

**PROFESSIONAL AGREEMENT
BETWEEN
HAWTHORN SCHOOL DISTRICT #73
BOARD OF EDUCATION**

AND

**HAWTHORN EDUCATION ASSOCIATION IEA-NEA OF
HAWTHORN SCHOOL DISTRICT #73**

July 1, 2025 To June 30, 2028

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PREFACE

The Board of Education of Hawthorn District 73 and the Hawthorn Education Association (HEA) acknowledge that the welfare of the children in our School District is of prime importance. This Professional Agreement will best serve the interests of our School District.

Article I - RECOGNITION

- 1.1 The Board of Education of the Hawthorn School District 73, hereinafter referred to as the "Board", recognizes the Illinois Education Association (IEA) through its affiliate the Hawthorn Education Association, hereinafter referred to as the "Association" or "HEA", as the exclusive bargaining representative for all full-time and regularly employed part-time licensed (certificated) persons and non-licensed (certificated) persons employed by Hawthorn District 73 in the following job titles: teacher, occupational therapist, speech/language therapist, social workers, psychologists, building secretaries, clerks, registered nurse, custodians, maintenance, library media facilitator, and instructional assistants and excludes all SEDOL employees, the Superintendent, Assistant Superintendents, Directors, Coordinators, principals and assistant principals, and all District office administrative assistants/secretaries, and technology support specialists; all supervisory, managerial, confidential, or short-term employees as defined in Section 2 of the Illinois Educational Labor Relations Act, 115 ILCS 5/1, et seq.

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

- 1.2 The terms "teacher," and/or "licensed staff member" are interchangeable references in this Agreement. The term "full-time" when used herein shall refer to a licensed staff member or educational support staff member regularly employed for thirty (30) hours or more per week. The term "employees" or "members" shall be used to reference all members of the bargaining unit.
- 1.3 The Association recognizes that the Board is the elected body representing the residents of the District and is vested legally with the responsibility for providing a sound educational program.

Article II - ASSOCIATION RIGHTS

- 2.1 Once the agreement is ratified, it will be posted on the district website within thirty (30) days.
- 2.2 The Board will authorize twenty-four (24) school days, in minimal increments of half days, for the purpose of attending Association related workshops, conferences, or conventions. These days may also be used for in-school business, which cannot be easily accomplished before or after school, and does not interfere with job related responsibilities.

Employees authorized by the Association President or their designee to take such leave shall be released from duties if it does not interfere with those duties, as determined by the Principal and approved by the Superintendent or their designee, subject to the following:

- A. The Association will reimburse the district for the substitute's pay.
- B. The Association shall request of the Principal, in writing, leave authorization at least five school days in advance. In the event the request is denied, a reason will be given in writing.
- C. Release time for Association representatives to attend district-initiated health insurance meetings will be in addition to the twenty-four (24) days. The Board will pay for release time for district-initiated Insurance Committee meetings.
- D. Upon agreement between the Superintendent and Association President, additional days for conducting Association business may be granted.

2.3 The Association will monitor contracts issued to individuals to ensure that the individual contract conforms to the master Agreement.

2.4 The Association shall have the right to hold general membership meetings and executive meetings on school District property. The Association will provide meeting dates to the Superintendent by July 1st, and these dates will be placed on the district and building calendars. There will be no building or district meetings during this time.

2.5 Discipline

- A. Just Cause Discipline: No non-probationary employee will be demoted, suspended or discharged without just cause.
- B. Weingarten Rights: At the employee's request, an employee has the right to have an HEA representative present when the employee is called to appear before a supervisor, administrator, or the Board to discuss matters that may lead to disciplinary action against the employee.

2.6 During a pre-observation, post-observation, or a support staff evaluation meeting, any staff member may have another staff member present.

2.7 Compensation errors that result in a staff member being overpaid or underpaid will be shared with the Association President. The Board will review a summary explanation of the error and repayment options with the Association.

2.8 The Superintendent and Association President will meet in April each year to review and discuss a release time schedule to conduct union business for the upcoming school year. A work schedule shall be implemented, not to disrupt the District's business functions that could interfere with their purpose: public education.

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

2.10 Scheduling Committee

By the end of April of each year, building administration in collaboration with the Guiding Coalition or equivalent will review and provide input concerning any revisions/modifications to the master schedule.

2.11 When FOIA requests are made for personnel reasons, the district will notify both the employee(s) and the Association President prior to being released.

Article III - BOARD RIGHTS

The Board retains the rights, authority, duties, and responsibilities legally conferred upon it, including but not limited to the following:

- 3.1 To the management, organization, and administrative control of the District and its properties and facilities.
- 3.2 To direct the work of its employees, determine the time and hours of operation and determine the kinds and levels of service to be provided and the methods and means of providing those services including entering into contracts with private vendors for services.
- 3.3 To hire all employees, and subject to the provisions of law, to determine their qualifications and the condition for their continued employment, discipline, dismissal or demotion; and to review, evaluate, promote, assign, and transfer all such employees.
- 3.4 To establish educational policies, goals and objectives; to ensure the rights and educational opportunities of students; to determine staffing patterns; to determine the number of kinds of personnel required in order to maintain the efficiency and effectiveness of District operations.
- 3.5 To build, move or modify facilities; establish budget procedures and determine budgetary allocations.
- 3.6 The exercise of the foregoing rights and responsibilities by the Board, in adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by this agreement to the extent such terms are in conformance with State law.

Article IV - NEGOTIATION PROCEDURES

The Board and the Association agree to negotiate under and abide by the Illinois Educational Labor Relations Act and its rules and regulations. If the parties require the assistance of a mediator either pursuant to the law or if an impasse exists the parties will contact and, if available, utilize the services of the Federal Mediation Conciliation Services (FMCS) prior to any other agency.

4.1 Impact Bargaining:

The Board recognizes that any changes that directly affect or impact wages, hours, and terms and conditions of employment will not occur until the Association President is notified and the Association is given an opportunity to bargain over such item(s).

Article V - EFFECT AND DURATION OF AGREEMENT

The Parties agree that the length of the Agreement will be three (3) years. The Agreement is effective July 1, 2025 and will remain in effect through June 30, 2028. The parties agree that the term of this Agreement may be extended by mutual agreement at any point.

Article VI - NO STRIKE CLAUSE

Both parties recognize the desirability of continuous and uninterrupted operation of the educational program and avoidance of disputes, which threaten to interfere with such operations. The Association agrees that it will not, during the duration of this Agreement, directly or indirectly, engage in or assist in any strike against the District.

Article VII - DUES DEDUCTION

7.1 Upon receipt of written authorization from an employee, the Board shall withhold from compensation of that employee the current dues of the Association. The amount or number of dues deductions shall be supplied by the Association to the District's Business Office along with a list of those employees requesting dues deduction. As soon as practicable after receiving the list from the Association, the Board shall deduct dues from the regular salary check of the employee unless the employee provides written notice signed by the employee that they no longer want to be a member of the Association and revoking consent for dues deduction, addressed to the President of the Illinois Education Association, 100 East Edwards Street, Springfield, Illinois 62704-1999 (attention Membership Processing), or addressed to the Hawthorn Education Association President. The Board shall pay the amount of dues withheld to the Association no later than ten (10) days following the dues deduction. Nothing in this section shall be

interpreted to affect any contractual relationship between the Association and the employee with respect to paying dues.

- 7.2 In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its expense and through its counsel, provided:
- A. The Board gives reasonable notice of such action in writing to the Association, and permits the Association intervention as a party if it so desires; and
 - B. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and appellate levels.
- 7.3 The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with the Article.

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

Article VIII - WORKING CONDITIONS

- 8.1 Non-Instructional Time: (Planning Time for Licensed Staff)
- A. Each Licensed Staff Member will have a scheduled duty-free lunch period equal to that of the students, but in no event less than thirty (30) minutes, not including passing time.
 - B. Licensed Staff Members may leave the building during their lunch period with appropriate sign out and punctual return. The District will make a good faith effort to schedule lunch between 10:00 a.m. and 1:30 p.m.
 - C. Licensed Staff Members will not be regularly assigned more than 180 consecutive minutes, except if the teacher, Association President, and the administrator mutually agree.
 - D. All licensed staff will receive weekly planning time. Plan time is defined as individual plan time and team plan time. Individual plan time is defined as time spent preparing for daily instruction, making accommodations for students, contacting parents, assessing student work and preparing lesson plans. Individual plan time is directed by the teacher. Team plan time is defined as time spent meeting with colleagues who work with students focusing on analyzing individual and group academic and behavior data to inform instruction. Planning for differentiated instruction and interventions is done

during team plan time. Team plan time may be directed/utilized to meet the needs/responsibilities of the licensed staff comprising the team, the school improvement plan, school administrator, and/or school district.

All full time Licensed Staff Members will receive a minimum of 345 minutes of planning time per week, excluding lunch, provided that such planning time shall include at least one thirty (30) minute period per day, that a planning period shall not be less than fifteen (15) minutes, and that passing time is not included in planning time. Part-time licensed staff will receive a prorated amount of planning minutes. Every attempt will be made to provide this time in increments of at least 30 minutes and every attempt will be made to provide elementary licensed staff with a plan time each day of the week. The administration may direct up to 200 minutes toward team plan time of the 345 minutes of weekly plan time.

- E. In order for staff to prepare for report cards, building administration will identify the early release Wednesday immediately before the end of each trimester. No meetings will be scheduled during this time unless planned by the staff.

8.2 Class Size

Prior to August 1st, Building Principals, and the Assistant Superintendent of Human Resources will review and identify any potential areas of concern.

With the exception of band, orchestra, and choir, if a class exceeds the goal size of 26 at an elementary school or 29 at a middle school, the building principal and Assistant Superintendent of Human Resources will review options. If the building principal together with the Assistant Superintendent of Human Resources is unable to make adjustments to maintain the goal, the matter will be brought to the attention of the President (or designee) of HEA.

The building principal, Assistant Superintendent of Human Resources, and the Association President or designee will together review possible adjustments and/or measures to address a building having exceeded the goal. Any adjustments or measures will be subjected to the approval of the Superintendent.

It is clear that the District cannot guarantee class size objectives or that a resolution will be reached in all cases where the objectives cannot be met. There are a number of variables which will impact the District's ability to achieve a solution and maintain goals. These include enrollment, space and financial factors which are unpredictable.

8.3 Breaks for Support Staff

- A. Support Staff who work seven and one-half (7.5) hours or more per day shall receive one (1) thirty (30) minute unpaid duty-free lunch and two (2) fifteen (15) minute paid breaks. Lunch is unpaid and is therefore not included in the work hour calculations.
- B. Building night custodians shall be paid for eight hours per day and receive one (1) thirty

(30) minute duty-free paid lunch and two (2) fifteen (15) minutes paid breaks.

- C. Support Staff paid for at least four (4) hours but not more than seven and one-quarter (7.25) hours, shall receive one (1) fifteen (15) minute paid break and one (1) thirty (30) minute duty-free unpaid lunch. Lunch is unpaid and is therefore not included in the work hour calculations.

8.4 Transcripts

In the event of a clerical error, the District will reimburse Staff Members any cost for school transcripts or other information requested by the District Office which has already been provided by the Staff Members, as evidenced by written receipt. The Staff Member will receive a written receipt from the District Office.

8.5 Licensed Staff Member Plan Days

The Institute Days prior to the students' first day of attendance recognizes the need for individual Licensed Staff Member preparation. Licensed Staff Members will be allowed six (6) hours, in minimum increments of two (2) hours, during the three (3) days at the beginning of the school year. The duration of Institute Days will be 7.5 hours with a one hour lunch.

8.6 Covering Classes

- A. A Licensed Staff Member who covers a class during a plan time at the request of the Administration will be paid at the rate outlined in the Extra Pay Schedule (Appendix C).
- B. A Licensed Staff Member who absorbs another class in addition to their scheduled class at the request of the administration will be paid at the rate outlined in the Extra Pay Schedule (Appendix C). (For example, a PE teacher has two classes at one time.)
- C. Administrators will make a good faith effort to find a Licensed Staff Member willing to substitute before calling upon a Certified Instructional Assistant for internal substitution.
- D. It shall not be the responsibility of a Licensed Staff Member to secure an internal substitute, but nothing shall preclude a Licensed Staff Member from volunteering to do so.
- E. Any Educational Support Professional (ESP) who has appropriate credentials may volunteer to substitute in a class in the absence of a Licensed Staff Member when asked by the Administration. The ESP shall be paid at the rate outlined in the Extra Pay Schedule (Appendix C) and will be guaranteed at least one hour per day of sub pay each time they are asked to substitute for a Licensed Staff Member.
- F. The Board of Education shall reimburse up to \$100 for an educational support professional (ESP) employee to obtain a substitute or teaching license and shall utilize such license for the duration of the initial term.

G. In order for staff to prepare for report cards, building administration will identify the early release Wednesday immediately before the end of each trimester. No meetings will be scheduled during this time unless planned by the staff.

8.7 Extra Class Period

An extra class period is a class period taught by a Licensed Staff Member during a Licensed Staff Member's 345 minutes of plan time. An extra class period, for example, shall be teaching seven classes daily on a recurring basis compared to six general class periods. This must be mutually agreed upon by the teacher, Association President, and the District.

Payment for any staff member who assumes the responsibilities of a vacant staff position in addition to their own duties and responsibilities will be prorated 1/7 of the staff member's daily rate.

8.8 Traveling Employee

Employees who travel between buildings and use their personal vehicles as a regular part of their employment shall be reimbursed at a flat rate for travel to and from the two campuses. The reimbursement will be based on the rate in effect on the date of travel. The rate will be adjusted based on the currently announced and effective IRS rate per mile. (A form/log to keep track of mileage will be made available to affected employees.)

8.9 Transfer of Classroom

Licensed Staff Members who are relocating at Administration's request will be given one (1) personal day.

8.10 Length of Day:

The length of the licensed staff member day is 7.5 hours, including a duty-free lunch. The start and end times will be established by the Superintendent for each building. A good faith effort will be made to make the start time no earlier than 7:15 a.m. and no later than 4:00 p.m. The Board and the Association will mutually agree upon any adjustments.

8.11 Access

The Association employees will have access to their buildings within the hours established by the Superintendent. Procedures and guidelines will be made available to the staff by Building Administration at the start of each school year.

8.12 Curriculum Night, Open House, Conferences, and School Sponsored Event Attendance Requirements

Licensed Staff Members are required to attend one (1) Curriculum Night and one (1) Open House per school term. For Fall and Winter conferences, Licensed staff members shall be required to work seven (7) hours over two (2) days. Following the 7.5 hour contractual day, Licensed Staff are required to host conferences for a minimum of four (4) hours with a minimum of one (1) hour to be worked the following day with the expectation of a 30 minute duty-free dinner during evening conferences.

Licensed Staff shall be required to attend one (1) additional designated school sponsored event. For example, but not limited to, Promotion, Mania, Fall Fest, Reading Night etc. To be eligible for consideration, the after hours events must include contact with students, parents, and/or colleagues and must be for the purpose of advancing the District's mission and vision.

