Collective Bargaining Agreement
Between
Coal City Community Unit Education Association/IEA/NEA
And
Coal City Community Unit School District #1
Board of Education

2018-2023

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ARTICLE I

RECOGNITION

1.1 The Board of Education of Coal City Community Unit School District #1, Grundy and Will Counties, Illinois, hereinafter the "Board" hereby recognizes the Coal City Community Unit Education Association/IEA-NEA, hereinafter the "Association," as the sole and exclusive bargaining representative for all full-time and part-time regularly employed licensed nonsupervisory personnel employed by Coal City Community Unit School District #1.

1.2 Part-time employees

1. Part-time employees receive benefits if eligible on a pro rata basis unless specified otherwise. Part-time employees will receive the same privileges as tenured employees after they have worked for the district in any certified capacity in the previous four years and will receive all privileges guaranteed in this contract to tenured employees unless prohibited by law.

2. The status of a part-time employee will be determined by the greater of the following:

   average number of sections/classes (of similar duration) taught or supervised (e.g. guided practice, CCT, study hall, RtI interventions, etc.) by comparable full time teachers

   or

   total number of minutes in the district comparable to full-time teachers.

3. All part-time employees' part-time status will be reviewed by the Association to review the determination of the percentage of part-time status before salary agreements are sent out by Unit office.

ARTICLE II

GENERAL ASSOCIATION RIGHTS

2.1 The Association shall be given electronic notice of all regular and special meetings of the Board together with a copy of the agenda, if available, of each meeting prior to the scheduled time of the meeting.

2.2 One (1) electronic copy of all unofficial open Board minutes shall be made available to all members of the Association.

2.3 Should the Association send representatives to local, state or national conferences, these representatives shall be excused without loss of salary providing that the Association shall reimburse the District for the cost of the substitute(s). A written notification for leave shall be submitted to the Superintendent by the president of the Association seven (7) calendar days in advance of the requested absence. Such Association release time shall not exceed twelve (12) days per school year, but no one (1) association member may use more than four (4) Association days per school year.

2.4 Within thirty (30) days following ratification of the Agreement, the Board shall have an electronic copy of the Agreement accessible for members of the Association. For purposes of the Union ratification meeting, the Board will have sufficient copies for distribution of all collectively bargained contract changes.

2.5 The Association and its representatives shall have the right to request the use of school buildings, facilities and equipment. Reasonable charges may be made for custodial services or consumable supplies.

2.6 Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property before and after school or during a teacher's duty free lunch period if it does not interfere with the educational program. The Board agrees to make every effort to give release time to the Association President to conduct Association business within the district. The Board reserves the right to request a general schedule of Association business conducted during any release time provided.

2.7 The Association shall have the right to post notices of activities and matters of Association business on bulletin boards in teacher workroom(s). The Association may use District e-mail to communicate with bargaining unit members and administration does not have to be courtesy copied. If employee mailboxes are used to disseminate association business, then copies shall be given to the building Administration.

2.8 Only one (1) official personnel file shall be maintained. No material shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any material by affixing his/her signature on the copy to be filed.

Any complaint, which could lead to disciplinary action to an employee, shall be reported to the Association member by the Administration. Should the involved employee or the immediate supervisor believe that the allegations in the complaint warrant a meeting, the immediate supervisor shall attempt to schedule a meeting between the member and the complainant. At the request of the employee, an Association representative(s) may be present at the meeting.

If any action will be taken affecting an Association member acting as a classroom teacher, extra-curricular sponsor, or coach, the Association member will be told of such possible actions(s) prior to the decision being announced to any other party, excluding the Board.

Each teacher shall have the right, upon twenty-four (24) hour's request, to review the contents of his or her personnel file in the presence of an Administrator or his or her designee, and may, upon request, secure one (1) photocopy of the documents contained therein. A reasonable charge may be required. A teacher shall receive a copy of any document hereafter placed in his or her personnel file and may, within one (1) year of such placement, respond in writing thereto, which response shall be placed in the file.

2.9 The Board agrees to furnish to the Association electronic copies of all readily available public information concerning the financial resources of the District.

2.10 DUES DEDUCTION

1. Any member of the bargaining unit who is a member or has applied for membership in the Association may sign and deliver to the Board no later than October 1 an authorization for continuous annual dues deduction. The appropriate authorization forms shall be provided by the Association.

2. The Board shall deduct from each employee's pay the current dues of the Association provided the Board has received an authorization form.

    a. Pursuant to such authorization, the Board shall deduct an equal amount from the bi-weekly paychecks of certificated personnel beginning on a date agreed upon by the Association and the Administration.

    b. The Board shall remit said deducted dues to the Association within (15) school days following the pay period deduction.

2.11 Names and addresses of newly hired teachers shall be provided to the Association within fourteen (14) calendar days after Board action employing them.

2.12 When a teacher is required to appear before an Administrator or the Board of Education concerning any unsatisfactory evaluation or matter disciplinary in nature which may adversely affect his/her employment relationship, the teacher shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have a representative of the Association present to advise and/or represent him/her during such meeting or interview.

Discipline shall mean written reprimands, written warning notices, letters of remediation, suspension, or dismissal.

2.13 The Association representatives and Superintendent shall meet monthly during the school year for the purpose of discussing issues unless other dates are agreed upon.

2.14 FAIR SHARE

A. FAIR SHARE AGREEMENT

It is recognized that the negotiations and administration of this Agreement entail expenses which appropriately are shared by all employees who are beneficiaries of said Agreement. To this end, if an employee does not join the Association, such employee will:

1. Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration. The total amount shall not exceed that amount established as regular Association dues; and

2. Pay directly to the Association a like sum. In the event the employee wishes contributions to be handled through payroll deductions, the money shall be remitted to the Association in the manner provided in Article 2.10.

The Association shall submit to the Board an affidavit which specifies the amount constituting said fair share not exceeding the dues uniformly required of members of the Association, and which describes the rationale and method by which the fair share was determined, including a list of the expenditures which were excluded in determining fair share.

The obligation to pay a fair share fee to the Association will not apply to any employee who, on the basis of a *bona fide* religious tenet or teaching of a teacher or religious body of which said employee is a member, objects to the payment of a fair share fee to the Association. In the event that a religious objection is filed by a nonmember of the Association and collection made of the fair share fee, the Association will make payment in behalf of the employee to a mutually agreeable nonreligious charitable organization.

In the event such an authorization is not signed or such direct payment is not made within ninety (90) calendar days following the commencement of employment, the Board shall deduct the fair share fee in equal payments from the regular salary check of the employee.

B. FAIR SHARE NOTICE AND OBJECTION

The Association shall send by first-class mail, a notice to each nonmember:
(1) specifying the amount of fair share fee to be deducted;
(2) advising that any nonmember may object to the amount of the fee; and
(3) describing the process for filing objections.

The Association shall post the same fair share notice on all bulletin boards.

The Association shall certify to the Board that said notice has been mailed to all Association nonmembers in the bargaining unit.

Such fee shall be paid to the Association by the Board no later than fifteen (15) school days following deduction.

Further, it is understood members of the Association shall maintain their membership during the life of this agreement.

C. HOLD HARMLESS PROVISION

The IEA/NEA agrees to indemnify and save the Board harmless against any liability which may arise by reasons of any action taken by the Board in complying with the provisions of Section A above, including reimbursement for any legal fees or expenses incurred in connection therewith.

The Board agrees to promptly notify the Association in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement the provisions of Section A above and, if the Association so requests in writing, to surrender claims, demands, suits or other forms of liability.

In the event that an objection is filed by a nonmember during the term of this Agreement, the Board shall continue to deduct the fair share fee from the objecting employee's pay, but shall transmit the portion of said fee objected to to the Illinois Educational Labor Relations Board, which shall hold the fee in escrow. The IELRB shall investigate and consider the fair share fee objections and determine the amounts to be apportioned to the nonmember and to the Association.

ARTICLE III

GRIEVANCE PROCEDURE

3.1 Definitions

1. Any claims by the Association or any employee that there has been a violation of the terms of this Agreement shall be a grievance.

2. All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) school days before the close of the current school term, time limits shall consist of all weekdays.

