Mahomet-Seymour CUSD #3
Board of Education

October 05, 2026
Special Meeting Packet

Mahomet-Seymour
COMMUNITY SCHOOLS

MAHOMET-SEYMOUR CUSD #3
1301 S. Bulldog Drive, Mahomet, IL 61853
217-586-2161 | www.ms.k12.il.us

Dr. Kenny Lee, Ed.D., Superintendent
Board of Education: *Jordan Rock (P), Sunny McMurry (VP), Kyle Jordan (S), Jeff Banister, Justin Lamb, Max McComb, Rebecca Severns*

BOARD OF EDUCATION
SPECIAL MEETING
Board Conference Room – Middletown Prairie
Monday, October 05, 2026

6:30 p.m. Special Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda — Discussion/Action
5. Public Comment
6. Consideration and Possible Approval of a Four-Year Collective Bargaining Agreement with the Mahomet-Seymour Education Association Effective July 1, 2026 — Discussion/Action
7. Consideration and Possible Approval of Salary and Wage Increases for Eligible Non-Bargaining Unit Employees — Discussion/Action
8. Reflecting on Communication and Community Engagement Tactics: Katie Bulava
9. Closed Session: *Personnel, Pending Litigation, and Collective Bargaining*
10. Adjournment

Upcoming Meetings:
October 19 – Business Meeting – MPE Board Conference Room, 6:30 p.m.
November 02 – Special Meeting/Study Session – MPE Board Conference Room, 6:30 p.m. (If necessary)
November 16 – Business Meeting -MPE Board Conference Room, 6:30 p.m.

BOARD OF EDUCATION
MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
Mahomet, Illinois

Agenda Item No.: 6

Date: October 05, 2026

Presented by: Jordan Rock

ACTION

TOPIC:
Four-Year Collective Bargaining Agreement with the Mahomet-Seymour Education Association, effective July 1, 2026 through June 30, 2030.

BACKGROUND INFORMATION:
We have recently completed the collective bargaining process. The MSEA ratified the proposed contract on September 28, 2026. The Board of Education and District administration appreciates the time and effort that the members of the negotiations team for the BOE and the MSEA have committed over the past several months. We feel that this contract is fair to all parties concerned. We will be asking for approval pending final edits agreed upon by both parties unless the final review process is completed prior to the BOE meeting on Monday evening.

SUPERINTENDENT'S RECOMMENDATION:
The Superintendent recommends that the Board of Education approve the Four-Year Contract with the Mahomet-Seymour Education Association as presented pending final edits agreed upon by both the MSEA and The District administration.

NEGOTIATED CONTRACT

Between the

MAHOMET-SEYMOUR EDUCATION ASSOCIATION IEA-NEA

And the

BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 3

2026-2030

Part A

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NEGOTIATED CONTRACT

between the

MAHOMET-SEYMOUR EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION COMMUNITY UNIT SCHOOL DISTRICT NO. 3

July 1, 2026-June 30, 2030

PART A

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ARTICLE I - PREAMBLE

The Board of Education of Community Unit School District No. 3 and the Mahomet-Seymour Education Association recognize that the ultimate aim of public schools is to provide the best education possible for the school children in the District. Attainment of these educational objectives, which is a joint responsibility of the Board, the administrative and supervisory staff and the professional educational employees, requires staff participation in the consideration of matters of mutual concern, and in matters related to professional service. Attainment of educational objectives of the District requires mutual understanding and cooperation between the Board, the administration and supervisory staff, and the professional educational employees. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations.

ARTICLE II - RECOGNITION

Section 2.1 - The Board of Education of Community Unit School District #3, Champaign County, Illinois, will be hereinafter referred to as the "Board," and the Mahomet-Seymour Education Association, will be hereinafter referred to as the "Association", as the exclusive representative for all full and part-time regularly employed certificated and non-certificated personnel including teachers, librarians, counselors, social workers, school psychologists, speech pathologists, aides, library assistants, nurses, study hall supervisors, cooks, custodians, maintenance personnel, certified bus drivers, monitors, educational office personnel, health educational office personnel, couriers, dispatcher and registrars.

