

**AGREEMENT
BETWEEN
THE BOARD OF EDUCATION
EVERGREEN PARK COMMUNITY HIGH SCHOOL DISTRICT 231
AND
EVERGREEN PARK HIGH SCHOOL EDUCATION ASSOCIATION
2021–2022
through
2024–2025**

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PREFACE

This Agreement between the Board of Education and the Education Association of Evergreen Park Community High School derives from the parties' mutual belief that the ultimate aim of public schools is each pupil's entitlement to education of the highest quality.

This Agreement has the additional goal of establishing a democratic atmosphere which will attract creative, dedicated employees and promote cooperative procedures with all parties' participation in deliberations on matters of mutual concern.

The attainment of these goals is dependent upon the quality and morale of the employees and is a joint responsibility of the Board of Education, Administration and the Association.

The contents of the Preface, which include ideal goals difficult to quantitatively define but which both sides seek to attain, shall not be grievable.

ARTICLE I.
RECOGNITION

Section 1.01 **Bargaining Unit**

The Board of Education of Evergreen Park High School District No. 231, Cook County, Illinois ("Board") recognizes the Evergreen Park High School Education Association ("Association"), an affiliate of the Illinois Education Association and the National Education Association, as the sole and exclusive bargaining agent for those classified below as bargaining unit members:

Bargaining Unit Members	Exempt Employees: Any managerial, supervisory, confidential, short-term and student personnel as provided in the Illinois Educational Labor Relations Act
<ul style="list-style-type: none">• Any full-time employee or part-time employee who is classified as 0.6 FTE or greater and who is employed for at least one term• Educational Support Personnel working at least twenty-four (24) hours of regular employment per week, exclusive of overtime• Teachers• Certified school nurse/other nurse• Secretarial employees• Custodian/maintenance• Teacher/health aides• Educational Support Personnel employed twenty-four (24) or more hours per week for at least eighteen (18) weeks during any consecutive twenty-six (26) weeks of employment	<ul style="list-style-type: none">• Superintendent• Superintendent's secretary• Finance Director• Finance Director's secretary• Bookkeeper• Principal• Principal's secretary• Director of Student Services• Technology Director• Director of Network Operations• Curriculum Director• Athletic Director• Facilities Director• Discipline Director• Assistant Principal• All personnel associated with the District's swimming pool (if not a certified staff member described in the left column)• Alumni/Foundation Director• Substitutes• Part-time employees working less than 0.6 FTE

Section 1.02 Part-Time Employees

Part-time employees in the bargaining unit as defined in Section 1.01 above shall be eligible for fringe benefits on a pro-rata basis. In addition, teachers employed pursuant to an approved job-sharing agreement will be eligible for fringe benefits on a pro-rata basis. Part-time certified employees assigned less than two (2) blocks of classroom instruction per day per term, or non-certified employees assigned less than 24 work hours per week or scheduled to work less than eighteen (18) work weeks during any consecutive twenty-six (26) weeks of employment are not included in the bargaining unit as specified in Section 1.01 above and, therefore, are not eligible for fringe benefits.

Section 1.03 Exclusive Representation

The Board agrees not to negotiate with any other employee or employee organization as the exclusive representative of the employees covered by this Agreement for the duration of the Agreement.

Section 1.04 Definitions

Throughout this Agreement any reference to the terms listed below shall (unless otherwise specifically provided herein) mean the following:

“Association” means the Evergreen Park High School Education Association, an affiliate of the Illinois Education Association and the National Education Association, and its officers, agents and employees.

“Board of Education” means the seven (7) persons elected as the Board of Education governing body for Evergreen Park Community High School District No. 231, Cook County, Illinois, insofar as such members act in their capacity as members of the Board of Education.

“Board” means the Board of Education of District 231 and its agents, acting within its scope and authority but not including any employee who is a member of the bargaining unit.

“Teacher” means any person employed for instructional or related purpose which requires a valid Illinois teaching license or school service personnel endorsement but excluding any person not a member of the bargaining unit and administrative personnel, including the Athletic Director, Principal, Superintendent, Curriculum Director, Director of Special Education, Assistant Principal, and Technology Director.

“Division Head” means a bargaining unit member and certified employee who functions as a leader and an agent of service to teachers and students within the division as well as a liaison between administrative personnel and teaching personnel.

“Non-certified employee” shall mean any member of the bargaining unit other than a teacher.

“Employee” or “staff member” shall mean any teacher or non-certified employee.

“Temporary employees” are those hired for positions which are expected to last for six (6) months or less or as temporary replacements. A “temporary replacement” means any individual who is hired to replace an employee on an approved leave of more than six (6) months.

“Instructional time” means any time spent with students which requires both preparation and adherence to a curriculum.

“Contact time” means any time when teachers are directly supervising students who are assigned to them.

ARTICLE II.
EMPLOYEE AND ASSOCIATION RIGHTS

Section 2.01 **Personnel File**

- A. Each staff member shall have the right, upon written request, to review the contents of said staff member's personnel file within one (1) working day, with the exception of pre-employment confidential material, and to place therein written reactions to its contents. The personnel file for each staff member shall be maintained in the Central Administrative Office. The Superintendent or designee shall be present during said review.
- B. An employee may insert in his/her personnel file items concerning commendations and awards not originated by the employee concerning matters clearly relevant to his/her employment in the District. If such insertion shall be of unusual bulk or size, the Superintendent or designee may deny a request for insertion in total and instead may require the employee to submit a summary or reasonable facsimile of such item.

Section 2.02 **Right to Organize**

As provided by law, staff members shall have the right to organize, join, or assist the Association in professional negotiations with the Board. Staff members also have the right to refrain from any such activities. Neither the Board nor the Association shall discriminate against any member for reason of membership or non-membership in the Association, participation in negotiations with the Board, or the institution of any grievance under this Agreement.

Section 2.03 **Right of Representation**

- A. Association Representation Rights

If a staff member is required to appear before the Board of Education or Administration concerning any possible disciplinary action against a staff member, or in any investigatory interview which might result in discipline, demotion or dismissal, at his request, the staff member shall be entitled to have a representative of the Association present. Further, when the staff member is required to appear before the Board of Education, the member shall be advised of the reason(s) therefor.

- B. Discipline of Licensed Employees

No licensed employee shall be disciplined without sufficient cause. For purposes of this Section, the term "discipline" shall include written reprimand or suspension with or without pay. A licensed employee shall be given an opportunity to be heard prior to any disciplinary action being taken except when the misconduct warrants the licensed employee's

immediate suspension. Under this circumstance, the opportunity for the licensed employee to be heard may take place at later date. When final disciplinary action is imposed after the opportunity to be heard has been provided, written notice of the reasons for the disciplinary action shall be provided to the licensed employee. If the disciplinary action is included in the employee's personnel file, the employee shall be entitled to attach a written statement to the written notice of disciplinary action.

C. Termination of Licensed Employees

Terminations for cause for tenured licensed employees shall be in accordance with the 105 ILCS 5/24-12(d) of the School Code. Terminations for cause of non-tenured licensed employees who are dismissed during the school year shall be entitled to written notice of the reasons for dismissal and an opportunity for a pre-termination conference to review the reasons for the recommended dismissal. This provision does not apply to licensed employees who are not re-employed for the following school year.

D. Parent Complaint

1. If a Principal receives a complaint from a parent regarding a teacher which requires investigation and could result in disciplinary action, the teacher shall be notified of the complaint.
2. No disciplinary action will be imposed against a teacher until the complaint has been investigated.

Section 2.04 Dues Deduction

The Board shall deduct from each staff member's pay the current dues of the Association, provided that the Board has an Association staff member-executed authorization for dues deduction, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that a staff member may revoke authorization between September 1 and October 1 of any year. Upon receipt of any revocation, the Board shall notify the Association in writing of same. All dues deducted by the Board shall be remitted to the Association.

Section 2.05 Distribution of Agreement

Within thirty (30) days after ratification and final approval of a successor Collective Bargaining Agreement, the Board shall be responsible for printing the successor Collective Bargaining Agreement and shall provide the Association with sufficient copies for the Association to distribute one (1) copy of the contract to each bargaining unit employee. The Board shall also provide an additional twenty-five (25) copies of the successor contract to the Association for future

distribution to newly employed staff members. The Board shall also retain forty (40) copies of the successor contract for its use. The Board and Association shall equally share all keyboarding and printing costs related to the copying of the successor Collective Bargaining Agreement.

Section 2.06 **Board Meeting Notification**

The President of the Association shall be given written notice and a copy of the agenda of any regular or special meeting of the Board at least twenty-four (24) hours prior to the scheduled time of such meeting.

Section 2.07 **Access to Board Minutes/Policy**

A copy of the approved Board minutes shall be provided to the Association President as soon as the approved Board minutes are available.

The Board shall provide copies of any proposed changes in Board policy to the Association President or designee no later than one (1) day after the first reading. Notice of changes in administrative rules or regulations as they affect working conditions shall be similarly provided at least seven (7) workdays prior to implementation.

Section 2.08 **Access to Public Information**

- A. The Board agrees to furnish to the Association, in response to reasonable requests, available public information already compiled concerning the financial resources of the District, such as annual financial reports and audits, annual budgets and treasurer's reports. Nothing herein shall require the Board or its administrative staff to research and assemble information.
- B. The Association will furnish, or make available for reproduction, copies of any pertinent information as reasonably requested by the Board or its representatives.

Section 2.09 **Professional Assignments**

- A. The Board may assign any teacher to any position for which s/he is endorsed and qualified in accordance with *The Illinois School Code* and the rules and regulations of the Illinois State Board of Education. Notification to teachers of the following year's assignments will be made by the end of the preceding school term, except that assignments may be altered after the end of the school term if the need should arise. Teachers assigned to teach a class/course that they have never taught or have not taught in five (5) years will be given the opportunity to attend professional development approved by the Superintendent or Superintendent's designee including, but not limited to, observing colleagues (within district or outside of the district), attending workshops, or taking courses. The

expense of the professional development shall be paid by the District but shall not exceed other limits set forth within this agreement. In the event the change in assignment occurs after the end of the school term, the teacher subject to the assignment change will be allowed to resign without prejudice upon notification of the change in assignment.

- B. Teachers assigned to teach a course not taught the previous school year shall be given a curriculum.
- C. The Board affirms as its philosophy that an independent study course (ISC) should not be offered except in extraordinary circumstances. No teacher shall be compelled to teach an ISC. If requested by a parent or student to teach an ISC, the teacher shall first secure approval thereof from the Superintendent or designee. Such approval if granted shall be non-precedential and without compensation to the teacher except as specifically authorized by the Board. The granting or withholding of such approval shall not be subject to the provisions of Article IV of this Agreement.

Section 2.10 Summer School

No vacancy shall be filled permanently until such vacancy shall have been posted for at least four (4) workdays. Application for such vacancy must be received by the Administration within four (4) workdays after the posting period. The Superintendent will select teachers to fill summer school teaching vacancies based upon a consideration of factors that include without limitation certifications, qualifications, merit and ability, including performance evaluations, and relevant experience. A teacher's length of service to the District will not be considered as a factor in the selection process, unless all other factors are determined by the Superintendent to be equal. The dates, times, and estimated class sizes will be posted with the vacancy notice. Summer school teachers will be provided with a written set of protocols, rules, curriculum expectations, and grading requirements at least two weeks before the first summer school class is held.

Section 2.11 Voluntary/Involuntary Transfers

Any certified employee presently on tenure or any non-probationary non-certified employee, may apply for transfer to another department or area where a vacancy exists. Such application, with a copy to the Association, shall be in writing to the Superintendent. The interests and aspirations of the individual employee shall be considered, in addition to the employee's qualifications and previous experience, and the needs of the District. If the Superintendent denies the request for transfer, s/he shall set forth his/her reason for the denial in writing.

The Board shall attempt to avoid involuntary transfers. An employee who transfers from one job classification to another, other than through reduction-in-force, shall suffer no reduction in rate of salary for at least ninety (90) calendar

days. Any such employee shall not forfeit any accrued seniority as a result of such transfer.

Section 2.12 **Vacancies and Promotions**

The Superintendent shall have posted in the Staff Lounge, the Staff Resource Room, and on the District's website a notice of all teaching, non-certified employee, administrative, and coaching vacancies. All newly created positions in any of these classifications must also be posted. Extracurricular vacancies will be posted in the Staff Lounge and the Staff Resource Room. Such notice shall be accompanied by a job description and a statement of minimum qualifications and salary range. No vacancy shall be filled permanently until such vacancy shall have been posted for at least four (4) workdays. Application for such vacancy must be received by the Administration within four (4) workdays after the posting period. Temporary appointments shall not extend beyond the school year in which they are made. During the summer, notice of all teaching, non-certified employee, administrative, coaching, and extracurricular vacancies shall be placed on the District's website and applications will be accepted in the same method with employee's subsequent written confirmation.

If it is agreed by the staff member holding a particular position and by the Administration that the staff member should continue in that position, it shall not be considered a vacancy and need not be posted.

All extracurricular positions held by non-Association members will be posted as vacancies each year. If an Association member applies for the position, the compensation for that position for that year will be the prevailing rate, even if the position is filled by a non-Association member. If Association members do not apply for the vacancy, a non-Association member may be employed at a different compensation, determined by the Board of Education.

When a different pay rate is offered to non-members of the Association for coaching that is higher than the negotiated rate, and the Administration and Association agree that the non-member has obviously superior qualifications for the position that would warrant a higher pay rate, the new rate need not be posted.

The Superintendent will select teachers to fill teaching vacancies based upon a consideration of factors that include without limitation endorsements, qualifications, merit and ability, including performance evaluations, and relevant experience. A teacher's length of service to the District will not be considered as a factor in the selection process, unless all other factors are determined by the Superintendent to be equal.

Section 2.13 **School Calendar**

Included in the school calendar will be one hundred seventy-six (176) attendance days, four (4) institute days, and five (5) emergency/snow workdays. If any of the five (5) emergency/snow workdays are required, the District will utilize the Emergency E-Learning Plan that has been approved by the Board of Education and the Regional Office. The District will post the current e-learning plan in the Employee Handbook. If the e-learning plan should change or need to be altered for any reason, the District must submit the plan to the Association for input prior to submitting to the Board of Education and Regional Office of Education. If changes are approved, the District must inform the Association of those changes immediately. If the Emergency E-Learning Plan is implemented, the District will abate the emergency/snow days. If emergency/snow days are not used, they shall not become teacher workdays. Approved Parent/Teacher conference days may be substituted for student attendance days.

Section 2.14 **Teachers' Workday**

- A. Teachers' workday shall be from 8:15 a.m. to 3:05 p.m., on Monday through Thursday, and until 2:51 p.m. on Fridays, on days prior to holidays, and on school improvement days. During each workday, the teacher shall be in the classroom and have the room opened up to students at 8:15 a.m. Except for their thirty-five (35) minute lunch period, teachers will get permission before leaving the building during the day. Teachers will sign out on their thirty-five (35) minute lunch period.

The workday schedule to be followed for 2021-2022 and subsequent years shall be included in Appendix E. Any variances to this schedule will be agreed upon through bargaining by the Board and the Association.

For institute days, the teachers' workday shall be from 8:30 a.m.–1:00 p.m. For school improvement days, the planned agenda will commence after the students leave and teachers are given a thirty-five (35) minute lunch. The agenda may not begin before 1:00 p.m. if the students are dismissed at 12:05 p.m.

Professional Learning Communities (PLCs) will take place every Friday from 2:15 p.m. until 2:51 p.m. Certified staff members participating in PLCs will work collaboratively with their colleagues in an effort to improve instruction and student achievement. Activities taking place during PLCs should be aligned to department goals and may include collaborating on curriculum, unit designs, assessments, and lessons or activities for common units. The agenda for PLC meetings will be determined by the collaboration of teachers and division chairs. The PLC meetings will not be used for regular department meeting business.

Teachers attending meetings planned by Administration and/or Division Heads for professional development or curriculum development and scheduled to commence before 8:15 a.m. or after 3:05 p.m. will be compensated at the professional rate stated in Section 7.10.

During each workday, each teacher shall be entitled to (a) a duty-free lunch period of not less than thirty-five (35) minutes or time equal to that of the students' lunch period, and (b) a preparation block equal to one (1) teaching period. Preparation period is part of the work day. Preparation periods are to be utilized for planning and preparation purposes, which may include parent and student meetings (for IEP meetings held for a student taught in the current school year, no more than four per year per teacher without remuneration), professional development meetings (no more than three per term/five per year per teacher without remuneration), and other curriculum-related planning activities. Preparation periods shall not be available for scheduled Association meetings or activities unless by mutual agreement. In the event the District continues to maintain a block teaching schedule, a full-time teacher is defined as one who is assigned three (3) or more blocks per day; one (1) of which is a teaching block. Teachers will participate in Back-to-School Nights and graduation or Open House each year.

Each year the Administration will make a decision regarding the dates for Term 1 and Term 2 Back-to-School Nights for the following year after receipt of input from the Association President. Teachers' required work hours on Back-to-School Nights will be 7:00 – 8:15 p.m., except for zero block teachers whose schedule ends at 8:35 p.m. Each Back-to-School Night will be followed by a 12:05 p.m. early dismissal the next day for certified staff.

