

District 115



YORKVILLE

**AGREEMENT BETWEEN**  
**YORKVILLE EDUCATION ASSOCIATION**  
**AND**  
**YORKVILLE COMMUNITY UNIT SCHOOL**  
**DISTRICT #115**

**2026 - 2029**

Effective July 1, 2026 through June 30, 2029

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## ARTICLE I: RECOGNITION

### Classified and Certified

#### Section 1. Recognition

This agreement is entered into this 1st day of July 2026 by and between the Board of Education of Yorkville Community Unit School District 115, Kendall County, Illinois, hereinafter referred to as the "Board" and the Yorkville Education Association/IEA-NEA, hereinafter referred to as the "Association", which is hereby recognized as the sole and exclusive bargaining agent for all full-time and part-time regularly employed personnel as noted below. Hereinafter referred to as "certified employee", "certified staff", "classified staff", or "classified employee" except for the Superintendent, all District administrators, substitute teachers, as well as any other employee who is supervisory, managerial, and/or confidential as defined by Public Act 83-1014, its amendments, or its rules, as well as those teachers and other personnel who are employed and/or supervised by any cooperative agency whose duty is to serve the Board.

**Certified Employee:** teachers, social workers, guidance counselors, speech and language pathologists, certified school nurses, and hearing itinerants.

**Classified Employee:** custodians, paraprofessionals, Building Administrative Assistants (BAA), and classified school nurses.

**Days:** As used in this Agreement, the term "days" shall mean school days, except during summer recess, when it shall mean days on which the District office is open, unless otherwise noted.

**Specials Teachers:** This term refers to K-6 teachers who teach physical education courses, music courses, art courses, library media courses, and technology courses. This may have formerly been referred to as exploratory or electives.

## **ARTICLE II: MANAGEMENT RIGHTS**

### **Classified and Certified**

#### **Section I. Retention of Management Rights**

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the State and of the United States, which generally includes the right:

- A. To maintain executive management and administrative control of the District and its properties and facilities.
- B. To hire all employees and, subject to the provisions of the law and this agreement, to determine their qualifications and their continued employment and to promote, transfer, and assign such employees.
- C. To direct its employees.
- D. To establish educational programs, courses of instruction, extra-curricular programs, and to determine the means, methods, and personnel by which such programs are to be provided. All teacher created resources are bound by Copyright Board Policy 5:170.

The contract and the Constitutions and laws of the State of Illinois and the United States shall limit the exercise of Management Rights.

#### **Section 2. Unilateral Changes in Policies and Practices**

The District retains its right to amend, modify, or rescind policies and practices referred to in this Agreement in case of emergency. An emergency shall be defined as an "Act of God," an extraordinary physical or environmental change in alignment with 105 ILCS 5/18-12.

## **ARTICLE III: ASSOCIATION RIGHTS**

### **Certified and Classified**

#### **Section 1. School Building Use**

The Association and its representatives shall have the right to use school buildings at reasonable hours with prior approval. The Board may charge the Association when special custodial service is required. The Association and members shall have the right to use school equipment such as computers and duplicating equipment for the business of local membership providing that such use shall not interfere with normal school operations.

#### **Section 2. Conducting Association Business**

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property outside of school hours when they do not interfere or interrupt any school function or operations.

#### **Section 3. Communication**

The Association shall have the right to communicate with employees regarding Association business via bulletin boards, mailboxes, and electronic means, provided material is signed, not abusive or defamatory, and the Association assumes legal responsibility for their communications.

#### **Section 4. Superintendent Meetings**

The Superintendent or designee and the Association may meet at times convenient to both parties for the purpose of resolving problems that may arise which could affect the administration of the contract. These meetings are not intended to bypass the negotiations or grievance procedures or assume the responsibility of the Executive Council. Either party may initiate the meetings and ample time shall be provided for exchange of agenda items.

#### **Section 5. Association Leave**

In the event that the Association desires to send representatives to local, state or national conferences or on other business pertinent to Association affairs in conducting its business as negotiating agent for employees, these representatives may be excused without loss of salary or loss of personal leave days provided the Association reimburses the District for the cost of substitutes for such days and further provided that the frequency of such leaves in no way impairs the quality of classroom instruction and that written requests for leaves have been approved by the Superintendent or designee.

Any member of the Association who is elected or appointed to fulfill a term position with the Illinois Education Association (IEA) or National Education Association (NEA) shall be granted an unpaid leave of absence for the period of the term. At the conclusion of the term, the member shall be assigned to the position they held prior to the leave or, if it is not available, a comparable position. In the event that professional development is deemed necessary, the Superintendent or designee shall follow the guidelines outlined in Article X, Section 8. The intent of this language is exclusive for job protection.

**Section 6. President Leave**

The Association President or designee shall be allowed to be absent from their teaching duty for the purpose of conducting business of the Association providing that approval from the building principal was received. In addition, the President or designee and the Superintendent or designee shall meet before the school year to discuss job assignment and a work schedule that provides the President release time for the purpose of conducting business of the Association in the following amounts:

Early Childhood:	Approximately 50% of each school day
Elementary School:	No less than 60% of each school day
Middle School:	No less than 60% of each school day
High School/Transition:	No less than 60% of each school day

In all cases, every attempt will be made to make the release time consecutive and distribute the teaching time in the morning and President release time in the afternoon. The teaching time will fall within the building's half-day substitute schedule. Additionally, the Association President will not be responsible for any additional duties. If the need for additional release time is identified by the President or designee and the Superintendent or designee, both parties will collaboratively determine the appropriate amount of release-time. When a decision cannot be mutually agreed upon, the Superintendent will make the final determination. The Association shall reimburse the Board in an amount of \$13,000 annually.

**Section 7. Contract Publication**

Copies of the ratified and executed Agreement shall be posted on the staff resources page of the District's website. In addition, the administration will provide a space in each building where one (1) hard copy of the Agreement shall be available for inspection in each building of the District.

**Section 8. Institute Day Participation**

The Association shall be given sixty (60) minutes of general assembly time to conduct Association business during an institute day prior to the first day of student attendance and sixty (60) minutes at the last institute day of the year or another agreed upon workday. The Superintendent or designee shall determine the exact time after a discussion with the Association President or designee.

**Section 9. State Committee Participation**

An employee that is chosen to serve on a committee or board on behalf of the Illinois State Board of Education (ISBE) shall communicate time commitments to the Superintendent or designee in order to receive release time with no loss of pay to the employee.

## **ARTICLE IV: GRIEVANCE PROCEDURE**

### **Certified and Classified**

#### **Section 1. Definitions**

**Grievance:** A grievance shall mean only a complaint by an employee that there has been alleged violation of any of the specific provisions of the Agreement and that such grievance must be filed thirty (30) days\* from the time of the occurrence of the event complained of, and further, every employee covered by this Agreement shall have the right to present grievances in accordance with these following procedures. The written information contained in the filed grievance shall include:

- A. a description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance;
- B. a listing of the provisions of this Agreement which are alleged to have been violated, or misapplied;
- C. a listing of specific actions requested of the administration, which will remedy the grievance.

**\*Days:** As used in this Article IV, the term “days” shall mean school days, except during summer recess, when it shall mean days on which the District office is open.

#### **Section 2. Procedure**

The failure of an employee or the Association to act within the time limits will act as a bar to any further appeal except on the issue of timeliness and an administrator's failure to render a decision or meet within the time limits set forth shall permit the employee(s) to proceed to the next step. Time limits may be extended only by mutual agreement.

Before a grievance is filed, a sincere attempt should be made to resolve any difference informally between the aggrieved and the principal or whomever the grievance is against. At this meeting, the Association is entitled to be present if requested by the employee(s).

#### **Section 3. First Stage**

The filing of the grievance at the first stage must be within thirty (30) days of the occurrence of the grievance.

The meeting with the principal or the appropriate District representative will take place within ten (10) days after the receipt of the written grievance. The principal or appropriate District representative, who has authority to make a decision on the grievance, shall make such decision and communicate it in writing within ten (10) days after the meeting, to the employee, Superintendent or designee, and the Grievance Committee Chairperson.

**Section 4. Second Stage**

In the event the grievance has not been satisfactorily resolved at the first stage, the aggrieved employee or their Association designee will file within ten (10) days of the receipt of the principal's written decision or answer at the first stage a letter to the Superintendent requesting a meeting.

Within ten (10) days after such written grievance is received by the Superintendent or designee, the aggrieved, the Association President, the principal, and/or the Superintendent or designee will meet to resolve the grievance. The Superintendent or designee will file an answer within ten (10) days of the second stage grievance meeting and communicate it in writing to the employee, principal, Association President, and Grievance Committee Chairperson.

**Section 5. Third Stage**

If the grievance is not resolved satisfactorily to the Association and the grievant after the second stage, there shall be a third step of impartial binding arbitration. The Association may submit in writing, within thirty (30) days of the Superintendent's or designee's decision, a request to enter into such arbitration.

The Federal Mediation and Conciliation Service will act as the administrator of the proceedings and the parties shall select an arbitrator in accordance with its rules.

All expenses incurred shall be shared equally by the Board and the Association. It is understood that such expenses will be limited to the arbitrator's fee. Any legal expenses incurred should be paid for by the party engaging the legal counsel. Each party shall pay for their own expenses as they occur.

**Section 6. Bypass to Arbitration**

If the Association and the Superintendent or designee mutually agree, any step of the grievance procedure may be bypassed and the grievance brought directly to binding arbitration.

**Section 7. Association Participation - Employee Represented**

The Board acknowledges the right of the Association's local grievance representative to participate in the processing of a grievance.

**Section 8. Released Time**

When the investigation or processing of any grievance requires that an employee or an Association representative be released from their regular assignment, the employee or Association representative shall be released without loss of pay or benefits. Such release of time shall have the approval of the Superintendent or designee.

**Section 9. Filing of Materials**

All records related to a grievance shall be filed separately from the personnel files of the employees.

**Section 10. Class Grievance**

A class grievance involving two (2) or more employees may be initially filed by the employees or the Association upon approval of the involved employees beginning at the second stage.

**Section 11. Grievance Withdrawal**

A grievance may be withdrawn at any level without establishing precedent.

**Section 12. Arbitrator's Powers**

Insofar as such arbitration is limited solely and simply to interpretation and implementation of the terms of this contract, both parties agree to abide by the results of the findings of the arbitrator. The arbitrator shall not have the power to add to, subtract from, alter, or modify in any way, any of the terms or conditions of this Agreement. It shall be the function of the arbitrator and they shall be empowered, except as their powers are limited below, after due investigation, to make decisions in cases of alleged violation of the specific Articles and Sections of the Agreement.

The arbitrator shall have no power to rule on any of the following:

- A. The termination of services or failure to re-employ any probationary employee.
- B. Any matter involving the results of employee evaluation.

The arbitrator shall have no power to change any practice, policy, or rule of the Board. The arbitrator's powers shall be limited to deciding whether the Board has

violated the expressed Articles or Sections of the Agreement and they shall not imply obligations and conditions binding upon the Board from the Agreement, it being understood that any matter not specifically set forth herein remains in the reserved rights of the Board.

All claims for back wages shall be limited to the amount of wages that an employee would have otherwise earned, less any unemployment payments.

## **ARTICLE V: EMPLOYEE RIGHTS**

### **Certified and Classified**

#### **Section 1. Personnel File**

Each employee shall have the right, upon request, within three (3) days notice, to review the contents of their personnel file. A representative of the Association may, at the employee's request, accompany the employee in this review, which shall be during regular office hours and with an administrator or designee present. Materials that an employee shall not be permitted to review shall be those specified in Section 10 of the *Illinois Personnel Record Review Act* or a successor statute.

The employee shall be made aware of and have the right to answer any material placed in their file. Their answer shall be submitted to the Superintendent or designee, where it shall be placed in the file.

#### **Section 2. Employee Discipline**

Tenured certified employees shall not be suspended (with or without pay) from their basic contractual teaching relationship with the Board, or receive any disciplinary action which is documented, except for just cause. This protection does not apply to the removal of such an employee from an extra duty assignment.

Non-probationary classified employees shall not be suspended (with or without pay), receive a written or oral reprimand, which is documented, except for just cause. This protection does not apply to the removal of such an employee from an extra duty assignment.

Employee discipline will be progressive, except for gross misconduct, as determined by the Superintendent or designee. Nothing prohibits the administration from determining the level of disciplinary action based on the findings of an investigation.

The Association may advise tenured certified employees and non-probationary classified employees of their options under the contract, School Code, or other applicable courses of remedy and encourage the use of one of these options.

Anonymous complaints shall not be the sole basis of disciplinary action. In the sole discretion of administration, if an anonymous complaint warrants an investigation, any disciplinary action must be based on evidence (including but not limited to evidence gathered from investigatory interviews) gathered through the investigation.

Nothing in this section prohibits the administration from placing an employee on paid administrative leave pending investigation. Notwithstanding the foregoing, all classified employees that begin employment after July 1, 2026, shall have a consecutive eighteen (18) month probationary period and may be dismissed at the discretion of the Board at any time prior to beginning of the nineteenth (19) month of employment. For classified employees hired prior to July 1, 2026, the probationary period is one (1) calendar year from their employment and may be dismissed at the discretion of the Board at any time prior to commencing the second year of employment.

**Section 3. Right to Association Representative**

When an employee is required to appear regarding discipline, potential discipline, investigation, or dismissal of said employee, the employee shall be given advance notice of the purpose of the meeting in writing and be entitled to have a representative of the Association present who will not suffer loss of pay.

## **ARTICLE VI: PAYROLL DEDUCTIONS**

### **Certified and Classified**

#### **Section 1. Association Dues**

Any employee who is a member of the Association or who has applied for membership may sign and deliver to the Association an assignment authorizing deductions of membership dues in the Association, including the IEA and the NEA. Employee requests to authorize, revoke, cancel, or change authorizations for payroll dues deductions shall be directed to the Association and the Association shall be responsible for processing and providing proper requests to the Board. Based on the representations made by the Association, the Board shall make payroll deductions of union dues, initiation fees, assessments, and other payments for the Association in accordance with the terms of the employee's written authorization, which the Association shall provide to the Board. If the requests are not provided to the Board, the Board shall rely on the information provided by the Association regarding whether deductions for the Association were properly authorized, revoked, canceled, or changed. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the Board shall deduct one-eighteenth (1/18) of such dues from a regular salary check of the employee for nine (9) months, beginning in October and ending in June of each year as long as the authorizations are submitted to the Board no later than September 1 of the school year the deductions are to be made. The Association will communicate any membership changes to the District and prorated payroll deductions will happen within two (2) payrolls.

#### **Indemnification**

The Association agrees to indemnify and hold the Board, its members, officers, agents, and employees harmless from and against any and all claims, demands, actions, suits, orders, judgments, or other forms of liability, monetary or otherwise, brought or issued against the Board and for all legal costs that may arise out of or by reason of any action taken or not taken by the Board for the purpose of complying with the above provision of this section or in reliance on any, authorization, list, notice, certification, affidavit, assignment, or information furnished under such provision.

#### **Section 2. Credit Union, Annuity, or Tax Shelter**

Payroll deductions may be made for the credit union, annuity, tax shelter, or educational foundations. Deductions will be made upon written application. An employee may withdraw at any time, but cannot re-enter until the next school year.

**Section 3. Insurance Premiums**

Insurance premiums shall be deducted on a pretax basis through a Section 125 Premium Only Plan that is established and maintained by the District.

**Section 4. Dependent Insurance**

Payroll deductions will be made for dependent insurance coverage upon an approved application in accordance with the insurance carrier's procedures.

**Section 5. Pay Dates**

Pay days shall be the 15<sup>th</sup> and the 30<sup>th</sup>, or last day of February, beginning September 15. If a regular pay date falls on a day when school is not in session, employees shall receive their pay on the last work day prior to the 15<sup>th</sup> and 30<sup>th</sup>.

Electronic pay statements will be available to employees no later than each pay date.

**Section 6. Number of Pay Periods**

Employees will receive their paycheck on a twelve (12) month basis (twenty-four (24) equal gross pay installments). The District will provide employees with a separate accounting for payments made in addition to their regular salary.

For certified employees, TRS deductions for creditable earnings will occur starting on the first pay period.

**Section 7. Payroll Errors and Corrections**

If a pay error that is made by the District is found in an employee's primary role pay that is more than fifty (50) dollars, compensation to replace or correct the error will be issued within the next two (2) business days of the District being notified. For example, if payday is on a Monday and the District was notified, compensation to the employee will be on or before Wednesday to correct the mistake. The employee may agree to an alternate payment method or timeframe. Any errors found or reported that are fifty (50) dollars or less will be corrected on the next payroll. Errors related to stipends, extra paid duties, or overtime will be corrected on the next payroll. The employee may agree to an alternate payment method or timeframe.

If an employee or the District identifies an overpayment error in pay, no matter how long-standing, arrangements will be made to correct the error. By choice of the employee, a lump-sum payment or payroll deduction will be offered. If a payroll deduction is selected to correct the overpayment, the employee will not have more than fifteen (15) percent of the employee's gross pay per pay period

deducted until repayment is complete. The District and employee may jointly agree to an alternate payment amount.

In the event there is an overpayment and the District identifies the overpayment on the same day the funds are deposited into the employee's account, the District is authorized to initiate an immediate reversal of the excess funds via the Automated Clearing House (ACH) or other electronic banking systems, provided that prior to the reversal the following happens:

- A. The District receives confirmation that the employee was notified of the error and pending reversal.
- B. The District provides the employee with a written or electronic breakdown of the error and the correction within twenty-four (24) hours of the action.

## **ARTICLE VII: SENIORITY**

### **Certified and Classified**

#### **Section 1. Seniority List**

By February 1 annually, the Board will publish a seniority list which is prepared according to the provisions herein. This list will be given to the President of the Association and posted in each building or electronically in a secure location. The list will include the employee's responsibility to respond to any discrepancies. Each employee shall have thirty (30) calendar days thereafter to file a written objection to their ranking. An employee's failure to make a timely objection shall be deemed an acceptance of the ranking, and the employee cannot thereafter challenge their seniority until the following year.

#### **Section 2. Employment Dates**

The date of employment shall be the date of the official Board action taken on the employment of the employee. In cases where there has been a disruption of service by the employee, the most recent date of re-employment shall be used.

### **Certified**

#### **Section 3. Attrition**

When the Board deems it necessary to reduce the number of certified employees in the District because of reasons such as declining enrollments, inadequate finances, and/or the elimination of programs or consolidation, every effort will be made to make reductions through attrition.

#### **Section 4. Notification**

The Superintendent or designee shall provide the "honorable dismissal list" for certified employees, as defined by 105 ILCS 5/24-12, as well as a notification as to the possible reduction in force to the Association President or designee seventy-five (75) calendar days prior to the end of the school year. Any final notification of a reduction in force will occur by April 15 of the school year.

## **Section 5. Seniority**

If two (2) or more certified employees otherwise have equal seniority based on their length of continuous service in the District, as outlined in Section 24-12 of the *Illinois School Code*, and one (1) or more is to be honorably dismissed, seniority order shall be determined by, in order:

- A. Date of the official Board action of employment of the employee;
- B. Highest degree earned;
- C. Valid National Board Certification;
- D. Most credit hours beyond the highest degree applicable to the lanes;
- E. Date and time stamp upon the receipt of their signed letter of acceptance;
- F. Any further ties to be determined by the drawing of lots with the affected certified employees and the Association President being present.

Note: Seniority is earned and accrued during sick leave, FMLA, and Board approved leaves of absence.

## **Classified**

### **Section 6. Reduction in Force - Building Administrative Assistants**

In the event the Board determines the need for a Reduction in Force (RIF), the administration shall meet with the Association to discuss the following:

- A. Reasons for the need to have a RIF
- B. Verification of seniority list
- C. Verification of RIF and recall procedures

Reduction in Force Recall Procedures:

- A. Employees shall be laid off in the inverse order of their seniority by position or job category.
- B. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions.
- C. Employees shall be called back to work according to their placement on the Employee Recall Seniority list.
- D. Building Administrative Assistants on layoff, who have been offered re-employment for the position which they had been laid off and have declined, shall be removed from the Building Administrative Assistants Recall Seniority list.
- E. The District shall not employ any non District applicants to fill any vacant full-time or part-time positions in the category of position subject to layoff

unless all qualified bargaining unit employees on the recall list have been reinstated to the vacant position or declined reinstatement to the vacancy.

- F. Seniority shall be tracked separately by the following groups and include length of continuous service as a District employee.
  - a. Principal Building Administrative Assistant
  - b. Clerical Building Administrative Assistant
  - c. Athletic Director Building Administrative Assistant
  - d. Registrar
- G. In the event District seniority is equal between employees, the following procedures will be followed:
  - a. Highest degree earned;
  - b. Previous work experience in the District;
  - c. Date and time stamp upon the receipt of their letter of acceptance.

Nothing in the Article or any part of this Agreement is intended to restrict the sole authority of the Board to determine the financial necessity of service reduction, the form of the reduction, and the duration of the layoff.

#### **Section 7. Reduction in Force - Custodians**

In the event the Board determines the need for a Reduction in Force (RIF), the administration shall meet with the Association to discuss the following:

- A. Reasons for the need to have a RIF
- B. Verification of seniority list
- C. Verification of RIF and recall procedures

Reduction in Force Recall Procedures:

- A. Custodians shall be laid off in the inverse order of their seniority by position or job category.
- B. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions.
- C. Custodians shall be called back to work according to their placement on the Custodian Recall Seniority list.
- D. Custodians on layoff, who have been offered re-employment for the position which they had been laid off and have declined, shall be removed from the Custodian Recall Seniority list.
- E. The District shall not employ any non-District applicants to fill any vacant full-time or part-time positions in the category of position subject to layoff unless all qualified bargaining unit custodians on the recall list have been reinstated to the vacant position or declined reinstatement to the vacancy.
- F. Seniority shall be tracked separately by the following custodian groups and include length of continuous service as a District employee:
  - a. Head Custodian

- b. Custodian
- G. In the event District seniority is equal between employees, the following procedures will be followed:
  - a. Highest degree earned;
  - b. Previous work experience in the District;
  - c. Date and time stamp upon the receipt of their letter of acceptance.

Nothing in the Article or any part of this Agreement is intended to restrict the sole authority of the Board to determine the financial necessity of service reduction, the form of the reduction, and the duration of the layoff.