3.2 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

Step 1-within twenty (20) school days of the occurrence of the event initiating the grievance, the employee or the Association, if a class grievance, may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within fifteen (15) school days after receipt of the grievance. An Association representative, if requested by the grievant, the grievant, and the immediately involved supervisor shall be present for the meeting. Within fifteen (15) school days of the meeting, the grievant and the Association shall be provided with the supervisor's written response.

Step II-if the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within fifteen (15) school days after receipt of the Step 1 answer. The Superintendent shall arrange with the Association representative for a meeting to take place within fifteen (15) school days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary. Within fifteen (15) school days of the meeting, the Association shall be provided with the Superintendent's written response.

Step III-if the Association is not satisfied with the disposition of the grievance at Step II, the Association may submit the grievance to final and binding arbitration through the American Arbitration Association, which shall act as the administrator of the proceedings. A mutually acceptable alternative agency such as FMCS or the IELRB may also be used. If a demand for arbitration is not filed within thirty (30) school days of the date for the Step II answer, then the grievance shall be deemed withdrawn. The arbitrator shall have no power to alter, amend or modify the terms of this Agreement. The arbitrator’s authority shall be limited to interpreting the specific language of this Agreement.

3.3 Bypass the Superintendent-if the Association and the Superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

3.4 Class Grievance-class grievances involving a class of employees, and grievances involving an Administrator above the building level may be initially filed by the Association at Step II.

3.5 Association Participation - Employee Represented - the Board acknowledges the right of the grievant's representative to participate in the processing of a grievance as specified above.

3.6 Association Participation - Employee Not Represented - when an employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at Step I and II.

3.7 Released Time - should an arbitration hearing require that an employee and an Association representative be released from their regular assignment, the employee and Association representative shall be released without loss of pay or benefits.

3.8 Filing of Materials - all records related to a grievance shall be filed separately from the personnel files of the employees.

3.9 Grievance Withdrawal - a grievance may be withdrawn at any level without establishing precedent.

3.10 No Written Response - if no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

3.11 AAA Rules - upon mutual agreement of the parties, the Expedited Arbitration Rules of the American Arbitration Association shall be used instead of the Voluntary Labor Arbitration Rules. Nothing in this section shall preclude the parties upon mutual agreement from using other dispute resolution agencies such as the FMCS or IELRB.

3.12 The fees and expenses of the arbitrator shall be shared by the parties. Expenses of court reporters or recording shall be borne by the party requesting same.

ARTICLE IV

LEAVES

4.1 Personal Leave

Personal leave shall consist of two (2) days per year and if unused shall be accumulated for up to three (3) days.

1. Except in the case of emergencies, request for the use of personal leave should be made to the building principal forty-eight (48) hours in advance.

2. Except in the case of emergencies, no more than eight (8) association members in the district combined may take personal leave on the same day.

3. Personal leave shall not be taken the day before or the day after a holiday or holiday break, during the first five days of each semester, or during the last four weeks of each semester unless the reason for the personal leave is determined to be an emergency.

4. If personal leave days are not taken, they shall accumulate to a maximum of three (3) days. The third carry over day may be used only for an emergency situation. All other unused personal leave days shall be added to the accumulated sick days at the end of the year. If the employee begins the year with three (3) accumulated personal leave days, the two (2) personal leave days afforded by the contract shall automatically become sick days at the beginning of that year.

5. No more than one (1) personal leave days may be taken in succession unless the reason for the personal leave is determined to be an emergency.

6. For a personal leave request to be considered an emergency, a request must be submitted in writing to the Superintendent or designee and be accompanied by an explanation of the request. Approval or denial of such is at the discretion of the Superintendent or designee and any approval or denial shall not be precedential regarding any other such request. Emergency situations can include an immediate family event of significant importance (e.g. taking child to college for the first time; child's college graduation; child's wedding) that is scheduled outside of the employee's control. Vacation requests will not be considered as emergencies.

4.2 Sick Leave

Each full-time teacher shall be granted twelve (12) sick leave days per school year without loss of pay. Each full-time teacher who has accumulated seventy-five (75) unused sick days at the end of the previous year shall receive fourteen (14) sick days the next school year. Each full-time teacher who has accumulated one hundred twenty-five (125) unused sick days at the end of the previous year shall receive sixteen (16) sick days the next school year. Each full-time teacher who has accumulated one hundred seventy-five (175) unused sick days at the end of the previous year shall receive eighteen (18) sick days the next school year. Each full-time teacher who has accumulated two hundred twenty-five (225) unused sick days at the end of the previous year shall receive twenty (20) sick days the next school year.

Teachers who had accumulated at least two hundred (200) sick leave days or more and were receiving 25 sick days per year under the previous collective bargaining agreement can choose to either continue receiving 25 sick days per year and accumulate to a maximum of 410, or adhere to the language contained in Section 4.2 of the current collective bargaining agreement.

1. Sick leave shall accumulate to a maximum of 450 days.

2. Sick leave shall be interpreted to mean personal illness or injury, quarantine at home or serious illness or death in the immediate family or household. The immediate family or household shall be interpreted to mean husband, wife, father, mother, son, daughter, sister, brother, and corresponding in-laws and steps from the preceding list. Additional immediate family includes grandchildren, grandparents, legal guardian, aunt, uncle, niece and nephew. A household can include anyone living on a permanent basis in the immediate household of the person employed.

3. If a physician determines that an employee is unable to work due to a maternity related illness or disability, then sick leave will be granted for the number of days prescribed by the employee's doctor, until such time the employee has used all available sick leave.

4. The Board shall maintain a complete accounting of each teacher's sick leave days and shall make this information available on each employee's electronic paycheck stub.

5. In the case of the death of any member of the immediate family of an employee, the Board will grant an excused paid absence not to exceed three (3) days for each death up to two (2) deaths per year or four (4) days inclusive for multiple deaths at one time. The above mentioned absence shall not be subtracted from an employee's sick days or personal days. The immediate family or household shall be interpreted to mean husband, wife, father, mother, son, daughter, sister, brother, grandchildren, grandparents, legal guardian, aunt, uncle, niece and nephew, corresponding in-laws, steps- and anyone living on a permanent basis in the immediate household of the person employed.

6. Employees will be required to submit to the Superintendent a doctor's certificate as proof of sick leave within one (1) business day in the following circumstances:

    A. After three (3) consecutive workdays due to illness.
    B. For each sick leave absence after nine (9) undocumented sick leave days are used in a fiscal year.
    C. For each absence that occurs any day immediately preceding or following a holiday or holiday break.

4.3 Sick Leave Bank

Certified staff members may elect to participate on an annual basis to a voluntary Sick Leave Bank. Certified staff members would build a Sick Leave Bank by contributing two (2) days during the first year of implementation of the Bank, and one (1) day each year thereafter. If the Bank has a balance of 200 days or more on the first day of school, then no contribution will be necessary from anyone except first-year employees and current employees electing to join the sick bank. A retiring staff member may elect to donate up to ten (10) sick days which are not used for retirement purposes. These days will not be reimbursed by the district under section 10.3 of this agreement.

The Sick Leave Bank will be administered by a Sick Leave Bank Review Committee under the control of the Association Executive Board. The parties agree that the Bank will be in effect beginning the 2014-2015 school year and subsequent school years.

Participation:

Any certified staff member covered by this agreement is eligible to participate in the Sick Bank (eligible employee) . In order to participate, the eligible employee must donate two (2) days of sick leave to the Sick Bank:

a) within twenty (20) school days of initial employment for newly hired employees or;

b) between the beginning of the school year and September 15 of each school year for any teacher who was not eligible to participate or chose not to participate in the previous year. An eligible employee who chose not to participate in the previous year or years must donate an additional two (2) days of sick leave for every year in which he or she chose not to participate.

Once an eligible employee elects to participate and continues their participation, they will be considered eligible members of the Sick Bank.

TO BE ELIGIBLE TO DRAW ON THE BANK, THE FOLLOWING CONDITIONS MUST BE MET:

1. The eligible member must have suffered a catastrophic type illness or injury (e.g. such as, advanced cancer, massive heart attack or multiple severe injuries from an automobile accident or fire) as determined by the Review Committee.