Each year, the Administration will make a decision regarding the dates and times for Term 1 and Term 2 parent-teacher conferences for the following year after receipt of input from the Association President. Each parent-teacher conference will be held on a non-attendance day or followed by either an institute day, 12:05 p.m. dismissal for certified staff, or non-attendance day. If held on an attendance day, the hours will be from 4:00 p.m. to 7:00 p.m. and any resource period scheduled for the last period of the day will not be held.

- B. Faculty or instructional meetings will not be held on the teacher workday immediately preceding the date students' progress reports are due to be submitted. Notice of meetings with an agenda must be emailed to teachers by 3:00 p.m. of the preceding school day. Teachers will remain until 4:00 p.m. or until the conclusion of the meeting, whichever is earlier, up to twice per month on Mondays as required by the Administration to hold faculty and division meetings.

- C. Each teacher shall be responsible for up to 30 minutes of duty daily. A full-time teacher is defined as one who is assigned 3 blocks a semester or 6 blocks a year on Block 4. Division Heads, Counselors, Association President(s), Association Contract Representative, and special education teachers are exempt from this duty.

Example: Possible Assignments

1. Corridor duty before first class of day (8:25 a.m.– start of first hour) and during passing periods. Teachers will stand in the hallway outside of their classroom door.
 2. Corridor duty after school (3:05 p.m.)
- D. A “Zero Block” may be established if deemed necessary by the Board. Such assignment shall be made upon mutual agreement between the teacher and Administration. Any teacher assigned to a Zero Block as a sixth class assignment shall not be assigned a 4th block class and shall earn early release time. The early release minutes may be taken any regular school day except days of faculty, department, or PLC meetings and must be taken after the teacher’s last block of the day. The total cannot carry over from one term to the other. Teachers starting class at 7:20 a.m. will be granted a total of sixty (60) minutes per day worked each week. This does not relieve teachers of their responsibility to work with students. Zero Block positions will be posted according to Section 2.13.
- E. Overload assignments shall be paid at one-sixth ($1/6$) of MA+ 30 step 10. Acceptance of any overload assignment will be voluntary. Teachers can work a maximum of two (2) overloads per every four (4) years. If no other teachers in the department accept the overload, the teacher previously assigned to the overload may accept it.
- F. Teachers not meeting the obligations of the teacher workday will be subject to a progressive discipline system:
1. First occurrence – verbal warning (documented).
 2. Second occurrence – letter (copy to Association).
 3. Third occurrence – conference with Teacher, Association, and Principal.
 4. Fourth occurrence – potential docking of pay.
 5. Subsequent occurrences after four:
 - a. After consultation with Association:
 - (1) docking of pay;
 - (2) suspension; and/or
 - (3) dismissal.
- G. When a teacher is assigned to detention from 3:00 p.m. to 4:00 p.m., he/she will be paid at the supervision rate for the entire hour.
- H. The Board shall grant one (1) block two (2) times per month to the

Association President(s) or his/her designee for union business. The Board shall grant (1) day per year for the Association President(s) or his/her designee for arbitrations or any other legal matters involving the District. The Superintendent will be notified in advance of the date, block, and Association representative taking such leave. The cost of a substitute will be shared by the Association and Board.

- I. Each case manager shall be released from resource periods as follows:

Case managers with 1 special ed./ co-taught class per term	1 release block
Case managers with 2 or more special ed./co-taught classes per term	2 release blocks

- J. The Division Chairs and the Activities Director shall be released from one resource period per week.

Section 2.15 Association Meetings, Notices and General Information

The Association shall have the right, upon approval of the building Principal and Superintendent, to use the school building for meetings, provided that such meetings do not interfere with instructional and/or extracurricular programs. The Association may use school email for notice of Association meetings and submission of agendas for Association meetings or Association/Management meetings. In addition, the Association may use mailboxes and lounge bulletin boards for Association notices, announcements, and informational items, and the Superintendent shall be given a copy of all open communications. If approved by the building Principal, the Association shall be allowed reasonable use of school equipment. The Association will pay for all materials used. No school equipment shall be used for political purposes. Association meetings may be attended by non-certified employees by agreement with supervisor to work an altered schedule that still constitutes a full workday.

Section 2.16 Board Meeting

An employee's attendance at a Board meeting shall be voluntary, except to respond to possible disciplinary actions against an employee.

Section 2.17 Student Discipline

The parties agree that the teacher has the primary responsibility for maintenance of discipline within the classroom. The Administration, however, recognizes its responsibility within Board policy to assist teachers in maintenance of control and discipline. "Assist" is to be interpreted as follows: Extreme cases shall be referred to the Dean's Office and mutual follow-up shall be made between teacher, building principal and/or designee, and the pupil. If the student-teacher conferences, parent-teacher conferences, or student-teacher-administrator

conferences have been unsuccessful in controlling student behavior, teachers may request the dropping of a student from a class. Final action shall be left with the principal or his/her designee.

Section 2.18 **Student Grades**

Any grade submitted by a teacher according to reasonable departmental and administrative guidelines shall not be changed without first consulting the teacher. As used herein, “consulting” shall include the opportunity for the teacher involved to be heard at a Board of Education meeting prior to the Board of Education’s final determination regarding such grade change. At the teacher’s request, a representative of the Association may be present.

Section 2.19 **Board Policy Manual**

The Board Policy Manual is available to all staff members on the District’s website. Any Board Policy Manual revisions will be updated on the website.

Section 2.20 **Public Address System**

The public address system will only be used during a non-academic class period or passing periods. If not possible, announcements will be made at the beginning of the period during alternating class periods throughout the week. Announcements pertaining to emergency or safety situations can be made at any time during the school day. Cancellation of afterschool events shall only be made at the beginning or end of a class period.

Section 2.21 **Class Size**

The Board agrees to attempt to observe within reasonable limits and maintain present class size averages (staffing ratios) subject to space availability, installation of experimental or innovative programs, budgetary limitations and availability of teachers or necessary funds. Enrollment in any class shall not exceed available technological support or equipment, student stations, or reasonable space so as to provide for student safety. All final decisions on class sizes (staffing ratios) will be made by the Board acting in the best interests of the pupils and community at large and will not be subject to challenge through the grievance procedure.

Section 2.22 **Unsafe Working Conditions**

- A. The District will discuss and address the concerns on any unsafe working conditions brought to their attention by any employee with reasonable promptness taking into due consideration the nature of the concern.
- B. The Board will post in the nurse's office a listing of all known antidotes for poisons which are retained within the building. A copy of such notice shall also be posted in the rooms where any such poisons are regularly stored.
- C. The Board will continue to offer new employees the Hepatitis B immunization series.

ARTICLE III. **EVALUATION**

A. Certified

A committee of three (3) District administrators and three (3) Association members will review the certified staff evaluation procedure every other school year, or more frequently as necessary. In the event this committee has a desire to change or modify the teacher evaluation instrument or procedures, the committee will submit written recommendations to the Board of Education through the Superintendent. After the Board's approval of the revised teacher evaluation plan, the Administration will distribute copies of the new plan to the teachers. The new plan will go into effect at the beginning of the school year following the approval.

B. Non-Certified

The District 231 Evaluation Plan for non-certified employees will be developed by the District with input from the Association and is maintained as a separate document.

Employees shall be evaluated at least once annually.

A post-evaluation conference shall be held between the evaluator and the employee to discuss the evaluation reports.

An employee shall be given a copy of the completed evaluation report at the post-evaluation conference which he/she shall acknowledge.

It is acknowledged it is desirable that the evaluation report should indicate suggestions for improvement of performance in each of the areas where weaknesses have been indicated.

C. Coaches/Activity Sponsors

A committee of three (3) District administrators and three (3) Association members will review the coach/activity sponsor evaluation procedure every other year, commencing with the 2009-2010 school year. In the event this committee has a desire to change or modify the coach/activity sponsor evaluation instrument or procedures, the committee will submit written recommendations to the Board of Education through the Superintendent. After the Board's approval of the revised coach/activity sponsor evaluation plan, the Administration will distribute copies of the new plan to the Association members holding an athletic or activity sponsor position. The new plan will go into effect at the beginning of the school year following the approval.

D. Grievance Limitations

It is agreed by the Board and the Association that, for the purposes of this Article, only procedural matters relating to the Evaluation Plans shall be grievable. Content and/or ratings are not grievable.

It is considered that “procedural matters” are as follows: 1) deadlines and timelines, 2) sequential events in the formal evaluation, and 3) number and duration of observations.

It is considered that “content” is as follows: 1) areas of judgment or interpretation by the administrator, 2) statements made on the evaluation forms, 3) ratings given to the evaluatee, and 4) employment recommendations.

ARTICLE IV.
GRIEVANCE PROCEDURE

Section 4.01. Definitions

- A. Any claim by a staff member, or the Association, that there has been a violation, misrepresentation, or misapplication of the terms of this Agreement shall constitute a grievance.
- B. All time limits during the school year consist of teacher workdays. For purposes of this Article IV, "days" are defined as teacher workdays except as noted below.
- C. Time limits during the summer shall be tripled for Steps 3 and beyond. (Days only apply to when the business office is open.)

Section 4.02 Statement of Basic Principles

- A. Every staff member covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation as defined in formal steps beyond the building level. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual staff member from discussing a problem with the Administration and having it adjusted without intervention or representation of the Association.
- B. A staff member who participates in the grievance procedure shall not be discriminated against, or be subjected to discipline or reprisal, because of such participation.
- C. The failure of a grievant or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.
- D. The Association will be notified of the final disposition of a grievance within ten (10) days. The disposition shall not be in conflict with any of the terms or conditions of this Agreement.
- E. Conferences under this grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present, to attend and will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When such hearings and conferences are

held, at the option of the Superintendent, during school hours, all staff members whose presence is required shall be excused, with pay, for that purpose.

- F. It is agreed that any investigation or other handling or processing of any grievance by the grievant or Association representative shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the staff.

Section 4.03 Procedures

- A. First Step. The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and the bargaining unit member's immediate supervisor to resolve problems through free and informal communications. An aggrieved person or the Association shall first reduce his/her grievance to writing and file with his/her building principal or designee within thirty (30) days of the date the grievance arises or when the grievant or the Association should have been reasonably aware of the alleged contract violation. The grievant(s) must be notified in writing by the Association. The building principal or designee shall confer with the grievant and appropriate union representation in an attempt to resolve the grievance within five (5) days of filing. A decision, in writing, shall be rendered to the grievant within ten (10) days of the conference.
- B. Second Step. The second step grievance must be filed within ten (10) days of receiving the written decision in step one. The written grievance shall state the nature of the grievance, shall note the clause or clauses of the Agreement allegedly violated, and shall state the remedy requested. Within twenty (20) days after such a written grievance is filed, the grievant or a representative of the grievant, as desired, and the appropriate administrator shall meet to resolve the grievance. The appropriate administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the grievant and the Superintendent within ten (10) days of the Second Step meeting.
- C. Third Step. In the event a grievance has not been satisfactorily resolved at the Second Step, the grievant shall file, within five (5) days of the appropriate administrator's written decision or answer at the Second Step, a copy of the grievance with the Superintendent. The grievant shall send a copy of such grievance to the Association President. Within ten (10) days after such written grievance is filed, the grievant, a representative of the grievant, as desired, the appropriate administrator and the Superintendent or designee shall meet to resolve the grievance. The Superintendent or designee shall file an answer within ten (10) days of the Third Step grievance meeting and communicate it in writing to the staff member, the appropriate administrator, and the Association President.

The staff member, upon request to the Association, may have an Association representative present.

- D. Fourth Step. If the grievance is not satisfactorily resolved at the Third Step, the fourth step must be filed by the Association within (10) days of receiving a written decision to step 3. The Association, or the grievant and the Association, may present a written brief to the Board and Superintendent and may request an oral hearing on the grievance, which will be granted at the discretion of the Board. The Board will communicate its decision to either grant or deny the hearing no later than the day after the next regularly scheduled Board meeting. The hearing, if granted, will take place no later than the following scheduled Board meeting. If the Board agrees to conduct a hearing, the Association or grievant will be notified of the outcome of the hearing within ten (10) days.
- E. Fifth Step. If the grievance is not resolved satisfactorily to the grievant and the Association within ten (10) days after notification of consideration or hearing by the Board, there shall be available a Fifth Step of impartial arbitration. The Association, or the grievant and the Association, may submit to the Superintendent a written request to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after receiving a list of arbitrators from the American Arbitration Association. If the two parties fail to reach an agreement on an arbitrator within seven (7) days, the American Arbitration Association will be requested to provide panels of arbitrators pursuant to its practice.

Expenses for the arbitrator's services and the expenses which are common to both parties in the arbitration shall be borne equally by the Board and the Association. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His authority presented to him in writing by the Board and the Association and his decision must be based solely upon his interpretation of the meaning or application of the express relevant language of the Agreement. His decision shall be binding on both parties.

- F. Bypass to Superintendent. If the Association and Superintendent agree, Step Two of the grievance procedure may be bypassed and the grievance brought directly to Step Three.
- G. Class Grievances. Grievances involving one or more supervisors and any grievance involving an administrator above the building level may be initially filed by the Association at Step Three.

- H. Association Participation – Employee Not Represented. When a staff member is not represented by the Association, the Association shall reserve the right to have its local building representative and/or Association representative at Step Three or Step Four.
- I. Grievance Withdrawal. A grievance may be withdrawn at any level without establishing precedent, and if withdrawn, shall be treated as never having been filed.

ARTICLE V.
LEAVES

Section 5.01 **Sick Leave**

- A. Each certified employee shall be entitled to fifteen (15) sick leave days per school year without loss of pay. In the event that a certified employee takes a partial day for sick leave, that proportion of a day shall be calculated using the table below.

Partial Leave %	Blocks Only	+ IDEA Period
1 Block	22%	34%
2 Blocks	44%	56%
3 Blocks	66%	78%

Part-time certified employees shall receive sick leave days on a prorated basis based upon their percentage of full-time employment (e.g., a 50%-time teacher will receive 15 sick leave days at 50%-time). Each twelve-month, full-time non-certified employee shall be entitled to seventeen (17) sick leave days per school year without loss of pay. Each full-time, 180-day or 190-day non-certified employee shall receive fifteen (15) sick leave days per school year. Part-time, non-certified employees shall receive sick leave days on a prorated basis based upon their percentage of full-time employment. Unused sick leave shall accumulate to a maximum of four hundred seventy-five (475) days. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth or adoption of a child. Absent an emergency, employees will make every reasonable effort to schedule doctor's/dentist's appointments outside of the regular school day to avoid unnecessary use of sick leave days. The immediate family for purposes of this Article shall include parents, stepparents, spouse, legal domestic partner, brothers, sisters, children, stepchildren, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. The Board may require an employee who is absent for three (3) consecutive days, or as otherwise necessary, to provide a physician's certificate substantiating the illness, and, further, may direct an employee, at Board expense, to undergo a physical examination by a physician licensed to practice medicine in all of its branches.

- B. An employee who is absent because of disability or incapacity, after using up all accumulated sick days and sick leave bank days to which s/he is entitled, for less than ninety (90) school days, from the same illness or incapacity, shall be deemed temporarily disabled. During the period of

temporary disability, the Board may grant said employee an unpaid leave of absence.

- C. Any certified employee who is eligible for retirement under TRS and has at least twenty (20) years of full-time teaching service in the District shall upon retirement from the District and documentation from TRS of retirement receive a monetary stipend for any unused sick leave days not utilized for TRS retirement service credit in the amount of \$65 per day, not to exceed a maximum stipend amount of \$8,000. The Board and Association agree that any monetary stipend amount payable to eligible certified employees shall not constitute creditable earnings and shall not, therefore, subject the Board to payment of any financial penalty payment to TRS based upon the certified employee's final annual school year's creditable earnings exceeding the TRS 6.0% limit on annual creditable earnings increases.

Any non-certified employee who is eligible for retirement under IMRF and has at least fifteen (15) years of full-time non-certified service in the District shall upon retirement from the District and documentation from IMRF of retirement receive a monetary stipend for any unused sick leave days not utilized for IMRF retirement service credit in the amount of \$65 per day, up to a maximum stipend amount of \$8,000.

- D. No accumulated leave from employment in any other district may be applied in this District toward the aggregate number of days. The Board agrees to verify its record of unused sick leave to the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund, as applicable, for any staff member upon retirement.
- E. Any monetary stipends payable to certified or non-certified employees based upon unused sick leave days not submitted for retirement service credit shall be payable thirty (30) days after the employee's last work day and final paycheck.
- F. Whenever a permanent employee is absent from school as a result of personal injury caused by an assault and/or battery arising out of and in the course of his/her employment, and the employee is eligible to receive Worker's Compensation payments for such injury, the Board shall supplement the amount received by the employee from the Worker's Compensation Commission by such amount that the employee will receive net the same amount as though the employee were still providing services to the District, without utilizing any of the employee's accumulated sick leave. In addition, under such conditions, the Board shall continue the employee's regular salary for the three (3) day qualifying period prerequisite to receiving payments from the Commission. It is understood that the employee must, in order to avail himself/herself of the benefit of this special sick leave, file charges against the person responsible for the

assault and/or battery (if such person or persons can be identified) and proceed with the advice of the Board's attorney, if necessary. It is also understood that the benefits and duration of this special sick leave shall in no case extend beyond six (6) months.

- G. Any employee receiving Worker's Compensation payments based upon an on-the-job injury will receive supplemental compensation in an amount sufficient to maintain the employee's regular salary for a period not to exceed their sick leave reserve. Such reserve shall be charged only for that portion in excess of the compensation payment.