Additional night events may also be accrued through non-paid activities that will be included on a list that will be established annually by the Administration, after consultation with the Association, and then distributed to employees on or before the first day of student attendance. Additional dates may be added.

8.13 Building Communication Vehicle

In each building, the Principal and the Association building representatives shall periodically, but not less than once each month during the school term, meet to discuss matters, which in the opinion of either party impact on the smooth operation of the building. Advisory resources may be at the meetings, as the parties deem necessary with reasonable notice given to the other party.

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

8.14 Temporarily Unfilled Positions

If a position in the bargaining unit becomes temporarily vacant, due to an employee on a leave, the position is unfilled, etc, after ten (10) school days this will trigger a conversation with the building principal and Assistant Superintendent of Human Resources to review options for possible adjustments.

If this position in the bargaining unit continues to be temporarily vacant, due to an employee on a leave, the position unfilled, etc, after fifteen (15) school days this will trigger a conversation with the building principal and Assistant Superintendent of Human Resources. This matter will then be brought to the attention of the President or designee of the HEA.

8.15 Double Duty

No employee(s) shall be required, on a continuing basis, to assume the responsibilities of a vacant staff position in addition to their own duties and responsibilities. It is agreed by the parties that when a position becomes temporarily vacant or should the long-term absence of an active employee require work coverage, all intentions are to have such positions covered immediately. Typically, vacancies will be filled, or a temporary employee will cover the vacancy, and in the case of long-term absence by an active employee, a temporary

employee will cover the work. However, requiring an employee to assume the responsibility of such a position for a thirty (30) calendar day period is considered reasonable and shall not constitute a violation of this Article.

The Employer will contact the Association President or designee when it is contemplating assigning any bargaining unit members to cover any temporarily vacant position or position requiring coverage due to the absence of an active employee. When hiring a temporary employee is not feasible, any bargaining unit member assigned to such coverage shall receive one (1) sick leave day added to their accumulated sick leave for every thirty (30) calendar days of coverage, or portion thereof, performed beyond the initial thirty (30) calendar day period.

For any staff member who assumes the responsibilities of a vacant staff position in addition to their own duties and responsibilities, the Association President and Assistant Superintendent of Human Resources will review compensation options to support the impacted staff member. Any adjustments or measures will be subject to the approval of the Superintendent.

8.16 Special Educator Facilities, Classes, and Class Size

Pursuant to the Rules and Regulations of the Illinois State Board of Education (23 Illinois Administrative Code 226.720 and 226.730), school districts are required to adopt a plan specifying limits on the facilities, classes, and class size of its special education classes. The Rules and Regulations require that each plan be developed in collaboration with its special educators and in accordance with the Illinois Educational Labor Relations Act (IELRA). The rules and regulations further provide that the plan shall take effect at the beginning of the 2020-2021 school year, or as soon as possible after that date, if a later date is necessary to comply with an agreement under the IELRA in effect at the beginning of the 2020-2021 year.

8.17 Special Educator Workload

- A. Pursuant to the Rules and Regulations of the Illinois State Board of Education (23 Illinois 226:735), in order to provide students with IEPs the free, appropriate education to which they are entitled, each entity subject to this Part shall implement and maintain limits on the workload of its special educators so that all services required under student's IEPs, as well as all needed ancillary and support services, can be provided at the requisite level of intensity.
- B. Workload limits shall be developed in cooperation with the entity's affected employees and, where there is an exclusive representative, in accordance with the Illinois Educational Labor Relations Act (IELRA) [115 ILCS 5], to ensure timely implementation by the start of the school year.
- C. Workload limits shall be based on an analysis of the activities for which the entity's special educators are responsible and shall encompass, but need not be limited to:

1. Individualized instruction;
2. Consultative services and other collaboration among staff members;
3. Attendance at IEP meetings and other staff conferences; and
4. Paperwork and reporting.

8.18 The number of children served by a speech and language pathologist shall be based on the speech-language needs of each child. The other provisions of this Section notwithstanding, at no time shall the caseload of a speech and language pathologist exceed 60 students.

8.19 Workers Compensation

All work-related injuries must be promptly reported to the Company Nurse hotline immediately. Absence due to work-related injury will be evaluated by the District's liability insurance carrier to determine if said injury qualifies for benefits under the Illinois Workers' Compensation Act.

- A. The first three (3) days of absence due to work-related injury are considered a waiting period under the Illinois Workers' Compensation Act and not immediately paid by the insurance carrier so paid sick time may be used.
- B. Once a work-related injury qualifies for benefits, compensation from the District is suspended and the employee receives total temporary disability (TTD) payments from the District's liability insurance carrier.
- C. An employee retains their District insurance benefits while absent from work and receiving workers' compensation benefits.
- D. Should the workers' compensation insurance carrier later compensate the employee for the first three (3) days of absence, any sick days used during the three (3) day waiting period will be returned to the employee's unused sick time and the amount paid to the employee will be credited to the District in a future payroll.
- E. Short term disability benefits may be available from either pension system (TRS or IMRF) when receiving workers' compensation benefits. The employee should contact their respective pension system for more information.
- F. Although compensation from the District is suspended while the employee receives TTD payments from the liability insurance carrier, the District will allow an employee to supplement their TTD payments through the use of available sick leave, consistent with TRS or IMRF guidelines, so that the employee receives 100% of their regular pay. In no case will the employee receive more than 100% of their regular pay.

8.20 Job Description for Staff

Job descriptions will be accessible on the staff intranet.

8.21 Recording

No person or agency shall observe, monitor, post, record, or photograph classroom procedures or other activities conducted by a staff member without their knowledge and consent for social media or mass release purposes.

8.22 New and Transferring Students

When a new and/or returning student is enrolled after the beginning of the school year, the District will provide a minimum of twenty-four (24) hours, to exclude weekends and holidays, teacher notification for technology devices, and curriculum materials, and classroom setup.

8.23 Student Discipline Policies and Procedures

The Board and HEA recognize the need for a uniform pupil disciplinary policy in the Hawthorn School District. The Board, therefore, shall make known the rules and regulations presently in force regarding the discipline, suspension, and expulsion of students; and it shall be the responsibility of the administration and the staff members to enforce said rules and regulations.

Student discipline referrals will be investigated and documented within 24 hours excluding weekends and extenuating circumstances. The staff members(s) involved will receive notification (verbal or written) from the building administrator or designee of the disciplinary action.

8.24 Assault/Battery of an Employee

Any assault or battery against an employee in the course of employment shall be promptly reported to the Administration. The District will review all reported incidents and take appropriate measures consistent with applicable laws, regulations, and contractual obligations.

In the event that an employee is subject to an assault or battery during the course of their employment the employee must promptly report it to The Company Nurse and let your building administration know of the incident.

If an employee is involved in an altercation with a student involving verbally abusive language, verbal threats of violence, and/or physical behavior in which there was no assault or battery, the employee may request a break from a reasonable period of time as determined by the employee's supervisor to compose themselves.

Employees involved in an assault or battery incident shall be entitled to all defense and indemnification rights as accorded by Illinois Law.

Article IX - EXTRA DUTY PAY

- 9.1 The person(s) responsible for directing a summer IEP meeting and curriculum work done on non-school days, when approved by Administration, will be compensated at the rate outlined in the Extra Pay Schedule (Appendix C).
- 9.2 Any student services provider (i.e. social worker, psychologist, occupational therapist) asked to administer evaluations during the summer will be compensated at the rate outlined in the Extra Pay Schedule (Appendix C).
- 9.3 If a licensed staff member or ESP is required by Administration to attend a workshop, IEP meeting or training session outside of contract hours, a Licensed Staff Member or ESP will be compensated at the rate outlined in the Extra Pay Schedule (Appendix C) to include required prework approved by the district per clock hour. The licensed staff member or ESP must register and/or complete necessary paperwork.
- 9.4 If a Licensed Staff Member provides local training time as a Hawthorn Local Trainer (HLT) or teaches in the summer school or before or after school programs, they are compensated at the rate outlined in the Extra Pay Schedule (Appendix C).
- 9.5 Homebound tutoring will be made available to current staff prior to searching outside the district and compensated at the rate outlined in the Extra Pay Schedule (Appendix C).
- 9.6 Staff who have been requested to interpret/translate during their plan, break, or outside of contract hours will be compensated at the rate outlined in the Extra Pay Schedule (Appendix C).

Article X - WORK YEAR

10.1 Licensed Staff Members

The normal licensed staff member work year shall not exceed one hundred eighty (180) days per school year.

First-year licensed staff will be required to work up to five (5) days prior to the beginning of the regular school year as part of their initial contract with the District. The additional days will be used to orient these licensed staff to District policies, procedures and curriculum and to provide professional development and building activities. It is the intent of the parties that at least one (1) of these five (5) days be directed toward building-level activities. The Association will have input into the planning and evaluation of the program. The HEA will be given one-half (½) day for an HEA workshop. The District shall pay Licensed Staff a lump sum stipend of \$2,500 provided the licensed staff attends the in-service and works the building-level activities as required for all five (5) days. Members who are hired after the current school year's Induction Week will have the option to attend Induction Week the

following year and be compensated or complete the remaining training days at a prorated amount.

10.2 Full-Time Support Professional

Educational Support Professionals shall be placed in one of the following classifications and shall be considered full-time for those positions listed in the chart below.

The start date for Support Professionals, not including 12 month employees, will begin no earlier than August 1st and at least 10 days prior to the start of the students' first day.

Support Professionals may leave the building during their lunch period with appropriate sign out and punctual return. The District will make a good faith effort to schedule lunch between 10:00 a.m. and 1:30 p.m.

CLASSIFICATION	ESP POSITION	HOURS WORKED PER DAY	WORK YEAR
Secretaries	Principal's Secretary	8.0	<ul style="list-style-type: none"> • 12 month (260 days) • 11 months (220 days) *see 10.5
	Student Secretary	7.5	200 days
Clerical	Office Clerk	7.5	200 days
	Health Assistant	7.0	180 days
Nurses	RN/BA LPN	7.5	180-190 days
Assistants	Paraprofessionals	7.0	177 days
	Library Media Facilitator	8.0	190 days
Custodial	Building Day	8.0	12 months (260 days)
	Building Night	8.0	12 months (260 days)
Maintenance	Maintenance	8.0	12 months (260 days)

10.3 Part-Time Support Professional

Support Professionals whose paid working hours per day are greater than the number of hours listed above shall retain their same hours worked per day. Any Educational Support Professional employed before July 1, 2004, and whose current hours per day are within thirty (30) minutes of those listed in the chart above shall be afforded the option of moving to said hours upon agreement with the Superintendent and discussions with the Association President. All future Support Professionals employed after July 1, 2004, shall be employed and compensated for the hours worked using the hours specified above to calculate full-time equivalency (FTE). The district may change the above working condition provided it adheres to the reduction in force provisions of this agreement, the School Code, and the duty to bargain.

10.4 Summer and Winter/Spring Break Work Hours for 12 Month Support Professionals

The Administration has the flexibility to adjust weekly schedules while keeping the total work week hours the same. If adjustments are made to weekly schedules, the Superintendent or designee will notify all 12 month Employees as follows:

- Winter Break by October 15th
- Spring Break by January 15th
- Summer hours by March 15th

10.5 Eleven-Month Principal Secretary Position

A. An eleven (11) month employee works an eight (8) hour day, five (5) days per week beginning no earlier than August 1st and at least 10 days prior to the start of the students' first day. The work year shall not include one (1) week of winter break, spring break and the month of July (220 days).

B. The eight (8) hour work day includes one thirty (30) minute duty free unpaid lunch and two (2) fifteen (15) minute duty free paid breaks. Lunch is unpaid and is therefore not included in the work hour calculations. Hours of employment, lunch and breaks will be established with the employee and their immediate supervisor.

C. Holidays - Eleven (11) month employees will be granted the day off, with pay, for the observed holidays and non-attendance days that occur within their work year.

In the event that one of these legal holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees are expected to be at work.

D. Any Principal Secretary who currently works twelve (12) months will have the option to move to an eleven (11) month work year beginning July 1, 2020 as outlined above OR may

be grandfathered at the current twelve (12) month work year. This option is one time and irrevocable. Moving forward, newly hired principal secretaries will be hired at an eleven (11) month position.

Transitioning to the 11 month schedule will result in a salary proration based at their hourly rate.

Article XI - LABOR MANAGEMENT RELATIONS COMMITTEE

11.1 Labor Management Relations Committee (LMRC)

The parties shall organize a Labor/Management Committee designed to serve as a vehicle for informal resolution of labor/management concerns as such concerns may arise during the term of the contract. By participating in committee discussions, neither party waives its rights to engage in formal collective bargaining nor to declare any issue non-negotiable within the meaning of the Illinois Educational Labor Relations Act as interpreted by the Illinois Educational Labor Relations Board (IELRB) rules, regulations, or decisions or judicial interpretations thereof, unless such party expressly agrees to such waiver in writing.

Either the Association Executive Board or Board may call a LMRC meeting. No later than five (5) school days after the call has been issued, each party shall provide the other party with a descriptive agenda that reviews the items to be discussed at the meeting. A meeting shall follow no later than fifteen (15) school days following the call for a meeting.

11.2 Process of LMRC

The Committee shall be free to choose the best appropriate process for dealing with business, the level(s) of formality, and so forth, mindful of various models available.

11.3 Composition of the Committee

The committee shall consist of ten members, five (5) selected by the Board and five (5) by the Association. The Superintendent and two Board members shall represent the Board. The President will represent the Association. Each party shall choose remaining members from its constituency. Alternates from the constituencies shall be provided in the event a member cannot attend a scheduled meeting. Advisory resources may be used at meetings, as the parties deem necessary with reasonable notice given to the other party.

11.4 Scope and Purpose of the Committee

The items for committee business shall include, but not be limited to, the following subjects: class sizes, least restrictive environment (LRE), class load, points of contract interpretations, items considered necessary to a smooth regulation of matters affecting wages, hours, and all other terms and conditions of employment, and to consider other matters of professional concern.

The purpose of the committee is to determine a possible solution to any perceived difficulties of the employees in the District and, if possible, to expedite solutions

enforceable with the mutual concurrence of the Board and the Association. Each side retains its right to determine ratification, if any, of decisions and recommendations developed by the LMRC. By mutual agreement these decisions may become binding and reflected in memoranda of understanding attached to the contract, provided such have majority acceptance by both the Board and Association.

Each side shall determine in committee the need for wider ratification of decisions reached.