Classifications Excluded: District #3 administrative personnel and administrative assistants; all supervisors, managerial employees, confidential employees and short-term employees as defined in the Act; and employees in the before, during and after school child care program.

For the purpose of clarity, this Agreement consists of two parts:

> Part A covers employee positions represented in MSEA including full and part-time regularly employed certificated and non-certificated teachers, librarians, counselors, social workers, school psychologist, speech pathologist, aides, library assistants, nurses and study hall supervisors.
>
> Part B covers employee positions in the MSEA membership, including cooks, custodians, maintenance personnel, certified bus drivers, monitors, educational office personnel, health educational office personnel, couriers, dispatcher, and registrars. Unless specifically stated or identified by reference, no language found in Part A is applicable to Part B positions.

Section 2.2 - DEFINITIONS:

A. The term "teacher" or "certificated personnel", when used hereinafter, shall mean members of the bargaining unit employed in positions requiring teacher certification under the Illinois School Code; except as provided for herein.

B. The terms "employee" or "bargaining unit member" shall refer to all certificated and non- certificated personnel represented by the Association in the bargaining unit defined in Section 2.1.

C. The term "support staff" or "non-certificated personnel" shall mean members of the bargaining unit employed in positions not requiring teacher certification under the School Code of Illinois, except, as provided for herein, as defined in Section 2.1 of this Agreement.

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D. The term “tenured teacher” shall mean a bargaining unit member employed in a position requiring teacher certification who has qualified for tenure status pursuant to Section 24-11 of the Illinois School Code.

E. The term “non-tenured teacher” shall mean a member of the bargaining unit employed in a position requiring teacher certification who has not qualified for tenure status pursuant to Section 24-11 of the Illinois School Code.

F. The term “support staff” shall mean any support staff bargaining unit member.

G. The term “days” when used hereinafter shall refer to calendar days unless otherwise specified.

ARTICLE III - RIGHTS AND RESPONSIBILITIES

Section 3.1 - INCLUSIONS: The parties agree that applicable Illinois statutory and case law and the Constitutions of the United States and the State of Illinois are hereby incorporated into this Agreement.

Section 3.2 - BOARD RIGHTS AND RESPONSIBILITIES: The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

ARTICLE IV - ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 4.1 - The Association and its members shall have the right to use school buildings for organizational meetings and the right to transact official Association business on school property at reasonable times, provided these meetings shall not interfere with or interrupt the normal school operations, and that the time and space to be used be cleared with the principal of the building wherein the meetings are to be held. When special custodial service is required, the Board may make reasonable charge therefore. Any school sponsored activity shall have precedence for use of facilities.

Section 4.2 - The Association shall be given the opportunity to present brief reports and announcements at building faculty meetings and unit faculty meetings.

Section 4.3 - The Association shall have the right to use the District mail service, mail boxes, and District email for communications to employees.

Section 4.4 - The Association shall have the right to post notices of its activities and matters of Association concern on staff bulletin boards, at least one of which shall be provided in each school building.

Section 4.5 - The Board agrees to make available to the association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including but not limited to: census and membership data, names and addresses of all employees, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students.

Section 4.6 - The Association will make available any pertinent information as reasonably requested by the Board or its representatives.

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Section 4.7 - NON-DISCRIMINATION: The Board agrees that it shall not discriminate against any employee or applicant for employment by reason of race, creed, color, marital status, sex, age, or national origin, and that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious or discriminatory. The Board agrees not to discriminate against any employee in regards to the terms and conditions of employment, including discrimination against any employee by virtue of family relationship. Family relationship is defined as that kinship which exists between people related by blood or by marriage.

Section 4.8 - The Association shall pay for the cost of all supplies incidental to use.

ARTICLE V - NEGOTIATION PROCEDURES

Section 5.1 - The parties shall negotiate pursuant to the Rules and Regulations promulgated by the Illinois Educational Labor Relations Board under provisions of the Illinois Educational Labor Relations Act.

Section 5.2 - It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

Section 5.3 - When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to membership of the Association for ratification and to the Board for ratification.

