

**ROUND LAKE SCHOOLS
COMMUNITY UNIT SCHOOL DISTRICT #116**



COLLECTIVE BARGAINING AGREEMENT

2025-2027

BLANK PAGE

Table of Contents

ARTICLE I PARTIES TO THE AGREEMENT	13
ARTICLE II RECOGNITION OF BARGAINING UNIT	13
ARTICLE III NEGOTIATION PROCEDURES	13
3.1 NEGOTIATIONS	13
3.2 RELEASE TIME	13
3.3 CONTRACTUAL AMENDMENTS	13
3.4 LABOR MANAGEMENT RELATIONS COMMITTEE	14
ARTICLE IV DEFINITIONS	14
4.1 DAY	14
4.2 MEAL PERIOD (LUNCH)	14
4.3 EXTENDED TIME	14
4.4 BUILDING REPRESENTATIVE	14
4.5. FULL-TIME EMPLOYEES	14
4.6 PART-TIME EMPLOYEES	15
4.7. FULL-YEAR EMPLOYEE	15
4.8. LESS-THAN FULL-YEAR EMPLOYEE	15
4.9 BASIC WORK YEAR FOR INSTRUCTIONAL STAFF	15
4.10 BASIC WORK YEAR FOR NON-INSTRUCTIONAL STAFF	15
4.11 SUMMER SHUTDOWN WEEK	15
ARTICLE V: ASSOCIATION RIGHTS AND EMPLOYEE RESPONSIBILITIES	15
5.1 EMPLOYEE MAILBOXES	15
5.2 BULLETIN BOARDS IN WORKSITES	16
5.3 USE OF FACILITIES/ASSOCIATION BUILDING MEETINGS	16
5.4 COPIERS/USE OF DUPLICATING EQUIPMENT	16
5.4.1 ASSOCIATION USE	16
5.4.2 TEACHER USE	16
5.5 DOCUMENTS PROVIDED TO THE ASSOCIATION PRESIDENT	17
5.6 ASSOCIATION BUSINESS DURING SCHOOL HOURS	17
5.7 OPENING DAY/SCHOOL START WORKSHOPS	18
5.8 COMPLAINTS AGAINST EMPLOYEES	18
5.9 PERSONNEL FILE	18
5.9.1 PERSONNEL FILE – EMPLOYEE RIGHT TO REVIEW	18
5.9.2 PERSONNEL FILE – PLACEMENT OF WRITTEN MATERIAL	18
5.9.3 PERSONNEL FILE – WRITTEN REBUTTAL/COPY OF CONTENT	18

5.9.4 PERSONNEL FILE – CONFIDENTIALITY	19
5.9.5 PERSONNEL FILE – PHOTO RELEASE	18
5.10 SCHOOL CALENDAR	19
5.11 PRESIDENT/ASSOCIATION LEAVE	19
5.11.1 PRESIDENT LEAVE	19
5.11.2 ASSOCIATION LEAVE	20
5.11.3 ASSOCIATION REPRESENTATIVE MEETINGS	20
5.12 DUES AND FAIR SHARE DEDUCTIONS	20
5.12.1 DUES - EMPLOYEE AUTHORIZATION/REVOCATION	20
5.12.2 DUES AND FAIR SHARE – LIABILITY/INDEMNIFICATION	21
5.14 ASSOCIATION ANNOUNCEMENTS	21
5.15 ASSOCIATION GENERAL MEETINGS FOR TEACHERS, TEACHER ASSISTANTS, SECRETARIES, CLERKS, CUSTODIANS AND MAINTENANCE EMPLOYEES	21
5.16 CONTRACT COPIES	22
5.17 ASSOCIATION ON BOARD AGENDA	22
5.18 ASSOCIATION TELEPHONE EXTENSION	22
5.20 SCHOOL CLOSING DAYS	22
5.21 LEAVING THE BUILDING/BREAK & LUNCH	22
5.22 SUBCONTRACTING	22
5.22.1 SUBCONTRACTING – TRANSPORTATION	23
5.22.2 SUBCONTRACTING – SECRETARIES/CLERKS	23
5.22.3 SUBCONTRACTING – SPEECH & LANGUAGE PATHOLOGISTS	23
5.22.4 SUBCONTRACTING – PAYROLL SERVICES	23
5.22.5 SUBCONTRACTING – USE OF VOLUNTEERS/TEMPORARY EMPLOYEE	23
5.23 COMMITTEES/REQUIRED ASSOCIATION-MANAGEMENT MEETINGS	24
5.23.1 TRANSPORTATION COMMUNICATION COMMITTEE	24
5.23.2 CUSTODIAN & MAINTENANCE SAFETY COMMITTEE	24
5.23.3 MIDDLE SCHOOL SCHEDULE COMMITTEE	24
5.23.4 STUDENT DISCIPLINE COMMITTEE	24
5.23.5 IN-SERVICE COMMITTEE	24
5.23.5.1 COMMITTEE FORMATION	24
5.23.5.2 SURVEY OF STAFF NEEDS	25
5.23.6 BUILDING COMMUNICATIONS VEHICLE	25
5.23.7 INSURANCE COMMITTEE	25
5.23.8 BUS DRIVER JACKET SELECTION COMMITTEE	25
5.24 WAIVERS	25
5.25 TRAINING	25

5.25.1 NEW EQUIPMENT	25
5.25.2 ORIENTATION - SUPPORT STAFF	26
5.25.3 STUDENT DISCIPLINE – DRIVERS	26
5.26 STUDENT DISCIPLINE	26
5.27 FACULTY DRESS CODE	26
ARTICLE VI SENIORITY	27
6.1 SENIORITY DEFINITION	27
6.2 SENIORITY LIST	27
6.3 SENIORITY LIST TIEBREAKERS	27
6.4 LOSS OF SENIORITY	27
ARTICLE VII PROBATION, DISCIPLINE, DISMISSAL	27
7.1 PROBATIONARY AND PROMOTIONAL SUPPORT STAFF	27
7.1.1 REMOVAL DURING A PROBATIONARY PERIOD	27
7.1.2 EXTENSION OF PROBATIONARY PERIOD	27
7.1.3 DISMISSAL DURING INITIAL PROBATIONARY PERIOD	28
7.2 DISCIPLINE OF NON-PROBATIONARY SUPPORT STAFF	28
7.2.1 PROGRESSIVE DISCIPLINE SYSTEM	28
7.2.2 GROUNDS FOR DISCIPLINE	28
7.2.3 WRITTEN REPRIMAND	28
7.2.4 SUSPENSION/DISMISSAL	28
7.2.4.1 INVESTIGATION & RIGHT TO PRE-DISCIPLINARY CONFERENCE	28
7.2.4.2 REQUEST FOR REVIEW OF DECISION BY BOARD OF EDUCATION	29
7.2.5 APPEARANCE BEFORE BOARD OF EDUCATION	29
7.3 SUSPENSION OF TEACHERS	29
7.4 RIGHTS PRECEDING DISCIPLINE/COMPULSION OF TESTIMONY	30
ARTICLE VIII JOB DESCRIPTIONS FOR STAFF	30
ARTICLE IX EVALUATIONS	30
9.1 TEACHERS	30
9.2 SUPPORT STAFF	31
ARTICLE X UNINTERRUPTED SERVICE	31
10.1 NO STRIKE	31
10.2 NO LOCKOUT	31
ARTICLE XI REDUCTION IN FORCE (RIF)/LAYOFF	31
11.1 TEACHERS	31

11.2 SUPPORT STAFF	31
ARTICLE XII WORK ASSIGNMENTS, VACANCIES, TRANSFERS, PROMOTIONS, CHANGES IN ASSIGNMENT	32
12.1 DEFINITIONS	32
12.2 TEACHER TRANSFER AND REASSIGNMENT	32
12.2.1 TEACHER ASSIGNMENT/REASSIGNMENT	32
12.2.2 TEACHER TRANSFER	33
12.3 SUPPORT STAFF TRANSFER AND REASSIGNMENT	33
12.3.1 VOLUNTARY TRANSFER AND REASSIGNMENT	33
12.3.2 INVOLUNTARY TRANSFER AND REASSIGNMENT	33
12.4 VACANCIES AND PROMOTION (EXCEPT BUS DRIVERS)	34
12.5 BUS DRIVER VACANCIES AND PROMOTION	34
12.5.1 BUS DRIVER VACANCIES	34
12.5.2 BUS DRIVER SUMMER POSITION VACANCIES	34
12.5.3 FILLING OF VACANCIES	34
ARTICLE XIII GRIEVANCE PROCEDURE	34
13.1 GRIEVANCE PROCEDURE DEFINITIONS	34
13.2 GRIEVANCE PROCEDURE STEPS	35
13.2.1 STEP 1 - TO IMMEDIATE SUPERVISOR	35
13.2.2 STEP 2 – TO SUPERINTENDENT	35
13.2.3 STEP 3 – TO BOARD OF EDUCATION	35
13.2.4 STEP 4 - TO ARBITRATION	35
13.3 WRITING REQUIREMENT	36
13.4 TIMELINES	36
13.5 RELEASE TIME	36
13.6 FILING RECORDS	36
13.7 WITHDRAWAL OF GRIEVANCE	36
13.8 REPRESENTATION	36
13.9 COSTS FOR POSTPONEMENT	36
13.10 SETTLEMENT	36
13.11 BYPASS OF STEPS	36
13.12 INFORMAL GRIEVANCES	37
13.13 ARBITRABILITY	37
13.14 MEDIATION BY LABOR MANAGEMENT RELATIONS COMMITTEE	37
ARTICLE XIV SALARY	37
14.1 SALARY PROCEDURES	37

14.1.1 PLACEMENT ON SALARY SCHEDULE FOR NEW EMPLOYEES	37
14.1.2 PREPARATION FOR PAYROLL	38
14.1.3 NUMBER OF PAY INSTALLMENTS	38
14.1.4 PAY DAYS	38
14.1.5 METHODS OF PAYMENT	38
14.1.6 FINAL PAYCHECKS	38
14.1.6.1 LEAVING AT END OF SCHOOL YEAR	38
14.1.6.2 LEAVING DURING THE SCHOOL YEAR	38
14.1.7 TEACHERS' RETIREMENT SYSTEM (TRS)	39
14.1.8 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)	39
14.2 SALARY INCREASES	39
14.2.1 YEARLY INCREMENT (STEP) INCREASES	39
14.2.2 WITHHOLDING OF INCREMENT (STEP) INCREASES – CERTIFIED STAFF	39
14.2.3 LANE CHANGES – CERTIFIED STAFF	40
14.3 LONGEVITY PAY	40
14.4 ADDITIONAL REMUNERATION – EXTRA DUTY PAY	41
14.5 OVERTIME	42
14.5.1 RATE OF PAY	42
14.5.2 ASSIGNMENT OF OVERTIME WORK – CUSTODIAN & MAINTENANCE STAFF	42
ARTICLE XV FRINGE BENEFITS	43
15.1 TEACHERS PROFESSIONAL GROWTH/TUITION REIMBURSEMENT	43
15.1.1 TEACHER TUITION REIMBURSEMENT	43
15.1.1.1 ELIGIBILITY	43
15.1.1.2 SCHEDULE OF REIMBURSEMENT/PAYMENT	43
15.1.1.3 SCHEDULE OF REIMBURSEMENT/PAYMENT - HIGH NEEDS	43
15.1.1.4 PENALTY NON-TENURED TEACHERS IF LEAVE DISTRICT	44
15.1.2 TEACHER REQUESTED PROFESSIONAL DAYS	45
15.1.2.1 ELIGIBILITY	45
15.1.2.2 APPLICATION	45
15.1.2.3 SCHEDULE OF REIMBURSEMENT/PAYMENT	45
15.1.3 TEACHER MANDATORY WORKSHOP ATTENDANCE	45
15.1.3.1 REQUIRED WORKSHOPS	45
15.1.3.2 SCHEDULE OF REIMBURSEMENT/PAYMENT	46
15.2 SUPPORT STAFF TUITION REIMBURSEMENT	46
15.2.1 ELIGIBILITY	46
15.2.2 SCHEDULE OF REIMBURSEMENT/PAYMENT	46

15.3 MILEAGE AND PHONE REIMBURSEMENT	46
15.4 INSURANCE	47
15.4.1 HEALTH/ DENTAL INSURANCE	47
15.4.1.1 SINGLE HEALTH INSURANCE COVERAGE – HMO & PPO	47
15.4.1.2 SINGLE DENTAL INSURANCE COVERAGE – HMO & PPO	47
15.4.1.3 FAMILY INSURANCE COVERAGE	47
15.4.1.3.1 BUS DRIVER COMPENSATION & BENEFIT CALCULATION	47
15.4.2 LIFE INSURANCE	47
15.4.3 PART-TIME EMPLOYEE COVERAGE	47
15.4.4 OPEN ENROLLMENT/START OF COVERAGE	48
15.4.5 SEPARATION FROM SERVICE – TEACHERS	48
15.4.6 125/FLEX PLAN	48
15.4.7 SUPPLEMENTAL INSURANCE PLANS	48
15.4.8 CHANGES TO INSURANCE COVERAGE	48
15.4.9 WORKERS’ COMPENSATION CLAIM/INSURANCE	48
15.5 HOLIDAYS	49
15.5.1 TEACHERS	50
15.5.2 SUPPORT STAFF	50
15.5.3 WORK ON SUNDAY (Double Time)	50
15.6 VACATION	50
15.6.1 ALLOCATION OF VACATION DAYS	50
15.6.2 APPROVAL & USE OF VACATION DAYS	51
15.6.3 ACCUMULATING & CARRYING OVER VACATION DAYS	51
15.6.4 TERMINATION OF EMPLOYMENT – PAYMENT FOR UNUSED DAYS	51
15.7 OFF STREET PARKING	52
15.8 BUS DRIVERS’ CHILDREN RIDING ON BUS	52
ARTICLE XVI WORKING CONDITIONS	52
LUNCH/BREAK TIME	52
TRANSLATION	52
16.1 SECRETARIAL/CLERICAL EMPLOYEES	53
16.1.1 WORK SCHEDULE	53
16.1.2 REQUIRED WORK	53
16.2 CUSTODIANS & MAINTENANCE EMPLOYEES	53
16.2.1 WORK SCHEDULE	53
16.2.2.1 TEMPORARY FLEXIBLE HOURS	53
16.2.2 WORK SHIFT	53

16.2.2.2 MANDATORY OVERTIME - SNOW REMOVAL	53
16.2.3 EMERGENCY CALL BACKS TO WORK	53
16.2.4 ON CALL/STANDBY STATUS	54
16.2.5 UNIFORM/SHIRT	54
16.2.6 CUSTODIAL/GROUNDS/MAINTENANCE CLOTHING ALLOWANCE	54
16.3 TEACHER ASSISTANTS	55
16.3.1 WORK SCHEDULE	55
16.3.2 SUBSTITUTE TEACHING	55
16.3.3 ATTENDANCE AT STAFFINGS	55
16.4 INFORMATION TECHNOLOGY EMPLOYEES	55
16.4.1 WORK SCHEDULE	55
16.5 BUS DRIVERS	55
16.5.1 WORK SCHEDULE	55
16.5.2 REGULAR ROUTE ASSIGNMENTS/ADJUSTMENTS	56
16.5.3 EXTRA DRIVING ASSIGNMENTS	56
16.5.4 REQUIRED MEETINGS & CALL BACK PAY	57
16.5.5 UNIFORM/JACKET	57
16.5.6 VOLUNTARY CHARTERS	57
16.6 TEACHERS	57
16.6.1 WORK SCHEDULE	57
16.6.2 LUNCH TIME	57
16.6.3 PLANNING TIME	57
16.6.3.1 ELEMENTARY SCHOOLS	57
16.6.3.2 MIDDLE SCHOOLS	58
16.6.3.3 HIGH SCHOOL	58
16.6.4 CLASS LOADS – HIGH SCHOOL & MIDDLE SCHOOLS	58
16.6.4.1 ACADEMIC CLASS LIMIT	58
16.6.4.2 EXTRA CLASS (SIXTH CLASS) ASSIGNMENT	58
16.6.5 ACADEMIC PREPARATIONS – HIGH SCHOOL & MIDDLE SCHOOLS	59
16.6.5.1 ACADEMIC PREPARATIONS LIMIT	59
16.6.5.2 ADDITIONAL ACADEMIC PREPARATION ASSIGNMENT	59
16.6.5.3 SECONDARY CO-TEACHING	59
16.6.6 INTERVENTION STUDY HALL – HIGH SCHOOL & MIDDLE SCHOOL	59
16.6.7 STUDENT CONTACT TIME	59
16.6.8 EVENTS OUTSIDE OF THE SCHOOL DAY	60
16.6.8.1 FACULTY/DIVISION GRADE LEVEL MEETINGS	60
16.6.8.2 PARENT TEACHER CONFERENCES	60

16.6.8.3 ATTENDANCE AT REQUIRED EVENTS	60
16.6.9 CLASS SIZE	61
16.6.9.1 GOAL/MAXIMUM LIMIT	61
16.6.9.2 ADJUSTMENTS TO CLASS SIZE	61
16.6.9.3 SPLIT CLASSES	61
16.6.9.4 FINAL CLASS SIZE REPORT	62
16.6.10 TUTORING	62
16.6.11 SUMMER SCHOOL TEACHING	62
16.6.11.1 POSTINGS	62
16.6.11.2 ASSIGNMENTS/NOTICE OF ASSIGNMENT	62
16.6.11.3 CANCELLATION OF CLASS	62
16.6.11.4 COMPENSATION	63
TEACHERS	63
OTHER EMPLOYEES	63
RELATED SERVICE PERSONNEL - EARLY CHILDHOOD ASSESSMENTS	63
16.6.12 INTERNAL SUBSTITUTION	63
16.6.12.1 ASSIGNMENT	63
16.6.12.2 COMPENSATION	64
ARTICLE XVII LEAVES	64
17.1 SICK LEAVE	64
17.1.1 DEFINITIONS & CONDITIONS FOR USE OF SICK LEAVE	64
17.1.1.1 SICK LEAVE	64
17.1.1.2 IMMEDIATE FAMILY	64
17.1.1.3 BIRTH	64
17.1.1.4 ADOPTION	64
17.1.1.5 PHYSICIAN CERTIFICATE FOR 3 OR MORE DAYS ABSENT	64
17.1.1.6 BOARD REQUIRED PHYSICAL EXAMINATION OF EMPLOYEE	64
17.1.2 ALLOCATION AND ACCUMULATION OF SICK LEAVE DAYS	64
17.1.2.6 SICK LEAVE FOR PART-TIME SUPPORT STAFF	66
17.1.2.7 ACCUMULATION OF UNUSED SICK LEAVE DAYS	67
17.1.3 SICK LEAVE DONATIONS	67
17.1.4 ATTENDANCE BONUS –SUPPORT STAFF	67
17.1.5 ATTENDANCE BONUS - CERTIFIED STAFF	68
17.2 PERSONAL LEAVE	68
17.2.1 DEFINITION AND CONDITIONS FOR USE OF PERSONAL LEAVE	68
17.2.1.1 APPLICATION REQUIRED	68

17.2.1.2 RESTRICTIONS ON USE	69
17.2.2 ALLOCATION AND ACCUMULATION OF PERSONAL LEAVE DAYS	66
17.2.2.1 TEACHER ALLOCATION	69
17.2.2.2 TEACHER ASSISTANT’S ALLOCATION	69
17.2.2.3 SECRETARY/CLERK/IT ALLOCATION	69
17.2.2.4 BUS DRIVER ALLOCATION	69
17.2.2.5 CUSTODIAN/MAINTENANCE/MECHANIC ALLOCATION	70
17.2.2.6 PERSONAL LEAVE FOR PART-TIME SUPPORT STAFF	70
17.3 SABBATICAL LEAVE	70
17.4 TEMPORARY DISABILITY LEAVE (UNPAID LEAVE)	70
17.4.1 DEFINITION AND CONDITIONS FOR USE OF TEMPORARY DISABILITY LEAVE	70
17.4.2 APPLICATION REQUIRED	70
17.4.3 RESTRICTIONS ON USE	70
17.4.4 REQUIREMENT FOR RETURN TO WORK	70
17.5 LEAVE OF ABSENCE WITHOUT PAY	71
17.5.1 DEFINITION AND CONDITIONS FOR USE OF LEAVE ABSENCE WITHOUT PAY	71
17.5.2 APPLICATION & APPROVAL	71
17.5.3 NOTIFICATION OF RETURN & RETURN TO WORK	71
17.6 CHILD- REARING/MATERNITY LEAVE	71
17.6.1 CHILD- REARING LEAVE - TEACHERS & TEACHER ASSISTANTS	71
17.6.1.1 DEFINITION AND CONDITIONS FOR USE CHILD- REARING LEAVE	71
17.6.1.2 APPLICATION	72
17.6.1.3 BENEFITS WHILE ON CHILD-REARING LEAVE	72
17.6.1.4 NOTIFICATION OF RETURN & RETURN TO WORK	72
17.6.2 PAID MATERNITY - PATERNITY - ADOPTION LEAVE	72
17.7 FAMILY AND MEDICAL LEAVE (FMLA)	73
17.7.1 DEFINITIONS AND CONDITIONS FOR USE OF FAMILY MEDICAL LEAVE	73
17.7.2 LEAVES NEAR THE END OF ACADEMIC TERM- INSTRUCTIONAL EMPLOYEES	73
17.7.3 BENEFITS WHILE ON FAMILY AND MEDICAL LEAVE	73
17.7.4 RETURN FROM &/OR EXTENSIONS OF FAMILY AND MEDICAL LEAVE	74
17.7.5 REMEDY FOR VIOLATIONS OF FAMILY & MEDICAL LEAVE SECTION	74
17.8 LEAVE FOR JURY DUTY/DISTRICT RELATED COURT CASES	74
17.9 BEREAVEMENT LEAVE	75
17.10 FLEX SCHEDULING	75
ARTICLE XVIII RETIREMENT	75
18.1 DISTRICT RETIREMENT BENEFITS	75

18.1.1 RETIREMENT SEVERANCE BONUS AWARD	75
18.1.2 UNUSED ACCUMULATED SICK DAYS	75
18.1.3 PAYMENT RESTRICTIONS	76
18.2 TEACHER RETIREMENT PROGRAM	76
18.2.1 ELIGIBILITY	76
18.2.2 APPLICATION AND NOTICE OF RETIREMENT	76
18.2.2.2 6% RETIREMENT INCENTIVE OPTION (RIO)	76
18.2.3 BENEFITS	76
18.2.3.1 6% RETIREMENT INCENTIVE OPTION (RIO)	76
18.2.3.2 TRS HEALTH INSURANCE PREMIUM REIMBURSEMENT (TRIP)	77
18.2.3.3 ADDITIONAL BENEFIT	77
18.2.4 LIMITATION ON PARTICIPATION FOR TEACHERS	77
18.3 SUPPORT STAFF RETIREMENT PROGRAM	77
18.3.1 ELIGIBILITY	77
18.3.2 APPLICATION AND NOTICE OF RETIREMENT	77
18.3.2.1 6% RETIREMENT INCENTIVE OPTION	77
18.3.2.2 HEALTH INSURANCE	77
18.3.3 BENEFITS	78
18.3.3.1 IMRF 5+5 OPTION	78
18.3.3.2 6% RETIREMENT INCENTIVE OPTION	78
18.3.3.3 HEALTH INSURANCE	78
18.3.4 LIMITATION ON PARTICIPATION FOR SUPPORT STAFF	79
ARTICLE XIX ACADEMIC FREEDOM	79
19.1 ACADEMIC FREEDOM	79
19.2 ADVERSE CRITICISM OF INSTRUCTIONAL MATERIALS	79
19.3 GRADES	80
ARTICLE XX UNSAFE OR HAZARDOUS WORKING CONDITIONS	80
20.1 REPORTING CONCERNS	80
20.2 INSPECTION OF CERTAIN ROOMS	80
20.3 CLEANING BY CUSTODIANS	80
20.4 TEMPERATURE CONTROL	81
20.5 VIOLENT ACTS AGAINST STAFF	81
20.6 DEFECTIVE EQUIPMENT	81
20.7 LATEX GLOVES FOR SECRETARIES AND CLERKS	81
20.8 HEPATITIS B SHOTS	81

ARTICLE XXI RESERVATIONS OF RIGHTS	82
ARTICLE XXII LABOR MANAGEMENT RELATIONS	82
22.1 LABOR MANAGEMENT RELATIONS COMMITTEE (LMRC)	82
22.2 PROCESS OF THE COMMITTEE	82
22.3 COMPOSITION OF THE COMMITTEE	82
22.4 SCOPE AND PURPOSE OF THE COMMITTEE	82
22.5 IMPACT BARGAINING	83
22.6 MEDIATION OF GRIEVANCES	83
ARTICLE XXIV TERMS OF AGREEMENT	83
24.1 DURATION	83
24.2 CLOSURE	83
24.3 SEVERABILITY	83
24.4 CONTRACTUAL AMENDMENTS	84
24.5 SIGNATURES	84
APPENDIX A1 – CERTIFIED STAFF SALARY SCHEDULES	85
APPENDIX A2 – NON-CERTIFIED STAFF SALARY SCHEDULES	87
APPENDIX B – EXTRACURRICULAR ATHLETIC SCHEDULE	89
APPENDIX B1 – EXTRACURRICULAR CLUBS & ACTIVITIES SCHEDULE	91
APPENDIX C – COACHING SIDE LETTER	96
APPENDIX D – REIMBURSEMENT TO BUS DRIVERS	97
APPENDIX E – ACCIDENT REVIEW COMMITTEE FOR BUS DRIVERS	98
DEFINITIONS	98
REPORTING OF ACCIDENTS	98
DISCIPLINE FOR ACCIDENTS	98
ACCIDENT REVIEW COMMITTEE	98
APPENDIX F – RULES FOR TRANSPORTATION OF BUS DRIVERS’ CHILDREN	100
APPENDIX G – TEACHER EVALUATION PROGRAM	101
APPENDIX H - USE OF SECURITY TAPES	102
APPENDIX I - USE OF GLOBAL POSITIONING SYSTEM (GPS)	103
APPENDIX J - RANDOM DRUG TESTING FOR STAFF DRIVING DISTRICT VEHICLES	106

ARTICLE I PARTIES TO THE AGREEMENT

This Agreement made and entered into this 6th day of February, 2017, between the Board of Education of Round Lake Community Unit School District #116, Lake County, Illinois (hereinafter referred to as the “Board”) and the Education Association of Round Lake, IEA/NEA (hereinafter referred to as the “Association” or “Union”).

