereavement leave shall not be cumulative if not used.

8.4 FAMILY MEDICAL LEAVE ACT (FMLA)

The provisions of this Article will be administered in accordance with the Board's Family and Medical Leave Act policy, a copy of which is available on the District website and is also available upon request.

Employees may be eligible to receive benefits under FMLA. Due to the complexities of FMLA, please contact the Chief School Business Official to learn more about the provisions of this benefit.

FMLA shall run concurrently with the teacher's other applicable sick leave and/or parental leave as detailed in Section 8.5.

8.5 PARENTAL LEAVE

A teacher shall be eligible for a parental leave in case of birth and/or adoption of a child without pay subject to the conditions set forth below:

- A. The teacher shall provide four (4) months advance notice if requesting parental leave in case of birth and/or adoption of a child. Upon notification, if applicable, the District shall provide the FMLA paperwork to the employee to complete. Regardless of whether the teacher is seeking a leave, the District may require documentation through the FMLA paperwork or other means that the teacher may safely continue in employment and perform all regular teaching duties during the pregnancy, as applicable.
- B. A teacher may commence the leave either when medically necessary upon doctor certification, and/or upon the birth and/or adoption of a child. If eligible for FMLA, up to twelve (12) weeks shall run concurrently with FMLA. A teacher may choose to use their accumulated sick leave and/or personal leave to supplement the unpaid leave, to allow up to twelve (12) weeks of pay, if available.
- C. If a teacher is not eligible for FMLA, the teacher shall be granted up to six (6) weeks (30 work days) for natural birth and/or adoption and up to eight (8) weeks (40 work days) for cesarean birth. In that case, the teacher may choose to use their accumulated sick leave and/or personal leave. Any portion of the leave to which sick leave and/or personal leave is not applied shall be unpaid.
- D. One (1) additional school year of parental leave without pay ("additional parental leave without pay") may be requested by a tenured teacher. Additional parental leave without pay shall only apply to tenured teachers. Provided that the tenured teacher requests the additional parental leave without pay no later than thirty (30) calendar days before the end of the original FMLA/parental leave, the Board of Education shall grant the additional parental leave without pay.

If the original FMLA/parental leave expires in the last thirty (30) calendar days of the school year before the approved additional parental leave without pay, the Superintendent may approve a continuance of the parental leave as to avoid disruption to students. The continuance of parental leave for the purposes of this paragraph must be requested at least thirty (30) calendar days before the expiration of the original parental/FMLA leave (e.g. a teacher takes FMLA/parental leave for twelve weeks and said leave ends on May 15th, if the teacher timely requests an additional parental leave without pay, the teacher may also request by April 15th to not return for the remainder of the school year in which the original FMLA/parental leave was granted). This continuance of parental leave would be without pay and the teacher would be responsible for the full payment of selected insurance premiums.

Teachers who take an additional parental leave without pay shall be responsible for the full payment of selected insurance premiums. Payment schedule shall be arranged with the Business Office.

A second additional year shall not be granted.

- E. Sick or personal leave shall not be applicable during the period of the additional parental leave without pay; however, this leave may be preceded by a FMLA leave for eligible employees with FMLA qualifying event. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment to the district.
- F. Any teacher who has been employed at least 120 or more teacher work days of the school term in which a leave is taking place shall be entitled to such advancement on the compensation schedule as the teacher would have had if the leave had not been granted.

- G. A teacher shall notify the Superintendent by February 1 of an intention to return to the District the following year after the additional parental leave without pay. Failure to notify the Superintendent shall be deemed a resignation.
- H. Upon return from any parental leave, the Superintendent or designee shall assign the returning teacher to a position for which the teacher is legally qualified with no loss of seniority or tenure status. However, the teacher shall receive pro-rata credit for days worked for purposes of seniority and of determining subsequent salary schedule advancement.

8.6 UNPAID LEAVE OF ABSENCE

A tenured teacher with a minimum of seven (7) years continuous full-time service in District 31 may apply for an unpaid leave of absence. If the reason for the unpaid leave of absence is a FMLA qualifying event, the teacher must have exhausted the allowable FMLA leave.

An unpaid leave of absence shall not be used to extend a maternity/childrearing leave.

Application for unpaid leave shall be made in writing to the Superintendent at least three (3) months in advance of the unpaid leave. In cases of emergency, notification should be as soon as practical. Requests shall state the reason and the time period for such leave.

