

MSEA Two Year Package Proposal 09-15-2026

- *All sections and sub-sections of the recently expired 2022-2026 collective bargaining agreement between the parties not referenced herein will remain unchanged.*
- *All compensation related pieces of this proposal are retroactive to the start of this agreement: 7-01-26.*
- *Anything pending as a TA will be honored but is included in this package proposal for purposes of completeness.*
- *Anything not pending as a TA is proposed as a package.*

Part A.

Section 9.4 - VOLUNTARY TRANSFER:

Any employee wishing to change positions shall apply to that posting within the normal protocol for application and notify the supervising administrator in writing the request for a voluntary transfer. The administrator may request a current resume and/or a completed application in ~~the~~ ~~Appitrac~~ ~~track~~. The qualified employees will be interviewed for the vacant position and no voluntary transfer shall be arbitrarily denied. If the administration denies a request for a voluntary transfer, the employee will be notified and if requested the reasons for the denial shall be provided to the employee in writing prior to the vacancy being filled.

Section 9.5 - CHANGE IN TEACHER ASSIGNMENT:

No changes in the teacher's assignment may be made later than August 1, unless it is by teacher request or such a change is necessitated by emergency, i.e., a change in enrollment. Such a change shall be considered an involuntary transfer. In the case of an involuntary change after August 1, the Association and any teacher affected shall be notified in writing within five (5) calendar days of the knowledge of such a change and, upon the request of the teacher and/or the Association, the changes shall be promptly reviewed between the building principal and the teacher affected and a representative of the Association, if requested. In the event the review process does not resolve the issue to the mutual satisfaction of the parties involved, the dispute shall be subject to the grievance procedure, if the change is not in compliance with Section 9.6 of this Article.

Section 9.6 - INVOLUNTARY TRANSFERS:

Involuntary transfer means a change of the Employee from one position to another directed by the Administration rather than requested by the Employee. An involuntary transfer also occurs when there is a relocation of personnel within a building or to another building.

(Note: a "position" in the District is, for example, a 2nd Grade Teacher or a HS Math Teacher. This is different from an "assignment" which is defined as what a teacher is assigned to teach - for example: two Algebra I classes and three Geometry classes at the high school. The procedure for an

Involuntary Transfer would NOT need to be followed for a change in assignment, only for a change in position.)

In the event circumstances force changes in the teaching assignments of certified staff, the administrator will attempt to notify the Teacher(s) involved as soon as the need is determined. If direct contact cannot be made in five (5) days, a certified letter will be sent.

Procedures:

1. When it is necessary to transfer Employees, all qualified volunteers shall be considered first.
2. If no qualified volunteers emerge, the teacher with the least number of years of service **according to the Length of Service List as described in Section 10.1 E** will be transferred. However, the District may make an alternative choice if a clear and compelling need arises (shown through reasonable and just cause) due to one or more of the following criteria: the employee's (or employees') work performance/evaluation(s), teaching experience, needs of the District or educational background.
3. Any Employee subject to an Involuntary Transfer shall have the right to meet with the building administrator and the Superintendent along with a representative of the Association to discuss the transfer. The administrator must provide written documentation of the rationale for transfer during such meeting. Rationale may include but not limited to pupil distribution or instructional requirements. No transfer may take place until completion of such meeting.

9.8 SUBCONTRACTING:

The district will notify the association of any subcontracting of bargaining unit positions when subcontracting is necessary. The District is committed to filling open positions with bargaining unit members and agrees to repost all open positions regularly that have been filled by subcontracting with the goal of finding a person to permanently fill the position.

Section 12.1 - PROFESSIONAL DAY DEFINED: Student Attendance/Contractual Day:

The staff workday will be ~~one hour~~ **forty minutes** more per day than student attendance. **The typical length of the student instructional day will be:**

- **Middletown Prairie—6 hours and 50 minutes—Instructional time cannot start prior to 7:40a.m. and end no later than 3:00 p.m.**
- **Lincoln Trail—6 hours and 50 minutes—Instructional time cannot start prior to 7:40a.m. and end no later than 3:00 p.m.**
- **Junior High—6 hours and 52 minutes.**
- **High School—6 hours and 52 minutes.**

Minimally, staff would need to be in the building 15 minutes prior to the start time and 15 minutes after the end time. If a staff member needs to adjust their arrival or departure time, they are still responsible for meeting their professional responsibilities with events such as IEP meetings, 504

meetings, or staff meetings. Staff shall let administration know if they need to leave a meeting early. **These changes will take effect at the beginning of the 2027-2028 school year.**

Section 12.3 - TEACHERS PLANNING TIME - ELEMENTARY:

K-5 classroom teachers will participate in two District-directed collaboration (professional learning communities) per month. One collaboration will take place during the instructional day in the current model. The second collaboration will take place at a mutually agreed upon time (e.g. before/after school, during the day) with the whole grade level. If the whole grade level cannot agree to a time to meet, the default will be the current model. ~~Mutually agreed upon time will include agreement between the grade level team and District staff.~~

~~On weeks when teachers are not participating in District directed collaboration during the instructional day, t~~Teachers will have a minimum of 180 **200** minutes of plan time. ~~Teachers will have a minimum of 150 minutes of weekly planning when participating in collaboration during the instructional day.~~

In a typical week, **LT and** MPE teachers will have at least one personal plan period no less than ~~30~~ **40** consecutive minutes during the student attendance day. LT **and MPE** may elect to structure their personal plan into a five-day Encore rotation (for example using an A, B, C, D, E schedule). **Collaboration will not exceed 30 minutes of this time.** *During weeks with shortened day(s), and/or shortened weeks master schedules will not be adjusted to account for minimum plan time minutes. **At MPE, Library will remain an Encore class outside of the 5 day rotation. These changes will take effect at the beginning of the 2027-2028 school year.**

Master schedules will be determined by administration with input from instructional teams. Moving forward, when possible, the administration will try to increase plan time when it can be done equitably.