2. The eligible member must have exhausted his/her own accumulated sick leave days and personal leave days.

3. The eligible member must submit a request to the Review Committee, which identifies the reason for the request and the number of sick days needed from the Bank. The Committee may also require additional information from the person (e.g., a report from the physician confirming the illness or injury and the prognosis which necessitates use of the Sick Leave Bank for the number of days requested by the eligible member. Nothing in this paragraph shall preclude the Board of education from requiring the eligible member to submit to an examination by a licensed physician at the District expense in accordance with the Collective Bargaining Agreement between the Board and the Association.

4. The Sick Leave Bank may be used only for the eligible member's severe medical condition. Those participating in the bank may draw up to 100 days from the bank in any one school year as long as there are contributed, unused days in the bank. Priority for use of Sick Leave Bank days will be on a first come, first served basis. A member ceasing employment or withdrawing from membership and participation in the Sick Leave Bank shall not be able to withdraw the contributed days.

5. In the event that an eligible member becomes eligible, under TRS rules, for temporary or permanent disability, the member shall no longer qualify for days from the Sick Leave Bank until returning to work full-time. This will be allowed only if an unconditional release, stating that the member can fulfill his or her duties with no restriction, is presented. Usage and operation of the Sick Leave Bank shall be in full compliance with any applicable provisions of state and federal laws or regulations.

6. The Association agrees to indemnify and hold harmless the Board, its members, employees, and agents for and against any claims, grievances, actions, causes of action or liability resulting from the Association's operation and administration of the Sick Leave Bank, including, but not limited to, any claims based upon the Committee's denial of the staff members application for sick leave bank benefits.

4.4 Family and Medical Leave Act Option

A. In addition to sick leave per section 4.2, teachers shall be granted leave per the Family and Medical Leave Act of 1993. The Board agrees that an employee will not be required to deplete their accumulated sick days before utilizing FMLA nor to use sick days concurrently with FMLA.

B. Per the Family and Medical Leave Act of 1993 "eligible teachers" are entitled to a total of twelve (12) work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

   1. birth and/or care of a child;

2. the adoption of a child or the placement of a foster child;

3. to care for a spouse, son, daughter, or parent who has a serious health condition;

4. a serious health condition that makes the employee unable to perform his or her job.

C. Notification of Leave

Where leave is due to an event which is foreseeable, the teacher shall give thirty (30) calendar days written notice before the leave is to begin. In cases of emergency, written notice shall be given as soon as practicable. The Board may waive the notice requirements.

D. Benefits Protected During Leave

1. During this leave the Board shall maintain and pay for all insurance coverage under the same conditions coverage is provided to the teacher as if the teacher had not taken leave.

2. Sick leave benefits and personal leave benefits shall continue during this leave.

3. For purposes of determining contractual continued service (tenure), length of continuing service with the District and advancement on the salary schedule, a school year shall be counted only if the teacher actually teachers or is otherwise present or participating in the District's educational program for one hundred twenty (120) days or more, provided that the days of leave under the federal Family Medical Leave Act that the teacher is required to take until the end of the school term shall be considered days of teaching or participation in the District's educational program.

E. Restoration to Position Following Leave

Upon conclusion of such leave the teacher shall be returned to his/her same position prior to taking leave, if returning at the beginning of the semester, or an equivalent position, if returning during a semester.

4.5 Leave of Absence

Leaves of absence may be granted without pay to tenured employees as determined by the Board.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave. Leaves of absence without pay for not more than one (1) year may be granted to tenured teachers according to the following conditions:

1. Written requests for leaves of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.

2. Dates of departure and return must be acceptable to the Administration and applicant and determined prior to initiating the request.

3. Leaves of less than one (1) month, if acceptable to and approved by the Administration, will not require Board approval or three months' notice.

4. Leaves may be granted for:
   a. Advanced study leading to a degree in an approved university or college.
   b. Educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program.
   c. Military service.
   d. Maternity, paternity or adoption childcare.
   e. Other reasons acceptable to the Board, which will improve the educational program in the District.

5. Employees on such leave may continue insurance benefits if they reimburse the District for any pro rata costs of benefits for which they apply.

6. For purposes of determining contractual continued service (tenure) and length of continuing service with the District, a school year shall be counted only if the teacher actually teaches or is otherwise present or participating in the District's educational program for one hundred twenty (120) days or more, provided that the days of leave under the federal Family Medical Leave Act that the teacher is required to take until the end of the school term shall be considered days of teaching or participation in the District's educational program.

7. Employees shall notify the District of intention to return at least ninety (90) calendar days before the end of the school year or the semester prior to resuming duties. Failure to do so will be considered a resignation.

4.6 Jury Duty

Approval will be granted, with pay, for any jury duty imposed upon any bargaining unit employee. The employee compensation from the court related to the jury duty; exclusive of travel allowance; must be turned over to the District.

4.7 Temporary Disability Leave

Any professional staff member who has entered upon continual contractual service status (tenure) may, when such teacher has exhausted all paid sick leave as provided in the applicable section of this contract, be entitled to temporary disability leave without salary or District-paid benefits. Such leave may be granted in up to ninety (90) school day increments and may be renewed by the Board if requested by the disabled teacher. In the event the teacher returns during a semester that has already begun, the Board may assign the teacher as a regular substitute.

ARTICLE V

HONORABLE DISMISSAL OF CERTIFIED STAFF

5.1 The honorable dismissal of teachers shall be made pursuant to Section 24.12 of the Illinois School Code and affected teachers shall be entitled to all of the rights set forth therein. (See Contract Addendum)

5.2 Length of continuing service with the school district, as utilized in Section 24-12 of the Code (See Contract Addendum), shall be defined as the number of years in the District in a position requiring a teaching certificate and shall begin from the initial date of employment, subject to the limitations set forth in Article IV above. The length of continuing service for teachers working part time shall be prorated accordingly.

5.3 Tenured teachers terminated due to a reduction of force shall be given notice in writing by registered mail with return receipt requested at least forty-five (45) school days prior to the close of the school year. Included in the notice shall be a statement of honorable dismissal and the reason therefor.

5.4 In the event vacancies become available and the tenured teachers on layoff are qualified to hold positions which are vacant, the positions shall be made available pursuant to Section 24.12 of the Illinois School Code (See Contract Addendum). Recall shall continue within one calendar year from the beginning of the following school term. Teachers on layoff shall have fifteen (15) school days from notification to accept any position offered. Failure to respond shall constitute a waiver of recall rights.

ARTICLE VI

TRANSFER/REASSIGNMENTS

6.1 New and Vacant Positions

The Superintendent or designee shall have posted electronically to all Association members a notice of all new or vacant, full-time and part-time regularly employed licensed personnel employed by Coal City Community Unit School District #1. Temporary appointments shall not exceed beyond the school year in which they are made.

Such new or vacant bargaining unit positions shall be filled upon the consideration of factors that include without limitation licenses, qualifications, merit and ability (including performance evaluations, if available), and relevant experience. Length of continuing service with the District will only be considered as a factor if all other factors are determined by the school district to be equal.

6.2 Voluntary transfer/reassignment

Any teacher may apply for transfer/reassignment when an opportunity for such occurs. Such applications shall be in writing or via electronic format to the Administrator listed on the transfer/reassignment opportunity notice. A tenured teacher shall not be required to interview for said transfer/reassignment. Prior to the announcement of a final staffing decision for an open position, the administration shall communicate with each internal applicant. If a building principal denies the request for transfer/reassignment, the teacher may request a conference.

A transfer is defined as relocation to another building or site.

6.3 Involuntary transfer

1. It is recognized that involuntary transfer occurs when teachers are relocated to a different attendance center due to programmatic changes, realignment of schools, instructional requirements and for other reasons.

2. Before involuntary transfers occur within the District, the Administration shall seek volunteers from within the District, but the District is not required to fill the position with said volunteers.

3. Involuntary transfers shall be based on experience, competency, ~~and~~ qualifications of the employee, and what the administration has determined is in the best interest of the school district.

4. Before the beginning of a school year, the Administration shall give notice of said transfer at least ten (10) school days prior to the involuntary transfer. After the beginning of a school year, the Administration shall give notice of said transfer at least twenty (20) school days prior to the involuntary transfer.

5. A teacher may request a hearing with the appropriate Administrator and request an Association representative be present.