ARTICLE II RECOGNITION OF BARGAINING UNIT

The Board recognizes the Association as the sole and exclusive bargaining agent for all full and part-time certificated personnel; all full and part-time instructional and non-instructional assistants and technicians; all regular part-time and full-time secretarial and clerical staff; all full-time and part-time bus drivers; mechanics; and all custodial and maintenance employees. The following job classifications are excluded from the unit: Superintendent; Assistant Superintendents; Executive Directors; Directors; Coordinators; Managers; Division Chairs; Public Relations Officer; Administrative Assistants; and all other supervisors, managerial employees, confidential employees, short-term employees, and students as defined in the Illinois Educational Labor Relations Act. IELRB Unit Clarification Order dated April 8, 2016 (Case No. 2016-UC-0008-C).

If such unit positions, which are now exclusions from the unit, are subsequently replaced, such positions will only be excluded if a preponderance of time in that position is spent in management functions.

The Board agrees not to negotiate with any organization or individual other than the Association for the duration of this Agreement.

ARTICLE III NEGOTIATION PROCEDURES

3.1 NEGOTIATIONS

The parties shall negotiate as prescribed by the Illinois Educational Labor Relations Act and its rules and regulations.

3.2 RELEASE TIME

When negotiations are conducted during regular work hours, release time shall be provided for the Association’s negotiation committee members. Nothing herein shall require the Board to negotiate during regular working hours.

3.3 CONTRACTUAL AMENDMENTS

The parties may modify or amend this Agreement by mutual consent. Such changes shall be reduced to writing, ratified and signed by the parties and become an amendment to this Contract.

3.4 LABOR MANAGEMENT RELATIONS COMMITTEE

The parties agree that any and all issues, concerns or requests related to any of the contracts, including this Agreement, will first be addressed by a Labor Management Relations Committee as described in Article 22.

ARTICLE IV DEFINITIONS

4.1 DAY

“Day” means work days excluding, vacation, non-contracted time, or holidays, as provided for in the school calendar. Standard work day means the time an employee is normally scheduled to work during the day. For the purpose of timelines in this Agreement “day” shall mean a day when the District offices are open, excluding weekends, and winter/spring breaks.

4.2 MEAL PERIOD (LUNCH)

Meal Periods shall be scheduled close to the middle of a shift, consistent with the operating needs of the District. Unless entitled to a duty free lunch, employees who are required or volunteer to be assigned to be on duty during their meal period shall have such time counted as work time. Employees may make a request to reschedule their meal period to any other time of the day provided that it does not conflict with building operating needs.

4.3 EXTENDED TIME

“Extended Time” means any time worked for the District exceeding the basic work year defined below.

4.4 BUILDING REPRESENTATIVE

A representative of the Association.

4.5. FULL-TIME EMPLOYEES

Full-time employees are those who are employed for a standard workday and workweek based on their respective job family (e.g., teacher assistant, secretarial/clerical, custodial/maintenance, bus driver).

Bus Driver Work Schedule: Standard Workweek (a) The standard work week for full-time employees shall be thirty (30) hours per workweek in five (5) consecutive days of six (6) hours per work day, with regularly established starting and ending times.

Custodial Work Schedule: Standard Workweek. (a) The standard work week for full-time employees shall be (40) hours per workweek in five (5) consecutive days of eight (8) hours per work day, with regularly established starting and ending times, including a half-hour unpaid meal period.

IT Technician Work Schedule: Standard Workweek. (a) The standard work week for full-time employees shall be forty (40) hours per workweek in five (5) consecutive days of eight (8) hours

per work day, with regularly established starting and ending times, including a half-hour unpaid meal period.

Secretarial/Clerical Schedule: Standard Workweek. (a) The standard work week for full-time employees shall be forty (40) hours per workweek in five (5) consecutive days of eight (8) hours per work day, with regularly established starting and ending times, including a half-hour unpaid meal period.

Teacher Assistant Work Schedule: Standard Workweek. (a) The standard work week for full-time employees shall be thirty-seven and a half (37.5) hours or forty (40) hours per workweek in five (5) consecutive days of seven and a half (7.5) hours or eight (8) hours per work day, depending on the work assignment with regularly established starting and ending times, including a half-hour unpaid meal period.

4.6 PART-TIME EMPLOYEES

Part-time employees are those who are employed less than a standard workday and workweek.

4.7. FULL-YEAR EMPLOYEE

A full- or part- time twelve (12) month employee.

4.8. LESS-THAN FULL-YEAR EMPLOYEE

A full- or part-time employee, typically a school term employee, who works less than 12 months.

4.9 BASIC WORK YEAR FOR INSTRUCTIONAL STAFF

The basic work year for instructional staff shall not exceed one hundred eighty (180) days. Within the basic work year there shall be one hundred seventy-six (176) student attendance days and four (4) non-student attendance days. In addition, there will also be five (5) emergency days.

The basic work year for first year instructors, new to the District, shall be one hundred eighty-three (183) days which shall include three (3) staff orientations days over and above the instructional staff basic work year.

4.10 BASIC WORK YEAR FOR NON-INSTRUCTIONAL STAFF

The basic work year for non-instructional staff shall be the full- or less than full-year schedule for staff based on their assignment.

4.11 SUMMER SHUTDOWN WEEK

A summer shutdown week will be implemented for all 12-month employees around the Fourth of July holiday. The summer shutdown week replaces the ability to have remote work days throughout the calendar year and provides equity for all 12-month employees. The intent of the summer shutdown week is to provide five consecutive days, inclusive of the observed Fourth of July holiday, in one week off. Employees may combine their accrued vacation leave with the summer shutdown week however,

no combined time off may exceed fifteen (15) working days. Thus an employee can only combine up to ten (10) vacation days with the five (5) days of summer shutdown.

In the event that there is a need for support from a 12-month employee during the shutdown week, (ie, maintenance, custodial), employees will be offered overtime to come in and provide said support. In the event that there is not an available bargaining unit employee then the District may consult a vendor.

The Superintendent and EARL President will meet no later than October 1st of each year to review and determine the renewal dates of the summer shutdown week.

ARTICLE V: ASSOCIATION RIGHTS AND EMPLOYEE RESPONSIBILITIES

5.1 EMPLOYEE MAILBOXES

Each employee shall be provided a mailbox to which the Association shall have reasonable access.

5.2 BULLETIN BOARDS IN WORKSITES

The Association shall be provided a bulletin board in the employee area of each worksite. The Association shall have the right to post notices in the appropriate employees' room in each building, provided such notices are not defamatory toward the Board or the Administration.

5.3 USE OF FACILITIES/ASSOCIATION BUILDING MEETINGS

The Association shall have the right to use school buildings for Association meetings, provided that the building principal is notified one (1) day before any such meeting, and provided that if such meetings entail additional materials and custodial assistance, the Association shall pay the cost and further provided that meetings are held during non-school hours and do not interfere with any facet of the school's educational, administrative, or extracurricular programs. The Association is allowed to hold two (2) building meetings per month either before or after the student day. Announcements for these meetings may be made during daily announcements over the building public address system.

5.4 COPIERS/USE OF DUPLICATING EQUIPMENT

5.4.1 ASSOCIATION USE

The Association shall have the right to use the school's duplicating equipment provided that the Association reimburses the District for the cost of the materials used. The Association shall submit a use of equipment report to the building principal on or before the last working day of each month.

5.4.2 TEACHER USE

All employees shall have access to the District's copying machines for copying educational materials for use in the classroom. In the event a teacher discovers a malfunction in the copying machines, it shall be immediately reported to the building office.

5.5 DOCUMENTS PROVIDED TO THE ASSOCIATION PRESIDENT

The Association President will be provided the following:

- a. A copy of the monthly Board packet will be delivered electronically to the Association President prior to the monthly Board meeting.
- b. Any official revisions, deletions, or additions to the Board Policy Manual.
- c. The current annual financial report, on the appropriate state form.
- d. The current tentative budget.
- e. The current annual budget, on the appropriate state form.
- f. A current list of eligible members for the bargaining unit.
- g. The most current listing, in alphabetical order, of dues being deducted, each pay period.
- h. Quarterly reports of any special education bus routes see section 5.22.1.
- i. Seniority lists by October 1st of each school year see section 6.2.
- j. At the close of the school year, a list of support staff who were granted tuition reimbursement under Article 15.
- k. The dates of the open enrollment period for insurance coverage.
- l. Class size reports each semester, see section 16.6.9.4.
- m. A list of all summer school applicants with a notation on who was hired.
- n. Notification of any exceptions that are made to the salary placement language in Article 14.
- o. If any driver vacancy is not filled within ten (10) days (from becoming vacant or creation), the Superintendent or designee will give written notice to the Association President of the reasons for the delay. See section 12.5.3.
- p. Copies of the inspection reports for science rooms, storage areas, and shops provided for in Article 20.
- q. Names and assignments of extra-curricular positions, in writing, by October 1st each year and any changes in extra-curricular assignments after October 1st, as they occur, see section 14.4(k).
- r. All items required by law that are requested in writing by the Association shall be made available to the Association President within ten (10) days. The Board shall respond in writing to the Association stating the reasons if the time shall exceed ten (10) days.

5.6 ASSOCIATION BUSINESS DURING SCHOOL HOURS

The Association, the Board, and their representatives agree that matters relating to supervisor-employee or Board-employee relationships shall not be discussed in the presence of students.

Employees or representatives of the Association shall be allowed on the premises of the District during working hours for the purpose of meeting with the Administration to discuss mutual concerns. Association employees or representatives shall not conduct Association business with other Association members during the employee's regular working hours. However, Association employees or representatives may discuss Association business with employees while the employee is on break or during the employee's lunch period.

5.7 OPENING DAY/SCHOOL START WORKSHOPS

The Association shall have up to thirty (30) minutes during the District's pre-school workshops to present a statement of purpose and goals of the Association. The District will arrange for the Association to meet with all new EARL employees on the first day of school. The Association will agree to have all new teachers start school three days before the first day of school without any additional pay. The Association may provide a handout on Fair Share to be given to all staff that is hired after the new employee's orientation. It will be given to staff when they are processed for employment. The Association shall be able to meet all new staff, hired after the beginning of the school year, after school in their assigned buildings.

5.8 COMPLAINTS AGAINST EMPLOYEES

When, in the opinion of the Administration, a complaint or series of complaints against an employee assumes a substantive character, the Administration shall meet with the employee to discuss the complaint or series of complaints unless prohibited by law. Punitive and/or disciplinary action may occur only after the employee has had an opportunity to respond to the complaint or series of complaints. The employee may have an Association representative at said meeting. No employee shall be required to appear before the Board on charges of any nature unless those charges have been given to the employee in writing; at least seven (7) working days prior to said Board meeting. The employee may be accompanied by a representative of his/her own choosing at said meeting. No employee shall be disciplined without justification. Such justification shall not be arbitrary, capricious, discriminatory or unreasonable.

5.9 PERSONNEL FILE

5.9.1 PERSONNEL FILE – EMPLOYEE RIGHT TO REVIEW

There will be only one official personnel file for each employee, and it shall be kept in the District Human Resources Department. Each employee shall have the right, upon reasonable request, to review the contents of his/her personnel file (except for placement information and letters of recommendation). A representative of the Association may, at the employee's request, accompany the employee in this review.

5.9.2 PERSONNEL FILE – PLACEMENT OF WRITTEN MATERIAL

Copies of any written materials placed in the personnel file of an employee concerning such items as: evaluative reports, supervisory-visitation reports, and miscellaneous memoranda regarding the performance and accountability of an employee shall be given to the employee. The employee shall sign the file copy to confirm having been notified. The originator of all material placed in the personnel file must be identified.

All records relating to a grievance shall be filed separately from the personnel file of the employee.

5.9.3 PERSONNEL FILE – WRITTEN REBUTTAL/COPY OF CONTENT

The employee shall also have the right to place written reactions to any of its contents, which he/she is entitled to see. The employee shall have the right to receive a copy, upon reasonable request and

payment of reasonable costs, of all items in his/her personnel file with the exception of placement information and letters or recommendation. The employee shall be notified, in writing, when any material is to be removed from his/her personnel file.

5.9.4 PERSONNEL FILE – CONFIDENTIALITY

The material in the employee's personnel file shall not be made known to persons other than Administrators, clerical staff whose responsibility it is to maintain such files, other districts, or those as required by law.

5.9.5 PERSONNEL FILE – PHOTO RELEASE

No photo of an employee under outside investigation shall be made available to the media prior to a conclusion and/or resolution of the investigation.

5.10 SCHOOL CALENDAR

The recommended school calendar shall be prepared by the Superintendent and/or designee and staff within the Board limitations. The number of hours and days scheduled for students shall meet or exceed the requirements of state law. Any teacher working beyond 180 days will be paid 1/180th of their salary for each day (or fraction thereof) beyond 180. In preparing the calendar, the Superintendent/designee shall get input from the Association prior to recommending the school calendar for adoption by the Board of Education. Nothing contained herein shall preclude the Association from making its own recommendation to the Board concerning the calendar.

5.11 PRESIDENT/ASSOCIATION LEAVE

5.11.1 PRESIDENT LEAVE

The Association President shall be released from 100% of his/her work day to conduct Association President business. Said leave shall be considered full time employment for the purpose of seniority. A meeting of the Union President and Superintendent will take place by April 1st of each calendar year to discuss if it continues to be mutually beneficial to maintain 100% release. "Should both parties be unable to reach mutual agreement to continue the 100% release time, said release time shall be returned to 50%."

The Association shall contribute an amount equal to 5% of BA Lane, Step A.

5.11.1.2 PRESIDENT ADDITIONAL RELEASE TIME

The Education Association of Round Lake President works 180 days and is released to perform association business equivalent to a 1.0 full-time position. However, the District recognizes that there are issues that arise outside of the expected workday, work week, and/or work year that require additional collaboration and problem-solving to address issues including but not limited to circumstances that may involve District 116 employees on a full-year work calendar. As such, if the Education Association of Round Lake President duties are assumed by a certified staff member, they will be compensated with a Group 1 Appendix B stipend. The cost of the Group 1 stipend payment will be split equally between the Board of Education and the Education Association of Round Lake.

Should a non-certified member of the bargaining unit assume the role as the Education Association of Round Lake President, because they are hourly employees, they would be eligible for an hourly increase up to an amount equal to the Group 1 stipend compensation.

This additional compensation will be reviewed in May of each year and will be continued based upon the mutual agreement of the Superintendent and EARL.

5.11.2 ASSOCIATION LEAVE

The Association shall be granted release time of fifty-five (55) days for the purpose of allowing members to attend to Association business which cannot be handled on non-working time. The President of the Association will coordinate the use of this time for the Association. Notice of the release time must be given at least three (3) days in advance of the absence. The Association will reimburse the Board for the cost of any substitute employed.

The Board will grant twenty (22) days to be used exclusively for attendance at the Illinois Education Association Representative Assembly. The Association will reimburse the Board for the cost of any substitute employed.

5.11.3 ASSOCIATION REPRESENTATIVE MEETINGS

The Association Representative Meetings will be held at a time that does not interfere with student contact time. On one opening day inservice and all early release days, reps will be excused from their worksite at 2:30 for the purpose of attending said meetings.

The Association President shall notify the District of the dates of the meetings. The Association agrees to comply with standard building use request procedures for such meetings.

This section 5.11.3 shall apply to no more than fifty-five (55) reps.

5.12 DUES AND FAIR SHARE DEDUCTIONS

5.12.1 DUES - EMPLOYEE AUTHORIZATION/REVOCATION

Upon written request of an employee, the Board shall deduct Association membership dues in an amount certified annually to the Board by the Association or before the opening of the school term. The employee's request shall continue in effect until revoked in writing by the employee. This revocation may be submitted at any time. The amount deducted from each paycheck of each month September through May shall be one-eighteenth (1/18th) of the annual dues. The Board shall remit the deducted dues to the Association within ten (10) days following the payroll deduction. An employee authorizing

the deduction after the fifteenth of the month shall have the annual dues prorated beginning with the following month through May.

5.12.2 DUES AND FAIR SHARE – LIABILITY/INDEMNIFICATION

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

- a. The Board gives immediate notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires, and
- b. 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.

The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages, attorney's fees and costs imposed by, or incurred as a result of, a final judgment of a court or administrative agency, or a settlement, as a direct consequence of the Board's compliance with this Section.

It is expressly understood that this safe harmless provision will not apply to any claim demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's negligent execution of the obligations imposed upon it by this Section.

Any employee who, based upon bona fide tenets or teaching of a church or religious body of which such employee is a member, dissents from payment of the fair share to the Association, shall be required to pay an amount equal to his/her proportionate share to a non-religious charitable organization mutually agreed upon by the employee affected and the Association.

5.14 ASSOCIATION ANNOUNCEMENTS

Announcements of Association business which have no impact on the student body may be read over the intercom system in each building before and after the school instructional day and may also be placed in the daily school bulletin and on appropriate bulletin boards. District email may be used by the Association to inform Building Reps of Association announcements.

5.15 ASSOCIATION GENERAL MEETINGS FOR TEACHERS, TEACHER ASSISTANTS, SECRETARIES, CLERKS, CUSTODIANS AND MAINTENANCE EMPLOYEES

The Association may be permitted two (2) general meetings per school year. The Association President or designee will notify the Superintendent at least ten (10) working days prior to the scheduled meeting. Employees shall be released on such days at 3:00 p.m. Custodians and Maintenance Employees may be required on occasion to cover emergency situations if such arise during such meetings.

5.16 CONTRACT COPIES

Within ten (10) working days after both parties sign the Agreement, the Board shall post the Agreement on the District website and provide enough copies to the Association to supply the full current Executive Board and Association Representatives.

5.17 ASSOCIATION ON BOARD AGENDA

The Association shall only be placed on the agenda of each regular Board meeting if they request it of the Superintendent at least one (1) week in advance of the meeting.

5.18 ASSOCIATION TELEPHONE EXTENSION

The Board of Education agrees to provide the Association with a phone extension installed in the Association President's work site. The specific location of the extension will be agreed on by the parties with consideration given to the most economical method possible. The Board will pay the one time installation cost and the Association will pay the monthly costs of the extension. The Association will pay any cost incurred to maintain or relocate the extension.

5.20 SCHOOL CLOSING DAYS

When all the District schools and/or school offices are officially closed by the Superintendent, all full and extended year employees, with the exception of custodial/maintenance employees shall be allowed to use a vacation day (if available) or personal leave day (if available), or an authorized leave without pay. On days when all District schools are closed to students only, all full and extended year employees shall report to work but school year employees will not be required to report to work. However, they will be required to make up the day during the school year.

If a particular school is closed due to an emergency, while other schools in the District remain open and other employees work, the employees from the closed building will report to an alternate work site designated by the Superintendent. The employees will be assigned to alternate work sites based on lowest seniority first as long as the employee is qualified to work in the alternate position.

5.21 LEAVING THE BUILDING/BREAK & LUNCH

An employee shall be permitted to leave the building during his or her lunch time or other break, provided the employee notifies the appropriate supervisor and is in the building to perform any agreed on duty.

5.22 SUBCONTRACTING

The District agrees that it will not subcontract bargaining unit work which the unit exclusively performed during the 2006-2007 school year and also it will not seek to erode bargaining unit work during the term of this Agreement. This agreement does not preclude the District from soliciting bids for services during the final year of this Agreement.

5.22.1 SUBCONTRACTING – TRANSPORTATION

The District may subcontract up to eight special education bus routes. In addition, the District may subcontract special education bus routes that are necessary as a result of required special education services for which the District does not have available busses or drivers. The District will provide quarterly reports to the Association President identifying routes that are subcontracted. The District will continually evaluate subcontracted routes to return them to the District routes whenever possible.

There will be no subcontracting of transportation services except in an emergency. In the event no drivers are available for a route or extra trip, such emergency shall be promptly communicated to the drivers' representative. If such is not possible that route or trip for that day may be driven by a non-unit person.

Charters will not be subcontracted unless the provisions of the charter procedure and the collective bargaining agreement have been followed. If a current driver cannot fill a charter and no other bargaining unit employees can fill the assignment, such charter may be subcontracted. Six students or less may be driven by volunteers who have provided proof of insurance.

If the District is paying for the transportation of students then District drivers will drive the students according to this Section. If students or staff are paying for the trip then coach buses and drivers may be used.

The District commits to bring back subcontracted runs whenever possible.

5.22.2 SUBCONTRACTING – SECRETARIES/CLERKS

Temporary secretarial/clerk positions may be utilized in an emergency. If a temporary secretary works in excess of 30 full days, Association dues will be drawn on the 31st full day. District secretaries will be offered overtime to complete special work before hiring a temporary secretary under certain conditions, such as, there will be no conflict with their current job, deadlines can be met, the cost will be the same or less than hiring a temporary secretary, and it is not a confidential position.

5.22.3 SUBCONTRACTING – SPEECH & LANGUAGE PATHOLOGISTS

Only vacant or new speech and language pathologist positions that cannot be filled after proper posting may be subject to subcontracting.

5.22.4 SUBCONTRACTING – PAYROLL SERVICES

The Board retains the right to subcontract payroll services only. In addition, when a vacancy arises in one of the District buildings, the Board may provide temporary substitutes for a maximum of 30 consecutive days, and then the position must be filled.

5.22.5 SUBCONTRACTING – USE OF VOLUNTEERS/TEMPORARY EMPLOYEE

No student, adult volunteer or temporary employee may be used to permanently replace an existing bargaining unit position except for payroll services.

5.23 COMMITTEES/REQUIRED ASSOCIATION-MANAGEMENT MEETINGS

5.23.1 TRANSPORTATION COMMUNICATION COMMITTEE

The Association and the Board recognize the importance of communications in maintaining good relationships. Three representatives of the Association, and the Superintendent and/or designee and the Director of Transportation or designees shall meet monthly for the purpose of discussing problems and matters of concern to either party. Copies of the minutes prepared by the Director of Transportation shall be given to the President of the Board and the Association President. If there is a disagreement on the wording of the minutes, then the Association shall have the right to append its version of the minutes prepared by the Director of Transportation, and a copy of such appended minutes shall also be given to the President of the Board.

5.23.2 CUSTODIAN & MAINTENANCE SAFETY COMMITTEE

The Board and the Association agree to cooperate to the fullest extent reasonably possible to promote the use of safe equipment, facilities and the adoption of safe policies. Three representatives of the custodial staff, the Superintendent, or designee, and the Director of Operations and Maintenance shall meet once a month or otherwise by mutual agreement for the purpose of discussing problems and matters of concern to either party. One of the topics to be addressed in these meetings will be work related injuries. The Association will participate with the District to lower work related injuries and worker compensation claims.

5.23.3 MIDDLE SCHOOL SCHEDULE COMMITTEE

By the end of January of each year, a committee will be formed consisting of two (2) teachers (from each Middle School) selected by the Association and two (2) administrators to evaluate the Middle School program and schedule and recommend revisions/modifications to the Superintendent (or designee), if needed, consistent with the contract.

5.23.4 STUDENT DISCIPLINE COMMITTEE

In the event that a Committee is formed to review the Student Behavior Code representatives of the Association will be invited to participate in the process.

5.23.5 IN-SERVICE COMMITTEE

5.23.5.1 COMMITTEE FORMATION

In September of each year, an In-Service committee shall be established. The committee shall comprise the Assistant Superintendent of Teaching and Learning, two elementary teachers, one middle school teacher, one high school teacher, and two school service personnel. The Superintendent shall also appoint one additional administrator to the committee. The Association shall be responsible for securing three (two teachers and one school service person) of the non-administrative members of the committee.

5.23.5.2 SURVEY OF STAFF NEEDS

The committee shall survey staff to determine in-service needs for the following year. The committee shall then submit a recommended in-service plan based on the need assessment to the Superintendent by April 15th of each year, which includes a proposed budget for the plan.

5.23.6 BUILDING COMMUNICATIONS VEHICLE

In each building, the Principal and the Association Building Representative shall periodically, but not less than once a month during the school term, meet to discuss matters which in the opinion of either party impact on the smooth operation of the building. Advisory resources may be at meetings, as each party deems necessary.

The purpose of the meeting(s) is to discuss mutual interest and/or to develop solutions or resolutions within a reasonable specified amount of time of any problem or concerns that are brought to the meeting by either party. If a solution or resolution of a problem or concern cannot be achieved, then either party may refer the problem or concern to the Labor Management Relations Committee. The solution or resolution of any problem or concern shall be reported to the Association President and the Superintendent.

5.23.7 INSURANCE COMMITTEE

An ongoing insurance committee will be established by the parties and shall meet at least once quarterly to, at a minimum, review claims data provided by the insurance carrier and other suggestions from the brokers.

5.23.8 BUS DRIVER JACKET SELECTION COMMITTEE

A committee of drivers will meet with the Director of Transportation to examine jacket styles. The drivers will select a jacket from the styles recommended by the committee.

5.24 WAIVERS

The Association is to be notified at least two (2) weeks prior to any waiver hearings the Board will be conducting. After such notification the parties will begin bargaining upon demand over the impact of any requested waiver. There will be no changes in the number of PE and Driver Ed positions for the life of the contract except that the District may choose not to fill a vacant position caused only through attrition or if an employee voluntarily resigns or transfers in which case the parties will meet to discuss the impact of such change.