## **Section 8. Reduction in Force - Classified Nurses/Registered Nurses**

In the event the Board determines the need for a Reduction in Force (RIF), the administration shall meet with the Association to discuss the following:

- A. Reasons for the need to have a RIF
- B. Verification of seniority list
- C. Verification of RIF and recall procedures

Reduction in Force Recall Procedures:

- A. Nurses shall be laid off in the inverse order of their seniority by position or job category.
- B. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category of position, so far as they are qualified to hold such positions.
- C. Nurses shall be called back to work according to their placement on the Nurse Recall Seniority list.
- D. Nurses on layoff, who have been offered re-employment for the position which they had been laid off and have declined, shall be removed from the Nurse Recall Seniority list.
- E. The District shall not employ any non District applicants to fill any vacant full-time or part-time positions in the category of position subject to layoff unless all qualified bargaining unit nurses on the recall list have been reinstated to the vacant position or declined reinstatement to the vacancy.
- F. In the event District seniority is equal between employees, the following procedures will be followed:
  - a. Highest degree earned;
  - b. Previous work experience in the District;
  - c. Date and time stamp upon the receipt of their letter of acceptance.

Nothing in the Article or any part of this Agreement is intended to restrict the sole authority of the Board to determine the financial necessity of service reduction, the form of the reduction, and the duration of the layoff.

## **Section 9. Reduction in Force - Paraprofessionals**

In the event the Board determines the need for a Reduction in Force (RIF), the administration shall meet with the Association to discuss the following:

- A. Reasons for the need to have a RIF
- B. Verification of seniority list
- C. Verification of RIF and recall procedures

Reduction in Force Recall Procedures:

- A. Paraprofessionals shall be laid off in the inverse order of their seniority by position or job category.
- B. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific category of position shall be tendered to the paraprofessionals so removed or dismissed from that category of position, so far as they are qualified to hold such positions.
- C. Paraprofessionals shall be called back to work according to their placement on the Paraprofessional Recall Seniority list.
- D. Paraprofessionals on layoff, who have been offered re-employment for the position which they had been laid off and have declined, shall be removed from the Paraprofessional Recall Seniority list.
- E. The District shall not employ any non District applicants to fill any vacant full-time or part-time positions in the category of position subject to layoff unless all qualified bargaining unit paraprofessionals on the recall list have been reinstated to the vacant position or declined reinstatement to the vacancy.
- F. Seniority shall be tracked separately by the following groups and include length of continuous service as a District employee.
  - a. Library paraprofessionals
  - b. Paraprofessionals
- G. In the event District seniority is equal between employees, the following procedures will be followed:
  - a. Highest degree earned;
  - b. Previous work experience in the District;
  - c. Date and time stamp upon the receipt of their letter of acceptance.

Nothing in the Article or any part of this Agreement is intended to restrict the sole authority of the Board to determine the financial necessity of service reduction, the form of the reduction, and the duration of the layoff.

## **ARTICLE VIII: WORKING CONDITIONS**

### **Certified and Classified**

#### **Section 1. Unsafe and Hazardous Conditions**

Employees who encounter conditions, which are likely to endanger the health or safety of employees or students or interfere with the student's educational process, shall promptly report the condition to their building principal. The building principal shall promptly investigate or cause to be investigated the condition giving rise to the report. The building principal or appropriate District representative will communicate findings to the employee within five (5) working days of the initial report. If the findings are not concluded, a weekly status update will be provided until there is a conclusion or plan of action.

The District will provide training relevant to job responsibilities, which will include the guidance needed to safely perform job functions. Additionally, the District will annually review building or District safety and security procedures.

When an employee has been victim of a credible verbal, physical, or electronic threat from a student or student's household and the District has been properly notified, the District will take steps to address safety issues, including but not limited to involving law enforcement (if appropriate) and initiating student redirection or discipline. When the District deems appropriate and allowed by applicable law, information regarding students will be shared with the impacted employee(s).

When an absence is due to a job-related injury that requires an employee to seek medical attention, at the direction of the Superintendent or designee, the District will incur the cost of the absence for that day. The employee is required to report the injury to their supervisor immediately as well as the cause of such injury (e.g., modus of accident) and complete all required District forms. The employee can use sick days for any additional absences for the job-related injury less than ten (10) days. The employee can apply for Workers' Compensation for a job-related injury absence above ten (10) days.

#### **Section 2. Extra Duty Pay Dates**

Internal subbing, ticket taking, tutoring, scoring, and other such extra-duty assignments, as directed by the administration or designee, shall be paid on the second pay day following submission by employee.

**Section 3. District Level Committees**

All employees are encouraged to participate in committees that contribute to teaching and learning in the District. Employees who serve on District level committees which meet outside of the school day to study, plan, or monitor changes in curriculum, instruction, or programs will be compensated for these additional responsibilities as identified below. Participation on District and building level committees will be considered to be a professional choice and recognized as a valuable contribution to the education process.

Committee Tiers and Compensation		
Tier	Number of Meetings	Compensation
I	7-8	\$900
II	5-6	\$500
III	3-4	\$275
IV	2	\$175
V	1	\$75

The District Administration and the Association shall annually review the committee list, any new committees, and their workload to determine the tier placement for the school year. Prior to serving on the committee, employees will be notified if it is a compensated committee as well as the tier level for compensation. Placement of committees into tiers shall occur within the first two (2) weeks of the beginning of the school year. If additional committees are developed throughout the year, the committee list may be amended to include the new committee(s) in the compensation chart.

Compensation will be prorated based on the number of meetings the employee attended. Payment will be received in a lump sum payment no later than June 30 of the school year in which the committee work was completed.

Additional work outside of meetings may be required during the school year. If additional work during the summer is requested by District administration, the employee shall receive an hourly rate equal to the Teaching and Learning Rate.

No committee pay shall be awarded to an individual if the payment results in an additional TRS payment by the Board.

## **Certified**

### **Section 4. Conferences, Clinics, Conventions, and Co-Curricular Activities**

A certified employee may be granted release time from school to attend or present at educational conferences, clinics, conventions, or co-curricular activities of which they are involved by the certified employee's direct supervisor or principal, with final approval by the District. The admission costs, travel, and fees to conferences, clinics, conventions, and co-curricular activities may be paid by the building or District based on budgetary constraints. In the event multiple certified employees request the same conference, clinic, convention, or co-curricular activity, consideration will be given to provide a variation in participation from previous requests.

### **Section 5. Duty Free Lunch**

Certified employees shall have a duty-free uninterrupted lunch period equal to the school lunch period but not less than thirty (30) minutes as required by Section 24-9 of *Illinois State School Code*.

### **Section 6. AM/PM Supervision**

Certified employees shall be assigned to an AM or PM supervision during the certified employee's workday on an equitable basis within each building with no additional compensation. This supervision shall not generally exceed fifteen (15) minutes in duration except in the case of an emergency. The Association and the District recognize that identical AM or PM supervision schedules across buildings is not possible.

The following provisions apply to AM/PM supervision:

- A. Certified School Nurses shall not be assigned any mandatory AM or PM supervision outside of nursing duties.
- B. Staff in Student or Related Services, EC, and Transition may be assigned both AM and PM daily supervision duties, but no more than two (2) per day, aligned to the specific student needs within their program, such as assisting with building entry/exit and managing special transportation.

Any certified employee who is asked to regularly extend their AM/PM supervision shall be compensated at the Supervision Rate.

### **Section 7. School Calendar**

Unused emergency days shall not become workdays.

No later than January, the Superintendent or designee shall meet with a committee of employees and the President or designee to discuss the calendar for the coming year.

The school calendar shall not exceed 176 student attendance days, as defined by School Code, and 182 teacher attendance days.

The Board continues to possess the ability to approve a non-traditional calendar. This could include, but is not limited to, a calendar that expands into the summer months, does not follow a five (5) day school week, and/or can be designed to meet the individual needs of students.

## **Section 8. New Certified Staff Training**

**New Staff Orientation:** First year certified staff to the District will be required to participate in three (3) days of additional training to be completed within seven (7) business days prior to the first day of student attendance.

**New Staff Ongoing Training:** All first and second year certified staff are required to participate in the following training:

- A. First year certified staff who have not previously earned tenure in a similar role, in a public school setting, will be required to participate in up to six (6) ninety (90) minute sessions of additional training to be completed outside of the contractual day. Each training session will be followed by a meeting with a building administrator when applicable, not to exceed thirty (30) minutes. In their second year, this staff group will be required to participate in up to four (4) ninety (90) minute sessions of additional training to be completed outside of the contractual day. A menu of job-embedded options may be provided as an alternative to participation in the ninety (90) minute sessions.
- B. First year certified staff who have earned tenure in a similar role, in a public school setting, will be required to participate in up to four (4) of the ninety (90) minute sessions. Each training session will be followed by a meeting with a building administrator when applicable, not to exceed thirty (30) minutes. Participation will be determined by the Superintendent or designee and based on the agenda topics for the sessions. In their second year, this staff group will be required to participate in up to two (2) ninety (90) minute sessions of additional training to be completed outside of the contractual day. A menu of job-embedded options may be provided as an alternative to participation in the ninety (90) minute sessions.

Each required task for new certified staff training that occurs during the school day, such as a peer observation, will replace one (1) required ninety (90) minute after-school session.

The dates of training will be provided to all first and second year certified staff within the first two (2) weeks of the school year. All attendance conflicts must be communicated in advance, in writing, to the Superintendent or designee for

approval. There will be no penalty for a certified employee's absence from a training session if the absence is a result of a certified work day absence.

**Section 9. Summer School, Extended School Year, and Summer Diagnostics**

Certified staff members of District 115 shall have the opportunity to apply online for teaching positions in any summer school program including summer school, extended school year, and summer diagnostics following the guidelines established in Article IX, section 3 regarding vacancies. The exception shall be when no certified staff member is qualified to provide a special skill or talent needed in the summer school. Summer certified staff will be paid at \$40 per hour. Summer certified staff that perform diagnostic services will be paid at the Summer School Diagnostic Rate. Summer certified staff are expected to report to their buildings a minimum of fifteen (15) minutes prior to the student day and remain a minimum of fifteen (15) minutes after the student day. Certified staff members may receive up to sixty (60) minutes of plan time per day of the summer school session. Allotted plan time will be communicated in a written format at the time of posting. Summer certified staff will be notified of their assignments prior to the Board's approval for hire. Assignments are subject to change up to two (2) weeks prior to the start date of the first summer school session, based on final student enrollment. Every effort will be made to finalize positions no later than two (2) weeks prior to the start date of the program.

**Section 10. Work Day and Certified Staff Meetings**

The Board shall not increase the length of the certified staff members' regular workday without notice to the Association and negotiations with the Association.

**A. Work Day**

- a. Certified staff will be expected to work a professional workweek. A professional workweek is no more than forty (40) hours during a normal five (5) day workweek. This workweek includes a minimum thirty (30) minute duty free lunch daily, as well as time required at the beginning and end of the school day. Certified staff shall report to their buildings fifteen (15) minutes prior to the student day and remain fifteen (15) minutes after the student day.
  - i. Time not defined in the fifteen (15) minutes before and after the student day and staff meetings shall be used as Weekly Flexible Hours to fulfill the forty (40) hour professional workweek.
  - ii. Weekly Flexible Hours are scheduled at the discretion of the certified employee to meet their professional responsibilities; this is inclusive of any necessary collaboration and student support.
- b. The District and the Association recognize that dual modality instruction can present unique challenges. This form of instruction

will continue to be an option, but not a required method of instruction.

- c. Certified employee building schedules can be found on the intranet.

## **B. Certified Staff Meetings**

The District and the Association recognize the importance of certified staff meetings. Buildings are not required to have certified staff meetings.

However, when a certified staff meeting is needed, it will meet the following:

- a. There shall be no more than three (3) certified staff meetings per month. Additionally, no one (1) meeting shall exceed sixty (60) continuous minutes in length.
- b. Dates of the first semester certified staff meetings will be communicated to certified employees within the first two (2) weeks of the first day of student attendance. Dates of the second semester certified staff meetings will be communicated to certified employees by December 1. Certified employees will make every effort to attend a rescheduled meeting.
- c. The meeting focus will be communicated at least one (1) week in advance.
- d. Any certified staff meeting will be scheduled outside of the daily required fifteen (15) minutes before or after certified staff members' workday.
- e. There will be no required tasks for a certified staff member to complete outside of the meeting time.
- f. There shall be no sign-in for certified staff meetings except in the case where the District is required to keep documentation of a mandatory training.
- g. If a certified staff member is present during the day, it is a professional expectation of said certified staff member to attend the meeting. If there is a conflict that prohibits a certified staff member from attending, the certified staff member is expected to communicate the conflict with their principal or designee. Certified staff members not in attendance will be responsible for the content of the meeting.
- h. Meeting time may be used for faculty meetings, professional development, initiatives, School Improvement, Professional Learning Committee (PLC) meetings, grade level meetings, or department meetings. Any required meetings at the directive of the principal will count towards the certified staff meetings and shall be directly pertinent to daily job responsibilities. Meetings where a certified staff member is removed from their normal duties will not count towards the certified staff meeting time. In addition, certified staff members may elect to meet or collaborate with their

colleagues during their Weekly Flexible Hours and this will not count towards the certified staff meeting time.

- i. All certified staff meetings shall be connected to the required end or start of the certified staff work day.
- j. In the event of a time-sensitive emergency, a certified staff meeting may be called outside of the parameters listed above. Every effort of the certified staff member will be made to attend the certified staff meeting.

## **Section 11. Evaluation**

Each year, the Superintendent or designee together with the Association President or designee shall determine if an evaluation committee will be convened. If the committee does not meet, an alternate PERA meeting will be held with the District and Association representatives listed below. The Evaluation Committee shall be included in the District's committee list. In addition, the committee shall include the Superintendent or designee, Association President or designee, at least one (1) principal from the District, and one (1) Association member appointed by the Association President or designee. The committee may make recommendations for any necessary changes. These plan changes shall be incorporated by mutual agreement of the Association and Administration. This committee shall also review any concerns (not outcomes) regarding the evaluation procedure.

Formal and informal observations will not occur:

- A. within the first fifteen (15) days of student attendance.
- B. the day before or after an extended break or vacation.

For formal observations, evaluators shall make every effort to provide at least two (2) potential dates in writing. The certified employee may select one (1) of the proposed dates or suggest an alternative, which the evaluator may accept at their discretion. If the certified employee does not respond, the evaluator will select from the dates originally provided to the certified employee. If the evaluator needs to reschedule a formal or informal evaluation after the employee has submitted their paperwork related to the evaluation, the certified employee will not be required to redo the paperwork for the rescheduled evaluation. They may provide the evaluator with a verbal overview of what they will see during the observation.

Formal and informal observations will take place within the certified employee's primary job responsibilities and duties. Evaluation feedback regarding job performance related concerns should be directly communicated to the certified employee in writing within seven (7) days of the evaluator becoming aware of the concern.

**Section 12. Physical Moves**

No certified staff will be required to pack and move any material, supplies, or equipment, from their classroom; other than their own personal items.

Any EC-6 certified staff who is required to change rooms twenty-one (21) calendar days or less prior to the start of student attendance will be compensated with one (1) day of substitute pay for packing and unpacking of their room.

**Section 13. Parent-Teacher Conferences and Curriculum Night**

**Parent-Teacher Conferences**

Parent-Teacher Conferences are a professional expectation of all certified staff members (full-time and part-time) and shall be scheduled on the same day at each attendance center within the District. Certified staff will be expected to hold Parent-Teacher Conferences on the District scheduled Parent-Teacher Conference date(s). An alternate schedule will be arranged if there is an extenuating circumstance or absence.

Parent-Teacher Conferences will not exceed eleven (11) hours of conferences inclusive of breaks over no more than two (2) consecutive days. When conferences involve an extended workday, compensatory time shall be given the day immediately following the extended workday. The District will provide consistent guidance for the parent-teacher conference schedule including breaks, meals, and modality.

**Curriculum Night**

Curriculum Night, or another named back to school evening event, is also a professional expectation of all certified staff members (full-time and part-time). Curriculum Night will not exceed two (2) hours in length and conclude no later than 8 pm. The Superintendent or designee and the Association President or designee will meet annually to review and determine any changes to Curriculum Night.

Certified employees assigned to more than one (1) school will:

- A. receive a schedule from their building administrator(s) that may distribute time equitably based on teaching responsibilities at each building and the total time does not exceed two (2) hours.
- B. receive a schedule from the principal or designee at least five (5) school days prior to Curriculum Night.
- C. not be required to travel between schools for Curriculum Night if the Curriculum Night is held on the same day.

## **Section 14. Class Size**

The Board and the Association believe that maintaining reasonable workload for certified employees is an important part of creating an enriching, educational environment. The Board and the Association also acknowledge that the changing needs of students and education have the potential to affect certified employee workload.

### **A. Class Size Targets and Communication**

- a. The Superintendent or designee will share class size targets, projected enrollment, and projected class sizes and workload with the Association President or designee by April 1st annually.
- b. Each building principal or program administrator when the building does not have a principal shall meet with the Association building representative(s) by May 1 to review the details of projected enrollments and building staffing needs for the coming year. During this meeting, certified staff representatives may identify any areas of concern about student learning due to the size of the class or the particular student population and make recommendations to their building principal or program administrator and reconvene to discuss recommendations made at the May 1st meeting no later than five (5) business days before the school year ends.

### **B. Solutions to Class Size or Workload Concerns**

- a. The following provisions will be implemented to provide additional time to prepare for the needs of the students:
  - i. One (1) release planning day per semester for all certified employees in special ed/multi-lingual/ English language co-taught classes.
  - ii. Subject preparations for Yorkville High School and Yorkville Middle School certified employees to not exceed three (3) courses per semester in Math, Language Arts, Science, and Social Studies unless the administration requests more than three (3) preparations and the certified employee agrees.
- b. During the school year, any certified employee whose class size, workload, or population causes them concern shall submit a written request to the building principal or designee. The request should include any solutions from the list below. However, additional solutions outside of the list may be requested for consideration. Final approval of the proposed solution(s) is determined by the Superintendent or designee.

Possible suggested solutions:

- i. Additional planning time in the form of one or more release planning days

- ii. Request of a paraprofessional
  - iii. Additional daily prep time
  - iv. Removal of during the day supervision duty for Yorkville High School certified employees
  - v. A reduction of subject preparations for Yorkville High School and Yorkville Middle School certified employees
  - vi. A request to balance student needs between classes with the same teacher or classes with different teachers
- c. The building principal or designee shall hold a meeting and respond to the request in writing within ten (10) working days of receipt of the request and send a copy of the request and response to the Superintendent or designee and the Association President or designee.

**C. Elementary Workload**

In order to support maintaining a reasonable workload, every attempt will be made to distribute the unique learner profile amongst multiple grade level teachers. In the event that distribution of students with a unique learner profile exceeds a seventy percent (70%) distribution imbalance for one (1) general education classroom teacher, the building principal and that teacher will meet within five (5) days of student attendance to determine what supports the teacher needs for the school year, in accordance with Article VIII, Section 14, B.b. If determined support is necessary, initial steps for implementation of support will be put in place no later than thirty (30) calendar days from the meeting date. When needed, the teacher can request a meeting with the building principal for an adjustment to the supports. The building principal shall respond to the request in writing within ten (10) working days of the meeting. In accordance with Article VIII, Section 14, B.b., final approval of the proposed solution(s) is determined by the Superintendent or designee.

**Section 15. Planning Periods within the Workday**

A certified employee's plan period, also referred to as plan, is instrumental in planning for student success. The Association and the Board both recognize that a variety of certified employees meetings are a necessary component to improve student success. Both recognize that uninterrupted plan time is necessary to perform their job related duties while recognizing that some meetings are necessary during a certified staff's plan time. These meetings include: participation in an evaluation meeting for themselves or any certified employee related disciplinary meetings; outside of these two (2) meeting types, no certified staff member shall be required to attend any meetings during their plan time. If, due to extenuating circumstances, a certified employee is required to attend an IEP meeting, 504 meeting, or a meeting to plan for an IEP or 504 meeting for a student on their roster or case management, this will be allowed and they shall be

paid at the Teaching & Learning Rate for the duration they are present at the meeting.

Each certified employee will be provided an adult work space generally free of students. Each certified employee will have access to a school phone during their plan period.

**A. High School Certified Employees**

<b>Standard High School Certified Employee                      Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
<b>Student Contact:                      Instructional                      Time</b>	<b>Student Support                      Time (Advisory,                      ACCESS, Flex)</b>	<b>Supervision Duty                      within the School                      Day                      *PLC Leads</b>	<b>Work Day                      Collaboration                      Time</b>	<b>Plan Time:                      Teacher                      Scheduled                      Minutes</b>
Not to exceed 1150 minutes per week; No more than a total of 5 classes	Not to exceed 240 minutes per week	Not to exceed 114 minutes per week  *0 minutes. No assigned duty with students if PLC Leads is an uncompensated position. Duty time used for PLC Lead tasks.	Not to exceed 90 minutes per week	Minimum of 340 minutes per week
<b>Total Minutes with Students</b> (Student Contact, Student Support Time, and Supervision Duty within the School Day) Not to exceed 1504 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students & Work Day Collaboration Time) Not to exceed 1594 minutes	

<b>High School Certified Employee: LBS1</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Student Contact: Instructional Time	Student Support Time (Advisory, ACCESS, Flex)	Supervision Duty within the School Day *PLC Leads	Work Day Collaboration Time	Plan Time: Teacher Scheduled Minutes
Not to exceed 1150 minutes per week; No more than a total of 5 classes	Not to exceed 275 minutes per week	0 minutes per week, time will be provided for the LBS1 to complete case management duties *0 minutes	Not to exceed 55 minutes per week	Minimum of 340 minutes per week of plan time
<b>Total Minutes with Students</b> (Student Contact, Student Support Time, and Supervision Duty within the School Day) Not to exceed 1425 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students & Work Day Collaboration Time) Not to exceed 1480 minutes	

<b>High School Certified Employee: Traveling Teachers between High School Buildings</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Student Contact: Instructional Time	Student Support Time (Advisory, ACCESS, Flex)	Supervision Duty within the School Day *PLC Leads	Work Day Collaboration Time	Plan Time: Teacher Scheduled Minutes
Not to exceed 1150 minutes per week	Not to exceed 240 minutes per week	0 minutes per week, 114 minutes per week will be provided as travel time *0 minutes	Not to exceed 90 minutes per week	Minimum of 340 minutes per week
Every attempt will be made to limit the number of times the certified employee is traveling between high school buildings from back to back periods.				
<b>Total Minutes with Students</b> (Student Contact, Student Support Time, and Supervision Duty within the School Day) Not to exceed 1504 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students & Work Day Collaboration Time) Not to exceed 1594 minutes	

<b>High School Certified Employee: Guidance Counselor and Social Worker</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)			
Job Related Duties	Student Support Time (Advisory and ACCESS)	Work Day Collaboration Time	Plan Time: Teacher Scheduled Minutes
Not to exceed 1344 minutes per week	Not to exceed 160 minutes per week  Every effort will be made to assign classes with students on their caseload to help meet minutes.	Not to exceed 60 minutes per week  Any time not used would be added to Job Related Duties	Minimum of 340 minutes per week
<b>Total Minutes:</b> (Job Related Duties & Student Support Time) Not to exceed 1504 minutes		<b>Building Scheduled Minutes</b> (Total Minutes and Work Day Collaboration Time) Not to exceed 1564 minutes	

**Student Support Time**

The student support time expectations of the certified employee includes: monitoring student grades, goal conferencing with students, providing additional student support in the certified employee’s content area, or facilitating District created materials which will be provided to the certified employee.