Section 5.4 - MEDIATION: If the services of a mediator are needed, a mediator shall be requested by the parties from the Federal Mediation and Conciliation Service. Requests may be made to the Illinois Educational Labor Relations Board pursuant to the provisions of the Illinois Educational Labor Relations Act.

Section 5.5 - ATTENDANT COSTS: Cost for consultants chosen by any party shall be paid by that party. The costs for the mediator shall be shared equally by the Board and the Association.

ARTICLE VI - PROFESSIONAL GRIEVANCE PROCEDURE

Section 6.1 - GRIEVANCE DEFINED: Any claim by the Association, a group of employees or an employee that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement must be brought to the attention of the immediate supervisor within twenty (20) days of the date of occurrence of the matter. Failure to act within this time limit bars future appeal.

Section 6.2 - TIME LIMITS DEFINED: All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean teacher employment days.

Section 6.3 - DEFINITION OF GRIEVANT: At any level of the grievance procedure, the grievant may request Association involvement in the grievance process. Henceforth all references to “grievant” shall be construed to mean the original initiator of the grievance procedure and, if requested, the Association. The original initiator of the grievance process may request that the Association take over the grievance process

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at any level. However, any individual employee or a group of employees may at any time present grievances to the Board and have them adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given an opportunity to be present at such adjustment.

Section 6.4 - INFORMAL STEP: The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and the supervisor immediately involved to resolve problems through free and informal communications. When requested by the grievant, the Association representative may accompany the grievant to assist in the informal resolution of the grievance. If, however, such aforementioned informal processes fail to resolve the grievance, it may then be processed as follows:

Section 6.5 - STEP ONE: The grievant may present the grievance in writing (within the twenty-day time period listed 6.1) to the supervisor immediately involved who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide a written answer to the grievant within two (2) days after the meeting. The answer shall include the reasons for the decision. The purpose of this step is trying to resolve the grievance.

Section 6.6 - STEP TWO: If the grievance is not resolved at Step One, then the grievant shall refer the grievance to the Superintendent or his official designee within six (6) days after receipt of the Step One answer or within eight (8) days after the Step One meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the grievant to take place within five (5) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have three (3) days in which to provide a written decision with reasons to the grievant. The purpose of this step is to try resolve the grievance.

Section 6.7 - STEP THREE: If the grievance is not resolved at Step Two, then the grievant shall refer the grievance to the Board of Education within six (6) days after receipt of the Step Two answer or within eight (8) days after the Step One meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the grievant and the Board to take place within ten (10) school days of receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Board shall have three (3) days in which to provide a written decision with reasons to the grievant. The purpose of this step is to try resolve the grievance.

Section 6.8 - STEP FOUR: If the Association/grievant is not satisfied with the disposition of the grievance at Step Three, the Association may submit the grievance to final and binding arbitration. The Demand for Arbitration must be filed with the Board within thirty (30) days of the Step Three decision. If the Association and Board cannot agree upon an arbitrator within seven (7) days of the Demand being filed, the Demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings. If a Demand for Arbitration is not filed with the Board within thirty (30) days, then the grievance shall be deemed withdrawn.

Section 6.9 - In all cases the Arbitrator shall be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association. However, upon mutual agreement of the parties, expedited (Streamlined Labor Arbitration Rules of the American Arbitration Association) may be used.

Section 6.10 - The fees and expenses of the Arbitrator shall be shared on an equal basis by the employer and the Association.

Section 6.11 - Unless agreed upon in advance, the party requesting a court reporter shall assume full responsibility for the expenses of the reporter. However, if both parties request a transcript, then the parties shall share the cost of the reporter.

Section 6.12 - Neither party shall be allowed to assert any new grounds or present information not previously disclosed to the other prior to arbitration at the arbitration hearing.

Section 6.13 - The Party requesting a postponement of an arbitration hearing shall bear all costs, if any, related to the postponement.

Section 6.14 - BYPASS: Upon written, mutual agreement of the parties, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

Section 6.15 - Any grievance involving employees in more than one building or more than one immediate supervisor, may be initiated at Step Two.