5.25 TRAINING

5.25.1 NEW EQUIPMENT

Whenever an employee is given new equipment she/he shall, prior to beginning work with the equipment, receive appropriate training.

5.25.2 ORIENTATION - SUPPORT STAFF

The District shall provide orientation training for newly hired support staff employees or existing employees who are reassigned to a different position. The exact nature and duration of the orientation training shall be determined by the District in consultation with the Association. The District shall make an effort to provide such training at the outset of employment in the new position. Examples of training may include, but are not limited to, mandatory participation in in-district or out-of-district “in-service” workshops, attendance at orientation meetings with involved supervisors or employees or a period of shadowing with a current employee who holds the same or similar position. This provision shall not be construed to relieve candidates or existing employees from the requirement that they meet basic qualifications for the position.

5.25.3 STUDENT DISCIPLINE – DRIVERS

All drivers will be trained in the District’s student discipline procedures.

5.26 STUDENT DISCIPLINE

Teachers shall discipline students in accordance with the Board’s written policy. Teachers shall be given a copy of such policy at the beginning of each school term or within a reasonable time after any policy changes are made by the Board during the school term. The Board and the Administration will support the teacher in the implementation of such policy.

A student whose conduct is disruptive to other students and to the educational process may be removed from class and referred to the building administrator in charge of discipline. A teacher shall be given written notification within five (5) working days as to the disciplinary action taken against the student that he/she has reported to the building administrator. These timeframes may be extended for the discipline cases requiring further investigation and/or being presented to the Board of Education prior to rendering a decision regarding disciplinary action.

Although the ultimate responsibility for the discipline of students rests with the certificated personnel; it is recognized that from time-to-time, while carrying out responsibilities, minor discipline of students by employees is necessary. In these situations, employees will receive reasonable support from the Board and Administration in carrying out such discipline.

If an employee has been verbally or physically assaulted or abused, the employee has a right to have an Association representative present during any meeting with the Administration.

5.27 FACULTY DRESS CODE

All staff shall dress appropriately and professionally based on their duties.

ARTICLE VI SENIORITY

6.1 SENIORITY DEFINITION

For the purposes of this Agreement, the seniority of each employee shall date from the employee's last date of hire by the Board within a specific job category (start date), and an employee's seniority shall be measured by the employee's length of continuous service with the Board since his or her last date of hire. Date of hire shall be the date on which the employee actually begins work. Seniority shall be defined as the length of service within the District irrespective of membership in the bargaining unit. For support staff, accumulation of seniority shall begin from the employee's first day of work as long as he/she passes the probationary period.

6.2 SENIORITY LIST

By October 1 each year, the Administration shall furnish the Association with a seniority list. Such seniority list shall be posted in the appropriate teachers' room of each building for a period of thirty (30) days following the receipt of the list. Any protest as to the seniority list must be made within thirty (30) days from the date of posting or the list shall stand as correct for that year.

6.3 SENIORITY LIST TIEBREAKERS

In May of each year, the Association President will meet with a representative from Human Resources and draw letters of the alphabet to determine the alphabet sequence list to be used in determining seniority for employees who start work with the District on the same day during the upcoming school year.

6.4 LOSS OF SENIORITY

An employee will lose seniority in the following instances:

- Resignation
- Dismissal for cause
- Retirement
- Expiration of the recall period after a reduction-in-force

ARTICLE VII PROBATION, DISCIPLINE, DISMISSAL

7.1 PROBATIONARY AND PROMOTIONAL SUPPORT STAFF

Each new or promoted support staff employee within the bargaining unit shall serve a forty-five (45) workday probationary period. Such probationary period shall begin on the date of original or promotional appointment.

7.1.1 REMOVAL DURING A PROBATIONARY PERIOD

At any time during the probationary period, after a fair trial, the Board may remove any employee, if, in the opinion of such appointing authority, the probationary period indicates that such employee is unable or unwilling to perform his/her duties so as to merit continuance in such position. Any employee who is

promoted within the District and who fails a promotional probationary period shall be returned to the position from which he/she was promoted without any loss of benefits or seniority rights.

7.1.2 EXTENSION OF PROBATIONARY PERIOD

The probationary period may, upon mutual agreement by the parties, be extended on an individual basis for a definite period of time. Normally, such extension shall not exceed forty-five (45) days.

7.1.3 DISMISSAL DURING INITIAL PROBATIONARY PERIOD

Dismissal during or at the end of the initial probationary period shall not be grievable or arbitrable. Performance evaluations during the initial probationary period are not grievable or arbitrable.

7.2 DISCIPLINE OF STAFF

7.2.1 PROGRESSIVE DISCIPLINE SYSTEM

The Board acknowledges its belief in a progressive discipline system for all staff members of the bargaining unit. Disciplinary action or measures may include, subject to the policies and administrative rules and regulations of the Board, any of the following: (1) verbal reprimand; (2) written reprimand; (3) suspension with or without pay; (4) discharge. The system of progressive discipline shall include provisions for warning staff of misconduct or poor performance, which does not warrant dismissal as the initial disciplinary action. The merits of the Superintendent's or Board's decision to discipline any employee, including suspension or dismissal, are not subject to Step 4 of the grievance procedure; however, nothing contained in this Section shall act as a waiver of an employee's recourse to the courts with respect to the Superintendent's or Board's decision to discipline the employee.

7.2.2 GROUNDS FOR DISCIPLINE

The specific grounds for a written reprimand, demotion, suspension or dismissal shall be given in writing to the employee with a copy to the Association, unless otherwise required by law. The specific grounds for a verbal reprimand or other discipline shall be given to the employee in writing within a reasonable time after the request of the employee for such grounds, with a copy to the Association, unless otherwise required by law.

7.2.3 WRITTEN REPRIMAND

Written disciplinary action to be placed in a non-probationary support staff employee's personnel file shall be based on facts as determined by the supervisor or Superintendent after an investigation. Within ten (10) days of receipt of written discipline, the employee may attach a written response to the personnel file copy.

7.2.4 SUSPENSION/DISMISSAL

7.2.4.1 INVESTIGATION & RIGHT TO PRE-DISCIPLINARY CONFERENCE

Before an employee is disciplined by suspension with or without pay or by dismissal, management shall conduct an investigation of the problem to determine the facts and the employee shall then be given the opportunity for a pre-disciplinary conference. At the pre-disciplinary conference, the employee shall be

advised of the results of the investigation, the proposed disciplinary action, and be given an opportunity to respond verbally to the results of the investigation and the proposed disciplinary action. The employee may have a representative in attendance at this meeting.

7.2.4.2 REQUEST FOR REVIEW OF DECISION BY BOARD OF EDUCATION

The Superintendent may discipline, including suspension without pay for up to ten (10) days or dismissal, any employee; provided, however, any employee suspended or dismissed shall be entitled to review of the Superintendent's decision by the Board of Education. Such a review must be requested by the employee in writing, filed with the Superintendent within ten (10) days after receipt of notice of suspension without pay or dismissal. The Board shall conduct a hearing on the matter within twenty-five (25) days of the request for the hearing. At the hearing, the employee may be represented by the Association and/or counsel of the employee's choice.

7.2.5 APPEARANCE BEFORE BOARD OF EDUCATION

When an employee is required to appear before the Board of Education concerning any matter which is evaluative or disciplinary in nature, or which could adversely affect the continuation of that employee in his/her position of employment, or his/her salary or any salary pertaining thereto, the employee shall be given reasonable prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

7.3 SUSPENSION OF TEACHERS

The Superintendent shall have the authority to suspend a teacher from his/her position when the teacher's conduct is seriously detrimental to the school system. Such teacher shall have the right to request a review of the Superintendent's decision by the Board of Education. Such a review must be requested by the employee in writing, filed with the Superintendent within ten (10) days after receipt of notice of suspension without pay or dismissal. The Board shall conduct a hearing on the matter within twenty-five (25) days of the request for the hearing. At the hearing, the employee may be represented by the Association and/or counsel of the employee's choice. Any suspended teacher shall have the right to legal counsel and Association representation at said hearing. Nothing herein shall be construed to limit the authority of the Board to suspend a teacher in accordance with applicable law nor does any suspension limit the authority of the Board to discharge a teacher according to law. In no event shall a teacher be precluded from instituting legal action in a court of competent jurisdiction.

If the complaint(s) which provided a basis for the suspension or discharge of a certified teacher is (are) found to be unjustified and unsubstantiated in the course of due process, the teacher will be reinstated and will be retroactively compensated for all salary, fringe benefits, and emoluments withheld from the teacher during the suspension or discharge period. In addition, all written records of the suspension or discharge period will be immediately removed from the teacher's personnel file. A notarized letter will be presented to the teacher whose suspension or discharge was unjustified, exonerating him/her from

those complaints that led to the suspension or discharge. This letter will not appear in his/her personnel file. This procedure shall be in addition to any and all rights conferred upon the teacher under the School Code of the State of Illinois. Teachers shall not be suspended without justification. Such justification shall not be arbitrary, discriminatory or unreasonable.

7.4 RIGHTS PRECEDING DISCIPLINE/COMPULSION OF TESTIMONY

Demotion, discipline, or other involuntary change in the employment status of any employee shall be preceded by:

- The honoring of all employees' rights included in this Agreement and applicable statutes.
- A conference held with the employee by the appropriate administrator prior to taking action.
- A written explanation for the action given to the employee.

Whenever the Board engages in an administrative investigation of any alleged breach of conduct by a member of the Association, the individual member shall cooperate with the administration, but shall not be required to take a lie detector test.

ARTICLE VIII JOB DESCRIPTIONS FOR STAFF

The Administration will consult with the Association in developing job descriptions for staff. Each employee will be given a copy of his/her job description. Evaluations of employees will be based on the job descriptions. In the event the District desires to change the job description for a particular position, the Association will be consulted.

ARTICLE IX EVALUATIONS

Salary increments and/or increases are not automatic but based upon the assumption of successful job performance. Attendance and punctuality will be part of the evaluation documents for all employees.

9.1 TEACHERS

The parties recognize the importance and value of evaluating the classroom teaching progress and success of probationary and tenured teachers. Therefore, during the first six (6) weeks of each school term, teachers will be advised of the evaluation procedures and criteria to be used during the school term.

No person or agency shall observe, monitor, or record classroom procedures or other activities conducted with students by a teacher without the teacher's knowledge.

Employees in positions requiring a license/endorsement shall be evaluated in accordance with the Performance Evaluation Reform Act (PERA), the Education Reform Act, and other pertinent Illinois statutes governing the evaluation of licensed/certified staff. All other employees shall be evaluated according to Board policy. The use and function of the evaluation form shall be thoroughly explained to

the employees and the administrators. Only procedural, non-substantive aspects of the evaluation plan are negotiable.

If feasible, each written evaluation must be reviewed with the employee personally within seventy-two (72) hours of its issuance. The employee may include a written response to the evaluation to be placed in the personnel file.

9.2 SUPPORT STAFF

All support staff that have successfully completed an initial probationary or promotional probationary period shall be evaluated at least annually on or before May 30th by the immediate supervisor outside the bargaining unit.

ARTICLE X UNINTERRUPTED SERVICE

10.1 NO STRIKE

Neither the Association nor any employee will authorize or take part in any strike, including any refusal to perform the employee's duties or unlawful interference with the operation of schools, during the tenure of this Agreement. The Association will notify any employee violating this Section to cease and desist the strike or other unlawful activity.

10.2 NO LOCKOUT

The Board agrees not to lock out any employee during the term of this Agreement.

ARTICLE XI REDUCTION IN FORCE (RIF)/LAYOFF

11.1 TEACHERS

Reduction in teachers shall be in accordance with the RIF process established by State statute.

11.2 SUPPORT STAFF

In the event of a layoff, employees shall be dismissed on the basis of least seniority first, provided that the more senior employee's qualifications, performance, skill and ability are equal to the less senior employee. Laid off employees shall have the right to displace an employee in a lower job classification who has less seniority provided the more senior employee has the qualifications, skill, and ability to perform the work of the less senior employee. Laid off employees shall be recalled in reverse order of layoff, provided a position for which the employee is qualified becomes available within one year following the school term in which the layoff occurred and provided that the laid off employee notifies the District by July that they are still available for recall. Qualification in recall shall be determined on the basis of qualifications, skill, ability, and performance. The Superintendent's decision under this Section shall not be arbitrary and capricious.

ARTICLE XII WORK ASSIGNMENTS, VACANCIES, TRANSFERS, PROMOTIONS, CHANGES IN ASSIGNMENT

12.1 DEFINITIONS

VACANCY: Any opening in the District either known or contemplated/anticipated.

TRANSFER: Moving from one building to another but teaching the same grade/subject or acquiring an administrative position or one not in the bargaining unit.

CHANGE IN ASSIGNMENT: Staying in the same building but teaching a different grade/subject.

POST/POSTING: Notice for all available positions in the District will be sent electronically to all staff. Additionally, paper copies of available custodial and driver positions will be posted in one designated area of all District buildings.

Whenever there is a new or vacant job in the District, the Board shall post such job for a period of five (5) working days. An employee desiring to apply for such a job shall make his/her application according to the posting requirements within the five (5) working day period.

SHARED POSITION: The Board will, at its discretion, offer shared positions to staff. If rejected, written reason will be given.

12.2 TEACHER TRANSFER AND REASSIGNMENT

12.2.1 TEACHER ASSIGNMENT/REASSIGNMENT

In developing teaching assignments, supervisors shall make every effort to develop assignments that are appropriate to the teacher's background and preparation, and in keeping with his/her special area of interest.

Teachers shall be notified if there is a reassignment for the next school year no later than the last day of the current school term, except for any reassignment decided upon after the close of the school term in which case teachers shall be notified as soon as reasonably possible. Reassignment includes transfer, change of assignment, and transfer to a different subject/grade assignment.

Reassignments or transfers shall not be made for disciplinary or discriminatory reasons. Any teacher who does not receive at least sixty (60) days advance notice of a reassignment shall, upon request, be released from his/her contract.

Upon request, a teacher involuntarily reassigned shall be permitted to discuss the reassignment with the Administration and shall receive a statement of reasons for the reassignment.

Teachers packing and moving classrooms due to administration request or reassignment will be paid up to eight (8) hours at the “other hourly assignment rate” in Appendix B1.

12.2.2 TEACHER TRANSFER

During the first six (6) weeks of a school term, teachers will be advised of the transfer criteria to be used during the school term. Changes and/or modifications in the transfer criteria will be communicated to the teachers.

Teachers wishing to voluntarily transfer positions must follow District application procedures by applying for open posted positions.

Before the Board affects the transfer(s) of any teacher(s), it shall notify the Association regarding such transfer(s).

Written notification of transfer(s) will be given to the teacher(s) not less than thirty (30) calendar days before the end of the school year.

In the event of transfer(s) occurring during the summer months, or in special situations where such notice is not possible, this requirement may be waived, provided that the Board shall notify the teacher(s) and the Association of the transfer(s) as soon as possible.

12.3 SUPPORT STAFF TRANSFER AND REASSIGNMENT

An employee shall be given written notice of his/her assignment for the forthcoming school term not later than June 30th.

12.3.1 VOLUNTARY TRANSFER AND REASSIGNMENT

Voluntary transfers/reassignments within the District may be made with the approval of the Superintendent for the good of the District or by request of the employee.

12.3.2 INVOLUNTARY TRANSFER AND REASSIGNMENT

Involuntary transfers/reassignments shall be governed by the following:

- a. The District shall not transfer/reassign an employee for disciplinary purposes.
- b. In choosing among employees in a job classification who meet the specific requirements of the position to which there will be a transfer, the District shall select the least senior qualified employees.
- c. Except in the case of an emergency, a minimum of two (2) weeks’ notice shall be given to the employee selected for transfer/reassignment.
- d. No employee will suffer a reduction in the hourly rate of pay or hours as a result of an involuntary transfer.

- e. Before involuntarily transferring an employee, the Superintendent or designee shall notify the Association President as to the reasons for the transfer and meet with the affected employee if so requested.

12.4 VACANCIES AND PROMOTION (EXCEPT BUS DRIVERS)

Whenever there is a new or vacant job in the District, the Human Resources Department shall post such job for a minimum period of five (5) working days. An employee desiring to apply for such a job must make his/her application according to the posting requirements within the five (5) working day period. Notice for all available positions in the District will be sent electronically to all staff. Additionally, paper copies of available custodial and driver positions will be posted in one designated area of all District buildings. The District may elect to post any vacancy for an additional period of time in order to recruit a sufficient pool of qualified candidates. Final decision for advancement, transfers or promotions shall be made by the District. Members of the bargaining unit who are not selected for a position may request, in writing, a meeting with the administration to discuss the decision and to explain how the applicant can be better prepared for future openings.

12.5 BUS DRIVER VACANCIES AND PROMOTION

12.5.1 BUS DRIVER VACANCIES

All vacancies in full-time positions shall first be offered to employees on the basis of seniority. If a vacancy is denied to any employee, he/she shall be given reasons, in writing, for the denial. The Superintendent's decision under this Section shall not be arbitrary or capricious.

12.5.2 BUS DRIVER SUMMER POSITION VACANCIES

Summer positions shall first be offered to employees on the basis of seniority.

12.5.3 FILLING OF VACANCIES

The Superintendent shall make a good faith effort to fill all vacancies promptly. If any vacancy is not filled within ten (10) days (from becoming vacant or creation), the Superintendent will give written notice to the Association President of the reasons for the delay.

The intent of the above provisions, as well as all actions dealing with seniority as a basis for decision, is to insure the right of refusal and the right of offering to the most senior employee in the Transportation unit first.

ARTICLE XIII GRIEVANCE PROCEDURE

13.1 GRIEVANCE PROCEDURE DEFINITIONS

A grievance is defined as a claim by an employee, group of employees, or the Association (the "Grievant") that there has been a violation, misinterpretation or misapplication of a specific provision of the Agreement. No grievance shall be processed or entertained unless it is filed within fifteen (15) days of the occurrence of the event giving rise to the grievance.

13.2 GRIEVANCE PROCEDURE STEPS

The following are steps for processing of a grievance:

13.2.1 STEP 1 - TO IMMEDIATE SUPERVISOR

Within fifteen (15) days of the occurrence of the event giving rise to the grievance; the grievant shall file the grievance in writing with the immediate supervisor. The immediate supervisor shall confer with the grievant and his/her representative in an attempt to resolve the grievance within five (5) days of the receipt of the grievance. A decision in writing with supporting reasons shall be rendered to the grievant within five (5) days of the conference.

A grievance arising from the action of the Superintendent may be filed by the Association on behalf of the employees at Step 2. The Association shall make a good faith effort to identify by name each employee in any grievance filed at Step 2.

13.2.2 STEP 2 – TO SUPERINTENDENT

If a satisfactory disposition of the grievance is not reached at Step 1; the grievant may appeal to the Superintendent or designee in writing within five (5) days after receipt of the decision at Step 1. The Superintendent or designee within five (5) days shall hold a conference with the grievant and his/her representative after the receipt of the appeal and a written decision with supporting reasons shall be rendered by the Superintendent within fifteen (15) days after the conference.

13.2.3 STEP 3 – TO BOARD OF EDUCATION

If a satisfactory disposition of the grievance is not reached at Step 2; the grievant may appeal to the Board of Education by filing a written appeal with the Superintendent within ten (10) days after receipt of the Superintendent's decision. The Board of Education shall consider the grievance within thirty (30) days of the date of receipt of the appeal by the Superintendent. The grievant shall be provided an oral hearing before the Board. The Board shall render its decision in writing with supporting reasons with a copy to the Association, within five (5) days after the meeting at which the grievance is considered.

13.2.4 STEP 4 - TO ARBITRATION

In the event the Association is not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted by the Association to binding arbitration within thirty (30) days after receipt of the Board's answer at Step 3 by notifying the Superintendent in writing of its intention to pursue arbitration and by filing with the American Arbitration Association a request for an arbitrator. The selection of an arbitrator shall follow the voluntary labor arbitration procedures set forth by the American Arbitration Association. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider only the specific issues raised in the written grievance and the replies thereto. The arbitrator's decision shall be based solely upon the specific terms of this Agreement in light of the facts presented, and he/she shall have no authority to decide or make recommendations on other matters. The fees of the arbitrator shall be split between the parties. All other costs shall be borne by the party incurring the cost unless otherwise mutually agreed.

The statutory dismissal procedures for teachers shall apply in lieu of this step of the grievance procedure. The merits of the Superintendent's or Board's decision to discipline any non-probationary support staff employee, including suspension or dismissal, are not subject to Step 4 of the grievance procedure.

13.3 WRITING REQUIREMENT

Each grievance must state the specific provisions of the Agreement alleged to have been violated and the facts upon which the grievant relies to establish the alleged violation and the relief sought. Grievances may not be modified after submission at Step 2 without the mutual agreement of the parties.

13.4 TIMELINES

The time limits and procedures for grievance processing must be strictly followed. Unless otherwise specifically stated, all days referred to in this grievance procedure are days that the District office is open, excluding weekends, winter vacation, and spring vacation. Failure of the grievant or the Association to meet any time limit shall bar further processing of the grievance. Failure of the Board or the Administration to respond within the time limits specified shall permit the grievant to proceed to the next step. Time limits may be extended at any step by mutual agreement of the parties in writing.

13.5 RELEASE TIME

If the Board requires that an employee be released from his/her regular assignment for the investigation or processing of any grievance, the employee shall be released without loss of pay or benefits.

13.6 FILING RECORDS

All records relating to a grievance shall be filed separately from the personnel files of the employee.

13.7 WITHDRAWAL OF GRIEVANCE

A grievance may be withdrawn at any level without establishing precedent, except that the same or substantially the same grievance may not be filed by the same parties unless a new incident occurs involving the same or substantially the same issue.

13.8 REPRESENTATION

The grievant may be represented by the Association at any step in the grievance procedure provided, however, unavailability of an Association representative shall not be cause to extend any time limit.

13.9 COSTS FOR POSTPONEMENT

If only one party requests the postponement of an arbitration hearing, that party shall bear the costs assessed for such postponement by the American Arbitration Association.

13.10 SETTLEMENT

By mutual agreement, a grievance may be settled at any step without establishing precedent.

13.11 BYPASS OF STEPS

By mutual agreement of the parties in writing, any step of the grievance procedure may be bypassed.

13.12 INFORMAL GRIEVANCES

Nothing contained herein shall be construed as limiting the right of any employee(s) having a grievance to discuss the matter informally with an appropriate member of the building administration and/or their superiors and having the grievance adjusted without the intervention of the Association. Provided the adjustment is consistent with the terms of this Agreement. The adjustment will be communicated in writing to the Association.

13.13 ARBITRABILITY

Either party reserves the right to raise a question of arbitrability of any grievance, either before an arbitrator or in court.

13.14 MEDIATION BY LABOR MANAGEMENT RELATIONS COMMITTEE

See Article 22.

ARTICLE XIV SALARY

14.1 SALARY PROCEDURES

14.1.1 PLACEMENT ON SALARY SCHEDULE FOR NEW EMPLOYEES

Certified Staff - Appendix A1

A candidate shall receive step credit on the Certified Pay Plan (Appendix A1) for each full year of teaching experience not to exceed a maximum of five (5) steps credit (placement up to step F) . In addition, a candidate may receive one (1) step credit on such compensation for each two (2) full years of teaching experience not to exceed a maximum of five (5) additional steps credit on such compensation (placement up to step K). One step credit on the Certified Pay Plan shall be granted for each year of military service to a maximum of two (2) steps provided that such military service interrupted the candidate's teaching experience.

Psychologists / Social Workers / SLP/ OT/ PT

All psychologists, social workers, SLP's, OT's, and PT's awarded a Master's Degree in a program requiring a minimum of fifty-six (56) semester hours (or its equivalent) shall be placed on the MA+30 lane of the salary schedule.

Non-Certified Staff - Appendix A2

All other candidates will be placed at an appropriate salary step per job category, based on the candidate's direct work related experience, credentials and internal equity.

Exceptions may be made to the placements in Appendices A1 and A2 for critical need positions. Any placements of a candidate on a salary schedule which demonstrates an exception to the salary placement practice will be communicated to the Association President with an explanation for the placement.

14.1.2 PREPARATION FOR PAYROLL

Payroll shall be prepared by the District Office and shall be filed for audit and further reference. The District Office shall certify that each payroll reflects the contracted salary of each employee, as well as deductions required by law or by agreement with the employee.

14.1.3 NUMBER OF PAY INSTALLMENTS

All employees, except those paid pursuant to timesheets, shall be paid over twelve (12) months. There is no option to be paid over ten (10) months. Salary will be annualized and divided into twenty-four (24) equal installments that will be paid semi-monthly as outlined below.

14.1.4 PAY DAYS

Salary checks will be issued and employees shall be paid on the fifteenth (15th) and the last day of the calendar month. If the fifteenth or last day of the month falls on a Saturday, Sunday, or holiday, employees shall be paid on the last workday preceding the fifteenth or the last day of the month. Employees will receive their paychecks as soon as reasonably possible after the morning runs are completed.

14.1.5 METHODS OF PAYMENT

Employees hired prior to July 1, 2014 have the option of payment directly to them or by direct deposit via ACH to their financial institution. If direct deposit is not applicable paychecks will be delivered to employees at their work site. Any employee hired July 1, 2014 or after shall be paid by direct deposit. The employee must complete the necessary application for direct deposit.

14.1.6 FINAL PAYCHECKS

14.1.6.1 LEAVING AT END OF SCHOOL YEAR

If an employee, who is paid over twelve (12) months, leaves employment with the District at the end of the school year as a result of resignation, non-renewal of their contract, lay off, or reduction-in-force they will be given one payment of all amounts owed them in one final paycheck. However, upon notice to the District they may request to receive the remaining scheduled paychecks for that year. If the employee receives the one final paycheck it will be paid at the next regular pay period following their last day of employment. Insurance coverage will end when paychecks end.