In an effort to support the District in creating District material for the student support time, only certified employees in the Student Services Department may be asked to create materials for the District; no one (1) person will be responsible for more than ten (10) percent of the total number of lessons created. These lesson materials must be connected to social emotional development, career development, academic development, and/or course selection.

**Supervision Duty within the School Day**

Supervision Duty within the School Day is a supervisory duty. These duties shall not require preparation. For duties that may require more interaction with students, such as In-School Suspension (ISS), more than one (1) staff member will be assigned at a time.

**Class Preparations**

Teachers of disciplines in math, English, science, and social studies shall have no more than three (3) different course preps per semester. A teacher may agree to an additional prep. A teacher of these disciplines may be assigned a fourth prep due to student need, but will be removed from the Supervision Duty within the Work Day.

**High School LBS1**

High School special education instructors will have caseloads of approximately five (5) students. All high school special education instructors will not be assigned a duty within the workday with this time being used as case management time.

**High School Overload**

An overload is in lieu of teacher plan time and anything above a certified employee's daily FTE. A certified employee who agrees to take an overload is responsible for all the teaching duties and shall be compensated at an overload rate. An overload rate is based on one-fifth (1/5) of the certified employee's salary and the number of days they are teaching the overload. Any certified employee that is teaching a class for a minimum of ten (10) days and as much as one (1) school year will be compensated at their overload rate beginning on day one (1) of teaching the additional class. Board approval may happen after a certified employee has started teaching the overload class. Day one (1) will be defined as the first day the certified employee began teaching the class, not the date of Board approval. Board approval must happen at the first Board meeting after the agreed to overload between the principal or designee and certified employee.

Any coverage of a class less than ten (10) days will be considered an internal substitution and paid at the Internal Substitution Rate. Any duties such as grading, prepping, etc. that fall outside of internal substitution may be asked of a certified employee by the Superintendent or designee and if agreed to by the certified employee, paid at the Teaching and Learning Rate. Additionally, if a certified employee still has plan time, coverage would be considered an internal substitution and materials for the class would be provided to the covering staff member.

**B. Middle School Certified Employees**

<b>Standard Middle School Certified Employee: Class length is 42 minutes</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Student Contact: Instructional time	Advisory Time	Team Time Collaboration	Plan Time: Teacher Scheduled Minutes	AM/PM Supervision
Not to exceed 1260 minutes per week; No more than a total of 6 classes	Not to exceed 135 minutes per week	Not to exceed 168 minutes per week	Minimum of 252 minutes per week	Not to exceed 1 duty per day, at least 3 times a week (or averages to at least 3 times a week)
<b>Total Minutes with Students</b> (Student Contact Time and Advisory) Not to exceed 1395 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students and Team Collaboration Time) Not to exceed 1563 minutes	

<b>Middle School Certified Employee: Class length is 65 minutes</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Student Contact: Instructional time	Advisory Time	Team Time Collaboration	Plan Time: Teacher Scheduled Minutes	AM/PM Supervision
Not to exceed 1300 minutes per week; No more than a total of 4 classes	Not to exceed 135 minutes per week	Not to exceed 168 minutes per week	Minimum of 252 minutes per week	Must be 3 less times a week (or averages to 3 less times per week) compared to the standard chart
<b>Total Minutes with Students</b> (Student Contact Time and Advisory) Not to exceed 1435 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students and Team Collaboration Time) Not to exceed 1603 minutes	

<b>Middle School Certified Employee: Guidance Counselor &amp; Social Worker</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Job Related Duties	Work Day Collaboration Time with Academic Teams	Work Day Collaboration Time with Department	Plan Time: Teacher Scheduled Minutes	AM/PM Supervision
Not to exceed 1227 minutes per week	Not to exceed 252 minutes per week	Not to exceed 84 minutes per week	Minimum of 252 minutes per week	Not to exceed 1 duty per day, at least 3 times a week (or averages to at least 3 times a week)
<b>Total Minutes</b> (Job Related Duties) Not to exceed 1227 minutes			<b>Building Scheduled Minutes</b> (Total Minutes and Work Day Collaboration Times) Not to exceed 1563 minutes	

### **Advisory**

Advisory expectations of the certified employee includes: monitoring student grades, goal conferencing with students, providing additional student support in the certified employee's content area, or facilitating District created materials, which will be provided to the certified employee.

In an effort to support the District in creating District material for advisory, only certified employees in the Student Services Department may be asked to create materials for the District; no one (1) person will be responsible for more than ten (10) percent of the total number of lessons created. These lesson materials must be connected to social emotional development, career development, academic development, and/or course selection.

### **Class Preparations**

Teachers of disciplines in math, English, science, and social studies shall have no more than three (3) different course preps per semester. A teacher may agree to an additional prep. A teacher of these disciplines may be assigned a fourth prep due to student need, but will not have an advisory class.

### **Middle School Overload**

An overload is in lieu of plan time and anything above a certified employee's daily FTE. A certified employee who agrees to take an overload is responsible for all the teaching duties and shall be compensated at an overload rate. An overload rate is based on one-sixth (1/6) of the certified employee's salary and the number of days they are teaching the overload. Any certified employee that is teaching a class for a minimum of ten (10) days and as much as one (1) school year will be

compensated at their overload rate beginning on day one (1) of teaching the additional class. Board approval may happen after a certified employee has started teaching the overload class. Day one (1) will be defined as the first day the certified employee began teaching the class, not the date of Board approval. Board approval must happen at the first Board meeting after the agreed to overload between the principal or designee and certified employee.

Any coverage of a class less than ten (10) days will be considered an internal substitution and paid at the Internal Substitution Rate. Any duties such as grading, prepping, etc. that fall outside of internal substitution may be asked of a certified employee by the Superintendent or designee and if agreed to by the certified employee, paid at the Teaching and Learning Rate. Additionally, if a certified employee still has plan time, coverage would be considered an internal substitution and materials for the class would be provided to the covering staff member.

**Middle School LBS1**

In lieu of an advisory, all certified LBS1 case managers will be provided case management time. Case managers can decide to meet with their caseloads during this time. In addition, LBS1 case managers will be provided eighty-four (84) minutes from Team Time Collaboration for case management time.

**C. Elementary School Certified Employees (K-6)**

<b>Elementary School Certified Employee: K-6 Classroom Teacher</b> <b>Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)		
Student Contact Instructional Minutes in typical 4-day ABCD Rotation	Plan Time per week in a typical 5-day work week: Teacher Scheduled Minutes	AM/PM Supervision in a typical 5-day work week
1244-1248 minutes* *standard student contact minutes	Minimum of 300 minutes per week	Not to exceed 1 duty per day
1224-1240 minutes	Minimum of 300 minutes per week	Must be scheduled 696 extra minutes in a year (46 days) compared to the standard student contact minutes
1204-1220 minutes	Minimum of 300 minutes per week	Must be scheduled 1566 extra minutes in a year (104 days) compared to the standard student contact minutes
At least 1200 minutes	Minimum of 300 minutes per week	Must be scheduled 2,088 extra minutes in a year (139 days) compared to the standard student contact minutes

**Elementary School Certified Employee: Specials Teachers**  
**Typical 5-Day Work Schedule**  
(When not otherwise defined in a different Article or Section)

Approximate Length of Class	Sections in a 4-day Rotation	Student Contact Minutes	Plan Time: Teacher Scheduled Minutes	AM/PM Supervision
45 minutes	Not to exceed 7 each day; Not to exceed 28 sections in a 4-day rotation	Not to exceed 315 minutes per day	Minimum of 300 minutes per week	Must be scheduled 522 less minutes in the year (35 days) compared to the standard student contact minutes
30 minutes	Not to exceed 11 twice in a 4-day rotation; Not to exceed 42 sections in a 4-day rotation	Not to exceed 330 minutes per day two times in a 4-day rotation (averages to 315 per day in a 4-day rotation)	Minimum of 300 minutes per week	Will be adjusted based on contact minutes to be equitable to the standard student contact minutes
When a specials teacher is required to travel from one (1) classroom to another within the same school, travel time of at least five (5) minutes shall be scheduled.				

**Plan Time**

The administration will attempt to schedule the plan time for certified staff during the time scheduled for specials. Plan time for all certified staff will be in fifteen (15) minute increments or greater. Plan time will be scheduled during the student school day hours. However, nothing in this paragraph prohibits the administration from scheduling plan time during times other than specials.

**Classes for Elementary**

Elementary certified employees shall not be required to regularly teach a combined class. Splitting a class to accommodate a certified employee's absence due to a shortage of substitutes should be a rare occasion and on such occasions the certified employee will be compensated at the Internal Substitution Rate. Combining multiple grade level classes should only occur when the instructional plan is designed intentionally.

Specials certified employees will not be required to teach multiple grade levels simultaneously. Each class will be considered a section. A section may include students from different homerooms. Splitting a specials section to accommodate a certified employee's absence due to a shortage of substitutes should be a rare

occasion and on such occasions the certified employee will be compensated at the Internal Substitution Rate. Combining multiple grade level classes should only occur when the instructional plan is designed intentionally.

**Elementary Classroom Certified Employee and Specials Overload**

An overload is in lieu of plan time and anything above a certified employee’s daily FTE. A certified employee that agrees to take an overload is responsible for all the teaching duties and shall be compensated at an overload rate. An overload rate shall use the appropriate calculation stated below. The overload amount will be prorated for the number of days the certified employee is teaching the overload. Any certified employee that is teaching a class for a minimum of ten (10) days and as much as one (1) school year will be compensated at their overload rate beginning on day one (1) of teaching the additional class. Board approval may happen after a certified employee has started teaching the overload class. Day one (1) will be defined as the first day the certified employee began teaching the class, not the date of Board approval. Board approval must happen at the first Board meeting after the agreed to overload between the principal or designee and certified employee.

Any coverage of a class less than ten (10) days will be considered an internal substitution and paid at the Internal Substitution Rate. Any duties such as grading, prepping, etc. that fall outside of internal substitution may be asked of a certified employee by the Superintendent or designee and if agreed to by the certified employee, paid at the Teaching and Learning Rate. Additionally, if a certified employee still has plan time, coverage would be considered an internal substitution and materials for the class would be provided to the covering staff member.

**Elementary Classroom Certified Employee Overload Calculation**

An overload is in lieu of plan time or when student contact minutes are above 1248 minutes in a typical 4-day rotation. A certified employee that agrees to take an overload is responsible for all teaching duties and shall be compensated at an overload rate. An overload rate is based on the number of contact minutes in excess of 1248 minutes in a 4-day rotation.

The calculation used for the overload is:

$$\frac{\text{Teacher's 4-day Rotation Minutes}}{1248} \cdot \text{Employee's Salary} = \text{Total Salary with Overload Amount}$$

**Elementary Specials Overload Calculation**

An overload is in lieu or plan or when the daily sections are exceeded as defined in the chart above. Each class will be considered a section. A section may include students from different homerooms. When combining classes from the same grade level is necessary, combined classes exceeding thirty-five (35) students will count as one and one-half (1.5) sections.

The calculation used for a specials overload is:

$$\frac{\text{Teacher's 4-day Rotation Minutes}}{1260} \cdot \text{Employee's Salary} = \text{Total Salary with Overload Amount}$$

**D. Early Childhood Certified Employees**

<b>Early Childhood Center Certified Employee Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)				
Student Contact Minutes: Instructional Minutes	AM/PM Supervision: Arrival/Dismissal Supervision Minutes	Work Day Collaboration Time: SPED, PLC, PD	Case Management and Job Related LBS1 Duty Time	Plan Time per week in a typical 5-day work week: Teacher Scheduled Minutes
Not to exceed 1500 minutes per week	Not to exceed 150 minutes per week; no more than 2 15-minute supervision assignments a day	Not to exceed 300 minutes in a typical 4-week month rotation	Minimum of 300 minutes in a typical 4-week month rotation	Minimum of 300 minutes per week
<b>Total Minutes with Students</b> (Student Contact Minutes, AM/PM Supervision) Not to exceed 1650 minutes		<b>Building Scheduled Minutes</b> (Total Minutes with Students and Work Day Collaboration Time) Not to exceed 1950 minutes		

**Plan Time**

The administration will schedule the plan time for certified employees during the break between student sessions and after bus duty has been completed. Plan time for all certified employees will be in fifteen (15) minute increments or greater. However, nothing in this paragraph prohibits the administration from scheduling plan time during times other than the break between sessions.

In a typical four (4) week month rotation, in the Workday Collaboration Time, there should be no more than ten (10) thirty (30) minute PLC, PD, or SPED meetings scheduled and no less than ten (10) thirty (30) minute Case Management and other Job Related LBS1 Duties scheduled.

A sample schedule with a typical four (4) week month is:

<b>Early Childhood Schedule</b>				
<b>7:20-8:20</b>	Staff Meeting: As defined in Article VIII, Section 7			
<b>8:20 - 8:35</b>	Plan			
<b>8:35-11:05</b>	AM Student Session			
<b>11:05-11:20</b>	AM Student Session: PM Supervision Duty			
<b>11:20-11:50</b>	Lunch			
<b>11:50-12:35</b>	Plan			
<b>12:35-3:05</b>	PM Student Session			
<b>3:05-3:20</b>	PM Student Session: PM Supervision Duty			
<b>3:20-3:50</b>	Workday Collaboration and Case Management Time: See Sample Rotation Below			
<b>Sample Rotation</b>				
	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
<b>Monday</b>	Case Management	Case Management	Case Management	Case Management
<b>Tuesday</b>	PLC	PLC	PLC	PLC
<b>Wednesday</b>	Case Management	Case Management	Case Management	Case Management
<b>Thursday</b>	SPED Meeting	SPED Meeting	SPED Meeting	SPED Meeting
<b>Friday</b>	Case Management	Flex	Case Management	Flex

**Early Childhood Overload**

Should the need and opportunity arise the calculation will be comparable to the Elementary Certified Classroom Certified Employee Overload and will be agreed upon by the Superintendent or designee and the Association President or designee.

**E. Transition Program Certified Employees**

<b>Transition Program Certified Employee                      Typical 5-Day Work Schedule</b> (When not otherwise defined in a different Article or Section)					
Student Contact Minutes: Instructional Minutes	Student Support Time (Homeroom)	Supervision of Students Duty within the School Day & Advisory	Work Day Collaboration Time (Team collaboration, Vocational, Building)	Case Management and Job Related LBS1 Duty Time	Plan Time per week in a typical 5-day work week: Teacher Scheduled Minutes
Not to exceed 1050 minutes a week	Not to exceed 300 minutes a week	Not to exceed 150 minutes per week	Not to exceed 150 minutes a week	Minimum of 75 minutes a week	Minimum of 300 minutes per week
<b>Total Minutes with Students</b> (Student Contact, Student Support, and Duty within the School Day) Not to exceed 1500 minutes			<b>Building Scheduled Minutes</b> (Total Minutes with Students and Work Day Collaboration Time) Not to exceed 1650 minutes		

**Transition Program Overload**

Should the need and opportunity arise the calculation will be comparable to the Elementary Certified Classroom Certified Employee Overload and will be agreed upon by the Superintendent or designee and the Association President or designee.

**F. Itinerant Teachers**

Traveling certified staff are those who travel between schools. Traveling certified staff shall be provided plan time comparable to certified staff in their building and their travel time shall be counted as student contact time. Traveling certified staff will be provided at least twenty (20) minutes of travel time when the buildings are more than 0.5 miles apart. If certified staff are required, due to extenuating circumstances, to travel to more than two (2) schools or buildings in one (1) day, the Association President or designee will be notified.

**Section 16. Waivers**

The Association President or designee and impacted certified employee(s) shall be provided copies of any request for waivers involving the *School Code* at least three (3) days prior to the Board meeting at which the waivers will be considered.

## **Section 17. Grade Change**

If an administrator changes a student's grade(s), without the consent of the certified employee, the certified employee may appeal the grade change first to the Superintendent or designee and then to the Board.

## **Section 18. High School Division Chairs**

Division Chairs are not administrative positions and will remain as members of the Association. The Board and the Association recognize that, while individuals who serve as Division Chairs are included with the Association for the purpose of their traditional teaching duties, that the individual's supervisory and administrative duties as Division Chair are excluded from the jurisdiction of the Association. A Division Chair's supervisory and administrative duties are those obligations not typically held by a certified employee, nurse, certified guidance counselor, including but not limited to, certified employee responsibility. Division Chairs do not waive their rights to raise contractual concerns to the Association arising out of their participation in administrative duties and traditional teaching duties, but they can do so only in their capacity as a certified employee. When functioning as a certified employee, Division Chairs receive the full protection of the Collective Bargaining Agreement. Furthermore, although Division Chairs perform duties similar to administrators, they do not possess administrative authority. Therefore, a Division Chair will not be directly part of the discipline of a division member. Rather, a Division Chair will give directives to their division created by building administration and support their division in following through with directives. They will also act as a liaison of their division to building administration.

All Division Chairs must meet the evaluation training requirements, as defined in the *Illinois School Code*, prior to conducting any certified employee evaluation. Division Chairs will only be involved in the formative evaluation process of division members. Summative evaluation of division members will be the responsibility of the building administration in collaboration with Division Chairs.

Division Chairs, with the exception of Educational Services Division Chair, will continue to have teaching responsibilities, up to 0.4 FTE or two-fifths ( $\frac{2}{5}$ ) of the typical FTE teaching load. Division Chairs will not have a supervision duty within the school day, but will be included in the AM/PM supervision schedule. The Educational Services Division Chair will have full release from all teaching responsibilities, all support student time, assigned supervision duty within the school day, and AM/PM supervision. In the event that the Educational Services Division Chair is needed to fulfill teaching responsibilities, the President of the Association or designee and the Superintendent or designee will collaboratively determine the appropriate amount of teaching responsibilities. Those responsibilities will not include teaching responsibilities. When a decision is not mutually agreed upon, the Superintendent will make the final determination.

Division Chairs will be compensated with a co-curricular stipend.

Division Chairs will have up to ten (10) additional summer flexible work days or eighty (80) hours in total that will be paid at the certified employee per diem during the summer. Division Chairs will schedule their summer hours with the building principal or designee. In the event all eighty (80) hours have been worked and hiring personnel within the division is needed, the building principal or designee shall pre-approve additional summer hours at the Division Chair's per diem to participate in the hiring process. The flexible work day pay will be issued on the next payroll cycle after submitting a timesheet.

In the event the District would like to create Departments in lieu of Divisions, this language will apply to the newly created Department Chair.

### **Section 19. Part-Time Certified Employees**

Part-time certified employee's salary includes participation in all Parent-Teacher Conferences, Curriculum Night, Institute Days, and Certified Staff Meetings in their entirety. Part-time certified employees will be assigned an AM or PM Supervision Duty. All part-time certified employees who are in their first or second year of employment are expected to participate in all New Certified Staff Training sessions as outlined within the Collective Bargaining Agreement.

All part-time certified employees who have entered into continued contractual service shall receive a prorated share of fringe benefits based on their fractionalized employment status and health and other insurances are subject to the conditions and parameters as set forth by the insurance carrier. When the certified employee submits an absence, they will use a full day due to the proration of their leave benefits.

#### **Job Sharing**

The Association and Board recognize the need for a flexible workforce that provides certified employees and the administration the ability to meet the needs of the certified staff member and respond to the needs of students and the community. Job share is defined as a voluntary employment arrangement that is approved by the Superintendent or designee, in which two (2) certified staff members who are employed by the District share one (1) full-time position.

Certified employees interested in job sharing shall first obtain approval by the building principal, then work with the building principal to create a detailed written plan by February 1st of the year preceding the school year for which the job sharing arrangement is requested.

The job sharing plan shall include:

1. Certified employee responsibilities
2. Schedule of work hours
3. Days of attendance

4. Attendance at staff meetings
5. Student IEP meetings
6. Daily overlap time
7. Other responsibilities

The job share plan will be reviewed by the Superintendent or designee for consideration. Job sharing plans may be granted at the sole discretion of the Superintendent or designee. Administration shall notify applicants two (2) weeks after the first Board of Education meeting in March of the approval or rejection of their plan. If the plan is denied, a written explanation of the details will be given to the applicants.

If the plan is approved, it will be reviewed on a yearly basis as needed. Certified employees returning from job sharing will retain a full 1.0 certified employee position for which they are qualified unless part-time can be accommodated by the District. Certified employees that no longer want to participate in a job share must notify the District by March 1st. Certified employees working fifty percent (50%) or more will receive one (1) year credit towards vertical step advancement on the salary schedule.

#### **Section 20. District Level Specialists and Building Coaches**

District level specialists and building coaches (specialists and coaches) are not administrative positions and will remain as members of the Association. A specialist or coach will not be involved in the evaluation process of certified employees. The schedule of a specialist or coach may be flexible to meet the needs of their assignments and will be reviewed annually. A specialist or coach may be expected to work up to fifteen (15) days outside of the regular certified employee attendance days. Compensation for these additional days will be paid at their per diem.

The Board and Association recognize that a specialist or coach may work closely with administration. Their job descriptions outline some responsibilities that may be administrative in nature, however they do not possess administrative authority.

#### **Section 21. Student Services Department**

Under 23 Illinois Administrative Code 226.735 (Work Load for Special Educators), Districts are required to adopt a plan specifying limits on the workload of their special educators as opposed to a caseload. The caseload of special educators and related service providers will not exceed state and federal guidelines at any one time.

The workload plan will be evaluated annually by a joint workload committee, that at a minimum, will consist of two (2) administrators in addition to the Superintendent or designee and three (3) Association representatives in addition

to the Association President or designee. When a decision is not mutually agreed upon, the Superintendent will make the final determination.

**A. Guidance Counselor**

- a. Guidance counselors will be expected to work up to ten (10) days (middle school counselors) or up to twenty (20) days (high school counselors) outside of regular certified employee attendance days. Compensation for additional days will be paid at the counselor's per diem at the next subsequent payroll after submission of a timesheet.
- b. If a guidance counselor is required to attend evening events such as transition nights, graduation, class nights, etc., no matter the event name, they will be paid at the Teaching & Learning Rate. The Guidance Counselor(s) may agree to an alternate arrangement when events happen outside of the regular school year, such as using a required summer day for the event as long as the total hours worked do not exceed a normal workday.
- c. Dates of the first semester required events will be communicated to guidance counselors within the first two (2) weeks of the first day of student attendance. Dates of the second semester required events, with the exception of high school graduation, will be communicated to guidance counselors by December 1.
  - i. Middle School Guidance Counselors will be required to attend up to three (3) evening events no more than seven (7) hours in total.
  - ii. High School Guidance Counselors will be required to attend up to four (4) evening events up (12) hours in total.