Section 6.16 - INFORMATION: The Board, administration and the grievant shall cooperate in the investigation of any grievance, and further, they shall furnish information requested for the processing of any grievance.

Section 6.17 - NO REPRISAL: All parties involved in a grievance shall be free from restraints, coercion or reprisal.

Section 6.18 - PERSONNEL FILES: Grievance documents shall not be filed in the personnel folders maintained by the District Superintendent's office.

Section 6.19 - RELEASED TIME: Should the processing of any grievance at any level require that a grievant and/or grievance representative be given released time, the parties aforementioned shall be released without loss of pay or benefits. However, both parties agree to schedule such a meeting so as to minimize interference with the normal school program.

Section 6.20 - WITHDRAWAL OF GRIEVANCE: A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VII - SUMMER SCHOOL

Section 7.1 - NON-TUITION-BASED SUMMER SCHOOL PROGRAM: If tutoring of students with special needs is required, teachers will be compensated at the same rate as home-bound instructors pursuant to Appendix C.

CLASS SIZE AND RELATED PROVISIONS - SUMMER SCHOOL (Minimum class sizes are guidelines.)

1. SPECIAL EDUCATION: Four (4) years age differential maximum within a class. Minimum class size of five (5) students. When class enrollment reaches eleven (11) students, a new class will be created.

2. REMEDIAL EDUCATION PROGRAMS: If class enrollment reaches eighteen (18) to twenty-three (23) students, a teacher aide will be assigned. When class size reaches twenty-four (24) or more students, another class shall be created.

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Section 7.2 - TUITION-BASED SUMMER SCHOOL PROGRAM: In the event tuition- based programs for summer school are offered to students, teachers in this program will be compensated pursuant to Appendix C.

CLASS SIZE AND RELATED PROVISIONS - The maximum class size for a tuition- based class is thirty (30) students. If class size exceeds thirty (30) students, the teacher will receive an amount equivalent to the tuition paid by each additional student as extra load compensation.

Section 7.3 - FILLING SUMMER SCHOOL POSITIONS:

A. Summer school positions are bargaining unit positions and shall first be offered to qualified certificated bargaining unit members. Summer school contracts shall be issued separately from the regular teaching contract, and shall be consistent with the provisions of this Agreement.

B. Summer school positions shall be filled in accordance with the following procedures.

1. Summer school positions shall be posted so that bargaining unit members will be knowledgeable about the summer school positions available. The positions will be posted in all buildings as soon as practical and will remain posted for at least five (5) working days prior to filling any positions

2. Selection of applicants for summer school positions shall be on the basis of District seniority, certification and qualification. Qualifications, for purposes of this section, shall be narrower than the meaning of "legally qualified" as defined by School Board Document #1, and includes such pertinent factors as recent teaching experience at a specific grade level and subject matter specialization.

3. In the event qualified teacher bargaining unit members, in sufficient numbers, do not apply for the positions offered, then the positions will be offered to qualified support staff bargaining unit members. Applicants from among the support staff shall be selected on the same basis as in Section 7.3 (B2) above.

4. In the event qualified bargaining unit members, in sufficient numbers do not apply for the summer school positions, then the positions may be offered to applicants outside the bargaining unit.

ARTICLE VIII – SUBSTITUTES

Section 8.1 - SUBSTITUTES: In the event that a teacher because of illness, extra-curricular duties, or other assigned professional responsibilities must be absent from class for more than two (2) class hours, a substitute teacher other than presently employed staff will be provided by the administration.

In the event that a certified teacher is asked and volunteers to act as a substitute to cover another teacher's class (therefore losing personal prep time or collaboration time) the teacher will be compensated at a rate shown below.

1. At the High School	
a. For a normal class period	$32.50 per period
b. For advisory	$22.50 per period
c. For a partial period (up to 25 minutes)	$22.50 per occurrence
2. At the Jr. High	
a. For a normal class period	$32.50 per period
b. For a partial class period (up to 25 minutes	$22.50 per occurrence

At the Elementary level, Pre-K-5, in the event that a certified teacher is asked and volunteers to act as a substitute the teacher will be compensated at the rate shown below.