14.1.6.2 LEAVING DURING THE SCHOOL YEAR

If an employee leaves employment with the District during the school year for any reason they will be given one payment of all amounts owed them in one final paycheck, which will be paid to them at the next regular pay period following their last day of employment. District provided insurance coverage will end when paychecks end.

14.1.7 TEACHERS' RETIREMENT SYSTEM (TRS)

The Board shall pick up and pay to the Illinois Teachers' Retirement System, on behalf of each teacher, the statutorily required percentage of the appropriate salary shown on the salary schedule(s). This pickup and payment shall be for the purpose of the Board assuming a portion of each teacher's required contributions to the TRS. The Board's pick-up and payment to the TRS is included in the appropriate amounts shown on the salary schedule(s) and represents the combination of all regular salary benefits payable to each teacher and all amounts picked up and paid to the TRS by the Board. The Board shall not be required by this action to otherwise pick up and pay any additional amounts to the TRS on behalf of the teacher. Although designated by the Illinois Pension Code as teacher contributions, the amounts herein required to be picked up by the Board are being paid in lieu of contributions by the teachers. Teachers shall not have the option of choosing to receive directly the amounts contributed to the TRS by the Board on behalf of each teacher.

The Board will pick up and pay to the TRS on behalf of each teacher, the statutorily required percentage of all extra-curricular compensation earned by each teacher that is subject to the TRS withholdings. Nothing herein shall require the Board to pay teachers extra compensation in excess of the amounts set forth in the extra-curricular pay scale of this Agreement. The amounts herein required to be picked up by the Board are being paid by the Board in lieu of contributions by the employee.

It is hereby agreed that the Association shall hold the Board harmless and indemnify the Board against all liability, loss, or expense of whatever nature arising out of the Board's agreement to make payments on behalf of each teacher to the Illinois Teachers' Retirement System. It is further agreed that the Board may deduct from each teacher's paycheck, on a pro rata basis and otherwise reasonable basis, any amounts which the Board is obligated to pay as a result of the incorrect withholding of income or other taxes or contributions to the TRS.

14.1.8 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Employee contributions to the Illinois Municipal Retirement fund shall be picked up by the Board through salary deduction in accordance with Public Act 91-0685.

14.2 SALARY INCREASES

14.2.1 YEARLY INCREMENT (STEP) INCREASES

Salary increments and/or increases are not automatic but based upon the assumption of successful job performance. In addition, step increases will not be given to any staff member who has not been paid for more than ninety days the previous school year.

14.2.2 WITHHOLDING OF INCREMENT (STEP) INCREASES – CERTIFIED STAFF

In the event a salary increment and/or increase is to be denied to a certified employee for the next ensuing school term, the employee will be notified in writing before the end of the then current school term that the Administration will recommend to the Board that the employee's salary increment and/or increase be denied. The written notice shall include a statement of the reasons for the Administration's recommendation.

Upon written request which must be submitted within forty (40) days of receipt of the notice, the certified employee will be entitled to a hearing before the Board to discuss the reasons for the proposed denial of salary increment and/or increase. This hearing shall, if requested by the employee, be conducted prior to the Board's formal action regarding the proposed denial of salary increase and/or increment.

Appeals of a decision of the Board denying a salary increment and/or increase may be submitted by the Association to binding arbitration under the following conditions:

- a. Within twenty (20) working days of the employee's receipt of the Board's decision, the employee, accompanied by an Association representative if requested by the employee, must meet with the Superintendent to discuss the decision. A written statement specifically detailing the basis for any objection to the Board's decision must be submitted to the Superintendent at the meeting. The Superintendent shall submit to the employee and the Association, in writing, his/her decision with reasons, within ten (10) working days of the meeting.
- b. If the matter is not resolved in the meeting with the Superintendent, the Association may request, within ten (10) working days of the receipt of the Superintendent's decision, binding arbitration in accordance with Step 4 of the grievance procedure.

The denial of a certified employee's salary increment and/or increase shall be for one (1) school year (i.e. the employee will, effective for the school year following, be returned to the appropriate step and lane of the applicable salary schedule), provided that the Board does not again act to deny that employee's salary increment and/or increase in accordance with this Section.

14.2.3 LANE CHANGES – CERTIFIED STAFF

It shall be the responsibility of any employee requesting lane change advancement on the salary schedule to submit the required forms to Human Resources.

Salary adjustments will be made four times based on the schedule outlined in the District Lane Change Procedures and Guidelines.

When a salary change is made, the employee shall receive from the District office a written confirmation of the change stating the new salary.

14.3 LONGEVITY PAY

Longevity pay, in the following amounts will be paid to those teachers who remain at the last lane and the last step of the schedules and to those secretaries, clerks, teacher assistants, custodians/maintenance and drivers who remain at the last step of a lane, and therefore receive no step increase. Any employee who has received longevity pay shall continue to receive longevity pay.

TEACHER: \$7464.60 in 2025-26; \$7875.15 in 2026-27

SUPPORT STAFF: \$1983.06 in 2025-26 \$2092.13 in 2026-27

Payment will be made only to those employees who complete the full scheduled work year. Payment shall be made in one (1) lump sum at the next regular pay period following the close of the school term. All legal deductions shall be made at that time.

14.4 ADDITIONAL REMUNERATION – EXTRA DUTY PAY

A schedule of compensation for additional duties is attached as Appendix B and B1. Additional duties must be officially assigned by the Superintendent or designee under the following conditions:

- a. Available duty positions will be posted in a manner appropriate to the position. Coach and Advisor positions will be posted internally on the District's AppliTrack site when they are vacant. In the event no qualified internal District candidates apply the position will be posted externally. Available building specific positions will be posted by the Building Administrators in their buildings during the first days of the school year. See item (h) below for rules related to an employee continuing in an assignment once it is made. However, the District will post coaching positions occupied by non-District employees on an annual basis.
- b. An attempt will be made to fill positions on a voluntary basis. A volunteer from among those determined to be qualified shall be assigned to the position.
- c. Any position not filled on a voluntary basis shall be filled by the appropriate administrator from among new full-time staff members determined by the Superintendent or designee to be qualified, provided such new staff members have been hired by the Board of Education by the first day of the school year during which the duties will be performed.
- d. Any position not filled by volunteers or new teachers as provided in (c) shall be filled by other staff beginning with the least senior employee qualified for the position. No employee shall be required to fill a position for more than two (2) consecutive school terms.
- e. No employee shall be pulled from their regularly scheduled duties to cover supervision positions, except as a last resort. Employees will not be required to arrange "duty buddies" to cover positions in the event of their absence. This shall be handled by the Administration.
- f. In the event that an employee who has been assigned an additional duty is absent from that duty due to an extended leave, they will not be paid for that duty during the time of their absence from work. Instead the duty will be reassigned in accordance with the procedures in this Section. An extended leave is any of the leaves identified in Article 17 of this Agreement.
- g. Duties shall not be divided between two or more staff members without prior written approval of the Superintendent or designee.
- h. Once an employee has been assigned a duty they will retain that duty for the following school year unless they (1) voluntarily resign from it, or (2) are notified in writing by the District that they will no longer have the duty. Such notification by the District shall include the reason the employee will no longer be assigned the duty. Appropriate reasons for removing an employee from a duty include poor performance, poor attendance, reduction in District needs, conflict between the work hours of current position and the time of the additional or extra duty assignment, change of assignment or building if either is a factor essential to additional or extra duty assignment. If two or more employees are approved to share one duty assignment they may continue in that arrangement for consecutive years if both employees who were originally

approved to share the position are interested in continuing to share the position according to the same conditions stated above. This does not apply to tiered hourly assignments.

- i. Payment for additional duties shall be made in one (1) lump sum at the next regular pay period following the close of the applicable school year. However, for athletic stipends (Appendix B) stipends shall be paid by the second pay period following the end of the particular sport season. The Athletic Director will provide a list of season end dates to Payroll at the start of the school year.
- j. Employees hired for additional duties that are paid hourly are responsible for submitting time sheets for said work during the pay period that the work is completed.
- k. All legal deductions shall be made at the time payments for additional duties are made.
- l. The Superintendent or designee will inform the Association President of the names and assignments of extra-curricular positions, in writing, by October 1st of each year. The Association will also be notified, in writing, of any changes in extra-curricular assignments after October 1st, as they occur.

14.5 OVERTIME

14.5.1 RATE OF PAY

Staff non-exempt under FLSA shall be paid their regular hourly rate up to forty (40) hours per week of actual hours worked. Hours worked in excess of forty (40) hours per week shall be paid at the applicable FLSA rate, except that on Sundays or legal holidays staff shall be paid at two (2) times their regular pay rate. (15.5.2, 15.5.3)

For the purpose of this section, paid holidays and vacation days shall be considered hours worked for overtime calculations. Sick days and personal days shall not be considered hours worked for overtime calculations.

14.5.2 ASSIGNMENT OF OVERTIME WORK – CUSTODIAN & MAINTENANCE STAFF

Rotation of Opportunity

The Board will attempt to equalize overtime opportunities to qualified employees. Overtime shall be on a rotation basis for all full-time employees by seniority within job categories and by individual schools when possible. The immediate supervisor shall be responsible for maintaining a list of overtime, determined by seniority and submitting this list to the building administrator.

If an employee refuses an opportunity to work overtime, it shall be counted as if it was worked for purposes of this section. If an employee is skipped or denied an opportunity to work overtime in violation of this Agreement he/she shall be re-scheduled for overtime work the next time overtime work is required.

Voluntary except In Emergency

Overtime work will be voluntary, unless the District declares an emergency. There will be no adverse action taken against an employee who declines to work overtime, except in the case of an emergency. For the purposes of this article, an emergency is defined as a serious, unexpected, and often dangerous

situation requiring immediate action. Examples of emergencies are included in the District's *Comprehensive School Safety and Crisis Program Guide*.

ARTICLE XV FRINGE BENEFITS

15.1 TEACHERS PROFESSIONAL GROWTH/TUITION REIMBURSEMENT

15.1.1 TEACHER TUITION REIMBURSEMENT

15.1.1.1 ELIGIBILITY

Certified staff are eligible for tuition reimbursement for only those courses, successfully completed at an institution of higher education approved by the State of Illinois or a university accredited by the National Council for Accreditation of Teacher Education (NCATE), that are necessary for the attainment of an initial Master's Degree in the field of education as verified by an official degree plan. Documentation must be submitted prior to beginning the coursework and in accordance with the District Tuition Reimbursement Procedures.

15.1.1.2 SCHEDULE OF REIMBURSEMENT/PAYMENT - Initial Master's Degree

Graduate credit in a Master's Degree Program will be reimbursed up to the Northern Illinois University current off campus tuition rate per semester hour. Although up to twelve (12) semester hours per school year may be submitted, the yearly allocation of funds for tuition reimbursement will be divided amongst all eligible Teachers. Total reimbursement is available in the total amount of \$239,211.60 in 2025-26; \$252,368.24 in 2026-27. Credits completed, but not reimbursed, may not be carried over to subsequent years, with the following exception:

Teachers who submitted for credit reimbursement during the 2017-2018 school year may carry over any credits for which they did not receive reimbursement for. The last eligible year to receive reimbursement for these carry over credits is one year after the completion of their degree program.

All grade reports confirming successful completion of course work are due June 15th. Payment of tuition reimbursement will be September 15th each year.

Teachers who have been identified and approved for tuition reimbursement are required to file their certificate or endorsement with the Regional Office of Education or they will be required to reimburse the District all tuition reimbursement received. An employee who resigns their position from the District will forfeit any rights to tuition reimbursement.

15.1.1.3 SCHEDULE OF REIMBURSEMENT / PAYMENT - HIGH NEEDS

Individuals who are identified by administration and agree to completing a Master's Degree or endorsement in a high needs area will be reimbursed up to 75% of the cost of the required coursework. High needs is identified as an endorsement, certificate, or degree program. Individuals who are approved for tuition reimbursement in a high needs area must attend a District identified institution in order to

receive 75% of tuition paid. If an individual wishes to attend an alternate institution reimbursement will be paid at the hourly rate of the District's identified institution.

If an individual is approved to begin a high needs program, tuition reimbursement will be guaranteed regardless if the needs change.

A meeting will be held between the Superintendent and Union President or designee by March 1st of each calendar year to identify the areas of high need in relation to tuition reimbursement for the District as well as how tuition reimbursement funds will be allocated.

Teachers who are approved to pursue high needs endorsements prior to an initial Masters will be eligible to apply their hours for post Masters lane advancement

Administrators who wish to recommend an individual for high needs area tuition reimbursement must submit their request to the Superintendent no later than March 15th.

Teachers who have been identified and approved for high needs tuition reimbursement must agree to the following before starting coursework:

- Area of concentration
- Completion of Masters or Endorsement
- Timeline for completion
- File certificate or endorsement with Regional Office of Education
- Owe 100% of the tuition reimbursement paid if the individual does not complete
- If an individual leaves the district prior to the completion of five years of service they will be assessed a penalty of 20% per year of the tuition reimbursement paid. (0 years after completion = 100%, 1 year after completion = 80%, etc.)

Teachers who have been identified and approved for tuition reimbursement are required to file their certificate or endorsement with the Regional Office of Education or they will be required to reimburse the District all tuition reimbursement received. An employee who resigns their position from the District will forfeit any rights to tuition reimbursement.

15.1.1.4 PENALTY FOR TEACHERS WHO SEVER EMPLOYMENT WITH DISTRICT

Teachers who receive tuition reimbursement and who do not serve in the District four full years after the receipt of their final reimbursement will be assessed a penalty. Prior to the Board of Education approving a termination of employment, the individual will be required to sign a Repayment Agreement. The Repayment Agreement will outline liquidated damages equal to 50% of total tuition reimbursement received while employed. Payment of these damages may occur in the following manner: payroll deduction, established payment plan or certified check. An employee who resigns their position from the District will forfeit any rights to tuition reimbursement.

15.1.2 TEACHER REQUESTED PROFESSIONAL DAYS

15.1.2.1 ELIGIBILITY

Upon proper application, any licensed professional paid from Appendix A1 shall be granted one (1) Professional Day every second year to be used to benefit that person's understanding of the job area in which he/she is involved.

Upon discretion of the Superintendent or designee and subject to the limitations that appear in this section, such approval shall be granted to each tenured licensed professional to:

- a. Attend a convention, relative to his/her field, or
- b. Attend a workshop or clinic which will apparently benefit the proficiency of such teacher, or
- c. Partake in meaningful observation, which offers a unique experience, which may be enveloped into a teacher's professional ability.

The District shall arrange for a substitute for that day and the day shall not be deducted from the teacher's annual sick or personal leave.

Non-attendance days for students can be used for Professional Days provided that the use of the day does not interfere with an activity planned by the District.

An evaluation of the Professional-Day experience shall be submitted to the Supervising Administrator.

15.1.2.2 APPLICATION

Application for such a Professional Day must be made within fourteen (14) days prior to the event. Upon mutual consent of the Supervising Administrator and the teacher, this requirement may be waived.

In the event the District should receive multiple applications for any one (1) event, no more than two (2) licensed professionals per attendance center shall be allowed to attend.

Application shall be approved on the basis of date of the request and seniority of those applying.

15.1.2.3 SCHEDULE OF REIMBURSEMENT/PAYMENT

The District shall provide full payment of fees for such an event upon submission of receipts, proof of attendance and the evaluation of experience referenced above. In addition, the District shall provide reimbursement of expenses to a maximum of \$89.70 in 2025-26; \$94.64 in 2026-27 according to 15.1.3. below.

15.1.3 TEACHER MANDATORY WORKSHOP ATTENDANCE

15.1.3.1 REQUIRED WORKSHOPS

The District shall provide for some teachers to attend appropriate conferences and meetings. In the event the District should require attendance at a workshop not of a teacher's choosing, it shall not be

considered a Professional or Personal Day and the District shall pay expenses relating to the workshop as outlined below.

15.1.3.2 SCHEDULE OF REIMBURSEMENT/PAYMENT

Plans and procedures for the program shall be developed and administered by the Superintendent or designee within budget appropriations approved by the Board.

Reimbursable expenses shall include, but are not limited to, fees, lodging, food, and travel to and from such meetings. The teacher shall submit an itemized account of the actual expenses, with receipts attached where possible. The District shall advance a reasonable amount through the purchase order process at the request of the teacher.

All expenses which qualify for reimbursement must be presented for payment within sixty (60) days of the date of expenditure.

15.2 SUPPORT STAFF TUITION REIMBURSEMENT

15.2.1 ELIGIBILITY

The course must be taken from an accredited college and will be reimbursed on a first come, first served basis according to the following schedule. Notice of intent to take a course or qualifying test must be submitted to the District before the course or test commences.

If the Board requires an employee to take a position for which additional credit hours are necessary, the Board shall pay the tuition costs. Changes in State Board of Education approval requirements adversely affecting an employee's assignment shall be reviewed with the employee and the Association.

15.2.2 SCHEDULE OF REIMBURSEMENT/PAYMENT

Eligible reimbursement will be made up to the current College of Lake County (CLC) per hour rate on a first come, first served basis. The Board will annually designate a total reimbursement amount of money equal to eighty (80) credit hours times the current CLC per hour cost. When all available reimbursement money is used for a year, the Association President will be notified. The Association President will be notified of who was granted reimbursement at the close of each school year. An employee who resigns their position from the District will forfeit any rights to tuition reimbursement.

Payment of tuition reimbursement will be September 15th each year.

15.3 MILEAGE AND PHONE REIMBURSEMENT

Employees who are required to travel in the performance of their professional teaching and/or extra-curricular duties shall be reimbursed for each mile or portion thereof traveled, at the IRS rate per mile in effect at the beginning of the school year. Mileage reimbursement will be paid monthly according to three groups.

Group 1: Employees that travel to multiple locations daily throughout the District each week. Example: IT Technician, C&I Specialist. \$65.00/month

Group 2: Employees that only travel between two buildings once per day. Example: traveling teacher.
\$44.00/month

Group 3: Employees who travel outside of the District to multiple locations each day of the week. Example:
TOSA - Out of District Placement. \$185/month

Employees who would be provided a District cell phone for the performance of their duties will have the option of using their personal phone, if it is a phone with comparable features (e.g. smartphone) instead and receiving a stipend of \$60 per month.

15.4 INSURANCE

15.4.1 HEALTH/ DENTAL INSURANCE

15.4.1.1 SINGLE HEALTH INSURANCE COVERAGE – HMO & PPO

The Board will pay 100% of the premiums for single health insurance for HMO and PPO health coverage for full-time employees. The health plan as described contains prescription card coverage as well as a vision component.

15.4.1.2 SINGLE DENTAL INSURANCE COVERAGE – HMO & PPO

The Board will pay 100% for single PPO and HMO dental insurance for full-time employees.

15.4.1.3 FAMILY INSURANCE COVERAGE

The rates of family health and dental insurance programs will be available online in the Benefits handbook.

If two (2) or more family members work full-time in the District, each employee shall receive individual benefits and that amount will be subtracted from family health premiums to be paid by the employee if family health is selected.

15.4.1.3.1 BUS DRIVER COMPENSATION & BENEFIT CALCULATION

Payroll will ensure that the work calendar (including holidays) is updated in the time keeping system yearly to reflect the drivers current hours. Drivers will be paid and time off will be deducted if used based upon their current school year route length. Time off for the school year will be updated to reflect a driver's current hours per day according the new route by September 15th of each year

15.4.2 LIFE INSURANCE

Individual term life insurance will be provided to all full-time employees in the amount of \$50,000 with the Board paying one hundred percent (100%) of the cost of the monthly premium.

15.4.3 PART-TIME EMPLOYEE COVERAGE

For the purposes of eligibility for health, dental, and life insurance coverage, full-time employees are those who are employed thirty (30) hours or more of a standard work week and part-time employees are those who are employed less than thirty (30) hours of a standard work week.

15.4.4 OPEN ENROLLMENT/START OF COVERAGE

Open enrollment shall be ten (10) working days. The District shall notify staff of open enrollment dates. New employees shall have at least ten (10) days from the first day of employment to enroll in the insurance program. Insurance coverage shall start on the first day of the month following the first thirty (30) calendar days of employment.

15.4.5 SEPARATION FROM SERVICE – TEACHERS

If a certified staff member separates from service with the District at the end of a school year and/or by June 30 because of either non-renewal of their contract, resignation, or reduction-in-force the insurance coverage in place for them at the time of the separation will continue through June, July, and August of that year. Insurance coverage will not continue for any certified staff member who leaves the District prior to the end of the school year. (14.1.6.1)

15.4.6 125/FLEX PLAN

The Board will provide, at its own cost, as long as it is free to the District, a 125 Plan for unreimbursed medical costs, premiums and dependent care.

15.4.7 SUPPLEMENTAL INSURANCE PLANS

The Board will offer a supplemental insurance plan in which employees may enroll at their own expense.

15.4.8 CHANGES TO INSURANCE COVERAGE

Any changes in the insurance coverage contemplated by the Board shall be promptly communicated to the Association. The Association shall have the right to bargain over any such changes prior to their implementation.

15.4.9 WORKERS' COMPENSATION CLAIM/INSURANCE

An employee absent due to injury on the job shall be entitled to keep any workers' compensation check to which he or she is entitled under the Workers' Compensation law and also receives the difference between the check and full pay from the School District, less applicable deductions. An employee shall be eligible to receive the pay in addition to the worker's compensation only for so long as the employee has sick leave available, and shall be charged one-third ($1/3^{\text{rd}}$) of a day of sick leave for each day absent.

An employee may alternatively choose to receive full pay, with a proportionate sick leave deduction, as long as sick leave is available and on the condition that any worker's compensation checks payable for the period during which sick leave is used are endorsed to the District.

It is the intention of this Section to afford employees not more than full pay by way of sick leave and worker's compensation benefits for injuries on the job.

Any short-term disability or workers' compensation leave which lasts three or more calendar days will be designated as FMLA leave. While the employee is temporarily disabled from the employee's duties, the maximum leave of absence is any available sick/personal leave days, or one work year, whichever number is greater. This maximum period will begin to run on the employee's first day of absence due to

injury or illness and will continue to run until the employee has returned to work and has performed regular duty work for fifteen (15) consecutive workdays. The maximum leave of absence does not apply to the employee if there is a determination that the employee has a permanent restriction that prohibits the employee from performing any essential function of the position the employee held at the time of injury or illness. If an employee exceeds this maximum period, the Board may take action to declare the employee permanently disabled and begin dismissal proceedings subject to the Americans with Disabilities Act and applicable Illinois disability laws. Nothing herein is meant to interfere with an employee's rights under the Illinois Workers' Compensation Act. The Board's action to terminate an employee in accordance with this paragraph is non-grievable.

15.5 HOLIDAYS

New Year's Day, January 1

Birthday of Martin Luther King, Jr., the third Monday in January

Birthday of President Abraham Lincoln, February 12 or President's Day, the third Monday in February

Casimir Pulaski Day, the first Monday in March

Memorial Day, day designated by federal law

Juneteenth

Independence Day, July 4

Labor Day, the first Monday in September

Columbus Day, the second Monday in October

Good Friday

Thanksgiving Day

Christmas Day, December 25

Religious Holiday Without Pay

- (1) An employee may take time off to observe a religious holiday, provided that work schedules can be accommodated without undue hardship to the District, and provided that the time off is first charged to the employee's available vacation leave or personal leave.
- (2) If the employee has exhausted all vacation leave or personal leave, the employee may request an accommodation of *Religious Holiday Without Pay*.
- (3) Reasonable accommodations to bona fide religious holiday observances should be made in accordance with work scheduling. These absences must be arranged with the employee's evaluating administrator, who is encouraged to accommodate the employee's request to the extent that it is practical in the Building or department.

- (4) If the evaluating administrator is unable to approve the request for accommodation of *Religious Holiday Without Pay*, he or she must submit the reasoning in writing to the Superintendent, or his or her designee, within one business day.
- (5) Employees are responsible for providing the evaluating administrator a reasonable notice of the proposed absence, of at least two (2) weeks, but not less than three (3) days.
- (6) Employees are responsible for completing and then submitting the *Application for Accommodation of Religious Holiday Without Pay* form for approval to his or her evaluating administrator and then to be routed to the Human Resources department and to the Payroll department for processing.

15.5.1 TEACHERS

Teachers shall not be required to teach on Saturdays, nor, except in cases where the District has obtained a waiver, shall teachers be required to work on school holidays. Teachers shall not be paid for school holidays.

15.5.2 SUPPORT STAFF

Except in cases where the District has obtained a waiver, full year employees shall be paid for legal school holidays and less than full year employees shall be paid for legal school holidays that fall during their work year calendar. Holidays that fall during a school calendar break (i.e. Thanksgiving, Christmas, New Year's Day) are not paid for less than full year employees.

Part-time employees shall be paid for holidays that fall on their regularly scheduled work day on a pro rata basis.

If an employee is required and agrees to work on a legal school holiday, the employee shall be paid two (2) times the employee's regular hourly rate for the time worked. (14.5.1)

In addition to the listed legal school holidays the Friday after Thanksgiving, Christmas Eve and New Year's Eve will be non-work days. These three non-work days shall not be paid for support staff other than custodians/maintenance staff. Full year employees that are not paid for these additional three days shall be granted three additional non-paid holidays during the year. These days must be taken in full day increments. Application for these days must be made at the beginning of the fiscal year.

15.5.3 WORK ON SUNDAY (Double Time)

An employee shall be paid two (2) times his/her regular straight-time hourly rate of pay for all hours worked by him/her on Sundays. (14.5.1)

15.6 VACATION

15.6.1 ALLOCATION OF VACATION DAYS

All full year employees shall receive a paid vacation in accordance with the following schedule. Increases in the allocation of vacation days shall be awarded on the anniversary date following the

completion of the fifth and tenth years of service. Full year employees who are eligible for vacation will be credited with vacation leave on July 1.