**B. Speech Language Pathologist**

- a. A maximum caseload for a speech-language pathologist shall be sixty (60) students with the exception of cases including STARS/LASP/Structured which will be fifty-five (55) students or based on overall service minutes.
- b. Speech-language pathologists will receive two (2) case management paperwork days annually. These days must be requested two (2) weeks prior to the use and the speech-language pathologist must be on site.

**C. Learning Behavior Specialist**

- a. This section will apply to employees with any LBS certification. Certified employees with an LBS certification may also be referred to as a special education instructor.
- b. Caseloads for special education instructors will be established in accordance with state guidelines with considerations made based on the needs of students.
- c. In the event that an IEP meeting causes a special education instructor to forfeit plan time, the special education instructor will be compensated at the Teaching and Learning Rate.

- d. Each special education instructor will receive release days as defined below. Additional release days will be considered by the administration upon request.
  - i. High School with a caseload of more than five (5): one (1) release day per semester
  - ii. Middle School: one (1) release day per semester
  - iii. Elementary: two (2) release days per semester
  - iv. Early Childhood: one (1) release day per semester
  - v. Transition Center: one (1) release day per semester

**D. Social Worker**

- a. Each building principal shall meet with the social worker(s) by May 15 to review projected enrollments and workload needs for the coming year. During this meeting, the social worker(s) may identify any area of concern due to the size of their workload(s) and make recommendations to their building principal.
- b. During the school year, any social worker whose workload causes them concern shall make a written request to the building principal and Superintendent or designee. The building principal shall hold a meeting and respond to the recommendation in writing within ten (10) working days of receipt of the request and send a copy of the request and response to the Superintendent or designee.
- c. Social worker(s) may see general education students and this should be accounted for in the workload plan.

**Section 22. Unique Positions**

The Board and the Association agree that throughout the duration of the Collective Bargaining Agreement to have the flexibility to design non-traditional and unique positions that meet the changing needs of the District as necessary. The District administration, collaboratively with the Association president, reserves the right to design work schedules that are flexible, which means that additional duties and responsibilities may not apply.

In the event that additional summer work days are added to the work calendar of a unique position, certified employees currently in that position will be given a one (1) year grace period if the calendar change is scheduled for the subsequent year. This only applies to certified employees that are currently in the position and there is a change in the calendar responsibilities for that position.

Any required additional calendar days for a unique position will be paid at the certified employee's per diem unless otherwise defined.

**All Classified**

**Section 23. Subcontracting Classified Positions**

Subcontracting is a last resort to temporarily fill a vacant position that has not been filled otherwise. The District shall make reasonable efforts to assign available work to bargaining unit members prior to subcontracting. When a position will be filled with a subcontracted service at the start of the year, the Superintendent or designee will notify the Association President or designee.

**Building Administrative Assistants (BAAs)**

**Section 24. Duty Free Lunch**

BAAs shall have an unpaid duty-free uninterrupted lunch period equal to the school lunch period but not less than thirty (30) minutes.

**Section 25. Work Year**

The BAA work year varies based on position. Please refer to the chart below:

<b>Employee Group</b>	<b>Days Worked</b>	<b>Hours Worked</b>	<b>Institute Days</b>	<b>Personal Days</b>	<b>Paid Holidays</b>
Principal Building Administrative Assistant (7-12)	260	8	7	2	15*
Registrar (9-12)	260	8	7	2	15*
Principal Building Administrative Assistant (K-6)	199	8	6	2	N/A
Athletic Director Building Administrative Assistant	199	8	6	2	N/A
Clerical Building Administrative Assistant (K-12)	194	8	6	2	N/A

\*At the discretion of the Superintendent or designee, there may be an adjustment to these days, but no less than fifteen (15) will be paid.

Sick days, personal days, vacation days, and paid holidays, when applicable, will be paid at the BAA's normally scheduled hours.

**Section 26. Breaks**

All full-time BAAs shall be entitled to two (2) paid fifteen (15) minute breaks. A part-time BAA at 0.5 FTE but less than 1.0 FTE shall be entitled to one (1) paid fifteen (15) minute break.

**Section 27. Meetings and Professional Development**

Building administrative assistants may be required to attend meetings during their workday.

Upon the discretion and approval of the Superintendent or designee, BAAs shall be allowed to attend professional conferences and pre-approved expenses will be reimbursed.

New and transferred BAAs will receive training in their specific positions.

**Section 28. Evaluation**

Each year, the Superintendent or designee together with the Association President or designee shall jointly decide whether to convene an evaluation committee and if so, determine its size, membership, and scope.

Prior to the beginning of the evaluation cycle, a BAA shall be informed of their evaluator.

Items of concern to the evaluator regarding the BAA's job performance as related to the rubric shall not be a part of the final evaluation narrative or rating unless such a concern was communicated to the building administrative assistant in writing, giving the BAA an opportunity to make improvements.

**Custodians**

**Section 29. Duty Free Lunch**

Custodians shall have a thirty (30) minute duty-free unpaid lunch.

**Section 30. Work Year**

<b>Employee Group</b>	<b>Days Worked</b>	<b>Hours Worked</b>	<b>Personal Days</b>	<b>Paid Holidays</b>
Custodian/ Floater	260	8	2	15*
Head Custodian	260	9	2	15*

\*At the discretion of the Superintendent or designee, there may be an adjustment to these days, but no less than fifteen (15) will be paid.

Sick days, personal days, vacation days, and paid holidays will be paid at the custodian's normally scheduled hours.

Custodians that clock in within five (5) minutes of their scheduled start time shall be considered on time, but paid for the time worked. If a custodian clocks in beyond five (5) minutes of their scheduled start time, they will be docked for the number of minutes late and will follow the attendance procedures set by the Superintendent or designee. Custodians who clock in later than their scheduled time may see this negatively impact their evaluation.

Custodians that go beyond the allotted leave time will follow the attendance procedures set by the Superintendent or designee.

**Section 31. Breaks**

All full-time custodians shall be entitled to two (2) paid fifteen (15) minute breaks. A part-time custodian at 0.5 FTE but less than 1.0 FTE shall be entitled to one (1) paid 15 minute break.

**Section 32. Personal Protective Equipment**

Custodians must wear appropriate District provided personal protective equipment when directed.

**Section 33. Summer Work**

A summer schedule begins one (1) day after the last regular student attendance day and seven (7) calendar days prior to students returning to school.

The normal summer workday shall be eight (8) hours plus a thirty (30) minute duty free lunch for custodians. All head custodians will continue working their normal nine (9) hour day plus a thirty (30) minute duty free lunch.

All full-time custodians shall be entitled to two (2) paid fifteen (15) minute breaks. A part-time custodian at 0.5 FTE but less than 1.0 FTE shall be entitled to one (1) paid fifteen (15) minute break.

If a summer schedule shift change is desired by a custodian, the custodian shall make a request for this change in writing to the Superintendent or designee. A response to the change in shift shall be granted in writing no later than two (2) weeks prior to the start of the summer schedule. This change is specific to the summer schedule with an expectation that the custodian will return to their regular shift seven (7) calendar days before the new school year begins.

**Section 34. Evaluation**

Each year, the Superintendent or designee together with the Association President or designee shall jointly decide whether to convene an evaluation committee and if so, determine its size, membership, and scope.

Prior to the beginning of the evaluation cycle, a custodian shall be informed of their evaluator.

Items of concern to the evaluator regarding the custodian's job performance as related to the rubric shall not be a part of the final evaluation narrative or rating unless such a concern was communicated to the custodian in writing, giving the custodian an opportunity to make improvements.

### **Section 35. Overtime**

By September 1 of each year, the Superintendent or designee shall send out the Custodian Overtime Interest Form to all custodians. The interest form will allow the custodian to express interest in overtime opportunities in their assigned building, across the District, both, or neither. Based on interest, each custodian will be randomly placed on an overtime duty call list at each building as well as a District wide overtime duty call list. These lists will be generated separately and will be used to offer overtime duties.

When overtime is necessary, the overtime will be offered starting with the custodian at the top of the list.

Custodians will have priority in their assigned building overtime needs. If the building custodians do not accept the overtime duty offered, then the overtime duty will be offered based on the District wide overtime call list.

Custodians that do not indicate they have an interest in overtime will not be offered overtime. If a custodian's overtime interest changes after September 1, they can reach out to the Superintendent or designee to update their interest form. These changes will go into effect within thirty (30) days. The custodian will be placed at the bottom of the existing list(s).

### **Certified and Classified Nurses**

#### **Section 36. Duty Free Lunch**

Classified nurses shall have a thirty (30) minute duty-free unpaid lunch period. Certified nurses shall have a thirty (30) minute duty-free paid lunch period.

**Section 37. Work Year**

<b>Employee Group</b>	<b>Days Worked</b>	<b>Hours Worked</b>	<b>Institute Days</b>	<b>Personal Days</b>
Classified Nurse	183	7.5 daily	2	2
Certified Nurse	183	40 weekly	2	2

Sick days and personal days will be paid at the classified nurse's normally scheduled hours.

Both certified and classified nurses shall work 183 days:

- A. Of which seven (7) days will be prior to student attendance days, and nurses will be at their buildings completing job specific duties to prepare for the start of school.
- B. Of which a maximum of two (2) days will be institute days, after the first day of student attendance, which may include: work time at buildings, attend job training(s), be released with District approval for out-of-District training(s), and attend meetings with their supervisors.
- C. Of which a half-day will be the day after the last day of student attendance.

As a part of their institute workday, both certified and classified nurses will be allowed to attend Association meetings at the beginning and end of the school year during institute days.

**Section 38. Workweek Hours**

- A. Classified nurses shall have a normal workday of 7.5 hours plus a thirty (30) minute duty-free unpaid lunch.
- B. Certified nurses shall have a normal workweek of forty (40) hours inclusive of a thirty (30) minute paid lunch.
- C. Travel time for both certified and classified nurses assigned to more than one (1) building shall count towards workday and workweek hours. If a nurse, due to extenuating circumstances, travels to more than two (2) buildings in the day, the Association President or designee will be notified.
- D. Except for extenuating circumstances, both certified and classified nurses shall not be pulled from their regular duties to cover private nursing duties usually covered by an agency. If, under extenuating circumstances, a nurse is used to cover a private nursing duty, they will be paid at the private nursing rate; if that is greater than their current hourly rate.
- E. All full-time certified and classified nurses shall be entitled to two (2) paid fifteen (15) minute breaks. A part-time certified and classified nurse at 0.5 FTE but less than 1.0 FTE shall be entitled to one (1) paid fifteen (15) minute break.

**Section 39. Summer School**

Both certified and classified nurses working in District 115 shall have the first opportunity to apply for summer school nursing positions for any summer program run by the District. Wages for summer school nurses will be \$45 per hour. Summer school nurses will be solely responsible to prepare specifically for summer school and will receive no fewer than three (3) paid preparation days as requested by each nurse. Additional days may be granted by the District based on any increases in numbers of any summer school programs. Summer school nurses will receive access to any and all District files needed for their preparation for summer school.

**Section 40. Nurse Meetings and Collaboration**

- A. Health questions will be directed to the Superintendent or designee.
- B. Both certified and classified nurses will attend a quarterly meeting with the Superintendent or designee.
  - a. When possible, meetings will be scheduled during normal workdays.
  - b. At least two (2) weeks in advance of the meeting, a flexible agenda will be created.
- C. Prior to each school year, during the institute days., nurses will receive building plans related but not limited to: field trip protocol, meeting schedules, and nurse office coverage.

**Section 41. Job Description/Duties**

Both certified and classified nurses shall not have any mandatory AM or PM supervision or other during the day supervision duties outside of nursing duties.

Nursing duties shall be similar in each building, but may differ based on the age and needs of the students and staff at each building.

Nursing duties shall be assessed and updated by District and building administration to reflect changes in law, needs of students, and role of nurses. When there are changes, District or building administration shall meet with nurses prior to the change going into effect. Nursing duties shall not be arbitrarily or unreasonably changed.

**Section 42. Evaluation**

Each year, the Superintendent or designee together with the Association President or designee shall jointly decide whether to convene an evaluation committee and, if so, determine its size, membership, and scope.

Prior to the beginning of the evaluation cycle, both certified and classified nurses shall be informed of their evaluator.

Items of concern to the evaluator regarding the certified or classified nurse's job performance as related to the rubric shall not be a part of the final evaluation narrative or rating unless such a concern was communicated to the certified or classified nurse in writing, giving the certified or classified nurse an opportunity to make improvements.

**Paraprofessionals**

**Section 43. Duty Free Lunch**

Paraprofessionals shall have an unpaid duty-free uninterrupted lunch period equal to the school lunch period but not less than thirty (30) minutes.

**Section 44. Work Year**

<b>Employee Group</b>	<b>Days Worked</b>	<b>Hours Worked</b>	<b>School Year Institute Days</b>	<b>Personal Days</b>
Library Paraprofessional	179	7.5	5.5	2
Paraprofessional	179	7	5.5	2

Sick days and personal days will be paid at the paraprofessional's normally scheduled hours.

As a part of their institute workday, all paraprofessionals will be allowed to attend Association meetings at the beginning and end of the school year during institute days when applicable. Paraprofessionals will be required to participate in all assigned institute day activities and no less than ten (10) hours of approved professional development activities per semester.

**Section 45. Workday and Breaks**

All full-time paraprofessionals shall be entitled to two (2) paid 15-minute breaks. When possible, the two (2) breaks will be scheduled consecutively or one (1) break will be attached to the beginning or end of the lunch period. A part-time paraprofessional at 0.5 FTE but less than 1.0 FTE shall be entitled to one (1) paid fifteen (15) minute break.

All paraprofessionals shall be assigned to an AM or PM supervision duty during the workday on an equitable basis within each building. This supervision will not generally exceed fifteen (15) minutes in duration except in case of emergency. Specialized program paraprofessionals may be assigned both AM and PM daily supervision duties, but no more than two (2) per day, aligned to the specific student needs within their program, such as assisting with building entry/exit,

managing special transportation, or check-in/check-out. If a paraprofessional is assigned both AM and PM supervision, this is due to a specific student need and the paraprofessional is only responsible for students from their specific program.

**Section 46. Substitute Teaching Responsibilities**

In the event that a paraprofessional is asked by the Superintendent or designee to substitute for a certified teaching position, the paraprofessional will earn a stipend of fifty (50) dollars for a full day. Partial day stipends will be calculated at an increase of \$6.50 per hour above the paraprofessional's current pay rate while substitute teaching.

**Section 47. Evaluation**

Each year, the Superintendent or designee together with the Association President or designee shall jointly decide whether to convene an evaluation committee and if so, determine its size, membership, and scope.

Prior to the beginning of the evaluation cycle, a paraprofessional shall be informed of their evaluator.

Items of concern to the evaluator regarding the paraprofessional's job performance as related to the rubric shall not be a part of the final evaluation narrative or rating unless such a concern was communicated to the paraprofessional in writing, giving the paraprofessional an opportunity to make improvements.

## **ARTICLE IX: VACANCIES, TRANSFERS, AND ASSIGNMENTS**

### **Certified**

#### **Section 1. Notification of Assignment**

A certified employee shall be given written notice of their tentative assignment for the forthcoming year no later than one (1) week prior to the last student attendance day preceding the new school term. Assignment is to include building and level/content. In the event changes in such assignments are needed prior to the final registration date, the certified employee affected shall be notified in writing. In the event that changes in assignment are needed after the final registration date, such notice will be provided to the certified employee in person or by telephone and in writing as soon as possible after the administration determines that the change is needed.

If a certified employee is subject to a change in assignment within two (2) weeks prior to the first day of student attendance, a planning meeting with the principal shall be scheduled to discuss the transition to the new assignment. The topics for discussion may include, but are not limited to, compensated time to occur before school starts to prepare for a change in grade level with or without the involvement of other employees, potential release time during institute days, the equitable setup for a new classroom, and physical assistance with moving to a new classroom.

#### **Section 2. Voluntary Transfer**

Any certified employee presently on tenure or eligible for continuing contractual status in the coming school term may apply for transfer to another building or position by completing the online application and making a written request to the principal of the building to which the certified employee desires to be transferred. The written request must be renewed annually before the beginning of the next school year. When a vacancy occurs, the transfer shall be reviewed and the interest and aspirations of the individual certified employees shall be considered in all transfers. If the certified employee's request for transfer is rejected, the certified employee may request a meeting with the Superintendent or designee to discuss the reasons for such rejection.

Except in the case when an opening occurs three (3) weeks before the beginning of the start of the school year or when an opening occurs during the school year, tenured certified employees in good standing who formally apply for an internally posted position and meet the minimum required qualifications, as outlined in the job description, will be automatically be afforded an initial screening by the principal or designee. This guarantee applies only if the internal application is submitted within the first seven (7) business days following the job posting date. If the certified employee moves forward to the next phase, they will participate in the standard interview process.

Transfers shall not be made during the year.

**Section 3. Vacancy Listing**

Notification of all certified vacancies shall be posted electronically on the District website complete with all prerequisites, qualifications, and duties. When a vacancy for the following school year occurs, a notification email with a link to the online postings to all staff will be sent at least seven (7) calendar days in advance of completing external interviews and permanently filling such vacancies except in the case when an opening occurs three (3) weeks before the beginning of the start of the school year or when an opening occurs during the school year. If extenuating circumstances arise, the Association President or designee will be notified of any action to be taken.

**Section 4. Involuntary Transfer**

A transfer which is not requested by the certified employee or not agreeable to the certified employee involved shall be considered an involuntary transfer. Considerations for an involuntary transfer include at least one (1) of the following, but are not limited to, student need(s), grade level/team need(s), certification, seniority, prior experience, etc.

Involuntary transfers are subject to the following provisions:

- A. Upon their request, any certified employee affected by an involuntary transfer shall be released from their contract.
- B. Notice of the proposed involuntary transfer shall be given to the certified employee involved twenty-one (21) calendar days before the effective date of the transfer or, in situations when such advance notice is not possible, notice shall be given when the necessity for such transfer becomes apparent to the Superintendent or designee.
- C. An involuntary transfer shall be made only after a meeting, if requested by the certified employee involved and the Superintendent or designee, at which time the certified employee will be notified of the reasons for the transfer. Representatives of the Association shall be present if requested. If a certified employee is transferred two (2) years in a row, the certified employee shall be given the reason in writing with the notice of involuntary transfer.
- D. No certified employee shall be transferred involuntarily for entirely arbitrary or capricious reasons.

## **Building Administrative Assistants**

### **Section 5. Voluntary Transfer**

Any BAA may apply for transfer to another building and/or position by making a written request to the Superintendent or designee. The written request must be resubmitted annually. If the BAA's request for transfer is rejected, the BAA may request a meeting with the Superintendent or designee to discuss the reasons for such rejection.

### **Section 6. Vacancy Listing**

Notification of all vacancies shall be posted electronically on the District website and a notification emailed with a link to the online postings to all staff at least seven (7) days in advance of the date of permanently filling such vacancy. If extenuating circumstances arise, the Association President or designee will be notified of any action to be taken.

A BAA that desires a change in position will complete the online application and make a written request to the building in which the position is available.

### **Section 7. Involuntary Transfer**

A transfer of position, building, or program which is not requested by BAA or not agreeable to by the BAA involved shall be considered an involuntary transfer. Considerations for an involuntary transfer include, but are not limited to, building need(s), seniority, prior experience, etc., and are subject to the following provisions:

- A. Notice of the proposed involuntary transfer shall be given to the BAA involved twenty-one (21) calendar days before the effective date of the transfer or, in situations when such advance notice is not possible, notice shall be as soon as possible after the necessity for such transfer becomes apparent to the Superintendent or designee.
- B. Within five (5) calendar days of receiving notice of the proposed involuntary transfer, the BAA may request a meeting with the Superintendent or designee to discuss the reasons for the involuntary transfer. The BAA may be accompanied by an Association representative at the meeting. If a BAA is involuntarily transferred two (2) years in a row, they shall be given the reason for the second involuntary transfer in writing with the notice of involuntary transfer.
- C. No BAA shall be transferred involuntarily for wholly arbitrary or capricious reasons.

## **Custodians**

### **Section 8. Voluntary Transfer**

Any custodian may apply for transfer to another building and/or position by making a written request to the Superintendent or designee. The written request must be resubmitted annually. If the custodian's request for transfer is rejected, the custodian may request a meeting with the Superintendent or designee to discuss the reasons for such rejection.

### **Section 9. Vacancy Listing**

Notification of all custodial vacancies shall be posted electronically on the District website and a notification emailed with a link to the online postings to all staff at least seven (7) days in advance of the date of permanently filling such vacancy. If extenuating circumstances arise, the Association President or designee will be notified of any action to be taken.

A custodian that desires a change in position will complete the online application and/or make a written request to the Superintendent or designee in which the position is available.

### **Section 10. Involuntary Transfer**

A transfer of position, building, or program which is not requested by a custodian or not agreeable to by the custodian involved shall be considered an involuntary transfer. Considerations for an involuntary transfer include, but are not limited to, District needs, building need(s), seniority, prior experience, etc., and are subject to the following provisions:

- A. Notice of the proposed involuntary transfer shall be given to the custodian involved twenty-one (21) calendar days before the effective date of the transfer or, in situations when such advance notice is not possible, notice shall be as soon as possible after the necessity for such transfer becomes apparent to the Superintendent or designee.
- B. Within five (5) calendar days of receiving notice of the proposed involuntary transfer, the custodian may request a meeting with the Superintendent or designee to discuss the reasons for the involuntary transfer. The custodian may be accompanied by an Association representative at the meeting. If a custodian is involuntarily transferred between shifts, the custodian shall be given the reason for the involuntary transfer in writing.
- C. No custodian shall be transferred involuntarily for wholly arbitrary or capricious reasons.

## **Classified Nurses**

### **Section 11. Voluntary Transfer**

Any classified nurse may apply for transfer to another building and/or position by making a written request to the Superintendent or designee. The written request must be resubmitted annually. If the classified nurse's request for transfer is rejected, the classified nurse may request a meeting with the Superintendent or designee to discuss the reasons for such rejection.

### **Section 12. Vacancy Listing**

Notification of all vacancies shall be posted electronically on the District website and a notification emailed with a link to the online postings to all staff at least seven (7) days in advance of the date of permanently filling such vacancy. If extenuating circumstances arise, the Association President or designee will be notified of any action to be taken.

A classified nurse that desires a change in position will complete the online application and make a written request to the building in which the position is available.