Section 5.02 Sick Leave Bank

The intent of the Sick Leave Bank is to provide extended sick leave to eligible staff members who incur a period of prolonged illness or injury. A Sick Leave Bank Committee shall administer the Sick Leave Bank in accordance with Section 5.02. The participation of eligible staff in the bank shall be on a voluntary basis, subject to the following conditions:

A. Participation

1. After one (1) year of employment, any Association member may become a member of the Sick Leave Bank. Membership shall be voluntary and shall continue unless the individual notifies the Sick Leave Bank Committee, in writing, that he/she wishes to withdraw as a member of the Sick Leave Bank. Should an employee who did not join the bank subsequently desire to join, he/she shall be subject to an initial deposit equal to the years of prior eligibility, not to exceed five (5) days.
2. Each eligible member shall be required to contribute to the Sick Leave Bank one (1) sick day per year by October 1 of each year for the next five (5) years of employment.
3. Members of the Sick Leave Bank who have contributed five (5) days shall be considered vested. Vested members will not be asked to donate days unless the Sick Leave Bank falls below fifty (50) days or section B8 is applied.
4. A staff member who leaves the District may contribute his/her days to the Sick Leave Bank.
5. If the Sick Leave Bank becomes depleted during any given school year, all eligible members shall donate an additional sick leave day to continue their membership. If a member has no sick leave days to contribute, the contribution will be made the next school year. At no time shall a member be assessed more than two (2) sick leave days per year. In the event that the Sick Leave Bank becomes depleted after contributing members have been assessed two (2) sick days, all

members will be informed that no more days are available from the Sick Leave Bank for that school year.

6. Nothing in this section shall be construed to obligate the Board to loan sick leave days to the bank for any reason(s) whatsoever.
7. The Sick Leave Bank Committee shall provide the Superintendent or designee with an accounting, in writing, of days donated each year, by whom the days were donated, and the number of days existing in the bank.
8. Days in the Sick Leave Bank will accumulate each school year.
9. When disagreements occur as to the meaning of any conditions set forth in Section 5.02, the Sick Leave Bank Committee shall have the authority for interpretation.

B. Use of Sick Leave Bank

1. The Sick Leave Bank shall be applicable solely for prolonged illness or injury of an eligible member and is not applicable to short-term illnesses or disabilities (e.g., routine pregnancy or Cesarean section delivery except for post-delivery medical complications resulting in a serious, prolonged disability or illness).
2. No one shall draw from the Sick Leave Bank until their accrued sick leave and/or vacation days have been depleted, proper application has been submitted, a doctor's written verification of prolonged illness or injury has been presented, and the request has been approved by the Sick Leave Bank Committee.
3. Only members of the Sick Leave Bank may draw days from the Bank. Members may be granted up to a maximum of twenty-five (25) days at a time. After those days are exhausted and with resubmission of proper documentation as stated in B2, the Sick Leave Bank Committee may allot up to an additional twenty-five (25) days, if available and circumstances warrant it. Members are limited to fifty (50) days per school year. On return of the member, unused Sick Leave Bank days will be refunded to the Sick Leave Bank.
4. Should an employee apply for and receive disability status from any source (i.e. TRS, IMRF, Social Security, and/or workers' compensation), all further benefits from the Sick Leave Bank relating to that illness or injury will be allowed only to compensate for any payment less than 100% of an employee's per diem rate.
5. An eligible member will be involuntarily withdrawn from participation in the Sick Leave Bank upon suspension without pay, dismissal, resignation, termination, unpaid leave, or disability.
6. In the event the eligible member is withdrawn from the Sick Leave Bank, whether voluntarily or involuntarily, the member shall not be

permitted to withdraw any sick leave days which were previously donated to the Bank.

7. A staff member receiving days from the Sick Leave Bank may not go off sick leave, go on vacation, and then go back on sick leave upon return.
8. A staff member receiving days from the Sick Leave Bank shall be required to pay back one (1) day for every five (5) days received at a rate of one (1) day per year per application for up to five (5) years.
9. The Association and Board retain the right to mutually agree to terminate the Sick Leave Bank. In the event that the Bank is terminated, the total number of days remaining in the Sick Leave Bank shall be divided by the number of eligible members participating at the time of termination. The quotient derived shall be credited to the accumulated sick leave days of each current member.

C. Administration

1. The Sick Leave Bank Committee shall be composed of three (3) elected members of the Association and one (1) member of the Administration. One Association committee member's term will expire each November. The Association members of the Sick Leave Bank Committee shall be elected to a maximum of two (2) consecutive three (3) year terms.
2. If a vacancy occurs on the Sick Leave Bank Committee between November elections, the Association President with a majority of the Executive Board shall appoint a replacement until the next election. The newly elected member shall only complete the term that was vacant.
3. The Sick Leave Bank Committee shall act in accordance with the foregoing provisions. All policies, rules, regulations, and amendments, if any, by the Association shall be consistent with Article 5, Section 2, Sick Leave Bank. All rules and regulations for the use of the Sick Leave Bank shall be posted and copies distributed to all employees and the Superintendent.
4. The Association agrees to indemnify and hold harmless the Board, its members, employees, and agents for and against any claims, grievances, actions, causes of action, or liability resulting from the Association's operation and administration of the Sick Leave Bank, including, but not limited to, any claims based upon the Committee's denial of an eligible employee's application for sick leave benefits. In the event that any claims, grievances, actions, causes of action, or liability resulting from the Association's operation and administration of the Sick Leave Bank in any form

shall be brought against the Board, its members, employees, and/or agents, the Board, at the Association's expense, shall retain the right to select counsel to defend such claims, grievances, actions, causes of action or liability subject to the approval of the Association. Said approval will not be unreasonably withheld.

5. The Sick Leave Bank Committee will maintain records of all days contributed by individual members and days approved and allocated to the Sick Leave Bank members.

Section 5.03 Special Bereavement Leave

Four (4) days paid leave shall be given in the event of a death within the staff member's immediate family or household as listed in Section 5.01 above. If an extension of special bereavement leave is required, it shall be taken from the staff member's sick leave.

Section 5.04 Personal and/or Emergency Leave

Each staff member shall be allowed a maximum of three (3) days personal leave at full pay per school year. Such leave days shall be charged to sick leave. Except in cases of an emergency, written advance notice of the necessity for personal leave shall be submitted three (3) school days prior to the date of leave to the Superintendent or designee. In the case of any emergency, the employee must provide notice of the leave as soon as possible and, in any event, no later than the day s/he returns to duty. Personal leave, except in the case of an emergency or unavoidable family business which cannot otherwise be scheduled during non-school work hours or days, shall not be granted on workdays during the first or last week of school, holidays, or on school improvement/in-service or institute days except by specific approval of the Superintendent. Failure of a certified staff member to return in a timely fashion would not be an acceptable emergency except in mitigating circumstances as determined by the Superintendent. Ordinarily, no more than a total of two (2) teachers in the District may take personal leave on the same day, except in case of emergency. Not more than three (3) combined personal days belonging to two or more teachers shall be used immediately prior to or after vacation periods or holidays. Teachers cannot use personal leave days on more than two (2) consecutive workdays.

The leave of absence form will include a certification that the employee is submitting the personal leave request in accordance with the provisions and limitations set forth in Section 5.04.

Section 5.05 Unpaid Leaves of Absence

A. General

A leave of absence without pay may be granted to staff members for good cause shown and approved in advance by the Board of Education. The action of the Board in granting any such leave shall be within its sole

discretion and non-precedential. Sick leave or any other form of paid leave shall not be applicable during such leave of absence except as required by law.

B. Application for Leave

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave consistent with a responsible continuity of instruction for students. Unpaid leaves of absence for one (1) year may be requested in the following manner:

1. Time-Lines for Requesting Leaves: Application for an unpaid leave shall be made in writing at least sixty (60) calendar days prior to the proposed start of the leave or, if the leave is for the following school year, by February 1 of the preceding year. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the requested starting and ending dates of the leave.
2. Medical Substantiation: Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability. Evidence from a qualified physician indicating the staff member's ability to perform all assigned duties shall be submitted at least thirty (30) calendar days prior to the return of any staff member on an unpaid leave for personal medical reasons. From time to time during the leave, the Board may request additional physician's statements from a staff member.
3. Structuring of Leave: Dates of departure and return must be acceptable to the Superintendent or designee and determined prior to initiating the request to the Board. After consultation with the staff member, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval, taking into consideration maintenance of continuity of instruction and medical factors to the maximum possible degree and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school year. Leaves which commence during the summer recess shall begin no later than July 1. A staff member returning from leave shall resume duty only at the beginning of a regular school term. If a staff member is prevented from returning to work after an approved leave due to lack of continuity of instruction or other District concerns, he/she may use any available sick days.

4. Extension of Leave: If a staff member has occasion to request an extension of a leave of absence without pay, he/she will present that request according to procedures and criteria as outlined above.

C. Insurance Benefits

Except as otherwise provided by law, with the consent of the carrier, a staff member on an unpaid leave of absence may maintain insurance benefits by making timely payments of all premiums which may be due to the Business Office or elsewhere pursuant to its direction.

D. Salary Schedule Advancement/Seniority Effect

A staff member shall not receive experience credit towards salary schedule advancement during the time in which the staff member is on a paid or unpaid leave of absence. During the school year in which a leave commences or terminates, a staff member is entitled to advancement on the salary schedule if he/she works more than 110 days.

E. Notice of Intent to Return

Any staff member granted an unpaid leave of eight (8) calendar months or more, as a condition thereof, shall advise the Superintendent or designee in writing no later than February 15, or 120 days before the date of the leave's termination in the case of leaves which do not terminate immediately prior to the beginning of a school year that he/she intends to return to employment. Failure to advise the Superintendent or designee of intent to return as required by this provision shall be treated as an election not to return to employment and as a resignation from the District.

F. Position Upon Return

A staff member returning from an approved leave of absence shall be assigned to a position for which the staff member is legally qualified.

G. Early Return from Leave

A staff member on an approved leave of absence may request in writing to return to employment prior to the conclusion of the leave if the reasons for the leave no longer exist. In such event, the Board shall offer the requesting staff member the first available vacancy for which the staff member is qualified, provided the Board is not under contractual or other obligations to any other staff members.

Section 5.06 **Child-Rearing Leave**

Employees with two or more years continuous full-time service in the District shall be eligible for combined maternity and child-rearing or adoption leave without pay or other benefits subject to the following conditions and to the general conditions for unpaid leave set forth in Section 5.05 of this Article:

- A. An employee who desires a child-rearing leave shall request approval for such leave in accordance with Section 5.05 of this Article. The effective dates of the leave shall be determined pursuant to Section 5.05. A child-rearing leave must begin no later than the actual date of delivery of the child or the arrival date of the child for adoption.
- B. Sick leave shall not be applicable during the period of the child-rearing leave, except for the period during which the staff member is disabled due to pregnancy and/or the delivery of the child as appropriately certified by her physician. Any accumulated sick leave remaining from that available at the commencement of the unpaid leave shall be available to the employee upon return to employment in the District.
- C. Nothing in this Section shall be construed as requiring any employee to apply for a child-rearing leave. A teacher not eligible for or not desiring child-rearing leave may utilize accumulated sick leave during any period of disability related to her pregnancy and/or the delivery of the child. If such employee shall have exhausted accumulated sick leave, the employee shall be granted a leave of absence without pay or other benefits during the period of disability due to pregnancy in accordance with Sections 5.01 and 5.05 of this Article. Such employee shall return to employment immediately following the termination of her disability.

Section 5.07 **Jury Duty Leave**

The Board shall pay the regular salary to staff members called to serve on jury duty. The staff member shall remit to the District any sums received for such service, less all receipted expenses, provided the staff member has submitted a copy of the court-provided form or other evidence indicating that the staff member had selected or requested jury duty for the period June 15 through August 15. In the case of any staff member who prefers not to request summer jury duty, the staff member shall remit to the District any sums received for such service, less any amount included for travel allowance.

Section 5.08 **Professional Conference Leave**

Within the discretion and with approval of the Superintendent, and within the guidelines and budget constraints of the Board, employees shall be allowed to attend professional conferences related to their discipline, assignment, or in keeping with the in-service focus of the District. An employee on such leave will

not be subject to loss of pay. A total of \$250 per athletic team will be allocated for attendance by the team's coach(es) at conferences or clinics approved by the Athletic Director. The \$250 allocation will cover conference or clinic fees, mileage, food, and hotel costs for any and all coaches attending the conference or clinic. Coaches may request to attend a conference or clinic by submitting a request to the Athletic Director. Head coaches may attend a conference or clinic on weekends for a maximum of one (1) school day. Assistant coaches cannot attend conferences on school days.

ARTICLE VI.
ACADEMIC FREEDOM/CONTROVERSIAL MATERIALS

If an individual or group from the community attempts to censor or registers a strong objection regarding any textbooks, library materials or other instructional materials relating to course content, the following procedure will be implemented:

- A. All complaints regarding the use of any instructional or educational materials shall be submitted to the Administration by a resident of the District. The complaints shall be in writing.
- B. The administrator in charge will conduct a preliminary investigation in an attempt to resolve the controversy. If the controversy is not resolved to the satisfaction of the administrator in charge and the specific teacher involved, it will be submitted to a committee.
- C. A committee competent in the pertinent subject area will be appointed by the Superintendent. The Association may name one member to any such committee. The committee shall review the complaint and submit a written recommendation to the Superintendent. There shall be a minimum of three (3) members of said committee.
- D. The Superintendent shall review the committee's recommendation and shall forward it and the Superintendent's own recommendation to the Board on or before the next regular Board meeting. The Board may take action within fifteen (15) school days of receipt of the Superintendent's recommendation. Disposition of the disputed material will be at the discretion of the Superintendent pending action of the Board.
- E. Any grievance filed relative to this Article shall be limited to violations of the specific procedures as outlined in Sections A through D above. The decision of the Board is not grievable.

ARTICLE VII.
COMPENSATION AND BENEFITS

Section 7.01 **Salary Schedules**

For the term of this Agreement, certified employees shall be paid in accordance with the salary schedules attached hereto as Appendix A.

Longevity Pay

Teachers who have advanced vertically beyond the maximum step of the teacher salary schedule and are no longer eligible for any vertical step increase shall be eligible to receive a longevity payment ("LP") in addition to their annual salary in each of the contract years. Longevity pay is calculated by multiplying the teacher's prior year base salary by 1%, and then adding the corresponding LP amount. Longevity pay for teachers who have advanced to the next salary lane is calculated by multiplying the teacher's prior year base salary by 5.5%, then multiplying that amount by 1% and then adding the corresponding LP amount. Any teacher eligible or within four years of eligibility for TRS retirement will receive a maximum pay increase of 6%.

Section 7.02 **Sports/Activities Stipends**

Sports and extracurricular activity assignments shall be compensated in accordance with Appendix C of this Agreement, based upon the sports/extracurricular activity categories set forth in this Section 7.02. Individuals appointed as co-activity sponsors/coaches (i.e. those sharing a position for which the District offers one (1) stipend) shall share the responsibilities outlined in Appendix D-1 of this agreement in a way mutually agreeable to the individuals and the Activities Director. For purposes of supervision for events associated with those clubs/athletics, the District shall not expect nor require more than the number of stipend positions attached to the event without compensation as outlined in section 7.10 B. Individuals appointed to a sports or extracurricular activity stipend position shall advance one step on the sports/extracurricular activity stipend schedule for each year of District experience in that same extracurricular activity in extracurricular categories A-F.

In determining initial placement on the Sports/Activities Stipend Schedule, the Administration will assess the individual's previous coaching or extra-duty activity sponsor experience. For the 2021-2022 school year, employees who have accumulated more than 11 (eleven) years of experience will be placed in step 11 (eleven) of the stipend schedule. They will then accumulate longevity starting in the 2022-2023 school year.

If the Administration recommends a bargaining unit employee's discharge from a sports or extracurricular activity stipend position based upon the employee's unsatisfactory conduct or performance, the Administration will notify the

Association prior to the employee's removal from the extracurricular activity position. The Administration reserves the discretionary right based upon recommendation of the District's Activities Director to reappoint or not-reappoint employees to sports or extracurricular activity stipend positions.

Assistant Athletic Director (AAD)

The AAD will supervise 10 events per season (fall, winter, spring); in the event that supervisions exceed 10 per season, the AAD will be paid at the event rate. If the AAD is the only administrator supervising a home event he/she will be paid the event rate increased by one event category. The Event A category will not be increased.

If the same person serves as AAD for all three seasons (fall, winter, spring) during the same year, he/she will be given one release block per a day and be expected to fulfill year-round responsibilities related to recruitment coordination and administration in addition to the other responsibilities listed in the bargained job description.