Unpaid leave shall not exceed the balance of the school year in which it commences unless the leave begins during the month of April, May, or June prior to the end of the school year in which the leave begins, and then one (1) additional school year may be allowed upon the recommendation of the Superintendent and approval of the Board of Education. A second additional school year shall not be granted.

The notification date of intent to return shall be February 1st. Failure to notify the Superintendent by this date shall result in automatic resignation.

On unpaid leave, no teacher will accept employment in another school in Illinois. Any teacher who violates this stipulation shall be subject to termination.

A teacher shall return to work for a period of one (1) full school year before being considered for subsequent leave under this section.

Applications for leave under this section shall be approved or disapproved by the Board of Education in its sole discretion upon consideration of whether the leave is in the best interests of the District, and the Board's decision shall be final. The Board's decision shall not be subject to the grievance procedure set forth in Article IV of this Agreement.

A teacher shall have the option of continuing in the District's group insurance coverage (medical, dental) during unpaid leave provided the teacher pays the full employer and employee cost of the premium. A teacher wishing to continue coverage shall notify the business office in writing of his/her intent to do so at least thirty (30) calendar days prior to the anticipated commencement of such leave. Payments shall be made on a monthly basis on a schedule set up for the teacher by the Chief School Business Official or his/her designee.

Upon return from unpaid leave, the Superintendent or designee shall assign the returning teacher to a position for which the teacher is legally qualified with no loss of seniority or tenure status. The teacher shall receive pro-rata credit for days worked for purposes of seniority and of determining subsequent salary schedule advancement.

8.7 JOB SHARE

Definition

Job Sharing is a voluntary program providing two (2) tenured teachers the opportunity to share one (1) full-time equivalent teaching position. The proportionate share of the job can be split by the day or the week.

The Board of Education is not required to grant a job share nor should the granting of a job share be considered precedential.

Eligibility

Any tenured certified teacher who is rated highly qualified for the available position or upon Board discretion probationary teachers may be considered.

Proposal Procedure

Teachers who wish to job share must submit a proposal to the appropriate building principal by January 10 of the school year preceding the one in which the job share is requested. The building principal, upon receipt of a complete proposal (but no later than January 10), will review the proposal to determine if it provides a beneficial alternative to the current staffing needs. Principals will return proposals to the applicant teachers for revisions within ten (10) school days of receipt. Areas in need of revision will be noted and the principal may provide guidance to assist the applicants in the revision process. Final proposals must be returned to the building principal by February 1. If deemed to provide a beneficial alternative, the building principal will submit the final proposal to the Superintendent by February 10. The Superintendent may prepare a recommendation to be brought to the Board of Education at its March meeting. Teachers requesting job share positions will be notified in writing no later than the end of April of the school year preceding the requested job share arrangement.

Length of Job Share Assignment

The length of the job sharing assignment shall be for one (1) school year and may be extended if a request to renew is made by the participants and approved by the Board.

Request to Extend Job Share Assignment

A request to extend job share must be made ninety (90) calendar days prior to the end of the current school year of the year preceding the school year for which renewal is being requested. Participants who do not request an extension for a job share assignment will be assigned to a position for which they qualify, subject to a general reduction in force.

Substitute/Absence

The job sharing employee has the first right of refusal to fill in for the job sharing employee who is absent and will be paid at their regular rate of pay. It is the responsibility of the employee who is absent to follow procedures for securing a substitute, if applicable.

Seniority

Teachers involved in job sharing for a full year shall receive one (1) year credit in seniority.

Tenure, Salary Schedule, and Insurance

Tenured certified staff participating in a job sharing assignment shall retain their tenure status. Both job sharing employees shall receive salary proportionate to the annual salary, based on the percentage of the job share. Employees in a job share arrangement shall advance one (1) step on the salary schedule if they remain in the job share arrangement for at least one hundred twenty (120) work days. This means that if the job share is to go from August 15 through June 5, on the 121st work day in that term, the employees shall have met the requirement to qualify for step advancement in the next school year. Health and Dental Insurance benefits shall be pro-rated based on the percentage of the job share. Job sharing employees shall pay all additional premiums due for insurance to the business office on a timely basis. All insurance pro-rations shall commence on the first day of the month following the start of the school calendar year of the job sharing assignment.

Sick/Personal Days

Sick and personal days shall be prorated according to the percentage of the job share assignment.

TRS

Reportable earnings will be equal to the proportionate percentage of the employee's job share.

Change in Job Sharing Circumstances

If one of the job sharing participants is not able to continue his or her job sharing assignment due to unforeseen circumstances i.e. relocation due to spouse job transfer, unexpected health condition, etc., the remaining job sharing participant will be expected to accept the assignment as full-time. The remaining job share employee and the administrator will develop a transition timeline to move to full-time status.