### **Section 13. Involuntary Transfer**

A transfer of position, building, or program which is not requested by a classified nurse or not agreeable to by the classified nurse involved shall be considered an involuntary transfer. Considerations for an involuntary transfer include, but are not limited to, District needs, building need(s), seniority, prior experience, etc., and are subject to the following provisions:

- A. Notice of the proposed involuntary transfer shall be given to the classified nurse involved twenty-one (21) calendar days before the effective date of the transfer or, in situations when such advance notice is not possible, notice shall be as soon as possible after the necessity for such transfer becomes apparent to the Superintendent or designee.
- B. Within five (5) calendar days of receiving notice of the proposed involuntary transfer, the classified nurse may request a meeting with the Superintendent or designee to discuss the reasons for the involuntary transfer. The classified nurse may be accompanied by an Association representative at the meeting.
- C. No classified nurse shall be transferred involuntarily for wholly arbitrary or capricious reasons.

## **Paraprofessionals**

### **Section 14. Notification of Assignment**

Any ten (10) month paraprofessional shall be given written notice of their tentative assignment for the forthcoming year no later than one (1) week prior to the last student attendance day preceding the new school term. The assignment is to include building, level, and program. In the event changes in such assignments are needed prior to the final registration date, the paraprofessional affected shall be notified in writing. In the event that changes in assignment are needed after the final registration date, such notice will be provided to the paraprofessional in person or by telephone and in writing as soon as possible after the administration determines that the change is needed.

When a paraprofessional's daily schedule or assignment changes, advance notice will be provided to the paraprofessional.

### **Section 15. Voluntary Transfer**

Any paraprofessional may apply for transfer to another building and/or position by making a written request to the Superintendent or designee. The written request must be resubmitted annually. If the paraprofessional's request for transfer is rejected, the member may request a meeting with the Superintendent or designee to discuss the reasons for such rejection.

### **Section 16. Vacancy Listing**

Notification of all vacancies shall be posted electronically on the District website and a notification emailed with a link to the online postings to all staff at least seven (7) days in advance of the date of permanently filling such vacancy. If extenuating circumstances arise, the Association President or designee will be notified of any action to be taken. A paraprofessional that desires a change in position will complete the online application and make a written request to the building in which the position is available.

### **Section 17. Involuntary Transfer**

A transfer of position, building, or program which is not requested by a paraprofessional or not agreeable to by the paraprofessional involved shall be considered an involuntary transfer. Considerations for an involuntary transfer include, but are not limited to, grade level team District needs, building need(s), seniority, prior experience, etc., and are subject to the following provisions:

- A. Notice of the proposed involuntary transfer shall be given to the paraprofessional involved twenty-one (21) calendar days before the effective date of the transfer or, in situations when such advance notice is

not possible, notice shall be as soon as possible after the necessity for such transfer becomes apparent to the Superintendent or designee.

- B. Within five (5) calendar days of receiving notice of the proposed involuntary transfer, the paraprofessional may request a meeting with the Superintendent or designee to discuss the reasons for the involuntary transfer. The paraprofessional may be accompanied by an Association representative at the meeting.
- C. If a paraprofessional is involuntarily transferred two (2) years in a row, the paraprofessional shall be given the reason for the second involuntary transfer in writing with the notice of involuntary transfer.
- D. No paraprofessional shall be transferred involuntarily for wholly arbitrary or capricious reasons.

## **ARTICLE X: LEAVES**

### **Certified and Classified**

#### **Section 1. Workers' Compensation**

If Workers' Compensation benefits are applicable, then either Workers' Compensation or sick leave may be used, but not both.

#### **Section 2. Family and Medical Leave Act**

The Board will comply with its obligation under the Family and Medical Leave Act (FMLA). An employee may be eligible to take up to twelve (12) weeks of leave or the minimum set by law, whichever is greater.

When both spouses are employed by the District, they can collectively take up to eighteen (18) weeks of leave for the birth, adoption, or foster placement of a son or daughter and bonding with the child, with no one person using more than twelve (12) weeks of leave or the minimum set by law, whichever is greater.

The District provides that an employee may use available sick days for the time off during an FMLA leave. Additional resources regarding FMLA can be found on the District webpage.

#### **Section 3. Bereavement**

Each full-time certified and classified employee shall be entitled to use the following:

- A. One (1) paid bereavement day, for each event, above and beyond sick days for the purpose of attending any funeral for an immediate family member, as defined in Article X, Sections 5 and 10, and not exclusive of a miscarriage.
- B. Upon approval by the Superintendent or designee, any bereavement leave may be extended through the use of available sick days.

One (1) sick day per school year may be used for the purpose of attending a service for an individual not covered by paid bereavement.

#### **Section 4. Religious Holiday Leave**

The Superintendent or designee shall grant an employee's request to take time off to observe a religious holiday if an employee gives at least five (5) days of notice prior to the absence and it does not cause an undue hardship in accordance with Board of Education policy 5:70.

**Certified**

**Section 5. Sick Leave**

- A. Full-time certified employees shall be entitled to a certain number of sick leave days without loss of pay pursuant to a range of continuous years of service in accordance with the following schedule:

<b>Number of Continuous Years of Service</b>	<b>Sick Leave Days</b>
1-7 years	12
8-14 years	15
15-21 years	20
22 years or more	25

- B. Sick leave days will be available for use beginning the first day of the school year. This may show a certified employee as having a negative balance, but will adjust after the days for the school year are credited to the certified employee. Days will be credited on the first pay period of the school year.
- C. If a certified employee does not use the full amount of annual sick leave allowed, the unused amount, including leave for the current year, shall accumulate at full pay up to a maximum of four hundred forty (440) days of sick leave.
- D. Sick leave for part-time certified employees shall be prorated based on their FTE.
- E. Sick leave shall be interpreted to mean a physical or mental illness that renders the employee unable to perform assigning duties or an illness in the household of the employee's residence, or in the immediate family.
- F. Immediate family shall be interpreted to mean those residing in the household and spouse, in-laws, fathers, mothers, sisters, brothers, sons, daughters, aunts, uncles, nephews, nieces, grandparents, grandchildren, legal guardians, or stepfamily.
- G. Sick leave may be taken in full or half-day increments only.

**Section 6. Personal Leave**

Personal leave for full-time professional certified employees shall be granted at two (2) days per school year for the purpose of taking care of personal or family business or a major life event (e.g., graduation, family wedding, activities related to a child's college attendance, birth of a grandchild, or travel related to the same). Certified employees employed less than full-time are also granted two (2) proportionate days per school year. If a full-time certified employee uses their two (2) days of personal leave to observe the religious tenets of the certified employee's faith because such observation cannot occur during non-school time, the teacher shall be granted one (1) additional day of personal leave to be used in accordance with the personal leave procedures.

A certified employee can carry over up to two (2) personal days from the previous year. A maximum of four (4) days may be available to an individual certified employee in a given school year. At the end of each year, the certified employee will select the number of unused personal days that will remain as personal days or will be converted to sick days.

**Section 7. Personal Leave Guidelines**

In order to insure continuity with ongoing classroom instruction, the following guidelines are to be followed in requesting personal leave days:

- A. A written forty-eight (48) hour notice to the Superintendent or designee is required unless the certified employee is using a personal day for an emergency.
- B. If an additional personal day is needed for an emergency beyond the certified employee's current available personal days, the certified employee may be approved to use a day from their sick leave plan.
- C. Approval of requests by the principal shall be limited to one (1) personal leave request per the equivalent of ten (10) full time certified employees, provided no building shall be allowed less than two (2) approved requests. Approval of requests beyond these limits shall be approved by the Superintendent or designee if a substitute is available.
- D. Traveling, or shared certified employees, will be assigned to a specific building for purposes of personal leave.
- E. A personal leave request may not be used the day prior to, or after any vacation period, legal holiday, planned non-attendance day, or on the day of a workshop or in-service training day. Exceptions may be granted by the Superintendent or designee in their sole discretion upon written application that sets forth the specific reasons for the request and the necessity to make an exception to the general personal leave requirements. The grant or denial of such request shall be non-precedential.
- F. Lesson plans, seating charts, substitute teacher instructions, a detailed daily schedule, and any other materials needed by a substitute, are to be provided.

**Section 8. Unpaid Leave of Absence**

An unpaid leave of absence for up to one (1) year may be granted to certified employees for illness, military service, study, childcare for an anticipated or actual childbirth or adoption, government service or such other reasons as the Board, in its discretion, may approve. A written request stating the reasons and expected length of the leave must be submitted to the Superintendent or designee at least sixty (60) days in advance of the leave. In emergency cases, the Superintendent or designee shall waive the sixty (60) day requirement if the certified employee submits a written explanation with appropriate documentation stating the circumstances which necessitated a waiver.

In the event of an extenuating circumstance, an extension of leave may be granted at the discretion of the Board provided the certified employee submits a written explanation of the reasons for the extension with appropriate documentation. Requests for extensions must be made to the Superintendent or designee no later than February 1 prior to the scheduled return date.

Notification of intent to return from leave or resign from the District shall be made to the Superintendent or designee no later than February 1 prior to the scheduled return date. In emergency cases, the Superintendent or designee may waive the February 1 requirement if the certified employee submits a written explanation with appropriate documentation stating the circumstances which necessitate a waiver. Failure to notify the Superintendent or designee by February 1 shall be deemed a resignation. Upon a certified employee's return from leave, the certified employee shall be assigned to the position they held prior to the commencement of the leave or, if it is not available, a comparable position.

While on leave, a certified employee may maintain their insurance benefits at their own expense by making the appropriate payments to the District. A certified employee granted leave under this provision shall not accrue seniority or receive experience credit for advancement on the salary schedule for the period of the leave.

A certified employee who returns from a leave of absence is required to attend and participate in professional development activities as determined by the Superintendent or designee. The dates of the training(s) will be provided within the first two (2) weeks of the school year. All attendance conflicts must be communicated in advance, in writing, to the Superintendent or designee for approval.

## **Section 9. Sick Leave Bank**

A Sick Leave Bank (hereinafter referred to as the "Bank") for certified employees has been established by the Board in coordination with the Association. The intent of the Bank is to provide extended sick leave to eligible certified employees who incur a medical emergency. A medical emergency is defined as a medical condition of the participating certified employee that will require the prolonged absence of the participating certified employee from duty and will result in a substantial loss of income to the participating certified employee because the participating certified employee will have exhausted all paid leave available. A Sick Bank Committee consisting of the Association President or designee and the Superintendent or designee will administer the Bank and monitor the number of days in the Bank. The Committee Chair will be the Superintendent or designee. Certified employee participation in the Bank will be on a voluntary basis, subject to the conditions established herein. Nothing herein is meant to interrupt or restrict the District's ability to administer other leave policies and programs in accordance with Board policy, practice and the law.

All components of the Bank defined below pertain to a single school year. In the event a medical emergency expands over multiple school years, all qualifications must be met for the second school year and each school year thereafter, if applicable. A school year begins on the first certified employee attendance day and ends on the last certified employee attendance day.

**A. Eligibility**

- a. To participate in the Bank:
  - i. A certified employee must provide written authorization using the Sick Leave Bank Enrollment Form to the Committee Chair, within the time set forth on the form.
    - 1. This authorization constitutes an agreement by the certified employee to contribute sick leave days as set forth by the Bank for the school year.
- b. A certified employee's participation in the Bank will terminate upon the certified employee's termination from employment. Once contributed, however, Bank days cannot be used for any other purpose except for use by Bank participants as set forth herein.
- c. The Committee and Board may establish additional procedures to administer the Bank.

**B. Donation of Days**

- a. Upon initial enrollment in the Bank, each participating certified employee shall contribute one (1) sick leave day to the Bank (part-time certified employees shall contribute one half (1/2) day). To maintain the Bank, participating certified employees may be required to contribute additional sick leave days to the Bank in subsequent school years and during the school year. The number of days required for the school year will be established herein. Days contributed will be deducted from the official school record of accumulated sick leave for each respective certified employee.
- b. If the number of days in the Bank drops below one hundred (100) during the School Year, participating certified employees will be asked to donate an additional day (1/2 day for part-time certified employees). The Committee will be responsible for making these requests. If a participating certified employee refuses to donate the required day, their participation in the Bank shall be immediately terminated by the Committee and will result in an immediate loss of eligibility to request days from the Bank.
- c. The Committee will maintain a record of days donated by participating certified employees that will also be recorded by the District Human Resources Office, which shall also maintain a record showing the number of days contributed and used by each certified employee. The Committee shall annually review the

accounting of the days donated during the immediately preceding school year, by whom the days were donated.

### **C. Sick Leave Bank Use Procedures**

- a. A participating certified employee may apply to use Bank days for a medical emergency when the certified employee has depleted all of their accumulated sick leave days and has been absent from work for twenty (20) work days for the same illness/disability, whichever shall occur last.
- b. A participating certified employee who meets the criteria above, and wishes to request days from the Bank, will be required to complete an application. Except in emergency situations, such application must be made on a form designed by the Committee and submitted to the Committee Chair at least ten (10) school days prior to the anticipated need for the days.
  - i. The application must be accompanied by:
    1. A physician's statement confirming the need set forth in the application.
    2. Verification that the participating certified employee has applied for the certified employee's Teacher Retirement Service (TRS) to determine whether they qualify for disability coverage.
- c. The Committee will review the written request, verify the validity of request, make a recommendation to the Chair, who will approve or deny the request, and communicate its decision to the Human Resources office for further administration. After such a decision, the Chair or designee will communicate the decision to the participating certified employee within ten (10) days of receipt of the application.
- d. Use of the Bank shall not be available for an illness or disability resulting from any surgical or other procedure that may be safely deferred until a vacation or recess period. Any claimed inability to defer a procedure must be medically documented in writing by the participating certified employee's treating medical professional.
- e. Subject to the limitations set forth herein including, but not limited to the prohibition in section III.F, below, the maximum number of days, per participating certified employee, that may be requested and used from the Bank in one school year is forty (40) awarded as follows: while an application for TRS disability remains pending, a participating certified employee may receive up to twenty (20) days from the Bank. If that participating certified employee's application is denied, but the participating certified employee remains eligible pursuant to the Bank's criteria, the participating certified employee may receive a maximum of twenty (20) additional days from the Bank. These additional days will not be awarded until a TRS disability denial letter is submitted to the

Committee. At no time may a participating certified employee receive more than forty (40) days from the Bank for the same illness/disability.

- f. Participating certified employees that qualify for use of the sick bank can not use the sick days to offset a previous negative balance of days in their personal leave plan.
- g. Bank days shall not be granted in the negative and any request to use days shall be contingent upon a sufficient number of days being in the Bank to satisfy the request. Further, participating certified employees who are receiving disability benefits from another source, including but not limited to workers compensation or TRS disability, will not be eligible to use days from the Bank for the same time period.

**D. Miscellaneous**

- a. Nothing with regard to the Bank will be subject to the grievance procedure.

**Classified**

**Section 10. Sick Leave**

- A. Sick leave shall be interpreted to mean a physical or mental illness that renders the classified employee unable to perform assigned duties or an illness in the household of the classified employee's residence, or in the immediate family.
  - a. Immediate family shall be interpreted to mean those residing in the household, spouses, in-laws, fathers, mothers, sisters, brothers, sons, daughters, aunts, uncles, nephews, nieces, grandparents, grandchildren, legal guardians, or stepfamily.
- B. Classified employees shall be entitled to a certain number of sick leave days without loss of pay pursuant to a range of continuous years of service in accordance with the following schedule:

<b>Number of Continuous Years of Service</b>	<b>Sick Leave Days</b>
1-7 years	12
8-14 years	15
15-21 years	20
22 years or more	25

- C. For non twelve (12) month classified employees, sick leave days will be available for use beginning the first day of the classified employee work calendar. This may show a classified employee as having a negative balance, but will adjust after the days for the school year are credited to

the classified employee. Days will be credited on the first pay period of the school year.

- D. Any unused sick days from the annual allotment shall roll over to the following year.
- E. Any unused sick days from the annual allotment shall accumulate up to a maximum of two-hundred forty (240) days of sick leave. All unused sick leave will be reported to the Illinois Mutual Retirement Fund (IMRF) system upon separation from the District.
- F. Classified employees who enter employment with the District during the school year shall receive sick leave on a prorated basis.
- G. Sick leave for part-time classified employees shall be prorated based on their FTE.
- H. Absence for part of a day for reasons in accordance with the sick provisions shall be charged against accrued sick leave in full or half-day increments only.

**Section 11. Vacation Leave**

Twelve (12) month classified employees are entitled to an annual allotment of vacation days with pay. Vacation days awarded on July 1 each year must be taken no later than December 31 of the following year. Any earned vacation days not used in the eighteen (18) month period described above are forfeited effective January 1.

The following schedule provides for the amount of vacation earned for the specific number of completed years of service in the District:

<b>Number of Continuous Years of Service*</b>	<b>Annual Vacation Days</b>	<b>Vacation Days Earned per Month</b>
1-5	12	1
6-10	15	1.25
11+	20	1.6

\*Years of service refers to full consecutive years of employment in the District.

Vacation day requests must receive prior approval of the immediate supervisor. Vacation day requests must be submitted seven (7) days prior to the leave. The Superintendent or designee may waive the seven (7) day period in the event of extenuating circumstances.

As required under Illinois law, classified employees, who have unused, earned vacation will be paid out for those days at the classified employee's per diem rate

when their employment with the District terminates based on a proration of days in alignment with the resignations date and the fiscal year.

**Section 12. Personal Leave**

Personal leave for full-time classified employees shall be granted at two (2) days per school year for the purpose of taking care of personal or family business or a major life event (e.g., graduation, family wedding, activities related to a child's college attendance, birth of a grandchild, or travel related to the same). A classified employee employed less than full-time is granted two (2) proportionate days per school year. If a classified employee uses their two (2) days of personal leave to observe the religious tenets of the classified employee's faith because such observation cannot occur during non-school time, the classified employee shall be granted one (1) additional day of personal leave to be used in accordance with the personal leave procedures. At the end of each year, the unused personal days will be converted to sick days.

In the event of circumstances beyond the classified employee's control, when the allotted two (2) personal days have been exhausted, the classified employee may request approval for the use of one (1) additional emergency personal leave day by submitting the request to the Superintendent or designee and providing a reason for the emergency day. This request is not subject to the forty-eight (48) hour prior notification in cases of extreme emergency. This additional day, if unused, shall be rescinded from the classified employee's allotment and not be converted as a sick day the following year.

**Section 13. Personal Leave Guidelines - BAA, Custodians, and Nurses**

The following guidelines are to be followed in requesting personal leave days for classified employees, except paraprofessionals:

- A. A written forty-eight (48) hour notice to the Superintendent or designee is required unless the classified employee is using a personal day for an emergency.
- B. If an additional personal day is needed for an emergency beyond the classified employee's current available personal days, the classified employee may be approved to use a day from their sick leave plan.
- C. A personal leave request may not be used the day prior to, or after any vacation period, legal holiday, planned non-attendance day, or on the day of a workshop or in-service training day. Exceptions may be granted by the Superintendent or designee in their sole discretion upon written application that sets forth the specific reasons for the request and the necessity to make an exception to the general personal leave requirements. The grant or denial of such request shall be non-precedential.

#### **Section 14. Personal Leave Guidelines - Paraprofessionals**

In order to ensure continuity with ongoing classroom instruction, the following guidelines are to be followed in requesting personal leave days:

- A. A written forty-eight (48) hour notice to the Superintendent or designee is required unless the paraprofessional is using a personal day for an emergency.
- B. If an additional personal day is needed for an emergency beyond the paraprofessional's current available personal days, the paraprofessional may be approved to use a day from their sick leave plan.
- C. Approval of requests by the principal shall be limited to one (1) personal leave request per the equivalent of ten (10) full time paraprofessionals, provided no building shall be allowed less than two (2) approved requests. Approval of requests beyond these limits shall be approved by the Superintendent or designee if a substitute is available. This provision will not apply to approved third emergency personal days.
- D. Traveling, or shared paraprofessionals, will be assigned to a specific building for purposes of personal leave.
- E. A personal leave request may not be used the day prior to, or after any vacation period, legal holiday, planned non-attendance day, or on the day of a workshop or in-service training day. Exceptions may be granted by the Superintendent or designee in their sole discretion upon written application that sets forth the specific reasons for the request and the necessity to make an exception to the general personal leave requirements. The grant or denial of such request shall be non-precedential.

## **ARTICLE XI: COMPENSATION**

### **Certified and Classified**

#### **Section 1. Life Insurance**

Term life insurance of \$25,000 will be provided for each full time certified and classified employee.

#### **Section 2. Health Insurance**

For the school terms of this agreement, the Board will provide at least three (3) insurance options for hospitalization, surgical, and major medical insurance including insurance for vision.

These options are:

1. An HMO plan that includes a Single; Employee + One; and Family option
2. A \$1,000 deductible PPO plan that includes a Single; Employee + One; Family option
3. A \$1,750\* high deductible PPO plan with a Health Savings Account (HSA) option that includes a Single; Employee + One; Family option.  
\*Subject to change based on federal guidelines.

The District reserves the right to require all certified and classified employees to attend an open enrollment informational meeting at least two (2) weeks prior to open enrollment. Every effort will be made to host the meeting during working hours.

Employees wanting dependent or family coverage must apply by the conclusion of the communicated open enrollment period or pursuant to available changes in status in accordance with the plan. The terms of the health insurance are governed by the terms of the Plan Policy/Documents of the carrier and the District.

Insurance options will be established prior to the certified and classified employee open enrollment period. The Board will establish its annual premium contribution rate. Annual increases to the Board contribution rate will be capped at 10% plus up to an additional \$500,000 (non-cumulative) for each school year of this agreement per the discretion of the Board of Education.

The following employee insurance options are available for all insurance eligible employees:

**Incentive to not take District 115 Insurance**

The District will compensate certified and classified employees that waive the District insurance option and provide verifiable proof of alternative insurance no less than \$100 per month payable plus TRS/IMRF paid in monthly installments with payroll. This incentive amount will be communicated to certified and classified employees no later than open enrollment.

Certified employees who have declared for retirement and are receiving the retirement benefit(s) shall not receive this payment if the payment would result in an additional payment to TRS by the Board.

**HSA (Health Savings Account) Incentive**

Upon verification of the establishment of an active Health Savings Account and verification of \$200 deposited for a certified or classified employee or \$300 for an Employee + One or Family Option, the District will match the certified or classified employee's contribution. All applicable deductions including TRS or IMRF will be taken from this compensation. This is a one-time only match for the establishment of a certified or classified employee's initial HSA account.

Certified employees who have declared for retirement and are receiving the retirement benefit(s) shall not receive this payment, if the payment would result in an additional payment to TRS by the Board.

**Insurance Committee**

The Board and the Association shall maintain a joint health insurance committee composed of equal representatives of the Board and the Association, unless otherwise jointly agreed upon. The purpose of the committee will be for reviewing, discussing, and recommending changes to the District's health insurance plan.