Evergreen Park High School District 231
Athletics

A	B	C	D	E
Aquatics Supervisor				
*Assistant Athletic Director (All Seasons)				Assistant Athletic Director (Per season: fall, winter, & spring)
Head Baseball	Head Bowling	Assistant Baseball	Assistant Bowling	
Head Boys Basketball	Head Cheer (Competitive & winter sideline)	Assistant Basketball	Assistant Cheer (Competitive & winter sideline)	
			Cheer (Fall sideline)	Assistant Cheer (Fall sideline)
Head Girls Basketball	Head Boys & Girls Cross Country	Dance (Winter)	Assistant Boys & Girls Cross Country	Assistant Dance (Winter)
Head Football	Head Boys Golf	Assistant Football		Dance (Fall sideline)
Head Softball	Head Girls Golf	Assistant Softball		
Head Boys Track (Winter season included)	Head Boys Soccer	Assistant Track (Winter season Included)	Assistant Soccer	
Head Girls Track (Winter season included)	Head Girls Soccer			
Head Volleyball	Head Boys Swim	Assistant Volleyball	Assistant Swim	
Head Wrestling	Head Girls Swim	Assistant Wrestling	Assistant Swim (Diving)	
	Head Boys Track		Assistant Track	
	Head Girls Track			

*Also includes one release block per day

Evergreen Park Community High School District 231

Activities

A	B	C	D	E	F
Band Director (Includes performances)	*Activities Director	NHS	Art Club		Choreographer
			Head Chess	Assistant Chess	Class Sponsors (freshman, sophomore, junior, senior)
Choral Director (Includes performances)			Winter Color Guard (without class)		Winter Color Guard (with class)
			Leadership/ Snowball Director	Assistant Leadership/ Snowball (4)	Computer Club
			Head Game Club	Asst. Game Club	Creative Writing Club
Division Head		Substitute Coordinator	Head Mathletes	Assistant Mathletes	Culinary Arts Club
	Newspaper		Assistant Newspaper		Drama Club
Musical Director	Play Director		Prom/Post Prom		FBLA
Yearbook	Student Government	Assistant Yearbook	Head Scholastic Bowl	Assistant Scholastic Bowl	Industrial Tech Club
			Head Science Olympiad	Assistant Science Olympiad	International Club
			Head Speech	Assistant Speech	Pit Band
			Wellness Room Supervisor		SADD
					Science Club
					Service Club
					Testing Director (3-4)

*Also includes one release block per day

Section 7.03 Academic Extracurricular Activities Stipends

Mentors will receive an annual stipend of \$1200 for each certified mentee. This stipend shall be prorated for mentors assigned to a part-time teacher.

If a staff member teaches color guard in the fall, he/she will be paid the C event rate (according to section 7.10 B) for football games which include a performance.

Open mentor positions will be posted according to Section 2.13. All applicants will be given equal consideration. Mentors must be a member of the Bargaining Unit. Under normal circumstances, no staff member may mentor multiple teachers at one time.

All other academic extracurricular assignments shall be paid at the professional hourly rate.

Employees with extracurricular stipend positions will make arrangements for their own substitutes.

Activities Director

Lane B Stipend; one release block per day; one release resource per week. If he/she accepts a request for administrative supervision, he/she will be paid at the event rate. If he/she is the only administrator supervising a home activities/athletics event, he/she will be paid the event rate increased by one event category. The event A category will not be increased.

Division Heads

Division Heads work 10 additional days each summer.

Division Head release time will be based upon the number of teachers assigned as follows:

- 1 – 15 teachers = 1 release block/period
- 16 or more teachers = 2 release blocks/periods

The remaining block/period will be for Division Head duties and/or preparation duties.

Division Heads shall be paid according to Appendix C, and will receive an additional stipend payment of \$1,000 per teacher if the number of teachers assigned exceeds fifteen (15).

Multicurricular Courses

A full-time, certified teacher, teaching more than one course curriculum during a single block, will receive a stipend of \$1,000 per block.

Section 7.04 Sheltering Retirement Contribution

The Board agrees to pay on behalf of each teacher eight percent (8%) of his/her salary schedule compensation (Appendix A and C) to the Illinois Teachers' Retirement System (TRS) to be applied for the teacher's TRS retirement account. The Board shall pay on behalf of each IMRF eligible non-certified employee four and one-half percent (4.5%) of his/her annual wage schedule compensation (Appendix B and C) amount to the Illinois Municipal Retirement Fund (IMRF) to be applied to the non-certified employee's retirement account. The Board and Association agree that the intent of this contractual provision is to qualify these employee retirement contributions as employer payments under Section 414(h)(2) of the *Internal Revenue Code*. The parties further agree that teachers and non-certified IMRF employees have no right or claim to the amounts contributed by the employer to TRS or IMRF except as such amounts may become available at the time of the employee's retirement, unless otherwise allowable under TRS or IMRF Regulations. The Board and Association acknowledge that the teachers and non-certified employees do not have the option of electing to receive the retirement contribution amounts directly instead of having such contributions paid by the Board to TRS and IMRF, respectively.

Section 7.05 Fringe Benefits

A. Medical and Dental Insurance

The Board will pay the following percentage of the full-time employee's premium contribution per month for selected single or family coverage:

Medical PPO 500 (\$500 deductible amount)	Board-paid percentage of premium cost 2021-2022	Board-paid percentage of premium cost 2022-2023, 2023-2024 & 2024-2025
Employee	85%	84%
Employee & Spouse	80%	79%
Employee & Children	80%	79%
Family (Employee, Spouse, & Children	80%	79%
Medical PPO 1000 (\$1000 deductible amount)	Board-paid percentage of premium cost	Board-paid percentage of premium cost
Employee	90%	89%
Employee & Spouse	85%	84%
Employee & Children	85%	84%

Family (Employee, Spouse, & Children)	85%	84%
Dental	Board-paid % of premium cost	Board-paid % of premium cost
Employee	90%	89%
Employee & Spouse	80%	79%
Employee & Children	80%	79%
Family (Employee, Spouse, & Children)	80%	79%
HMO	Board-paid % of premium cost	Board-paid % of premium cost
Employee	90%	89%
Employee & Spouse	80%	79%
Employee & Children	80%	79%
Family (Employee, Spouse, & Children)	80%	79%
PPO High Deductible HSA	Board-paid % of premium cost	Board-paid % of premium cost
Employee	95%	94%
Employee & Spouse	85%	84%
Employee & Children	85%	84%
Family (Employee, Spouse, & Children)	85%	84%
Medicare Medical Monthly	Board-paid % of premium cost	Board-paid % of premium cost
Single- Medicare Primary	65%	64%

For employees who are first employed in the 2017-18 school year and later the PPO High Deductible HSA will be the only option offered for the first four (4) years of employment.

Any new enrollee who participates in the PPO High Deductible HSA plan will receive a board contribution as follows:

Year	Employee	Multiple Individuals
1	\$2000	\$4000
2	\$2000	\$4000
3	\$1000	\$2000
4 and beyond	\$1000	\$2000

The Board's full contribution will be paid in the first paycheck after the District has received account information. Any employee no longer employed by the District will repay the Board contribution based on the quarter in which the employee is no longer employed in the District.

Insurance Committee

A committee composed of three (3) Association representatives and three (3) Board/Administration representatives shall be established. One of the Board/Administration representatives shall be a voting member of the Evergreen Park Community High School Board of Education. This committee will offer suggested changes to insurance benefit components.

The committee shall be specifically responsible for the following:

1. Educating plan participants about insurance issues;
2. Suggesting adjustments in existing components of the insurance plans if any are necessary; and
3. Recommending any changes in the District's group insurance provider or modifications to available insurance plan options.

The committee shall meet annually during the regular school year to fulfill its responsibilities. The committee shall submit any joint recommendations for insurance provider or insurance plan benefits changes to the Board of Education and the Association for review and approval.

- B. Life Insurance. The Board agrees to provide for each staff member a term life insurance policy, including AD and DM, in the amount of one (1) times the amount of his/her annual contract salary, rounded to the nearest \$1,000.00.
- C. Disability Insurance. The Board agrees to provide a long-term disability policy which will provide each staff member with benefits of not less than sixty-six and two thirds percent (66 2/3%) of his/her monthly salary computed on a twelve (12) month basis. Such benefits shall be

coordinated with the Teachers' Retirement System of the State of Illinois or Illinois Municipal Retirement Fund.

- D. Benefits Continuation. Fringe benefits, as specified above, for certified employees, shall begin on the first day of the school term and shall continue for twelve (12) months thereafter or for the prorated portion of the school year in which a staff member is actually employed and working, except to the extent that a staff member becomes covered under the insurance of another employer.

Section 7.06 Tuition Reimbursement

Certified employees shall (subject only to available funds) be allowed compensation of \$300 per semester hour credit for courses in their subject area and/or as part of an approved Master's degree program in a recognized/accredited college or university. Subject to the Superintendent's pre-approval, teachers may be allowed compensation of \$225 per semester hour credit for courses not in their subject area. The tuition reimbursement will be made for courses taken while under contract to District 231, to a maximum of six (6) hours per semester/term for a maximum of fifteen (15) hours per school year (September 1 to August 31) for teachers in BA and BA +15 columns and nine (9) hours per year, no more than six (6) hours per semester/term for MA, MA +15, MA+30, and MA+45 columns and a maximum of six (6) hours per year for teachers in MA+60 column. All of these courses (graduate or undergraduate) must be approved in advance by the Superintendent. Any requirement or elective which is part of an approved Master's program will be approved for reimbursement and subsequent lane placement. If a certified employee's request for tuition reimbursement is refused, the employee may appeal the decision at a meeting with the Superintendent and an Association representative.

Non-certified employees must be employed in District 231 for ninety (90) days to be eligible for tuition reimbursement. Non-certified staff may be allowed compensation of \$350 per semester hour credit for a maximum of twelve (12) semester hours credit reimbursement each year for courses which are directly, specifically designed to add or improve skills related to his/her current job classification. All of these courses must be approved in advance by the Superintendent. After six (6) semester hours of course credit have been completed, the non-certified employee's hourly rate will be increased by fifty cents (.50) per hour. (Pay rate changes on January 1 and July 1.) If a non-certified staff member leaves District 231 within one (1) calendar year after reimbursement, he/she shall return the tuition reimbursement back to the District. If a non-certified employee's request for tuition reimbursement is refused, the employee may appeal the decision at a meeting with the Superintendent and an Association representative.

For each school year, the maximum budgeted amount for tuition reimbursement for certified and non-certified employees will be \$40,000.

Tuition reimbursement funds will be distributed to previously approved applicants in order and upon receipt of transcripts or other satisfactory documentation of coursework credit.

Section 7.07 **Schedule Placement**

For purpose of approval of coursework for horizontal advancement of teachers on the salary schedule, placement or advancement on the salary schedule shall be made on the basis of official documentation of credits with a “B” or better grade except that a “C” or better grade is acceptable for coursework that is part of a Master’s Degree Program and approved by the University and stating the degree conferred and award date. Required documentation for semester/term one (1) must be completed and submitted by September 30 and by February 15 for semester/term two (2) for lane change requests to be retroactive to the start of the semester/term. To qualify for salary schedule credit towards salary lane advancement, all coursework must be approved in advance by the Superintendent.

The amount of credit awarded per course will be one credit for each fifteen hours of instruction or documented online coursework. All graduate credits shall be granted by an educational institution accredited to grant graduate degrees by the appropriate regional accrediting association, (e.g., Council for the Accreditation of Educator Preparation [CAEP]) and in programs approved by the National Council for the Accreditation of Teacher Education (NCATE). Only graduate courses taken within the accredited institution’s graduate degree programs and taught by university-approved instructors will be accepted for salary schedule credit. In addition, graduate credit may be earned through attendance at workshops or seminars taught by qualified instructors/experts in the appropriate field. These credits will be limited to three (3) credit hours per fifteen (15) hours lane change and must be pre-approved by the Superintendent. There shall be no credit for duplication of coursework unless the coursework is preapproved by the Superintendent.

For horizontal advancement, coursework must be earned by the employee after the employee’s initial employment at Evergreen Park Community High School. For new teachers, coursework credits earned prior to employment and not applied to advancement on the salary schedule must be submitted to the Superintendent at the time of employment in order to be considered for future advancement on the salary schedule. After a Master’s course has been approved for advancement or reimbursement, it can be used for horizontal lane advancement at any time during employment. Employees can advance no more than one step and two lanes on the salary schedule per contract year. Any current employee not already enrolled in a Master’s program or any employee first employed in the 2017-18 or subsequent school years who wishes to

advance to the Master's lane must receive a Master's degree in a field other than administrative leadership. Any teacher first employed in the District in the 2005-2006 or subsequent school years will require a Doctor's Degree, Certificate of Advanced Study, or a second Master's Degree in the field of education for a total of sixty (60) hours to be placed in the MA+60 lane. Alternatively, if any teacher first employed in the District in the 2005-2006 or subsequent school years obtains a Master's Degree in his/her subject area of assignment, the teacher is eligible for placement in the MA+60 lane by completing pre-approved coursework regardless of whether the teacher attains a Doctorate, Certificate of Advanced Study, or a second Master's Degree in the field of education.

Required courses for initial teacher certification or removal of provisional deficiencies will not be approved for salary schedule credit or lane changes. For horizontal advancement, pre-approved undergraduate credit will equal one graduate credit for each three undergraduate hours attained and must be pre-approved by the Superintendent. No undergraduate courses shall be given credit toward lane advancement.

School social workers and guidance counselors who have completed a Master's Degree and are endorsed in social work or guidance will be paid on the Master's +30 lane on the salary schedule.

Section 7.08 Retirement Option

A. Qualifications and Limitations

To be eligible for this retirement benefit, a full-time certified or non-certified employee must comply with all of the following requirements and limitations:

1. The employee must be eligible and apply for retirement under the Illinois Teachers' Retirement System ("TRS") or the Illinois Municipal Retirement Fund.
2. A certified employee must have at least twenty (20) years of service in the District, and a non-certified employee must have at least fifteen (15) years of service in the District. Both certified and non-certified employees must also meet one of the conditions below:
 - a. A certified employee must be at least sixty (60) years of age upon his/her date of retirement from the District; or
 - b. A certified employee must have thirty-five (35) years of TRS creditable service and be at least fifty-five (55) years of age upon his/her retirement from the District; or

- c. A certified employee must be at least fifty-five (55) years of age upon his/her date of retirement from the District and elect to receive a discounted TRS retirement annuity.
 - d. A non-certified employee must be at least fifty-five (55) years of age upon his/her date of retirement from the District.
3. To participate in this retirement plan and receive benefits, the employee must submit an irrevocable letter of retirement by February 1 of the school year preceding the employee's final one (1), two (2), three (3), or four (4) years of District service.
 4. Any employee who commences participation in this retirement benefit plan and fails to comply with the provisions herein shall reimburse the District for any retirement payments granted under this provision, including any TRS contributions or payments.
 5. An employee's retirement which results in the Board's obligation to pay an employer monetary penalty to the Teachers' Retirement System disqualifies the employee from eligibility for retirement benefits under this Section 7.08.
 6. Eligible employees who apply and are approved for contractual retirement benefits must sign a written agreement confirming their effective retirement date, TRS or IMRF creditable service, (including accumulated unused sick leave days), and other information to verify their eligibility for retirement benefits under this paragraph A., including subparagraph A.2.

B. Retirement Benefits – Certified Employees

1. For certified employees who qualify under this retirement benefits plan and provide up to four (4) years' advance notice, the Board shall grant the certified employee increases in the employee's creditable earnings (including, but not limited to, any extracurricular pay or monetary stipends) as follows for each of the corresponding years of notice:

Years of Notice	% of Annual Increase
4	6%,6%,5%,5%
3	6%6%,5%
2	6%,6%
1	6%

After an employee submits his/her notice of intent to retire, he/she shall be removed from the employee salary schedule.

2. If a certified employee submits an irrevocable letter of resignation/retirement and begins receiving pre-retirement salary increases in accordance with this provision and subsequently rescinds his/her notice of intent to retire, the amount of salary increases received in excess of the annual salary increase which would have been received by the employee pursuant to the employee salary schedule, will be deducted from the employee's regular salary in equal installments for the same number of pay periods in which he/she received the pre-retirement salary increases under this Article. A certified employee may rescind their irrevocable letter of resignation/retirement if the employee needs to continue their employment with the District due to a life-changing event including, but not limited to, divorce, spouse's death, total disability, or terminal illness, or similar unexpected, significant change in the employee's personal situation. If an employee chooses to retire before his/her declared retirement date, he/she will not incur a penalty or have to reimburse the District any retirement payments.
3. For purposes of calculating the employee's creditable earnings for their retirement base salary as set forth in paragraph B.1. above, the certified employee's compensation for any paid extracurricular stipend position and other hourly or event supervision payments shall be included. If an employee submits an irrevocable letter of resignation/retirement and declines to serve for any or all of the remaining years of their employment in a coaching or other paid extracurricular stipend position they held during the school year that they submitted their letter of retirement, the amount of the extracurricular stipend will be deducted from the employee's retirement base creditable earnings prior to calculating the corresponding annual earnings increase in accordance with paragraph B.1. above. The certified employee will not be involuntarily assigned to any coaching or extracurricular stipend position after the employee's submission of their irrevocable letter of retirement pursuant to paragraph A.1. above.
4. Notwithstanding any contrary or other provision of this Agreement, including, but not limited to, vertical and horizontal salary schedule movement, monetary stipends, salary increases, and retirement incentives, in the event a retiring certified employee's TRS creditable earnings for any school year used to determine the employee's final annual salary ("FAS") for TRS retirement purposes annually would increase by more than 6.0%, the employee shall only receive the maximum 6.0% creditable earnings allowable without an employer penalty under TRS Rules.