Article XII - SERVICING STUDENTS WITH SPECIAL NEEDS, ACCOMMODATIONS, OR INTERVENTIONS

- 12.1 All Licensed Staff Members and Assistants working with a student with special needs (i.e., IEP), accommodations (i.e., 504 Plans), or interventions (i.e., Response to Intervention (RtI) Tier I, II or III) shall receive relevant information and appropriate training that will enable them to do the best job possible for the education of the child in a timely manner.
(Reference Support Training Procedure for Staff; Appendix G)
- 12.2 Licensed Staff Members will not perform non-educational duties for which they are untrained or go beyond the scope of their training. At the request of Administration, Assistants will be trained to perform non-educational duties and will be compensated if this required training occurs outside contract hours at their hourly rate.
- 12.3 Learning Behavior Specialists and related service providers (Social Worker, Speech and Language Pathologists, Occupational Therapists, School Psychologists, Adaptive P.E. teachers) will receive one onsite release day per trimester for planning, parent contact and consultation with support staff.
- 12.4 The Administration will attempt to provide Licensed Staff Members assigned to students described above a common planning time with the other support staff if it can be accomplished within the scheduling pattern at the school.

Article XIII - GRADING

- 13.1 Licensed Staff Members shall administer the approved marking system and/or means of evaluating student progress in accordance with the policies and practices of the District. The Licensed Staff Member shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the District based upon their professional judgment of available criteria pertinent given the subject area of activity for which they are responsible, subject only to the appeal procedure noted below. Grades as administered by the Licensed Staff Member shall not be changed except for good reason shown, including, but not limited to ensuring equity, correction of errors of calculation, or other consequential or unusual circumstances. Favoritism shall not be considered in evaluating a requested grade change.

- 13.2 A student and/or parent seeking a change of grade shall first consult with the Licensed Staff Member who administered such a grade. If still unresolved, the student and/or parent may consult with the principal or other appropriate local supervisor, and an appeal may be taken from there by communicating with the Superintendent or designee in writing, such to be copied to the licensed staff member.
- 13.3 If there is still dissatisfaction with the grade or other evaluation, the parent and/or student may request to meet with the Board of Education, a committee thereof, or with a hearing officer/conciliator it shall appoint and whom shall report to the Board. Any such meeting shall be in executive/closed session and the privacy rights of the student, parent, Licensed Staff Member and any other affected individual shall be maintained to the highest degree.
- 13.4 The determination of the Board or a committee thereof in such matters shall be final, provided that if any change of grade does occur at any stage, the person(s) making such change shall assume responsibility for determining a new grade or evaluation and shall initial such change. The records of the District shall reflect the original licensed staff member grade or evaluation, the changed grade or evaluation of the person making such, and the reason for such change.
- 13.5 It is understood that process violations only, and not the actual grade change, if any, are grievable.

Article XIV - PROFESSIONAL DEVELOPMENT

- 14.1 All Licensed Staff Members with the exception of those in the final lane of the salary matrix will be rewarded for each semester hour of college credit that is satisfactorily completed with a grade of "B" or better. It is understood that the Board and Superintendent will grant this reward only for credits from a degree program from an Illinois approved Teacher Education Institution (as identified by the Illinois State Board of Education) and which will aid the Licensed Staff Member in their teaching. The reward shall consist of 100% of tuition payment for each course, not to exceed the incentive outlined in the table below per school year. The District may provide up to an additional \$400 per school year for coursework reimbursement applicable towards certification and/or endorsement in an area of licensure or endorsement pre-approved by the District based on District need.

The Licensed Staff Member must submit an official request for pre-approval of coursework to the Superintendent or their designee and must provide appropriate receipts and verification of coursework upon completion. Part-time Licensed Staff Members' benefits will be prorated.

Unused credit for tuition paid under this provision shall not accumulate or roll over to any subsequent school year.

Credit hours beyond a Bachelor's Degree that are not applied toward Master's Degree

attainment can be used toward lane advancement, effective with all new hires in 25-26.

Licensed Staff Members in the final lane of the schedule may receive the \$2,000.00 tuition reimbursement for purposes of maintaining their certificates and/or licensure from a degree program from an Illinois Teacher Education Institution (as identified by ISBE).

Licensed Staff Members in the final lane of the schedule will also receive up to \$400 annually for attendance at seminars/workshops/conferences that are pre-approved by the Building Administrator. There will be no rollover of any funds that are unused from one school year to the next. For all other Licensed Staff Members, requests for attendance at seminars/workshops/conferences must be pre-approved by the Building Administrator and will utilize the respective building budget. Tuition reimbursement money may be utilized if approved by the Administration at a limit of \$400 per year with no rollover.

Course work must be completed and submitted on or before August 15 to receive a lane change for that school year. Submissions will be accepted electronically with confirmation of the receipt of appropriate documents. Official transcripts must be received on or before October 15th and compensation will be received retroactively.

If the District offers a “credit bearing course” through a District-led professional development program, the credit hours will qualify for a lane advancement.

Service Providers are entitled to 50% of the available tuition reimbursement to renew their license.

Tuition reimbursement for Licensed and ESP Members will not exceed \$150,000 annually. Funds will be allocated on a first come, first served basis. Unused funds will not carry over into the next school year, and will be increased by 6% annually throughout the duration of this agreement. Once 50% of the funds are used the Association President will be notified.

Licensed Tuition Reimbursement	
Years of Service	Tuition Incentive
1-4 years	\$2,000
5-8 years	\$2,500
9-12 years	\$3,000
13-20 years	\$3,500

14.2 National Board Certification

Tuition money can be used to pay for National Board Certification. Upon earning

National Board Certification on or after July 1, 2020, National Board Credits can be applied to a lane change for a maximum of nine (9) credit hours without transferring the credit to an accredited university.

14.3 Reimbursing the District

Any Licensed or ESP Staff Member who utilizes the district benefit of tuition reimbursement for professional development purposes agrees to reimburse the district for the total amount of the tuition paid on the Licensed Staff Member's behalf if the Licensed Staff Member does not complete two school years of their employment with the district following the tuition reimbursement.

The amount owed by the Licensed Staff Member to Hawthorn School District 73 under this tuition reimbursement/repayment policy is the total amount of money the Licensed Staff Member received from the District for tuition during the last year of their employment. The Licensed Staff Member is required to reimburse the District for tuition by no later than 14 calendar days following their notice of resignation or their last day of employment, whichever is sooner.

14.4 Support Staff

Educational Support Professionals may request up to \$400 for workshops, conferences, or coursework, and up to \$2,000 for coursework. The Building Principal and the Superintendent or designees must approve, in advance, all workshop, conference or coursework requests. The content of those workshop, conference, or coursework requests must be related to the job of the Educational Support Professional.

Tuition reimbursement for Licensed and ESP members will not exceed \$150,000 annually. Funds will be allocated on a first come, first served basis. Unused funds will not carry over into the next school year, and will be increased by 6% annually throughout the duration of this agreement. Once 50% of the funds are used the Association President will be notified.

14.5 Mentoring Program for Licensed Staff

All first and second year Licensed Staff will be provided with a building mentor. The District will make a good faith effort to assign no more than four (4) first-year mentees to a mentor throughout a given school year. If a mentor cannot be found in a specific school, a mentor from another school will be provided. For second year mentees, the District will make a good faith effort to assign no more than eight (8) to a mentor throughout a given school year.

When needed, the District will identify a district-wide mentor for Licensed Staff in the special education (including related services) department. In this case, the District will make a good faith effort to assign no more than six (6) first-year mentees to a mentor throughout a given school year. For second year mentees, the District will make a good

faith effort to assign no more eight (8) to a mentor throughout a given school year. Licensed staff mentors will be compensated according to the chart below.

	2025-26	2026-27	2027-28
Licensed Staff Mentors	\$1,378 each	\$1,406 each	\$1,434 each

Article XV - INSURANCE BENEFITS

It is the Board's objective to maintain a level of insurance coverage consistent with those outlined in the Benefits Summary. The District will maintain Illinois Blue Cross Blue Shield or health benefits under a substantially comparable group plan. In the event the District seeks to change from Illinois Blue Cross Blue Shield health benefits to a substantially comparable group plan, then the District and the Association will convene a Health Insurance Committee comprised of three (3) administrators and three (3) Association members for the purpose of providing the Board with a joint recommendation regarding the new group plan.

The Board will contribute to the insurance program as follows:

- 15.1 Full-time employees will be allowed a benefit equal to the amount of the single coverage premium for the current level of health insurance benefits in the PPO or HMO Illinois plan(s). The District will provide employees with a benefit summary. For part-time employees, working 30 or more hours per week, the Board will pay 100% of the prorated amount.
- 15.2 Full-time employees will be allowed a benefit equal to the amount of the single coverage premium for the current level of dental insurance benefits. For part-time employees, working 30 or more hours per week, the Board will pay 100% of the prorated amount.
- 15.3 The Board will pay 30% of any PPO plan monthly dependent coverage premium for full-time employees and 50% of the HMO dependent coverage premium for full-time employees. For part-time employees, who are assigned to work 30 or more hours per week, the Board will pay the same percentage or dollar amount of the prorated premium.

The Board will match up to \$500 for flex spending for members who take the district family insurance.

- 15.4 The Board will adopt an IRS 125 Salary Reduction Plan. The plan will allow employees to designate a portion of their pre-tax salaries for items such as unreimbursed medical bills, dependent group medical insurance premiums, and dependent day care expenses.

The Board will offer broad benefit coverage, subject to applicable IRS limitations on expenses eligible for coverage.

Set up costs, annual administrative costs, and monthly fees will be paid by the Board.

15.5 Health Insurance Optional Incentive for Employees

For those employees who waive the district provided health insurance plan, the Board shall pay \$500 annually into a Section 125 Spending Account in lieu of insurance.

15.6 Life and Accidental Death Insurance and Disability

Pay in full the premiums of the Life and Accidental Death and Disability for full-time employees, in the amount of their current salary level, excluding stipends, to the nearest thousand. For part-time employees working 30 or more hours per week, pay 100% of the prorated premium.

15.7 Long-Term Disability Insurance

Pay in full the premiums of a Long-Term Disability policy for full-time employees, in the amount of 60% of their current salary, to a maximum of \$5,000 per month to age 65. For part-time employees, working 30 hours or more per week, pay 100% of the prorated premium.

- 15.8 If two (2) full-time employees qualify for single benefits and meet the eligibility requirements to receive family benefits, the Board will pay 100% of the family health premium.

Article XVI - TAX SHELTERED ANNUITY

As authorized under Section 403(b) of the Internal Revenue Act, the Board of Education hereby authorizes tax-sheltered annuity agreements for eligible employees of School District 73 per the plan document.

Article XVII - RETIREMENT

Licensed Staff:

- 17.1 Because of the significant negative economic impact on the District of providing compensation to Licensed Staff in excess of the TRS imposed cap on end-of-career earnings, the Board has an obligation to its taxpaying community to avoid having this cap triggered. To meet this obligation, the Board will monitor Licensed Staff who reach the TRS statutorily defined retirement window and who are not otherwise participating in the Licensed Staff Retirement Incentive herein. For such Licensed Staff, the Board will work with the affected Licensed Staff Member and the Association on a case-by-case

basis to equitably limit compensation to avoid triggering the cap on end-of-career earnings.

17.2 Post-Retirement Benefit for All Licensed Staff

For the first two years following a Licensed Staff Member's retirement, the Board will pay 100% of the cost of the Licensed Staff Member's single coverage health insurance premiums with TRS TRIP/TRAIL for single coverage health insurance.

The Board will pay each TRS licensed retiree \$50.00 for each unused sick day over and above that used for retirement credit, to a maximum of 25 days, as post-retirement, non-TRS creditable earnings.

17.3 Voluntary Licensed Staff Retirement Incentive

The BOE and HEA are in agreement: TRS eligible members may participate in the Voluntary Retirement Incentive, beginning with the 2025-2026 school year. Members who meet all eligibility requirements, as described in Paragraph 17.4 (A), may commence benefits under the Voluntary Retirement Incentive beginning with the 2025-2026 school year, provided they notify the Superintendent or designee in writing by August 15, 2020 with their irrevocable notice of intent to retire for a benefit up to a maximum of four (4) years. Notices to retire in subsequent years will be in accordance with Sections 17.4(A).

17.4 Voluntary retirement incentive of six percent (6%) increases in the final four (4) years.

A. Eligibility for the Voluntary Retirement Incentive Program

In order to be eligible to receive the Voluntary Retirement Incentive benefit, employees must meet the following criteria:

1. Complete at least fifteen (15) years of full-time employment in District 73; and
2. Be eligible to receive regular retirement pension benefits through the Teacher's Retirement System of the State of Illinois; and
3. Retire in the first year in which TRS determines that the educator is eligible to retire without penalty.

B. Notice to Participate in the Voluntary Retirement Incentive Program

1. An educator shall provide an irrevocable written notice to the Superintendent or designee of the intent to retire and participate in the program. The window for submitting notice will be no later than February 15 of the year prior, two (2) years prior, three (3) years prior, or four (4) years prior to the year in which they intend to retire.

Notice to Deadline	Retirement Date	Benefit
February 15, 2025	June 30, 2029	4 years of 6%
February 15, 2026	June 30, 2030	4 years of 6%
February 15, 2027	June 30, 2031	4 years of 6%
February 15, 2028	June 30, 2032	4 years of 6%

2. Employees that have already submitted their irrevocable letter to retire under the 2020-2025 negotiated agreement will be grandfathered into the percentage increases outlined in the 2025-2028 Agreement. The table below outlines the corresponding increase(s).

Retirement Date	Benefit
June 30, 2025	1 year of 6%
June 30, 2026	2 years of 6%
June 30, 2027	3 years of 6%

Educational Support Staff:

17.5 Because of the significant negative economic impact on the District of providing compensation to ESPs in excess of the IMRF imposed cap on end-of-career earnings, the Board has an obligation to its taxpaying community to avoid having this cap triggered. To meet this obligation, the Board will monitor ESPs who reach the IMRF statutorily defined retirement window and who are not otherwise participating in the retirement incentive program herein. For such staff, the Board will work with the affected ESP and the Association on a case-by-case basis to equitably limit compensation to avoid triggering the cap on end-of-career earnings.

17.6 The Board will pay each IMRF ESP retiree \$50.00 for each fraction of unused sick days for a maximum of 19 days.

17.7 Voluntary ESP Retirement Incentive

The BOE and HEA are in agreement: IMRF eligible members may participate in the Voluntary Retirement Incentive, beginning with the 2025-2026 school year. Members who meet all eligibility requirements, as described in Paragraph 17.8(A), may commence benefits under the Voluntary Retirement Incentive beginning with the 2025-2026 school year, provided they notify the Superintendent or designee in writing by February 15, 2025 with their irrevocable notice of intent to retire for a benefit up to a maximum of four (4) years. Notices to retire in subsequent years will be in accordance with Sections 17.8 (B).

17.8 Eligibility for Voluntary ESP Retirement Incentive

A. Eligibility Requirements:

An IMRF ESP shall be eligible for the District's Retirement Incentive subject to the following eligibility requirements. The ESP:

1. Must submit a timely irrevocable notice of retirement as required under Paragraph 17.8(B) below;
2. Must retire in the first year the ESP becomes eligible to retire under IMRF without a discounted annuity and/or be Medicare eligible;
3. Must have completed at least fifteen (15) years of IMRF service in the District, excluding IMRF service credit for accumulated unused sick leave days; and
4. Must not cause the Board to pay any penalties and/or any increased contributions to IMRF resulting from the ESP's retirement, including any IMRF cap or limitation on end-of-career earnings.