~~A. Paid Preparation Time for Part Timers~~

- ~~1. This agreement will effectively waive 12.1 of the collective bargaining agreement in that no part-time employee will be expected to be on duty one-half hour prior or one-half hour after the instructional workday.~~
- ~~2. This agreement will apply to part-time employees who work over fifty percent of the instructional day as indicated in the chart below.~~
- ~~3. Percent of pay to include paid preparation time is also detailed on the charts below.~~

~~Chart A. Teachers Assigned to Both High School and Junior High School (6-~~

~~12)~~

Percent of Pay	17%	34%	50%	70%	86%
# of Assignments	1	2	3	4	5
With	No prep	No prep	No prep	Pd prep	Pd prep

Chart B. Teachers Assigned to the Junior High School Only (6-8)

Percent of Pay	14%	28%	42%	60%	72%	86%
# of Assignments	1	2	3	4	5	6
With	No prep	No prep	No prep	Pd prep	Pd prep	Pd prep

Section 12.8- OVERLOAD: For those teachers teaching an overload schedule, they shall be paid 1/6th of the salary at the designated Masters step below for a year-long class or 1/12th of the salary at the designated Masters step below for a semester-long class:

- Teaching Experience Years 1 - 9 Masters Step 5
- Teaching Experience Years 10 - 19 Masters Step 15
- Teaching Experience Years 20+ Masters Step 23

The administration shall not assign overload classes to teachers in their first or second year of teaching, if practicable.

Section 12.8 9- PARENT-TEACHER CONFERENCES: Parent-teacher conferences shall be offered twice a year, once in the fall and once in the spring. During a regular work week, bargaining unit members need to be available for a total of seven hours (two hours during early dismissal day + 5 hours during designated parent teacher conference night. Bargaining unit members working parent-teacher conferences will be given two compensatory days off as reflected in the Board approved school calendar.

Section 12.9 10- IEP WRITING DAYS: Special education teachers will receive one (1) day and may request up to two (2) additional administrative days for writing IEPs per semester.

Section 12.11 PART-TIME TEACHERS:

1. A part-time employee will be expected to be on duty one-half hour prior or one-half hour after the part-time teacher's instructional workday.-

2. Part-time employees who work over 50% FTE will be given a paid prep period.

3. Part-time members of the bargaining unit will receive prorated salary commensurate with experience and education as outlined in Appendix A.

Section 14.8- COPY MACHINES:

~~A minimum of two copying machines shall be maintained in each student attendance center with one additional machine each at the Junior High and the High School libraries. Therefore, t~~ The availability of copying/duplicating/scanning shall be as follows:

- a. Five at Middletown Prairie Elementary
- b. Three at Lincoln Trail
- c. Three at Junior High

- d. Four at High School **and one at the CAIR Center.**
- e. One at Bus Barn

Section 16.2- BEREAVEMENT:

The District will abide by the Family Bereavement Leave Act (FBLA):

Members of the bargaining unit may be permitted up to a maximum of three (3) days of leave in the connection with the death of a member of the immediate family which shall include any spouse, domestic partner, mother, father, daughter, son, grandmother, grandfather, granddaughter, grandson, sister, brother, niece, nephew, aunt, uncle, parent-in-law, brothers-in-law, sisters-in-law, legal guardian and any person living in the household of the Association member. Leave taken under this section will be with pay, but will not be charged against the Teacher's sick leave allotment. Unused bereavement leave shall not accumulate from year to year. Beginning with the fourth day, the board will grant up to three (3) additional days of bereavement leave to be used in half-day increments. The bargaining unit member is required to use eligible sick half-days to cover the balance of the half days required.

Paid bereavement leave may also be used because of the following: (1.) a miscarriage; (2.) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (as that term is defined in the Family Bereavement Leave Act); (3.) a failed adoption match or an adoption that is not finalized because it is contested by another party; (4.) a failed surrogacy agreement; (5.) a diagnosis that negatively impacts pregnancy and fertility; (6.) a stillbirth.

For the death of a person equivalent to a family relationship (defined as: Close friends, long-term partners, former guardians, godparents/godchildren, individuals considered family by the employee) or relative by marriage not indicated above: an employee shall be allowed to use up to 3 days charged as sick leave.

Qualifying bereavement leave under this Section must be completed within sixty (60) days after the date on which the employee receives notice of the death of the covered family member as defined above.

An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practical.

The District may, at its discretion, require reasonable documentation (as defined under the FBLA).

Section 16.3 - PERSONAL LEAVE:

During the first 10 years of employment, bargaining unit members will be granted by the Board two (2) days of personal leave without loss of pay per school term. Unused personal leave days may accumulate as sick leave; provided, however, a bargaining unit member during the first 10 years of their employment shall be entitled to carry over one unused personal leave day to a subsequent school term, i.e. as bargaining unit members transition from their ninth year of employment to their tenth year of employment, it will be the last time they are entitled to carry over one personal leave day. At the completion of 10 years of service in the District, the Board shall grant three (3) days of personal leave. At the completion of 15 years of service in the

District, the Board shall grant four (4) days of personal leave. Except in emergencies, the employee shall notify his/her immediate supervisor at least two (2) days in advance of the day he/she is to be absent. Personal leave is defined as an absence required due to personal business that cannot be scheduled during non- school hours.

A bargaining unit member may purchase one (1) additional day of personal leave for the cost of a substitute, only after the employee has exhausted the original days granted by the Board. If unused, this additional purchased personal leave day shall not accumulate from year to year in sick or personal leave.

Section 16.11 - SICK LEAVE BANK:

The District will establish ~~three~~ **two (2)** separate sick banks in which current, retiring, and departing staff may deposit sick leave (participation by any staff member is voluntary). These groups of employees include Sick Bank A (All TRS employees), Sick Bank B (IMRF employees **working at least 30 hours a week and qualifying for insurance benefits.**) ~~including Aides, Secretaries, and Custodians, and Sick Bank C, Transportation Department.~~ Upon request, the Association President will be informed of the number of days remaining in the banks at any time.

In the event that a bargaining unit member who has completed two (2) or more consecutive years in the District and who has exhausted their sick leave faces a need for additional sick leave, application may be made to the Association President for help when the staff member has only ten (10) days remaining. The following steps will then occur:

1. The applicant should file an application with the Association President, giving name, building, reason for need, and approximate number of days needed. If requested, this material will be kept confidential.
2. The Association President, with the approval of the MSEA Executive Board, will review and grant the requesting member sick days up to the number needed.
3. If the sick bank does not have enough days, the Association Representatives will circulate a "request for transfer of sick days" first to the requesting member's building and then to the membership as a whole as needed. Days will be transferred to the requesting member in the order of the forms received by the District, only up to the number of days needed. Unused "donations" will be deposited into the sick bank.
4. Days used from the sick bank or transferred will only apply to the current school year.