**Long-Term Disability**

District 115 will provide Long-Term Disability for each full-time certified and classified employee subject to the qualifications of the policy.

**Section 3. Insurance Carrier**

The Board will not unilaterally change coverage.

**Section 4. Dental Insurance**

The Board shall provide dental insurance for each certified and classified employee. The Board shall provide sixty percent (60%) of the premium for dental

insurance for dependent and family coverage of the certified and classified employees requesting such coverage during the life of this Agreement.

**Section 5. Recruitment Bonus**

The Superintendent or designee and the Association President or designee shall collaboratively determine any hard to fill positions that are eligible to new employees to receive a Recruitment Bonus. These positions will receive up to a \$3,000 bonus split into two (2) payments as defined below.

The first payment will be issued for \$2,000 no later than September 30 of the first year of employment.

The employee will be eligible for the remaining bonus when the employee returns for a second year of employment in a hard to fill position and has received a summative evaluation rating of proficient or better during their first year of employment. The second payment will be issued for \$1,000 no later than September 30 of the second year of employment.

**Certified**

**Section 6. Salary Schedule**

The salary schedule can only be used for the year it is designated. Each year the certified staff member will move down one (1) cell from the previous year.

The Superintendent or designee shall establish the starting salary based on a new certified staff member's years of experience and education. No newly hired certified staff member shall be hired at a salary that is greater than a current certified staff member with the same number of years of applicable experience and the same education and training.

At the conclusion of the 2022-2026 Collective Bargaining Agreement, the Extended Salary Matrix will cease to exist. With this change, all current certified social workers, guidance counselors, and speech pathologists will be placed at the equitable cell on the salary schedule.

**Section 7. Board Paid TRS/THIS**

The salary schedule for certified staff contained in the appendices to this Agreement include the Board's payment to the State of Illinois Teacher Retirement System (TRS) of the certified staff member's required contribution to TRS. Accordingly, from such schedules, the Board shall deduct and remit for each certified staff member a sum equal to nine percent (9.0%) of such certified staff member's compensation due to such to be applied for the retirement account of such certified staff member.

In the event that the state legislature increases the required TRS contribution levels for either the certified staff members or employer, both parties agree to reopen this portion of the contract for non-binding discussion. Additionally, the Board shall pay the required health insurance contribution to the Teachers' Health Insurance Security Fund (THIS) for such certified staff members.

It is the intent of the parties by this Agreement to qualify these mandatory payments as employer payments under Section 414(b) of the Internal Revenue Code. The certified staff members have no right or claim to monies so remitted, except as it may subsequently become available upon retirement or resignation from TRS. No certified staff member shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of the certified staff member's required contribution to the TRS and THIS is a condition of employment made in order to secure the certified staff member's future services, knowledge, and experience.

#### **Section 8. Horizontal Movement**

Horizontal movement from one (1) lane to another on the salary schedule is based on pre-approval of course work. Credit will be given for only that course work related to the field of education and beneficial to the District as determined by the Superintendent or designee.

One (1) horizontal lane salary change may occur twice during the school year. Official transcripts that are received by October 1<sup>st</sup> will be reflected during the October 30<sup>th</sup> pay period. Official transcripts that are received by February 15<sup>th</sup> will be reflected during the March 15<sup>th</sup> pay period.

In order to receive credit for horizontal lane movement beyond MS+0 on the salary schedule, a Master's degree must be earned first.

Professional growth credit for lane advancement, if properly approved, will be available for certified staff members with a Master's Degree and at least five (5) years of experience in this District. A certified employee will be limited to three (3) semester credits once every five (5) years of employment beyond their 5<sup>th</sup> year in the District. Final approval, by the Superintendent or designee, will be based upon accomplishment and approval of the activity as determined by a written outline and detailed accounting of the project or program at the conclusion of the activity. These three (3) credit hours will apply towards movement on the salary schedule.

Activities for which a certified staff member meeting the aforementioned qualifications may request consideration for professional growth credits are:

- A. Professional Writing publication of original material in a professional journal
- B. Research within the certified employee's field of responsibility, resulting in publication in a major educational journal
- C. Significant educational travel where the certified staff member was a member of a study group. An example would be when the certified staff member has an opportunity to visit another country. Not intended for in-country opportunities.
- D. Major participation in professional meetings. As an example: when a certified staff member is a speaker at a national convention; when the certified staff member is a speaker at a statewide meeting or another state meeting; when the certified staff member organizes, develops, and runs a national or statewide seminar, symposium, or convention. Not intended to include regional or area meetings.

## **Section 9. Tuition Reimbursement**

The Board will reimburse the cost of tuition for coursework taken by any full-time certified employee up to a maximum of \$200 per approved class for a maximum of four (4) classes per school year provided the following conditions are met prior to beginning any coursework:

- A. The individual coursework must be approved by the Superintendent or designee by completing and submitting the paperwork provided by the District no later than fourteen (14) calendar days prior to the beginning of the course(s);
- B. The coursework must be taken at an accredited educational institution of higher learning. Credit for correspondence courses or other non-traditional courses may be approved at the discretion of the Superintendent or designee;
- C. The certified employee shall have attained a grade of "B" or higher or "pass" in a "pass or fail" course;
- D. The certified employee shall submit evidence of successful completion of the course in the form of an official transcript;
- E. The course must be related to the field of education and beneficial to the District as determined by the Superintendent or designee.

**Section 10. Internal Substitution Pay**

A certified employee who forfeits a plan period to substitute for another certified employee at the request of the principal or designee or who teaches a double class load during a period at the request of the principal or designee shall be compensated pursuant to an internal substitution rate of \$50 per hour, rounded to the nearest quarter hour.

**Section 11. Co-Curricular**

- A. For the 2026-2027 school year, a certified employee requesting a change in an existing or a new co-curricular responsibility shall submit a written request, using the designated District form, located on the District website. This form shall be submitted to the Superintendent or designee by February 15 of each year. Upon receipt of the form the Superintendent or designee may schedule a meeting with the certified employee in order to understand the request.

The Superintendent or designee will forward the designated District form and a recommendation for approval or disapproval to the Human Resources Department and co-curricular joint committee by March 1.

A co-curricular joint committee, composed of the Association President or designee, Superintendent or designee, and an Athletic/Activities Director(s) from each secondary level will review all requests to determine if the stipend addition/change request will impact the existing equity relationship with other stipends within the same category (e.g. athletic, non-athletic, drama, music, etc.) by April 1. The co-curricular joint committee will bring approved proposals to the Board. The final determination of what co-curricular programs will be offered rests entirely on the Board.

- B. For the 2027-2029 school years, the change request will follow any process outlined in a Board approved Memorandum of Understanding (MOU).

During the 2026-2027 school year, a co-curricular committee will be established to evaluate the current placement and stipends. The committee's structure and purpose is outlined in the Co-Curricular MOU.

- C. The co-curricular pay schedule is set forth in Appendix B. Co-curricular stipends will be paid out based on the following schedule:
  - a. Fall Athletics/Activities
    - i. 50% paid on the first payroll in September
    - ii. Final 50% paid on the last payroll of October
  - b. Winter Athletics/Activities
    - i. 50% paid on the first payroll in November

- ii. Final 50% paid on the last payroll of February
- c. Spring Athletics/Activities
  - i. 50% paid on the first payroll in March
  - ii. Final 50% paid on the last payroll of May
- d. Year Long Athletics/Activities
  - i. 1/3 paid on the first payroll in September
  - ii. 1/3 paid on the first payroll in January
  - iii. Final 1/3 paid on the first payroll of May
- e. Single event compensation will be paid on the next co-curricular payroll date as defined below:
  - i. First payroll in September
  - ii. Last payroll in October
  - iii. First payroll in November
  - iv. First payroll in January
  - v. Last payroll in February
  - vi. First payroll in March
  - vii. First payroll in May
  - viii. Last payroll in June

The Board and the Association recognize that co-curricular duties could arise mid-contract for which payment on the co-curricular has not been established. These positions/duties would be compensated by placement on the co-curricular schedule, based upon mutual agreement between the Association and Board.

**Section 12. Mileage**

The District shall reimburse approved in District and out-of-District travel which is work-related at the IRS rate.

**Section 13. National Board Certification**

**Earned After January 1, 2017**

Any certified employee who receives the National Board Certification on or after January 1, 2017, shall receive an annual stipend of \$3,150 starting in the year earned for the duration of their National Board Certification, unless such payments will trigger a penalty/additional payment to TRS. Certified staff shall receive the full stipend payment no later than September 30th of each year.

Certified staff that earn their National Board Certification after the stipend payment date of that year shall receive stipend payment for that year no later than thirty (30) days from the District receiving notification of the member earning their National Board Certification.

Certified staff must maintain their National Board Certification in order to maintain the stipend from year to year.

### **Earned Prior to January 1, 2017**

Certified employees who have already earned their National Board Certification (formerly known as Master Teacher Endorsement) prior to January 1, 2017 will maintain the Horizontal Lane Movement as stated in the 2012-2015 contract (i.e. Employees who attain National Board Certification while in a BS lane will move to the MS+0 salary lane. Employees who attain a Master Teacher Certification while in a MS lane will move to the EDD/PHD lane). National Board Certified staff must maintain their endorsement in order to maintain their lane movement.

Certified employees who have already earned their National Board Certification (formerly known as Master Teacher Endorsement) prior to January 1, 2017 received the Horizontal Lane Movement as stated above.

Effective July 1, 2022, National Board Certified staff must maintain their endorsement in order to maintain their lane movement.

## **Section 14. Retirement - Certified Staff**

A certified staff member (a.k.a “certified employee” “teacher”) must notify the District of their intent to retire unless there is an extenuating circumstance leading the certified staff member to retire unexpectedly. Upon notification of retirement, the District shall provide the certified staff member with a detailed written notice accepting the certified staff member’s retirement date and stating the extra duties the certified staff member is currently working that affect the certified staff member’s Program Creditable Earnings (defined below).

### **A. Teacher Retirement System (TRS) Creditable Earnings**

TRS creditable earnings are defined solely by TRS. Credible earnings are subject to change based on TRS guidelines. Current examples include, but are not limited to, salary for regular contractual teaching duties, co-curricular duties, and some extra-duty earnings, which includes, but is not limited to, lunch supervision, internal substitution, homebound tutoring, etc.

### **B. Requirements for Retirement Benefits**

The Board will offer retirement benefits to certified staff who meet the following criteria: The certified staff member must submit an irrevocable letter of retirement to the Superintendent or designee by March 1; prior to the school year in which benefits will begin under this program. At the submission of the letter of retirement, the certified employee shall submit a TRS statement of benefits or documentation confirming the certified staff member’s total years of service and creditable earnings. In order to be eligible for this benefit, a certified staff member must submit a letter of irrevocable retirement no later than March 1, 2027 with an effective retirement date of no later than June 30, 2031.

- a. In no event, shall a certified employee who has submitted an irrevocable notice of retirement be allowed to receive more than a

- five percent (5%) annual increase in TRS creditable earnings in their last four (4) years of employment.
- b. The certified staff member must have at least fifteen (15) consecutive years of full-time service as a certified employee in the School District prior to benefit eligibility to receive the full lump sum bonus. Certified staff members with part-time or less than fifteen (15) consecutive years of full-time service as a certified employee in the District prior to benefit eligibility will receive a prorated lump sum bonus. A part-time employee shall not be eligible for the Salary Enhancement.
  - c. The certified staff member must be at least 55 years old and be eligible to receive a TRS retirement benefit without any additional expense by the Board at the time of the effective date listed in the irrevocable letter of retirement.
  - d. The certified staff member would not cause the Board to pay a penalty imposed by TRS due to the certified staff member's salary exceeding the TRS excess salary increase cap (currently 6%) if the certified employee would retire any time after submitting their letter of retirement. For example, a certified staff member who received a salary increase greater than 6% in one or more of the three (3) years prior to the year the retirement benefits provided under this section would not be eligible for the retirement benefits outlined in this section.
  - e. The certified staff member shall not have received a retirement benefit pursuant to a prior collective bargaining agreement.

### **C. Retirement Benefits**

#### **Salary Enhancement**

A certified employee who meets the requirements set above shall be removed from the salary and extra duty schedule and, in exchange, they shall receive a five percent (5%) increase in creditable earnings over their prior year's total TRS creditable earnings (hereinafter referred to as "Program Creditable Earnings") for a period up to a maximum of four (4) consecutive years. This movement off of the salary schedule will be referred to as "off schedule", where the certified staff member will not be on the salary schedule and instead receive a flat five percent (5%) increase on all Program Creditable Earnings.

- a. The certified employee shall perform all extra duties outlined in the written notice received from the Superintendent or designee that are used in determining Program Creditable Earnings in the years in which program benefits are received. A certified employee who does not perform such extra duties shall have their compensation reduced accordingly.
- b. A certified employee under this retirement program will not be able to earn more than five percent (5%) of the previous year's

Program Creditable Earnings, regardless of assignment or possible movement on either the salary schedule or extra duty schedule.

**Post-Retirement Lump Sum Cash Payment**

As stated above, certified members meeting the eligibility requirement above and who have at least 15 consecutive years of full-time service as a certified employee in the School District prior to benefit eligibility are eligible for a post-retirement lump sum cash payment of \$8,500. Such payment shall be made sixty (60) days after the certified employee's last paycheck for regular earnings and last day of service in the school District, but in no event earlier than September 1. Certified staff members meeting the eligibility requirements with part-time or less than fifteen (15) consecutive years of full-time service as a certified employee in the District prior to benefit eligibility will receive a prorated lump sum bonus. This post-retirement payment shall not be considered part of the certified employee's final salary and therefore shall not be considered TRS creditable earnings.

**Sick Leave Reimbursement**

A certified employee meeting the eligibility requirements above who has been employed in the District for fifteen (15) or more consecutive years as a certified employee, shall be reimbursed for all unused accumulated sick leave days not used for retirement up to one hundred (100) days of unused accumulated sick leave days in the amount of \$90 per day. Such payment shall be made to the eligible employee in a lump sum payment post-retirement, within two (2) weeks after the certified employee's final paycheck for regular earnings and after their receipt of their last day of service in the District, but not earlier than September 1. This post-retirement payment shall not be considered part of the certified employee's final salary and therefore shall not be considered TRS creditable earnings.

**D. Excess Salary Payment - TRS Penalty**

Due to penalty provisions of the Illinois Teachers' Retirement System, no certified staff member will be eligible for the full post-retirement lump sum cash payment if their creditable earnings are greater than six percent (6%).

## **Section 15. Talent Development and Retention**

The Board and the Association recognize the value of professionally developing certified employees as a means to provide a high quality educational experience and outcomes for students. Funds may be allocated to provide financial incentives that reward certified employees for attaining advanced degrees and endorsements that support the District's Strategic Plan goals. This could include, but is not limited to; partnerships with local universities, reimbursement of tuition costs, and/or attainment of rare endorsements. The Association President shall be informed of the intent to allocate funds as well as the final allocation.

### **All Classified**

## **Section 16. Retirement - Classified Staff**

Any classified employee planning to retire should notify the Superintendent or designee at least two (2) months before the retirement date (Board Policy 5:290).

The Board will offer retirement benefits to classified staff who meet the following criteria:

- A. A classified employee who has served fifteen (15) years or more in a full-time position in Yorkville CUSD 115 who elects to retire under IMRF will receive a benefit of a salary enhancement of five percent (5%) to their base salary.
  - a. This adjustment will be effective within two (2) pay periods and the benefit will extend up to twenty-four (24) pay periods.
  - b. This will be paid as part of the regular paycheck in the final year of employment.

Eligibility for this salary enhancement is contingent upon the classified employee submitting an irrevocable letter of retirement to the Board effective at the end of their retirement year. The letter of retirement must be submitted no later than fourteen (14) months preceding the classified employee's retirement date.

**Building Administrative Assistants**

**Section 17. Hiring and Salary**

**New Hire Starting Salary**

The new hire starting rate of pay will be:

		2026-2027	2027-2028	2028-2029
Level 1	Clerical	\$20.00	\$20.75	\$21.50
Level 2	Dean & Guidance	\$21.10	\$21.85	\$22.60
Level 3	Elementary Principal Administrative Assistant & Athletic Director Administrative Assistant	\$22.20	\$22.95	\$23.70
Level 4	Secondary Principal Administrative Assistant & Registrar	\$23.30	\$24.05	\$24.80

**Salary for Current Employees**

All building administrative assistants will receive the following increases applied to their current base hourly rate:

		2026-2027	2027-2028	2028-2029
Level 1	Clerical	5.25%	5.25%	5.25%
Level 2	Dean & Guidance	5.25%	5.25%	5.25%
Level 3	Elementary Principal Administrative Assistant & Athletic Director Administrative Assistant	5.25%	5.25%	5.25%
Level 4	Secondary Principal Administrative Assistant & Registrar	5.25%	5.25%	5.25%

Any building administrative assistant that changes levels will receive a salary adjustment of \$1.10 per level adjustment. For example, a level 2 position that changes to a level 4 would receive \$1.10 twice for a total salary adjustment of \$2.20. Salary adjustments do not take the place of scheduled raises.

**Custodians**

**Section 18. Hiring and Salary**

**New Hire Starting Salary**

The new hire starting rate of pay will be:

	2026-2027	2027-2028	2028-2029
Custodian	\$19.00	\$19.50	\$20.00

**Salary for Current Employees**

All custodians will receive the following percentage increases applied to their current base hourly rate:

	2026-2027	2027-2028	2028-2029
Custodians	5.25%	5.25%	5.25%

**Differentials for Custodians**

The positions listed in the chart are eligible for an hourly differential. The lead custodian differential does not transfer to a different employee due to an absence of a lead custodian. Differentials cannot be combined.

	2026-2027	2027-2028	2028-2029
Lead Custodian	\$0.75	\$0.75	\$0.75
Elementary Off Hours (after 3 pm)	\$0.25	\$0.25	\$0.25
Secondary Off Hours (after 3 pm)	\$0.50	\$0.50	\$0.50

**Classified Nurses**

**Section 19. Hiring and Salary**

**New Hire Starting Salary**

The new hire starting rate of pay will be:

	2026-2027	2027-2028	2028-2029
Classified Nurses	\$33.85	\$34.85	\$35.85

**Salary for Current Employees**

All classified nurses will receive the following percentage increases applied to their current base hourly rate:

	2026-2027	2027-2028	2028-2029
Classified Nurses	5.25%	5.25%	5.25%

**Section 20. Tuition Reimbursement**

The Board will reimburse the cost of tuition for any full-time nurse up to a maximum of \$200 per approved class for a maximum of four (4) classes per school year provided the following conditions are met prior to beginning any coursework:

- A. The individual coursework must be approved by the Superintendent or designee by completing and submitting the paperwork provided by the District no later than fourteen (14) calendar days prior to the beginning of the course(s);
- B. The coursework must be taken from an accredited educational institution of higher learning. Credit for correspondence courses or other non-traditional courses may be approved at the discretion of the Superintendent or designee;
- C. The nurse shall have attained a grade of "B" or higher or a "pass" in a "pass or fail" course;
- D. The nurse shall submit evidence of successful completion of the course in the form of an official transcript;
- E. The course must be part of obtaining a Certified School Nurse degree or the course must be graduate level that is related to the field of nursing and beneficial to the District as determined by the Superintendent or designee.

**Paraprofessionals**

**Section 21. Hiring and Salary**

New Hire Starting Salary

The new hire starting rate of pay will be:

	2026-2027	2027-2028	2028-2029
Library	\$18.00	\$18.50	\$19.00
Paraprofessional	\$18.50	\$19.00	\$19.50

A paraprofessional assigned to a program as stated below is eligible for a \$2.00 differential.

Salary for Current Employees

All paraprofessionals will receive the following percentage increases applied to their current base hourly rate:

	2026-2027	2027-2028	2028-2029
Library	11%	5%	5%
Paraprofessional	11%	5%	5%

Paraprofessionals that are assigned to a program, such as Compass, STARS, LASP, or ISP (regardless of any program name changes) will have their time maximized in their assigned program or working with students in the assigned program. This will be done rather than splitting time between a program and a general classroom without students from the assigned program. These paraprofessionals that spend at least 60% of their day assigned to a program or students in a program will receive a \$2.00 differential.

## **ARTICLE XII: DURATION AND EFFECT OF AGREEMENT**

### **Certified and Classified**

#### **Section 1. Continuity of Operations**

For the duration of this Agreement, the Association will not engage in, authorize, encourage, either directly or indirectly, any concerted interruption of educational activities due to cessation, withdrawal, or withholding of services in any manner or form, either in whole or in part, by members of the Bargaining Unit for any reason and no officer or representative of the Association or member of the Bargaining Unit shall be empowered to provoke, instigate, cause, participate in, assist, encourage, or prolong any such prohibited activity. The Board agrees that it will not lock out the employees for the duration of this Agreement.

#### **Section 2. Complete Understanding**

This Agreement shall constitute the full and complete commitments between both parties. This Agreement may be altered, changed, added to, deleted from, or modified through the mutual consent of the parties in a signed written amendment to this agreement.

#### **Section 3. Separability**

If any provision of this Agreement or any application of this Agreement to any employee(s) should be found contrary to law by a court of last resort, or court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided for doing so, or to any rule or regulation of appropriate State agencies from which rule or regulation no appeal has been taken within the time provided for doing so, then such provision shall be deemed invalid except to the extent permitted by law but all other provisions herein shall continue in full force and effect.

#### **Section 4. Tentative Agreement**

This Agreement will not be considered binding until such time as the Association has formally notified the Board in writing of official acceptance of this document by the membership and subsequent approval by formal Board action at a public meeting.

#### **Section 5. Duration**

This Agreement shall be effective on the date of its execution, except for compensation for twelve (12) month employees which shall be effective as of July 1, 2026 and shall continue in effect until June 30, 2029.

**Section 6. Reopener Due to Financial Variance**

In the event that legislation is passed that impacts the current structure for growth in levy extensions or Evidence Based Funding (EBF) allocations that negatively impact District resources or shifts the burden for pension payments to the Board, the Association and the Board agree to meet to discuss ways in which the Agreement might be altered to meet the joint interests of the parties. In that event, this provision does not require either party to make concessions. Either party may make the request to meet.

**Section 7. Term and Execution of Agreement**

This Agreement shall be in effect from July 1, 2026 through June 30, 2029.

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.