B. Notification of Retirement

1. Any eligible ESP, as described in Paragraph 17.8(A), who elects to retire no later than June 30, 2032, under IMRF and qualifies for the applicable benefits provided in this Section 17.8 must notify the Superintendent or designee in writing by February 15 prior to the ESP's last years (up to a maximum of four (4) years) of service of their irrevocable intent to retire. The final date by which notice of an ESP's irrevocable intent to retire must be submitted under this Agreement is February 15, 2028. Any eligible ESP who submits timely notice of retirement during the term of this Agreement, but whose effective date of retirement occurs beyond June 30, 2028, is entitled to the retirement benefits included in this 2025-2028 Agreement provided the ESP's retirement date is on or before June 30, 2032. These retirement benefits shall not be provided to any ESP who participates in any other retirement incentive provided under IMRF rules or any other law.

C. Retirement Salary Increase

1. An educator shall provide an irrevocable written notice to the Superintendent or designee of the intent to retire and participate in the program. The window for submitting notice will be no later than February 15 of the year prior, two (2) years prior, three (3) years prior, or four (4) years prior to the year in which they intend to retire.

Notice to Deadline	Retirement Date	Benefit
February 15, 2025	June 30, 2029	4 years of 6%
February 15, 2026	June 30, 2030	4 years of 6%

February 15, 2027	June 30, 2031	4 years of 6%
February 15, 2028	June 30, 2032	4 years of 6%

2. Employees that have already submitted their irrevocable letter to retire under the 2020-2025 negotiated agreement will be grandfathered into the percentage increases outlined in the 2025-2028 Agreement. The table below outlines the corresponding increase(s).

Retirement Date	Benefit
June 30, 2025	1 year of 6%
June 30, 2026	2 years of 6%
June 30, 2027	3 years of 6%

Article XVIII - SICK LEAVE

Licensed Staff and Support Professionals

- 18.1 Each full-time employee shall annually be credited with sick leave reserve, as per Section 24-6 of the Illinois School Code, as follows:

1-4 Years	5 - 9 Years	10 - 23 Years	24+ Years
10 Days	12 Days	13 Days	14 Days

There is no limit to the number of sick days that an employee can accumulate.
Part-time employees shall receive pro-rated sick leave benefits.

- 18.2 All newly hired ESP employees are given three (3) sick days with a 90-day probationary period. Following the probationary period, each employee will earn sick days per the chart above.
- 18.3 Employees are entitled to utilize up to thirty (30) paid sick days for an approved Family and Medical Leave Act (FMLA) leave related to the birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

For birth-related FMLA leave, medical certification is not required, and the 30 sick days may be used at any time within the 12-month period following the birth.

For adoption, placement for adoption, or foster care, the Board of Education may request documentation confirming that the formal adoption or foster care process is in progress. The 30 paid sick days for these circumstances do not need to be used

consecutively and may be utilized both before and after the child is placed with the employee.

If an employee's current remaining sick leave balance is less than thirty (30) days, the Board of Education will provide additional paid leave days based on years of service to the District, up to a total of 30 sick days (see table below). Once all paid days (30 days) have been exhausted, any remaining time off will be considered unpaid FMLA leave.

Years of Service	Additional Paid Leave
1-4 years	10 days
5-8 years	15 days
9-12 years	20 days
13 years +	25 days

Article XIX - SICK LEAVE BANK

The Board recognizes the possibility that in rare instances an employee may be by nature of extended illness or disability forced to be absent from work for a period of time in excess of their accumulated sick leave, personal days, and vacation days. A sick leave bank of eighty (80) days will be established annually to staff to be used for such valid emergencies.

The following are established guidelines:

A. The Staff Member will request in writing a disposition of days to the Superintendent. The request shall include the following: 1) Statement of illness; 2) Length of illness to the best of their ability; 3) Approximate date the Staff Member will return to work; and 4) Amount of days requested. The request cannot exceed ten (10) days and no employee may be granted more than ten (10) days per year. Unused days will be returned to the sick leave bank.

B. Upon receipt of this request, the Superintendent and the Association President will meet to collaborate and make a final determination.

C. Consideration of such requests will be granted only to Staff Members who have exhausted their total accumulation of sick leave, personal days, and vacation days.

D. Any request for such days must be in accordance with the provisions as stated in the State Code.

Article XX - PERSONAL BUSINESS

Full-time employees may be granted two (2) days per year for personal business. The intent of personal business leave is to provide added protection for the employee in that they would not suffer salary loss conducting necessary personal affairs, the time and occurrence of which are not within their control and require their attention and necessitate their absence from work. Part-time employees will receive prorated personal business days. Allotment will be rounded to the nearest half day. Such days may accumulate to five (5) days. Unused amounts of accumulated days in excess of the five (5) days will accumulate as sick leave days. At no time may an employee use more than 4 consecutive days unless approved by the Superintendent or designee.

A written request to consecutively use either three or four personal days must be made to the Superintendent or designee at least two days prior. In case of an immediate emergency, the two day period may be waived if approved by the Superintendent or designee.

The school day immediately preceding or succeeding a holiday cannot be used for personal leave. This stipulation may be waived upon the approval of the Superintendent or designee.

Article XXI - RELIGIOUS HOLIDAYS

Those employees exercising the observance of a religious holiday in addition to the two personal days per year shall upon notification and approval of the Principal and Superintendent be excused from work with pay up to a maximum of two (2) days per year. These "excused with pay" days shall be compensated for by an equivalent number of days in excess of the basic 180-day calendar in curriculum work or other professional endeavor as designated by the Principal and Superintendent. Said days to be mutually determined by the employees, Principals, and Superintendent.

Failure to comply by the first day of student attendance the next year shall result in an appropriate loss of pay.

Article XXII - BEREAVEMENT

Leave shall be granted to regularly employed employees due to the death of a member of the immediate family, or significant other persons, upon written explanation to and approval by the Superintendent. Immediate family is defined as wife, husband, son, daughter, grandson, granddaughter, sister, brother, mother, father, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, or grandfather. Significant other is defined as an individual with whom the regularly employed employee has formed a close, personal relationship over a period of time and is not limited to family members of the employee. Examples include aunt, uncle, and longtime family friend. The decision of whether an individual satisfies this definition will be made by the Superintendent and the Association President on a case-by-case basis.

Such leave shall not exceed three working days unless extended at the discretion of the Superintendent.

Article XXIII - LEAVE OF ABSENCE

In accordance with the authority granted by the Illinois School Code, the contractual continued services (tenure) status of a licensed staff will not be affected by a leave of absence.

23.1 Qualifying for a Leave

Full-time tenured Licensed Staff or full-time Support Professionals with four (4) years or more of service in the District may qualify for a leave of absence as per the provisions outlined in this section. The leave may be for such a period of time and for such reasons as the Board may approve. Generally, the leave granted will be for a period not to exceed the employee's work year and in increments of no less than one year, except that the Board may grant a leave for the remainder of a work year when requested during the course of that work year. An agreement covering the terms of the leave of absence will be executed and will contain such terms and undertaking by the employee as the Board deems appropriate in the circumstances. Leave of absence may be for reasons of health, professional studies, professional duties or service to boards, committees and policy making bodies contributing to the field of education, or other reasons deemed sufficient by the Board. Requests for a leave of absence are to be made in writing to Human Resources and must include the purpose for and the beginning and ending dates of the leave.

23.2 Nullification of the Leave

Acceptance of full-time employment elsewhere during the term of the leave of absence automatically cancels the leave, acts as an immediate resignation of the employee from employment by the Board and terminates tenure status unless the Board and the employee mutually agree upon such employment in writing in advance.

23.3 Compensation During a Leave

An employee who is on leave of absence for a full school year does not advance on the salary schedule for that year and does not acquire a year of service for that year. Beginning with the 2025-2026 school year, an employee who works for one-hundred and fifteen (115) days during a year that they take a leave of absence under this Article shall be entitled to advancement on the compensation schedule for that school year as if the leave had not been granted. For purposes of this section, days of paid leave shall not count toward the required one-hundred and fifteen (115) days of work. This also applies to education support professionals.

No compensation is paid to the employee while on leave of absence, and sick leave is not available to be utilized while on leave of absence. The employee on leave of absence retains any unused accumulated sick leave, usable upon return to regular employment, but does not earn additional leave until the employee returns to service.

23.4 Insurance/Health Benefits During a Leave

During an approved FMLA leave of absence, an employee will continue to be covered under the district's life, health and dental insurance plans and will receive Board paid benefits under the same terms as if the employee had been continuously working during the leave period. When a leave of absence exceeds 12 weeks of FMLA, Board paid benefits end. The employee may elect to continue benefits at the full premium cost.

23.5 Terminating a Leave

An employee who is granted a leave of absence which is to terminate with the beginning of a school term must notify the Superintendent in writing by February 1st preceding the scheduled return date whether the employee intends to return to employment in the district for the following school term. Failure to notify the Superintendent and Board by February 1st will constitute an automatic resignation resulting in termination of all tenure rights and/or other rights to continued employment without any further action being required of the Board to effectuate such termination. .

23.6 Failure to Return Following a Leave

Failure of the employee to return to service with the District at the cessation of the leave of absence period will affect an immediate resignation of the employee from employment by the Board and will automatically terminate all tenure rights and/or other rights to continued employment without any further action being required of the Board to effectuate such termination.

23.7 Parental Leave of Absence

A tenured Licensed Staff Member shall be eligible for maternity/child rearing/paternity/adoption leave without pay. The approximate beginning and ending dates shall be mutually determined by the Superintendent and the employee prior to the request being presented to the Board for approval with primary consideration given to maintaining the continuity of student instruction to the maximum extent possible.

The leave shall not exceed the balance of the school year in which it commences. However, if the Licensed Staff Member submits a written request for an extension by February 15, the Board may elect to grant an extension of the leave for up to one additional school year.

A. In instances of the Licensed Staff Member's (or licensed staff member's spouse's) pregnancy, the licensed staff member shall advise the Superintendent or designee of the fact of pregnancy no later than the end of the sixth (6th) month of pregnancy. Application for such leave shall be made in writing to the Superintendent at least ninety (90) days prior to the anticipated birth of the child.

B. In the case of adoption, the Licensed Staff Member shall advise the Superintendent or designee as soon as practicable of the anticipated date of placement of the child with

the adoptive parent(s), or placement of the child in the licensed staff member's home. If possible, application for such leave shall be made in writing at least ninety (90) days prior to the anticipated placement of an adopted child, or as soon thereafter as the anticipated placement date is known.

Subject to the terms of the applicable group policies, the Licensed Staff Member may maintain insurance benefits during the leave by making timely payments of the full cost of all premiums which may be due to the District, or as otherwise directed by the District Office. The Board will not make any contributions toward these premiums. A Licensed Staff Member who does not apply for, or who is not eligible for, leave pursuant to this Article may use accumulated paid sick or personal leave for the purposes, and to the extent permitted by the Illinois School Code.

A Licensed Staff Member on an approved leave of absence pursuant to this Article may return to employment prior to the conclusion for the leave if such early return is approved in writing by the Superintendent. Licensed Staff Members may take leave subject to the provisions of the Family Medical Leave Act (FMLA).

Article XXIV - JOB SHARING LEAVE

24.1 Purpose

Job sharing as defined in this section is a voluntary program providing two (2) employees the opportunity to share one (1) full-time equivalent position.

It shall be the responsibility of each job-sharing applicant to inform their immediate supervisor of his or her intent to apply. Participants in job-sharing positions shall submit an application and proposed plan for a Job Sharing Leave to the Superintendent by February 1 of the year preceding the school year for which the leave is requested. The job-sharing plan shall include but not be limited to, schedule of work hours, and/or days, attendance at staff meetings, in-service days, and other job responsibilities. The Board upon the recommendation of the Superintendent, shall determine final approval of the job sharing leave. If denied the opportunity to job share, the employees and the Association President will be provided a written reason for the denial.

24.2 Salary Credit Allowable

Participants in job-sharing positions shall be placed appropriately on the salary schedule and salaries shall be according to the time worked. Contributions to the Teachers' Retirement System or the Illinois Municipal Retirement Fund shall be according to the time worked. Participants in job-sharing positions shall receive salary step advancement pursuant to district practices.

24.3 Length of Leave

The length of a job-sharing leave shall be for one (1) school year and may be renewed by the Board no later than April 2 if a request to renew is made by February 1.

Granting a Job-Sharing Leave in one school year will not mean automatic approval for the next year, although weight will be given to the continuation of the program.

24.4 Seniority

Employees participating in the job-sharing program, as set forth in this section shall accrue seniority in proportion to the time worked.

24.5 Insurance and Leave Benefits Availability

Participants in job-sharing positions will receive benefits the same as any other part-time employee. That is, on a prorated basis with the Board paying its proportionate share of the costs and the employee picking up the rest.

24.6 Return from Job-Sharing Leave

Participants in a job-sharing program shall submit written notice by February 1 of their intent to return to full-time employment. The employee shall be returned to a comparable position upon their return to full-time employment.

Article XXV - FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), the Board, acting through the Superintendent, will grant eligible employees unpaid family and medical leaves of absence under current applicable law.

The employer agrees that it will extend FMLA benefits and protections to all employees in the bargaining unit, regardless of whether they meet eligibility requirements in the FMLA.

Article XXVI - VACATIONS FOR 12-MONTH EMPLOYEES

26.1 Twelve (12) month employees shall receive the vacation benefits outlined in the table below.

Years of Service	Annual Vacation Days
First Year	Prorated*
1-10 years	15 days
11 years +	20 days

*Days are prorated at 1.25 vacation days per month of service.

Allocated vacation days must be used by December 31 of the following year, and are to be taken in increments of no more than two (2) weeks at a time unless authorized by the immediate supervisor and the Superintendent or designee. Unused vacation days are ineligible for rollover.

- 26.2 Vacation days must be taken from July 1 to December 31 of the following year (18 months). There is no carry over or compensation for unused vacation.
- 26.3 The immediate supervisor, Building Principal, and the Superintendent or designee, must approve vacation days.
- 26.4 An employee who transfers from a less than twelve month ESP position to a twelve month position shall receive pro-rata credit on the graduated vacation schedule for prior years' experience in the District in a less than twelve month position. The formula shall be as follows:
- (Contracted weeks per year X years of service) divide / 52 weeks = Equivalent who (truncated) years of service on vacation schedule.
- 26.5 Current employees having previously transferred from a less than twelve month ESP position to a twelve month position shall also receive pro-rata credit on the graduated vacation schedule for prior years' experience in the District in a less than twelve month position.

**Article XXVII - SENIORITY, CLASSIFICATIONS, VACANCIES, ASSIGNMENTS AND TRANSFERS
FOR SUPPORT STAFF**

27.1 Seniority

A. Seniority shall be defined as the length of service within their classification in the district. Accumulation of seniority shall begin from the employee's first workday. Employees transferring between classifications shall count their total seniority following satisfactory completion of the required ninety (90) day probationary period.