Section 16.3 - PERSONAL LEAVE:

During the first 10 years of employment, bargaining unit members will be granted by the Board two (2) days of personal leave without loss of pay per school term. Unused personal leave days may accumulate as sick leave; provided, however, a bargaining unit member during the first 10 years of their employment shall be entitled to carry over one unused personal leave day to a subsequent school term, i.e. as bargaining unit members transition from their ninth year of employment to their tenth year of employment, it will be the last time they are entitled to carry over one personal leave day. At the completion of 10 years of service in the District, the Board shall grant three (3) days of personal leave. At the completion of 15 years of service in the District, the Board shall grant four (4) days of personal leave. Except in emergencies, the employee shall notify his/her immediate supervisor at least two (2) days in advance of the day he/she is to be absent. Personal leave is defined as an absence required due to personal business that cannot be scheduled during non- school hours.

A bargaining unit member may purchase one (1) additional day of personal leave for the cost of a substitute, only after the employee has exhausted the original days granted by the Board. If unused, this additional purchased personal leave day shall not accumulate from year to year in sick or personal leave.

ARTICLE XVIII - TEACHER EVALUATION

All evaluations shall be conducted in compliance with the evaluation plan developed and approved by the Joint Committee. The Joint Committee is composed of equal representation with administration approved by the Board of Education and certified staff approved by MSEA. This plan will be in compliance with the School Code and State Board of Education rules and regulations governing teacher evaluation. This performance evaluation plan will include teacher professional practice **components which include certain student grade and/or performance data, shall comprise 100% of the teacher evaluation** ~~and student growth~~ as outlined by the joint committee.

Section 22.1 - INITIAL SALARY SCHEDULE PLACEMENT:

A. TEACHERS - Certificated personnel shall be given full credit for PK-12 public school or private accredited school certificated teaching experience outside the District and credit for degree/hours earned in their initial placement on the Salary Schedule. Beginning with the 2022-2023 school year, placement beyond BS column will be graduate hours unless the District requests the additional bachelor's level education. Credit previously granted will be honored. The Assistant Superintendent can grant credit for one year of service for two years of part-time work. ~~Certificated personnel hired prior to the 2022-2023 school year shall be relocated on the salary schedule for years of experience in private accredited schools. It is the responsibility of the employee to contact the Assistant Superintendent to begin the process of relocation on the salary schedule. Employees have until October 15, 2022, to make contact with the Assistant Superintendent.~~

Teachers employed by MSCUSD#3 during the school term will be given a full-year's credit for their first year in succeeding years, provided they are employed prior to the beginning of the second semester. The initial placement on the Salary Schedule of a Social Worker shall be at the MS+30 lane. The initial placement on the Salary Schedule of School Psychologist shall be at the MS+45 lane. The initial placement of Guidance Counselors shall be at the MS+16 lane. Speech and Language Pathologist with a Master's Degree shall be at the MS+30 lane. For Speech Pathologists, the District will credit prior full-time work experience in the private sector if the work experience is in the employee's area of professional expertise. Verification of such service will be necessary before salary lane experience is credited. It is the employee's responsibility to provide a verification of employment. Speech and Language Pathologists who are full time employees shall receive an additional \$1,500-~~3,500~~/year if they have achieved their Certificate of Clinical Competence.

Speech and Language Pathologists, who are full time employees shall receive an additional \$1,500/year if they have achieved their Certificate of Clinical Competence. Social Workers who are Licensed Clinical Social Workers shall receive an additional \$1,500-~~3,500~~/year. Psychologists who are full-time employees and have National Certification shall receive an additional \$1,500-~~3,500~~/year.

The District Nurse follows the teacher calendar with no paid holidays. Board retains the right to determine compensation within the \$40,000-\$75,000 salary range.

~~E. HIRING INCENTIVES:~~

- ~~• The District may offer a signing bonus of up to \$5,000 to new certified staff members who fall into categories of employees difficult to hire due to shortages of candidates as agreed to by the union and the District. The District may require a promissory note for up to three years.~~
- ~~• The District may offer a signing bonus of up to \$1,000 to new non-certified staff members who fall into categories of employee difficult to hire due to shortages of candidates as agreed to by the union and the District. The District may require a promissory note for up to two years.~~

Section 22.4 FRINGE BENEFITS:

The Board of Education shall offer to each bargaining unit member one of the following fringe benefit options. The employee may select the option which best meets his/her needs. The employer shall provide the following amounts, on a twelve-month basis, toward one of the following seven selections (listed below) for the employee coverage:

- ~~• 2022-2023: \$900/month~~
- ~~• 2023-2024: \$930/month~~
- ~~• 2024-2025: \$960/month~~
- ~~• 2025-2026: \$990/month~~
- **2026-2027: \$1040/month, and the District contributes \$1000 to an HRA or a \$0 deductible.**
- **2027-2028: \$1080/month, and the District contributes \$1000 to an HRA or a \$0 deductible.**

1. District offered health plan
2. District offered dental plan
3. District offered vision plan
4. District offered term life with maximum coverage of \$200,000
5. District offered supplemental cancer policy
6. District offered supplemental disability plan
7. District offered supplemental accident plan

A. A joint Association-Administration committee will investigate, evaluate and mutually agree upon plans for inclusion in the above offerings. **This committee will meet within 30 days of receiving renewal information.** The employee may choose from among any one (1) of the above options at Board expense. Additional choices will be at the employee's expense. The individual employee coverage under the option selected will become effective on the first day of selection and will continue for a 12- month period until the window period for option selection reopens. If the employee does not elect to change his/her option during the window period, the employee shall

continue with the option previously selected. If the employee is no longer employed in the District at the end of the 12-month period, continuation on any health insurance plan shall be pursuant to Federal statute.