ARTICLE IX
METHOD OF SALARY PAYMENT

9.1 PAYMENT OF SALARY

Each teacher shall receive his/her annual salary in twenty-four (24) equal installments beginning no later than August 30 of each school year. Pay shall be distributed to teachers throughout the calendar year on the fifteenth (15th) and the thirtieth (30th) of each month (or the last day of February) except when such date occurs on a weekend or holiday. In such instance, the first previous weekday shall be the pay day. Any teacher who elected the twenty (20) pay option prior to 2016, and has continuously participated in that option, may continue to receive his/her pay in twenty (20) equal installments unless such teacher agrees to receive pay in twenty-four (24) equal installments.

Teachers who are scheduled to retire will receive their summer pays by June 30 of the final year of employment.

ARTICLE X
TEACHER COMPENSATION AND FRINGE BENEFITS

10.1 WORK YEAR

For the 2023-2024 school year, the total number of teacher work days shall not exceed one hundred eighty-three (183) days (176 student contact days and 7 additional teacher work days). Of the seven (7) additional teacher work days, four (4) days shall be Teacher Institute Days (TID) that are District developed and implemented and of the remaining three (3) days, to be called Professional Learning Days (PLD), at least one-half (½) of the time shall be Teacher directed with a workplan agreed upon between the Administration and the WNTA.

For subsequent contract years, the total number of work days shall not exceed one hundred eighty-two (182) days (176 student contact days and 6 additional teacher work days). Of the six (6) additional teacher work days, four (4) days shall be Teacher Institute Days (TID) that are District developed and implemented and of the remaining two (2) Professional Learning Days (PLD) at least one-half (½) of the time shall be Teacher directed with a workplan agreed upon between the Administration and the WNTA.

Some positions including, but not limited to, curriculum coordinator, EL coordinator, psychologists, and District nurse, may be asked, but not required, to work up to twenty (20) extra days during the summer.

Days worked by Teachers in excess of the total days worked by Teachers under the collective bargaining agreement shall be paid on a per diem rate.

10.2 SALARY SCHEDULES

The salary schedules for the 2023-2024 through the 2025-2026 school terms shall be set forth in Appendices A through C.

10.3 HORIZONTAL MOVEMENT ON SALARY SCHEDULE

Horizontal movement on the salary schedule may be accomplished by successfully completing coursework.

For coursework to apply toward horizontal movement on the salary schedule, the following shall apply:

1. The coursework shall be at the graduate level, Master's Degree or higher.
2. The coursework may be at the Bachelor's Degree level with pre-approval by the Superintendent or designee.
3. The coursework shall be satisfactorily completed at a NCATE accredited college or university, or any accredited college or university with Superintendent's approval.
4. A transcript or equivalent document shall be provided to the Superintendent's office no later than October 1 of the school year in which horizontal movement on the salary schedule is to occur.
5. The transcript shall illustrate satisfactory completion of the course.
6. To be "satisfactory", the earned grade must be "B" or higher. A "P" (pass) is acceptable if "P" (pass) / "F" (fail) are the only grades offered for the course by the college or university.

7. The maximum salary schedule step movement associated with any lane change shall be one (1) step.
8. For Coursework to apply for movement to Lane IV (MA+16) or Lane V (MA+32) it must be completed after, or in some cases concurrently with, the attainment of a Master's Degree and meet the criteria stated above.

10.4 TUITION REIMBURSEMENT

1. The Board agrees to provide Thirty-Five Thousand Dollars (\$35,0000) for teachers (minimum two years service to District 31 to be eligible) to use for tuition reimbursement purposes.
2. Courses eligible for tuition reimbursement must commence no earlier than the summer term preceding the school year in which reimbursement is sought and also meet the following criteria set forth in Section 10.03 of the Agreement:
 - a. Coursework shall be at the graduate level, Master's Degree or higher.
 - a. Coursework may be at the Bachelor's Level with pre-approval of the Superintendent or designee.
 - b. Coursework shall be satisfactorily completed at a NCATE accredited college or university, or any accredited college or university with Superintendent's approval.
 - c. To be eligible for reimbursement, the teacher must complete the coursework with an earned grade of "B" or higher. A "P" (pass) is acceptable if "P" (pass) / "F" (fail) are the only grades offered for the course by the college or university.
3. For the purpose of lane movement, Section 10.3 shall control.
4. No later than the Tuesday following Labor Day, the teacher shall submit their intent to participate in the Tuition Reimbursement Plan to the office of the Superintendent. Individuals who do not submit by this date will not be considered for inclusion in the tuition reimbursement program for that year. The following information must be included in the intention email:
 - a. Name of employee
 - a. Name of school
 - b. Anticipated course title(s), course number(s) and course hour(s)/credit of any courses anticipated to be enrolled during the school year
 - c. Courses beginning and end dates
 - d. Tuition for course/cost per credit

No later than October 1, the office of the Superintendent will notify teachers who submitted an *intent to participate* email, the approval of their participation in the program and their anticipated reimbursement based on all requests submitted.