6. If a teacher disagrees with the transfer, the teacher may resign without prejudice.

6.4 Involuntary Reassignment

If a major change in assignment within the building is required by the Administration, the employee will be notified and given a hearing with the building Administrator. If a teacher disagrees with the reassignment, the teacher may resign without prejudice.

A major change within the building is limited to assignment to a different department if departmentalized, or to a different grade level.

6.5 Employee notification of assignments

The District will make every effort to give written notice of teaching assignments for the forthcoming year no later than sixty (60) calendar days preceding the first day of the new school term. In the event changes in such assignments are necessary, the employee affected shall be notified promptly.

6.6 Full-time to Part-time Status

Any tenured employee who moves from full-time status to part-time status either voluntarily or involuntarily shall retain their tenured status.

ARTICLE VII

WORKING HOURS, WORKING CONDITIONS, AND EVALUATIONS

7.1 The teacher's normal duty day shall be 7 hours and 40 minutes inclusive of lunch. Individual starting times for each building shall be established by the Administration. Teachers will be expected to attend building, District and parent meetings, which extend these times.

Individual starting and ending times for each building shall be established by the Administration, and student attendance time should not exceed 6 hours and 50 minutes.

Building level meetings, other than early dismissal meetings, all day institute days and workshops, will be limited to a maximum of three per month. Except in the case of an emergency, meetings will not begin prior to 45 minutes before the start of student attendance nor end later than 45 minutes after the conclusion of student attendance. All teachers will be provided with notice of meetings 24 hours in advance where possible.

All certified staff is required to attend Parent/Teacher Conferences in the fall and spring. (Part-time employees' requirements are based on a pro-rata basis.) In addition, certified staff is required to attend either Open House or "Back to School Night". High School certified staff is required to attend the high school graduation. Eighth grade teachers are required to attend eighth grade promotion and the eighth grade class trip, but not the last day of student attendance. Staff shared between buildings will be required to attend one Open House/Back to School Night or graduation ceremony as determined by the administration.

On Fridays**,** days before a holiday, and days when teachers are expected by building administration as a part of their professional responsibilities to attend evening district or building-sponsored student activities, teachers are free to leave ten (10) minutes after the end of the student day if students have left the building. This is not applicable if Parent/Teacher Conferences or professional development is scheduled on a Friday or the day before a holiday or holiday break. On all other days, early sign-out during the last thirty (30) minutes of the teacher's contractual time is permissible if reason is given and approved in advance by the Administration.

Part-time employees will be required to be at their respective building, depending on their scheduled time in the district, at the same start or end time as full-time employees.

7.2 Clerical services through provisions of copy clerks will continue to provide assistance at levels PreK-5 on a schedule determined by school administrators not to exceed two (2) hours per day in total between the ECC, ES, and IS.

7.3 All teachers in grades PreK-5 shall be provided preparation time during student attendance with an annualized average of 3 1/2 hours of preparation time per 5 day week with at least one 30 minute block of preparation time per day. In the event of a scheduled early release day, the approved early release schedule will be followed. If specialists are absent, substitutes will be provided or the

teacher will be reimbursed at the rate of $23.00 per thirty (30) minute period.
No block of time that is less than fifteen (15) minutes shall be considered as part of a teacher's contractual preparation time, regardless of employment status.

Part-time employees shall be given prep time on a pro-rata basis.

A recess/lunch aide, other than a classroom teacher, will be provided to assist with all administratively scheduled elementary (K-5) school recesses/lunches except in emergencies. In such cases, the classroom teacher will be compensated at a rate equivalent to $23.00 per thirty (30) minute period.

In lieu of providing a recess/lunch aide, K-5 specialist teachers may be required to supervise lunches and/or recess if it is necessary to maintain a teacher's full-time status at one particular school, or to maintain a teacher's full-time status within the District.

7.4 A middle school employee shall be provided a minimum of one (1) preparation period equivalent to one student class period per day. A middle school employee will be defined as grades 6-8. A teacher shall have the right to limit the number of students in their guided practice session to 40 students if there is not a second teacher present to help supervise.

7.5 A high school employee shall be provided two (2) preparation periods not to exceed 50 minutes each in an eight (8) period day or one (1) preparation period in a four (4) period day.

7.6 If approved by the Administration, teachers shall have the opportunity to work during the summer break for the purpose of planning/preparing or curriculum work for grade level, team or departmental improvement or other work deemed necessary as established by the administration. The pay for this work shall be $28.00 per hour for a maximum of eight (8) hours per day. The times for such work shall be determined by the administration.

7.7 Certified Employee Evaluations

All certified employees shall be evaluated according to the evaluation plan designed in cooperation with the Association.

If a certified employee disagrees with an evaluation, that employee may request a hearing. This request must be sent in writing (or electronically) to the superintendent within ten (10) school days of the employee receiving a final evaluation rating. The hearing will include the superintendent, the lead evaluator, and a union representative and will be held within ten (10) school days of the receipt of the request for the hearing. The superintendent may decide to change the evaluation or parts thereof, have the employee evaluated by another evaluator, or leave the evaluation as is.

7.8 Coaching Evaluations

a. The Administration will evaluate head coaches and varsity assistants within thirty (30) days after the close of the coaching season, which will constitute the completion of the state

tournament series for the sport to be evaluated.

b. Results of any coaching evaluation shall not be included as a part of the employee's evaluation of teaching performance except in the case of severe misconduct.

7.9 An Administrator shall not request a non-tenured employee to sit on more than two (2) committees and sponsor/coach more than two (2) extra-curricular activities in one academic year.

No Association member shall be asked to sponsor/coach any activity without compensation. However, Association members may volunteer for such positions.

7.10 Special Education teachers will be granted a minimum of one (1) full day of the school calendar to complete necessary reports and documents in preparation for annual reviews. All work will be performed at the teacher's assigned building unless other arrangements are made.

7.11 Staff required to travel between buildings, as part of their teaching assignment, will be allotted a minimum of twenty (20) minutes per transit with preferred parking. If scheduling allows, travel time will be adjacent to an employee's prep period, and shall not be considered as part of an employee's contractual plan time. Teachers whose prep period is adjacent to their travel time will be allotted 15 minutes per transit with preferred parking.

ARTICLE VIII

Job Sharing Language

Job sharing will be defined as two tenured teachers sharing the responsibility of a single teaching position. No more than two teachers will share an assignment. No more than four (4) District positions will be available for job sharing per year.

1. Full-time tenured teachers may apply for position in job share. Application forms may be obtained through the principal or Administration Center.

2. Job share positions are between two individuals at 50% time, splitting the days equally as mutually agreed upon by both parties. Application for job share program for the following year must be submitted to the building principal at the location at which the job share will take place by February 1 of the year preceding the beginning of the proposed job share arrangement. With input and approval from the building principal, applications should then be forwarded with recommendations to the Superintendent no later than March 1.

3. The Superintendent shall approve or disapprove the proposed job share arrangement by May 15. If approved, all employment benefits will be prorated among job share participants based upon full-time equivalency.

4. Parties to a job share recognize that it may not be possible to equalize planning time among job share participants. In such circumstances, the job share participants will confer with the building principal to attempt to equalize planning time. Additionally, both teachers involved in the job share will attend parent conferences, open houses, holiday programs, in-service activities, District meetings of the faculty, and other meetings requiring teacher attendance and relating to District, building, program, and/or grade level activities.

5. A teacher in the job share position may only return to a full-time teaching position at the beginning of a school year, provided he or she has notified the Superintendent or designee in writing prior to March 1 of such interest, and provided a position is available that the teacher is certified and qualified for.

6. Teachers working in a shared position under this agreement must re-apply prior to March 1 each year if they wish to continue in the job share program. Such reapplication shall include feedback based on effectiveness from the parents, team members, and principal.

7. In the event the employment ends for any reason, the Superintendent or designee will have the right to return the remaining participant to full time status. The remaining teacher must accept the position or resign.

8. Job sharing personnel will have the total responsibility of handling any absences. The duo will substitute for each other. In the event that both partners are unable to teach, one of the partners must notify the District substitute caller.

9. At the high school building, the job sharing personnel must work every other day or as it relates to "A" day and "B" day.