0-5 years – 10 days
6-10 years – 15 days
11+ years – 20 days

If an employee, who previously was ineligible for vacation, subsequently becomes eligible for vacation, he/she shall carry all District seniority with him/her for the purpose of calculating the yearly allotment of vacation days.

15.6.2 APPROVAL & USE OF VACATION DAYS

Use of vacation leave days requires proper application. Approval must be secured from the immediate supervisor. An application for vacation leave shall be submitted in Employee Access three (3) days prior to the date requested for such leave. In the event of an emergency, the Superintendent or designee may waive the three (3) day requirement. No vacation shall exceed fifteen (15) working days. Vacation may not be taken until it has been earned as outlined above.

For employees who submit proper application on the same day, scheduling conflicts will be resolved on the basis of District seniority, provided the work requirements of the District are satisfied. Custodial and maintenance employees may not take any vacation during the ten (10) days before the end of the school term or ten (10) days before the start of the school term unless such vacation is approved by the Superintendent or designee.

Earned vacation time may be taken in incremental time (hours, half day, full day).

15.6.3 ACCUMULATING & CARRYING OVER VACATION DAYS

Employees may accumulate up to fifteen (15) days of vacation, however, all employees must use at least five (5) days per year thereafter. Any days that cannot be carried over as accumulated will be lost. This shall be interpreted as follows:

The maximum accumulation of vacation leave will be fifteen (15) days of vacation on June 30 of any year. Any employee having more than fifteen (15) days of vacation on June 30 of any year shall forfeit all days in excess of the fifteen (15) days. Therefore any employee who separates from District service shall be compensated for any accrued days up to the maximum of fifteen (15) days at the applicable rate.

15.6.4 TERMINATION OF EMPLOYMENT – PAYMENT FOR UNUSED DAYS

Upon termination of employment by the Board or the employee, an employee will be compensated for earned but unused vacation, subject to Section 15.6.3 above, provided the employee complies with all separation requirements.

15.7 OFF STREET PARKING

Within the financial resources of the District, the Board shall make a good faith effort to provide adequate off street parking reserved for employees.

15.8 BUS DRIVERS' CHILDREN RIDING ON BUS

Children of Bus Drivers will be allowed to ride on their parent's bus according to the rules in Appendix F and only as long as the District's insurance carrier does not exclude coverage for Drivers' children on the bus.

ARTICLE XVI WORKING CONDITIONS

Workday and work year shall be determined by the Board. The District may change these working conditions and staffing levels provided it adheres to the School Code and the duty to bargain.

No non-custodial/maintenance employee shall be required to be in the buildings beyond 6:00 p.m. without an administrator present.

LUNCH/BREAK TIME

Employees who work more than three (3) consecutive hours shall receive a thirty (30) minute unpaid lunch break. Employees who work more than three (3) hours but less than four (4) consecutive hours shall receive one (1) paid fifteen (15) minute break. Employees who work more than four (4) consecutive hours shall receive two (2) paid fifteen (15) minute breaks. Lunchtime will be uninterrupted time and the employee will not be required to perform work tasks. Employees shall be permitted to leave the building during lunchtime (also see section 5.21). Breaks may not be taken at the beginning or end of the work day.

Employees may make a request to their supervisor to combine their break(s) with their lunch to allow for a longer lunch period. However, such requests may be granted or denied on a case by case basis, without precedent. If a request is denied a written response explaining the reason(s) why the request is denied will be provided by the supervisor to the employee.

TRANSLATION

Staff, who are not in a translator assignment or assigned to the District Office Bilingual Department, ASC Offices, shall not be pulled from their regularly scheduled duties for formal translating. Casual or informal translation, which does not significantly interfere with a staff member's daily job duties, will be done as needed by available building personnel.

16.1 SECRETARIAL/CLERICAL EMPLOYEES

16.1.1 WORK SCHEDULE

The standard workweek for full-time employees shall be forty (40) hours per workweek in five (5) consecutive days of eight (8) hours per work day, with regularly established starting and ending times, including a half-hour unpaid meal period.

16.1.2 REQUIRED WORK

Secretaries and clerks shall not regularly be required to do work typically required of other bargaining unit employees, e.g. grading papers (reserved for teachers and assistants), transporting pupils (reserved for drivers), and garbage removal, sweeping, mopping (reserved for custodians). No employee shall be required to attend a staffing that begins before or after the employee's work day.

16.2 CUSTODIANS & MAINTENANCE EMPLOYEES

16.2.1 WORK SCHEDULE

The standard workweek for full-time employees shall be (40) hours per workweek in five (5) consecutive days of eight (8) hours per workday, with regularly established starting and ending times, including a half-hour unpaid meal period.

16.2.2.1 TEMPORARY FLEXIBLE HOURS

Work schedules may be temporarily flexed at the discretion of management in order to complete planned work orders which require additional staff or buildings to be empty of students and staff. A minimum of forty-eight (48) hours notice will be given to the employee and the Association. This notification must occur during the work week. Management will seek volunteers first, if no volunteers, the flexible schedule will be assigned by reverse seniority.

16.2.2 WORK SHIFT

A work shift is defined as a regularly recurring period of work with a fixed starting and ending time exclusive of overtime work. Work schedules showing employee shifts, work day and hours shall be posted in the appropriate buildings. Except for emergency situations, work schedules shall not be changed without an advance notice to the employee and Association. In no case shall the advance notice be less than twenty-four hours. Except for emergencies, changes in shifts shall be effective the first work day following a weekend or a school/legal holiday.

16.2.2.2 Mandatory Overtime - Snow Removal

In opportunities where snow removal may be completed after the end of the school day, management will assign mandatory overtime. If all employees who are required to do snow removal are not required for overtime then Management will seek volunteers first, if no volunteers then overtime will be assigned by reverse seniority. All attempts will be made to determine the need for overtime as early as possible.

16.2.3 EMERGENCY CALL BACKS TO WORK

An employee who is called back to work for an emergency outside of his/her regular work shift shall be paid for at least one (1) hour of work

16.2.4 ON CALL/STANDBY STATUS

Maintenance employees may volunteer to be assigned to an on-call rotation schedule to be available for service during non-work hours. Employees so assigned must respond if contacted and report to work within thirty (30) minutes as an emergency call back if so directed (see section 16.2.3). A stipend as provided below will be paid for up to one hundred twenty-five and a half (125.5) hours per week to any employee assigned the on-call/standby status during the time that they are required to be available.

\$1.20 (25-26) \$1.26 (26-27)/hr during the week Monday – Friday (15.5 hrs/day)

\$1.80 (25-26) \$1.90 (26-27)hr for 24 hours Sat/Sun/Holidays

16.2.5 UNIFORM/SHIRT

Custodian, grounds and maintenance employees will be given five new District shirts annually at the beginning of the fiscal year. Employees will be allowed to keep the shirts. Shirts will be selected by the Director of Facilities and Grounds with input from custodial and maintenance representatives.

16.2.6 Custodial /Grounds/ Maintenance Clothing Allowance

The District has entered into an Agreement with Cutler Workwear to provide Round Lake Area School District 116 Custodians and Maintenance Workers approved clothing as part of the Custodial, Grounds, and Maintenance Clothing Allowance. Each year, employees who have worked more than (3) consecutive months will be eligible for the following maximum clothing budget:

Custodians: \$172.92 in 2025-26; \$182.43 in 2026-27

Grounds \$403.48 in 2025-26; \$425.68 in 2026-27

Maintenance \$403.48 in 2025-26; \$425.68 in 2026-27

The maximum allotment is the maximum amount the District will spend on an employee in that category for uniform items in one calendar year. This does not mean that employees have to spend the maximum amount. Employees should use discretion and only select items that are needed to perform the job. Any amount spent over the maximum uniform allotment will be paid by the employee at their own expense. Employees are required to wear this clothing as part of their daily uniform.

Because of its reputation, the District has decided to focus on the Carhartt brand for the clothing allowance program. Carhartt provides a number of clothing items that will work in a variety of temperatures and weather conditions (i.e. rainy, snowing, windchill) as well as footwear that includes steel toe and waterproof work boots.

Purchases as a part of the clothing allowance program are limited to: steel toed boots (from those identified), work boots, coveralls, pants, jacket, gloves, hat, rain gear, safety gear. All clothing purchased will be monogrammed at the District's expense with the District logo.

16.3 TEACHER ASSISTANTS

16.3.1 WORK SCHEDULE

The standard workweek for full-time employees shall be thirty-seven and a half (37.5) hours or forty (40) hours per workweek in five (5) consecutive days of seven and a half (7.5) hours or eight (8) hours per work day, depending on the work assignment with regularly established starting and ending times, including a half-hour unpaid meal period. Teacher Assistants will work on days designated on the school calendar.

16.3.2 SUBSTITUTE TEACHING

Teacher assistants may be used as substitute teachers if they have the proper certification and are registered with the Central Office as a substitute. It is at the Principal's discretion whether to use the teacher assistant as a teacher or call in another substitute teacher. A teacher assistant who is licensed/endorsed to serve as a substitute teacher shall receive his or her pay as a teacher assistant. In addition, for every hour served in the role of substitute he or she will earn an additional \$15.00.

16.3.3 ATTENDANCE AT STAFFINGS

No employee shall be required to attend a staffing that begins before or after the employee's work day.

16.4 INFORMATION TECHNOLOGY EMPLOYEES

16.4.1 WORK SCHEDULE

The standard workweek for full-time employees shall be forty (40) hours per workweek in five (5) consecutive days of eight (8) hours per work day, with regularly established starting and ending times, including a half-hour unpaid meal period.

16.5 BUS DRIVERS

16.5.1 WORK SCHEDULE

The standard workweek for full-time employees shall be thirty (30) hours per workweek in five (5) consecutive days of six (6) hours per work day, with regularly established starting and ending times. Start and end times will be established by the Director of Transportation, to account for different pick-up and drop-off times of routes. In scheduling the start of a driver's work day, the Director shall take into account the time necessary to check and warm up buses before beginning regular routes. The Board shall also take into account the arrival times of buses at the schools before teacher supervision is available.

All drivers are guaranteed a schedule that includes 170 days of regular route work for six (6) hours per day. This schedule may operate independent of the District 116 school year calendar.

Work day and work year information will be included on route postings (see Regular Route Assignments).

16.5.2 REGULAR ROUTE ASSIGNMENTS/ADJUSTMENTS

Routes shall be determined on the basis of seniority during a meeting at least two weeks prior to the start of school. At least five (5) of the routes shall provide for forty (40) hours of work per week.

No later than the end of the second week of the school term, the Association President or designee will meet with the Director of Transportation to discuss suggestions for route revisions, student pick-up and delivery improvements. Adjustments may be made in routes through the first four weeks of school. At the four week point the length of the routes will be considered final for the year. The intent of this language is that after the four week point no driver will involuntarily have the length of their work day reduced. For example, although a given route may no longer be needed the driver will be given other work that is equal to or greater than the final route for the year.

Any regular route bus driving assignment (single run) will be paid at a rate of two (2) hour minimum, regardless of actual driving time for said run.

The Board agrees that any time a mini-bus or a full-size bus is used for transportation purposes, the driving assignment will be first offered to a member of the bargaining unit (also see section 5.22.1)

16.5.3 EXTRA DRIVING ASSIGNMENTS

All driving other than a morning or an afternoon route that is greater than one (1) hour will be considered extra driving and assigned by seniority. Extra driving beyond regular routes shall be offered to employees on a seniority rotation basis. The Director of Transportation shall establish the rotation system after review of the system with the Association President. Modifications to the system shall be made only after notice to, and review with, the Association President.

Extra driving as assigned by the Director of Transportation will be paid at the assigned drivers' regular rate rounded up or down to the nearest one-quarter ($\frac{1}{4}$) hour worked. Layover pay (non-driving time between routes) will be paid if it is for thirty (30) minutes or less. There will be no layover pay if time between routes is greater than thirty (30) minutes.

Any extra driving beyond the foundation route hours of 1,020 hours will be posted with estimated route duration. Should this route's actual driving time be overestimated, the driver will be paid the full amount of the estimate. Should the route's actual driving time be underestimated, the driver will be paid on the basis of actual driving time recorded.

Provided the District has first followed the internal rotation system, including emergency procedures, and no unit member accepts the extra driving opportunity, the District may assign the work to non-unit personnel. If the District is unsuccessful in obtaining a non-unit person to take the assignment, then bargaining unit personnel can be assigned to the extra driving provided the assignment to a unit member is made no sooner than 24 hours before the extra driving assignment begins.

16.5.4 REQUIRED MEETINGS & CALL BACK PAY

Meetings of drivers at which attendance is required shall be considered working time. Minimum pay for any meeting shall be one (1) hour. Minimum call back pay for driving shall be for one (1) hour.

16.5.5 UNIFORM/JACKET

Each driver, after their probationary period, shall receive a Round Lake all weather jacket by the first week of school every third (3rd) year. The jacket may be worn by the employee outside of working hours. If the jacket is damaged or lost, other than due to the employee's negligence, the District will replace it promptly at its cost. At the end of the three years the jacket becomes the employee's property.

16.5.6 VOLUNTARY CHARTERS

Voluntary charters shall be defined as charters that are provided by the District that are not for academic or athletic purposes. These charters are to be agreed to with the transportation Association representative and are not paid. Once the Director of Transportation or designee is notified or becomes aware of a proposed voluntary charter the Director shall notify the transportation Association representative. Upon notifying the representative that the charter is voluntary the charter will be posted. Selection of the driver shall be on a seniority basis. Acceptance of these charters shall be voluntary. (See 5.22.1)

16.6 TEACHERS

16.6.1 WORK SCHEDULE

The basic work year for instructional staff shall not exceed one hundred eighty (180) days. Within the basic work year there shall be one hundred seventy-six (176) student attendance days and four (4) non-student attendance days. In addition, there will also be five (5) emergency days. Any teacher working beyond 180 days will be paid 1/180th of their salary for each day (or fraction thereof) beyond 180.

The work day for all teachers shall be 7.5 consecutive hours. The work day for all full-time teachers shall not begin before 7:15 a.m. or after 8:45 a.m. If operational issues arise which make the start of the work day within the aforementioned time frame significantly problematic, the District will notify the Association President by the end of the first semester to conduct discussions for the coming school year. An exception to the 7:15 a.m. start time will be made to accommodate zero hour academic classes.

16.6.2 LUNCH TIME

Teacher's' lunch period shall be in accordance with the School Code.

16.6.3 PLANNING TIME

16.6.3.1 ELEMENTARY SCHOOLS

Personal Planning Time

All elementary teachers shall have no less than forty (40) minutes of duty-free personal planning time per school day, excluding gym, music and lunch. If staggered starts are used at an elementary building, the Board shall endeavor to have 40 consecutive minutes for personal preparation time.

16.6.3.2 MIDDLE SCHOOLS

Personal Planning Time

The middle school teachers shall have one duty-free and uninterrupted period for personal planning time.

Team Planning Time

Each middle school teacher shall receive team planning time during the school day. The period shall be uninterrupted and duty free time for members of a particular team to meet. If such time is not provided during the school day, each middle school teacher shall have two hours per week available at the end of the school day for teaming or in-service planning. This planning time shall occur in the school building, will be paid at the "other hourly assignment rate, and participation is voluntary. Team planning time is to be used exclusively for team planning consistent with the contract.

16.6.3.3 HIGH SCHOOL

Personal Planning Time

The high school teachers shall have one duty-free and uninterrupted period for personal planning time.

16.6.4 CLASS LOADS – HIGH SCHOOL & MIDDLE SCHOOLS

16.6.4.1 ACADEMIC CLASS LIMIT

The Board will hire the necessary staff to insure that all High School and Middle School teachers are assigned to teach no more than five (5) academic classes.

16.6.4.2 EXTRA CLASS (SIXTH CLASS) ASSIGNMENT

Posting

If a teacher is needed to teach an extra class (sixth class) for more than two (2) weeks, that opportunity must be communicated in writing to those teachers who have the required certification and are available during the needed class time. No one shall teach an extra class for longer than two (2) weeks without that position being so posted. If a temporary assignment becomes permanent, communication shall occur no later than on the tenth (10th) day.

Assigning

Assignments of extra (sixth) classes are voluntary but if there are no volunteers the extra (sixth) class will be assigned by the Principal. An employee at his/her discretion may request the presence of an Association representative during any meeting with the Building Principal to discuss the employee's willingness to teach an extra class. The Building Principal will notify the Association President of any such upcoming meeting. (In order that the Building Principal may notify the Association President during the summer, the President shall leave his/her summer address and telephone number with the Superintendent before the end of the previous school year.)

Compensation

If a teacher teaches a sixth class the teacher shall be entitled to additional compensation equal to one-fifth (1/5th) of that teacher's salary:

16.6.5 ACADEMIC PREPARATIONS – HIGH SCHOOL & MIDDLE SCHOOLS

16.6.5.1 ACADEMIC PREPARATIONS LIMIT

High School and Middle School teachers will have no more than three (3) academic preparations unless the following conditions for an additional preparation assignment are met.

16.6.5.2 ADDITIONAL ACADEMIC PREPARATION ASSIGNMENT

Assigning

High School and Middle School teachers will have not more than three (3) academic preparations unless:

- a. The teacher(s) agrees to the additional preparations;
- b. The curricular offering is affected by the three (3) preparation limitation; or
- c. The Board must hire additional staff as a result of the three (3) preparations per teacher limit (provided there is no reduction-in-force).

A teacher assigned more than three (3) preparations will be given a written reason.

Compensation

There is additional compensation for a teacher that teaches more than three (3) preparations, see Appendix B1 for the stipend amount.

16.6.5.3 SECONDARY CO-TEACHING

When a co-teacher is collaborating with three or more different content areas or staff members (ie 3 preps) and does not have common planning time with those staff members, the teachers will be allowed up to two half days of internal substitution time per semester in order to plan with each co-teacher with whom they do not have common plan time.

16.6.6 INTERVENTION STUDY HALL – HIGH SCHOOL & MIDDLE SCHOOL

Assigning

With agreement of the teacher, high school and middle school teachers may be assigned to an intervention based study hall. The instructional duties of the interventions will be established by the school administration.

Compensation

There is additional compensation for a teacher that teaches an intervention based study hall, see Appendix B1 for the stipend amount.

16.6.7 STUDENT CONTACT TIME

Student contact time shall be no greater than that which existed at the start of the 2006-07 school years.

16.6.8 EVENTS OUTSIDE OF THE SCHOOL DAY

16.6.8.1 FACULTY/DIVISION GRADE LEVEL MEETINGS

There shall be no more than one (1) meeting per month during the contractually scheduled PLC/ Collaboration time.

At the High School level, there will be faculty meetings scheduled during the three collaboration times that are embedded in the daily schedule. Staff will be expected to attend the faculty meeting at the time that collaboration is dictated in their daily schedule.

No meetings involving any staff members (excluding IEP and MDC meetings) will be held on days where Association meetings have been scheduled provided that the Association notifies the Superintendent, or designee, of the Association meeting schedule by September 15th of each year. The maximum number of protected meetings will be four (4) per month or twenty (20) per year. Every effort will be made to not schedule IEP and MDC meetings on Association meeting dates. The notification limitation shall not apply to Association meetings covered under section 5.11.3.

Notice to Staff of Meetings

The Principal shall post the schedule of the general faculty meetings at the first general meeting. Staff will be given as much notice as possible prior to any meeting(s) not on the schedule.

Coaching and Faculty Meetings

Staff who are serving in coaching positions in District will be excused from staff meetings during their season if their scheduled game conflicts with the scheduled staff meeting. If there is a circumstance that requires a coach to be at a staff meeting and rearrange their daily schedule, they will be given at least 24 hours notice. Notification will also be given to the EARL President.

16.6.8.2 PARENT TEACHER CONFERENCES

When parent teacher conferences are scheduled on two (2) consecutive days, there shall be an attempt to schedule conferences during one (1) afternoon and evening on the same day. On that day when teachers do not have evening conferences, they will receive compensatory time off equal to the extra time worked for evening conferences. Release time will be given for that afternoon.

16.6.8.3 ATTENDANCE AT REQUIRED EVENTS

Limit on Required Events

Teachers will be required to attend three (3) events per year.

Notice to Staff of Events

Staff will be notified of the dates for these events by the end the first full week of student attendance.

16.6.9 CLASS SIZE

16.6.9.1 GOAL/MAXIMUM LIMIT

The Board and the Association agree that reduced class sizes are desirable to maximize the individualized instruction and increase potential for achievement and learning. The maximum class size for all classes with the exception of physical education and music will be twenty-nine (29). Students mainstreamed into a class for two (2) or less hours per day will not be counted toward class size maximums. See Adjustments section below for exceptions, however class size shall never exceed thirty-one (31) students. In the event of loss of staff, for reasons other than reduction-in-force or increased enrollment, the District and the Association agree to reach a short term remedy to respond to the impact on class size. Such remedy shall be limited to solutions within budgetary constraints.

In determining class size, the Board shall consider the physical size and condition of the classroom, as well as, all health and safety aspects of the room as required by law. This shall be of paramount importance when determining class sizes for labs, industrial arts classes, physical education, and special education.

16.6.9.2 ADJUSTMENTS TO CLASS SIZE

The Board will adjust class sizes by the thirtieth (30th) calendar day of the first full day of student attendance in the first and second semesters. The Board shall endeavor, in good faith, to adjust the enrollment of any class which is not similar in size, to be similar in size within ten (10) working days, if reasonably possible, of the date of submission by the Association of a written request for adjustment to the Superintendent.

Nothing contained in this Class Size section shall require the Board to transfer a student to another school building, although the Board will consider such transfers in adjusting class sizes where appropriate. Further, subject to financial, education, and classroom availability considerations, it is the goal of the Board to endeavor not to utilize split grade classes.

After the class size adjustments have been made and a class still remains over twenty-nine (29) students the teacher of that class shall be given a teacher assistant, if the teacher so requests. Should a teacher assistant be requested but not hired on the thirty-first (31st) calendar day, a substitute will be used to fill the assistant position until one is hired. (At the Middle Schools and High School internal substitution may be used to meet this language.) Class size shall never exceed thirty-one (31) students.

16.6.9.3 SPLIT CLASSES

Assigning

At the **elementary** level a split class is defined as a class comprised of students from two different grade levels, for example 4th and 5th grade students, combined into one classroom with one teacher. When split classes are necessary, volunteers from the building and affected grades shall be sought first. No teacher shall be required to teach a split class more than once unless the other teachers in the affected

grade levels have taught a split class before. If all teachers in the affected grade levels have taught a split class before, split classes shall be assigned to the more senior teacher first.

At the **high and middle school** levels a split class requiring an additional preparation will be paid a stipend.

Compensation

Teachers of split classes or additional preparations as defined above will be paid a stipend to account for the additional planning, preparation and evaluation required. See Appendix B1 for stipend amounts.

16.6.9.4 FINAL CLASS SIZE REPORT

The Association President or designee shall receive a copy of the prepared class size final report by October 1. This report shall include a breakdown by school of class sizes at each grade level and department.

16.6.10 TUTORING

Tutoring shall be defined as teaching privately for pay. There shall be no tutoring in school buildings and no child shall be excused from school for tutoring. This private tutoring is not the same as the tutoring (home/hospital) that is listed in Appendix B1. Inquiries by parents regarding tutoring shall be referred to the Principal.

16.6.11 SUMMER SCHOOL TEACHING

16.6.11.1 POSTINGS

Prior to thirty (30) days before the close of the school year, summer school postings will be emailed to all staff. The hours and working conditions of summer school positions will be included in the posting of vacancies.

16.6.11.2 ASSIGNMENTS/NOTICE OF ASSIGNMENT

Positions shall be offered, according to seniority within job categories of those who apply. No employee shall receive a summer school position for more than two (2) years in a row unless there are no other qualified applicants. Employees shall be notified of their assignment no later than thirty (30) days prior to the start of the summer session. In the event that such an assignment cannot be made within this time, this requirement may be waived provided the employee shall be notified as soon as possible.

All summer school positions shall be filled by members of the bargaining unit first, provided they are qualified as determined by the Superintendent or designee. All summer school positions shall be filled strictly on a voluntary basis; no employee shall be compelled to take such an assignment.

16.6.11.3 CANCELLATION OF CLASS

In the event that a scheduled summer school class is canceled or absorbed into another class, the employee whose position is eliminated shall move to the top of the seniority list for the following year.

16.6.11.4 COMPENSATION

TEACHERS

There is additional compensation for teaching summer school, See Appendix B1 for the stipend amount. Teachers rate of pay is based on the hourly rate in effect for the school year immediately preceding summer school teaching. If a teacher receives a summer school position other than a teaching assignment he/she will be paid at the rate from the base step and appropriate lane for whatever job they perform.

OTHER EMPLOYEES

All other employees working summer school assignments will be paid according to their regular hourly wage rate. Support staff employees will be paid the hourly rate in effect on the days they work (i.e. after July 1 rate may increase based on the new year's salary schedule).

RELATED SERVICE PERSONNEL - EARLY CHILDHOOD ASSESSMENTS

The rate of pay for Early Childhood Assessments, including IEP meetings and report writing, performed by related service personnel (psychologist, occupational therapist, and speech language pathologist) during the summer will be \$500 per assessment.

16.6.12 INTERNAL SUBSTITUTION

16.6.12.1 ASSIGNMENT

The Board will make every effort to secure an outside substitute teacher before using an internal substitute. If a teacher must leave during the school day, it is not the responsibility of the teacher to arrange for a substitute.

Secondary Level Substitute Process:

Principal will seek volunteers from the certified staff who are on a planning time or lunch to perform internal substitution. The principal, if there are no volunteers, will assign certified staff that is performing other supervisory duties. If there are no volunteers from step one and no one available on supervisory duties from step two, then the principal may assign certified staff from planning time to internal substitution on a rotating basis.