B. Part-time employees shall accrue seniority from their hire date on a prorated basis.

C. Ties in Seniority – In the event that more than one individual employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.

D. Probationary Employees shall have no seniority until the completion of the ninety (90) day probationary period at which time their seniority shall revert to their first day of work.

E. Loss of Seniority – An employee will lose seniority in the following instances:

1. Resignation
2. Dismissal for cause
3. Retirement
4. Being reduction in force for a period of one year
5. Employment in a position outside the bargaining unit

F. Maintaining and Posting of Seniority Lists

1. The Board shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district within thirty (30) work days after the effective date of this Agreement with revisions and updates prepared and posted by February 1st annually thereafter.
2. A copy of the seniority list and subsequent revisions shall be furnished to the Association President. Any employee disagreeing with their seniority placement shall respond, in writing, to the Superintendent and the Association President within thirty (30) work-days after the effective date of the posting. Said disagreements will be acknowledged and/or corrected within thirty (30) work days of written notice.

27.2 Classification Within the Bargaining Unit

For the purpose of this Agreement, all employees shall be placed in one of the following classifications based on their assignment:

1. Secretaries
2. Clerical
3. Nurses
4. Assistants
5. Custodial
6. Maintenance

27.3 Vacancies

A vacancy shall be defined as a newly created position within the bargaining unit, an unfilled position or a position that has become available in the district due to an employee's departure.

Posting and Filling of Vacancies: Whenever there is a new or vacant position, such positions shall be emailed to all District employees. An employee desiring to apply for such a job shall make their application through the district's online application process within three (3) days of the sent date of the e-mail. The employee who applies within those three days shall be granted an interview or a substantive written response to their application within 10 working days from when the application was submitted.

27.4 Employee Notification of Assignments

An employee will be given written notice of assignments for the forthcoming year two (2) weeks prior to the last day of school. In the event of a change in assignment the employee will be notified promptly.

If an employee is required to travel between two (2) schools, the traveling employee's schedule will be prepared to provide adequate time for travel between schools not

inclusive of breaks or lunch.

Employees required to travel between sites will be compensated for mileage at the rate set by the Internal Revenue Service (IRS) and communicated to the employees by the District.

27.5 Transfers

Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, when such move involves a change in classification, building, or shifts.

Voluntary transfers shall be defined as those transfers requested by the employee and granted by the administration. For a transfer where the vacancy exists, an employee in the same school with the appropriate licensure may be granted this transfer without an interview or a substantive written response to their application.

Involuntary transfers shall be defined as those transfers made by the Administration without the consent of the employee. When it is necessary to involuntarily transfer an employee, employees are first transferred in accordance with student needs. Volunteers are then sought. If there are no volunteers, the employee with the least seniority at the affected building (based upon District experience and qualifications) will be notified of an involuntary transfer to a different position. Involuntary transfers shall not be made for arbitrary or capricious reasons and the employee shall not receive any reduction in pay or hours. The Superintendent or designee will provide a rationale regarding all involuntary transfers to the Association.

27.6 Transfer for Medical Reasons

Any employee who has been incapacitated at their regular work by injury or compensable occupational disease while employed by the employer may be employed at other work on a job that is currently available with the employer, which they can do, and for which they are qualified.

27.7 Probationary Assignments

Existing employees who are transferred to a new classification will have a probationary period of forty-five (45) working days beginning with the first (1st) day of work. Such employees will retain their accrued benefits. Prior to the District terminating an employee during the probationary period, the District will consider the employee for any openings that may exist at the time in the employee's former classification.

During the probationary period employees will be covered and permitted to use the grievance and arbitration procedure concerning only the salary, sick leave and insurance provisions of this Agreement.

Article XXVIII - REDUCTION IN FORCE (RIF) FOR EDUCATIONAL SUPPORT PERSONNEL (ESP)

Reduction in force shall be defined as a decrease in the number of education support personnel

or their hours or to discontinue some particular type of educational service.

28.1 Procedure for Reduction in Force

A. No employee shall be displaced pursuant to a reduction in the work force unless said employees have been notified of said reduction in force at least forty-five (45) days prior to the employees last day of work. In the event of a reduction in workforce, the employee with the shorter length of service in the District, within the prospective classification, shall be dismissed first.

B. In the event of a reduction in force in a specific classification, the affected employee may replace a less senior employee in another classification provided they have the necessary qualifications for the position and shall have a new forty-five (45) business day probationary period.

C. In no case shall a new employee be employed by the employer while there are employees affected by a reduction in force who qualify for a vacant or newly created position. Employees whose positions have been eliminated due to reduction in workforce shall have the right to assume a position, regardless of classification, for which they are qualified, which is held by a less senior employee.

28.2 Reduction in Work Hours

In the event of a reduction in the work hour, employees with greater seniority may use the same to maintain their normal work schedule by displacing employees with less seniority on the work schedule.

28.3 Reduction in Force Employees/Substitution

A. A reduction in force employee shall, upon application and at their option, be granted priority status on the substitute list according to their seniority.

B. Insurance Benefits – Reduction in force employees may continue their health, dental and life insurance benefits through COBRA by paying the regular monthly per subscriber group rate premium.

C. Recall Rights and Procedures – Reduction in force employees shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified. An employee who has served more than thirty (30) working days in a classification shall be deemed qualified for any position in that classification. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall shall state the time and date on which the employee is to report back to work.

28.4 Employee's Obligation to Respond to Recall

A. It shall be the employee's responsibility to keep the employer notified as to their current mailing address. A recalled employee shall be given fifteen (15) business days from receipt

of notice, to report to work.

B. The employer may fill the position on a temporary basis until the recalled employee can report for work providing the employee reports within the fifteen (15) day period. Employees recalled to full-time work for which they are qualified are obligated to take said work.

C. An employee who declines recall to full-time work for which they are qualified shall forfeit their seniority rights.

Article XXIX - VACANCIES, TRANSFERS, PROMOTIONS, CHANGE OF ASSIGNMENT FOR LICENSED STAFF MEMBERS

- 29.1 Vacancies shall be defined as any licensed position, one-half time or more, which has become available in the District due to licensed staff member departure or a newly created position.

Posting and Filling of Vacancies – Whenever there is a new or vacant position, such positions shall be emailed to all District employees. An employee desiring to apply for such a job shall make their application through the District's online application process within five (5) days of the sent date of the email.

- 29.2 It is not the intent of this article to infringe upon the Administration's right to make reassignments and transfers. If such reassignments/transfers ultimately create a vacant position, it will be considered a vacancy for this purpose.

A. A reassignment is defined as an administrative transfer of a Licensed Staff Member to a new position within the district.

B. A transfer is defined as a voluntarily requested change of position by a Licensed Staff Member, which is granted by the Administration.

- 29.3 Qualified District 73 Licensed Staff members who apply for vacancies within the bargaining unit within three (3) days of the sent date of the vacancy email will be granted an interview or a substantive written response to their application within 10 (ten) working days from when their application was submitted.

Article XXX - LICENSED STAFF MEMBER REDUCTION IN FORCE POLICY (RIF)

If removal or dismissal occurs as a result of decisions by the Board to decrease the number of Licensed Staff Members employed or to discontinue some particular teaching service, honorable dismissal and recall will be in accordance with Section 24-12 of the Illinois School Code.

Any Licensed Staff Member subject to a RIF who is subsequently recalled to fill a vacancy (in

accordance with 105 ILCS 5/24-12) who declines to accept an offer to fill a vacancy waives any future rights to recall.

Article XXXI - GRIEVANCE PROCEDURE

The following procedure is established for the presentation and processing, by the Association through the Board, of complaints and grievances to disputes relative to terms of this Agreement.

A grievance shall mean a complaint by the bargaining unit member or group of bargaining unit members that there has been an alleged violation, misinterpretation, or misapplication of any provision of this agreement.

STEP #1: The grievance is to be communicated in oral or written form by the Staff Member or the Association Representative to the Supervisor who will attempt to adjust the concern. The Supervisor will respond within ten (10) working days, in written form if requested, to the Staff Member or Association Representative.

STEP #2: If the concern is not satisfactorily adjudicated, then a meeting shall be arranged between the Superintendent, the Supervisor, and the aggrieved and/or the Association Representative to arrive at a mutual agreement within ten (10) working days.

STEP #3: If an agreement cannot be reached at Step #2, the Association Grievance Committee will present the grievance in writing to the Board or a committee appointed by the Board within ten (10) school days. The Board shall act to review the grievance and meet with the Association Grievance Committee within twenty (20) working days of the presentation of the grievance at this step. The Board will then have fifteen (15) working days to provide a written answer to the grievance and the Association.

STEP #4: If the grievance has not been resolved at Step #3, or if no decision has been provided by the Board as required in Step #3, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step #3 answer, the grievance shall be considered withdrawn.

The following rules will govern the grievance and arbitration procedures:

A. The right to communicate and discuss the alleged grievance with the aggrieved remains a HEA and administrative and Board prerogative.

B. A grievance may be withdrawn at any level without establishing precedent. The grievant and/or Association shall notify the Superintendent of withdrawal in writing.

C. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. No reprisals of any kind shall be taken against any grievant as the result of

a grievance.

D. No settlement shall be in violation of this contract. The Arbitrator shall have no power to alter the terms of this agreement, but is empowered to include in any award such financial reimbursements or other remedies as they judge to be proper.

E. The costs of the Arbitrator and the American Arbitration Association shall be borne equally by the Board and the Association. Each party is free to utilize outside advisors during the grievance procedure and to prepare its case for arbitration.

Article XXXII - LICENSED STAFF EVALUATION PROGRAM

The Parties agree that the Licensed Staff evaluation process will be set forth in the District's Licensed Staff Evaluation Plan" which will be established and maintained in accordance with the Illinois School Code as amended by the "Performance Evaluation Reform Act of 2010." If any part of this section is in violation of Illinois School Code, the Association agrees to follow the Illinois School Code.

A Joint Evaluation Committee will be maintained. The Joint Evaluation Committee will consist of not more than three members appointed by the Administration and not more than three members appointed by the Association. Meetings will be held periodically or upon request of either party. The Joint Evaluation Committee shall discuss proposed changes and/or alterations to the Licensed Staff Evaluation Plan in accordance with the Illinois School Code.

The parties will adhere to the timelines set forth in Appendix H. Subject to modification based on amendments to state law and/or regulatory guidance.

Article XXXIII - EDUCATION SUPPORT PERSONNEL (ESP) SELECTION AND EVALUATION

33.1 Equal Opportunity Employment

It is the policy of the Hawthorn School District to provide equal employment to all qualified individuals in its hiring and promotional practices and to assure that there will be no discrimination in employment or employment opportunities against any person on the basis of race, color, religion, national origin, age or sex, except where age or sex is a bona fide occupation qualification in accordance with applicable laws.

33.2 Selection of Personnel

The Superintendent or designee is responsible for recruitment and hiring of all Educational Support Professionals when needed. All applicants for the positions will file applications and be screened by the Superintendent or designee.

Each new employee is hired on a probationary basis for ninety (90) days. At the end of that period and based upon satisfactory performance, employment status will be appropriately

assigned.

33.3 Evaluation

The HEA and the Board will maintain a committee for the promulgation and maintenance of an evaluation instrument and process for support staff (Appendix H). The committee will be composed of equal representation of Administration and Support Professionals. The committee will make recommendations for Board consideration. Meetings will be held periodically or upon request of either party.

Article XXXIV - COMPENSATION

34.1 Recruitment of Licensed Staff

A. Each licensed staff will be hired according to the salary schedule, depending on educational qualifications and years of experience.

B. A maximum of fifteen (15) years prior teaching experience which requires a valid license will be allowed upon entering the District. Prior teaching experience will include teaching in private, parochial and public schools from early childhood and beyond.

C. In rare instances, after consulting with the Association President, the administration may award credit for services performed for experiences outside the school setting.

D. Steps do not equate to years of experience.

34.2 Recruitment of Educational Support Staff

A. Each ESP will be hired according to the salary schedule, depending on educational qualifications and years of experience.

B. A maximum of fifteen (15) years prior experience will be allowed upon entering the District.

C. Steps do not equate to years of experience.

34.3 A stipend is defined as an extracurricular activity that receives compensation if it meets guidelines set out by the committee. Each building will be provided with the current district paid stipends for sports and clubs as listed in Appendices D and E. There are three categories of stipends that receive compensation and approval by the committee. They are defined as:

A. Sport: a competition recognized by the Suburban Middle School Conference and including cheerleading or poms.

B. Club: a student group that meets regularly to share a common purpose.

C. Activity: an event that occurs a minimum of once per year.

Coaching positions may be added as required by conference/ IESA Rules/Regulations. Supervisory and/or coaching positions may be added if the number of participants is over

30 students per one adult.

The stipend for the Athletic Directors will include two periods per day dedicated to responsibilities related to the Athletic Director role. This will allow time to complete paperwork, answer emails, speak with students and staff about grades, complete scheduling and transportation tasks, etc. It is important to be able to do work at school while licensed staff are still around for communication purposes.

If the stipend for the Athletic Director is done by one person this person will receive both stipends. One third ($\frac{1}{3}$) of their day will be dedicated to teaching responsibilities and two-thirds ($\frac{2}{3}$) will be dedicated to the Athletic Director position. The District will make every effort to have the $\frac{2}{3}$ in the afternoon. They may have an adjusted schedule with a later contract start.

	2025-26	2026-27	2027-28
Athletic Director	\$8,999 each	\$9,539 each	\$10,111 each
Athletic Assistant Director	\$1,433 each	\$1,518 each	\$1,609 each

34.4 Athletic Stipend Committee

The Assistant Superintendent for Human Resources will serve as the chairperson of the committee, coordinating meeting dates and agendas as needed. The Superintendent will have overall approval.

Purpose:

- Oversee if/when listed sports stipends need to be removed or adjustment to category designation.
- Coaching positions may be added as required by conference/IESA Rules/Regulations. Supervisory and/or coaching positions may be added if the number of participants is over 30 students per adult.

Participants:

- The committee will consist of both Administration and HEA members.

Frequency of meetings:

- Meetings will occur on an as needed basis based upon the intended purpose of the Joint Committee and can be requested by either administration or HEA leadership.
- An administrator will serve as the chairperson of the committee coordinating meeting dates and agenda.

34.5 Building Allocations for Stipend Clubs/Activities

Clubs/activities listed in Appendix E will be maintained as part of the annual allocation as long as a sponsor is available and there is student interest.

Clubs/activities in addition to those listed in Appendix E shall be added to the building if sponsorship and student interest exist. Building administrators will require interested sponsor(s) to submit a proposal of a new club or activity using the universal Request Form. The designated leadership team will review and determine if approval is granted. The designated building leadership team will then verify the appropriate category based upon hours identified in Appendix E. Buildings will not exceed their designated annual allocation (see chart below), and unused funds are not rolled over.