5. For the purposes of tuition reimbursement, the Teacher shall submit an official transcript or equivalent documentation approved by the Superintendent, showing satisfactory completion of the coursework (see Section 2(d) above) and proof of payment/tuition bill no later than June 1 to the office of the Superintendent. Individuals who do not submit the required information by June 1 will not be eligible for reimbursement. Between June 1 and June 15, the Superintendent or designee shall review all teacher's request(s) and create a list of teachers eligible for reimbursement on an equal/pro-rated basis (if applicable), provided said total amount provided

to all teachers does not exceed Thirty-Five Thousand Dollars (\$35,000). If the total tuition reimbursement requested does not exceed Thirty-Five Thousand Dollars (\$35,000), proration is not necessary. If the eligible reimbursement requests exceed \$35,000, payments shall be distributed on a tiered scale based on the dollar amount requested until funding for the year is depleted. Starting with the lowest requested amount, each eligible teacher will be reimbursed that amount; teachers who requested more than the lowest amount will then be reimbursed for the difference between the lowest and second lowest amount; this pattern of paying out each tier of money requested will continue until there are no more tiers that can be uniformly distributed - at that point the remaining monies will be dispersed equally between the teachers who have not been reimbursed in full. See Tiered Payment Example below. No later than June 15, the Board shall provide the list to the Union for informational purposes. No later than June 30, the Business Office shall provide reimbursement to the teachers in accordance with the list.

6. Tuition reimbursement will not exceed the equivalent of \$550/credit hour. An individual teacher may only receive a maximum \$8500 tuition reimbursement in any given year.
7. Teachers who receive a tuition reimbursement according to the terms above, must commit to at least two additional years of service to District 31. If a teacher voluntarily departs from District 31 before two years, the District shall be repaid according to the schedule below. Please note that if an individual has pays remaining at the time of resignation, the district reserves the right to make the appropriate pay adjustments to cover the repayment cost:
 - a. Year 0 - Teacher does not return to District 31 the following fall or does not complete the year - 100% repayment (ex. Repayment received for FY23, teacher does not return for FY24 or does not complete the year)
 - b. Year 1 - Teacher voluntarily departs District 31 at the end of the following school year - 66% repayment (ex. Repayment received for FY 23, teacher voluntarily terminates employment for FY25)
 - c. Year 2 - Teacher voluntarily departs District 31 within two years - 33% repayment (ex. repayment received for FY23, teacher voluntarily terminates employment for FY26)
8. Any unused tuition reimbursement funds will not accumulate and/or roll over for use in subsequent contract years.

Tiered Payment Example: If there was a total pool of \$10,000, those submitting eligible coursework will receive payments on a tiered scale up until the full \$10,000 is distributed. Teacher A submits for course reimbursement of \$1000; Teacher B submits for course reimbursement of \$5000; Teacher C submits for course reimbursement of \$2000; and Teacher D submits for course reimbursement of \$4000. Teacher A is reimbursed for \$1000; Teacher C is reimbursed for \$2000; Teacher B and Teacher D are each reimbursed for \$3500. In this example, Tier 1 distributed \$1000 to each of the four teachers (\$4000); Tier 2 distributed an additional \$1000 to the three teachers who had not yet been reimbursed in full (\$3000); Tier 3 distributed the remaining funds (\$3000) equally (\$1500 each) between the two remaining teachers who had not yet been reimbursed in full.

10.5 JOINT INSURANCE COMMITTEE

A joint insurance committee composed of up to three (3) representatives of the District and up to three (3) members of the WNTA may meet as initiated by the WNTA President and the Chief School Business Official or designee no later than March 15 to review the District's health insurance plan(s) in terms of existing coverage and benefits. The joint insurance committee may provide written recommendations to the Superintendent, Board, and WNTA for consideration no later than the April regular meeting of the Board of Education.