C. Retirement Benefits – Non-Certified Employees

For non-certified employees who qualify under this retirement benefits plan and submit an irrevocable letter of retirement by February 1 of the school year preceding the non-certified employee's final year of District service, the Board shall grant the employee a post-retirement service bonus equal to \$700 for each year of the non-certified employee's service to the District. This District service bonus shall be payable within 30 days of the non-certified employee's final date of employment. For non-certified employees, any unused vacation days shall be paid within thirty (30) days of the final date of employment.

Section 7.09 **Mileage**

Reimbursement at the current rate allowed by the Internal Revenue Service will be made to a staff member using his/her personal vehicle for assigned school-related business.

Section 7.10 **Other Compensation**

A. Professional Rate

The hourly compensation rate for curriculum or instructional activities which the teacher performs outside of the regular teacher workday hours or as otherwise provided in Section 2.16.A. of this Agreement shall be \$53.

B. Supervision

Payment for supervision of activities/athletics outside of the regular school day will be paid at the following per event rates:

Event A	–	\$190
Event B	–	\$160
Event C	–	\$125
Event D	–	\$100

The Athletic Director will determine whether an extracurricular/athletic event shall be in Event category A, B, C, or D depending upon the anticipated duration of the event, supervision duties, and other factors.

C. Supervision Scheduling

Supervision duties for extracurricular sports, clubs, activities, Friday school, and any proctored test shall be assigned to qualified employees who submit a written request for assignments to such supervision duty. The appropriate supervisor will use his/her best efforts to assign supervision duties on an equitable basis. A list of supervision assignments

shall be posted on the Association bulletin board at the beginning of each term and/or sport season.

D. Internal Substitute Compensation

The Administration will first attempt to obtain substitutes from the outside substitute list. In the event outside substitutes are not available, the Administration will seek volunteers. In the event adequate volunteers are not available, the Administration reserves the right to assign internal substitutes. Assignments will be made on a rotating basis. Compensation will be paid at the rate of \$66.25 per 75-minute block. Longer or shorter periods will be prorated on this rate.

The internal substitute rate of pay will also apply when a teacher is required to directly supervise students during his/her preparation block.

E. Summer Work

If a certificated counselor or the school nurse is required to work during the summer recess period in addition to the regular work year for certificated teaching personnel, he/she will be compensated at the following per diem rate for each six (6) hour workday:

- BA/Step 6 for school nurse with no Master's Degree
- MA/Step 6 for counselor or school nurse with Master's Degree

F. Mentor Program

Mentees shall be paid at the professional hourly rate as stated in 7.10A for their attendance at any mentor program meetings which are scheduled and occur before or after the regular teacher workday as provided in Section 2.16A of this Agreement. Program participation will be required for first year teachers in District 231 and second-year teachers without a standard teaching certificate.

Non-certified employees will provide mentorship to new hire non-teaching staff. Non-certified Mentors shall be paid \$325 for their participation in mentoring a new hire. The mentor will be paid at the pay period following the end of the probationary period, irrespective of the mentee's ability to continue working past the probationary period.

Section 7.11 **Salary Distribution**

Teachers shall have a choice of receiving their salary in twenty (20) or twenty-four (24) increments, beginning with the payroll that is paid on August 31 and ending with the last day of school in May or June. The Board will establish a method by which employees will have the option to use direct deposit to receive

the above payments. For those teachers who elect to receive pay in twenty-four (24) increments, all outstanding payments will be paid on the last day of school in May or June unless otherwise requested by the teacher.

In order to elect the twenty (20) check option, teachers must submit a signed written request to the Business Officer prior to August 30. No changes will be allowed after August 30. Newly hired teachers must submit a request at least ten (10) days prior to their first payday. It is understood that the twenty (20) paycheck option may be abandoned in favor of the twenty-four (24) paycheck option, for all teachers, during any school year for which the prior June 30th Education Fund accumulated balance was less than \$500,000.

It is understood that no pay for hourly/time sheet/extra duty work performed after May 15 will be included in the final paycheck. Pay for this work will be payable on the payroll of June 30.

It is understood that the final paycheck may not be available on the last day of school for any teacher for whom an annual pay adjustment had to be made because of events occurring after May 15. The paycheck, with adjustments, should be available within a few days of the last day of school.

Teachers shall be paid on the 15th and last day of each month. If a payday falls on Saturday or Sunday, employees shall be paid on the immediately preceding Friday. If a payday falls on a holiday, employees shall be paid on the immediately preceding workday. Prior to winter break, employees shall receive and be paid the December 30 paycheck either by direct deposit or by check.

ARTICLE VIII.
NON-CERTIFIED EMPLOYEES

Section 8.01 **Salary Schedule**

For the term of this Agreement, non-certified employees shall be paid in accordance with the salary schedule attached hereto as Appendix B.

Longevity Pay

Any non-certified employee who has advanced vertically beyond the maximum step of the non-certified salary schedule and is no longer eligible for any vertical step increase shall be eligible to receive a longevity payment ("LP") in addition to their annual salary in each of the contract years. Any employee eligible or within four years of eligibility for IMRF retirement will receive a maximum pay increase of 6%.

Section 8.02 **Full-Time Employee**

A full-time, full year employee as used in this Agreement shall be defined as a non-certified employee who shall work at least eight (8) hours per day, exclusive of lunch, over a twelve-month period.

A full-time, part year employee shall mean a non-certified employee who shall work at least eight (8) hours per day, exclusive of lunch, for less than twelve (12) months, but at least nine (9) months. Paraprofessionals will work the teacher calendar. All 10-month secretaries will work the teacher calendar plus an additional ten (10) days: five (5) days before the first day of school and five (5) days after the last day of school or as otherwise arranged with his/her supervisor.

Vacation days and paid holidays for full-time employees are referenced in Sections 8.09 (Vacation) and 8.10 (Holidays).

Section 8.03 **Short-Term or Temporary Employee**

Temporary employees hired as full-time employees shall be given credit toward seniority from their first day of employment in continued service, as well as accumulation of vacation and sick days.

Section 8.04 **Work Year**

Full-time, full-year non-certified employees will be employed for 260 days from July 1 to June 30. The work year includes paid holidays. Full-time, ten-month non-certified employees will be employed for 190 days between July 1 and June 30. The normal workweek during the school year shall be five (5) consecutive days. The workday during the school year shall be no more than eight (8) hours and thirty (30) minutes which includes a thirty (30) minute duty-free, non-paid

lunch period and two (2) paid fifteen (15) minute break periods. With their supervisor's approval, employees may elect to combine their two (2) breaks with their lunch break.

Twelve-month secretaries shall be off and paid during the two weeks of winter break. During summer hours, 12-month secretaries will work 8-hour days Monday through Thursday and be paid for a 40-hour week.

All non-certified employees shall be considered probationary for the ninety (90) workdays from the start date to and including the last date of probation. Workdays missed during the probationary period will be unpaid and will extend the 90-day period accordingly with the exception of permissible benefit days. Benefit days (paid sick/personal business) can be used during the probationary period at a rate of two sick days and two personal business days any time during the 90-day probationary period for a maximum of four leave days. Within thirty (30) days of the probationary period, the supervisor shall meet with the probationary employee to discuss his/her performance.

Section 8.05 **Salary Increments**

Staff members employed currently will be credited with an additional year of service on July 1 of each year. New staff members who are employed will earn a year of service on July 1, if employed up to December 31 of the preceding year. If employed after January 1, a year of service will be earned on July 1 of the year after employment starts (i.e., employed January 1, 2005 earn 1-year service July 1, 2006).

Section 8.06 **Out-of-Classification Work**

When a non-certified employee has been assigned for more than ten (10) consecutive workdays to a position other than the employee's regular assignment, the employee shall thereafter be paid at the higher rate of pay for all hours worked in that position.

Section 8.07 **Overtime**

Overtime must be pre-approved by the Business Manager or designee. Overtime in excess of forty (40) hours per week shall be compensated at the rate of one and one-half times the regular rate of pay or, at the employee's option, compensatory time at the rate of one and one-half times the regular hours worked may be taken. Such compensatory time shall be taken within a reasonable time (not to exceed ten (10) calendar weeks from the date when it was earned) provided the Board may limit days on which such may be taken due to workload, but in such instances, the aforementioned ten (10) week period shall be extended for the number of days for which such use was barred. Paid holidays will apply toward the forty (40) hours per week computation for overtime

pay. In addition, paid holidays, compensatory time, sick days, vacation days, and personal business days will apply toward the forty hour per week computation for overtime pay if an individual is required to work overtime.

Any work on a sixth consecutive day of an employee's scheduled workweek shall be paid at time and one half. Any work on a seventh consecutive day shall be paid at double time. Emergency call-in hours on days other than Sundays and holidays, or call-back hours before or after the employee's regular work shift shall be paid at time and one half. All non-regularly scheduled work on Sundays and holidays shall be paid double time. There will be a two (2) hour minimum paid time for work on call-in and holidays. In an emergency call-in situation, employees work their normally scheduled shift, but with the employee's consent may be released earlier.

The Board shall make a reasonable effort to offer overtime to qualified employees on a rotating basis based on seniority in descending order. If no qualified employee accepts an offer of available overtime work, the supervisor can assign the least senior employee on a rotating basis to perform the overtime work.

Section 8.08 Shifts

A. Custodial-Maintenance Employees

Each employee's work hours and weekly work schedule will be determined by the Director of Facilities. Assignment of vacant positions shall be based upon the employee's seniority, performance evaluations, District operational needs, and other factors, and must be approved by the Director of Facilities. Custodial-maintenance employees may apply for vacant positions in accordance with the vacancy posting procedures set forth in Section 2.13.

The maintenance position may require an adjustment to the workday hours for home football games in lieu of a permanent change in regular hours.

B. Secretarial Employees

The Administration assigns full-time secretarial employees to a regular work shift with assigned work hours during the school term, and a different weekly work schedule for the summer recess period. Secretarial employees will work their regularly assigned weekly work hours during the school term and summer recess period, except for the two-week summer registration period in which their daily work hours will change to accommodate the need for parent and student access to summer registration during late afternoon and evening hours.

Section 8.09 **Vacation**

Full-time 12-month non-certified employees shall earn vacation time at the following rates:

<u>Length of District Service</u>	<u>Annual Vacation Allotment</u>
First Year	5 days
2-6 yrs.	10 days
7-13 yrs.	15 days
14+ yrs.	20 days

All vacations shall be requested at least one (1) month in advance or at such times as may be established by the Administration.

180-day and 190-day employees do not earn any vacation time.

An employee on an extended leave of absence in excess of one hundred fifty (150) days does not accrue additional vacation days during the extended leave period, except in the case of an employee on an extended FMLA leave which extends up to twenty-six (26) weeks.

Section 8.10 **Holidays**

Full-time 12-month non-certified employees will receive the following as paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Casimir Pulaski Day
5. Friday prior to Easter
6. Memorial Day
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veterans Day*
11. Day before Thanksgiving
12. Thanksgiving
13. Day after Thanksgiving
14. Christmas Eve
15. Christmas Day
16. New Year's Eve

Full-time 180-day and 190-day non-certified employees will receive the following as paid holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Casimir Pulaski Day
5. Friday prior to Easter
6. Memorial Day
7. Labor Day
8. Columbus Day
9. Veterans Day*
10. Day before Thanksgiving
11. Thanksgiving
12. Day after Thanksgiving
13. Christmas Day

*Only if designated as a school holiday.

If Veterans Day falls on a Saturday or Sunday, the employee shall receive the preceding Friday, or the following Monday as paid holiday. If the Friday or Monday is a school attendance day, the employee shall receive a floating holiday.

The School District can use temporary custodians to cover holidays not staffed by regular custodians. The temporary custodians do not count as part time against the 15% limit in Section 1.02.

Section 8.11 Discipline

No non-licensed employee shall be disciplined or terminated except for just cause. For purposes of this Section, the term "discipline" shall include written reprimand or suspension with or without pay. A non-licensed employee shall be given an opportunity to be heard prior to any disciplinary or termination action for non-licensed employees except when the misconduct warrants the non-licensed employee's immediate suspension. Under this circumstance, the opportunity for the non-licensed employee to be heard may take place at a later date. When final disciplinary or termination action is imposed after the non-licensed employee has been given an opportunity to be heard, written notice of the reasons for the disciplinary or termination action shall be provided to the non-licensed employee. If the disciplinary action is included in the employee's personnel file, the employee shall be entitled to attach a written statement to the written notice of discipline or termination.

Section 8.12 **Salary Distribution**

Non-certified employees shall be paid in 24 separate paychecks on the 15th and last day of each month. If a payday falls on a Saturday or Sunday, employees shall be paid on the immediately preceding Friday. If a payday falls on a holiday, employees shall be paid on the immediately preceding workday. Prior to winter break, employees shall receive the December 30 paycheck.

Section 8.13 **Educational Support Personnel Workday**

Secretarial and clerical workers shall not normally be assigned to student supervision.

The Assistant Principal's secretary, library secretary and new employees may be assigned such duties.

Supervision of students during Advisory Programs or Seminars shall be a voluntary assignment.

Section 8.14 **Emergencies**

Certified and non-certified staff will not be asked to place themselves in dangerous situations, (i.e. firefighting, bomb search) other than to provide safe egress for students and staff.

When the building is cleared for any danger to staff in the building, there will be no loss of pay for non-certified staff.

If the Administration closes school due to an emergency day, all non-certified employees who are scheduled to work that day shall be paid at the normal rate of pay for the emergency day off. If any non-certified employee reports to work on an emergency day as directed by his/her supervisor, he/she will be compensated at double time for any hours worked. All non-certified employees shall be required to report for work and shall be compensated at their regular rate of pay on any rescheduled or make-up days of student attendance which are scheduled as a result of the emergency day(s).

If the Administration alters the school day schedule due to inclement weather, non-certified employees (excluding maintenance and/or custodial staff as needed) will be allowed to leave at the same time as certified staff without penalty of loss of pay or reduction of any paid time off. In other cases, the Superintendent may allow non-certified employees (excluding maintenance and/or custodial staff as needed) to leave at the same time as certified staff without penalty of loss of pay or reduction of any paid time off.

Section 8.15 **Lead Shift Employee**

The District's Director of Facilities will designate a lead employee from the custodial/maintenance department to the afternoon and evening shifts as necessary to assist in coordination and supervision of work assignments. The lead employee will ensure that all duties on his/her shift, as assigned by the Director are completed. The lead shift employee will be responsible for coordinating and supervision of the assignments of the co-workers on his/her shift, who will take direction from the lead employee. The lead employee will receive an additional \$0.50 hour for any hours worked in the lead employee assignment. The maintenance engineer shall assume the role of the lead employee on the first shift.

Section 8.16 **Substitute Custodians**

The Administration will use its best efforts to obtain and retain substitute custodians as needed to provide adequate staffing for custodians who are absent from work.

Section 8.17 **Custodian/Maintenance Footwear Allowance**

Every other year, the District will reimburse each employee of the custodian/maintenance department up to \$100 for footwear that are acceptable work shoes.

Section 8.18 **Custodian/Maintenance Pants Allowance**

Every other year, the District will reimburse each employee of the custodial/maintenance department up to \$100 for work pants. Pants must be navy Dickies work pants or equal.

Section 8.19 **Paraprofessionals Working as Substitute Teachers**

If a certified paraprofessional substitutes in a classroom, he/she will receive an additional \$10 per block. If the paraprofessional fulfills the role of the teacher for the entire day, he/she will be allowed to leave per the certified staff schedule.

ARTICLE IX.
REDUCTIONS IN FORCE

Section 9.01 **Non-Certified Employee Classifications Within Bargaining Unit**

For purposes of reduction in force, each full-time non-certified bargaining unit employee shall be placed on a seniority list within one of the following classifications:

Classification I:	Custodial/Maintenance
Classification II:	Secretary/Clerical
Classification III:	Paraprofessional
Classification IV:	Health Aide
Classification V:	TMS/Security

Educational support personnel shall be listed in any seniority classification set forth above provided they have worked in a regular position in that classification in the District for at least one (1) year. If a non-probationary support personnel employee is subject to RIF layoff due to elimination or discontinuation of their position, the employee may bump the least senior employee in his/her current seniority classification or the least senior employee in any other classification in which he/she has seniority. An employee's seniority will be based upon his/her length of continuous service in the District in accordance with Section 9.02 (Seniority).

Section 9.02 **Non-Certified Employee Seniority**

Seniority is defined as an employee's length of continuous service within the District beginning with the first day on which duties are performed.

When a non-certified employee is first hired on a temporary basis and is subsequently hired as a regular full-time employee, seniority shall be computed from the first date of hire as a temporary employee, provided such services have been continuous. During the period of temporary employment, a day of absence for illness or other good reason as approved by the immediate supervisor shall not constitute a break in service.

Seniority is lost upon resignation, dismissal for cause, retirement, failure to return within ten (10) days from a leave of absence, refusal of recall to a regular position or failure to respond within ten (10) days after the mailing of a written recall notice sent by certified mail.

Section 9.03 **Non-Certified Employee Seniority List**

Annually, not later than February 1, the Administration shall prepare and post a seniority list of non-certified employees by classification. A copy of said list shall be provided to the Association. Should an employee disagree with his/her seniority list placement, the employee shall put the reasons in writing to the Personnel Office within thirty (30) days of the posting of the list by the Administration. Such seniority list shall be confined to full-time non-certified employees. The District shall maintain a date of hire list for all part-time employees.