Buildings	2025-26 Allocation	2026-27 Allocation	2027-28 Allocation
LS & HSYL	\$1,000	\$1,060	\$1,123.60
AE, EN, ES, TL, & DL	\$5,333	\$5,659.98	\$5,992.16
MSN & MSS	\$7,619	\$8,076.14	\$8,560.71

- 6% increase each year

34.6 Stipend Selection and Evaluation

An open position will occur when a coach or sponsor leaves the district, resigns from their position, or receives an unsatisfactory evaluation. Qualified staff in the bargaining unit will have the first opportunity to fill the open positions. After five (5) days, the position(s) would be open to non bargaining unit employees. Applicants will be selected by the building principal for clubs or activities, or by the athletic directors for sports. The Human Resources Department will ensure sponsors and coaches are annually evaluated by either the building administration or the athletic director at the conclusion of their sport, club, or activity. The District Stipend Evaluation Form found in the District Coaches Handbook will be used to evaluate them.

A. If no one from within the district applies for the position, an outside qualified individual may be hired.

B. No one shall be hired without first submitting to the district's procedural background check.

C. Non-employees hired for a stipend position or volunteering to assist for a stipend position, shall not displace employees from paid extra-curricular opportunities.

D. Opportunities to work extracurricular events, such as athletic games and meets or music performances, shall be first posted for all members of the bargaining unit. If positions are unfilled five (5) days prior to an event, those opportunities will be shared with all staff members.

E. If there is a need to fill an unexpected vacancy for an event, the position may be filled by any staff member.

34.7 Accountability While All Stipends are in Progress

A. Activity Evaluation

B. Attendance Log

Please note, conference sanctioned groups/teams will be monitored by the athletic director.

34.8 Payment Flexibility

1. Any stipends may be shared between sponsors/coaches. There are no limits to the number of co-coaches or co-sponsors.
2. Head coach(es) and assistant coach(es) may pool their money together and divide it among each other. Payroll will maintain the distribution.
3. If a co-coach/co-sponsor no longer desires their stipend position, it is up to the remaining co-position to determine if they want to do the stipend on their own or with another person. If they choose to continue to share the position, then the vacancy will be posted for a co-position.

Stipends for the 2025-2028 school year shall be paid out as outlined below. Beginning in the 2025-26 school year, the rate of pay for stipends shall increase by 6% each school year for the length of the contract.

School Year	2025-26	2026-27	2027-28
Hourly Rate	\$30.48	\$32.30	\$34.24

- 6% increase each year.

34.9 Call-Back Work for Maintenance and Custodial Staff

Maintenance and custodial staff who are called back to work after their normal work hours shall be guaranteed pay of one (1) hour minimum travel time and two (2) hours work time. Travel time shall be included in the work time if the work time is less than two (2) hours.

34.10 Summer School for Support Staff

Support Staff, not to include custodial or maintenance staff, who work summer school shall work four (4) hour days. Support Staff from within the district who work summer school shall receive the hourly rate for the next school year. Support Staff hired from outside the district start at Step 1 of the next year's schedule.

34.11 Overtime Pay for Support Staff

For hourly staff members, any hours worked over forty (40) hour work week will be paid at time and a half of their regular position pay rate. If agreed to by the employee and the employee's immediate supervisor, compensatory time will be granted in lieu of paid overtime. All compensatory time must be used within thirty (30) calendar days from the date that it is earned.

For the purposes of calculating overtime; bereavement, jury duty, personal, and vacation time (up to a maximum of two days within a given workweek) shall be used in the calculation of a 40 hour work week.

If an employee works a work day, which is a paid holiday, the employee will receive one and one-half (1.5) times their regular rate of pay plus their regular pay for that day or portion thereof when it is a part of their forty (40) hour work week.

If an employee works on a Saturday or Sunday on one of the following days: Christmas Day, New Year's Day, Independence Day, or Easter, they will receive two (2) times their regular rate of pay for that day or portion thereof worked.

PROFESSIONAL AGREEMENT
BETWEEN
BOARD OF EDUCATION
AND
HAWTHORN EDUCATION ASSOCIATION IEA-NEA
OF HAWTHORN SCHOOL DISTRICT #73
SIGNATURE PAGE

Robin Cleek
President, Board of Education

Erin Roche
President, Hawthorn Education Association

Joel Finfer
Board of Education

Millie Naughton
Hawthorn Education Association

Pete Hannigan
Superintendent

Renee Schiemann
Hawthorn Education Association

Adam Palmer
Assistant Superintendent of HR

Mara Silver-Shack
Hawthorn Education Association

Jennifer Akin
Assistant Superintendent of Finance &
Business Operations

Connie Wrobleski
Hawthorn Education Association

Allison Stein
Assistant Superintendent of Teaching &
Learning

Appendix A

Licensed Staff Salary Matrix

2025-26 Salary Schedule					
Step	BA	BA+16	MA	MA+16	MA+32
1	\$ 44,890	\$ 46,582	\$ 48,077	\$ 50,026	\$ 55,045
2	\$ 45,788	\$ 47,513	\$ 49,039	\$ 51,026	\$ 56,146
3	\$ 46,704	\$ 48,464	\$ 50,314	\$ 52,353	\$ 57,718
4	\$ 47,638	\$ 49,433	\$ 51,622	\$ 53,714	\$ 59,334
5	\$ 48,590	\$ 50,422	\$ 52,964	\$ 55,111	\$ 60,996
6	\$ 49,562	\$ 51,430	\$ 54,341	\$ 56,544	\$ 62,704
7	\$ 50,553	\$ 52,459	\$ 55,754	\$ 58,014	\$ 64,459
8	\$ 51,564	\$ 53,508	\$ 57,204	\$ 59,522	\$ 66,264
9	\$ 52,596	\$ 54,578	\$ 58,691	\$ 61,070	\$ 68,119
10	\$ 53,648	\$ 55,670	\$ 60,217	\$ 62,657	\$ 70,027
11	\$ 54,721	\$ 56,783	\$ 61,783	\$ 64,287	\$ 71,988
12	\$ 55,815	\$ 57,919	\$ 63,389	\$ 65,958	\$ 74,003
13	\$ 56,931	\$ 59,077	\$ 65,037	\$ 67,673	\$ 76,075
14	\$ 56,931	\$ 60,259	\$ 66,728	\$ 69,432	\$ 78,205
15	\$ 56,931	\$ 61,464	\$ 68,463	\$ 71,238	\$ 80,395
16	\$ 56,931	\$ 62,693	\$ 70,243	\$ 73,090	\$ 82,646
17	\$ 56,931	\$ 63,947	\$ 72,069	\$ 74,990	\$ 84,960
18	\$ 56,931	\$ 65,226	\$ 73,943	\$ 76,940	\$ 87,339
19	\$ 56,931	\$ 66,530	\$ 75,310	\$ 78,940	\$ 89,785
20	\$ 56,931	\$ 67,861	\$ 77,418	\$ 80,993	\$ 92,299
21	\$ 56,931	\$ 69,218	\$ 79,586	\$ 82,812	\$ 95,271
22	\$ 56,931	\$ 70,602	\$ 81,815	\$ 85,130	\$ 98,129
23	\$ 56,931	\$ 70,602	\$ 84,105	\$ 87,514	\$ 101,092
24	\$ 56,931	\$ 70,602	\$ 86,460	\$ 89,964	\$ 104,145
25	\$ 56,931	\$ 70,602	\$ 88,882	\$ 92,483	\$ 107,270
26	\$ 56,931	\$ 70,602	\$ 91,369	\$ 95,074	\$ 110,488
27	\$ 56,931	\$ 70,602	\$ 93,928	\$ 97,735	\$ 113,802
28	\$ 56,931	\$ 70,602	\$ 96,558	\$ 100,471	\$ 117,216
* Steps do not equal years of experience					
** Longevity 2%					

Appendix A (page 2)

Licensed Staff Salary Matrix

2026-27 Salary Schedule					
Step	BA	BA+16	MA	MA+16	MA+32
1	\$ 47,583	\$ 49,377	\$ 50,962	\$ 53,027	\$ 58,348
2	\$ 48,535	\$ 50,364	\$ 51,981	\$ 54,088	\$ 59,515
3	\$ 49,506	\$ 51,372	\$ 53,229	\$ 55,386	\$ 61,062
4	\$ 50,496	\$ 52,399	\$ 54,506	\$ 56,715	\$ 62,650
5	\$ 51,506	\$ 53,447	\$ 55,814	\$ 58,076	\$ 64,279
6	\$ 52,536	\$ 54,516	\$ 57,154	\$ 59,470	\$ 65,950
7	\$ 53,587	\$ 55,606	\$ 58,526	\$ 60,898	\$ 67,665
8	\$ 54,658	\$ 56,718	\$ 59,930	\$ 62,359	\$ 69,424
9	\$ 55,751	\$ 57,853	\$ 61,368	\$ 63,856	\$ 71,229
10	\$ 56,867	\$ 59,010	\$ 62,841	\$ 65,388	\$ 73,081
11	\$ 58,004	\$ 60,190	\$ 64,349	\$ 66,958	\$ 74,981
12	\$ 59,164	\$ 61,394	\$ 65,894	\$ 68,565	\$ 76,931
13	\$ 60,347	\$ 62,622	\$ 67,475	\$ 70,210	\$ 78,931
14	\$ 60,347	\$ 63,874	\$ 69,095	\$ 71,895	\$ 80,983
15	\$ 60,347	\$ 65,152	\$ 70,753	\$ 73,621	\$ 83,089
16	\$ 60,347	\$ 66,455	\$ 72,451	\$ 75,387	\$ 85,249
17	\$ 60,347	\$ 67,784	\$ 74,190	\$ 77,197	\$ 87,465
18	\$ 60,347	\$ 69,139	\$ 75,970	\$ 79,049	\$ 89,739
19	\$ 60,347	\$ 70,522	\$ 76,901	\$ 80,947	\$ 92,073
20	\$ 60,347	\$ 71,933	\$ 78,322	\$ 82,889	\$ 94,466
21	\$ 60,347	\$ 73,371	\$ 80,514	\$ 84,233	\$ 96,914
22	\$ 60,347	\$ 74,839	\$ 82,769	\$ 86,125	\$ 100,034
23	\$ 60,347	\$ 74,839	\$ 85,087	\$ 88,535	\$ 103,035
24	\$ 60,347	\$ 74,839	\$ 87,469	\$ 91,014	\$ 106,147
25	\$ 60,347	\$ 74,839	\$ 89,919	\$ 93,563	\$ 109,353
26	\$ 60,347	\$ 74,839	\$ 92,437	\$ 96,182	\$ 112,633
27	\$ 60,347	\$ 74,839	\$ 95,024	\$ 98,877	\$ 116,012
28	\$ 60,347	\$ 74,839	\$ 97,685	\$ 101,644	\$ 119,493
* Steps do not equal years of experience					
** Longevity 2%					

Appendix A (page 3)

Licensed Staff Salary Matrix

2027-28 Salary Schedule					
Step	BA	BA+16	MA	MA+16	MA+32
1	\$ 50,438	\$ 52,339	\$ 54,020	\$ 56,209	\$ 61,849
2	\$ 51,447	\$ 53,386	\$ 55,100	\$ 57,333	\$ 63,086
3	\$ 52,476	\$ 54,454	\$ 56,312	\$ 58,594	\$ 64,600
4	\$ 53,526	\$ 55,543	\$ 57,551	\$ 59,884	\$ 66,150
5	\$ 54,596	\$ 56,654	\$ 58,817	\$ 61,201	\$ 67,738
6	\$ 55,688	\$ 57,787	\$ 60,111	\$ 62,547	\$ 69,363
7	\$ 56,802	\$ 58,943	\$ 61,434	\$ 63,923	\$ 71,028
8	\$ 57,938	\$ 60,121	\$ 62,785	\$ 65,330	\$ 72,733
9	\$ 59,097	\$ 61,324	\$ 64,166	\$ 66,767	\$ 74,478
10	\$ 60,279	\$ 62,550	\$ 65,578	\$ 68,236	\$ 76,266
11	\$ 61,484	\$ 63,801	\$ 67,021	\$ 69,737	\$ 78,096
12	\$ 62,714	\$ 65,077	\$ 68,495	\$ 71,271	\$ 79,971
13	\$ 63,968	\$ 66,379	\$ 70,002	\$ 72,839	\$ 81,890
14	\$ 63,968	\$ 67,706	\$ 71,542	\$ 74,442	\$ 83,855
15	\$ 63,968	\$ 69,061	\$ 73,116	\$ 76,079	\$ 85,868
16	\$ 63,968	\$ 70,442	\$ 74,725	\$ 77,753	\$ 87,929
17	\$ 63,968	\$ 71,851	\$ 76,369	\$ 79,464	\$ 90,039
18	\$ 63,968	\$ 73,288	\$ 78,049	\$ 81,212	\$ 92,200
19	\$ 63,968	\$ 74,753	\$ 79,009	\$ 82,999	\$ 94,413
20	\$ 63,968	\$ 76,248	\$ 79,977	\$ 84,825	\$ 96,679
21	\$ 63,968	\$ 77,773	\$ 81,455	\$ 86,205	\$ 99,190
22	\$ 63,968	\$ 79,329	\$ 83,735	\$ 87,602	\$ 101,759
23	\$ 63,968	\$ 79,329	\$ 86,080	\$ 89,570	\$ 105,036
24	\$ 63,968	\$ 79,329	\$ 88,491	\$ 92,077	\$ 108,187
25	\$ 63,968	\$ 79,329	\$ 90,968	\$ 94,655	\$ 111,454
26	\$ 63,968	\$ 79,329	\$ 93,516	\$ 97,305	\$ 114,820
27	\$ 63,968	\$ 79,329	\$ 96,134	\$ 100,030	\$ 118,265
28	\$ 63,968	79,329	\$ 98,825	\$ 102,832	\$ 121,813
* Steps do not equal years of experience					
** Longevity 2%					