10.6 LIFE INSURANCE

The Board shall pay the premium for basic term life and accidental death and dismemberment insurance in the amount of fifty thousand dollars (\$50,000) for each teacher according to the District's life insurance plan document.

10.7 MEDICAL INSURANCE

For the 2023-2024 school term, the Board agrees to pay up to \$1,200.75 (not to exceed the total cost of the selected plan) per month towards the premium for individual major medical coverage. For the 2023-2024 school year, major medical coverage shall be substantively equivalent to that in effect June 30, 2022.

No later than December 15, 2023, the Joint Insurance Committee shall meet and determine plan changes to decrease said insurance costs by six percent (6%). Upon reduction, for the 2024-2025 school term and subsequent school terms, the Board agrees to:

1. Provide and pay for 100% of the premium for individual HMO or PPO medical coverage.
2. If the Teacher selects a family insurance plan, the Board agrees to contribute an amount equal to 100% of the individual PPO medical coverage plus up to an additional two hundred fifty dollars (\$250.00) not to exceed the total cost of the selected plan (e.g. if the PPO single premium is \$1,200 per month, the Teacher who selects HMO or PPO family coverage would receive up to $\$1,200 + \$250.00 = \$1,450.00$ per month, if the Teacher selects HMO family coverage and the cost of HMO family coverage is less than \$1,450.00 per month, the District would only pay the cost of the HMO family coverage).
3. If insurance is waived by the Teacher and/or if the Teacher selects a plan that is lower than the District's maximum contribution above, the District will pay the cost of the plan selected by the Teacher and no excess amount of cash will be provided to the Teacher.

Major medical coverage shall be reviewed annually and the Board will work in consultation with the Union if modifications are requested.

However, coverage may change due to changes in applicable healthcare laws and/or efforts to reduce premium costs by reducing and/or adjusting the benefit plan. Such changes and/or adjustments shall be done in consultation with the Joint Insurance Committee as defined in Article 10.5 of this Agreement.

For the 2025-2026 school term and each subsequent school term, the Board's single health insurance contribution shall be increased by the lesser of: 1) the actual increase in the single PPO health insurance premium, or 2) the first eight (8) percent increase to the single PPO health insurance premium.

For the 2025-2026 school year and each subsequent school term, the Board's family insurance contribution shall be increased by the lesser of 1) the actual increase in family PPO coverage or 2) the first eight (8) percent increase to the family PPO health insurance premium. Any remaining health insurance premium not covered by the Board's contribution shall be the responsibility of the teacher. As mutually agreed, any increase in health insurance premiums from one year to the next may be mitigated by adjusting the plan's benefits through the Joint Insurance Committee.

10.8 SALARY REDUCTION PLAN

The Board shall adopt a flexible benefit plan under the provisions of Section 125 of the Internal Revenue Code. The plan shall include medical reimbursement and dependent/child care provisions.

10.9 VOLUNTARY RETIREMENT PROGRAM

Eligibility

1. Have been a full-time employee of the District for a minimum of ten (10) years immediately preceding their notice to participate in the voluntary termination program, and
2. Will be at least fifty-five (55) years of age by June 30 of the last year of employment with thirty-five (35) years of creditable TRS service or will be at least sixty (60) years of age by June 30 of the last year of employment, and
3. Is eligible to retire under the Teachers' Retirement System (TRS).
4. For purposes of eligibility, a teacher applying for these benefits must carry a full teaching load (1.0 FTE) for each of the last five (5) years of employment with the District.

Benefits

1. All requests for participation must be submitted to the Superintendent prior to April 1 of the first year of the teacher's final four (4) years of employment. The first year of the final four (4) years is the year in which the Teacher submits his/her request.

Example: Teacher submits letter by April 1, 2024. The final four years would be 2023-2024, 2024-2025, 2025-2026, and 2026-2027. For the first year of the final four years, the teacher shall receive any difference between the base salary increase received for that year and the 6% increase in a lump sum in June of that year.

2. Participation is dependent on the unconditional and irrevocable resignation of the Teacher who enters into a four-year employment contract with the Board of Education. Any employee who does not fulfill his/her contract, for any reason, shall be ineligible for any benefit contained in this Agreement only if the TRS retirement calculations will cause the District to pay a penalty. In such case, the Teacher shall either not receive the entire amount of the increase, or shall repay the District the incremental amount of any benefit received.
3. Participants shall have each of their last four (4) years annual base salary increased by the amount equal to six percent (6%) of their previous year's annual base salary.
4. The six percent (6%) increase described in Paragraph 3 of this Section shall be in lieu of any other salary increase that the Teacher would have otherwise received.
5. Salary payments described in Paragraph 3 of this Section shall be defined as contractual salaries for the performance of duties as a teacher. The salaries shall not include any stipends or any other payments of any type whatsoever.
6. Under no circumstances shall the total increase in compensation from one year to the next, including stipends, miscellaneous pay, etc. exceed six percent (6%) per year in the final 4 (four) years.