10. Teachers who apply for a job sharing position must be tenured and have Proficient summative evaluations for two successive years prior to the job sharing application. (See Contract Addendum)

The District reserves the right to limit the number of participants in the job share program. No person shall exceed six (6) years in the job share program; these limitations may be waived by the Superintendent on a case by case basis. In addition, the Superintendent or designee shall have the discretion to grant exceptions to the restrictions listed above; any exceptions granted will not set precedence.

ARTICLE IX

COMPENSATION

9.1 Salary and placement guidelines are incorporated as Appendix A.

1. The Board shall pay all employee contributions required by TRS up to 11%.

2. If the number of teaching days exceeds 180 days or the number of work days exceeds 185 days, the contract shall be reopened to negotiate the impact of this change.

3. Association members who have chosen the "BA +45" track under the previous collective bargaining agreement will be allowed to continue lane movement until they reach the "BA + 75" lane, at which point they will be required to attain a Masters Degree to move to the next lane.

4. Any Association member who has not yet chosen either the MA or the BA+45 track under the previous collective bargaining agreement will be required to achieve a Masters Degree to move past the BA+30 lane.

9.2 Extracurricular stipends are incorporated as Appendix B.

1. Experience will be credited for satisfactory work in the District in one general classification and experience earned in one general classification cannot be used in another classification. All cheerleading will be considered to be in the same general classification and level. (i.e. Frosh/Soph Volleyball will be experience for volleyball only, not any other activity.)

2. Experience gained at one level shall transfer at a 50% rate to a higher level. Experience gained at one level shall transfer at a 100% rate to a lower level. Levels shall be in the order as listed in appendix B.

3. It is understood that no one shall receive less pay than he/she received during the previous school year for the same extracurricular position. This is not applicable if negotiated changes are made to the base salary or the extra-curricular stipend schedule.

4. District employees will be given the first opportunity for all after-school tutoring and summer school employment. All employees will be compensated at the stipend listed in Appendix B. Association members currently being compensated for a stipend listed in Appendix B that has been frozen or reduced will be frozen at the percentage rate they were being compensated at during the 2018-2019 school year.

5. In the event no qualified Association member applies for an extracurricular position, the Board may subcontract said position for a period of one (1) year or less to a non-Association member. All extracurricular positions filled by non-Association members will be reopened and posted for employment no later than July 1st of the school year in which a non-Association member held that position. Qualifications and experience in a particular extracurricular will be taken into account when considering if an Association member is qualified for an open extracurricular position.

9.3 Pay dates

Employees shall be paid in 26 equal payments. All Association members will receive their pay via direct deposit.

9.4 Mileage

Teachers who have approved mileage for job-related travel will receive reimbursement at the same rate as recognized by the IRS for the preceding tax year. Mileage reimbursement will not be paid to the employee if a District vehicle was available. Employees required to travel to different buildings as part of their teaching assignment will receive mileage reimbursement at the rate mentioned above. This mileage shall be paid at the end of each quarter. The employee is responsible for keeping track of and turning in the mileage to their building principal each quarter. Reimbursement may not be requested for previous quarters or years.

9.5 Additional Positions

If during the term of the agreement, the Board shall create any additional extracurricular positions, the rate of pay shall be determined by impact bargaining between the Board and Association.

9.6 New hires will be given five (5) years credit and one-half year credit thereafter for each year of approved previous experience. For teachers hired in subjects identified by the Illinois State Board of Education as shortage areas, the Board reserves the right to credit up to all previous experience.

9.7 Overload Pay

1. When an employee is requested to give up his/her planning periods for a minimum of one quarter of the school year to teach an extra class or perform extra duties, that employee shall be paid a fraction of his/her base salary (excluding stipends), as follows:

Grade 5-12	1/6 of salary (1/3 if a teacher in grade 9-12 Gives up both 85 min. planning periods)
Grade 1-4	1/10 of salary

If the extra class or duties do not last the full school year, the overload pay shall be pro-rated. An employee shall never be paid less than internal sub pay for giving up his/her planning period. This excludes any part-time Dean of Student positions.

2. If class sizes exceed the Board of Education Resolution of Class Size, the Board of Education will attempt to remedy by either adding an aide to the class or adding an additional section. If class sizes in special classes exceed 150% of the guidelines listed above, another teacher or aide will be added to that class, or an additional section will be added.

ARTICLE X

FRINGE BENEFITS

10.1 Insurance

The Board will pick up 88% of the Single coverage for employees and 78% of the Family coverage for employees.

The employee-paid portion will be sheltered under Section 125 of the Internal Revenue Code. The impact of any insurance committee recommendation will be bargained, at which time this section (10.1) and only this section of the contract may be reopened if this is done prior to end of this contract.

In addition, employees may elect to put a part of their salary into their HSA (pre-tax) up to the limit as prescribed by law. The total amount invested each year may not be greater than the amount limited by law.

Any employee and any dependent over the age of eighteen (18) covered under the school district insurance plan is required to participate in a school district sponsored health screening provided at the beginning of each school year at no cost to the employee. In lieu of participation in the school district sponsored health screening, employees/dependents can provide proof of an equivalent health screening from a doctor, which must be received in the District Office by September 1 of each school year. If an employee and/or dependent does not participate in the school district sponsored health screening provided at the beginning of each school year, and fails to provide proof of an equivalent health screening from a doctor by September 1 of each school year, the Board will pick up 80% of the Single coverage for such employees and 70% of the Family coverage for such employees.

Family coverage shall include spouse, eligible children or domestic partner. An eligible domestic partner shall be defined by the insurance carrier.

A. Subject to State and Federal law and if approved by the carrier, if not eligible for insurance through TRS, the group insurance plan for health and hospitalization coverage shall be made available to employees retiring prior to age 65 and their dependents until such time as said employee and/or their dependents become eligible for Medicare; provided, however, that the employee pays the monthly premium in advance.

B. Subject to State and Federal law and if approved by the carrier, employees granted leaves of absence of any type by the Board shall be eligible to continue participation in the group insurance coverage plan; provided, however, that the employee pays the monthly premium in advance. This does not apply to FMLA leaves.

C. Subject to State and Federal law and if approved by the carrier, surviving spouses are allowed to retain dependent medical insurance until the end of the current calendar year in which the death of the covered spouse occurs; provided, however, that the employee pays the monthly premium in advance. The timeline is subject to COBRA rules and regulations.

D. Subject to State and Federal law and if not eligible for Teachers' Retirement System hospital-medical insurance, temporarily disabled employees may continue coverage until such time that they are eligible to return to work for the District or until such time as they are certified permanently disabled; provided, however, that the employee pays the monthly premium in advance.

E. When the total cost of insurance premiums shall be borne by the employee, payment shall be payable to the District in advance of the coverage date.

F. The Board shall pay the premium for a $15,000 life insurance policy with double indemnity if approved by the carrier.

Part-time employees whose status is 0.5 or greater will be treated the same as full time employees concerning all insurance matters.

10.2 Professional Growth

A. Extra-mural courses and hours of credit for lane movement must be of graduate standing from educational institutions accredited by the Council for the Accreditation of Educator Preparation (CAEP) or on the Approved College and University List (see addendum). All courses shall be submitted to the Superintendent in writing for approval.

B. Approved college credits earned during the last school year or during the summer, any time previous to September 30, shall entitle the teacher to receive credit for lane movement upon submission of proof of completion to the Superintendent's office by September 30.

C. The Board shall make available $65,000 per fiscal year for the duration of this contractual agreement for reimbursement of professional growth courses/hours. The reimbursement is for hours completed between July 1 and June 30. Payments will be made each September for credits earned during the previous fiscal year upon submission of proof of completion and necessary approval granted by the Superintendent.

D. Courses eligible for reimbursement must be of graduate status and credit issued by an educational institution accredited by the Council for the Accreditation of Educator Preparation (CAEP) or on the Approved College and University List (see addendum). Courses approved under past contracts will not necessarily be approved beginning with this contractual agreement. Coursework will be reimbursed in accordance with the following criteria:

1. Graduate courses taken as part of an approved advanced degree program in an Association member's current or potential teaching assignment will be reimbursed at a rate of $250 per credit hour if approved by the Superintendent. Approval of the advanced degree program must be approved by the Superintendent.