E. 9-15-2025 “High-Deductible Health Plan with Health Savings Account” MOU will be incorporated into this agreement.

Section 22.6 – CREDIT FOR ADVANCEMENT/MOVEMENT ON SALARY SCHEDULE:

B. HORIZONTAL MOVEMENT:

Each bargaining unit member shall be eligible for horizontal movement to lanes beyond the entry lane on the appropriate salary schedule (BA lane for certificated and 0 lane for support staff).

For access to advanced lanes **for support staff** the employee must:

1. Be enrolled in a program leading toward a degree, or
2. Have received prior approval from the Superintendent or his/her designee to take academic courses or courses related to the employee’s area of employment.
3. And, the employee provides proper verification to the Superintendent or his/her designee of satisfactory completion of the course work, through filing with the Superintendent either a transcript for the course work or a certificate of completion.

Advanced degree programs or courses which a bargaining unit member takes that directly pertain to his/her area of instruction shall be approved by the Superintendent or his/her designee

for access to advanced lanes for certificated staff, provided the employee:

- 1. Earns graduate-level, degree-eligible credit offered through a regionally accredited institution of higher education and documented on an official academic transcript; and**
- 2. Includes an instructor of record.**

D. NATIONAL BOARD OF PROFESSIONAL TEACHING STANDARDS CERTIFICATION:

The Board shall pay a stipend to each teacher who acquires National Board Certification equal to **\$3500** ~~\$3000~~ per year for each year the teacher maintains such certification. At the end of the certification period, the teacher must recertify in order to continue to be eligible for the stipend.

E. **DUAL CREDIT STIPEND:** Teachers teaching dual credit courses shall receive a stipend equal to \$1,000 a course per semester.

F. DUAL CREDIT GRADUATE COURSE REIMBURSEMENT: Teachers with prior approval from the Assistant Superintendent will be reimbursed up to \$200/credit hour for graduate course work towards obtaining Dual Credit Certification. The District may require a promissory note for up to two years following completion of Dual Credit Certification. The teacher must receive a minimum grade of a “B” or “Pass” and submit to the district an official transcript showing successful completion of the course in addition to proof of tuition payment before reimbursement will be made. Submissions will be accepted starting June 1 for courses approved the previous

January 1 thru April 30, October 1 for courses approved the previous May 1 thru August 31, and February 1 for courses approved the previous September 1 thru December 31.

Section 22.7 - LONGEVITY INCREMENT:

Support personnel (does not apply to ~~certified~~ **licensed** teachers) who have a greater number of years of experience than is reflected in the salary schedule steps shall receive an additional increment as per Appendix B.

Section 23.3 - RETIREMENT INCENTIVE FOR TRS BARGAINING UNIT MEMBERS:

C. Retirement Benefit. Eligible teachers who submit a timely irrevocable letter of resignation will be paid a salary increase in his/her last year(s) of service equal to six percent (6%) of the amount otherwise due and owing to the teacher above the previous year's gross compensation inclusive of step and lane movement for a maximum of four (4) years prior to retirement. **Gross compensation will be defined as all TRS creditable earnings, excluding Employer paid retirement contributions to TRS. Beginning with the 2023-2024 school year, all hourly extra-duty compensation paid to a teacher in the school year preceding the teacher's first year of receiving the retirement incentive (i.e. the base year) will be converted to an annual extra-duty stipend payment for that position.**

While receiving the retirement benefit, the teacher will continue to perform all extra duties that were performed in the base year for the duration of the retirement notice period. If, during any year the teacher is receiving the retirement incentive, he or she resigns from an extra-duty stipend position, is removed by the Board from such a position or refuses to complete all assigned duties of the position, such stipend payment will be subtracted from the teacher's earnings before applying the six percent (6%) increase.

In no event may the teacher's TRS creditable earnings increase by more than six percent (6%) during any year he or she is receiving the retirement incentive (i.e. no TRS excess cost contribution(s) will be incurred by or assessed against the District).

Section 23.4 - Early Retirement Incentive for IMRF Bargaining Unit Members:

A. Retirement Incentive Benefit Plan. The Board shall recognize the service of full-time IMRF bargaining unit members who have rendered at least ten (10) years of creditable service to District 3 immediately preceding retirement.

B. Eligibility and Notice

1. To be eligible the Support Staff member must have served satisfactorily in the district for a minimum of ten (10) years immediately preceding his or her retirement.
2. The Support Staff member shall provide notice to the superintendent of his or her intention to retire and participate in the program either four years, three years, two years, or one year prior to February 1st of their final year. The Board shall approve the request and notify the Support Staff member within sixty (60) days of the receipt of this notice of intention to retire provided that all conditions of this section are met.
3. The Support Staff member's notice to the Board and the Board's subsequent action on the request shall constitute an irrevocable commitment by the parties to the terms stated in the notice.
4. **The Support Staff member will be paid a wage increase in his/her last year(s) of service equal to six percent (6%) of the amount otherwise due and owing to the Support Staff Member above the**

previous year's gross compensation inclusive of step and lane movement (where relevant) for a maximum of four (4) years prior to retirement.

5. Incentives will be up to 4 years of:

- Year Four = 6%
- Year Three = 6%
- Year Two = 6%
- Year One = 6%

6. Employees can choose 4, 3, 2 or 1 years of the retirement incentive that aligns with their eligibility date.

7. Provisions herein will apply to all bargaining unit members including those currently in the retirement pipeline.

The employee must be responsible for communicating with IMRF to secure the needed information that would be provided to the Mahomet-Seymour School Business Official for review. (Oversight on the employee's part is not a valid reason for approval if the first year of eligibility is missed.)

~~A grace period to include any current employees (as of August 1, 2022) who have not chosen this option. Notification by February 1, 2023 must be provided for those qualifying for the benefit to begin in the 2023-2024 school year. This request will require an irrevocable commitment by the parties to the terms stated in the notice. During the grace period, the employee can request up to four years of incentive regardless of their eligibility date.~~

For the purposes of this article, gross compensation will be defined as all IMRF creditable earnings, excluding Employer paid retirement contributions to IMRF. Beginning with the 2023-2024 school year, all hourly extra-duty compensation paid to a Support Staff member in the school year preceding the Support Staff member's first year of receiving the retirement incentive (i.e. the base year) will be converted to an annual extra-duty stipend payment for that position. While receiving the retirement benefit, the Support Staff member will continue to perform all extra duties that were performed in the base year for the duration of the retirement notice period. If, during any year the Support Staff member is receiving the retirement incentive, he or she resigns from an extra-duty stipend position, is removed by the Board from such a position or refuses to complete all assigned duties of the position, such stipend payment will be subtracted from the Support Staff member's earnings before applying the six percent (6%) increase. In no event may the Support Staff member's IMRF creditable earnings increase by more than six percent (6%) during any year he or she is receiving the retirement incentive.