Section 9.04 **Teacher Sequence of Dismissal List**

At least 75 days before the end of each school term, the Superintendent shall establish and distribute to the EPHSEA President copies of a Sequence of Honorable Dismissal list ("SOD List"), categorized by teaching positions and the RIF groupings set forth in Section 5/24-12 of The School Code. Each teacher must be categorized into one or more positions which the teacher is qualified to hold, based upon legal qualifications and any other qualifications established in a District job description on or before May 10 prior to the school year in which the sequence of dismissal is determined. The District may move teachers from RIF group one into another RIF grouping during the period of time from 75 days until 45 days before the end of the school term.

Section 9.05 **Non-Certified Employee Reduction-In-Force Procedures**

Reduction-in-force of full-time non-certified staff shall be in accordance with the provisions of Section 10-23.5 of *The Illinois School Code*. This Section shall not be subject to the arbitration provisions of Article IV of this Agreement.

Section 9.06 **Teacher Honorable Dismissal Reduction-In-Force (RIF) Procedures**

If the Board's decision to decrease the number of teachers employed or to discontinue some type of teaching service requires the RIF dismissal of teachers, the Board shall dismiss teachers in the position(s) affected by the RIF in order of the teachers' RIF grouping, with teachers in RIF grouping one dismissed first and teachers in RIF grouping four dismissed last.

The sequence of dismissal within grouping one is at the District's discretion. Within RIF grouping two, teachers with the lowest average performance evaluation ratings based upon the teacher's previous two performance evaluation ratings will be dismissed first. If teachers in RIF grouping two have the same average performance evaluation ratings, the teacher with the least seniority will be dismissed first. Within RIF groupings three and four, the teacher with the shortest length of continuous District teaching service shall be dismissed first.

Teachers dismissed shall receive notices of honorable dismissal at least 45 days before the end of the school term in accordance with the requirements of Section 5/24-12 of The School Code. In addition, the Board shall hold a public hearing on the question of its dismissals prior to approving any reduction-in-force of teachers in which the number of proposed honorable dismissal notices exceeds five (5), or 150 per cent (150%) of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is more. This section shall not be subject to the arbitration provisions of Article IV of this Agreement.

Section 9.07 Non-Certified Employee Recall Rights

If the Board has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available within a specific category of position shall be offered to the employees so removed or dismissed from that category or any other category of position, provided the employee on the RIF recall list is qualified to hold any such position.

Notice of recall shall be by certified mail, return receipt requested, to the employee's last known address as listed with the District. An employee's recall rights shall be extinguished whenever the employee refuses recall to a regular position or fails to respond within ten (10) days after the mailing of a written recall notice sent by certified mail. An employee's acceptance of a temporary position shall not waive his/her recall rights.

Section 9.08 Teacher Honorable Dismissal Reduction-In-Force (RIF) Recall Rights

If any vacancies occur for the following school term or within one calendar year from the beginning of the school term following a reduction-in-force, the Board shall tender the vacant position to the honorably dismissed teachers in RIF groupings three or four who are legally qualified to hold the position in inverse order of RIF dismissal. Any recalled teacher shall retain his/her accrued rights and all accumulated seniority; however, any period after the honorable dismissal during which the tenured teacher did not teach shall not be counted toward seniority.

To be eligible for recall, an honorably dismissed teacher must provide the Board of Education, in writing prior to the last day of the school term of dismissal, with the address where the teacher may be reached. The teacher must also notify the Board of Education in writing, within ten (10) calendar days of mailing or within five (5) calendar days of receipt of the offer, whichever shall first occur, of the acceptance of any vacant position tendered to the teacher during the recall period. Failure to notify the Board of acceptance shall constitute rejection of the offer of employment.

ARTICLE X.
DURATION AND RELATED TECHNICAL CLAUSES

Section 10.01 **Duration**

This Agreement shall become effective on July 1, 2021, and shall continue in effect through June 30, 2025. When either party executes written notification to the other party prior to February 1 of the year the contract terminates that it wishes to renegotiate the Agreement, the Board shall meet with the Association no later than March 1 to receive the Association proposal and negotiations shall continue in an effort to reach an agreement.

Section 10.02 **No Strike**

Staff members agree not to strike, or engage in, or support or encourage any concerted refusal to render full and complete services in the District, or to engage in or support any activity whatsoever which would disrupt in any manner the operation of the District during the life of this contract.

Section 10.03 **Individual Contracts**

Terms and conditions reflected in individual contracts or employment agreements will not be inconsistent with the terms of this Agreement.

Section 10.04 **Complete Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. It is understood that all rights, powers and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action which shall violate any of the specific provisions of this Agreement.

Section 10.05 **Savings Clause**

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in effect. Should any additional modification or change be made in the Agreement, it shall be necessary that the parties mutually agree in writing.

This Agreement was approved by the Board of Education on this 25th day of May, 2021.

In Witness Whereof:

**FOR THE EVERGREEN PARK HIGH
SCHOOL EDUCATION ASSOCIATION**

**FOR THE BOARD OF EDUCATION
EVERGREEN PARK COMMUNITY
HIGH SCHOOL DISTRICT NO. 231**

Co-President

President

Co-President

Date

Date

ATTEST

ATTEST

Contract Representative

Secretary

Date

Date

2021-2022 (Includes Board-Paid TRS at 8%)							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$50,173	\$52,839	\$55,652	\$58,619	\$61,750	\$65,052	\$68,537
2	\$51,666	\$54,414	\$57,313	\$60,372	\$63,599	\$67,004	\$70,595
3	\$53,205	\$56,038	\$59,026	\$62,179	\$65,506	\$69,015	\$72,717
4	\$54,791	\$57,711	\$60,792	\$64,042	\$67,471	\$71,088	\$74,905
5	\$56,426	\$59,436	\$62,612	\$65,962	\$69,497	\$73,225	\$77,159
6	\$58,112	\$61,215	\$64,488	\$67,941	\$71,585	\$75,428	\$79,483
7	\$59,850	\$63,048	\$66,422	\$69,982	\$73,737	\$77,699	\$81,879
8	\$61,641	\$64,937	\$68,415	\$72,085	\$75,956	\$80,040	\$84,349
9	\$63,487	\$66,885	\$70,470	\$74,253	\$78,243	\$82,453	\$86,894
10	\$65,390	\$68,893	\$72,588	\$76,487	\$80,600	\$84,940	\$89,518
11			\$74,772	\$78,791	\$83,031	\$87,504	\$92,223
12			\$77,022	\$81,165	\$85,536	\$90,147	\$95,011
13			\$79,342	\$83,613	\$88,118	\$92,871	\$97,885
14			\$81,734	\$86,135	\$90,779	\$95,679	\$100,848
15			\$84,199	\$88,736	\$93,523	\$98,573	\$103,901
16			\$86,740	\$91,417	\$96,351	\$101,557	\$107,049
17			\$89,359	\$94,180	\$99,266	\$104,633	\$110,294
18				\$97,028	\$102,271	\$107,803	\$113,639
19				\$99,965	\$105,369	\$111,071	\$117,086
LP	\$600	\$650	\$700	\$800	\$900	\$1,000	\$1,300
2022-2023 (Includes Board-Paid TRS at 8%)							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$51,873	\$54,539	\$57,352	\$60,319	\$63,450	\$66,752	\$70,237
2	\$53,366	\$56,114	\$59,013	\$62,072	\$65,299	\$68,704	\$72,295
3	\$54,905	\$57,738	\$60,726	\$63,879	\$67,206	\$70,715	\$74,417
4	\$56,491	\$59,411	\$62,492	\$65,742	\$69,171	\$72,788	\$76,605
5	\$58,126	\$61,136	\$64,312	\$67,662	\$71,197	\$74,925	\$78,859
6	\$59,812	\$62,915	\$66,188	\$69,641	\$73,285	\$77,128	\$81,183
7	\$61,550	\$64,748	\$68,122	\$71,682	\$75,437	\$79,399	\$83,579
8	\$63,341	\$66,637	\$70,115	\$73,785	\$77,656	\$81,740	\$86,049
9	\$65,187	\$68,585	\$72,170	\$75,953	\$79,943	\$84,153	\$88,594
10	\$67,090	\$70,593	\$74,288	\$78,187	\$82,300	\$86,640	\$91,218
11			\$76,472	\$80,491	\$84,731	\$89,204	\$93,923
12			\$78,722	\$82,865	\$87,236	\$91,847	\$96,711
13			\$81,042	\$85,313	\$89,818	\$94,571	\$99,585
14			\$83,434	\$87,835	\$92,479	\$97,379	\$102,548
15			\$85,899	\$90,436	\$95,223	\$100,273	\$105,601
16			\$88,440	\$93,117	\$98,051	\$103,257	\$108,749
17			\$91,059	\$95,880	\$100,966	\$106,333	\$111,994
18				\$98,728	\$103,971	\$109,503	\$115,339
19				\$101,665	\$107,069	\$112,771	\$118,786
LP	\$600	\$650	\$700	\$800	\$900	\$1,000	\$1,300

2023-2024 (Includes Board-Paid TRS at 8%)							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
1	\$53,373	\$56,039	\$58,852	\$61,819	\$64,950	\$68,252	\$71,737
2	\$54,866	\$57,614	\$60,513	\$63,572	\$66,799	\$70,204	\$73,795
3	\$56,405	\$59,238	\$62,226	\$65,379	\$68,706	\$72,215	\$75,917
4	\$57,991	\$60,911	\$63,992	\$67,242	\$70,671	\$74,288	\$78,105
5	\$59,626	\$62,636	\$65,812	\$69,162	\$72,697	\$76,425	\$80,359
6	\$61,312	\$64,415	\$67,688	\$71,141	\$74,785	\$78,628	\$82,683
7	\$63,050	\$66,248	\$69,622	\$73,182	\$76,937	\$80,899	\$85,079
8	\$64,841	\$68,137	\$71,615	\$75,285	\$79,156	\$83,240	\$87,549
9	\$66,687	\$70,085	\$73,670	\$77,453	\$81,443	\$85,653	\$90,094
10	\$68,590	\$72,093	\$75,788	\$79,687	\$83,800	\$88,140	\$92,718
11			\$77,972	\$81,991	\$86,231	\$90,704	\$95,423
12			\$80,222	\$84,365	\$88,736	\$93,347	\$98,211
13			\$82,542	\$86,813	\$91,318	\$96,071	\$101,085
14			\$84,934	\$89,335	\$93,979	\$98,879	\$104,048
15			\$87,399	\$91,936	\$96,723	\$101,773	\$107,101
16			\$89,940	\$94,617	\$99,551	\$104,757	\$110,249
17			\$92,559	\$97,380	\$102,466	\$107,833	\$113,494
18				\$100,228	\$105,471	\$111,003	\$116,839
19				\$103,165	\$108,569	\$114,271	\$120,286
LP	\$600	\$650	\$700	\$800	\$900	\$1,000	\$1,300
2024-2025 (Includes Board-Paid TRS at 8%)							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60
1	\$54,873	\$57,539	\$60,352	\$63,319	\$66,450	\$69,752	\$73,237
2	\$56,366	\$59,114	\$62,013	\$65,072	\$68,299	\$71,704	\$75,295
3	\$57,905	\$60,738	\$63,726	\$66,879	\$70,206	\$73,715	\$77,417
4	\$59,491	\$62,411	\$65,492	\$68,742	\$72,171	\$75,788	\$79,605
5	\$61,126	\$64,136	\$67,312	\$70,662	\$74,197	\$77,925	\$81,859
6	\$62,812	\$65,915	\$69,188	\$72,641	\$76,285	\$80,128	\$84,183
7	\$64,550	\$67,748	\$71,122	\$74,682	\$78,437	\$82,399	\$86,579
8	\$66,341	\$69,637	\$73,115	\$76,785	\$80,656	\$84,740	\$89,049
9	\$68,187	\$71,585	\$75,170	\$78,953	\$82,943	\$87,153	\$91,594
10	\$70,090	\$73,593	\$77,288	\$81,187	\$85,300	\$89,640	\$94,218
11			\$79,472	\$83,491	\$87,731	\$92,204	\$96,923
12			\$81,722	\$85,865	\$90,236	\$94,847	\$99,711
13			\$84,042	\$88,313	\$92,818	\$97,571	\$102,585
14			\$86,434	\$90,835	\$95,479	\$100,379	\$105,548
15			\$88,899	\$93,436	\$98,223	\$103,273	\$108,601
16			\$91,440	\$96,117	\$101,051	\$106,257	\$111,749
17			\$94,059	\$98,880	\$103,966	\$109,333	\$114,994
18				\$101,728	\$106,971	\$112,503	\$118,339
19				\$104,665	\$110,069	\$115,771	\$121,786
LP	\$600	\$650	\$700	\$800	\$900	\$1,000	\$1,300

2021-2022 (Includes Board-Paid IMRF at 4.5%)							
Step	Custodian	Maintenance	M. Engineer	Paraprofessional	Secretary	Adm. Secretary	12-Month Sec.
1	\$16.95	\$18.33	\$30.51	\$17.37	\$17.53	\$18.22	\$17.72
2	\$17.45	\$18.86	\$31.41	\$17.87	\$18.04	\$18.76	\$18.26
3	\$17.95	\$19.41	\$32.34	\$18.39	\$18.57	\$19.30	\$18.80
4	\$18.48	\$20.00	\$33.29	\$18.93	\$19.11	\$19.87	\$19.37
5	\$19.02	\$20.60	\$34.27	\$19.50	\$19.68	\$20.46	\$19.96
6	\$19.57	\$21.22	\$35.29	\$20.07	\$20.27	\$21.06	\$20.56
7	\$20.14	\$21.85	\$36.33	\$20.66	\$20.86	\$21.69	\$21.19
8	\$20.73	\$22.51	\$37.41	\$21.26	\$21.47	\$22.32	\$21.82
9	\$21.33	\$23.19	\$38.51	\$21.88	\$22.10	\$22.97	\$22.47
10	\$21.91	\$23.89	\$39.65	\$22.47	\$22.69	\$23.59	\$23.09
11	\$22.50	\$24.61	\$40.83	\$23.08	\$23.30	\$24.23	\$23.73
12	\$23.10	\$25.35	\$42.04	\$23.70	\$23.92	\$24.88	\$24.38
13	\$23.72	\$26.12	\$43.28	\$24.34	\$24.57	\$25.55	\$25.05
14	\$24.37	\$26.90	\$44.57	\$25.00	\$25.23	\$26.23	\$25.73
15	\$24.96	\$27.72	\$45.89	\$25.61	\$25.85	\$26.88	\$26.38
16	\$25.58	\$28.56	\$47.25	\$26.23	\$26.49	\$27.54	\$27.04
17	\$26.20	\$29.42	\$48.65	\$26.88	\$27.14	\$28.21	\$27.71
18	\$26.84	\$30.31	\$50.10	\$27.54	\$27.81	\$28.91	\$28.41
19	\$27.50	\$31.23	\$51.59	\$28.21	\$28.48	\$29.62	\$29.12
20	\$28.10	\$32.18	\$53.12	\$28.83	\$29.12	\$30.28	\$29.78
LP	\$700	\$700	\$700	\$700	\$700	\$700	\$700

Shift differential (not included in salary schedule above)

\$0.75 per hour differential for 2nd & 3rd shift

\$0.90 per hour differential for aides who assist students in personal bathroom care on days when they assist students

\$0.50 per hour differential to the lead custodian on 2nd & 3rd shift

\$0.50 per hour differential for mid-morning custodian/maintenance shift

\$0.50 per hour differential for employees whose workweek includes a weekend day

2022-2023 (Includes Board-Paid IMRF at 4.5%)							
Step	Custodian	Maintenance	M. Engineer	Paraprofessional	Secretary	Adm. Secretary	12-Month Sec.
1	\$17.45	\$18.83	\$31.01	\$17.87	\$18.03	\$18.72	\$18.22
2	\$17.95	\$19.36	\$31.91	\$18.37	\$18.54	\$19.26	\$18.76
3	\$18.45	\$19.91	\$32.84	\$18.89	\$19.07	\$19.80	\$19.30
4	\$18.98	\$20.50	\$33.79	\$19.43	\$19.61	\$20.37	\$19.87
5	\$19.52	\$21.10	\$34.77	\$20.00	\$20.18	\$20.96	\$20.46
6	\$20.07	\$21.72	\$35.79	\$20.57	\$20.77	\$21.56	\$21.06
7	\$20.64	\$22.35	\$36.83	\$21.16	\$21.36	\$22.19	\$21.69
8	\$21.23	\$23.01	\$37.91	\$21.76	\$21.97	\$22.82	\$22.32
9	\$21.83	\$23.69	\$39.01	\$22.38	\$22.60	\$23.47	\$22.97
10	\$22.41	\$24.39	\$40.15	\$22.97	\$23.19	\$24.09	\$23.59
11	\$23.00	\$25.11	\$41.33	\$23.58	\$23.80	\$24.73	\$24.23
12	\$23.60	\$25.85	\$42.54	\$24.20	\$24.42	\$25.38	\$24.88
13	\$24.22	\$26.62	\$43.78	\$24.84	\$25.07	\$26.05	\$25.55
14	\$24.87	\$27.40	\$45.07	\$25.50	\$25.73	\$26.73	\$26.23
15	\$25.46	\$28.22	\$46.39	\$26.11	\$26.35	\$27.38	\$26.88
16	\$26.08	\$29.06	\$47.75	\$26.73	\$26.99	\$28.04	\$27.54
17	\$26.70	\$29.92	\$49.15	\$27.38	\$27.64	\$28.71	\$28.21
18	\$27.34	\$30.81	\$50.60	\$28.04	\$28.31	\$29.41	\$28.91
19	\$28.00	\$31.73	\$52.09	\$28.71	\$28.98	\$30.12	\$29.62
20	\$28.60	\$32.68	\$53.62	\$29.33	\$29.62	\$30.78	\$30.28
LP	\$700	\$700	\$700	\$700	\$700	\$700	\$700