2. Graduate courses taken in pursuit of another teaching or educational certificate (Type 73 or 75, etc.) or in an Association member's current or potential teaching assignment will be reimbursed at a rate of $200 per credit hour if approved by the Superintendent. Approval to pursue another teaching or educational certificate must be approved by the Superintendent in order to be eligible for reimbursement.

Teachers in their first year of employment are eligible for three (3) hours of tuition reimbursement. No reimbursable coursework will be approved until the conclusion of the first year of teaching.

Teachers in their second year of employment are eligible for six (6) hours of tuition reimbursement.

Teachers in their third year of employment are eligible for nine (9) hours of tuition reimbursement.

Teachers in their fourth year of employment are eligible for twelve (12) hours of tuition reimbursement.

Tenured teachers are eligible for twelve (12) hours of tuition reimbursement per fiscal year.

E. A grade of "A" or "B" must be earned to apply a graduate course towards lane movement, or to be eligible for tuition reimbursement.

F. With the approval of the Superintendent, employees may be enrolled in an approved masters program not directly related to their teaching assignment or curriculum and/or instruction (i.e. Administration, Counseling, Social Work, etc.). Those employees are subject to the following reimbursement requirements if they voluntarily leave District #1 within five years after completing their masters degree.

Leave within one (1) year after completion = 100% of tuition reimbursement paid back to the District

Leave within two (2) years after completion = 80% of tuition reimbursement paid back to the District

Leave within three (3) years after completion = 60% of tuition reimbursement paid back to the District

Leave within four (4) years after completion = 40% of tuition reimbursement paid back to the District

Leave within five (5) years after completion = 20% of tuition reimbursement paid back to the District

G. Employees may elect to participate in the District's Masters in Reading/STEM/STEAM certification incentive program as follows. Employees taking graduate credit hours toward a Masters in Reading/STEM/STEAM certification from an institution accredited by the Council for the Accreditation of Educator Preparation (CAEP) or from the Approved College and University List (see addendum) will be reimbursed at the lesser of:

1. The actual tuition cost paid at the time of enrollment and payment of tuition.

2. A rate per semester hour which is determined by averaging the rates charged by Northern Illinois University and Illinois State University at the time of enrollment and payment of tuition.

If an employee drops from the Masters in Reading or STEM/STEAM certification program, the employee will be required to pay back the District for reimbursed courses at a rate determine by the difference between the Masters in Reading or STEM certification tuition reimbursement and $250 per credit hour.

An employee who completes their Masters in Reading program or STEM/STEAM certification and applies for tuition reimbursement under this section of the Agreement, must agree to work for the District for at least five years following completion of the degree. Failure to fulfill this five (5) year requirement will result in repayment of reimbursement at a rate determined by the difference between the Masters in Reading or STEM certification tuition reimbursement and $250 per credit hour.

Tuition reimbursement paid out under this section of the Agreement will not be applied towards the tuition reimbursement limit identified in Section 10.2(C). Tuition Reimbursement paid out under this section of the agreement for the attainment of a STEM/STEAM certification will be applied towards the tuition reimbursement limit identified in Section 10.2(C).

H. District Sponsored Coursework

Selected professional development offerings conducted within District #1 may be offered for internal credit used for lane movement when the courses meet the following criteria:

1. Are sponsored by District #1 and are approved by the Superintendent
2. Are conducted at times other than during the contractual school day
3. Meet at least fifteen (15) hours for each one (1) hour of credit
4. Require participants to produce a product as a result of the coursework
5. Require participants to complete course evaluations

Space in each eligible class will be granted on a first-come, first-served basis. A course may be cancelled if enrollment does not meet the minimum as determined by the administration. Courses, unless otherwise noted, may not be repeated for additional credit or stipend. Employees must attend the entire scheduled session to receive the internal credit. In order to receive internal credit, employees must complete each course in good standing as determined by the course instructor. Employees who have previously received credit for taking a specific District #1 course may audit the course, provided space is available.

Lane movement for District #1 courses will follow the procedure in Section 10.2(B) of this Agreement.

In-District Instruction is defined as contractual staff who teach courses for in-district credit in accordance with Section 10.2.H. In-District instructors will receive $500 per credit hour taught.

I. National Board Certification

Employees may elect to pursue National Board Certification. The incentive program for National Board Certification is as follows:

1. Employees registered for any or all of the four (4) National Board components of the National Board Process, will have fees and costs paid at the time they are due, after they have applied for any state monies available. The employee will be required to complete their work within district. If the district offers support sessions, the employee will be expected to attend 80% of those sessions.

2. If the employee does not submit their entry, they may follow the National Board rules for completion. If the employee does not receive a score for the NB Component they applied for, they will pay the district back in full or follow the guidelines set up for the state monies.

   Employees will be awarded six (6) hours of internal credit upon receiving a score for each component.

3. If after completing all four (4) components, an employee receives a passing score for the National Board Certification, they will be awarded an additional 6 hours of internal credit. If the employee is in the last lane at the time of completing National Board Certification, the employee will receive a yearly $1,000 stipend.

4. If the employee does not receive a passing score for the National Board Certification, they may pursue the retake options and will incur the costs involved.

J. The Board will make available $55,000 per year for the duration of this contractual agreement for approved professional development activities. Prior written approval must be given by the Superintendent or designee for such professional leave.

   If employee requests for professional development are denied because of depletion of Professional Development Activities monies, employee evaluations will not reflect the absence of participation.

K. At the conclusion of the fiscal year, any of the $55,000 not utilized for professional development activities will be allocated towards any outstanding tuition reimbursement from the September payment of the same fiscal year. Such payment will be made by June 30.

10.3 Retirement

An employee retiring into TRS will be paid $25 per day for all unused accumulated sick leave if those days are not used toward additional TRS years of credit.

ARTICLE XI

MANAGEMENT RIGHTS

11.1 The Association recognizes that the Board retains and reserves the right and authority to manage and direct, on behalf of the public, all operations and activities of the District to the extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board and its representatives in conformity with the provisions of this Contract.

11.2 It is recognized that the Board has the right to manage its operations and direct its employees as in its judgment it deems as proper insofar as the Board's actions conform to the provisions of this Contract.

ARTICLE XII

TERMS OF AGREEMENT

12.1 Complete Understanding

The terms and conditions set forth in the Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

The parties agree that each had the unlimited right to propose and counter propose during the negotiations leading to this Agreement. It is further agreed that negotiations will not be reopened during the term of this agreement on any legally or contractually permissible management action except by mutual agreement.

12.2 Savings Clause

Should any article, section or clause of this Agreement be declared illegal by a Court of competent jurisdiction, then said article, section or clause shall be deleted or renegotiated herefrom, but the remaining articles, sections and clauses shall remain in full force and effect.

12.3 No Strike

During the term of this Agreement, employees shall not participate in a strike in whole or in part. Strike means an employee's refusal in concerted action with others to report for duty, or his or her willful absence from his or her position, or in his or her stoppage of work, or his or her absence in whole or in part from the full, faithful or proper performance of his or her contractual obligations, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, right, privileges or obligations of public employment. Nothing in this provision shall operate to eliminate an employee's or the Association's legal, constitutional, or regulatory rights.

12.4 Duration

This Agreement shall be effective on the first employee work day of the 2018-2019 school term, or the date on which full agreement was reached subject to final ratification by both parties, whichever shall last occur, and shall continue in effect until 11:59 p.m. on the day preceding the first employee work day of **2023-2024** school term.

ADDENDUM
MEMORANDUM BETWEEN
COAL CITY COMMUNITY SCHOOL DISTRICT #1 BOARD OF EDUCATION
AND
COAL CITY COMMUNITY UNIT EDUCATION ASSOCIATION

Retirement Incentives~~s~~

1. Qualifications

An employee who, at the date of retirement, (a) has a minimum of fifteen (15) years of creditable service with the District; (b) is at least 55 years of age; (c) has at least 35 years of creditable service with the Illinois Teacher's Retirement System (TRS) to retire with a full non-discounted~~,~~ pension; (d) can demonstrate (subject to School District verification), before participation, that the District will incur no TRS penalties; and (e) meets the participation deadlines set forth below, will be eligible to participate in the District's ~~early~~ retirement incentive program as set forth below.