Miscellaneous

If changes occur in the operation of TRS and/or in pension/retirement legislation which result in an increase in the cost of this provision, then the WNTA and the District shall meet to determine how the benefit shall be revised in such manner so the benefits provided shall result in no additional cost to the District.

ARTICLE XI
EXTRA DUTY PAY

11.1 EXTRA DUTY PAY

Extra duty compensation listed in this Article shall apply only to full-time certificated employees of District 31. The Board reserves the right to employ part-time staff to fill the listed positions or other positions at a different compensation schedule. These positions could also be offered through non-school agencies or other governmental units. In such instances, the compensation would be subject to the agency or unit's discretion. All extra duty positions are offered through the Board of Education and can be cancelled at any time.

All extra duty assignments listed in this Agreement shall be posted prior to filling the position. All extra duty assignments shall be offered in writing, with compensation and estimated time requirements included in the offer.

All extra duty assignments shall be voluntary. When possible, teachers shall be notified of their appointment prior to the conclusion of the school term for appointments beginning with the next school term. All extra duty assignments are subject to the 6% limit contained in 10.05 for those bargaining unit members who are participating in the Voluntary Retirement Program.

Any extra duty paid on an hourly basis, such as curriculum writing, translation, etc., shall be pre-approved by the Superintendent or his/her designee.

The pay rates for all summer extra duties shall change (if applicable) each year on July 1.

PROFESSIONAL COMMITTEES, PROJECTS AND ACTIVITIES

Activities requiring professional expertise outside of the normal workday. They include, but are not limited to:

- Curriculum Writing
- District/School Committees
- Staff Development
- Translation

Pay Rates:

2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
\$44.09/hr	Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD

INTERNAL SUBBING

1. Administration shall continue to recruit and provide a competitive compensation incentive to attract substitute teachers.
2. When a substitute shortage exists, building administration or office staff may send a schoolwide email seeking interested parties willing to cover unfilled subbing needs. If more staff volunteer than needed, every effort will be made to equitably distribute internal opportunities. The principal has discretion to arrange internal sub coverage with an individual who has a similar teaching

responsibility to the class requiring coverage. It is recognized that staff members shall be able to decline.

3. Building principals will turn in timesheets to the District Business Office five (5) days before each payroll date reflecting the work of staff that subbed under this agreement.
4. When teachers give up their scheduled plan time or lunch period to cover a classroom substitute shortage they shall be compensated at the instructional hourly rate identified in the Extra Duty Appendices.
5. Teachers who assume the responsibility for another classroom (5 or more students), through combining of classrooms due to the absence of another classroom or special teachers, shall be compensated at the instructional hourly rate identified below. If a class, such as a student services class, has fewer than 5 students, and is combined with another classroom, this provision is in effect. Services such as speech and language, social work, and other related services typically do not get substitutes when absent. If there is a special circumstance, the administration will give approval.
6. Individuals who are part of the voluntary termination program may not be eligible to internally sub. They would need to contact the business office for approval to participate.

Internal Subbing Rate	\$50/hour		This subbing rate is used when a person subs in a classroom during their lunch or during their planning period. Note: A staff member may only sub during their designated lunch or planning time allocation as determined by building.
	\$17	20 min	
	\$21	25 min	
	\$33.33	40 min	
	\$37.50	45 min	
Internal Coverage / Combining Classes	\$40/hour		This subbing rate is used when additional students are brought into your regularly scheduled class.
	\$13.33	20 min	
	\$16.67	25 min	
	\$26.67	40 min	
	\$30.00	45 min	

STIPEND POSITIONS

The Administration maintains the managerial right to assign stipend positions. At times, these stipend positions may remain unfilled.

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
		Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD
	Annual Stipend					
Consulting Teacher¹	\$2,447					
Advisory Teacher²	\$1,139					

School Leadership Team (SLT) Building Co-Facilitator	\$500					
Winkelman SLT	\$500 (meetings during school hours) \$1000 (meetings outside of school hours)					
Field SLT	\$250 (meetings during school hours) \$500 (meetings outside of school hours)					
Field PLC Leader	\$250 (meetings during school hours) \$500 (meetings outside of school hours)					
District Leadership team Co-facilitator	\$1000					
Mentor	\$1250					
Mentor Committee	\$1370					
Speech Clinical Fellowship Supervision	\$1762					
Vision/Hearing	\$1500					

¹ Consulting Teacher is a Master Teacher within the district utilized to assist a teacher who has been deemed in need of remediation.