Part A, Appendix C – Extra Duty Schedule:

Joint Extra Duty Stipend Committee Process:

Joint Committee Form- Submission of requests/deletions will come from a District-created form

The Committee will be comprised of three (3) members from administration and three (3) members from MSEA including the Superintendent and two (2) building administrative representative and the MSEA President or designee, and two (2) building-level representatives.

The Committee will meet twice a year in December and May on dates initiated by the MSEA. For the 2026-27 school year, the team will meet a third time within 60 days of the ratification of the contract.

MSEA will filter request/deletion forms, no more than 2 proposals from MSEA and/or Board considered per meeting. If the joint committee doesn't jointly agree, then we will go back to contractual language

5. ATHLETIC- HIGH SCHOOL

15% Tier

- a. Football Head Coach
- b. Boys' Basketball Head Coach
- c. Girls' Basketball Head Coach
- d. **Boys' Wrestling Head Coach**
- e. **Girls' Wrestling Head Coach**
- f. Girls' Volleyball Head Coach
- g. Boys' Track Head Coach
- h. Girls' Track Head Coach

12% Tier

- a. Boys' Cross-Country Head Coach
- b. Girls' Cross-Country Head Coach
- c. Baseball Head Coach
- d. Softball Girls' Head Coach
- e. Boys' Soccer Head Coach
- f. Girls' Soccer Head Coach

10% Tier

- a. Football Assistant Coaches (5)
- b. Boys' Basketball Assistant Coaches (2)
- c. Girls' Basketball Assistant Coaches (2)
- d. **Boys' Wrestling Assistant Coaches (2)**
- e. **Girls' Wrestling Assistant Coach (1)**
- f. Girls' Volleyball Assistant Coaches (2)
- g. Boys' Golf Head Coach
- h. Girls' Golf Head Coach
- i. Boys' Swim Head Coach
- j. Girls' Swim Head Coach
- k. Boys' Tennis Head Coach
- l. Girls' Tennis Head Coach
- m. **Girls' Flag Football Head Coach**

9% Tier

- a. Baseball Assistant Coaches (2)
- b. Softball Assistant Coaches (2)
- c. Boys' Track Assistant Coaches (2)
- d. Girls' Track Assistant Coaches (2)
- e. Boys' Cross-Country Assistant Coach (1)
- f. Girls' Cross-Country Assistant Coach (1)
- g. Boys' Soccer Assistant Coach (2)
- h. Girls' Soccer Assistant Coach (2)

8% Tier

- a. Cheer per Sport
- b. Dance
- c. **Girls' Flag Football Assistant Coach**

6% Tier

- a. Assistant Golf Coach
- b. Assistant Boys' Swim Coach
- c. Assistant Girls' Swim Coach
- d. Assistant Boys' Tennis Coach
- e. Assistant Girls' Tennis Coach

4% Tier

- a. Assistant Cheer per Sport

3% Tier

- a. Intramural Basketball
- b. Intramural Volleyball

~~10.9.~~ **VERTICAL TEAMS** – An annual stipend of \$700 **\$800** will be extended to all bargaining unit members who serve on a vertical team.

~~15.13.~~ **DISTRICT BLAST COORDINATOR AND BUILDING BLAST COORDINATOR**- Individuals appointed to the position of BLAST coordinator will be required to have PEL licensure with a general administrative endorsement preferred.

17. BUILDING TECHNOLOGY RESOURCE PERSON - The Building Technology Resource Person shall provide in-building technology support to staff and substitutes, including troubleshooting hardware and instructional support. This role shall also include sharing technology resources with staff, providing technology-related professional development, and helping teachers identify tools to support classroom instruction. Individuals appointed to the position of Building technology resource person will be compensated at 4% percent of the Teacher Salary Schedule B.S. lane based upon number of years experience in the position in Mahomet-Seymour CUSD #3.

[Note: this language is a simple move from one spot to another.]

~~17. 14.~~ **MENTOR TEACHERS**– An annual stipend of \$500 will be extended to all bargaining unit members who serve as a mentor teacher. ***-All current novice mentor teachers in the 2025-2026 academic year who continue to mentor the same novice teacher in the 2026-2027 academic year will continue to receive compensation as outlined in MOU agreed to by the parties on June 12, 2024.**

A. The Board of Education shall pay "novice mentors", who are teachers responsible for mentoring a teacher in their first three years of teaching, an additional stipend of \$750.00 per school year.

B. In order to receive this additional stipend payment, novice mentors are required to mentor one (1) such teacher and must adhere to obligations surrounding mentorship, including: attending an orientation meeting, conducting weekly meetings with their mentee, observing mentee teacher conduct a lesson at least two (2) times per academic semester, and agreeing to an observation by mentee on at least two (2) occasions per academic semester. Novice mentors must also complete a monthly checklist of items to review with mentee.

C. The Board of Education shall pay "transition mentors", who are teachers responsible for mentoring a teacher who is an have greater than three years of teaching experience but new to the District, an additional stipend of \$500.00 per school year.

D. In order to receive this additional stipend payment, transition mentors are required to mentor one (1) such teacher and must adhere to obligations surrounding mentorship, including: conducting monthly meetings with mentee, observing mentee teacher conduct a lesson at least one (1) time per academic semester, and agreeing to an observation by mentee on at least one (1) occasion per academic semester. Transition mentors must also complete a monthly checklist of items to review with mentee.