- A homeroom teacher taking students from another homeroom teacher's class and merging those students into his/her class will be compensated at a rate of $7.00 per student per day or any portion plus an additional $15 per day. Administration will assign students to classes with the input of impacted teacher who have been asked and volunteered to accept additional students.

    - Homeroom teacher covering during plan time or other time without students
        - For a normal class period $32.50 per period
        - For a partial class period (up to 25 minutes) $22.50 per occurrence

- A reading specialist, instructional coach, social worker, psychologist, or other such position volunteering to cover a homeroom teacher's class will be compensated at a rate of $7.00 per student per day for full days plus an additional $15 per day. Portions of the days will be compensated at the rate for class period coverage.

- At the Elementary Level:
    - For a normal class period $32.50 per period
    - For a partial class period (up to 25 minutes) $22.50 per occurrence

- A teacher covering a class period will be compensated at $32.50 per class period for a normal class period and at $22.50 (up to 25 minutes) for a partial class period. This would include a teacher covering a class such as art, PE, library, etc. Specialists (PE, Music, Art, ABL, etc.) taking double classes will be compensated at $32.50 per class covered.

Section 8.2 - TEACHING CERTIFICATE FOR SUBSTITUTES: In the event a substitute teacher is assigned continuously to the same substitute teaching position for more than fifteen school days, the Board shall make their best effort to employ substitutes who shall hold valid teaching certificates.

Section 8.3 – INTERNAL SUBSTITUTION FOR CO-TEACHERS: In the event that a substitute is not present for the co-teacher assigned to general education classroom, the teacher for that class will receive internal sub pay for each affected class period. Sub protocol in Section 8.1 will be followed.

Section 8.4 - SUBSTITUTION BY SUPPORT STAFF:

A. In the event a qualified support staff bargaining unit member is requested to substitute for the regularly assigned classroom teacher, the support staff bargaining unit member will receive an extra $37.50 for up to half day of subbing, or $75 for up to a full day of subbing.

B. In the event a qualified support staff bargaining unit member is assigned the duties of the regularly assigned classroom teacher for a period exceeding ten (10) school days, but less than one (1) semester, the support staff employee shall be compensated at the rate of 1/180 of the base pay of the B.S. column of the salary schedule in Appendix A, retroactive to the first day of substitution.

C. A qualified support staff bargaining unit member who is assigned the duties of a regularly assigned classroom teacher for one (1) semester or longer shall be placed on his/her step (based on degree/hours/experience) of the certificated salary schedule in Appendix A, retroactive to the first day of substitution

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ARTICLE IX - VACANCIES, TRANSFERS AND PROMOTIONS

Section 9.1 - FAMILY RELATIONSHIPS: For the best interests of the District and personnel involved, one member of a family shall not be put in the position of directly supervising another member of the family.

Section 9.2 - POSTING OF VACANCIES: The Superintendent shall have posted in all school buildings and shall send to the Association President a notice of all District vacancies as they occur. Such notice shall be accompanied by a statement of minimum qualifications and salary range. No such vacancy shall be filled except in case of emergency until such vacancy shall have been posted for at least five (5) school days. A bargaining unit member who is interested in this vacancy must apply at this time. During the summer vacation, a list of vacancies shall be emailed to the Association President. The vacancies will be posted within the school district on or before the same time the vacancies are released to any news organization or placement facilities. Each semester, before vacancies are filled by contractual services for bargaining unit work, the board and MSEA will agree to the need to use contractual services.

Section 9.3 - VACANT POSITIONS: A vacant position shall be defined as a current or newly-created position that cannot be filled from among the members of the bargaining unit by one of the following methods:

A. Employees returning from a leave of absence;

B. Employees, by seniority, who are on layoff due to reduction in force;

C. Employees who have been involuntarily transferred, as described in Article IX, Section 9.6.

D. An employee who applies for a voluntary transfer pursuant to Section 9.4.

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 Applitrack~~. 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.