² Advisory Job description will be developed by administration, in consultation with WNTA, no later than August 15, 2023.

OTHER EXTRA DUTY

The following extra duty assignments have been grouped according to general expectations for each group. Compensation for activities within **Groups I, II, and III** shall be by stipend that may vary depending on the nature and time requirements of the specific activity as stated below.

GROUP I

Activities and/or experiences which result in a group producing a significant product, public performance, or service activity. These activities require significant teacher planning, preparation and expertise as well as considerable ongoing instruction to students.

These activities would include, but not be limited to, the following:

GROUP I	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
POSITION		Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD
ATHLETIC DIRECTOR	\$6,816	\$6,816				
BAND	\$6,756	\$6,756				
BASKETBALL 7TH GRADE 8TH GRADE	\$5,020	\$5,020				
BASKETBALL 6TH GRADE	\$4,404	\$4,404				
CROSS COUNTRY	\$2,596	\$2,596				
SOCCER	\$3,859	\$3,859				
SOFTBALL	\$3,859	\$3,859				
STARS	\$3,093	\$3,093				
SCHOOL LITERARY MAGAZINE	\$3,281	\$3,281				
TRACK Track/Field Coaches	\$4,633	\$4,633				
TRACK Assistant Coach	\$3,093	\$3,093				
VOLLEYBALL 7TH GRADE 8TH GRADE	\$3,859	\$3,859				
VOLLEYBALL 6TH GRADE	\$3,093	\$3,093				
STUDENT NEWSPAPER	\$3,281	\$3,281				
YEARBOOK	\$3,281	\$3,281				

Certain other Group I activities shall be paid on **an hourly basis** rather than stipend. Such activities would include, but not be limited to, the following:

GROUP I Hourly Rate	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
POSITION		Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD
DRAMATICS (Field Play, Broadway Musicals, Drama)	\$38.59					
OUTDOOR EDUCATION	\$38.59					
PHOTOGRAPHY	\$38.59					
STUDENT COUNCIL	\$38.59					

GROUP II

Activities and/or experiences that require less intensive preparation and planning:

- Intramurals
- Clubs
- Meet Official
- Audio Visual Support
- Other before and after school activities

GROUP II Hourly Rate	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	\$36.77	Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD

GROUP III – Supervisory Activities

These activities would include, but not be limited to, the following:

- Lunch Supervision
- Playground Supervision
- Recess Supervision
- Supervision of Athletic Events

GROUP III Hourly Rate	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
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	\$34.30	Freeze	Based on CPI Floor 2% Ceiling 4%	Based on CPI Floor 2% Ceiling 4%	TBD	TBD
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The determination of estimated and actual hours required for all Group I, II, and III activities shall include all student contact and supervision time as approved by the principals.

The Superintendent shall have the authority to cancel any activity and the Board shall not be liable for honoring the compensation of terms of the notice of the activity, whether all or in part, if cancelled. If a portion of the activity has been completed, compensation shall be paid on a prorated basis.

ARTICLE XII
DURATION

12.1 DURATION AND SCOPE OF BARGAINING

This Agreement shall be effective upon ratification by the Board and Union and unless otherwise specified shall become effective on the first day of teacher attendance of the 2023-2024 school year. It shall continue until the day prior to the first day of teacher attendance of the 2026-2027 school year.

The Parties agree that only the sections of the Collective Bargaining Agreement listed below shall be the subjects of bargaining for the successor agreement to this Collective Bargaining Agreement (2026-2027 through 2027-2028). The Parties agree that they are knowingly waiving their rights to bargain any other sections of the Collective Bargaining Agreement when bargaining the successor agreement to this Collective Bargaining Agreement unless both parties agree in writing to add a section or sections of the Collective Bargaining Agreement, not listed above, to the list of subjects of bargaining for the successor agreement.