8. 7.SUPERVISOR OF SATURDAY SUPERVISED STUDY

For the extra duty position of supervisory of Saturday Supervised Study

1. Saturday Supervised Study Supervisors will receive ~~\$20.00~~ **\$30.00** per hour per supervision, or a minimum of \$50.00 for each scheduled Saturday Supervised Study.
2. This is a voluntary position as are all extra duty positions and is to be treated like any other extra duty position.
3. In case of emergency, a designated administrative supervisor will be on call for the teacher who is serving as Supervisor of Saturday Supervised Study.

Part B.

ARTICLE VIII - REDUCTION IN FORCE

SUPPORT STAFF:

B. SENIORITY: For purposes of determining seniority among the support staff in the bargaining unit the following category of positions shall be applicable:

~~1. Cooks~~

2. 1. Custodians

~~3.~~ 2. Maintenance personnel

4. 3. Certified bus drivers

~~5.~~ 4. Monitors

~~6.~~ 5. Education Office Personnel/Health Education Office Personnel / **Registrars**

~~7.~~ 6. Couriers

Section 10.5 - COPY MACHINES:

The availability of copying/duplicating/scanning shall be as follows:

- a. Five at Middletown Prairie
- b. Three at Lincoln Trail
- c. Three at Junior High
- d. Four at High School **and one at the CAIR Center**
- e. One at Bus Barn

Section 12.2 - BEREAVEMENT:

The District will abide by the Family Bereavement Leave Act (FBLA):

Members of the bargaining unit may be permitted up to a maximum of three (3) days of leave in the connection with the death of a member of the immediate family which shall include any spouse, domestic partner, mother, father, daughter, son, grandmother, grandfather, granddaughter, grandson, sister, brother, niece, nephew, aunt, uncle, parent-in-law, brothers-in-law, sisters-in-law, legal guardian and any person living in the household of the Association member. Leave taken under this section will be with pay, but will not be charged against the Teacher's sick leave allotment. Unused bereavement leave shall not accumulate from year to year. Beginning with the fourth day, the board will grant up to three (3) additional days of bereavement leave to be used in half-day increments. The bargaining unit member is required to use eligible sick half-days to cover the balance of the half days required.

Paid bereavement leave may also be used because of the following: (1.) a miscarriage; (2.) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (as that term is defined in the Family Bereavement Leave Act); (3.) a failed adoption match or an adoption that is not finalized because it is contested by another party; (4.) a failed surrogacy agreement; (5.) a diagnosis that negatively impacts pregnancy and fertility; (6.) a stillbirth.

For the death of a person equivalent to a family relationship (defined as: Close friends, long-term partners, former guardians, godparents/godchildren, individuals considered family by the employee) or relative by marriage not indicated above: an employee shall be allowed to use up to 3 days charged as sick leave.

Qualifying bereavement leave under this Section must be completed within sixty (60) days after the date on which the employee receives notice of the death of the covered family member as defined above.

An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practical.

The District may, at its discretion, require reasonable documentation (as defined under the FBLA).

Section 12.3 - PERSONAL LEAVE:

The Board shall grant personal leave to support staff according to Appendix X. During the first 10 years of employment, bargaining unit members will be granted by the Board two (2) days of personal leave without loss of pay per school term. Unused personal leave days may accumulate as sick leave; provided, however, a bargaining unit member during the first 10 years of their employment shall be entitled to carry over one unused personal leave day to a subsequent school term, i.e. as bargaining unit members transition from their ninth year of employment to their tenth year of employment, it will be the last time they are entitled to carry over one personal leave day. At the completion of 10 years of service in the District, the Board shall grant three (3) days of personal leave. At the completion of 15 years of service in the District, the Board shall grant (4) days of personal leave. Except in emergencies, the employee shall notify his/her immediate supervisor at least two (2) days in advance of the day he/she is to be absent. Personal leave is defined as an absence required due to

personal business that cannot be scheduled during non-school hours.

A bargaining unit member may purchase one (1) additional day of personal leave for the cost of a substitute, only after the employee has exhausted the original days granted by the Board. If unused, this additional purchased personal leave day shall not accumulate from year to year in sick or personal leave.

Section 12.11 - SICK LEAVE BANK:

The District will establish two (2) separate sick banks in which current, retiring, and departing staff may deposit sick leave (participation by any staff member is voluntary). These groups of employees include Sick Bank A (All TRS employees) Sick Bank B (IMRF employees working at least 30 hours a week and qualifying for insurance benefits). Upon request, the Association President will be informed of the number of days remaining in the banks at any time.

In the event that a bargaining unit member who has completed two (2) or more consecutive years in the District and who has exhausted their sick leave faces a need for additional sick leave, application may be made to the Association President for help when the staff member has only ten (10) days remaining. The following steps will then occur:

1. The applicant should file an application with the Association President, giving name, building, reason for need, and approximate number of days needed. If requested, this material will be kept confidential.
2. The Association President, with the approval of the MSEA Executive Board, will review and grant the requesting member sick days up to the number needed.
3. If the sick bank does not have enough days, the Association Representatives will circulate a "request for transfer of sick days" first to the requesting member's building and then to the membership as a whole as needed. Days will be transferred to the requesting member in the order of the forms received by the District, only up to the number of days needed. Unused "donations" will be deposited into the sick bank.
4. Days used from the sick bank or transferred will only apply to the current school year.

Section 17.1 - INITIAL SALARY SCHEDULE PLACEMENT:

SUPPORT STAFF - See Appendix X. Staff employed anytime during the first semester of the school year shall be credited with a full year of service. Staff shall receive credit for prior work experience in the same field of work. Additional experience shall be credited at the discretion of the Assistant Superintendent. ~~Personnel hired prior to the 2022-2023 school year shall be relocated on the salary schedule for years of experience in private accredited schools. It is the responsibility of the employee to contact the Assistant Superintendent to begin the process of relocation on the salary schedule. Employees have until October 15, 2022, to make contact with the Assistant Superintendent.~~

Staff covered by Part B will be hired on a probationary basis for the first 180 days of employment. New employees will be evaluated in the first 180 days of employment and those receiving a rating of "Unsatisfactory" will be released from employment.

Section 17.4-FRINGE BENEFITS

E. Custodial Clothing Allowance: ~~\$200.00~~ **\$300.00** a year; if purchased individually, receipts must be provided for reimbursement and sales tax will not be reimbursed. Employees may also utilize the District's purchasing accounts for tax-free purchases.