Shift differential (not included in salary schedule above)

\$0.75 per hour differential for 2nd & 3rd shift

\$0.90 per hour differential for aides who assist students in personal bathroom care on days when they assist students

\$0.50 per hour differential to the lead custodian on 2nd & 3rd shift

\$0.50 per hour differential for mid-morning custodian/maintenance shift

\$0.50 per hour differential for employees whose workweek includes a weekend day

2023-2024 (Includes Board-Paid IMRF at 4.5%)							
Step	Custodian	Maintenance	M. Engineer	Paraprofessional	Secretary	Adm. Secretary	12-Month Sec.
1	\$17.95	\$19.33	\$31.51	\$18.37	\$18.53	\$19.22	\$18.72
2	\$18.45	\$19.86	\$32.41	\$18.87	\$19.04	\$19.76	\$19.26
3	\$18.95	\$20.41	\$33.34	\$19.39	\$19.57	\$20.30	\$19.80
4	\$19.48	\$21.00	\$34.29	\$19.93	\$20.11	\$20.87	\$20.37
5	\$20.02	\$21.60	\$35.27	\$20.50	\$20.68	\$21.46	\$20.96
6	\$20.57	\$22.22	\$36.29	\$21.07	\$21.27	\$22.06	\$21.56
7	\$21.14	\$22.85	\$37.33	\$21.66	\$21.86	\$22.69	\$22.19
8	\$21.73	\$23.51	\$38.41	\$22.26	\$22.47	\$23.32	\$22.82
9	\$22.33	\$24.19	\$39.51	\$22.88	\$23.10	\$23.97	\$23.47
10	\$22.91	\$24.89	\$40.65	\$23.47	\$23.69	\$24.59	\$24.09
11	\$23.50	\$25.61	\$41.83	\$24.08	\$24.30	\$25.23	\$24.73
12	\$24.10	\$26.35	\$43.04	\$24.70	\$24.92	\$25.88	\$25.38
13	\$24.72	\$27.12	\$44.28	\$25.34	\$25.57	\$26.55	\$26.05
14	\$25.37	\$27.90	\$45.57	\$26.00	\$26.23	\$27.23	\$26.73
15	\$25.96	\$28.72	\$46.89	\$26.61	\$26.85	\$27.88	\$27.38
16	\$26.58	\$29.56	\$48.25	\$27.23	\$27.49	\$28.54	\$28.04
17	\$27.20	\$30.42	\$49.65	\$27.88	\$28.14	\$29.21	\$28.71
18	\$27.84	\$31.31	\$51.10	\$28.54	\$28.81	\$29.91	\$29.41
19	\$28.50	\$32.23	\$52.59	\$29.21	\$29.48	\$30.62	\$30.12
20	\$29.10	\$33.18	\$54.12	\$29.83	\$30.12	\$31.28	\$30.78
LP	\$700	\$700	\$700	\$700	\$700	\$700	\$700

Shift differential (not included in salary schedule above)

\$0.75 per hour differential for 2nd & 3rd shift

\$0.90 per hour differential for aides who assist students in personal bathroom care on days when they assist students

\$0.50 per hour differential to the lead custodian on 2nd & 3rd shift

\$0.50 per hour differential for mid-morning custodian/maintenance shift

\$0.50 per hour differential for employees whose workweek includes a weekend day

2024-2025 (Includes Board-Paid IMRF at 4.5%)							
Step	Custodian	Maintenance	M. Engineer	Paraprofessional	Secretary	Adm. Secretary	12-Month Sec.
1	\$18.45	\$19.83	\$32.01	\$18.87	\$19.03	\$19.72	\$19.22
2	\$18.95	\$20.36	\$32.91	\$19.37	\$19.54	\$20.26	\$19.76
3	\$19.45	\$20.91	\$33.84	\$19.89	\$20.07	\$20.80	\$20.30
4	\$19.98	\$21.50	\$34.79	\$20.43	\$20.61	\$21.37	\$20.87
5	\$20.52	\$22.10	\$35.77	\$21.00	\$21.18	\$21.96	\$21.46
6	\$21.07	\$22.72	\$36.79	\$21.57	\$21.77	\$22.56	\$22.06
7	\$21.64	\$23.35	\$37.83	\$22.16	\$22.36	\$23.19	\$22.69
8	\$22.23	\$24.01	\$38.91	\$22.76	\$22.97	\$23.82	\$23.32
9	\$22.83	\$24.69	\$40.01	\$23.38	\$23.60	\$24.47	\$23.97
10	\$23.41	\$25.39	\$41.15	\$23.97	\$24.19	\$25.09	\$24.59
11	\$24.00	\$26.11	\$42.33	\$24.58	\$24.80	\$25.73	\$25.23
12	\$24.60	\$26.85	\$43.54	\$25.20	\$25.42	\$26.38	\$25.88
13	\$25.22	\$27.62	\$44.78	\$25.84	\$26.07	\$27.05	\$26.55
14	\$25.87	\$28.40	\$46.07	\$26.50	\$26.73	\$27.73	\$27.23
15	\$26.46	\$29.22	\$47.39	\$27.11	\$27.35	\$28.38	\$27.88
16	\$27.08	\$30.06	\$48.75	\$27.73	\$27.99	\$29.04	\$28.54
17	\$27.70	\$30.92	\$50.15	\$28.38	\$28.64	\$29.71	\$29.21
18	\$28.34	\$31.81	\$51.60	\$29.04	\$29.31	\$30.41	\$29.91
19	\$29.00	\$32.73	\$53.09	\$29.71	\$29.98	\$31.12	\$30.62
20	\$29.60	\$33.68	\$54.62	\$30.33	\$30.62	\$31.78	\$31.28
LP	\$700	\$700	\$700	\$700	\$700	\$700	\$700

Shift differential (not included in salary schedule above)

\$0.75 per hour differential for 2nd & 3rd shift

\$0.90 per hour differential for aides who assist students in personal bathroom care on days when they assist students

\$0.50 per hour differential to the lead custodian on 2nd & 3rd shift

\$0.50 per hour differential for mid-morning custodian/maintenance shift

\$0.50 per hour differential for employees whose workweek includes a weekend day

Athletics Stipends 2021-2022 & 2022-2023 (Includes Board-Paid TRS at 8%)						
Step	A	B	C	D	E	F
1	\$8,099	\$6,944	\$6,365	\$5,786	\$4,338	\$2,892
2	\$8,348	\$7,157	\$6,561	\$5,963	\$4,471	\$2,981
3	\$8,606	\$7,378	\$6,763	\$6,147	\$4,609	\$3,072
4	\$8,871	\$7,605	\$6,971	\$6,337	\$4,752	\$3,167
5	\$9,144	\$7,839	\$7,186	\$6,531	\$4,897	\$3,266
6	\$9,350	\$8,012	\$7,345	\$6,677	\$5,049	\$3,340
7	\$9,552	\$8,187	\$7,505	\$6,823	\$5,204	\$3,413
8	\$9,959	\$8,536	\$7,825	\$7,114	\$5,364	\$3,557
9	\$10,365	\$8,885	\$8,145	\$7,404	\$5,529	\$3,702
10	\$10,777	\$9,238	\$8,468	\$7,698	\$5,700	\$3,853
11	\$11,188	\$9,591	\$8,790	\$7,991	\$5,876	\$4,005
LP	\$400	\$300	\$250	\$200	\$150	\$100
Activities Stipends 2021-2022 & 2022-2023 (Includes Board-Paid TRS at 8%)						
Step	A	B	C	D	E	F
1	\$7,669	\$6,575	\$6,027	\$5,478	\$4,108	\$2,738
2	\$7,905	\$6,777	\$6,212	\$5,646	\$4,234	\$2,823
3	\$8,149	\$6,986	\$6,404	\$5,821	\$4,365	\$2,909
4	\$8,400	\$7,201	\$6,601	\$6,001	\$4,499	\$2,999
5	\$8,658	\$7,423	\$6,804	\$6,185	\$4,637	\$3,092
6	\$8,853	\$7,586	\$6,955	\$6,323	\$4,781	\$3,163
7	\$9,045	\$7,752	\$7,107	\$6,461	\$4,927	\$3,231
8	\$9,430	\$8,083	\$7,410	\$6,737	\$5,079	\$3,368
9	\$9,815	\$8,413	\$7,713	\$7,011	\$5,236	\$3,505
10	\$10,205	\$8,747	\$8,019	\$7,289	\$5,397	\$3,649
11	\$10,594	\$9,082	\$8,324	\$7,567	\$5,564	\$3,792
LP	\$400	\$300	\$250	\$200	\$150	\$100

Athletics Stipends 2023-2024 & 2024-2025 (Includes Board-Paid TRS at 8%)						
Step	A	B	C	D	E	F
1	\$8,423	\$7,222	\$6,620	\$6,017	\$4,512	\$3,007
2	\$8,682	\$7,444	\$6,823	\$6,202	\$4,650	\$3,100
3	\$8,950	\$7,673	\$7,034	\$6,393	\$4,794	\$3,195
4	\$9,225	\$7,909	\$7,250	\$6,591	\$4,942	\$3,294
5	\$9,510	\$8,152	\$7,473	\$6,793	\$5,093	\$3,396
6	\$9,724	\$8,332	\$7,639	\$6,944	\$5,251	\$3,474
7	\$9,934	\$8,514	\$7,806	\$7,096	\$5,412	\$3,549
8	\$10,357	\$8,877	\$8,138	\$7,399	\$5,579	\$3,700
9	\$10,780	\$9,241	\$8,471	\$7,700	\$5,750	\$3,850
10	\$11,208	\$9,607	\$8,807	\$8,005	\$5,928	\$4,007
11	\$11,636	\$9,975	\$9,142	\$8,311	\$6,111	\$4,165
LP	\$400	\$300	\$250	\$200	\$150	\$100
Activities Stipends 2023-2024 & 2024-2025 (Includes Board-Paid TRS at 8%)						
Step	A	B	C	D	E	F
1	\$7,669	\$6,575	\$6,027	\$5,478	\$4,108	\$2,738
2	\$7,905	\$6,777	\$6,212	\$5,646	\$4,234	\$2,823
3	\$8,149	\$6,986	\$6,404	\$5,821	\$4,365	\$2,909
4	\$8,400	\$7,201	\$6,601	\$6,001	\$4,499	\$2,999
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11	\$10,594	\$9,082	\$8,324	\$7,567	\$5,564	\$3,792
LP	\$400	\$300	\$250	\$200	\$150	\$100

Guidelines for Clubs and Organizations

Program	Minimum Participation	Program Continuation Review Dates	Meeting/Practice Schedule
Art Club	12	Winter/Spring	Every other week
Chess Club	12	Winter/Spring	Weekly in season
Class Sponsors	10	Winter/Spring	Every other week
Computer Club	12	Winter/Spring	Every other week
Creative Writing Club	15	Winter/Spring	Every other week
Culinary Arts Club	10	Winter/Spring	Monthly
Drama Club	10	Winter/Spring	Monthly
FBLA	10	Winter/Spring	Every other week
Industrial Technology Club	15	Winter/Spring	Every other week
International Club	15	Winter/Spring	Every other week
Mathletes V/JV	12/12	Winter/Spring	Every other week in season
Musical	20	Spring	Rehearsal as needed
NHS	15	Winter/Spring	Every other week
Newspaper	15	Winter/Spring	Every other week
Pit Band	---	Spring	Rehearsal as needed
Play	20	Winter	Rehearsal as needed
Prom/Post Prom	13	Spring	Every other week beginning in January
SADD	15	Winter/Spring	Every other week
Scholastic Bowl V/JV	10/10	Spring	Weekly in season
Science Club	15	Winter/Spring	Every other week
Science Olympiad	15	Winter/Spring	Every other week
Service Club	10	Winter/Spring	Monthly
Speech	---	Spring	Weekly in season
Student Government	15	Winter/Spring	Every other week
Student Leadership/Snowball (4)	NA	Winter/Spring	Every other week
Student Leadership/Snowball Director	NA	Winter/Spring	Every other week
Testing Director (3-4)	NA	Winter/Spring	NA
Wellness Room Supervisor	NA	Winter/Spring	Per schedule
Yearbook	15	Winter/Spring	Every other week and every day during production week

Change in schedule needs to be approved in advance by the Activity Director.

All clubs, organizations, and teams will conduct recruitment activities, which at a minimum would include co-curricular fairs, announcements, posters, reminder of meeting dates, letters of invitation to those showing interest, and personal contacts.

Activity Guidelines

Program	Activities
Activities Director	<ul style="list-style-type: none"> • Process activity awards • Process Honors Night awards • Prepare sponsor evaluation • Monitor attendance and activities of all clubs • Prepare and process requisitions for five budgets • Attend all SSC Activity Director meetings • Host SSC Activity Director meeting • Host SSC events: Mathletes, Chess, Scholastic Bowl, Publications, etc. • Review pre-publication yearbook pages & school newspaper • Oversee all Homecoming activities • Process requests and track field trips • Conduct annual scheduling meeting and enter all events in calendar • Track all fundraising for athletics and activities • Organize co-curricular fairs • Prepare bulletin boards for Student Government, Homecoming and Snow Queen • Organize and oversee Senior Celebration and presentation • Monitor IHSA for compliance • Monitor rosters for eligibility • Run Homecoming pre- and post meetings • Attend events
Aquatics Supervisor	<p>Runs from July 1 to June 30th each year.</p> <ul style="list-style-type: none"> • Provide direct oversight and supervision for client aquatic facility operations by enforcing safety rules, supervising guests/swimmers, rendering first aid/emergency care, and monitoring lifeguard performance expectations. • Oversee the recruiting, interviewing, training, and processing of employees based on our policies and American Red Cross standards. • Create and oversee the schedule of employees including managers, lifeguards, and instructors. • Plan, schedule, and oversee yearly group lessons program and private pool rentals. • Plan and schedule yearly private lessons. • Plan, schedule, and conduct in-service training workshops. • Monitor and maintain oversight for equipment including first aid kits and medical bag. • Provide general oversight to assure and achieve consistent operating practices as set forth by Evergreen Park Community High School. • Perform oversight of daily facility maintenance and sanitation duties to provide and maintain a safe and aesthetically inviting aquatic facility for guests/swimmers.
Art Club	<p>Field trips. Participate in a Homecoming activity. Encourage participation in service projects. Participate in art shows and MVCC and SSC activities.</p>
Assistant Athletic Director	<ul style="list-style-type: none"> • Supervise 10 events per season. Additional supervision assignments will be paid per the contract. • Assist in first round of coaching interviews • Supervise picture day • Distribute sport-specific signup sheets • Work with AD to select workers • Train new workers • Send reminders and confirm workers day of events • Turn in requisitions for workers to AD • Track overall amount spend on event workers • Follow and enforce all IHSA/SSC bylaws at events • Assist the Athletic Office with seasonal team awards • Assist with season summary cards/rosters • Compile individual team awards for Awards Night • Assist AD with scheduling

Chess Club	Participate in a Homecoming activity. Participate in SSC and IHSA competition.
Class Sponsors Freshman Sophomore Junior Senior	<p>All Class Sponsors</p> <ul style="list-style-type: none"> • Facilitate elections. • Participate in Homecoming activities (including, but not limited to, parade, assembly, hall decorations, dance, powder puff football, and movie night). • Supervise dances (Homecoming and winter). • Encourage participation in service projects. • Participate in class fund-raising. <p>In addition to the above, the senior class sponsor plans and executes senior activities.</p>
Computer Club	Focus on computers and internet technology, attend conferences. Participate in a Homecoming activity. Encourage participation in service projects.
Creative Writing Club	Produce 2-3 issues of literary magazine (all in-house). Participate in a Homecoming activity. Participate in literary activities, SSC activities and SSC competition.
Culinary Arts Club	Introduce the basic principles of sanitation and safety relative to the culinary arts. Hands-on activities with focus on healthy choices/variations. Participate in a Homecoming activity.
Drama Club	Participate in a Homecoming activity. Participate in the play, musical, and Madrigal Feaste.
FBLA	Participate in a Homecoming activity. Participate in FBLA competitions.
Industrial Technology Club	Enhance and develop industrial technology skills. Participate in a Homecoming activity. Encourage participation in service projects.
International Club	Focus on activities related to culture and global languages, field trips. Participate in a Homecoming activity. Encourage participation in service projects.
Mathletes	Participate in a Homecoming activity. Participate in SSC and state Mathletes competitions.
Music – Choral	Concerts, IMEA & IHSA contests, fund-raisers, trips, choreography, field trips, conference festivals, outside festivals, etc. Participate in a Homecoming activity. Encourage participation in service projects. Participate in SSC activities.
Music – Instrumental	IMEA, IHSA contests, field trips, conference festivals, football, outside festivals, pit band. Participate in a Homecoming activity. Encourage participation in service projects. Participate in SSC activities.
Musical	Audition, cast, organize, and monitor staff, direct all rehearsals, and execute musical.
NHS	Service projects for school and community, school tutoring, blood drive. Participate in a Homecoming activity. Encourage participation in service projects. Organize and run the NHS induction night.
Newspaper	Article assignments, picture assignments, editing, typing, resubmitting, layout, and distribution. Three issues per term with class, two issues per term without class. Participate in a Homecoming activity. Participate in SSC activities.
Play	Audition, cast, organize, and monitor staff, direct all rehearsals, and execute play.
Pit Band	Cast, organize, rehearse and monitor the pit band.
Prom/Post Prom	Plan and execute all Prom/post Prom activities.
SADD	Special projects including Project Red Ribbon, Participate in a Homecoming activity and service project.
Scholastic Bowl	Participate in a Homecoming activity. Participate in SSC and IHSA competitions.
Science Club	Focus on activities that will enhance science education in the classroom. Plan appropriate field trips. Participate in a Homecoming activity. Encourage participation in service projects.
Science Olympiad	Register and organize varsity and JV Science Olympiad teams. Facilitate meetings to review rules and give time for members to work on preparation in their events. Take team to Science Olympiad Regional and SSC competitions. Encourage participation in service projects. Participate in a Homecoming activity.
Service Club	Focus on service projects in school as well as the community. Plan appropriate service projects.
Speech	Participate in a Homecoming activity. Participate in SSC and IHSA competitions.