The following sections of this collective bargaining agreement are to be the subjects of bargaining when the parties bargain the successor agreement to this collective bargaining agreement:

1. Article X - Teacher Compensation and Fringe Benefits
 - a. 10.1 Salary Schedules
 - b. 10.7 Medical Insurance
2. Article XI - Extra Duty Pay
3. All Appendices (A-C)

For the Association,

Local 1274, AFT/IFT, AFL/CIO:

 1-24-24
President Date

 1-25-24
Secretary Date

For the Board of Education

West Northfield School District No. 31, Cook County

 1/25/24
President Date

 1/25/24
President Secretary Date

APPENDIX A
2023-2024 Salary Schedule

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	52,673	55,448	58,778	62,109	65,439
2	53,950	56,792	60,203	63,614	67,025
3	55,257	58,169	61,662	65,156	68,649
4	56,597	59,578	63,157	66,735	70,313
5	57,968	61,023	64,688	68,353	72,018
6	59,373	62,502	66,255	70,009	73,763
7	60,812	64,016	67,861	71,706	75,551
8	62,286	65,568	69,506	73,444	77,382
9	63,796	67,157	71,191	75,224	79,258
10	65,342	68,785	72,916	77,048	81,179
11		70,452	74,684	78,915	83,146
12		72,160	76,494	80,828	85,162
13		73,909	78,348	82,787	87,226
14		75,700	80,247	84,793	89,340
15		77,535	82,192	86,849	91,506
16			84,184	88,954	93,723
17			86,225	91,110	95,995
18			88,315	93,318	98,322
19			90,455	95,580	100,705
20			92,648	97,897	103,146
21			94,893	100,269	105,467
22			97,193	102,700	107,840
23			99,549	105,189	110,266
24			101,962	107,556	112,747
25			104,433	109,976	115,284
26				112,175	117,590
27				114,419	119,941
28				116,707	122,340
29				119,041	124,787
30					127,283

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.
The maximum salary schedule step movement associated with any lane change shall be one (1) step.

APPENDIX B
2024-2025 Salary Schedule

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	54,187	57,042	60,468	63,894	67,320
2	55,501	58,425	61,934	65,443	68,952
3	56,846	59,841	63,435	67,029	70,623
4	58,224	61,291	64,972	68,654	72,335
5	59,635	62,777	66,547	70,318	74,088
6	61,080	64,298	68,160	72,022	75,884
7	62,561	65,857	69,812	73,768	77,723
8	64,077	67,453	71,504	75,556	79,607
9	65,630	69,088	73,238	77,387	81,536
10	67,221	70,763	75,013	79,263	83,513
11		72,478	76,831	81,184	85,537
12		74,235	78,693	83,152	87,610
13		76,034	80,600	85,167	89,734
14		77,877	82,554	87,231	91,909
15		79,764	84,555	89,346	94,136
16			86,604	91,511	96,418
17			88,704	93,729	98,755
18			90,854	96,001	101,149
19			93,056	98,328	103,600
20			95,311	100,711	106,111
21			97,621	103,152	108,499
22			99,987	105,652	110,940
23			102,411	108,213	113,436
24			104,893	110,648	115,989
25			107,436	113,138	118,598
26				115,400	120,970
27				117,708	123,390
28				120,063	125,857
29				122,464	128,375
30					130,942

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.
The maximum salary schedule step movement associated with any lane change shall be one (1) step.

APPENDIX C
2025-2026 Salary Schedule

Step	Lane I BA	Lane II BA+16	Lane III MA	Lane IV MA+16	Lane V MA+32
1	55,621	58,551	62,068	65,584	69,101
2	56,969	59,970	63,572	67,174	70,776
3	58,349	61,424	65,113	68,802	72,491
4	59,764	62,912	66,691	70,470	74,248
5	61,212	64,437	68,307	72,178	76,048
6	62,696	65,999	69,963	73,927	77,891
7	64,216	67,599	71,659	75,719	79,779
8	65,772	69,237	73,396	77,554	81,713
9	67,366	70,916	75,175	79,434	83,693
10	68,999	72,634	76,997	81,359	85,722
11		74,395	78,863	83,331	87,799
12		76,198	80,775	85,351	89,927
13		78,045	82,732	87,420	92,107
14		79,937	84,738	89,539	94,340
15		81,874	86,791	91,709	96,626
16			88,895	93,932	98,968
17			91,050	96,208	101,367
18			93,257	98,540	103,824
19			95,517	100,929	106,340
20			97,832	103,375	108,918
21			100,203	105,881	111,369
22			102,632	108,447	113,874
23			105,120	111,075	116,437
24			108,554	113,575	119,056
25			111,185	116,130	121,735
26				118,453	124,170
27				120,822	126,653
28				123,238	129,186
29				125,703	131,770
30					134,405

PhD/EdD placed in appropriate step of Lane V and receive additional \$3000 stipend.
The maximum salary schedule step movement associated with any lane change shall be one (1) step.