Appendix B

Educational Support Personnel Salary Matrix

2025-26 Salary Schedule													
Step	Para	Para SC	Cl-of-0	Cust-0	HlthA-0	Lib-f-0	Main1-0	Main2-0	Main3-0	Nurse-LPN	Nurse-RN/BA	Sec-p-0	Sec-s-0
1	\$17.05	\$18.05	\$15.49	\$16.74	\$16.27	\$20.38	\$19.32	\$23.73	\$28.11	\$27.27	\$31.27	\$18.27	\$15.75
2	\$17.34	\$18.34	\$15.80	\$17.07	\$16.55	\$20.73	\$19.65	\$24.14	\$28.60	\$27.74	\$31.74	\$18.58	\$16.04
3	\$17.69	\$18.69	\$16.10	\$17.39	\$16.88	\$21.15	\$20.04	\$24.61	\$29.17	\$28.29	\$32.29	\$18.95	\$16.36
4	\$18.04	\$19.04	\$16.41	\$17.73	\$17.21	\$21.57	\$20.45	\$25.11	\$29.75	\$28.86	\$32.86	\$19.33	\$16.66
5	\$18.35	\$19.35	\$16.73	\$18.09	\$17.55	\$21.94	\$20.80	\$25.55	\$30.26	\$29.36	\$33.36	\$19.66	\$17.00
6	\$18.62	\$19.62	\$17.08	\$18.44	\$17.91	\$22.27	\$21.10	\$25.92	\$30.71	\$29.79	\$33.79	\$19.95	\$17.34
7	\$18.90	\$19.90	\$17.42	\$18.80	\$18.26	\$22.60	\$21.41	\$26.30	\$31.16	\$30.23	\$34.23	\$20.25	\$17.68
8	\$19.18	\$20.18	\$17.76	\$19.19	\$18.63	\$22.93	\$21.74	\$26.69	\$31.62	\$30.67	\$34.67	\$20.54	\$18.04
9	\$19.56	\$20.56	\$18.11	\$19.58	\$19.01	\$23.37	\$22.15	\$27.20	\$32.23	\$31.26	\$35.26	\$20.96	\$18.39
10	\$19.93	\$20.93	\$18.48	\$19.97	\$19.39	\$23.84	\$22.59	\$27.73	\$32.85	\$31.86	\$35.86	\$21.35	\$18.76
11	\$20.32	\$21.32	\$18.86	\$20.37	\$19.77	\$24.31	\$23.02	\$28.26	\$33.49	\$32.47	\$36.47	\$21.76	\$19.14
12	\$20.73	\$21.73	\$19.22	\$20.78	\$20.17	\$24.54	\$23.47	\$28.55	\$33.81	\$32.80	\$36.80	\$22.21	\$19.53
13	\$21.13	\$22.13	\$19.60	\$21.20	\$20.57	\$24.78	\$23.72	\$28.82	\$34.15	\$33.13	\$37.13	\$22.64	\$19.92
14	\$21.55	\$22.55	\$20.01	\$21.61	\$20.99	\$25.28	\$23.97	\$29.39	\$34.83	\$33.77	\$37.77	\$23.09	\$20.31
15	\$22.01	\$23.01	\$20.40	\$22.06	\$21.40	\$25.79	\$24.44	\$29.98	\$35.53	\$34.46	\$38.46	\$23.56	\$20.72
16	\$22.43	\$23.43	\$20.81	\$22.47	\$21.84	\$26.31	\$24.92	\$30.60	\$36.25	\$35.14	\$39.14	\$23.80	\$21.13
17	\$22.89	\$23.89	\$21.24	\$22.93	\$22.27	\$26.83	\$25.42	\$31.20	\$36.96	\$35.86	\$39.86	\$24.04	\$21.56
18	\$23.34	\$24.34	\$21.65	\$23.17	\$22.72	\$27.37	\$25.94	\$31.81	\$37.70	\$36.57	\$40.57	\$24.53	\$21.99
19	\$23.59	\$24.59	\$22.09	\$23.41	\$23.17	\$27.93	\$26.44	\$32.46	\$38.46	\$37.30	\$41.30	\$25.01	\$22.43
20	\$23.83	\$24.83	\$22.53	\$23.88	\$23.63	\$28.46	\$26.98	\$33.11	\$39.23	\$38.05	\$42.05	\$25.51	\$22.88
21	\$24.30	\$25.30	\$22.98	\$24.36	\$24.10	\$29.04	\$27.52	\$33.77	\$40.00	\$38.81	\$42.81	\$26.02	\$23.34
22	\$24.77	\$25.77	\$23.44	\$24.84	\$24.58	\$29.64	\$28.08	\$34.44	\$40.81	\$39.59	\$43.59	\$26.54	\$23.81
23	\$25.27	\$26.27	\$23.91	\$25.34	\$25.08	\$30.22	\$28.64	\$35.14	\$41.62	\$40.38	\$44.38	\$27.08	\$24.28
24	\$25.77	\$26.77	\$24.39	\$25.85	\$25.58	\$30.82	\$29.21	\$35.85	\$42.46	\$41.19	\$45.19	\$27.63	\$24.77
25	\$26.28	\$27.28	\$24.88	\$26.36	\$26.09	\$31.43	\$29.79	\$36.56	\$43.31	\$42.01	\$46.01	\$28.15	\$25.26
* Steps do not equal years of experience													
** Longevity 2%													

Appendix B (page 2)

Educational Support Personnel Salary Matrix

2026-27 Salary Schedule

Step	Para	Para SC	CI-of-0	Cust-0	HlthA-0	Lib-f-0	Main1-0	Main2-0	Main3-0	Nurse-LPN	Nurse-RN/BA	Sec-p-0	Sec-s-0
1	\$17.78	\$18.78	\$16.16	\$17.46	\$16.97	\$21.26	\$20.15	\$24.75	\$29.32	\$28.44	\$32.44	\$19.05	\$16.43
2	\$18.13	\$19.13	\$16.48	\$17.81	\$17.30	\$21.68	\$20.55	\$25.24	\$29.91	\$29.01	\$33.01	\$19.43	\$16.75
3	\$18.45	\$19.45	\$16.81	\$18.16	\$17.60	\$22.06	\$20.91	\$25.68	\$30.42	\$29.51	\$33.51	\$19.77	\$17.06
4	\$18.82	\$19.82	\$17.13	\$18.50	\$17.95	\$22.50	\$21.32	\$26.18	\$31.03	\$30.10	\$34.10	\$20.16	\$17.40
5	\$19.19	\$20.19	\$17.46	\$18.86	\$18.31	\$22.95	\$21.75	\$26.71	\$31.65	\$30.71	\$34.71	\$20.57	\$17.72
6	\$19.52	\$20.52	\$17.80	\$19.24	\$18.67	\$23.34	\$22.12	\$27.18	\$32.19	\$31.24	\$35.24	\$20.92	\$18.09
7	\$19.81	\$20.81	\$18.17	\$19.62	\$19.06	\$23.69	\$22.45	\$27.57	\$32.67	\$31.69	\$35.69	\$21.22	\$18.44
8	\$20.11	\$21.11	\$18.53	\$20.00	\$19.43	\$24.04	\$22.78	\$27.98	\$33.15	\$32.16	\$36.16	\$21.54	\$18.81
9	\$20.40	\$21.40	\$18.90	\$20.41	\$19.82	\$24.39	\$23.13	\$28.39	\$33.64	\$32.62	\$36.62	\$21.85	\$19.20
10	\$20.80	\$21.80	\$19.26	\$20.83	\$20.22	\$24.86	\$23.57	\$28.93	\$34.29	\$33.25	\$37.25	\$22.29	\$19.56
11	\$21.20	\$22.20	\$19.66	\$21.24	\$20.62	\$25.36	\$24.03	\$29.50	\$34.95	\$33.90	\$37.90	\$22.71	\$19.96
12	\$21.62	\$22.62	\$20.06	\$21.67	\$21.03	\$25.86	\$24.49	\$30.06	\$35.62	\$34.54	\$38.54	\$23.15	\$20.36
13	\$22.06	\$23.06	\$20.45	\$22.10	\$21.46	\$26.10	\$24.97	\$30.37	\$35.97	\$34.89	\$38.89	\$23.62	\$20.78
14	\$22.47	\$23.47	\$20.85	\$22.55	\$21.89	\$26.36	\$25.24	\$30.66	\$36.33	\$35.24	\$39.24	\$24.09	\$21.19
15	\$22.92	\$23.92	\$21.29	\$22.99	\$22.33	\$26.89	\$25.50	\$31.27	\$37.05	\$35.93	\$39.93	\$24.56	\$21.61
16	\$23.41	\$24.41	\$21.71	\$23.47	\$22.77	\$27.44	\$26.00	\$31.89	\$37.80	\$36.66	\$40.66	\$25.07	\$22.04
17	\$23.86	\$24.86	\$22.14	\$23.91	\$23.23	\$27.99	\$26.51	\$32.55	\$38.56	\$37.38	\$41.38	\$25.32	\$22.48
18	\$24.35	\$25.35	\$22.59	\$24.40	\$23.69	\$28.54	\$27.04	\$33.19	\$39.32	\$38.15	\$42.15	\$25.57	\$22.93
19	\$24.83	\$25.83	\$23.03	\$24.65	\$24.17	\$29.12	\$27.59	\$33.84	\$40.11	\$38.90	\$42.90	\$26.09	\$23.39
20	\$25.09	\$26.09	\$23.50	\$24.90	\$24.65	\$29.71	\$28.12	\$34.53	\$40.91	\$39.68	\$43.68	\$26.60	\$23.86
21	\$25.35	\$26.35	\$23.97	\$25.40	\$25.13	\$30.28	\$28.70	\$35.23	\$41.73	\$40.48	\$44.48	\$27.14	\$24.34
22	\$25.85	\$26.85	\$24.45	\$25.91	\$25.64	\$30.90	\$29.27	\$35.93	\$42.56	\$41.28	\$45.28	\$27.68	\$24.83
23	\$26.35	\$27.35	\$24.94	\$26.43	\$26.15	\$31.53	\$29.87	\$36.64	\$43.41	\$42.12	\$46.12	\$28.24	\$25.32
24	\$26.88	\$27.88	\$25.44	\$26.96	\$26.68	\$32.15	\$30.47	\$37.38	\$44.27	\$42.95	\$46.95	\$28.81	\$25.83
25	\$27.41	\$28.41	\$25.94	\$27.50	\$27.21	\$32.79	\$31.08	\$38.14	\$45.17	\$43.82	\$47.82	\$29.40	\$26.35
* Steps do not equal years of experience													
** Longevity 2%													

Appendix B (page 3)

Educational Support Personnel Salary Matrix

2027-28 Salary Schedule

Step	Para	Para SC	CI-of-0	Cust-0	HlthA-0	Lib-f-0	Main1-0	Main2-0	Main3-0	Nurse-LPN	Nurse-RN/BA	Sec-p-0	Sec-s-0
1	\$18.54	\$19.54	\$16.85	\$18.21	\$17.69	\$22.17	\$21.02	\$25.81	\$30.58	\$29.66	\$33.66	\$19.87	\$17.13
2	\$18.91	\$19.91	\$17.19	\$18.57	\$18.05	\$22.61	\$21.43	\$26.33	\$31.19	\$30.26	\$34.26	\$20.27	\$17.48
3	\$19.29	\$20.29	\$17.53	\$18.94	\$18.41	\$23.07	\$21.86	\$26.85	\$31.81	\$30.86	\$34.86	\$20.67	\$17.82
4	\$19.62	\$20.62	\$17.88	\$19.31	\$18.73	\$23.46	\$22.24	\$27.31	\$32.36	\$31.39	\$35.39	\$21.03	\$18.15
5	\$20.02	\$21.02	\$18.22	\$19.68	\$19.10	\$23.93	\$22.68	\$27.85	\$33.01	\$32.02	\$36.02	\$21.45	\$18.51
6	\$20.42	\$21.42	\$18.57	\$20.07	\$19.48	\$24.41	\$23.14	\$28.42	\$33.67	\$32.66	\$36.66	\$21.88	\$18.85
7	\$20.76	\$21.76	\$18.94	\$20.47	\$19.86	\$24.83	\$23.54	\$28.91	\$34.25	\$33.23	\$37.23	\$22.25	\$19.24
8	\$21.08	\$22.08	\$19.33	\$20.87	\$20.27	\$25.20	\$23.88	\$29.33	\$34.75	\$33.71	\$37.71	\$22.58	\$19.62
9	\$21.39	\$22.39	\$19.71	\$21.28	\$20.67	\$25.57	\$24.23	\$29.76	\$35.27	\$34.21	\$38.21	\$22.91	\$20.01
10	\$21.70	\$22.70	\$20.10	\$21.71	\$21.09	\$25.95	\$24.60	\$30.21	\$35.78	\$34.70	\$38.70	\$23.25	\$20.42
11	\$22.13	\$23.13	\$20.49	\$22.16	\$21.51	\$26.45	\$25.07	\$30.78	\$36.48	\$35.38	\$39.38	\$23.72	\$20.81
12	\$22.55	\$23.55	\$20.91	\$22.60	\$21.94	\$26.98	\$25.56	\$31.38	\$37.17	\$36.06	\$40.06	\$24.16	\$21.23
13	\$23.00	\$24.00	\$21.34	\$23.06	\$22.37	\$27.51	\$26.05	\$31.98	\$37.89	\$36.74	\$40.74	\$24.63	\$21.66
14	\$23.46	\$24.46	\$21.75	\$23.52	\$22.83	\$27.77	\$26.56	\$32.30	\$38.27	\$37.11	\$41.11	\$25.13	\$22.10
15	\$23.91	\$24.91	\$22.19	\$23.99	\$23.28	\$28.05	\$26.85	\$32.62	\$38.65	\$37.49	\$41.49	\$25.62	\$22.54
16	\$24.39	\$25.39	\$22.64	\$24.46	\$23.75	\$28.61	\$27.12	\$33.26	\$39.42	\$38.22	\$42.22	\$26.13	\$22.99
17	\$24.90	\$25.90	\$23.09	\$24.96	\$24.22	\$29.19	\$27.66	\$33.92	\$40.21	\$39.00	\$43.00	\$26.67	\$23.44
18	\$25.38	\$26.38	\$23.55	\$25.43	\$24.71	\$29.77	\$28.20	\$34.63	\$41.03	\$39.77	\$43.77	\$26.93	\$23.92
19	\$25.90	\$26.90	\$24.03	\$25.95	\$25.20	\$30.36	\$28.77	\$35.30	\$41.83	\$40.58	\$44.58	\$27.21	\$24.40
20	\$26.41	\$27.41	\$24.50	\$26.22	\$25.71	\$30.97	\$29.35	\$36.00	\$42.67	\$41.39	\$45.39	\$27.76	\$24.88
21	\$26.69	\$27.69	\$25.00	\$26.49	\$26.22	\$31.61	\$29.92	\$36.73	\$43.52	\$42.21	\$46.21	\$28.30	\$25.39
22	\$26.97	\$27.97	\$25.50	\$27.02	\$26.74	\$32.21	\$30.53	\$37.47	\$44.40	\$43.06	\$47.06	\$28.87	\$25.89
23	\$27.49	\$28.49	\$26.01	\$27.56	\$27.28	\$32.87	\$31.14	\$38.22	\$45.27	\$43.92	\$47.92	\$29.45	\$26.41
24	\$28.03	\$29.03	\$26.53	\$28.11	\$27.82	\$33.54	\$31.78	\$38.97	\$46.18	\$44.80	\$48.80	\$30.04	\$26.94
25	\$28.60	\$29.60	\$27.06	\$28.68	\$28.38	\$34.20	\$32.41	\$39.77	\$47.10	\$45.69	\$49.69	\$30.65	\$27.48
* Steps do not equal years of experience													
** Longevity 2%													