2. Notice Requirement

In order to participate, the employee must submit an irrevocable letter of resignation to the Board by June 30th four years prior to retirement. The employee shall then be removed from the base schedule and receive a six percent (6%) increase over his/her TRS total creditable earnings for work done as a district employee for the prior year ~~of~~ as compensation for the last four years of employment.

For example: $50,000 + ($50,000 X 6%) = $53,000 – year one
$53,000 + ($53,000 X 6%) = $56,180 – year two
$56,180 + ($56,180 X 6%) = $59,551 – year three
$59,551 + ($59,551 X 6%) = $63,124 – year four

The 6% increase in total creditable earnings set forth above is for all duties, teaching and extra-/co-curricular, held by the employee at the time of notification, inclusive of TRS contributions. If the employee resigns from any compensated duty after such notification, the amount attributed to that duty will be subtracted from his/her compensation. An employee shall not be removed from a compensated position without just cause. An employee will not be assigned to any compensated duty during his/her years of participation in this program if it causes an increase of more that 6% over the previous year's creditable earnings.

Once the compensation for all creditable duties has been determined for the school year prior to the employee's first year of participation in the District's retirement incentive program, it is expected the employee will perform that equivalent monetary amount of creditable duties (i.e. including extra-/co-curricular work, curriculum work, internal subbing, ticket taking, etc.) each year that he/she participates in the program. Employees are required to document all extra duties on time sheets that must be turned in to the District office monthly. Prior to June 15 each fiscal year, each participant in the District retirement incentive program must reconcile to the District office the amount of his/her compensation paid for extra duties with the amount of extra duty work actually performed. Compensation for work completed above that was required for a particular fiscal year will be credited to duties required for the next fiscal year. Compensation for work required, but not completed, for a particular fiscal year will be performed by the employee in the next fiscal year. By June 15 of the year of retirement, the employee must have satisfied, in aggregate, the extra duties for which he/she has been compensated during participation in the retirement program. In the event the employee has not satisfied the compensated work requirement by June 15 of the year of retirement, that amount will be subtracted from his/her compensation.

If for catastrophic reasons, an employee must use his/her accumulated sick leave during participation in the District's retirement incentive program and, therefore, does not achieve the maximum 75% TRS retirement annuity, the employee will be allowed to work up to one additional year at the same salary as the immediate preceding year in order to achieve the 75% annuity.

Additional Benefits

The District will also pay a teacher retiring under TRS $25 per day for all unused accumulated sick leave, so long as those days are not applied toward additional service credit with TRS. These payments will be made sixty (60) days after the employee's last work day or last regular paycheck, whichever is later.

The payments set forth in this paragraph 3 are not creditable earnings for TRS purposes. This payment will be made sixty calendar (60) days after the employee's last work day or last regular paycheck, whichever is later.

10.2 Addendum

Partial List of CAEP Accredited Institutions in Illinois
Find fully updated list at http://caepnet.org/provider-search

Augustana College
Aurora University
Bradley University
Chicago State University
Concordia University Chicago
Dominican University
Eastern Illinois University
Governors State University
Illinois State University
Lewis University
Loyola University Chicago
Millikin University
National-Louis University
Northeastern Illinois University
Northern Illinois University
Olivet Nazarene University
Roosevelt University'
Saint Xavier University
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
University of St. Francis
Western Illinois University
Wheaton College

List of non-CAEP Accredited Universities Accepted Under Section 10.2 of Collective Bargaining Agreement

DePaul University
North Central College
Rockford College
University of Illinois
University of Illinois-Chicago
Vandercook College of Music

Appendix A

Placement

	FY19		
Base	$ 43,771.65		
Years*	$ 5,909.17	10 years	
Lane**	$ 3,064.02	MA	
Base Salary	**$ 52,744.84**	**X FTE**	

*Years are determined by language
That number minus 1 times 1.5% of base

Once placed, future COLA and movement rules apply…

Lane **		Add	Percent of Base	
1	[redacted]			**BA**
2	$	875.43	2.000%	**BA+15**
3	$	1,750.87	4.000%	**BA+30**
4	$	3,064.02	7.000%	**BA+45; MA**
5	$	3,939.45	9.000%	**MA+15; BA+60**
6	$	4,814.88	11.000%	**MA+30; BA+75**
7	$	6,128.03	14.000%	**MA+45; Double/PHD**

Note: Table changes with Base changes…

Movement

Movement from current lane will add the values from the table to the salary after the COLA calculation

e.g. A move from 5 to 6 will Add the value from 6, etc

Lane		Add	Percent of Base	
1	[redacted]			**BA**
2	$	875.43	2.000%	**BA+15**
3	$	875.43	2.000%	**BA+30**
4	$	1,313.15	3.000%	**BA+45; MA**
5	$	875.43	2.000%	**MA+15; BA+60**
6	$	875.43	2.000%	**MA+30; BA+75**
7	$	1,313.15	3.000%	**MA+45; Double/PHD**

Note: Table changes with Base changes…

Stipends

Base is used in Stipend Index then added to salary
Stipends are NOT included in the COLA calculation

Notes:

COLA and BASE increases are **independent** of each other

	FY19		FY20		FY21		FY22		FY23	
COLA	2.800%		2.775%		2.750%		2.850%		**CPI with 1% Floor and 3% Ceiling**	
BASE	$ 43,771.65	2.00%	$ 44,428.22	1.50%	$ 45,094.65	1.50%	$ 45,996.54	2.00%	$ 46,686.49	1.50%

APPENDIX B
Extracurricular Schedule/Duties/Extended Contracts

STIPENDS	**1-3**	**4-6**	**7-9**	**10-12**	**13-15**	**16+**
Athletics						
FOOTBALL						
Varsity*	15%	16%	17%	18%	19%	20%
Asst. Varsity (2)	11%	12%	13%	14%	15%	16%
Sophomore	10.50%	11.50%	12.50%	13.50%	14.50%	15.50%
Asst. Sophomore	10%	11%	12%	13%	14%	15%
Freshman	10%	11%	12%	13%	14%	15%
Asst. Freshman	9%	10%	11%	12%	13%	14%
VOLLEYBALL						
Varsity - H.S.*	15%	16%	17%	18%	19%	20%
Frosh/Soph Coach	11%	12%	13%	14%	15%	16%
Freshman Coach	9%	10%	11%	12%	13%	14%
8th Grade – M.S.	10%	11%	12%	13%	14%	15%
7th Grade – M.S.	9%	10%	11%	12%	13%	14%
6th Grade – M.S.	4%	5%	6%	7%	8%	9%
BASKETBALL						
Varsity-Boys H.S. *	15%	16%	17%	18%	19%	20%
Asst. Varsity - Boys	9%	10%	11%	12%	13%	14%
Frosh/Soph Coach	11%	12%	13%	14%	15%	16%
Freshman Coach	9%	10%	11%	12%	13%	14%
8th Grade Boys – M.S.	10%	11%	12%	13%	14%	15%
7th Grade Boys – M.S.	9%	10%	11%	12%	13%	14%
6th Grade Boys – M.S.	5%	6%	7%	8%	9%	10%
Varsity-Girls H.S. *	15%	16%	17%	18%	19%	20%
Asst. Varsity-Girls	9%	10%	11%	12%	13%	14%
Frosh/Soph Girls H.S.	11%	12%	13%	14%	15%	16%
Freshman Girls	9%	10%	11%	12%	13%	14%
8th Grade Girls – M.S.	10%	11%	12%	13%	14%	15%
7th Grade Girls – M.S.	9%	10%	11%	12%	13%	14%
6th Grade Girls – M.S.	5%	6%	7%	8%	9%	10%
WRESTLING						
Varsity - H.S. *	15%	16%	17%	18%	19%	20%
Frosh/Soph-H.S.	11%	12%	13%	14%	15%	16%
Head Coach - M.S.	10%	11%	12%	13%	14%	15%
Asst. Coach - M.S.	8%	9%	10%	11%	12%	13%
TRACK						
Head B-G Coach H.S. *	13%	14%	15%	16%	17%	18%
Asst. Coach - H.S. (each)	8%	9%	10%	11%	12%	13%
Head Coach - M.S. Boys	7%	8%	9%	10%	11%	12%
Head Coach - M.S. Girls	7%	8%	9%	10%	11%	12%
Asst. Coach - M.S. (each)	5%	6%	7%	8%	9%	10%
SOFTBALL						
Varsity - H.S. *	11%	12%	13%	14%	15%	16%
Asst. Varsity	7%	8%	9%	10%	11%	12%
Frosh/Soph - H.S.	8%	9%	10%	11%	12%	13%
8th Grade – M.S.	7%	8%	9%	10%	11%	12%
7th Grade – M.S.	6%	7%	8%	9%	10%	11%
6th Grade – M.S.	4%	5%	6%	7%	8%	9%
BASEBALL						
Varsity - H.S. *	11%	12%	13%	14%	15%	16%
Asst. Varsity	7%	8%	9%	10%	11%	12%
Frosh/Soph - H.S.	8%	9%	10%	11%	12%	13%