F. Part-time members of the bargaining unit who are employed at a full-time equivalency (FTE) of 50% or greater shall receive prorated paid benefits under this paragraph at a rate equal to the FTE of their individual contract.

Section 17.5 - PAYROLL PROCEDURES:

A. PAY ISSUED: Pay shall be issued by direct deposit semi-monthly. Payroll vouchers shall be sent electronically to designated employee e-mail addresses. **If a payroll mistake is made and the employee is not compensated for time worked at the time of payroll, the employee will be compensated as soon as possible.**

SECTION 17.6- OVERTIME/COMPENSATORY TIME/PROFESSIONAL DEVELOPMENT:

A. Custodians, bus drivers, will receive credit for Board paid holiday towards their 40 hours worked when calculating overtime.

B. Any Part B staff will be reimbursed for up to \$400 for professional leave to include costs such as registration, mileage at the current IRS rate, hotel, and meals, when travel is required between 7 am and 6 pm, will be paid for one meeting per year for Part B members as approved by the Assistant Superintendent and the Board of Education according to Board Policy. Mileage, meals, and hotel will only be reimbursed when approved as part of the initial professional development request. Part B members will submit a written request to their principal or director for permission to attend meetings pertaining to their professional duties. The Board of Education, through the Assistant Superintendent shall make final approval. This day, if unused, shall not accumulate from year to year.

C. On days when school is in session, when snow removal is required, the Director of Facilities will contact the custodians and notify them of the start time in the morning. When possible, **the Director of facilities will attempt to notify custodians by 7:30 pm**~~this will occur the evening before by 10 pm~~ when there is a forecasted snowfall. **Split shifts will be used sparingly. If an employee is required to complete a split shift the employee will be compensated an additional hour of pay for that shift.**

D. Vacation days for custodians will be distributed as follows

1. Custodians with 0-7 years with the employer: 10 vacation days
2. Custodians with 8-14 years with the employer: 15 vacation days
3. Custodians with 15+ years with the employer: 20 vacation days

E. Custodians will report to work on e-learning days and work for 8 hours and be paid for 8 hours. Recognizing that e-learning days can be utilized for a variety of reasons, should an e-learning day be utilized due to snowfall **or ice accumulation**, custodians will report to work and work for 8 hours and be paid for 12 hours.

F. If an employee is scheduled to work an overtime event, and the event is cancelled less than 48 hours prior to the custodian's scheduled arrival time, the custodian will still be allowed to work the scheduled hours to perform other custodial duties as assigned by their direct supervisor.

SECTION 17.7: IMRF ERI SEE SECTION 23.4 IN PART A

SECTION 17.8 - HEAD CUSTODIAL COVERAGE:

Whenever a Custodian serves as a substitute in a Head Custodian position for a period exceeding five (5) consecutive working days, they shall be compensated with a stipend of \$15 a day starting on day six (6).

Each school year, the District shall solicit interest from Custodians who desire to substitute in a Head Custodian position. The Director of Facilities, in their sole discretion, shall select only qualified Custodians to serve as a substitute in a Head Custodian position. The Custodian must be able to perform the following Head Custodian duties during the temporary assignment:

- Coordinating and completing building maintenance tasks in collaboration with the Director of Facilities or designated administration officials.**
- Scheduling coverage for custodians utilizing benefit time and/or for events outside regular hours including weekends.**
- Managing and training custodians, sub-custodians, and student custodians.**
- Monitoring the operation of HVAC systems, boilers, pumps, and other mechanical systems.**
- Maintaining communication with administration regarding facilities and personnel needs.**
- Ordering supplies and coordinating repairs.**
- All other duties and responsibilities of custodians.**

17.9 SAM STIPEND

The SAM shall participate in a comprehensive process using a unique set of tools to change the principal's focus from school management tasks to instructional leadership, increasing principal time spent improving teacher practice and student outcomes resulting in greater student success. The SAM shall receive professional development alongside their administrator on how to effectively fulfill this role. This role shall include meeting daily with the principal to schedule and protect instructional leadership time and managing building-level tasks that would otherwise interrupt the principal's instructional work. Individuals appointed to the position of SAM will be compensated at \$1,000 per semester.

Appendix X

Insurance:

- ~~• 2022-2023: \$900/month~~
- ~~• 2023-2024: \$930/month~~
- ~~• 2024-2025: \$960/month~~
- ~~• 2025-2026: \$990/month~~
- 2026-2027: \$1040/month, and the District contributes \$1000 to an HRA or a \$0 deductible.**
- 2027-2028: \$1080/month, and the District contributes \$1000 to an HRA or a \$0 deductible.**

E. The 9-15-2025 “High-Deductible Health Plan with Health Savings Account” MOU will be incorporated into this agreement.

	Custodian	HS BKP	HS Reg.	EOPs/JH Reg.	Trpt. AA
Start Date of Contract	July 1st	August 1st	<u>July 1st</u> August 1st	August 1st	July 1 st

	Bus Driver	Sub. Driver	Monitor	Courier	Lunch Sup.
Sick Days	13	N/A	<u>13</u>	N/A	N/A

	Custodian	HS BK	HS Reg.	EOPs/JH Reg.	Trpt. AA
~~Snow/Heat Days~~ <u>Snowfall or Ice Accumulation E-Learning Day</u>	Receive 12hrs pay for a <u>continuous</u> 8hr ~~worked~~ <u>shift</u>	N/A	N/A	N/A	N/A

- Paid Holidays: (TA plus additions)
 - Custodians- ~~(13)~~ July 4th, Labor Day, **Election Day (when school is not in session)**, Day Before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, **December 26th (on years when there are 261 work days)**, New Year’s Eve, New Year’s Day, MLK, President’s Day, Good Friday, Memorial Day, **Juneteenth. On years when there are 262 days, custodians will also receive the last Friday of spring break.**
 - HS Registrar- **Juneteenth, July 4th,** Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Day **This is due to the HS registrar being a 12-month position*

	Bus Driver	Sub. Dr.	Monitor	Courier	L.S.
Holidays**	Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day	N/A	<u>Thanksgiving Day, Christmas Eve,</u> <u>Christmas Day, and New Year's Day</u>	N/A	N/A