The seeking of volunteers, and assigning if no volunteers, will be done by the principal/administrator. Volunteer lists may be established at the beginning of each quarter to use on a continual rotation and the principal may direct his/her secretary to notify staff when their turn comes up to substitute.

Elementary Level Substitute Process:

Principal will seek volunteers from the certified staff who are on a planning time or lunch to perform internal substitution. In the event that an elementary class does not have a teacher or substitute teacher, the class will be distributed among one (1) or more teachers. If after attempting all avenues listed in this section to secure a substitute from the certified Teacher staff a Teaching Assistant who is licensed/endorsed to serve as a substitute teacher may volunteer to perform substitute duties. If he or she

volunteers to serve in the capacity of a substitute teacher he or she will be compensated as outlined in section 16.6.12.2. If there are no volunteers from step 3, then the principal may assign a Teaching Assistant to internal substitute on a rotating basis.

When no substitutes are available from the process above, building administrators, central office administration, and qualified non-unit employees will fill the teaching positions up to two days a school year prior to utilizing special education teachers as internal substitutes.

16.6.12.2 COMPENSATION

In the event that an elementary class is distributed among one (1) or more teachers, each teacher will be paid a pro rata share of the internal substitute pay rate per hour for the length of time said class is assigned to them. A teacher assistant who is licensed/endorsed to serve as a substitute teacher shall receive his or her pay as a teacher assistant. In addition, for every hour served in the role of substitute he or she will earn an additional \$15.00.

ARTICLE XVII LEAVES

17.1 SICK LEAVE

17.1.1 DEFINITIONS & CONDITIONS FOR USE OF SICK LEAVE

17.1.1.1 SICK LEAVE

Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household or birth, adoption or placement for adoption.

To use sick leave an employee must report his/her illness to the supervisor as soon as possible prior to the start of the day on which they will be absent. Additionally, employees shall adhere to any additional District requirements for the procurement of substitutes for their position, such as completion of Absence Management (formerly AESOP).

Sick time may be taken in one-half (1/2) day blocks, except that sick time may be taken in increments of an hour for the purpose of attending a doctor's appointment. Documents must be submitted from the doctor to support taking the leave in less than one-half (1/2) day blocks. Policies governing sick leave usage shall be uniformly interpreted from building to building.

17.1.1.2 IMMEDIATE FAMILY

For purposes of this section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, step-parents, step-children, step-brothers, step-sisters, step-grandparents, step-grandchildren, aunts, uncles, nieces, nephews, cousins, ward's, life partners (with appropriate District affidavit) and legal guardians.

17.1.1.3 BIRTH

For purposes of this section, “birth” shall include not only the actual birth but also any period of disability of the mother or child due to birth. However, “birth” shall not be interpreted to include a non-disability child-rearing leave. Child-rearing leaves shall be available in accordance with the terms of other sections of this Agreement, as may be applicable, and the provisions of the District’s Family and Medical Leave Act Policy.

17.1.1.4 ADOPTION

For purposes of this section, “adoption” and “placement for adoption” shall include only those activities reasonably related and essential to the process for adoption or placement for adoption, including travel time.

17.1.1.5 PHYSICIAN CERTIFICATE FOR 3 OR MORE DAYS ABSENT

The Board may require a physician’s certificate, or if the treatment is by prayer or spiritual means, that of spiritual advisor or practitioner of such employee’s faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may be deemed necessary in other areas.

17.1.1.6 BOARD REQUIRED PHYSICAL EXAMINATION OF EMPLOYEE

In addition, the Board may require evidence of fitness to work as provided in Sections 24-5 and 24-6 of the Illinois School Code. In the event the District has cause to require an employee to undergo a medical examination or evaluation the employee will be given a list of three (3) physicians from which to select to perform the medical examination or evaluation at the District’s expense, provided, however, it is understood that all pre-employment medical examinations are to be paid for by the applicant. At least one of the three shall not be affiliated with a religious based facility.

17.1.2 ALLOCATION AND ACCUMULATION OF SICK LEAVE DAYS

An employee’s sick leave is credited to them on the first day of the school year except as stated below. An employee becoming full time after the start of the school term shall have his/her annual sick leave prorated based on the number of days they will work during the year.

If an employee is on any type of unpaid leave of absence, excluding FMLA, and he/she returns to work at the start of the school year but does not return with the appropriate medical release and intent to work full time as scheduled, their sick leave will not be credited to them until the first day that they do so return to work. Upon such return to work the employee will be credited with a prorated number of sick leave days based on the number of days they will work during the year. Employees on any type of paid leave or FMLA will be given their sick leave days at the start of the school year even if they continue to be out on such leave.

SCHOOL YEAR AND EXTENDED YEAR EMPLOYEES

# of accumulated days at start of year	# new sick days to be received
0-89	14

90-119	16
120-139	18
140-179	20
180+	22

12 MONTH - FULL YEAR EMPLOYEES

# of accumulated days at start of year	# new sick days to be received
0-89	17
90-119	19
120-139	21
140-179	23
180+	25

BUS DRIVERS

# of accumulated days at start of year	# new sick days to be received
0-89	12
90-119	14
120-139	16
140-179	18
180+	20

17.1.2.6 SICK LEAVE FOR PART-TIME SUPPORT STAFF

For employees whose day is less than the standard work day a sick day is equal in length to their standard work day.

17.1.2.7 ACCUMULATION OF UNUSED SICK LEAVE DAYS

Unused sick leave shall be accumulated and reported to either TRS or IMRF when an employee terminates employment with the District.

17.1.3 SICK LEAVE DONATIONS

Employees may donate days of accumulated sick leave for use by another employee who is severely or catastrophically ill and has exhausted his/her accumulated sick, personal and vacation leave and continues to be on an approved FMLA leave, or on a temporary disability leave for their own continued physical illness or to care for an immediate family member. The accumulated sick leave of the employee making the donation will be reduced by the amount of the donation and will not be recoverable.

In the case of an employee on temporary disability leave (maximum length of three (3) months), the leave period will begin the day following the last day of the individual employee's own accumulated sick, personal, and vacation leave. This applies even though the employee may end up being paid during that time as a result of donated days. The intent of this language is not to alter the terms of temporary disability leave stated in section 17.4. Donated sick leave days cannot be used in connection with the leaves in sections 17.5 (Leave of Absence without Pay) or 17.6 (Child Rearing Leave).

A Request for Donated Days shall be made in writing to the Superintendent or designee. In addition to this request form, the ill employee shall provide medical certification attesting to his/her illness and prognosis. The ill employee will be permitted to use the contributed sick leave days in connection with the sick leave usage provisions of this Agreement and Board policies not in conflict with the Agreement provided the ill employee has requested and received prior written approval from the District for use of such sick leave. Employees who are incapacitated so as not to be able to seek prior approval may seek such approval as soon as reasonably possible. The Board may require an independent medical examination of the ill employee by a physician of its choice and at its expense. The Superintendent or designee shall have the final approval of whether or not the provisions of this paragraph have been met. If the ill employee does not use the total number of days donated to him/her, the unused days as of the close of the school term will be divided by the total number of employees contributing as of the last day of school and the quotient allocated to each contributing employee as accumulated sick leave.

17.1.4 ATTENDANCE BONUS –SUPPORT STAFF

Employees shall receive a bonus of \$95.68 per month in 2025-26; \$100.95 in 2026-27 for perfect attendance the previous month.

Full year employees will be eligible for the bonus year round. Extended year employees will be eligible in the months August through June. School year employees will be eligible for the bonus during the school term and the months of August/September shall be considered one month, and May/June shall be considered one month. For August/September and May/June if an eligible employee is scheduled to work at least twenty (20) days in a month then that month will be counted separately for the purpose of earning the attendance bonus.

The bonus shall be paid at least quarterly on the first payday following the end of the quarter.

Absence due to vacation, personal days, work related injury or because of compliance with section 17.8 Jury Duty will not count against perfect attendance.

17.1.5 Attendance Bonus - Certified Staff

Employees shall receive one day of Paid Time Off (PTO) allocation for each quarter of perfect attendance. The awarded PTO allocation will be posted on the first payday following the end of the quarter. Absence due to personal days, PTO days, work related injury or because of compliance with section 17.8 Jury Duty will not count against perfect attendance.

Approval and Use of PTO Days

Paid Time Off (PTO) days may be used at the discretion of the employee. However, if an employee wishes to use more than two (2) consecutive PTO days at a time, a 48 hour advanced notice must be given to their supervising administrator. Paid Time Off (PTO) days may only be taken in half-day or full-day increments.

PTO days may not be taken during the first ten (10) days of a school term or during the last ten (10) days of a school term.

Accumulating and Carrying over of PTO Days

Certified staff members may accumulate up to four (4) days per year. However, the maximum number of days that can be carried over from year to year is six (6) days. Any days above six (6) must be used or will be lost.

Personal Days may be used in conjunction with PTO days however, no more than 6 consecutive days may be used in total. Contractual rules for Personal Day application must still be followed. PTO days may not be combined with Sick Days.

Any employee who separates from District service will forfeit any accumulated, unused PTO days.

17.2 PERSONAL LEAVE

17.2.1 DEFINITION AND CONDITIONS FOR USE OF PERSONAL LEAVE

Personal leave days are only for personal business which requires the presence of the employee and cannot be conducted during non-school hours. Personal Leave time may be taken in incremental time (hours, half day, full day).

17.2.1.1 APPLICATION REQUIRED

Use of personal leave days requires proper application. Approval must be secured from the immediate supervisor. An application for personal leave shall be submitted in Employee Access three (3) days prior to the date requested for such leave. In the event of an emergency, the Superintendent or designee may waive the three (3) day requirement.

17.2.1.2 RESTRICTIONS ON USE

Consecutive Days and Days Before/After School Holiday – The personal leave days may not be used consecutively or on the school day before or after a school holiday except by agreement with the Supervising Administrator. A reason for the exception must be provided with the request. The Supervising Administrator's discretion in this matter shall not be arbitrary and the extra day(s) shall not be unreasonably denied. If the extra day(s) is denied, the employee shall be given written reasons for the denial.

During Probationary Period – A support staff employee may use no personal leave during his/her probationary period.

During Last 20 Pupil Attendance Days – Only one (1) personal leave day may be used by the employee during the last twenty (20) pupil attendance days of the school term except by agreement by the Supervising Administrator.

17.2.2 ALLOCATION AND ACCUMULATION OF PERSONAL LEAVE DAYS

An employee's personal leave allocation is credited to them on the first day of the school year except as stated below.

If an employee is on any type of unpaid leave of absence, excluding FMLA, and he/she returns to work at the start of the school year but does not return with the appropriate medical release and intent to work full time as scheduled, their personal leave will not be credited to them until the first day that they do so return to work. Upon such a return to work the employee will be credited with a prorated number of personal leave days based on the number of days they will work during the year. Employees on any type paid leave or FMLA will be given their personal leave days at the start of the school year even if they continue to be on such leave.

Unused personal leave days shall be added to the employee's accumulated sick leave. If an employee uses all of their sick leave days during a given year and continues to be absent from work any personal leave days that the employee has available will automatically be converted to sick leave days.

17.2.2.1 TEACHER ALLOCATION

Each teacher shall be granted three (3) personal leave days per year.

17.2.2.2 TEACHER ASSISTANT'S ALLOCATION

Each non-probationary teacher assistant shall be granted three (3) personal leave days per year.

17.2.2.3 SECRETARY/CLERK/IT ALLOCATION

Each non-probationary secretary, clerk and information technology employee shall be granted three (3) personal leave days per year.

17.2.2.4 BUS DRIVER ALLOCATION

Each non-probationary full time bus driver shall be granted three (3) personal leave days per year.

17.2.2.5 CUSTODIAN/MAINTENANCE/MECHANIC ALLOCATION

Each non-probationary custodian and maintenance employee shall be granted three (3) personal leave days per year.

17.2.2.6 PERSONAL LEAVE FOR PART-TIME SUPPORT STAFF

For employees whose day is less than the standard work day a personal leave day is equal in length to their standard work day.

17.3 SABBATICAL LEAVE

The Board of Education shall grant sabbatical leave as per the Illinois School Code.

17.4 TEMPORARY DISABILITY LEAVE (UNPAID LEAVE)

17.4.1 DEFINITION AND CONDITIONS FOR USE OF TEMPORARY DISABILITY LEAVE

Temporary physical disability leave is for an employee who seeks leave status beyond the period of time of his/her accumulated sick, personal and vacation leave days. The disability leave of absence will last for the period of time the employee is temporarily incapacitated. If the incapacity becomes permanent, as opposed to temporary, his/her employment will be deemed terminated. Employees who are placed on disability leave shall be informed of all rights, obligations, and benefits by the Administration.

While on leave, the employee may continue to participate in the District insurance plan in the same manner of participation as they have at the time of commencing leave provided the employee pays the full cost of premiums directly to the Board for transmittal to the carrier(s).

17.4.2 APPLICATION REQUIRED

Any employee seeking temporary disability leave must make a request, in writing, to the Superintendent or designee specifying the nature of the temporary disability and the anticipated duration of the disability. The leave request application must be supported by appropriate documentation from the employee's physician.

17.4.3 RESTRICTIONS ON USE

Limited to three (3) Months – In the event an employee remains on temporary disability leave for a period of three (3) months beyond the expiration of his/her accumulated paid sick leave, the employee's disability shall be presumed permanent and his/her employment will be deemed terminated. However, if the employee produces medical evidence that the disability is not permanent; a request for an extension of leave may be made.

17.4.4 REQUIREMENT FOR RETURN TO WORK

In all cases, the employee shall notify the Superintendent or designee, in writing, of his/her intention to return to work at least thirty (30) days prior to the intended day of return. In the event that such written notice requirement causes undue hardship to the employee, such requirement may be waived by the Superintendent or designee. The notification of intention to return to work must be given as soon as possible in order to avoid the possibility of having two (2) employees hired for the same vacancy.

Upon return to work, the employee must submit evidence from a qualified physician that he/she is capable of performing all of his/her duties.

17.5 LEAVE OF ABSENCE WITHOUT PAY

17.5.1 DEFINITION AND CONDITIONS FOR USE OF LEAVE ABSENCE WITHOUT PAY

This leave is available for up to one year and will be without pay. During the leave of absence seniority will not accrue. If this leave is requested due to illness or disability the employee may choose to use his/her available sick leave at the beginning of the leave. The employee must pay all costs of insurance during any unpaid leave.

17.5.2 APPLICATION & APPROVAL

Any employee seeking this leave must make a request, in writing, to the Superintendent or designee specifying the general reason for the request and the anticipated duration of the leave. If the leave request is due to illness or disability the application may need to be supported by appropriate documentation from the employee's physician. If the request is denied the employee will be provided a written reason for the denial.

17.5.3 NOTIFICATION OF RETURN & RETURN TO WORK

An employee on this leave shall notify the Superintendent or designee, in writing by February 1st of their desire to return to employment the following school year. If a secretary or clerk's leave is for the first half of the school year only, the secretary or clerk shall notify the Superintendent or designee by November 15 of their intention to return at the beginning of the second semester.

Upon return from the leave, the employee will return to his/her prior position if it is vacant. If the prior position is not vacant, the employee shall be returned to any position for which they are qualified. If a request is made to end the leave early, such request will be granted and the employee may be placed in any vacant position. If no position is vacant, the employee shall be returned at the previously agreed time.

All accumulated benefits and rights of employment previously gained shall be retained upon return.

17.6 CHILD- REARING/MATERNITY LEAVE

17.6.1 CHILD- REARING LEAVE - TEACHERS & TEACHER ASSISTANTS

17.6.1.1 DEFINITION AND CONDITIONS FOR USE CHILD- REARING LEAVE

Teachers and teacher assistants shall be granted, upon request, an extended leave of absence for child rearing purposes subject to the following conditions and limitations. Any employee who lawfully adopts a child under the age of seven (7) shall be entitled to a child-rearing leave in accordance with the provisions of this section. Child-rearing leaves are without pay. Employees may commence childrearing leaves whenever they choose but not later than the date of delivery. The duration of the leave shall be the remainder of the school year in which it is granted, plus one (1) additional year, if requested by the

employee. Employees on child-rearing leaves shall be subject to honorable dismissal on the same terms as are applicable to all other employees not on leave.

17.6.1.2 APPLICATION

All requests for such leaves must be submitted in writing, to the Superintendent or designee at least five (5) weeks prior to the anticipated beginning date of leave, unless circumstances shall require the leave to begin sooner.

17.6.1.3 BENEFITS WHILE ON CHILD-REARING LEAVE

SICK LEAVE

The employee shall be permitted to retain all unused sick leave accrued as of the date of leave but no sick or disability leave may be used by an employee on child-rearing leave. However, an employee may utilize available sick leave for those work days during which the employee is unable to work due to pregnancy or any pregnancy-related disability or up to the time of delivery.

INSURANCE

While on leave, the employee may continue to participate in the District insurance plan in the same manner of participation as they have at the time of commencing leave until termination of pregnancy or any pregnancy-related disability commencing within one (1) month of childbirth at which time the employee may, subject to the terms and conditions of the insurance policies, continue to participate in the District group insurance plan, provided the employee pays the full cost of the premiums directly to the Board for transmittal to the carrier(s).

17.6.1.4 NOTIFICATION OF RETURN & RETURN TO WORK

Return will usually be at the beginning of the school year, however, an employee may request an earlier return with the same to be considered and granted insofar as reasonably possible. The employee on leave must notify the Superintendent or designee by March 1st regarding their intention to return to the District the following school year. Failure to so notify the Superintendent or designee shall constitute a resignation, provided that the District has sent the employee on child-rearing leave a written notice of the foregoing requirements between January 1st and February 10th of each year by mailing the notice to the address of the employee as shown on District records.

Upon return from the leave, the Board may assign the employee to any available and open position in the District for which the employee is legally qualified and certificated under the Rules and Regulations of the State Board of Education and The School Code of Illinois.

In the event of stillbirth or death of a child within sixty (60) days of the birth, any employee on child rearing leave may elect to terminate the leave and return to work on a date selected by the employee and approved by the Board. The return date must be within one (1) month of application.

17.6.2 PAID MATERNITY-PATERNITY - ADOPTION LEAVE

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption.

Maternity/paternity/adoption leave is not charged against the employee's other paid leave credits, and the amount of paid days received is six weeks (thirty-days).

If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave if eligible.

Continuation of Benefits: Health insurance benefits will continue to be provided during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service.

Requirements for Obtaining Paid Leave: The employee must provide to the Human Resources Department 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary FMLA forms.

After the six weeks of maternity/paternity/adoption leave have been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. After paid maternity/paternity leave is exhausted, the employee may apply any other available benefit time, which will also run concurrently with FMLA leave. Employees not eligible for FMLA leave will only be eligible for six weeks of paid maternity/paternity/adoption leave.

17.7 FAMILY AND MEDICAL LEAVE (FMLA)

17.7.1 DEFINITIONS AND CONDITIONS FOR USE OF FAMILY MEDICAL LEAVE

Family and Medical Leave shall be in accordance with the Family and Medical Leave Act (FMLA) of 1993 as amended.

17.7.2 LEAVES NEAR THE END OF ACADEMIC TERM- INSTRUCTIONAL EMPLOYEES

If an instructional employee begins leave more than five (5) weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if:

- a. The leave will last at least three (3) weeks, and
- b. The employee would return to work during the three (3) week period before the end of the semester.

If the instructional employee begins a leave for a purpose other than the employee's own serious health condition during the five (5) week period before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if:

- a. The leave will last more than two (2) weeks, and
- b. The employee would return to work during the two (2) week period before the end of the semester.

17.7.3 BENEFITS WHILE ON FAMILY AND MEDICAL LEAVE

While on leave, employees will accrue any general benefit enhancements required by the FMLA and the Regulations. Including the following:

Sick and Personal Leave

Employees on family and medical leave at the start of the school year will be given their contractual allocation of sick and personal leave days

Insurance

During a period of family and medical leave, an employee will be retained on the District's insurance plan(s) under the same conditions that applied before leave commenced. To continue coverage under the District's insurance plan(s), the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the insurance premium may result in loss of coverage.

Stipends

Employees on family and medical leave who are paid for additional stipend duties, will have their stipend prorated for the time that they are on leave.

17.7.4 RETURN FROM &/OR EXTENSIONS OF FAMILY AND MEDICAL LEAVE

An employee eligible for family and medical leave, with the exception of those employees designated as key employees (as defined by the FMLA and the Regulations), will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his or her original position.

The failure of an employee to return to work upon the expiration of a family and medical leave of absence will subject the employee to termination unless an extension is granted.

An employee may request an extension of family and medical leave, if the original request was less than sixty (60) days. An employee who requests an extension due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension in writing to the Superintendent or designee. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

17.7.5 REMEDY FOR VIOLATIONS OF FAMILY & MEDICAL LEAVE SECTION

Employees may select either to grieve through Step 3 of the grievance procedure any alleged violation of this Section of the Contract and, if necessary, then seek relief through the Department of Labor/court system or first seek relief through the Department of Labor/court system and not grieve the issue. This then precludes grievance arbitration.

17.8 LEAVE FOR JURY DUTY/DISTRICT RELATED COURT CASES

The Board shall pay the regular salary to employees called to serve as jurists. Such leave shall not be charged to annual sick or personal leave. The employee shall inform the Superintendent or designee

within two (2) days of his/her receipt of the jury service notice or summons, and the Board shall have the right to request the employee's release or excusal from jury duty. Employees who are subpoenaed to appear in court for District #116 work-related cases will not be financially penalized by the District.

Employees who are subpoenaed to appear in court for District #116 work-related cases will not be financially penalized by the District.

17.9 BEREAVEMENT LEAVE

Employees shall be entitled to three (3) days of leave per year with pay to attend the funeral of an immediate family member as defined in 17.1.1.2 of this Article. This leave shall not accumulate. Absence due to bereavement leave in 17.9 will not count against perfect attendance.

17.10 FLEX SCHEDULING

Flextime may be granted by Building Administrators with the agreement of the employee and his/her supervisor.

ARTICLE XVIII RETIREMENT

18.1 DISTRICT RETIREMENT BENEFITS

18.1.1 RETIREMENT SEVERANCE BONUS AWARD

Upon retirement or death, each employee or his/her survivor or estate shall be awarded a retirement bonus in the following amount for each year of service in the Round Lake school system. \$1615.87 in 2025-2026; \$1704.75 in 2026-27.

This award is subject to the following limitations:

- a. The maximum number of years shall be no more than thirty (30).
- b. The employee must have worked for the District for a minimum of fifteen (15) consecutive years in a full time position.
- c. No award will be granted to any employee under the age of fifty-five (55).
- d. Any employee who causes the District to pay a 6% excess salary contribution shall receive this benefit at the rate of \$100 per year of service instead of the rates provided above. (An employee who earns more than 6% from one year to the next in any of their last 4 years of employment).

18.1.2 UNUSED ACCUMULATED SICK DAYS

Upon retirement, an employee who has served at least fifteen (15) years in the District and is fifty-five (55) years of age or older shall be given a sum equal to the base daily substitute rate for each unused accumulated sick leave day in excess of those eligible to be counted for retirement pension credit but not in excess of sixty (60) days. TRS/IMRF documentation shall be provided by the employee to substantiate the sick leave days used for pension credit.

18.1.3 PAYMENT RESTRICTIONS

These benefit amounts shall be paid post retirement on the first payday of September following retirement and shall not be considered part of the final year's salary and therefore shall not be considered credible earnings.

Military service credit will be allowed for retirement in accordance with IMRF's past service credit purchase option. The retirement bonus will not be paid for years of credit based on military service.

18.2 TEACHER RETIREMENT PROGRAM

18.2.1 ELIGIBILITY

Any teacher meeting the following conditions shall be eligible to participate in the Retirement Program for Teachers provided for in this Section:

- a. At least twenty (20) years of full-time service in the District as of the last day of the school term; provided, however, involuntary reduction by the Board of a tenured teacher to part-time status shall not be considered an interruption of full-time service under this subsection.
- b. At least fifty-five (55) years of age as of the last day of the calendar year of retirement; and
- c. Has submitted the notice of retirement provided for below and is not excluded by the limitation specified below.

18.2.2 APPLICATION AND NOTICE OF RETIREMENT

18.2.2.2 6% RETIREMENT INCENTIVE OPTION (RIO)

Not later than February 1st of the year prior to commencement of the 6% salary increases provided under the 6% Retirement Incentive Option below, each teacher must give the District written notice of their intent to retire and request for participation in the 6% Retirement Incentive Option containing the teacher's acceptance of the terms of the 6% Retirement Incentive Option and the teacher's resignation, effective at the close of the school term set forth in the application, conditioned only on the teacher's acceptance into the 6% Retirement Incentive Option. Once the application is accepted, the resignation cannot be revoked, except by mutual agreement of the teacher and the Board.

18.2.3 BENEFITS

18.2.3.1 6% RETIREMENT INCENTIVE OPTION (RIO)

The Board shall increase the teacher's creditable earnings for each of the last four (4) years by six percent (6%) over the previous year's creditable earnings. Such salary increases shall be spread over the school year following the Board's acceptance of the teacher's request to retire. The RIO is only available to those teachers who will either be sixty (60) years old in the year of retirement or have at least thirty-five (35) years of creditable service at the time of retirement, so as to be entitled to retire without payment of an early retirement penalty by the Board.

Accumulated sick leave days may be used to reach the creditable service requirement by agreement of the Board and the Association. The Board will not approve any teacher who does not have sufficient

sick leave days accumulated to reach thirty-five (35) years of creditable service. In making the determination as to whether or not a teacher will be allowed to use accumulated sick leave to reach the creditable service requirement the Board and the Association will consider the teacher's total accumulated sick leave days, the number of years before retirement, and prior sick leave usage.