**Dated the 22nd day of June, 2026.**

**YORKVILLE EDUCATION  
ASSOCIATION**

  
\_\_\_\_\_  
**YEA President**

**BOARD OF EDUCATION  
YORKVILLE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 115**

  
\_\_\_\_\_  
**Yorkville CUSD 115 Board President**

  
\_\_\_\_\_  
**Yorkville CUSD 115 Board Secretary**

**APPENDIX A: CERTIFIED SALARY SCHEDULE  
2026-2027 Salary Schedule**

	<b>BS+0</b>	<b>BS+12</b>	<b>BS+24</b>	<b>BS+36</b>	<b>MS+0</b>	<b>MS+12</b>	<b>MS+24</b>	<b>MS+36</b>	<b>CAS/EDD/ PHD</b>
<b>1</b>	\$51,612	\$53,676	\$55,741	\$57,805	\$59,870	\$61,934	\$63,999	\$66,063	\$68,128
<b>2</b>	\$52,644	\$54,709	\$56,773	\$58,838	\$60,902	\$62,967	\$65,031	\$67,096	\$69,160
<b>3</b>	\$53,676	\$55,741	\$57,805	\$59,870	\$61,934	\$63,999	\$66,063	\$68,128	\$70,192
<b>4</b>	\$55,225	\$57,289	\$59,354	\$61,418	\$63,483	\$65,547	\$67,612	\$69,676	\$71,741
<b>5</b>	\$56,773	\$58,838	\$60,902	\$62,967	\$65,031	\$67,096	\$69,160	\$71,225	\$73,805
<b>6</b>	\$58,322	\$60,386	\$62,451	\$64,515	\$66,579	\$68,644	\$70,708	\$72,773	\$75,870
<b>7</b>	\$59,870	\$61,934	\$63,999	\$66,063	\$68,128	\$70,192	\$72,257	\$74,837	\$77,934
<b>8</b>	\$61,418	\$63,483	\$65,547	\$67,612	\$69,676	\$71,741	\$73,805	\$76,902	\$79,999
<b>9</b>	\$62,967	\$65,031	\$67,096	\$69,160	\$71,225	\$73,289	\$75,870	\$78,966	\$82,063
<b>10</b>	\$64,515	\$66,579	\$68,644	\$70,708	\$72,773	\$74,837	\$77,934	\$81,031	\$84,128
<b>11</b>	\$66,063	\$68,128	\$70,192	\$72,257	\$74,321	\$76,902	\$79,999	\$83,095	\$86,192
<b>12</b>	\$67,612	\$69,676	\$71,741	\$73,805	\$75,870	\$78,966	\$82,063	\$85,160	\$88,257
<b>13</b>	\$69,160	\$71,225	\$73,289	\$75,354	\$77,934	\$81,031	\$84,128	\$87,224	\$90,321
<b>14</b>	\$70,708	\$72,773	\$74,837	\$76,902	\$79,999	\$83,095	\$86,192	\$89,289	\$92,385
<b>15</b>	\$71,483	\$74,321	\$76,386	\$78,450	\$82,063	\$85,160	\$88,257	\$91,353	\$94,450
<b>16</b>	\$72,257	\$75,095	\$77,934	\$79,999	\$84,128	\$87,224	\$90,321	\$93,418	\$96,514
<b>17</b>	\$73,031	\$75,870	\$78,708	\$81,547	\$86,192	\$89,289	\$92,385	\$95,482	\$98,579
<b>18</b>	\$73,805	\$76,644	\$79,482	\$82,321	\$88,257	\$91,353	\$94,450	\$97,547	\$100,643
<b>19</b>	\$74,579	\$77,418	\$80,257	\$83,095	\$90,321	\$93,418	\$96,514	\$99,611	\$102,708
<b>20</b>	\$75,354	\$78,192	\$81,031	\$83,870	\$92,385	\$95,482	\$98,579	\$101,676	\$104,772
<b>21</b>	\$76,128	\$78,966	\$81,805	\$84,644	\$94,450	\$97,547	\$100,643	\$103,740	\$106,837
<b>22</b>	\$76,902	\$79,741	\$82,579	\$85,418	\$96,514	\$99,611	\$102,708	\$105,805	\$108,901
<b>23</b>		\$80,515	\$83,353	\$86,192	\$98,579	\$101,676	\$104,772	\$107,869	\$110,966
<b>24</b>			\$84,128	\$86,966	\$100,643	\$103,740	\$106,837	\$109,934	\$113,030
<b>25</b>			\$84,902	\$87,740	\$102,708	\$105,805	\$108,901	\$111,998	\$115,095
<b>26</b>			\$85,676	\$88,515	\$104,772	\$107,869	\$110,966	\$114,063	\$117,159
<b>27</b>				\$89,289	\$106,837	\$109,934	\$113,030	\$116,127	\$119,224
<b>28</b>					\$108,901	\$111,998	\$115,095	\$118,191	\$121,288
<b>29</b>					\$110,966	\$114,063	\$117,159	\$120,256	\$123,353
<b>30</b>					\$113,030	\$116,127	\$119,224	\$122,320	\$125,417
<b>OFF</b>									

The agreed upon salary schedule is effective for the life of this Agreement only. Subsequent agreements may have different increases in each cell. All salaries listed are inclusive of TRS.

**2027-2028 Salary Schedule**

	<b>BS+0</b>	<b>BS+12</b>	<b>BS+24</b>	<b>BS+36</b>	<b>MS+0</b>	<b>MS+12</b>	<b>MS+24</b>	<b>MS+36</b>	<b>CAS/EDD/ PHD</b>
<b>1</b>	\$52,755	\$54,865	\$56,975	\$59,086	\$61,196	\$63,306	\$65,416	\$67,526	\$69,637
<b>2</b>	\$53,810	\$55,920	\$58,031	\$60,141	\$62,251	\$64,361	\$66,471	\$68,582	\$70,692
<b>3</b>	\$54,865	\$56,975	\$59,086	\$61,196	\$63,306	\$65,416	\$67,526	\$69,637	\$71,747
<b>4</b>	\$56,448	\$58,558	\$60,668	\$62,778	\$64,889	\$66,999	\$69,109	\$71,219	\$73,329
<b>5</b>	\$58,031	\$60,141	\$62,251	\$64,361	\$66,471	\$68,582	\$70,692	\$72,802	\$75,440
<b>6</b>	\$59,613	\$61,723	\$63,834	\$65,944	\$68,054	\$70,164	\$72,274	\$74,385	\$77,550
<b>7</b>	\$61,196	\$63,306	\$65,416	\$67,526	\$69,637	\$71,747	\$73,857	\$76,495	\$79,660
<b>8</b>	\$62,778	\$64,889	\$66,999	\$69,109	\$71,219	\$73,329	\$75,440	\$78,605	\$81,770
<b>9</b>	\$64,361	\$66,471	\$68,582	\$70,692	\$72,802	\$74,912	\$77,550	\$80,715	\$83,880
<b>10</b>	\$65,944	\$68,054	\$70,164	\$72,274	\$74,385	\$76,495	\$79,660	\$82,825	\$85,991
<b>11</b>	\$67,526	\$69,637	\$71,747	\$73,857	\$75,967	\$78,605	\$81,770	\$84,936	\$88,101
<b>12</b>	\$69,109	\$71,219	\$73,329	\$75,440	\$77,550	\$80,715	\$83,880	\$87,046	\$90,211
<b>13</b>	\$70,692	\$72,802	\$74,912	\$77,022	\$79,660	\$82,825	\$85,991	\$89,156	\$92,321
<b>14</b>	\$72,274	\$74,385	\$76,495	\$78,605	\$81,770	\$84,936	\$88,101	\$91,266	\$94,431
<b>15</b>	\$73,066	\$75,967	\$78,077	\$80,188	\$83,880	\$87,046	\$90,211	\$93,376	\$96,542
<b>16</b>	\$73,857	\$76,759	\$79,660	\$81,770	\$85,991	\$89,156	\$92,321	\$95,487	\$98,652
<b>17</b>	\$74,648	\$77,550	\$80,451	\$83,353	\$88,101	\$91,266	\$94,431	\$97,597	\$100,762
<b>18</b>	\$75,440	\$78,341	\$81,243	\$84,144	\$90,211	\$93,376	\$96,542	\$99,707	\$102,872
<b>19</b>	\$76,231	\$79,133	\$82,034	\$84,936	\$92,321	\$95,487	\$98,652	\$101,817	\$104,982
<b>20</b>	\$77,022	\$79,924	\$82,825	\$85,727	\$94,431	\$97,597	\$100,762	\$103,927	\$107,093
<b>21</b>	\$77,814	\$80,715	\$83,617	\$86,518	\$96,542	\$99,707	\$102,872	\$106,038	\$109,203
<b>22</b>	\$78,605	\$81,506	\$84,408	\$87,310	\$98,652	\$101,817	\$104,982	\$108,148	\$111,313
<b>23</b>		\$82,298	\$85,199	\$88,101	\$100,762	\$103,927	\$107,093	\$110,258	\$113,423
<b>24</b>			\$85,991	\$88,892	\$102,872	\$106,038	\$109,203	\$112,368	\$115,533
<b>25</b>			\$86,782	\$89,684	\$104,982	\$108,148	\$111,313	\$114,478	\$117,644
<b>26</b>			\$87,573	\$90,475	\$107,093	\$110,258	\$113,423	\$116,589	\$119,754
<b>27</b>				\$91,266	\$109,203	\$112,368	\$115,533	\$118,699	\$121,864
<b>28</b>					\$111,313	\$114,478	\$117,644	\$120,809	\$123,974
<b>29</b>					\$113,423	\$116,589	\$119,754	\$122,919	\$126,084
<b>30</b>					\$115,533	\$118,699	\$121,864	\$125,029	\$128,195
<b>OFF</b>									

The agreed upon salary schedule is effective for the life of this Agreement only. Subsequent agreements may have different increases in each cell. All salaries listed are inclusive of TRS.

**2028-2029 Salary Schedule**

	<b>BS+0</b>	<b>BS+12</b>	<b>BS+24</b>	<b>BS+36</b>	<b>MS+0</b>	<b>MS+12</b>	<b>MS+24</b>	<b>MS+36</b>	<b>CAS/EDD/ PHD</b>
<b>1</b>	\$53,802	\$55,954	\$58,106	\$60,258	\$62,410	\$64,562	\$66,714	\$68,867	\$71,019
<b>2</b>	\$54,878	\$57,030	\$59,182	\$61,334	\$63,486	\$65,638	\$67,791	\$69,943	\$72,095
<b>3</b>	\$55,954	\$58,106	\$60,258	\$62,410	\$64,562	\$66,714	\$68,867	\$71,019	\$73,171
<b>4</b>	\$57,568	\$59,720	\$61,872	\$64,024	\$66,176	\$68,329	\$70,481	\$72,633	\$74,785
<b>5</b>	\$59,182	\$61,334	\$63,486	\$65,638	\$67,791	\$69,943	\$72,095	\$74,247	\$76,937
<b>6</b>	\$60,796	\$62,948	\$65,100	\$67,253	\$69,405	\$71,557	\$73,709	\$75,861	\$79,089
<b>7</b>	\$62,410	\$64,562	\$66,714	\$68,867	\$71,019	\$73,171	\$75,323	\$78,013	\$81,241
<b>8</b>	\$64,024	\$66,176	\$68,329	\$70,481	\$72,633	\$74,785	\$76,937	\$80,165	\$83,393
<b>9</b>	\$65,638	\$67,791	\$69,943	\$72,095	\$74,247	\$76,399	\$79,089	\$82,317	\$85,545
<b>10</b>	\$67,253	\$69,405	\$71,557	\$73,709	\$75,861	\$78,013	\$81,241	\$84,469	\$87,697
<b>11</b>	\$68,867	\$71,019	\$73,171	\$75,323	\$77,475	\$80,165	\$83,393	\$86,621	\$89,849
<b>12</b>	\$70,481	\$72,633	\$74,785	\$76,937	\$79,089	\$82,317	\$85,545	\$88,773	\$92,001
<b>13</b>	\$72,095	\$74,247	\$76,399	\$78,551	\$81,241	\$84,469	\$87,697	\$90,925	\$94,154
<b>14</b>	\$73,709	\$75,861	\$78,013	\$80,165	\$83,393	\$86,621	\$89,849	\$93,077	\$96,306
<b>15</b>	\$74,516	\$77,475	\$79,627	\$81,779	\$85,545	\$88,773	\$92,001	\$95,230	\$98,458
<b>16</b>	\$75,323	\$78,282	\$81,241	\$83,393	\$87,697	\$90,925	\$94,154	\$97,382	\$100,610
<b>17</b>	\$76,130	\$79,089	\$82,048	\$85,007	\$89,849	\$93,077	\$96,306	\$99,534	\$102,762
<b>18</b>	\$76,937	\$79,896	\$82,855	\$85,814	\$92,001	\$95,230	\$98,458	\$101,686	\$104,914
<b>19</b>	\$77,744	\$80,703	\$83,662	\$86,621	\$94,154	\$97,382	\$100,610	\$103,838	\$107,066
<b>20</b>	\$78,551	\$81,510	\$84,469	\$87,428	\$96,306	\$99,534	\$102,762	\$105,990	\$109,218
<b>21</b>	\$79,358	\$82,317	\$85,276	\$88,235	\$98,458	\$101,686	\$104,914	\$108,142	\$111,370
<b>22</b>	\$80,165	\$83,124	\$86,083	\$89,042	\$100,610	\$103,838	\$107,066	\$110,294	\$113,522
<b>23</b>		\$83,931	\$86,890	\$89,849	\$102,762	\$105,990	\$109,218	\$112,446	\$115,674
<b>24</b>			\$87,697	\$90,656	\$104,914	\$108,142	\$111,370	\$114,598	\$117,826
<b>25</b>			\$88,504	\$91,463	\$107,066	\$110,294	\$113,522	\$116,750	\$119,978
<b>26</b>			\$89,311	\$92,270	\$109,218	\$112,446	\$115,674	\$118,902	\$122,131
<b>27</b>				\$93,077	\$111,370	\$114,598	\$117,826	\$121,055	\$124,283
<b>28</b>					\$113,522	\$116,750	\$119,978	\$123,207	\$126,435
<b>29</b>					\$115,674	\$118,902	\$122,131	\$125,359	\$128,587
<b>30</b>					\$117,826	\$121,055	\$124,283	\$127,511	\$130,739
<b>OFF</b>									

The agreed upon salary schedule is effective for the life of this Agreement only. Subsequent agreements may have different increases in each cell. All salaries listed are inclusive of TRS.

**APPENDIX B: CO-CURRICULAR  
2026-2027 Co-Curricular Placement Chart**

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Alternative Strings</b>	Elementary	1	Head
<b>Band Director</b>	Elementary	3	Head
<b>Choir Director</b>	Elementary	3	Head
<b>General Music</b>	Elementary	Flat	
<b>Intramural - Boys Basketball</b>	Elementary	1	Assistant
<b>Intramural - Cross Country</b>	Elementary	1	Assistant
<b>Intramural - Girls Basketball</b>	Elementary	1	Assistant
<b>Intramural - Soccer</b>	Elementary	1	Assistant
<b>Intramural - Volleyball</b>	Elementary	1	Assistant
<b>Orchestra Director</b>	Elementary	3	Head
<b>Yearbook Sponsor</b>	Elementary	1	Head
<b>Art Club</b>	High School	2	Head
<b>Band - Jazz</b>	High School	3	Head
<b>Band - Jazz Lead</b>	High School	4	Head
<b>Band - Marching</b>	High School	6	Head
<b>Band - Marching Assistant</b>	High School	7	Assistant
<b>Band - Marching Color Guard Assistant</b>	High School	6	Assistant
<b>Band - Marching Color Guard</b>	High School	6	Head
<b>Band - Marching Lead</b>	High School	7	Head
<b>Band - Marching Percussion</b>	High School	6	Head
<b>Band - Pep</b>	High School	4	Head
<b>Band Director</b>	High School	7	Head
<b>Baseball - Freshman Assistant</b>	High School	9	Assistant
<b>Baseball - Freshman Head</b>	High School	9	Head
<b>Baseball - Sophomore Assistant</b>	High School	9	Assistant
<b>Baseball - Sophomore Head</b>	High School	9	Head
<b>Baseball - Varsity Assistant</b>	High School	10	Assistant
<b>Baseball - Varsity Head</b>	High School	10	Head
<b>Basketball - Boys Assistant</b>	High School	10	Assistant
<b>Basketball - Boys Freshman Head</b>	High School	9	Head
<b>Basketball - Boys Sophomore Head</b>	High School	9	Head
<b>Basketball - Boys Head</b>	High School	10	Head
<b>Basketball - Girls Assistant</b>	High School	10	Assistant
<b>Basketball - Girls Freshman Head</b>	High School	9	Head
<b>Basketball - Girls Sophomore Head</b>	High School	9	Head
<b>Basketball - Girls Head</b>	High School	10	Head
<b>Black Student Union</b>	High School	1	Head
<b>Bowling - JV Boys Head</b>	High School	7	Head

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Bowling - Boys Head</b>	High School	8	Head
<b>Bowling - Girls Head</b>	High School	8	Head
<b>Chamber Strings - Head</b>	High School	4	Head
<b>Chamber Strings - Assistant</b>	High School	4	Assistant
<b>Cheerleading - Basketball JV Head</b>	High School	7	Head
<b>Cheerleading - Basketball JV Assistant</b>	High School	7	Assistant
<b>Cheerleading - Basketball Varsity Head</b>	High School	8	Head
<b>Cheerleading - Basketball Varsity Assistant</b>	High School	8	Assistant
<b>Cheerleading - Freshman Football Head</b>	High School	6	Head
<b>Cheerleading - JV Football Head</b>	High School	6	Head
<b>Cheerleading - Varsity Football Head</b>	High School	7	Head
<b>Cheerleading - Varsity Football Assistant</b>	High School	7	Assistant
<b>Chess Team</b>	High School	4	Head
<b>Choir Director</b>	High School	7	Head
<b>Choir - Handbell</b>	High School	1	Head
<b>Choir - Pop</b>	High School	1	Head
<b>Class Sponsor - Freshman</b>	High School	1	Head
<b>Class Sponsor - Junior</b>	High School	2	Head
<b>Class Sponsor - Senior</b>	High School	1	Head
<b>Class Sponsor - Sophomore</b>	High School	2	Head
<b>Craft Club</b>	High School	1	Head
<b>Cross Country - Assistant</b>	High School	9	Assistant
<b>Cross Country - Head</b>	High School	9	Head
<b>Dungeons and Dragons Club</b>	High School	1	Head
<b>E-Sports/Video Game Club</b>	High School	6	Head
<b>Educators Rising Club</b>	High School	2	Head
<b>Environmental</b>	High School	1	Head
<b>Fall Play</b>	High School	6	Head
<b>Fall Play Technical Director</b>	High School	6	Assistant
<b>Film Club</b>	High School	1	Head
<b>Flag Football - JV Girls Head</b>	High School	7	Head
<b>Flag Football - Varsity Head</b>	High School	8	Head
<b>Football - Assistant</b>	High School	10	Assistant
<b>Football - Defensive Coordinator</b>	High School	9	Head
<b>Football - Freshman Head</b>	High School	9	Head
<b>Football - Offensive Coordinator</b>	High School	9	Head
<b>Football - Sophomore Head</b>	High School	9	Head
<b>Football - Varsity Head</b>	High School	10	Head
<b>Future Business Leaders of America</b>	High School	Flat	
<b>German Club</b>	High School	2	Head
<b>Girls Run the World</b>	High School	3	Head

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Golf - JV Boys Head</b>	High School	7	Head
<b>Golf - JV Girls Head</b>	High School	7	Head
<b>Golf - Varsity Girls Head</b>	High School	8	Head
<b>Golf - Varsity Boys Head</b>	High School	8	Head
<b>Graduation Advisor</b>	High School	Flat	
<b>Key Club - Assistant</b>	High School	4	Assistant
<b>Key Club - Lead</b>	High School	4	Head
<b>Lacrosse - Boys/Girls</b>	High School	1	Head
<b>Latinos Unidos</b>	High School	1	Head
<b>Literary Magazine &amp; Festival</b>	High School	2	Head
<b>Math Honor Society</b>	High School	2	Assistant
<b>Math Team - Assistant</b>	High School	5	Assistant
<b>Math Team - Lead</b>	High School	5	Head
<b>Medical Skills Club Sponsor</b>	High School	2	Head
<b>Musical - Choreographer</b>	High School	6	Head
<b>Musical - Director</b>	High School	7	Head
<b>Musical - Orchestra Director</b>	High School	6	Head
<b>Musical - Technical Director</b>	High School	2	Head
<b>Musical - Vocal Director</b>	High School	6	Head
<b>Musical - Set Builder</b>	High School	4	Head
<b>Musical - Set Painter</b>	High School	2	Head
<b>National Art Honor Society</b>	High School	2	Head
<b>National English Honor Society</b>	High School	2	Head
<b>National German Honor Society</b>	High School	2	Head
<b>National Science Honor Society</b>	High School	2	Head
<b>National Honor Society</b>	High School	2	Head
<b>National Technical Honor Society</b>	High School	2	Head
<b>Newspaper</b>	High School	3	Head
<b>Orchestra Director</b>	High School	7	Head
<b>Poms - Basketball JV</b>	High School	7	Head
<b>Poms - Basketball Varsity</b>	High School	8	Head
<b>Poms - Football JV Head</b>	High School	6	Head
<b>Poms - Football Head</b>	High School	7	Head
<b>Rho Kappa</b>	High School	2	Head
<b>Robotics Club - Assistant</b>	High School	9	Assistant
<b>Robotics Club - Competition</b>	High School	4	Head
<b>Robotics Club - Lead</b>	High School	9	Head
<b>Scholastic Bowl - Assistant</b>	High School	4	Assistant
<b>Scholastic Bowl - Lead</b>	High School	4	Head
<b>Soccer - Boys Assistant</b>	High School	9	Assistant
<b>Soccer - Freshman Boys Head</b>	High School	8	Head