Sit Time Rate FY27	~~90~~ <u>100</u> % of pay	~~90~~ <u>100</u> % of pay	N/A	N/A	N/A
--------------------	-----------------------------------	-----------------------------------	-----	-----	-----

Sit Tme Rate FY28	~~90~~ <u>100</u> % of pay	~~90~~ <u>100</u> % of pay	N/A	N/A	N/A
-------------------	-----------------------------------	-----------------------------------	-----	-----	-----

Appendix Y – Transportation

MINIMUM PAID TIME FOR FIELD TRIP/EXTRACURRICULAR TRIPS:

The District agrees that the minimum paid time for a field trip/EXTRACURRICULAR TRIP is 2.5 hours. **All time after the 2.5 hours is calculated at clock hours, not for individual drives. (all day event that includes to and from the event and a mid-day run to a location for lunch is all paid clock hours after the 2.5 hours are met)**

POSTING OPEN ROUTES:

~~One~~ **Two** weeks before school starts, **tentative** bus routes will be assigned according to the following criteria:

- Certified bus drivers have priority in keeping the route they drove the previous year. If a route is redesigned, each driver will have priority in selecting a new route or keeping the route that closely resembles the previous school year's route. If more than one route is redesigned, routes will be assigned according to seniority.
- Certified bus drivers who wish to change their route can apply for any open route. Open route assignments will be based on an interview.
- Non-route certified bus drivers can apply for a regular route; the same system used for certified bus drivers will be followed.
- Bus routes will be subject to change based on student enrollment in the district.**

ASSIGNMENT OF SUMMER SCHOOL ROUTES:

Available summer school routes will be posted at the transportation department each summer and all certified drivers and monitors shall have the option of signing up for summer routes. Once the number of routes and monitors is determined, assignment shall be in accordance with the seniority list. Drivers may only apply for summer school routes if they are available to drive at the route time and have been actively driving by May 1 of the current school year.

ASSIGNMENT OF FIELD TRIPS:

Field trips will be assigned to a driver according to the seniority of those who signed up for the day's trips on the sign-up sheet beginning with the regular route drivers and then sub drivers. Everyone with hours available will receive a trip before a second trip will be awarded. Field trips are posted Monday morning and are taken down Wednesday at 8:30 a.m. Trip assignments are the responsibility of the Director. If a driver does not sign up for any field trips, they forfeit their chance. Each driver can take field trips as long as their weekly hours do not exceed 40 hours per

week. Additional hours can be assigned by the Director as needed, but to accommodate extra hours, regular time may have to be scheduled off to keep hours below 40.

- a. In the event that a trip comes in after all trips are assigned, the original trip sign-up sheet will be checked and the same procedures will be followed as above (assigned by seniority, number of trips assigned per person for the week and checking an individual's available weekly hours.) If the trip cannot be filled using the original sign-up sheet and time allows, the new trip will be posted on the board with a new sign-up sheet for that trip alone. The trip and sign-up sheet will be posted for 24 hours, at which point it will be taken down and trip assigned using the normal trip assignment procedures (seniority, number of trips assigned per person for the week and checking an individual's available weekly hours.) If this trip comes in less than 24 hours prior to departure and it cannot be assigned using the original sign-up sheet, the trip will be posted to the board and assigned on a first available basis. Drivers can take field trips and work up to 40 hours in a work week. Additional hours can be assigned by the Director as needed, but to accommodate extra hours, regular time may have to be scheduled off to keep hours below 40.
- b. Twice a semester a driver may indicate at signup if they have a preference for a particular athletic/field trip. A driver with such a preference will take assignment precedence on that field trip, regardless of seniority
- c. **Trips not filled by Wednesday at 8:30 a.m. before the week of the trip shall be designated as an involuntary trip. The Transportation Director will use reverse seniority as defined by the Years of Service List.**
- d. **The Transportation Director using the Years of Service list shall begin with the least senior driver. Once assigned, the trip shall be considered part of the driver's scheduled work assignment.**
- e. **No driver shall be assigned an additional involuntary trip until the entire reverse seniority list has been exhausted. No driver shall be reassigned to an involuntary trip if they have already been assigned to another trip during the same time period.**
- f. **Each driver shall be granted one (1) right of refusal per school year for an involuntary trip assignment.**
- g. **In the event that a driver takes eight (8) round-trip evening and weekend field or extracurricular trips (evening trips will be defined as trips that return after 7:00 pm) with students in a given month, they will be compensated an additional \$200. Driving for practices does not qualify a driver for this bonus.**

E-LEARNING:

Transportation employees may make up E-Learning days on a future non-work day (5 hours per E-Learning Day) as approved by the Transportation Director.

MINIMUM PAID DRIVE TIME:

Minimum paid drive time (certified bus driver wages) on AM and PM routes, 2.5 hours each. Drivers and monitors who work an additional half of an afternoon route will be compensated for an additional half of a route (one and a quarter hours).

(From Part A) 16. COMPENSATION FOR NON TRANSPORTATION STAFF TRANSPORTING STUDENTS:

- a. When necessary and appropriate, teachers, coaches or sponsors may opt to drive an activity bus or other district vehicle in order to transport students to off-campus events. Compensation for driving will be at the following rates:
 - When round trip driving is 50 miles or less- \$30
 - When round trip driving is greater than 50 miles- \$50
- b. Coaches/Sponsors who are certified bus drivers have first right of refusal for all trips requiring a full size bus for their activity. Compensation will be for drive time only at their current bus driver hourly rate.

SALARY AND WAGE INCREASES (all increases to be paid retroactively to 7-1-26):

Certified Staff

- % Increase (base will go up 0.5% less than everyone else)
 - Year 1: 5.2%
 - Year 2: 5.2%

IMRF Staff

- % Increase (base will go up 0.5% less than everyone else)
 - Year 1: 6.20%
 - Bus Drivers:
 - 6.2%, plus \$1.25 per hour
 - Head Custodians:
 - 6.20%, plus \$1.50 per hour
 - 3rd shift custodians:
 - 6.2% plus an additional \$0.50 per hour
 - Starting rate for Bus Monitors & Lunchroom Supervisors stays at minimum wage for those newly hired.
 - Year 2: 6.2%