18.2.3.2 TRS HEALTH INSURANCE PREMIUM REIMBURSEMENT (TRIP)

The Board shall pay on behalf of the teacher the quarterly premiums for the TRS health insurance program, through the quarter in which the teacher becomes eligible for Medicare.

18.2.3.3 ADDITIONAL BENEFIT

A teacher participating in the Retirement Program for Teachers shall also be eligible to receive the severance pay benefits in this Agreement, subject to the terms of Sections 18.1.

18.2.4 LIMITATION ON PARTICIPATION FOR TEACHERS

The parties hereby agree that participation for Teachers in section 18.2 shall be limited to not more than five (5) teachers per fiscal year, on the basis of seniority. The District will consider approving more staff than the limit if it is in its best financial interests.

18.3 SUPPORT STAFF RETIREMENT PROGRAM

18.3.1 ELIGIBILITY

Any support staff employee meeting the following conditions shall be eligible to participate in the Retirement Program for Support Staff provided for in this Section:

- a. At least twenty (20) years of full-time service in the District as of the last day of the school term; and
- b. At least fifty-five (55) years of age as of the last day of the school term; and
- c. Has submitted the notice of retirement provided for below and is not excluded by the limitations specified below.

18.3.2 APPLICATION AND NOTICE OF RETIREMENT

18.3.2.1 6% RETIREMENT INCENTIVE OPTION

Not later than February 1st of the year prior to commencement of the 6% salary increases, each support staff employee must submit their written notice of intent to retire and request for participation in the 6% Retirement Incentive Option containing the support staff employee's acceptance of the terms of this 6% Retirement Incentive Option and the support staff employee's resignation, effective at the close of the school term set forth in the application, conditioned only on the support staff employee's acceptance into the 6% Retirement Incentive Option. Once the application is accepted, the resignation cannot be revoked, except by mutual agreement of the support staff employee and the Board.

18.3.2.2 HEALTH INSURANCE

Eligible support staff employees must submit a written request for the Health Insurance for Retired Support Staff benefit not later than February 1st of the final year of employment with the District.

18.3.3 BENEFITS

18.3.3.1 IMRF 5+5 OPTION

The parties will meet to work out benefit details when 5+5 will be advantageous to both the District and the affected employees.

18.3.3.2 6% RETIREMENT INCENTIVE OPTION

The Board shall pay support staff employees an amount annually, for up to four (4) years, equal to six percent (6%) over their previous year's IMRF final earnings. This will be a set amount, for example, if the support staff employee had final earnings in 2016-2017 of \$40,000 the RIO amount in 2017-2018 would be \$2,400 no matter what the employee actually earned in 2017-2018. However, to avoid any unintended reduction in the severance bonus in section 18.1 above, this RIO amount will be paid to the support staff employee on their final paycheck of the year. For example, a support staff employee who had \$40,000 IMRF final earnings in 2016-2017 would receive an RIO amount of \$2,400 on their final paycheck of 2017-2018 as long as their earnings with the RIO amount for 2017-2018 did not exceed \$42,400. If their final earnings were between \$40,000 - \$42,400 they would be paid whatever amount remained to get them the \$42,400 maximum. The responsibility for monitoring the actual time worked and wages earned to remain under 6% remains with the employee because the employee always has the option of earning more than 6%. This section includes only those support staff employees who are not eligible for the IMRF 5+5 benefit in Section 18.3.3.1 of this Agreement.

18.3.3.3 HEALTH INSURANCE

In addition to the eligibility requirements set forth in 18.3.1 above, support staff employees who are: (i) are at least sixty (60) years of age as of the last day of employment; and (ii) enrolled in the District's health insurance plan during the last year of employment shall, upon retirement, be entitled to remain on the District health insurance plan in which they were enrolled at the time of retirement until the employee's death or the employee becomes eligible for Medicare coverage, whichever is earlier, at the Board's expense, in accordance with the following terms:

(I)for support staff employees enrolled in the District's HMO health insurance plan at the time of retirement, the Board shall pay one hundred percent (100%) of employee's single coverage premium; or

(II)for support staff employees enrolled in the District's PPO health insurance plan at the time of retirement, the Board shall pay an amount equivalent to the employee single coverage premium for the HMO health insurance plan, and the employee shall be required to pay the difference between the HMO single coverage premium amount and the PPO single coverage premium amount.

Upon the mutual agreement of the parties, the District may permit a support staff employee to enroll in a health insurance program other than the health insurance program that the support staff employee was enrolled in at the time of retirement.

18.3.4 LIMITATION ON PARTICIPATION FOR SUPPORT STAFF

The parties hereby agree that participation in the Retirement Program for Support Staff set forth in section 18.3 shall be limited to not more than four (4) support staff employees per fiscal year, on the basis of seniority. The District will consider approving more staff than the limit if it is in its best financial interests.

ARTICLE XIX ACADEMIC FREEDOM

19.1 ACADEMIC FREEDOM

It is the intent of the parties to assure that teachers enjoy academic freedom in the District. Academic freedom shall mean that teachers are free to present instructional materials which are pertinent to the subject and level taught, within the outlines of appropriate course content and within the planned instructional program as determined by normal instructional and/or administrative procedures and as finally approved by the administration of the District. Academic freedom shall also mean that a teacher shall be entitled to freedom of discussion within the classroom on all matters which are relevant to the subject matter under study and within their area of professional competence, assuming that all facts concerning controversial issues shall be presented in a scholarly and objective manner, and assuming that all discussion and presentation shall be maintained within the outlines of appropriate course content, be pedagogically justifiable, and be subject to standards of good taste.

It is the intent of the parties that this Article shall not apply to routine differences of opinion or disagreements among the faculty or between the faculty and the Administration regarding curriculum methodology, selection of materials, or conduct of classroom teaching, and shall not apply to criticisms and critical analysis resulting from the normal evaluation of classroom teaching performance, but shall be utilized only to process claims that academic freedom, as defined in Paragraph 1 above, has been clearly and positively breached by some specific, definitive act or order of the Administration of the District.

Teachers shall have discretion to select methodology that is appropriate to the learners' ability, maturity and social development/physical needs. Such methodology shall be reasonably within the accepted principles of current pedagogy. Teachers shall follow the District subject matter curriculum and District learner objectives, and departmentally determined instructional programs. If deficiencies are noted, teachers may be directed through the District evaluation process to change or adapt methodology.

19.2 ADVERSE CRITICISM OF INSTRUCTIONAL MATERIALS

If an individual or group of individuals attempts to censor any textbooks, library materials, or other instructional materials, the Board shall act as follows:

- a. All objections and complaints regarding the use of any instructional or educational materials shall be submitted to the Superintendent, in writing, and signed by a resident of the District.

- b. Such objections will first be reviewed by a committee of the faculty appointed by the Association competent in the field of study to which the book or film or other instructional material belongs.
- c. The committee will submit its findings, in writing, to the Superintendent who will convey them with his/her recommendations to the Board.
- d. The Board in any action shall not violate the Academic Freedom Article of this Agreement.
- e. The textbook, library book, or other instructional materials shall remain in use in the District until the Board shall take action to remove the material.

19.3 GRADES

Grades are to be dealt with pursuant to 105 ILCS 5/10-20.9a and the statutory policy is to be discussed in the LMRC.

ARTICLE XX UNSAFE OR HAZARDOUS WORKING CONDITIONS

20.1 REPORTING CONCERNS

Employees who encounter conditions which are likely to endanger their health or safety shall promptly report the conditions to the Building Principal. The Principal shall promptly investigate the complaint and attempt to remedy the condition if the Principal in good faith determines that the condition endangers the employee's health or safety.

After an employee reports a hazardous condition such as, but not limited to, water quality problems, sewer problems, sanitation problems, pesticide problems, etc. to the Principal, the Principal will promptly investigate. The results of the investigation, including the measures used to correct the situation, if applicable, will be communicated to the Association President and made available to the employees.

Nothing in this Article shall prevent employees from reporting or appealing their concerns directly to the Superintendent. If, in the opinion of any employee, the Board has not provided a safe and healthy workplace with respect to any situation, an employee and/or the Association may contact the proper outside agencies (e.g. OSHA, Dept. of Labor, etc.). This right to contact the proper outside agency shall not be construed to permit the issue of a "safe and healthy workplace" to be submitted to grievance arbitration.

20.2 INSPECTION OF CERTAIN ROOMS

Science rooms, storage areas, and shops will be inspected by qualified personnel for unsafe or hazardous conditions, once a year. The Building Principal will post the result of the inspections in those areas. The inspections will be completed by May 15th of each year.

20.3 CLEANING BY CUSTODIANS

All incidents of blood, expectorate, rejected stomach contents and related hazardous materials will be cleaned only by custodial staff.

20.4 TEMPERATURE CONTROL

The Board shall make a good faith effort to have work areas properly ventilated. The Board will make a good faith effort to maintain temperatures in all work areas between 60 and 85 degrees Fahrenheit. If such is not reasonably possible, the teacher may move his/her class to an area that is more suitable. No one will be required to teach in an area that endangers their health, safety or well-being, however, this does not obviate the person's responsibility to safeguard the children in their care.

In the event that the temperature in any building exceeds 90 degrees Fahrenheit, including the heat index, for (2) consecutive school days and the most recent forecast predicts the same or greater temperature for a third day, the District shall implement its emergency closing procedures for the third day, and every consecutive school day thereafter on which the temperature exceeds 90 degrees Fahrenheit including the heat index. Once the building temperature falls to 90 degrees including the heat index or below, school shall resume (in the absence of other emergency circumstances) and the "two consecutive school day" condition must be met anew before the District emergency closing procedure must be implemented again. The temperature will be taken between 11:00 a.m. and 12:00 noon and will be witnessed by a building administrator and building Association rep. If the parties cannot agree on the temperature, AccuWeather.com will be used as an objective tie-breaking measurement. The Board shall make a good faith effort to have work areas properly ventilated.

20.5 VIOLENT ACTS AGAINST STAFF

The Board of Education recognizes that from time to time certain acts of violence may occur to staff members. It is the policy of the Board that physical or verbal assault or abuse will not be tolerated. Student discipline shall be adjudicated according to the Board policy to the fullest extent allowed by law. The Board and Administration will support the employee who may have to deal with law enforcement agencies or participate in any judicial proceeding arising from school-related criminal activity. Where practical, students with a history of criminally violent behavior will not be placed in a classroom without direct contact to the building office.

20.6 DEFECTIVE EQUIPMENT

No employee shall be required to use any equipment that has been designated by both the Association and the District as being defective because of a disabling condition until the disabling condition has been corrected.

20.7 LATEX GLOVES FOR SECRETARIES AND CLERKS

All secretaries and clerks having contact with children will be provided with a box of disposable latex gloves. In addition, each building in which there are children will have an additional box of latex gloves available for employees.

20.8 HEPATITIS B SHOTS

The District will pay for necessary series of Hepatitis B shots as required for at-risk employees.

ARTICLE XXI RESERVATIONS OF RIGHTS

The Board, acting through its administrators and supervisors, retains and reserves all rights and authority to manage the employee work force and to determine the nature and extent of the work performed by the employees. The exercise of these rights and authority shall be construed as broadly as permitted by law and shall be limited only by the specific and express terms of this Agreement. The Association reserves its rights to bargain any known or contemplated changes in wages, hours, or working conditions or other items as provided by law.

ARTICLE XXII LABOR MANAGEMENT RELATIONS

22.1 LABOR MANAGEMENT RELATIONS COMMITTEE (LMRC)

The parties shall organize a Labor Management Committee designed to serve as a vehicle for informal resolution of labor management concerns as such concerns may arise before, during or after the ratification of any collectively bargained agreements. By participating in committee discussions, neither party waives its right to engage in formal collective bargaining or to declare any issue non-negotiable within the meaning of the Illinois Educational Labor Relations Act as interpreted by IELRB rules, regulations, or decision of judicial interpretations thereof, unless such party expressly agrees to such waiver in writing.

22.2 PROCESS OF THE COMMITTEE

The committee shall be free to choose the best appropriate process for dealing with business, the levels of formality, and so forth, mindful of various models available.

22.3 COMPOSITION OF THE COMMITTEE

The committee shall consist of eight members, four selected by the Board and four by the Education Association of Round Lake (EARL). Among those for the Board shall be the Superintendent and three Cabinet members. One Cabinet member shall be a member who participated in negotiations for the current contract. However, any Cabinet member may participate in the meetings as agenda topics may necessitate. From the Association, the President shall be a member and one other person who participated in negotiations for the current contract. The remaining members shall be chosen by the Association.. Alternates from the constituencies shall be provided in the event a member cannot attend a scheduled meeting. Advisory resources may be used at meetings, as each party deems necessary.

22.4 SCOPE AND PURPOSE OF THE COMMITTEE

The items for committee business shall include, but not be limited to, the following subjects: class sizes, proposals for contract modification, points of contract interpretations, deployment of District programs not covered by contractual provisions, and such items considered necessary to a smooth regulation of matters affecting salaries, stipends, and all conditions of employment.

The purpose is to mediate any perceived difficulties of employees in the District and, if possible, to expedite solutions enforceable with the mutual concurrence of the Board and EARL. Each side retains its right to determine ratification, if any, of decisions and recommendations developed by the LMRC.

By mutual agreement these decisions may become binding and reflected in memoranda of understanding attached to the contract, provided such have majority acceptance by both sides.

22.5 IMPACT BARGAINING

For items that the Association deems of sufficient import to be usually needing impact bargaining it shall be so indicated in a meeting of the LMRC called by the Association or agreed to by the two constituencies. Impact bargaining items decided upon need ratification by the Board and, at least, the full executive committee of the EARL.

Either the EARL or the Board of Education may call a LMRC meeting to be held at a mutually agreed upon date and time. No later than five (5) school days after the date and time of the meeting has been agreed upon, each party shall provide the other party with a descriptive agenda which reviews the items to be discussed at the meeting. There shall be no less than one (1) LMRC meeting each semester.

22.6 MEDIATION OF GRIEVANCES

Without any compromise to the grievance procedure, the LMRC may attempt to mediate grievances brought before it by an employee. When using the venue of the LMRC, the usual time frames of the grievance procedure shall be held in abeyance, providing the initiation of the appeal to the LMRC has been made in a timely manner and in writing, according to the contract specifications relative to the event, or when the grievant(s) reasonably had knowledge of such event alleged as cause of any grievance. If mediation of a grievance (as defined by a collective bargaining agreement) fails, the Association reserves its right to process a timely filed grievance and to submit such grievance to binding grievance arbitration. If the parties agree, grievances may be processed directly to arbitration if the committee resolution process fails. No settlement offers of mediated grievances shall be admissible at any arbitration, but both parties are free to stipulate to any other facts or positions taken at the arbitration.

ARTICLE XXIV TERMS OF AGREEMENT

24.1 DURATION

This Agreement shall be effective as of July 1, 2021, and shall remain in effect until June 30, 2025.

24.2 CLOSURE

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

24.3 SEVERABILITY

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 this Agreement, if not affected by the deleted Article, Section, or Clause.

24.4 CONTRACTUAL AMENDMENTS

The parties may modify or amend this Agreement by mutual consent. Such changes shall be reduced to writing, ratified, and signed by the parties and become an Amendment to this Agreement.

This Agreement and any subsequent changes shall be incorporated into the rules and regulations of the Round Lake Area Schools, Community Unit School District #116, and County of Lake County, Illinois.

24.5 SIGNATURES

For the Board of Education:

For the Education Association:

President

President

Secretary

Secretary

APPENDIX A1 – CERTIFIED STAFF SALARY SCHEDULES

2025-2026 Certified Staff Pay Plan									
Step	BA	BA+9	BA+15	BA+24	MA	MA+9	MA+15	MA+24	MA+30
A	\$52,205.75	\$53,510.90	\$54,848.66	\$56,219.90	\$57,625.39	\$59,066.02	\$60,542.66	\$62,056.23	\$63,607.64
B	\$53,510.90	\$54,848.66	\$56,219.90	\$57,765.95	\$59,354.16	\$61,134.78	\$62,968.81	\$64,857.88	\$65,833.89
C	\$54,848.66	\$56,219.90	\$57,625.39	\$59,354.50	\$61,134.78	\$62,968.83	\$64,857.88	\$66,803.61	\$67,808.93
D	\$56,219.90	\$57,625.39	\$59,066.02	\$60,986.76	\$62,968.81	\$64,857.88	\$66,803.61	\$68,807.73	\$69,843.19
E	\$57,625.39	\$59,066.01	\$60,542.66	\$62,663.87	\$64,857.88	\$66,803.61	\$68,807.73	\$70,871.95	\$72,287.71
F	\$59,066.02	\$60,542.66	\$62,056.23	\$64,387.14	\$66,803.61	\$68,807.73	\$70,871.95	\$72,998.11	\$74,817.78
G	\$60,542.66	\$62,056.23	\$63,607.64	\$66,157.80	\$68,807.73	\$70,871.96	\$72,998.11	\$75,188.05	\$77,436.39
H	\$62,056.23	\$63,607.64	\$65,197.83	\$67,977.13	\$70,871.95	\$72,998.11	\$75,188.05	\$77,443.70	\$80,146.68
I	\$63,607.64	\$65,197.82	\$66,827.77	\$69,846.50	\$72,998.11	\$75,188.06	\$77,443.70	\$79,767.01	\$82,951.79
J	\$65,197.83	\$66,827.77	\$68,498.47	\$71,767.28	\$75,188.06	\$77,443.71	\$79,767.01	\$82,160.03	\$85,855.12
K	\$66,827.77	\$68,498.47	\$70,210.94	\$73,740.88	\$77,443.70	\$79,767.02	\$82,160.03	\$84,624.82	\$88,860.05
L	\$68,498.47	\$70,210.94	\$71,966.20	\$75,768.75	\$79,767.01	\$82,160.03	\$84,624.82	\$87,163.56	\$91,970.15
M	\$70,210.94	\$71,966.20	\$73,765.36	\$77,852.40	\$82,160.03	\$84,624.84	\$87,163.56	\$89,778.46	\$95,189.11
N	\$71,966.20	\$73,765.36	\$75,609.50	\$79,993.33	\$84,624.84	\$87,163.57	\$89,778.46	\$92,471.83	\$98,520.73
O	\$73,765.36	\$75,609.50	\$77,499.74	\$82,193.15	\$87,163.56	\$89,778.48	\$92,471.83	\$95,245.98	\$101,968.96
P	\$75,609.50	\$77,499.72	\$79,437.22	\$84,453.46	\$89,778.46	\$92,471.84	\$95,245.98	\$99,120.40	\$105,537.86
Q	\$77,499.74	\$79,437.22	\$81,423.14	\$86,775.93	\$92,471.83	\$95,245.99	\$99,120.40	\$102,264.69	\$109,231.68
R	\$79,437.22	\$81,423.14	\$83,458.73	\$89,162.27	\$95,245.98	\$99,120.40	\$102,264.69	\$105,408.99	\$113,054.80
S	\$81,423.14	\$83,458.74	\$85,545.20	\$91,934.80	\$99,120.40	\$102,264.69	\$105,408.99	\$110,870.48	\$117,011.72

2026-2027 Certified Staff Pay Plan									
Step	BA	BA+9	BA+15	BA+24	MA	MA+9	MA+15	MA+24	MA+30
A	\$53,761.48	\$55,105.52	\$56,483.15	\$57,895.25	\$59,342.62	\$60,826.19	\$62,346.83	\$63,905.51	\$65,503.15
B	\$55,105.52	\$56,483.15	\$57,895.25	\$59,487.37	\$61,122.91	\$62,956.59	\$64,845.28	\$66,790.64	\$67,795.74
C	\$56,483.15	\$57,895.25	\$59,342.62	\$61,123.26	\$62,956.59	\$64,845.30	\$66,790.64	\$68,794.36	\$69,829.63
D	\$57,895.25	\$59,342.62	\$60,826.19	\$62,804.16	\$64,845.28	\$66,790.64	\$68,794.36	\$70,858.20	\$71,924.52
E	\$59,342.62	\$60,826.18	\$62,346.83	\$64,531.25	\$66,790.64	\$68,794.36	\$70,858.20	\$72,983.93	\$74,441.88
F	\$60,826.19	\$62,346.83	\$63,905.51	\$66,305.87	\$68,794.36	\$70,858.20	\$72,983.93	\$75,173.46	\$77,047.35
G	\$62,346.83	\$63,905.51	\$65,503.15	\$68,129.30	\$70,858.20	\$72,983.94	\$75,173.46	\$77,428.65	\$79,744.00
H	\$63,905.51	\$65,503.15	\$67,140.72	\$70,002.85	\$72,983.93	\$75,173.46	\$77,428.65	\$79,751.52	\$82,535.05
I	\$65,503.15	\$67,140.71	\$68,819.24	\$71,927.93	\$75,173.46	\$77,428.66	\$79,751.52	\$82,144.07	\$85,423.76
J	\$67,140.72	\$68,819.24	\$70,539.73	\$73,905.95	\$77,428.66	\$79,751.53	\$82,144.07	\$84,608.40	\$88,413.61
K	\$68,819.24	\$70,539.73	\$72,303.23	\$75,938.36	\$79,751.52	\$82,144.08	\$84,608.40	\$87,146.64	\$91,508.08
L	\$70,539.73	\$72,303.23	\$74,110.79	\$78,026.65	\$82,144.07	\$84,608.40	\$87,146.64	\$89,761.03	\$94,710.87
M	\$72,303.23	\$74,110.79	\$75,963.57	\$80,172.40	\$84,608.40	\$87,146.66	\$89,761.03	\$92,453.86	\$98,025.75
N	\$74,110.79	\$75,963.57	\$77,862.66	\$82,377.13	\$87,146.66	\$89,761.04	\$92,453.86	\$95,227.49	\$101,456.65
O	\$75,963.57	\$77,862.66	\$79,809.23	\$84,642.51	\$89,761.03	\$92,453.87	\$95,227.49	\$98,084.31	\$105,007.63
P	\$77,862.66	\$79,809.22	\$81,804.45	\$86,970.18	\$92,453.86	\$95,227.50	\$98,084.31	\$102,074.18	\$108,682.89
Q	\$79,809.23	\$81,804.45	\$83,849.55	\$89,361.85	\$95,227.49	\$98,084.32	\$102,074.18	\$105,312.18	\$112,486.79
R	\$81,804.45	\$83,849.55	\$85,945.80	\$91,819.30	\$98,084.31	\$102,074.18	\$105,312.18	\$108,550.18	\$116,423.84
S	\$83,849.55	\$85,945.81	\$88,094.45	\$94,674.46	\$102,074.18	\$105,312.18	\$108,550.18	\$114,174.42	\$120,498.67

APPENDIX A2 – NON-CERTIFIED STAFF SALARY SCHEDULES

2025-2026 Support Staff Pay Plan										
Step	I	II	III	IV	V	VI	VII	VIII	IX	X
A	\$18.03	\$19.26	\$17.94	\$20.68	\$23.11	\$22.73	\$23.48	\$23.93	\$29.04	\$32.67
B	\$18.53	\$19.80	\$18.48	\$21.31	\$23.81	\$23.41	\$24.18	\$24.65	\$29.92	\$33.67
C	\$19.06	\$20.35	\$19.03	\$21.93	\$24.53	\$24.11	\$24.90	\$25.39	\$30.81	\$34.66
D	\$19.60	\$20.94	\$19.60	\$22.60	\$25.26	\$24.83	\$25.64	\$26.14	\$31.74	\$35.71
E	\$20.15	\$21.54	\$20.20	\$23.29	\$26.01	\$25.58	\$26.42	\$26.94	\$32.67	\$36.77
F	\$20.73	\$22.14	\$20.79	\$23.97	\$26.80	\$26.34	\$27.21	\$27.74	\$33.67	\$37.87
G	\$21.30	\$22.77	\$21.43	\$24.70	\$27.59	\$27.13	\$28.04	\$28.59	\$34.67	\$39.01
H	\$21.91	\$23.42	\$22.07	\$25.45	\$28.43	\$27.95	\$28.87	\$29.44	\$35.71	\$40.18
I	\$22.54	\$24.09	\$22.73	\$26.20	\$29.29	\$28.79	\$29.75	\$30.32	\$36.78	\$41.38
J	\$23.17	\$24.79	\$23.41	\$26.99	\$30.15	\$29.65	\$30.63	\$31.23	\$37.89	\$42.62
K	\$23.84	\$25.49	\$24.12	\$27.80	\$31.05	\$30.54	\$31.55	\$32.17	\$39.03	\$43.91
L	\$24.52	\$26.23	\$24.83	\$28.63	\$32.00	\$31.47	\$32.49	\$33.14	\$40.20	\$45.23
M	\$25.23	\$26.96	\$25.58	\$29.48	\$32.94	\$32.39	\$33.47	\$34.15	\$41.41	\$46.58
N	\$25.94	\$27.74	\$26.34	\$30.38	\$33.94	\$33.37	\$34.51	\$35.17	\$42.64	\$47.97
O	\$26.69	\$28.54	\$27.13	\$31.29	\$34.96	\$34.38	\$35.51	\$36.23	\$43.92	\$49.43

- I Custodian/Warehouse
- II Head Custodian
- III
- IV Secretary I
- V Bus Driver
- VI Teaching Assistants, Safety Assistants
- VII Maintainer/Grounds
- VIII Secretary II/Head Groundskeeper/IT Technician
- IX Athletic Trainer, Registered Nurse, Child Development Liaison, Support Staff Specialist
- X Building Systems Engineer/Electrician/Technology Specialist, Mechanic, Maintenance II

2026-2027 Support Staff Pay Plan

Step	I	II	III	IV	V	VI	VII	VIII	IX	X
A	\$18.66	\$19.94	\$18.57	\$21.41	\$23.92	\$23.53	\$24.30	\$24.77	\$30.06	\$33.82
B	\$19.18	\$20.50	\$19.13	\$22.06	\$24.64	\$24.23	\$25.03	\$25.52	\$30.97	\$34.85
C	\$19.73	\$21.07	\$19.70	\$22.70	\$25.39	\$24.96	\$25.78	\$26.28	\$31.90	\$35.88
D	\$20.29	\$21.68	\$20.29	\$23.39	\$26.15	\$25.71	\$26.55	\$27.06	\$32.85	\$36.97
E	\$20.86	\$22.30	\$20.91	\$24.11	\$26.92	\$26.48	\$27.35	\$27.89	\$33.82	\$38.06
F	\$21.46	\$22.92	\$21.53	\$24.82	\$27.74	\$27.27	\$28.17	\$28.72	\$34.85	\$39.21
G	\$22.05	\$23.57	\$22.18	\$25.57	\$28.56	\$28.09	\$29.02	\$29.60	\$35.89	\$40.39
H	\$22.68	\$24.25	\$22.84	\$26.35	\$29.43	\$28.93	\$29.89	\$30.47	\$36.97	\$41.59
I	\$23.34	\$24.94	\$23.53	\$27.12	\$30.32	\$29.81	\$30.80	\$31.38	\$38.07	\$42.84
J	\$23.99	\$25.66	\$24.23	\$27.94	\$31.21	\$30.69	\$31.71	\$32.33	\$39.22	\$44.12
K	\$24.68	\$26.38	\$24.97	\$28.78	\$32.14	\$31.62	\$32.66	\$33.30	\$40.40	\$45.46
L	\$25.38	\$27.15	\$25.71	\$29.64	\$33.12	\$32.57	\$33.64	\$34.30	\$41.61	\$46.82
M	\$26.12	\$27.91	\$26.48	\$30.52	\$34.10	\$33.53	\$34.65	\$35.35	\$42.86	\$48.22
N	\$26.85	\$28.72	\$27.27	\$31.45	\$35.13	\$34.55	\$35.73	\$36.40	\$44.14	\$49.66
O	\$27.63	\$29.55	\$28.09	\$32.39	\$36.19	\$35.59	\$36.76	\$37.50	\$45.47	\$51.17

- I Custodian/Warehouse
- II Head Custodian
- III
- IV Secretary I
- V Bus Driver
- VI Teaching Assistants, Safety Assistants
- VII Maintainer/Grounds
- VIII Secretary II/Head Groundskeeper/IT Technician
- IX Athletic Trainer, Registered Nurse, Child Development Liaison, Support Staff Specialist
- X Building Systems Engineer/Electrician/Technology Specialist, Mechanic, Maintenance II

APPENDIX B – EXTRACURRICULAR ATHLETIC SCHEDULE

All stipends are paid per season as outlined in section 14.4. Coaches may be hired in more than one sport as long as he/she is qualified in that sport and the sport takes place in a different season. The inclusion of any sport on Appendix B does not require that it be budgeted in any given year. Duties shall not be divided between two or more staff members without prior written approval of the Superintendent or designee.