APPENDIX B

Extracurricular Schedule/Duties/Extended Contracts

STIPENDS	**1-3**	**4-6**	**7-9**	**10-12**	**13-15**	**16+**
8th Grade – M.S.	7%	8%	9%	10%	11%	12%
7th Grade – M.S.	6%	7%	8%	9%	10%	11%
6th Grade – M.S.	4%	5%	6%	7%	8%	9%
SOCCER						
Varsity Coach *	11%	12%	13%	14%	15%	16%
Asst. Varsity	8%	9%	10%	11%	12%	13%
Frosh/Soph	8%	9%	10%	11%	12%	13%
TENNIS						
Boys – H.S. *	11%	12%	13%	14%	15%	16%
Girls – H.S. *	11%	12%	13%	14%	15%	16%
Asst. Girls/Boys – H.S.	7%	8%	9%	10%	11%	12%
GOLF						
Head Coach	10%	11%	12%	13%	14%	15%
Asst. Coach	6%	7%	8%	9%	10%	11%
CHEERLEADING						
Football	5%	6%	7%	8%	9%	10%
Basketball/Competative – H.S.	7%	8%	9%	10%	11%	12%
Basketball – M.S.	5%	6%	7%	8%	9%	10%
POMS						
Fall	2%	3%	4%	5%	6%	7%
Winter	6%	7%	8%	9%	10%	11%
Color Guard (fall and winter)	4%	4%	4%	4%	4%	4%
BASS FISHING	2%	2%	2%	2%	2%	2%
SUMMER CONDITIONING (TOTAL)	5%	5%	5%	5%	5%	5%
OPEN GYM PER HOUR	$12.00	$12.00	$12.00	$12.00	$12.00	$12.00
Clubs & Organizations						
NATIONAL HONOR SOCIETY	4%	4%	4%	4%	4%	4%
STUDENT COUNCIL						
H.S. (each)	4%	4%	4%	4%	4%	4%
M.S.	5%	5%	5%	5%	5%	5%
I.S.	2%	2%	2%	2%	2%	2%
SPEECH SPONSOR						
H.S.	11%	12%	13%	14%	15%	16%
Asst. H.S.	9%	10%	11%	12%	13%	14%
SCHOLASTIC BOWL SPONSOR						
H.S. (2) each	3%	4%	5%	6%	7%	8%
M.S. (2) each	3%	4%	5%	6%	7%	8%
MATHEMATICS SPONSOR						
H.S. (2) each	2%	2%	2%	2%	2%	2%
M.S. (2) each	2%	2%	2%	2%	2%	2%
FBLA (Future Business Leaders of America)	4%	5%	6%	7%	7%	7%
VARSITY CLUB SPONSOR	3%	3%	3%	3%	3%	3%
LITERARY SPONSOR– M.S. (3) each	2%	2%	2%	2%	2%	2%
SPELLING CONTEST SPONSOR (3) each	1%	1%	1%	1%	1%	1%
CHESS CLUB SPONSOR – M.S.	1%	1%	1%	1%	1%	1%
SCIENCE CLUB SPONSOR – H.S.	1%	1%	1%	1%	1%	1%
Club Green – M.S.	1%	1%	1%	1%	1%	1%
YEARBOOK SPONSOR						
M.S.	4%	5%	6%	6%	6%	6%
I.S.	2%	3%	4%	4%	4%	4%
E.S.	2%	3%	4%	4%	4%	4%
E.C.C.	2%	3%	4%	4%	4%	4%

APPENDIX B
Extracurricular Schedule/Duties/Extended Contracts

STIPENDS	**1-3**	**4-6**	**7-9**	**10-12**	**13-15**	**16+**
SEL						
SADD	2%	2%	2%	2%	2%	2%
LINK LEADERS SPONSOR (2) each	2%	2%	2%	2%	2%	2%
WEB (M.S.)	1%	1%	1%	1%	1%	1%
Extentsion of Classes						
AP Teacher (MOU)	2%	2%	2%	2%	2%	2%
BAND DIRECTOR						
H.S.	12%	13%	14%	15%	16%	17%
M.S.	9%	10%	11%	12%	13%	14%
VOCAL MUSIC						
H.S.	1%	1%	1%	1%	1%	1%
Footnotes	2%	3%	4%	5%	6%	7%
Madrigals (2) each	2%	3%	4%	5%	5%	5%
M.S.	1%	1%	1%	1%	1%	1%
E.C.C. & E.S. & I.S.	1%	1%	1%	1%	1%	1%
VISUAL ART/ART CLUB						
H.S.	5%	5%	5%	5%	5%	5%
M.S.	4%	4%	4%	4%	4%	4%
E.C.C. & E.S. & I.S.	1%	1%	1%	1%	1%	1%
Yearbook H.S. – with a year class	6%	6%	6%	6%	6%	6%
Performing Arts						
Performing Arts Center Supervisor	4%	5%	6%	7%	8%	9%
DRAMA CLUB	5%	5%	5%	5%	5%	5%
ALL SCHOOL PLAY						
Director	5%	6%	7%	8%	9%	10%
(Other salaries to be determined by Director)	5%	5%	5%	5%	5%	5%
MUSICAL-HS						
Director	10%	11%	12%	13%	14%	15%
(Other salaries to be determined by Director)	20%	20%	20%	20%	20%	20%
MUSICAL-MS						
Director	9%	10%	11%	12%	13%	14%
(Other salaries to be determined by Director)	15%	15%	15%	15%	15%	15%
Leadership						
MENTOR TEACHER	3%	3%	3%	3%	3%	3%
DEP'T CHAIRPERSONS each	8%	9%	10%	11%	12%	13%
District Wellness Committee Chair	3%	3%	3%	3%	3%	3%
LLT FACILITATOR	3%	3%	3%	3%	3%	3%
CLASS SPONSOR						
Senior (2) each	1%	1%	1%	1%	1%	1%
Junior (2) each	3%	3%	3%	3%	3%	3%
Sophomore	1%	1%	1%	1%	1%	1%
Freshmen	1%	1%	1%	1%	1%	1%

APPENDIX B
Extracurricular Schedule/Duties/Extended Contracts

	No Steps
Teacher In-House Substitute per period	$34.50
ACT Prep Class (each)	$90
Facilitator for Staff Development (each)	$90
Ticket Taking (per game)	$15
~~Ticket Taking,~~ scorer, timer (per game) ***Middle School***	$20
~~Ticket Taking,~~ scorer, timer (per game) ***High School***	$25
Football Ticket Taking	$40
Football Crowd Control	$40
Teaching Summer School, etc. (2 ½ hrs. student contact = ½ hr planning) Self Directed Courses (without writing assignments) – 4 hrs student contact = ½ hr planning Self Directed Courses (with writing assignments) - 3 hrs student contact = ½ hr planning	$34.50
Tutoring Per Hour (2 ½ hrs student contact = ½ planning)	$34.50
Tutor Aide	$16
APEX Coordinators	$10 per student per semester class (during the school year)
Extended Contracts	It is recognized there are times counselors, librarians, school nurses, deans, school psychologists, and/or social workers are needed to complete work the administration deems critical to the functioning of the school district. When this occurs, the administration will make a recommendation to the Superintendent requesting the number of 7 hour and 40 minute work days necessary to complete the required work. Employees completing approved work will be compensated for a 7 hour and 40 minute work day at $250 per day or per diem, whichever is less. Timesheets must be completed prior to processing payment.