Appendix C

Extra Pay Schedule

Licensed Staff	2025-26	2026-27	2027-28
(8.6) Teacher Coverage	\$33.92	\$35.96	\$38.11
(9.5) Homebound Tutoring	\$43.46	\$46.07	\$48.83
(9.1 & 9.3) Training & Curriculum Writing	\$40.28	\$42.70	\$45.26
(9.1) Student Evaluations IEP scheduled outside of contractual hours Student evaluations & IEP work conducted during the summer	\$40.28	\$42.70	\$45.26
(9.4) Hawthorn Local Trainer/ & Summer School Instruction	\$43.46	\$46.07	\$48.83
Educational Support Professional	2025-26	2026-27	2027-28
(8.6) Teacher Coverage- ESP	\$10 / hour + ESP hourly rate	\$10 / hour + ESP hourly rate	\$10 / hour + ESP hourly rate
(9.3) Training	Hourly Rate	Hourly Rate	Hourly Rate
(34.13) Summer School Support	26-27 Hourly Rate	27-28 Hourly Rate	28-29 Hourly Rate
Licensed & ESP	2025-26	2026-27	2027-28
Activity Workers, Crossing Guard, Lunch Supervision	\$30.48	\$32.30	\$34.24
(9.6) Translating & Interpreting	\$36.04	\$38.20	\$40.49

Appendix D

Athletic District Stipend Sports

Categories (Hours)	Sports	2025-26 Stipend	2026-27 Stipend	2027-28 Stipend
A (11 - 25 hrs.) 18 hours		\$548.64	\$581.40	\$616.32
B (26 - 39 hrs.) 35 hours	Bowling (2)	\$1,066.80	\$1,130.50	\$1,198.40
	Cheerleading Assistant (2)			
C (40 - 55 hrs.) 47 hours	Golf Club	\$1,432.56	\$1,518.10	\$1,609.28
D (56 - 70 hrs.) 63 hours	Cross Country Assistant (2)	\$1,920.24	\$2,034.90	\$2,157.12
	Softball Assistant (2)			
E (71 - 85 hrs.) 79 hours	Track & Field Assistant (4)	\$2,407.92	\$2,551.70	\$2,704.96
F (86 - 100 hrs.) 93 hours	Cross Country Head (4)	\$2,834.64	\$3,003.90	\$3,184.32
	Cheerleading Head (2)			
	Pom-Poms (2)			
	Soccer (4)			
G (101 - 115 hrs.) 108 hours	Wrestling Assistant (2)	\$3,291.84	\$3,488.40	\$3,697.92
	Softball Head (2)			
H (116 - 130 hrs.) 123 hours	Basketball Boys 6th & 7th (2)	\$3,749.04	\$3,972.90	\$4,211.52
	Basketball Boys 8th (2)			
	Basketball Girls 6th & 7th (2)			
	Basketball Girls 8th (2)			
	Track & Field Head (4)			
	Volleyball Boys 6th & 7th (2)			
	Volleyball Boys 8th (2)			
	Volleyball Girls 6th & 7th (2)			
	Volleyball Girls 8th (2)			

Appendix D (page 2)

Athletic District Stipend Sports

Categories (Hours)	Sports	2025-26 Stipend	2026-27 Stipend	2027-28 Stipend
I (131 - 145 hrs.) 138 hours		\$4,206.24	\$4,457.40	\$4,725.12
J (146 - 160 hrs.) 152 hours	Wrestling Head (2)	\$4,632.96	\$4,909.60	\$5,204.48
K (161 - 170 hrs.) 168 hours		\$5,120.64	\$5,426.40	\$5,752.32

School Year	2025-26	2026-27	2027-28
Hourly Rate	\$30.48	\$32.30	\$34.24

Appendix E

District Clubs / Activities

Category	Middle School	Elementary	2025-26 Stipend	2026-27 Stipend	2027-28 Stipend
A (11-25 hrs.) 18 hours	Battle of Books (2) Play, Costume (2) Broadcasting (2) Play, Set Design (2) Cricket Club (2) Play, Set Painting (2) Newspaper (2) Promotion Sponsor (2) Pep Club (2)	Broadcasting (5)	\$548.64	\$581.40	\$616.32
B (26-39 hrs.) 35 hours	Acceptance Club (2) Art Club (2) Fishing Club Game Club (2) Garden Club (2) Scholastic Bowl Asst. (2) Science Club (2) Sew What (2) Tech Club (2) Volleyball Club (2)	Student Council (5) SOAR/GOTR (5)	\$1,066.80	\$1,130.50	\$1,198.40
C (40-55 hrs.) 47 hours	Jazz Band (2) Choir (2) Chambor Orchestra (2) Science Olympiad Asst. (2)	Chorus (5) Yearbook (5) Drama (ES)	\$1,432.56	\$1,518.10	\$1,609.28
D (56-70 hrs.) 63 hours	Band Solo/Ensemble (2) Chorus, Solo/Ensemble (2) Orchestra Solo/Ensemble (2) Play Director (2) Play, Music Director (2) Scholastic Bowl Head (2) Math Team (2)	Science Olympiad (5)	\$1,920.24	\$2,034.90	\$2,157.12
E (71-85 hrs.) 79 hours	Science Olympiad Head (2) Yearbook Sponsor (2)		\$2,407.92	\$2,551.70	\$2,704.96
F (86-100 hrs.) 93 hours	Try (4)		\$2,834.64	\$3,003.90	\$3,184.32

Appendix E (page 2)

District Clubs / Activities

Category	Middle School	Elementary	2025-26 Stipend	2026-27 Stipend	2027-28 Stipend
G (101-115 hrs.) 108 hours	Student Council (2)		\$3,291.84	\$3,488.40	\$3,697.92
H (116-130 hrs.) 123 hours			\$3,749.04	\$3,972.90	\$4,211.52
I (131-145 hrs.) 138 hours	After School Supervision (2)		\$4,206.24	\$4,457.40	\$4,725.12
J (146-160 hrs.) 152 hours			\$4,632.96	\$4,909.60	\$5,204.48
K (161- 170 hrs.) 168 hours			\$5,120.64	\$5,426.40	\$5,752.32

School Year	2025-26	2026-27	2027-28
Hourly Rate	\$30.48	\$32.30	\$34.24



Appendix F

STIPEND REQUEST FORM

Hawthorn District 73 Stipend / Club Proposal Form

Please share/email your proposal with your respective building administrator. The proposal will be reviewed within the next two meetings by the designated building leadership team.

Proposal Submission Date	
Name of Club/Activity	
Name of Sponsor(s)	
Building & Room Number / Grade Level(s)	
Start & End Dates	
Total Number of Hours & Category (see Appendix E)	
Anticipated Cost for Materials	
Describe the objectives as they pertain to student learning and/or social/emotional development	

Complete by Building Administration and sent to HR once approved at building level (Note: Building funds must be available for approval).

Approvals:

Building Administrator Signature & Date of Receipt: _____

Building Team Review Date: _____

Stipend Approval & Date: _____

Club/Activity Start Date: _____

Club/Activity Category: _____ Stipend Category & Amount: _____

Send to Human Resources for processing and payment.

Additional Comments (if needed):

Appendix G

Support Training Procedure for Staff

Purpose: To outline the guidance process for: instructional assistants, one-on-ones, and licensed staff in order to support student(s) to whom they are assigned in the first weeks of their relationship.

For staff starting the first day of school in support of a new or existing Hawthorn student: Principal (or designee) will assign a trainer (a current case manager, former case manager, licensed staff member, or other Instructional Assistant (IA) with possible training and/or conference to the staff member and determine one of two options for initial training (depending on the case):

A. Training on the first institute day of the year

OR

B. Shadowing the first half of the student's first day

Once training is complete, two follow up meetings will be scheduled:

- 1 week follow up with the staff member(s) and Principal (or designee)
- 6 week follow up with staff member(s) and Principal (or designee)

The purpose of those follow up meetings is simply to check in and ensure that the team is feeling comfortable with the support the student is receiving. If this guidance/training has not been significant enough then more training will be provided.

For new staff members starting midyear with an existing Hawthorn student or a student new to the district:

Principal (or designee) will assign a trainer (either case manager, special education licensed staff or other IA with appropriate experience) to the staff member who will support the student by shadowing the first half of the student's first day.

Once the shadowing is complete, two follow up meetings will be scheduled:

- 1 week follow up with the staff member(s) and Principal (or designee)
- 6 week follow up with staff member(s) and Principal (or designee)

The purpose of those follow up meetings is simply to check in and ensure that the team is confident with the support the student is receiving. If the team is not confident, more training will be provided by the administration and/or professional development will be offered.

At any time during the staff member's assignment, they are encouraged to discuss any concerns or need for additional training with the following individuals (in this order):

- A. Student's case manager
- B. Student's classroom teacher
- C. Classroom Teacher
- D. Principal/Assistant Principal/Other Supervisor
- E. Student Services Coordinator
- F. Assistant Superintendent of Student Services

Appendix H

Licensed Evaluation Timeline

Non-Tenured Teachers Years 1 & 2	Non-Tenured Teachers Years 3 & 4	Tenured Teachers Informal Yr. 1	Tenured Teachers Informal Yr 2	Tenured Teachers Formal Year
<u>3 Formal Observations</u> <ul style="list-style-type: none"> • 2 Prior to Winter Break • 1 Prior to March 1 	<u>2 Formal Observations</u> <ul style="list-style-type: none"> • Completed by Jan. 15 <i>3rd optional at evaluator's discretion</i>	<u>No Formal Observations</u>	<u>Informal Observation</u> <ul style="list-style-type: none"> • Completed by Feb. 1 	<u>2 Formal Observations</u> <ul style="list-style-type: none"> • 1 Prior to Winter Break • 1 Prior to May 1 <i>3rd optional at evaluator's discretion</i>
<u>Mid Year Review</u> <ul style="list-style-type: none"> • Completed by Jan. 15 	<u>Mid Year Review</u> <ul style="list-style-type: none"> • Completed by Jan. 15 	<u>Professional Growth Plan</u> <ul style="list-style-type: none"> • Submitted by Nov. 1 	<u>Professional Growth Plan</u> <ul style="list-style-type: none"> • Submitted by Nov. 1 	<u>Mid Year Review</u> <ul style="list-style-type: none"> • Completed by Jan. 15
<u>Summative Evaluation</u> <ul style="list-style-type: none"> • Completed by Mar. 15 	<u>Summative Evaluation</u> <ul style="list-style-type: none"> • Completed by Mar. 15 	<u>Summative Reflection Form</u> <ul style="list-style-type: none"> • Submitted by May 15 	<u>Summative Reflection Form</u> <ul style="list-style-type: none"> • Submitted by May 15 	<u>Summative Evaluation</u> <ul style="list-style-type: none"> • Completed by May 15

Appendix I

PERFORMANCE EVALUATION OF EDUCATIONAL SUPPORT PERSONNEL PROCESS FOR EVALUATION

FORMAL EVALUATION

All staff will be formally evaluated using factors reasonably related to performance, with a rating for each factor and an overall rating. Overall ratings will be: "Excellent", "Proficient", or "Needs Improvement" and will be provided to ESP staff prior to April 15th

NEW HIRED STAFF

Each new ESP member will be evaluated twice during the school term (once after completion of the 90 day probationary period and once at the end of the year prior to April 15).

SCHEDULE, MEETINGS, AND PROCEDURES

A. At the beginning of each school year, (prior to October 1st) the responsible administrator will meet with ESPs for the purpose of explaining the evaluation instrument and answering questions.

B. Administrators shall have the opportunity to receive input from appropriate personnel to complete the evaluation for all ESPs.

C. Prior to April 15th the Administrator will meet with each ESP to review and discuss their evaluation. The Administrator and ESP will sign the evaluation form to indicate having received the formal evaluation. The original signed copy of the evaluation will be placed in the employee's personnel file. ESPs shall be allowed 10 calendar days from the date of the evaluation meeting to respond in writing to their evaluation. The written response will be submitted to the evaluating administrator or the Assistant Superintendent of HR to be attached to their evaluation.

D. If an employee receives a rating of "Needs Improvement" in any area, the administrator and the employee will discuss how the employee can improve in said area(s), and the administrator will conduct a follow-up evaluation prior to November 30th of the following school year. An employee who is evaluated prior to November 30th because of a previous year's 'Need Improvement' rating is still subject to the annual evaluation that is to be completed by April 15th.

E. An ESP whose overall performance has been judged as "Needs Improvement" will be notified in writing and meet directly with the responsible administrator. If the District chooses to non-renew the employee due to an overall needs improvement performance, the Superintendent or their designee will notify the employee by April 15th.

Appendix I (page 2)

PERFORMANCE EVALUATION OF EDUCATIONAL SUPPORT PERSONNEL PROCESS FOR EVALUATION

SUMMARY OF SIGNIFICANT DATES AND DEADLINES

Date	Activity
Prior to October 1st	Administrator/ESP will meet to discuss the evaluation instrument.
Prior to November 30th	Evaluation of all ESPs who received a "Needs Improvement" Rating
Prior to April 15th	Formal Evaluation of all ESPs

Appendix J

HAWTHORN DISTRICT 73 NOTICE OF INTENT TO PARTICIPATE IN THE VOLUNTARY RETIREMENT INCENTIVE PROGRAM

Pursuant to Hawthorn District 73's retirement incentive program, I, _____ (Employee's Name), hereby submit to the Superintendent my irrevocable notice of intent to resign and retire, effective the last of the _____ school year. I understand that by submitting this written notice of intent to resign and retire, I may not, at a later date, change my decision to resign and retire or continue my employment with the District.

Administrator

Date:_____

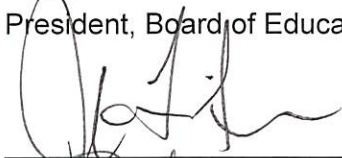
Employee

Date:_____

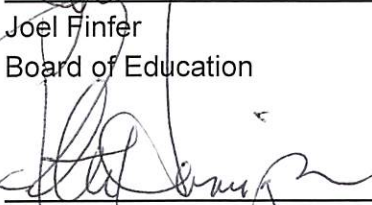
PROFESSIONAL AGREEMENT
BETWEEN
BOARD OF EDUCATION
AND
HAWTHORN EDUCATION ASSOCIATION IEA-NEA
OF HAWTHORN SCHOOL DISTRICT #73
SIGNATURE PAGE



Robin Cleek
President, Board of Education



Joel Finfer
Board of Education



Pete Hannigan
Superintendent



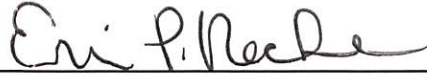
Adam Palmer
Assistant Superintendent of HR



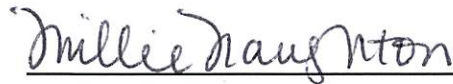
Jennifer Akin
Assistant Superintendent of Finance &
Business Operations



Allison Stein
Assistant Superintendent of Teaching &
Learning



Erin Roche
President, Hawthorn Education Association



Millie Naughton
Hawthorn Education Association



Renee Schiemann
Hawthorn Education Association



Mara Silver-Shack
Hawthorn Education Association



Connie Wroblewski
Hawthorn Education Association