To be paid for any stipend a staff member shall complete a written verification that the duties of the assignment were completed.

	25-26	26-27
Group 1	\$14,277.98	\$15,063.27
Group 2	\$9,360.84	\$9,875.69
Group 3	\$11,422.13	\$12,050.34
Group 4	\$7,488.67	\$7,900.55
Group 5	\$7,272.89	\$7,672.90
Group 6	\$5,118.95	\$5,400.49
Group 7	\$4,579.51	\$4,831.39
Group 8	\$3,367.36	\$3,552.56

Coaches and Assistant Coaches with 1-4 years of experience shall be paid at 80% of the full-rate.

ELEMENTARY SCHOOL

Position	Group
Intramural Coach* (4 sports)	7
Intramural Coordinator	7

MIDDLE SCHOOL

Position	Group
Athletic Director	7
Assistant Soccer Coach	7
Assistant Softball Coach	7
Assistant Track Coach	7
Assistant Wrestling Coach	7
Basketball Coach	5
Cheer Coach	6
Cross Country Coach	7
Intramural Coach*	7
Soccer Coach	6

Softball Coach	6
Track Coach	6
Volleyball Coach	5
Wrestling Coach	5

*Grandfather Clause: Intramural coaches being paid a stipend greater than \$3,400 in 2013-2014 will continue being paid at the 2013-2014 stipend amount each year they continue in the assignment.

HIGH SCHOOL

Position	Group
Assistant Baseball Coach	3
Assistant Basketball Coach	3
Assistant Bowling Coach	4
Assistant Cheer Coach	4
Assistant Cross-Country Coach	4
Assistant Football Coach	3
Assistant Soccer Coach	3
Assistant Softball Coach	3
Assistant Tennis Coach	4
Assistant Track Coach	3
Assistant Volleyball Coach	3
Assistant Wrestling Coach	3
Athletic Coordinator	8
Head Cheer Coach	2
Head Baseball Coach	1
Head Basketball Coach	1
Head Bowling Coach	2
Head Cross-Country Coach	2
Head Football Coach	1
Head Soccer Coach	1
Head Softball Coach	1
Head Tennis Coach	2
Head Track Coach	1
Head Volleyball Coach	1
Head Wrestling Coach	1
High School Dean	4

The District will post coaching positions occupied by non-district employees on an annual basis. Hiring will be based on qualifications and experience.

APPENDIX B1 – EXTRACURRICULAR CLUBS & ACTIVITIES SCHEDULE

Staff members may submit requests for new clubs or activities on an Extracurricular Proposal form. Any staff who is seeking payment must be able to demonstrate that there is sufficient interest to establish a new club. Staff shall be paid at the negotiated rate for any newly established club or activity.

The presence of a club or activity on Appendix B1 does not require that it be budgeted in any given year.

Duties shall not be divided between two or more staff members without prior written approval of the Superintendent or designee.

To be paid for any stipend a staff member shall complete a written verification that the duties of the assignment were completed.

ELEMENTARY		
Position	25-26	26-27
Band Director	\$2,963.74	\$3,126.74
Chorus Director	\$2,963.74	\$3,126.74
Elementary Scholars Team Facilitator	\$3,236.63	\$3,414.64
Student Council Advisor	\$2,693.38	\$2,841.51
Elementary Lead Teacher		
MIDDLE SCHOOL		
Position	25-26	26-27
6th Grade After School Band or Chorus Program Teacher	\$2,848.23	\$3,004.89
Assistant Band Director	\$2,693.38	\$2,841.51
Band Director	\$4,041.35	\$4,263.62
Chorus Director	\$2,963.74	\$3,126.74
National Junior Honor Society Advisor	\$2,357.02	\$2,486.66
Student Council Advisor	\$4,041.35	\$4,263.62
Yearbook Advisor	\$5,724.39	\$6,039.24
Student Mentor	\$2,289.76	\$2,415.69
Team Leader *	\$1,751.59	\$1,847.93
Drama	\$3,367.36	\$3,552.56

Assistant Drama	\$2,558.85	\$2,699.58
HIGH SCHOOL		
Position	25-26	26-27
Activity & Club Coordinator	\$3,367.36	\$3,552.56
Assistant Band Director (Marching/Pep)	\$2,693.38	\$2,841.51
Assistant Drama Director (Fall)	\$3,367.36	\$3,552.56
Assistant Drama Director (Spring)	\$3,367.36	\$3,552.56
Assistant Flag Corp/Color Guard Director	\$2,020.67	\$2,131.80
Choir Director	\$4,531.28	\$4,780.50
Band Director	\$4,041.35	\$4,263.62
Band Director (Marching/Pep)	\$4,041.35	\$4,263.62
Drum Line	\$2,020.67	\$2,131.80
Drama Director (Fall)	\$5,388.04	\$5,684.38
Drama Director (Spring)	\$5,388.04	\$5,684.38
Flag Corp/Color Guard Director	\$3,367.36	\$3,552.56
National Honor Society Advisor	\$3,367.36	\$3,552.56
Student Council Advisor	\$5,724.39	\$6,039.24
Student Council Assistant Advisor	\$4,041.35	\$4,263.62
Variety Show Director	\$2,020.67	\$2,131.80
Yearbook Advisor	\$5,724.39	\$6,039.24
High School Department Chair	\$9,665.09	\$10,196.67
Secondary Student Entrance Supervision	\$4,054.49	\$4,277.49
High School Theater Manager	\$4500.00/sem	\$4500.00/sem
DISTRICT		
Position	25-26	26-27
District Curriculum Advisory Council Members	\$1,179.15	\$1,244.00
District Positive Behavioral Interventions & Support Coach	\$2,020.67	\$2,131.80
District School Improvement Leadership Team	\$2,006.71	\$2,117.08
District Summer School Site Supervisor	\$58.03	\$61.22
District Summer School Teacher	\$52.75	\$55.65

District Ten Minute Lunch Supervision*	\$1,144.88	\$1,207.85
District Transportation Supervision*	\$1,718.59	\$1,813.11
District Breakfast Supervision*	\$1,448.23	\$1,527.89
District Instructional Technology Coach	\$3,236.63	\$3,414.64
Lead Groundskeeper Stipend	\$5,764.14	\$6,081.17
Related Services Mentor (per mentee)	\$484.19	\$510.82
Teacher Mentor (per mentee) -1st year teacher	\$1,383.39	\$1,459.48
Teacher Mentor (per mentee) -2nd year teacher	\$1,152.83	\$1,216.24
PD Leader -Certified Staff	\$922.26	\$972.98
PD Leader -Support Staff (per employee's blended rate)		
ADDITIONAL HOURLY STIPENDS		
TIER ONE (Per Hour)	25-26	26-27
Supervisor	\$31.07	\$32.78
Saturday School	\$31.07	\$32.78
SIP	\$31.07	\$32.78
Other Hourly Assignments	\$31.07	\$32.78
Event Worker	\$31.07	\$32.78
Summer Sports Camp (up to 25 hours)	\$31.07	\$32.78
Summer Sports League (up to 25 hours)	\$31.07	\$32.78
TIER TWO (Per Hour)	25-26	26-27
Curriculum Work	\$40.14	\$42.35
MS Skilled Event Worker	\$40.14	\$42.35
Intramural Coordinator (up to 30 hours)	\$40.14	\$42.35
TIER THREE (Per Hour)	25-26	26-27
Summer School Teaching	\$52.75	\$55.65
Tutoring	\$44.01	\$46.44
Internal Subbing	\$55.00	\$58.03

HS Skilled Event Worker	\$44.01	\$46.44
School Counselor Duties outside of school day	\$44.01	\$46.44
Driver's Education Behind the Wheel	\$55.00	\$58.03
After School Supervisor - HS	\$44.01	\$46.44
Position	25-26	26-27
Split Class (Elementary)	\$2,020.67	\$2,131.80
Additional Prep (High & Middle School)	\$673.98	\$711.05
Intervention Study Hall (High School)	\$673.74	\$710.80

CLUBS		
Levels	25-26	26-27
Level 1	\$4,186.20	\$4,416.44
Level 2	\$2,990.14	\$3,154.60
Level 3	\$1,435.27	\$1,514.21

Level 1 - Competitive Clubs:

- Minimum of two practices/meetings per week
- Minimum of ten (10) members
- Participate in a minimum of five (5) competitions, including conference competitions, if applicable.
- Participate in IHSA Regional competitions (if there is one)
- Participate in promotional activities (ex. Freshman Open House)
- If a team goes below the minimum participation, the stipend would be prorated at 80%.

Level 2 - Standard Clubs:

- Regular, weekly meetings throughout the year
- Minimum of fifteen (15) members
- Participate in promotional activities (ex. Freshman Open House)
- Goal established for the club

Level 3 - Smaller/Starter Clubs:

- Regular, weekly meetings throughout the year or seasonally

- 5-14 members or a new club
- Participate in promotional activities (ex. Freshman Open House)
- Goal established for the club

Clubs can move between levels after two years of decreased enrollment or one year of increased enrollment.

By May 1st of each year, the Superintendent or designee and Union President will meet to determine the category placement for clubs. Notification in the change of a club's level must be made of the end of the prior school year.

Club Advisors may work up to 70 hours in any school year. If there is sufficient interest in a particular club to justify adding a position (e.g. more than 40 students are interested in the Art Club) an additional advisor may be authorized for the same Club.

Skilled Event Worker may include, but is not limited to, Football Statistician, Track Starter, Game Timer, Scorer, Ticket Seller, Track Official, Lines Person, Announcer, and Audio Visual Technician,.

Event Worker may include, but is not limited to, Door Supervisor, Site Director, Ticket Seller, and Crowd Control.

Other hourly assignments may include, but are not limited to Safety Patrol, Website, Facebook, and Twitter Maintenance, Elementary Yearbook.

*Support staff employees performing these duties will be paid at their regular hourly rate for the length of time the duty is performed until they reach 40 hours in a week. All hours worked over 40 hours in one week will be at the employees overtime rate.

APPENDIX C – COACHING SIDE LETTER

The Board or designee shall grant any coach's request to schedule practice during the coach's duty free lunch on school improvement program days or at the conclusion of final exams on final testing day provided all involved coaches are agreeable, reasonable advance notice has been given by the coach and further provided that the time and date of such practice does not negatively impact the ordinary and reasonable level of participation of the involved student athletes. The parties further agree that this provision shall be considered on a pilot program basis during the life of this Agreement, and that either party may reopen negotiations on this issue during the life of this Agreement by affording the other party written notice requesting that negotiations be reopened.

APPENDIX D – REIMBURSEMENT TO BUS DRIVERS

New Driver's Cost Reimbursements – The Board shall pay for the costs associated with the hiring of a new driver, including the physical, fingerprinting, license, permit, and training. In the event that the driver resigns from their position as a driver prior to one (1) year of employment with the District the costs that were reimbursed will be deducted from the driver's final paycheck. Upon employment with the District, a driver will be given the Driver's Pre-Employment Agreement which contains an itemization of the reimbursable costs.

New Driver Payment for Receiving Training – New probationary drivers will be reimbursed for up to four (4) hours for training to become a bus driver. Reimbursement will be paid only where the driver has successfully completed his/her probationary period.

Bus Driver Permit and CDL – The Board will reimburse employees for the cost of the Bus Drivers permit issued by the Regional Superintendent of Schools. In addition, the Board will pay all costs associated with the CDL provided the driver remains with the District for one full year after the payment. If the employee leaves the District before the end of the year the employee will reimburse the District the CDL and training costs.

Driver Ed Refresher Course - The Board shall pay for the full cost of each Driver required to take the Driver Education Refresher Course, such pay being calculated at the driver's current hourly rate.

Drivers' Annual Physical - The Board will reimburse the driver for the cost of an annual physical including drug testing not to exceed two hundred (\$200.00) dollars. The driver will not be permitted to be reimbursed by both the District and the District insurance coverage. The driver will be given the opportunity to obtain whichever reimbursement is most advantageous to the driver.

Recruitment Bonus – A bonus of \$400 will be given to any driver or mechanic who recruits a new driver or mechanic/sub driver provided that the driver or mechanic/sub driver remains in the District for one year and further provided that the new employee mentions the referring driver or mechanic when applying for the position.

Payment for Giving Training – Drivers who provide training to new employees will be paid their hourly straight-time rate for such training being provided.

APPENDIX E – ACCIDENT REVIEW COMMITTEE FOR BUS DRIVERS

DEFINITIONS

ACCIDENT

An accident is anything that happens without being planned, intended, wanted, or known in advance.

PREVENTABLE ACCIDENT

An accident in which the driver failed to do everything that they reasonably could have done to avoid it. (This definition is from the National Safety Council.)

WILLFUL AND WANTON NEGLIGENCE

An act or omission that is not only negligent but that exhibits conscious disregard for the safety of others.

REPORTING OF ACCIDENTS

Every accident must be verbally reported immediately to the Transportation Office. In addition, an accident form must be completed for any accident involving a District bus whether or not it results in property damage and/or personal injury. The accident form must be completed in full, dated, signed, and turned into the Transportation Office on the day of the accident.

Bus drivers must take responsibility for their own bus and report any damage to the bus to the Transportation Office before leaving the assigned parking slot. Any damage found after the bus is removed from the parking slot will be charged to the assigned driver of that bus (as determined by the Accident Review Committee).

DISCIPLINE FOR ACCIDENTS

WHEN DRIVERS ARE DISCIPLINED

The Accident Review Committee will determine whether or not an accident was preventable. If the Committee determines that the accident was preventable then the driver will be disciplined. If the Committee determines that the accident was not preventable the driver will not be disciplined.

Discipline actions will follow a progressive discipline procedure that includes the following:

1. Verbal reprimand with written confirmation
2. Written reprimand to personnel file
3. Two-day suspension without pay
4. Termination.

In the situations of willful and wanton negligence the discipline will begin at step 3. Additionally, if further investigation is necessary the employee may be suspended up to eight (8) additional days without pay while said investigation occurs. Some or all of the pay for the additional days of suspension may be reimbursed to the driver as determined by the outcome of the investigation.

RECORD OF DISCIPLINE IN PERSONNEL FILES

If an accident is determined to be preventable and the driver is disciplined record of that discipline will be placed in the driver's personnel file and retained in that file based on the following criteria.

- A. A record as a result of an accident with no injuries present and no obvious mechanism of injury present will remain in the driver's personnel file for a period of six (6) months.
- B. A record of an accident with minor injuries present in one or more children and no documented mechanism of injury that could reasonably be expected to cause significant injuries will remain in the driver's personnel file for a period of twelve (12) months.
- C. A record of an accident with significant injuries present in one or more children or there is a documented mechanism of injury that can reasonably be expected to cause significant injury will remain in the driver's personnel file for twenty-four (24) months.

ACCIDENT REVIEW COMMITTEE

PURPOSE AND OBJECTIVE

The Accident Review Committee is set up to review all accidents to determine if the accident was preventable.

METHODS OF WORK

The Committee will meet once per month (September through May) to review all accidents that have occurred since any previous meeting. The time and place for the monthly meeting will be set by the Transportation Manager. In addition, the Transportation Manager may convene the Committee as needed to review what he/she determines to be more serious accidents in need of immediate review. If there are no accidents to review, the Committee will not need to meet.

COMMITTEE MEMBERS

The Committee will consist of seven members: two management staff, three drivers, and two non-management staff. The drivers and non-management staff will be elected by EARL representatives at their first meeting in September. Committee members will serve for one year from October through the following September.

COMMITTEE PROCEDURE

The Committee will meet at a regular time once a month or more often if necessary. A report of the accident will be made to the Committee by the Transportation Manager. The report will include the accident form and may include scene diagrams, police report, witness statements and driver testimony. The Committee will make a finding as to whether or not the accident was preventable. They will also determine if the driver involved was willfully and wantonly negligent.

APPEAL PROCESS

If at any time there is a disagreement with the Committee's findings, an appeal may be made to the Superintendent and the Union President. The appeal and reasons for the appeal will be given in writing to the Accident Review Committee. The decision of the Superintendent and the Union President may be appealed to the Board of Education.

APPENDIX F – RULES FOR TRANSPORTATION OF BUS DRIVERS' CHILDREN

These rules and regulations will apply to all children of school bus drivers that are riding on their parent's bus or are at any time going to be in the Transportation office.

1. Round Lake School District #116 will allow a maximum of 2 children on their parent's full time bus route. Children must be at least 18 months old. NO children that you are not legally responsible for will be allowed. (niece, nephew, neighbor's child, etc.)
2. Each driver shall evaluate their child to be sure that he/she will be able to tolerate being on the bus each day. (Sick children will not be allowed to ride the bus.)
3. Each driver must provide a child up to age 4 with a car seat which meets all Federal Motor Vehicle Safety Standards. (No booster or rocker seat.) All children age 4 and 5 must be in a seat belt.
4. Although all of our children are covered by our insurance, each driver of a preschool child must sign this release that states the District is not liable if anything happens to their child while on the bus or on District grounds.
5. While on the bus, all children must remain seated in their car seat or assigned seat at all times. ALL children, whether preschool or school age, must follow ALL SCHOOL BUS RULES. This includes NO EATING, DRINKING OR CHEWING GUM. This is for the safety of your child and is also a state regulation.
6. Parents are responsible for their children at all times. At no time will any child be allowed to roam freely inside or outside.
7. NEVER LEAVE YOUR CHILD ALONE ON THE BUS.
8. NEVER ALLOW YOUR CHILD TO SIT IN THE DRIVER'S SEAT.
9. NEVER ALLOW YOUR CHILD TO WORK ANY OF THE OPERATIONS OF THE BUS.
10. NEVER ALLOW YOUR CHILD TO REMAIN ON THE BUS WHILE YOU FUEL.
11. NEVER LEAVE YOUR CHILD ALONE IN YOUR CAR.
12. Your children are to be accompanied to the washroom and it is your responsibility to make sure they have flushed the toilet and cleaned up after themselves.
13. If your child makes a mess or spills something you must clean up after them. NO EXCEPTIONS.
14. Your child can not touch the phone under any circumstances.
15. Your child will be allowed on Athletic Charters and Daytime Field Trips ONLY if room allows. It will be your responsibility to check head counts before the event.

I understand that if there are 3 documented parental complaints regarding my child, I will no longer be able to bring them to work with me. I choose to bring my child to work with me. I assume total responsibility for my child and waive liability on Round Lake Area Schools behalf should anything happen on District property.

Driver Signature

Date

APPENDIX G – TEACHER EVALUATION PROGRAM

The Parties hereby agree that the District will follow the requirements of PERA that are effective as of June 30, 2013.

APPENDIX H -USE OF SECURITY TAPES

To address the concerns of staff that video surveillance equipment will be used by the administration to inappropriately target staff for discipline purposes the parties are in agreement with the following resolution:

1. Protecting the health and safety of students and staff is a primary focus of the Administration;
2. The primary purposes of the electronic monitoring system, including video surveillance, is staff and student safety, protection of building and grounds, and security of property;
3. Without a clear defined purpose and transparency of use the existence of surveillance systems could cause a breakdown in trust between individuals;
4. The Administration and Education Association of Round Lake have enjoyed a very collaborative, cooperative, trusting relationship;
5. To maintain this relationship and address any fears that may have surfaced the Administration will adhere to the following practices:
 - a. If during an investigation of a student incident the video tape footage prompts a concern related to a staff member. The concern will be addressed according to normal investigation procedures.
 - b. Any video footage that may be used for discipline purposes will be shown to the Teacher and/or EARL representative. Failure to do so may result in the evidence being considered null and void.
 - c. An Administrator will not review video tapes to corroborate inappropriate behavior of a staff member personally witnessed by an Administrator. Once witnessed the Administrator will follow discipline procedures outlined in Article VII of the bargained agreement.
 - d. If a complaint or allegation is reported to the Administration the Administration will start with normal investigation procedures and will only review video tape footage if

contradictory information is presented. Review of video footage would follow the procedures outlined in c.

6. The Administration and Education Association of Round Lake agree that video footage may be released upon request to third party entities such as workman compensation/insurance claims management firms or law enforcement agencies. Any time such video is released the impacted employee will be notified.

APPENDIX I - USE OF GLOBAL POSITIONING SYSTEM (GPS)

School district-owned/leased school buses and maintenance vehicles may have a Global Positioning System (GPS) tracking device installed that may track when the vehicle starts; the vehicle's location; the vehicle's idle time; and other information regarding the vehicle while in use. The tracking of District vehicles will provide information to ensure routing of school buses and the use of other District vehicles is efficient. Most importantly a GPS tracking device will provide information in the event of any emergency regarding a district vehicle.

To address the concerns of staff that Global Positioning System (GPS) tracking data will be used by the administration to inappropriately target staff for discipline purposes the parties are in agreement with the following resolution:

1. Protecting the health and safety of students and staff is a primary focus of the Administration;
2. The primary purposes of the Global Positioning System (GPS) tracking information is to improve the efficiency of bus routing and use of District vehicles;
3. The Administration may collect GPS data a maximum of four (4) times from all District vehicles in order to assess and improve District services. The Association will be notified when GPS data is collected. Additional data collection periods must be jointly agreed to by the Association President and Administration.
4. Without a clear defined purpose and transparency of use the existence of Global Positioning System (GPS) tracking data could cause a breakdown in trust between individuals;
5. The Administration and Education Association of Round Lake have enjoyed a very collaborative, cooperative, trusting relationship;
6. To maintain this relationship and address any fears that may have surfaced the Administration will adhere to the following practices:
 - a. If during an investigation of an incident the GPS data prompts a concern related to a staff member. The concern will be addressed according to normal investigation procedures.
 - b. Any GPS data that may be used for discipline purposes will be shown to the employee and/or EARL representative. Failure to do so may result in the evidence being considered null and void.

- c. An Administrator will not review GPS data to corroborate inappropriate behavior of a staff member personally witnessed by another employee or Administrator. Once witnessed the Administrator will follow discipline procedures outlined in Article VII of the bargained agreement.
 - d. If a complaint or allegation is reported to the Administration the Administration will start with normal investigation procedures and will only review GPS data if contradictory information is presented. Review of GPS data would follow the procedures outlined in c.
7. The Administration and Education Association of Round Lake agree that Global Positioning System (GPS) tracking data may be released upon request to third party entities such as workman compensation/insurance claims management firms or law enforcement agencies. Any time such video is released the impacted employee will be notified.

APPENDIX J - RANDOM DRUG TESTING FOR STAFF DRIVING DISTRICT VEHICLES

Bus drivers who drive District leased or owned vehicles undergo random drug testing per board policy and State of Illinois license requirements. In an effort to be consistent amongst employees random drug testing will be conducted on all individuals who drive district vehicles. This includes those individuals who drive for their regular contracted position or assume any extra duties requiring the use of a district vehicle (i.e. snow plow team).

The District assumes all costs associated with the random drug test. The Association President and Superintendent or designee will generate the random draw. Random draws will occur a minimum of three times per year.

Drug testing will occur at a site identified by the Administration. The impacted employees cannot refuse testing. Refusal will be treated as a positive test result. Positive drug test results will be investigated per Board policy and the collective bargaining agreement.

BLANK PAGE