Student Government	Facilitate all facets of Homecoming, including but not limited to theme, hall decs, movie night, powder puff football, assembly, parade, and dance. Conduct food drive, Snow Dance, and spirit weeks. Prepare and execute assemblies, pep rallies, dances. Participate in Homecoming activities. Encourage participation in service projects. Plan and execute freshman orientation activities.
Student Leadership Team (4)	Support district mission, vision, and philosophy by developing student leadership activities. Participate in Snowball activities. Participate in a Homecoming activity.
Testing Director (3-4)	Coordination, preparation, and execution of district testing program, including PSAT 8/9, PSAT/NMSQT, SAT, MAP, ELL, and ILSA. One testing director will be responsible for the SAT; the other testing directors shall be responsible for two of the remaining tests.
Wellness Room Supervisor	<ul style="list-style-type: none"> ▪ Knowledgeable in the BFS program ▪ Train students while in the Personal Wellness Center ▪ Keep daily records of attendance ▪ Aid PE instructors and coaches in the implementation of BFS ▪ Responsible for opening and closing the Personal Wellness Center ▪ Provide minor maintenance to the equipment and report any major maintenance that is needed ▪ Take and submit a monthly inventory to the athletic director
Yearbook (class or no class)	Create and prepare the yearbook, sell yearbooks at registration and during the school year, proofreading, editing, photography, distribution, and supervision of students. Participate in a Homecoming activity.

An annual calendar for clubs of expected activities, by month, is to be submitted by September 1 to the Activity Director. Camps, meetings, and fund-raisers for the year will be scheduled and placed on the school calendar in the Athletic/Activity Director's Office.

Programs may be discontinued prior to the beginning of school. Additional review dates are scheduled throughout the year, approximately quarterly. Programs may be discontinued and pay would be prorated quarterly. Payments will be made for the preceding quarter after the review dates. Payment for the clubs will be made between October 1 and May 31 in 16 increments.

Guidelines for Teams

Program	Minimum Participation	Program Continuation Review Dates	Coach Responsibilities
Football Varsity Soph Frosh	15 15 15	September 1 September 1 September 1	<ul style="list-style-type: none"> Organize and monitor staff Each week plan and submit daily practice schedules. Update schedules as needed Execute regular practice Supervise teams in locker room Call in scores daily to local media outlets (Daily Southtown, Sun Times, Chicago Tribune) per SSC guidelines Evaluate assistant coaches Submit end of season resume card Submit season-end inventory along with needs for next year Participate in parent meetings and awards events Encourage participation in service projects Encourage participation in a Homecoming activity <p>*Any non-practice days need to be approved by AD in advance.</p>
Cheerleading	14	September 1 November 15	
Cross Country (Coed)	14	September 1	
Volleyball Varsity Soph Frosh	12 12 12	September 1 September 1 September 1	
Golf Varsity/Frosh-Soph	14	September 1	
Soccer, Boys Varsity/Frosh-Soph	14	September 1	
Swimming, Girls Varsity/JV	14	September 1	
Swimming, Boys Varsity/JV	14	November 15	
Bowling Varsity/JV	14	November 15	
Basketball Varsity Soph Frosh	10 10 10	November 15 November 15 November 15	
Pom Poms	14	November 15	
Wrestling Varsity/Frosh-Soph	14	November 15	
Track Varsity/Frosh-Soph	14	April 1	
Baseball Varsity Soph Frosh	12 12 12	April 1 April 1 April 1	
Softball Varsity Soph Frosh	12 12 12	April 1 April 1 April 1	
Soccer, Girls Varsity/Frosh-Soph	14	April 1	

- All teams will conduct recruitment activities, which at a minimum would include announcements, posters, reminder of meeting dates, letters of invitation to those showing interest, personal contacts, activity fairs, and Open House.
- A schedule of anticipated monthly practices is to be submitted by September 1 to the Athletic Director. Meetings and fund-raisers for the year will be scheduled and recorded on the school calendar in the Athletic/Activity Director's office.
- Programs may be discontinued prior to the beginning of school or during the year depending on participation. Payment for programs discontinued during the year would be prorated quarterly and made for the preceding quarter after the review dates. Sports stipends will be paid 1st quarter beginning of practice, 2nd quarter after first contest, 3rd quarter at midpoint of season, and final payment at the end of the season.
- Out of building coaches will be paid at the 2nd and 4th payment.
- Head coaches shall participate in the hiring process for all assistant coaches for his/her sport.

* Canceled practices must be approved in advance by the AD.

BELL SCHEDULES

REGULAR SCHEDULE	
Block 0 Band	7:20 a.m.–8:20 a.m.
Block 0 Color Guard	7:20 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:43 a.m.
Block 2	9:48 a.m.–11:01 a.m.
A Lunch	11:06 a.m.–11:41 a.m.
Block 3 Class	11:44 a.m.–12:57 a.m.
Block 3 Class	11:06 a.m.–12:19 p.m.
B Lunch	12:22 p.m.–12:57 p.m.
Mustang IDEA	1:02 p.m. – 1:42 p.m.
Block 4	1:47 p.m.–3:00 p.m.

PLC SCHEDULE (Friday)	
Block 0 Band	7:20 a.m.–8:20 a.m.
Block 0 Color Guard	7:20 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:42 a.m.
Block 2	9:47 a.m.–10:59 a.m.
A Lunch	11:04 a.m.–11:39 a.m.
Block 3 Class	11:41 a.m.–12:53 p.m.
Block 3 Class	11:04 a.m.–12:16 a.m.
B Lunch	12:18 a.m.–12:53 p.m.
Block 4	12:58 p.m. –2:10 p.m.
PLC/Student Seminars	2:15 p.m.–2:51 p.m.

SCHOOL IMPROVEMENT 12:05 p.m. Dismissal	
Block 0 Band	7:20 a.m.–8:20 a.m.
Block 0 Color Guard	7:20 a.m.–8:20 a.m.
Block 1	8:30 a.m.–9:20 a.m.
Block 2	9:25 a.m.–10:15 a.m.
A Lunch	No Lunch
Block 3 Class	10:20 a.m.–11:10 a.m.
Block 3 Class	10:20 a.m.–11:10 a.m.
B Lunch	No Lunch
Block 4	11:15 a.m.–12:05 p.m.

MEMORANDUM OF UNDERSTANDING
Between
EVERGREEN PARK COMMUNITY HIGH SCHOOL DISTRICT 231
and
EVERGREEN PARK EDUCATION ASSOCIATION

Reassigning of Job Titles

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of Evergreen Park Community High School Dist. 231 and the Evergreen Park High School Education Association regarding job titles.

Starting July 1, 2021, the following job titles will be reassigned from full-time, full-year employees to full-time, part year employees: Administrative assistant to the Athletic Director, and administrative assistant to the Director of Special Education.

The affected employees will have until July 1, 2022, to use previously accumulated vacation time.

Association

By:

Co-President

By:

Co-President

By:

Contract Rep

Dated:

Board of Education

By:

President

By:

Secretary

Dated:

MEMORANDUM OF UNDERSTANDING
Between
EVERGREEN PARK COMMUNITY HIGH SCHOOL DISTRICT 231
and
EVERGREEN PARK EDUCATION ASSOCIATION

Savings Clause

This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of Evergreen Park Community High School Dist. 231 and the Evergreen Park High School Education Association regarding a savings clause.

In the event that there is a property tax freeze, pension cost shift, change in Evidence Based Funding, or any other government action (not including action of the School Board) or inaction that reduces the District's available funding by more than 10% for FY 2021–2022 (i.e., July 1, 2021–June 30, 2022), FY 2022–2023 (i.e., July 1, 2022–June 30, 2023), FY 2023–2024 (i.e., July 1, 2023–June 30, 2024), FY 2024–2025 (i.e., July 1, 2024–June 30, 2025), the Board shall have the right to reopen this agreement for the sole and limited purpose of negotiating appendix A, B, or C solely for the fiscal year in which the District's funding is decreased by more than 10%. In the event of reopener pursuant to this provision, the other terms of this Agreement shall remain in full force and effect. In the event, the school district anticipates invoking this option, the Board of Education shall give 90 days' notice to the Association prior to bargaining.

This memorandum of understanding will expire at the conclusion of the 2021-2025 CBA.

Association

Board of Education

By:

Co-President

By:

President

By:

Co-President

By:

Secretary

By:

Contract Rep

Dated:

Dated:

MEMORANDUM OF UNDERSTANDING

Between

EVERGREEN PARK COMMUNITY HIGH SCHOOL DISTRICT 231

and

EVERGREEN PARK EDUCATION ASSOCIATION

EPCHS Consideration for Evaluation during Remote Learning Model and Blended Learning Model


This Memorandum of Understanding (MOU) shall memorialize the agreement between the Board of Education of Evergreen Park Community High School Dist. 231 and the Evergreen Park High School Education Association regarding the use and implementation of the current evaluation plan. The parties have determined that given the extraordinary impact this pandemic has had on the teaching profession, that for the next two school years, 2020-21 and 2021-22 the evaluation process shall be used as a coaching tool to continue to foster professional development and growth. No harm shall be caused to any tenured teacher during this time. Tenured teachers and non-tenured teachers shall not fall below their most recent summative rating. The bargained evaluation process will be used for Non-tenured teachers with the exception that they will only be evaluated one time. They will be issued a rating. Non-tenured teachers will have the opportunity to improve upon their previous rating. First year-teachers (new to EPCHS) will follow the bargained evaluation process (evaluated two times per year) for 2020-21 and 2021-22. They will be issued a rating. PERA data will not be used for evaluation purposes in any term which includes remote learning.

The parties understand that this is a one-time non-precedential agreement that shall not in any way be construed as establishing a new policy or practice and shall not be used as evidence of such. This Memorandum of Understanding will only modify the parties' Collective Bargaining Agreement for the 2020-21 and 2021-22 school year.


Effective Date _____ 2020


Evaluation Committee Representative

Date 9-9-20


PERA Committee Representative

Date 9.9.20


Superintendent

Date 9.9.20

MEMORANDUM OF UNDERSTANDING
Paraprofessional/Substitutes in Nurse's Office

This Memorandum of Understanding is entered into between the Evergreen Park Community High School District No. 231 ("Board") and the Evergreen Park Education Association ("Association"), to clarify compensation for a paraprofessional that substitutes in the nurse's office.

If a certified paraprofessional substitutes in the nurse's office, he/she will receive an additional \$10 per block. If the paraprofessional fulfills the role of the nurse for the entire day, he/she will be allowed to leave per the certified staff schedule and will be compensated \$50 total.

This Memorandum of Understanding is effective immediately upon execution by the authorized representatives of the Association and the Board and is retroactive to the start of the 2021-2022 school year.

Association

By:

Terr Pool

Co-President

By:

Mrs. Papasideris

Co-President

By:

J. Smith

Contract Rep

Dated

2-23-22

Board of Education

By:

[Signature]

President

By:

Maryann Kutschke

Secretary

Dated

2-22-22

**MEMORANDUM OF UNDERSTANDING
ACTIVITIES - COLOR GUARD**

This Memorandum of Understanding is entered into between the Evergreen Park Community High School District No. 231 ("Board") and the Evergreen Park Education Association ("Association"), to clarify the stipends for the color guard sponsor position.

Section 7.02 will be amended as follows:

Activities (p. 36)

D	E	F
Winter Color Guard (without class) <u>Fall Color Guard</u>		Winter Color Guard (with class)

This Memorandum of Understanding is effective immediately upon execution by the authorized representatives of the Association and the Board.

Association

By: Teri Pool
Co-President

By: Anna Papadellis
Co-President

By: J. Smith
Contract Rep

Dated 8-26-22

Board of Education

By: [Signature]
President

By: Maryann Kutsarke
Secretary

Dated 8-23-22

**MEMORANDUM OF UNDERSTANDING
ATHLETICS - ASSISTANT GOLF**

This Memorandum of Understanding is entered into between the Evergreen Park Community High School District No. 231 ("Board") and the Evergreen Park Education Association ("Association"), to clarify the new assistant golf coach position.

The following language will be used for Section 7.02:

Add: Assistant Golf Coach Lane D (page 35)

This Memorandum of Understanding is effective immediately upon execution by the authorized representatives of the Association and the Board.

Association

By: Teri Pool
Co-President

By: Anna Papasidhis
Co-President

By: J. Smith
Contract Rep

Dated 8-26-22

Board of Education

By: [Signature]
President

By: Maryann Kutschke
Secretary

Dated 8-23-22

MEMORANDUM OF UNDERSTANDING CUSTODIAL/MAINTENANCE ON E-LEARNING DAYS

This Memorandum of Understanding is entered into between the Evergreen Park Community High School District No. 231 ("Board") and the Evergreen Park Education Association ("Association"), to clarify the custodial/maintenance employees regarding E-Learning days.

The following language will be used for Section 2.13 & 8.14:

Section 2.13 School Calendar

Included in the school calendar will be one hundred seventy-six (176) attendance days, four (4) institute days, and five (5) emergency/snow workdays. If any of the five (5) emergency/snow workdays are required, the District ~~will~~ may utilize the Emergency E-Learning Plan that has been approved by the Board of Education and the Regional Office.


Section 8.14 Emergencies

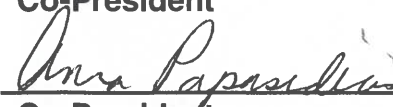
If the Administration closes school due to an emergency day, all non-certified employees who are scheduled to work that day shall be paid at the normal rate of pay for the emergency day off. If any non-certified employee reports to work on an emergency day as directed by his/her supervisor, he/she will be compensated at double time for any hours worked. All non-certified employees shall be required to report for work and shall be compensated at their regular rate of pay on any rescheduled or make-up days of student attendance which are scheduled as a result of the emergency day(s).

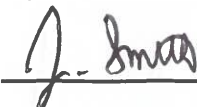
If the Administration utilizes the Emergency E-Learning Plan, secretarial and paraprofessional staff may opt to work from home with no loss of pay.

Custodial/maintenance employees who are scheduled to work and directed to report to work on an e-learning day shall be compensated a \$65.00 travel allowance per person per day in addition to their normal rate of pay. If a custodian or maintenance employee is directed to stay home on an e-learning day, he/she shall be compensated his normal rate of pay for the day. An E-Learning Day is not an emergency day.

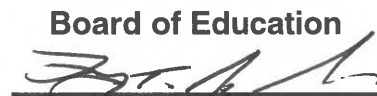
This Memorandum of Understanding is effective immediately upon execution by the authorized representatives of the Association and the Board.

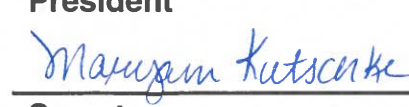
By: 
Co-President

By: 
Co-President

By: 
Contract Rep

Dated 8-26-22

By: 
President

By: 
Secretary

Dated 8-23-22

MEMORANDUM OF UNDERSTANDING GRIEVANCE PROCEDURE

This Memorandum of Understanding is entered into between the Evergreen Park Community High School District No. 231 ("Board") and the Evergreen Park Education Association ("Association"), to clarify the time limits pertaining to the grievance procedure.

Section 4.01.C will be amended as follows:

~~Time limits during the summer shall be tripled for Steps 3 and beyond. (Days only apply to when the business office is open.)~~

All time limits during the summer shall consist of days when the business office is open. During the summer, the time limits for steps 1 and 2 shall not be altered if the step was filed before the end of the school year. If step 1 or 2 is filed during summer, the time limits will increase by five (5) days. The time limits for steps 3 and beyond shall be doubled for any portion of the time limit which falls after the end of the school year.

This Memorandum of Understanding is effective starting June 29, 2022.

Association

By: Ten Pool
Co-President

By: Ann Papasilius
Co-President

By: J. Smith
Contract Rep

Dated 8-26-22

Board of Education

By: [Signature]
President

By: Maryann Kutschke
Secretary

Dated 8-23-22