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Soccer - JV Boys Head</b>	High School	<b>8</b>	Head
<b>Soccer - Varsity Boys Head</b>	High School	<b>9</b>	Head
<b>Soccer - Girls Assistant</b>	High School	<b>9</b>	Assistant
<b>Soccer - JV Girls Head</b>	High School	<b>8</b>	Head
<b>Soccer - Varsity Girls Head</b>	High School	<b>9</b>	Head
<b>Softball - Assistant</b>	High School	<b>10</b>	Assistant
<b>Softball - Freshman Head</b>	High School	<b>9</b>	Head
<b>Softball - Sophomore Head</b>	High School	<b>9</b>	Head
<b>Softball - Varsity Head</b>	High School	<b>10</b>	Head
<b>Spanish Club</b>	High School	<b>2</b>	Head
<b>Spanish Honor Society</b>	High School	<b>2</b>	Head
<b>Special Olympics Assistant</b>	High School	<b>2</b>	Assistant
<b>Special Olympics Head</b>	High School	<b>2</b>	Head
<b>Speech - Assistant</b>	High School	<b>7</b>	Assistant
<b>Speech - Lead</b>	High School	<b>7</b>	Head
<b>Step Team - Lead</b>	High School	<b>7</b>	Head
<b>Step Team - Assistant</b>	High School	<b>7</b>	Assistant
<b>Strength and Conditioning</b>	High School	<b>6</b>	Head
<b>Student Ambassador - Assistant</b>	High School	<b>4</b>	Assistant
<b>Student Ambassador</b>	High School	<b>4</b>	Head
<b>Student Council - Assistant</b>	High School	<b>7</b>	Assistant
<b>Student Council - Lead</b>	High School	<b>7</b>	Head
<b>Tennis - JV Boys Head</b>	High School	<b>7</b>	Head
<b>Tennis - Varsity Boys Head</b>	High School	<b>8</b>	Head
<b>Tennis - Varsity Boys Assistant</b>	High School	<b>8</b>	Assistant
<b>Tennis - JV Girls Head</b>	High School	<b>7</b>	Head
<b>Tennis - Varsity Girls Head</b>	High School	<b>8</b>	Head
<b>Tennis - Varsity Girls Assistant</b>	High School	<b>8</b>	Assistant
<b>Track - Assistant</b>	High School	<b>10</b>	Assistant
<b>Track - Head</b>	High School	<b>10</b>	Head
<b>Tri-M Music Honor Society</b>	High School	<b>2</b>	Head
<b>TRY (Teens Reaching Youth)</b>	High School	<b>3</b>	Head
<b>Volleyball - Freshman Head</b>	High School	<b>8</b>	Head
<b>Volleyball - JV Head</b>	High School	<b>8</b>	Head
<b>Volleyball - Varsity Head</b>	High School	<b>9</b>	Head
<b>Volleyball - Varsity Assistant</b>	High School	<b>9</b>	Assistant
<b>Winter Play</b>	High School	<b>6</b>	Head
<b>Winter Play Technical Director</b>	High School	<b>6</b>	Assistant
<b>Wrestling - Assistant</b>	High School	<b>10</b>	Assistant
<b>Wrestling - Head</b>	High School	<b>10</b>	Head
<b>Yearhook Sponsor</b>	High School	<b>7</b>	Head

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Alternative Strings</b>	Middle School	<b>2</b>	Head
<b>Art Club</b>	Middle School	<b>1</b>	Head
<b>Band - Color Guard</b>	Middle School	<b>1</b>	Assistant
<b>Band Director</b>	Middle School	<b>4</b>	Head
<b>Band - Jazz</b>	Middle School	<b>2</b>	Head
<b>Band - Foxes Percussion</b>	Middle School	<b>1</b>	Assistant
<b>Basketball - Boys 7th Assistant</b>	Middle School	<b>8</b>	Assistant
<b>Basketball - Boys 7th Head</b>	Middle School	<b>8</b>	Head
<b>Basketball - Boys 8th Assistant</b>	Middle School	<b>8</b>	Assistant
<b>Basketball - Boys 8th Head</b>	Middle School	<b>8</b>	Head
<b>Basketball - Girls 7th Assistant</b>	Middle School	<b>8</b>	Assistant
<b>Basketball - Girls 7th Head</b>	Middle School	<b>8</b>	Head
<b>Basketball - Girls 8th Assistant</b>	Middle School	<b>8</b>	Assistant
<b>Basketball - Girls 8th Head</b>	Middle School	<b>8</b>	Head
<b>Beau Chant</b>	Middle School	<b>2</b>	Head
<b>Bowling</b>	Middle School	<b>1</b>	Head
<b>C.S.I. Club</b>	Middle School	<b>1</b>	Head
<b>Cheerleading - Competitive</b>	Middle School	<b>5</b>	Head
<b>Cheerleading - Football</b>	Middle School	<b>3</b>	Head
<b>Cheerleading - Sideline</b>	Middle School	<b>4</b>	Head
<b>Choir Director</b>	Middle School	<b>4</b>	Head
<b>Cross Country - Assistant</b>	Middle School	<b>7</b>	Assistant
<b>Cross Country - Head</b>	Middle School	<b>7</b>	Head
<b>Dance Team</b>	Middle School	<b>4</b>	Head
<b>Drama Club - Assistant</b>	Middle School	<b>1</b>	Assistant
<b>Drama Club - Head</b>	Middle School	<b>1</b>	Head
<b>Environmental</b>	Middle School	<b>Flat</b>	
<b>Esports</b>	Middle School	<b>3</b>	Head
<b>Fall Musical - Assistant</b>	Middle School	<b>4</b>	Assistant
<b>Fall Musical - Director</b>	Middle School	<b>5</b>	Head
<b>Fall Musical - Vocal Director</b>	Middle School	<b>4</b>	Head
<b>Football - Assistant</b>	Middle School	<b>7</b>	Assistant
<b>Football - Head</b>	Middle School	<b>7</b>	Head
<b>IMSA Fusion</b>	Middle School	<b>2</b>	Head
<b>Intramural - Golf</b>	Middle School	<b>1</b>	Head
<b>Intramural - Tennis Fall</b>	Middle School	<b>1</b>	Head
<b>Intramural - Tennis Spring</b>	Middle School	<b>1</b>	Head
<b>Newspaper</b>	Middle School	<b>3</b>	Head
<b>Orchestra Director</b>	Middle School	<b>4</b>	Head
<b>Robotics</b>	Middle School	<b>3</b>	Head
<b>Scholastic Bowl</b>	Middle School	<b>3</b>	Head

<b>Position</b>	<b>Building</b>	<b>Stipend Level</b>	<b>Stipend Table</b>
<b>Soccer - Boys Assistant</b>	Middle School	6	Assistant
<b>Soccer - Boys Head</b>	Middle School	6	Head
<b>Soccer - Girls Assistant</b>	Middle School	6	Assistant
<b>Soccer - Girls Head</b>	Middle School	6	Head
<b>Spring Play - Assistant</b>	Middle School	4	Assistant
<b>Spring Play - Head</b>	Middle School	4	Head
<b>Step Team - Head</b>	Middle School	7	Head
<b>Step Team - Assistant</b>	Middle School	7	Assistant
<b>Student Council - Head</b>	Middle School	5	Head
<b>Student Council - Assistant</b>	Middle School	5	Assistant
<b>Track - Assistant</b>	Middle School	7	Assistant
<b>Track - Head</b>	Middle School	7	Head
<b>Volleyball - 7th Assistant</b>	Middle School	6	Assistant
<b>Volleyball - 7th Head</b>	Middle School	6	Head
<b>Volleyball - 8th Assistant</b>	Middle School	6	Assistant
<b>Volleyball - 8th Head</b>	Middle School	6	Head
<b>Volleyball - Boys 7th Head</b>	Middle School	6	Assistant
<b>Volleyball - Boys 8th Head</b>	Middle School	6	Head
<b>Wrestling Assistant</b>	Middle School	7	Assistant
<b>Wrestling Head</b>	Middle School	7	Head
<b>Yearbook Sponsor</b>	Middle School	4	Head
<b>YTP Skulk Society</b>	Yorkville Transition	4	Head

Note: Any co-curricular stipend levels marked as flat, will be paid \$1,175 annually.

**2026-2027 Co-Curricular Salary Schedule**

<b>Head Coach/Lead Sponsor</b>										
	10	9	8	7	6	5	4	3	2	1
1	\$8,140	\$6,920	\$5,881	\$5,000	\$4,250	\$3,612	\$3,070	\$2,303	\$1,727	\$1,209
2	\$8,140	\$6,920	\$5,881	\$5,000	\$4,250	\$3,612	\$3,070	\$2,303	\$1,727	\$1,209
3	\$8,711	\$7,404	\$6,293	\$5,349	\$4,546	\$3,865	\$3,285	\$2,464	\$1,848	\$1,294
4	\$8,711	\$7,404	\$6,293	\$5,349	\$4,546	\$3,865	\$3,285	\$2,464	\$1,848	\$1,294
5	\$9,319	\$7,922	\$6,734	\$5,724	\$4,865	\$4,135	\$3,515	\$2,636	\$1,978	\$1,384
6	\$9,319	\$7,922	\$6,734	\$5,724	\$4,865	\$4,135	\$3,515	\$2,636	\$1,978	\$1,384
7	\$9,926	\$8,437	\$7,171	\$6,096	\$5,181	\$4,404	\$3,743	\$2,808	\$2,105	\$1,474
8	\$9,926	\$8,437	\$7,171	\$6,096	\$5,181	\$4,404	\$3,743	\$2,808	\$2,105	\$1,474
9	\$10,521	\$8,943	\$7,601	\$6,461	\$5,492	\$4,668	\$3,969	\$2,976	\$2,232	\$1,563
10	\$10,521	\$8,943	\$7,601	\$6,461	\$5,492	\$4,668	\$3,969	\$2,976	\$2,232	\$1,563
11	\$11,100	\$9,435	\$8,020	\$6,817	\$5,794	\$4,925	\$4,186	\$3,139	\$2,355	\$1,648
12	\$11,100	\$9,435	\$8,020	\$6,817	\$5,794	\$4,925	\$4,186	\$3,139	\$2,355	\$1,648
13	\$11,654	\$9,907	\$8,420	\$7,157	\$6,084	\$5,172	\$4,396	\$3,297	\$2,473	\$1,730
14	\$11,654	\$9,907	\$8,420	\$7,157	\$6,084	\$5,172	\$4,396	\$3,297	\$2,473	\$1,730
15	\$12,180	\$10,353	\$8,799	\$7,480	\$6,358	\$5,404	\$4,594	\$3,445	\$2,584	\$1,809
16	\$12,180	\$10,353	\$8,799	\$7,480	\$6,358	\$5,404	\$4,594	\$3,445	\$2,584	\$1,809
17	\$12,667	\$10,767	\$9,152	\$7,779	\$6,612	\$5,621	\$4,777	\$3,583	\$2,687	\$1,881
18	\$12,667	\$10,767	\$9,152	\$7,779	\$6,612	\$5,621	\$4,777	\$3,583	\$2,687	\$1,881
19	\$13,047	\$11,090	\$9,427	\$8,012	\$6,810	\$5,789	\$4,920	\$3,690	\$2,768	\$1,937
20	\$13,047	\$11,090	\$9,427	\$8,012	\$6,810	\$5,789	\$4,920	\$3,690	\$2,768	\$1,937
21	\$13,372	\$11,367	\$9,661	\$8,212	\$6,980	\$5,934	\$5,044	\$3,782	\$2,837	\$1,986
22	\$13,372	\$11,367	\$9,661	\$8,212	\$6,980	\$5,934	\$5,044	\$3,782	\$2,837	\$1,986
23	\$13,640	\$11,594	\$9,855	\$8,377	\$7,120	\$6,052	\$5,145	\$3,858	\$2,893	\$2,026
24	\$13,640	\$11,594	\$9,855	\$8,377	\$7,120	\$6,052	\$5,145	\$3,858	\$2,893	\$2,026

Assistant Coach/Sponsor										
	10	9	8	7	6	5	4	3	2	1
1	\$5,861	\$4,982	\$4,234	\$3,600	\$3,059	\$2,601	\$2,210	\$1,658	\$1,243	\$870
2	\$5,861	\$4,982	\$4,234	\$3,600	\$3,059	\$2,601	\$2,210	\$1,658	\$1,243	\$870
3	\$6,272	\$5,330	\$4,531	\$3,851	\$3,273	\$2,783	\$2,365	\$1,774	\$1,331	\$931
4	\$6,272	\$5,330	\$4,531	\$3,851	\$3,273	\$2,783	\$2,365	\$1,774	\$1,331	\$931
5	\$6,710	\$5,704	\$4,848	\$4,121	\$3,503	\$2,978	\$2,531	\$1,898	\$1,423	\$996
6	\$6,710	\$5,704	\$4,848	\$4,121	\$3,503	\$2,978	\$2,531	\$1,898	\$1,423	\$996
7	\$7,146	\$6,075	\$5,163	\$4,389	\$3,731	\$3,171	\$2,696	\$2,022	\$1,516	\$1,061
8	\$7,146	\$6,075	\$5,163	\$4,389	\$3,731	\$3,171	\$2,696	\$2,022	\$1,516	\$1,061
9	\$7,576	\$6,439	\$5,473	\$4,653	\$3,954	\$3,361	\$2,857	\$2,142	\$1,607	\$1,125
10	\$7,576	\$6,439	\$5,473	\$4,653	\$3,954	\$3,361	\$2,857	\$2,142	\$1,607	\$1,125
11	\$7,992	\$6,793	\$5,774	\$4,908	\$4,172	\$3,546	\$3,014	\$2,261	\$1,695	\$1,187
12	\$7,992	\$6,793	\$5,774	\$4,908	\$4,172	\$3,546	\$3,014	\$2,261	\$1,695	\$1,187
13	\$8,391	\$7,133	\$6,063	\$5,153	\$4,381	\$3,723	\$3,165	\$2,374	\$1,780	\$1,246
14	\$8,391	\$7,133	\$6,063	\$5,153	\$4,381	\$3,723	\$3,165	\$2,374	\$1,780	\$1,246
15	\$8,769	\$7,454	\$6,336	\$5,386	\$4,577	\$3,891	\$3,307	\$2,480	\$1,860	\$1,302
16	\$8,769	\$7,454	\$6,336	\$5,386	\$4,577	\$3,891	\$3,307	\$2,480	\$1,860	\$1,302
17	\$9,120	\$7,752	\$6,589	\$5,601	\$4,761	\$4,047	\$3,439	\$2,580	\$1,934	\$1,354
18	\$9,120	\$7,752	\$6,589	\$5,601	\$4,761	\$4,047	\$3,439	\$2,580	\$1,934	\$1,354
19	\$9,394	\$7,985	\$6,787	\$5,769	\$4,904	\$4,168	\$3,543	\$2,657	\$1,993	\$1,395
20	\$9,394	\$7,985	\$6,787	\$5,769	\$4,904	\$4,168	\$3,543	\$2,657	\$1,993	\$1,395
21	\$9,628	\$8,184	\$6,957	\$5,913	\$5,026	\$4,272	\$3,632	\$2,723	\$2,042	\$1,430
22	\$9,628	\$8,184	\$6,957	\$5,913	\$5,026	\$4,272	\$3,632	\$2,723	\$2,042	\$1,430
23	\$9,821	\$8,348	\$7,096	\$6,032	\$5,126	\$4,358	\$3,704	\$2,778	\$2,084	\$1,458
24	\$9,821	\$8,348	\$7,096	\$6,032	\$5,126	\$4,358	\$3,704	\$2,778	\$2,084	\$1,458

**APPENDIX C: STIPEND POSITIONS AND RATES OF PAY**

<b>Stipend Position List</b>	<b>Building</b>
Division Chair - English	High School
Division Chair - World Languages/Art	High School
Division Chair - Guidance	High School
Division Chair - Special Education	High School
Division Chair - Mathematics	High School
Division Chair - Music	High School
Division Chair - Science	High School
Division Chair - Physical Education	High School
Division Chair - Social Studies	High School
Division Chair - Vocational	High School
Team Leader - 7-1	Middle School
Team Leader - 7-2	Middle School
Team Leader - 7-3	Middle School
Team Leader - 8-1	Middle School
Team Leader - 8-2	Middle School
Team Leader - 8-3	Middle School
Team Leader - Exploratory/Fine Arts/World Languages	Middle School
Team Leader - Physical Education	Middle School
Team Leader - Student Services	Middle School
Team Leader - Special Education	Middle School
Health Services Coordinator*	District
Speech Language Pathologist Supervision*	District
YHS Assistant Athletic Director	High School
YHS Assistant Activities Director	High School
YMS Assistant Athletic and Activities Director	Middle School
Teacher Orientation Program (T.O.P.) Mentor	District

<b>Stipend Amount by Position</b>	
<b>Positions</b>	<b>Base Stipend</b>
YHS Division Chair	\$8,500
YMS Team Leader	\$3,300
T.O.P. Mentor	\$1,920
YHS Asst. AD	\$8,000
YHS Asst. Act.	\$8,000
YMS Asst. AAD	\$6,000
SLP Supervision*	\$2,200
Health Service Coordinator*	\$2,750

\*No experience added to base

<b>Year(s) of Experience</b>	<b>Increment</b>
1	\$0
2	\$0
3	\$250
4	\$250
5	\$500
6	\$500
7	\$750
8	\$750
9	\$1,000
10	\$1,000
11	\$1,250
12	\$1,250
13	\$1,500
14	\$1,500
15	\$1,750

**Other Stipend Roles and Rates**

<b>Role</b>	<b>Building</b>	<b>Rate</b>	<b>Unit</b>
Music Event Supervision	Elementary	\$25.00	Per Event
Drivers Education beyond Contractual Day	High School	Teaching & Learning	Per Hour
Sports/Activities Event Worker	High School	\$27.00	Per Hour
Sports/Activities Event Worker	Middle School	\$22.00	Per Hour
Seasonal Sports/Activities Supervisor	MS/HS	\$32.00	Per Hour
Detention Supervisor - Beyond Contractual Day	MS/HS	\$26.00	Per Duty
Lunch Duty/Lunch Detention	MS/HS	\$20.00	Per Duty
Saturday Detention	MS/HS	\$32.00	Per Hour
Security/Supervision	MS/HS	\$22.00	Per Hour
Weight Room Supervision	MS/HS	\$25.00	Per Hour
Teaching and Learning Rate	ALL	\$40.00	Per Hour
Summer Diagnostic Rate	ALL	\$45.00	Per Hour

**MEMORANDUM OF UNDERSTANDING**  
**RE: CLASS SIZE**

The Board and Association will work cooperatively to develop pupil-teacher ratios that promote learning and are possible within the limitations of facilities, finances and other considerations in grades K-12. A desirable goal regarding student/teacher ratio in elementary buildings shall be in the lower 20's in grades K-2 and the mid to upper 20's in grades 3-6. Accordingly, the Superintendent or designee shall meet with the representatives of the Association at the request of the Association to discuss class size issues. When the parties agree that Board action may be necessary to maintain a quality education program, the Board shall attempt to minimize class size problems by utilizing a variety of options, including but not limited to: additional aides, additional faculty, and student/special program transfers.

This Memorandum of Understanding is non-grievable and non-arbitrable.

BOARD OF EDUCATION OF  
YORKVILLE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 115

By: \_\_\_\_\_

Its: President

YORKVILLE EDUCATION  
ASSOCIATION, IEA-NEA

By: \_\_\_\_\_

Its: President

**MEMORANDUM OF UNDERSTANDING**  
**RE: EARLY RELEASE**

The Board of Education of Yorkville Community Unit School District No. 115 (“Board”) agrees that high quality instruction requires dedicated time for planning, collaboration, and the analysis of student data to drive differentiated instruction. The Board and the Yorkville Education Association, IEA-NEA agree that an early release schedule will be explored for those certified and classified staff supporting/teaching Kindergarten through 8th grade.

During the exploration, the following will be determined with a goal to implement for the 2027-2028 school year.

1. The purpose of each early release day. A sample purpose of each release day has been provided.
2. The frequency of the early release days.
3. The student and staff schedule for the early release days.

Pending approval by the Board of Education, the early release would be subject to the following provisions:

1. The start and end times of the contractual day shall not differ. Staff are still expected to be in buildings fifteen (15) minutes prior to the start of the regularly scheduled school day and fifteen (15) minutes after the end of the regularly scheduled school day.
2. Staff members must be on-campus for the duration of the early release time unless permission is granted by the Superintendent or designee.
3. No 504 or IEP meetings will take place during the early release schedule. The early release time is not intended to be an additional building faculty meeting as outlined in Article VIII, Section 10. If the design of the early release day requires a faculty meeting, then staff will be provided an agenda one (1) week in advance and shall take the place of the next normally scheduled building faculty meeting.

**Sample Purpose:**

The time gained through the early dismissal will be designated as professional work time and divided into the following categories:


Meeting Rotation	Meeting Focus	Purpose
1st	PLC	Grade level teams will: <ul style="list-style-type: none"> <li>● Analyze local student assessments</li> <li>● Review instructional strategies</li> </ul>
2nd	Vertical Articulation	Grade levels will: <ul style="list-style-type: none"> <li>● Ensure curricular alignment</li> <li>● Plan for targeted interventions/enrichment</li> </ul>
3rd	Collaboration	Grade level teams can: <ul style="list-style-type: none"> <li>● Meet with LBS1</li> <li>● Meet with enrichment</li> <li>● Meet with support staff</li> </ul>

This agreement shall remain in effect until the end of the 2027-2028 school year and may be renewed if the BOE and Association agree to extend the early release structure. This MOU does not alter the contractual number of working hours, the minutes are reallocated.

The Board of Education will have the final determination on enacting an early release schedule.

BOARD OF EDUCATION OF  
YORKVILLE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 115

YORKVILLE EDUCATION  
ASSOCIATION, IEA-NEA

By:   
Its: President

By:   
Its: President

**MEMORANDUM OF UNDERSTANDING**  
**RE: CO-CURRICULAR**

The Board of Education of Yorkville Community Unit School District No. 115 ("Board") and the Yorkville Education Association, IEA-NEA desires to evaluate the current co-curricular placement and stipends with an intent to remain competitive and retain coaches and sponsors for the benefit of the students.

During the 2026-2027 school year a co-curricular committee composed of two (2) administrators, one (1) high school athletic director, one (1) middle school athletic director, one (1) high school activities director, and five (5) coaches/sponsors from the middle or high school.

The purpose of this committee will be to evaluate and recommend changes to the following:

1. Establish criteria for the placement of each level on the co-curricular salary schedule.
2. Review current placement of athletics and activities based on the criteria set by the committee and recommend changes.
3. Determine if there is a need to have a process for coaches/sponsors to request a movement from their placed level to a different level.
4. Combine the head and assistant schedules to one (1) co-curricular schedule.
5. Establish the co-curricular recommended salary schedule for the 2027-2028 and 2028-2029 to be at least 11% and not exceed 12% overall between both years.

Note: In the event that the co-curricular committee does not complete their work by April of 2027, the co-curricular salary schedule for the 2027-2028 school year will follow the 2026-2027 school year and receive a 3% increase on the base. This would reduce the percent for the 2028-2029 school year.

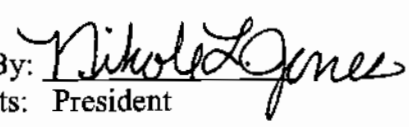
This agreement shall remain in effect for the duration of the 2026-2029 Collective Bargaining Agreement.

The co-curricular committee will make recommendations to the Board, with final determination from the Board.

BOARD OF EDUCATION OF  
YORKVILLE COMMUNITY UNIT  
SCHOOL DISTRICT NO. 115

By:   
Its: President

YORKVILLE EDUCATION  
ASSOCIATION, IEA-NEA

By:   
Its: President