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(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.

Section 9.7 - JOB SHARING:

A. Purpose. Job sharing as defined in this article is a voluntary program providing two (2) teachers the opportunity to share one (1) full-time equivalent teaching position. No full- time equivalent positions will be eliminated in order to create job sharing positions.

B. Application Procedure. Participants in job sharing positions shall submit an application and proposed plan for a job-sharing leave to the Superintendent by February 1 of the year preceding the school year for which the leave is requested. The responsibilities of an assignment by the participants may be divided according to a plan designated by the participants, with the concurrence of the principal(s). The job-sharing plan shall include, but not be limited to, division of teaching responsibilities, schedule of work hours and/or days, in-service days, District meetings, open houses, parent conferences, field trips, and other teaching responsibilities. The Board of Education, at its discretion, may approve the job share application upon the recommendation of the Superintendent.

C. Salary Credit Allowable. Participants in job sharing positions shall be placed appropriately on the teachers' salary schedule and salaries shall be prorated according to the time worked. Contributions to the Teachers' Retirement System shall be prorated according to the time worked. Participants in job sharing positions shall receive salary step advancement at the start of the school year following the accumulation of the equivalency of one (1) year of full-time service.

D. Length of Leave. The length of job-sharing leave shall be for one (1) school year and may be extended for one (1) year by the Board if another request to renew is made by the participants in accordance with Section 9.7B. Participants in job sharing positions shall be considered on a leave of absence for that portion of the school work hours and/or days that they are not working. In the event one participant cannot complete a job-sharing plan due to illness or other emergency, the remaining participant shall have the option of completing the plan as a full-time teacher. If the participant declines and a part-time substitute cannot be retained, the Board retains the right to terminate the plan and hire a full-time substitute. The participants

shall be placed on an unpaid leave of absence for the remainder of the school year. Attendance at Required Meetings. The participants shall attend institute days, in-service days, staff meetings, parent-teacher conferences and open houses.

E. Years of Service. Teachers participating in the job-sharing program as set forth in this section shall accrue years of service in proportion to the time worked. The parties agree that a tenured teacher's participation in an approved job-sharing program will not affect the teacher's tenure status.

F. Insurance and Leave Benefits Availability. Participants in job sharing positions who work at least a Full-Time Equivalency of 50% or greater shall receive prorated fringe benefits and leave benefits at a rate equal to the participant's FTE. The cost to the Board shall not exceed one Full-Time Equivalent (FTE) teacher.

G. Return from Leave. Participants in a job-sharing program shall submit written notice of their request to return to full-time employment by February 1. All requests submitted by tenured teachers who would not otherwise be subject to reduction in force shall be granted. Requests submitted by non-tenured teachers shall be considered, but may or may not be granted. Upon return to full-time employment, a tenured teacher shall be returned to his or her former position, seniority permitting, if the position still exists, or to a comparable position.

Section 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.

ARTICLE X - REDUCTION IN FORCE

Section 10.1 - TEACHING PERSONNEL:

A. When the Board decides it is necessary to reduce the number of teaching positions in the District because of decreased enrollment, lack of funds, or other reasons, the employees who are subject to removal shall receive notice by certified mail as provided in school code before the end of the school term together with a statement of honorable dismissal and the reasons therefore.

B. BREAKING OF TIES: If two (2) or more teachers (or support staff employees) otherwise have the same first date of employment and are equally legally certified for the same position, the teacher (or support staff employee) with the lower average evaluation score from the past 3 evaluation cycles (if available) will be dismissed first.

C. RECALL RIGHTS: Recall rights shall be in effect from the date of termination through one (1) calendar year from the beginning of the next following school term. Length of continuing service all accumulated sick leave, and salary schedule position will be reinstated upon recall. Teachers will be eligible for recall in reverse order of termination and notified of recall by certified mail at their last known address on file in the District office. Teachers will be eligible for any vacant position for which they are qualified at the time of notice of vacancy. Teachers are required to inform the office of the Superintendent of any changes in their qualifications after the date of their termination. A teacher shall have ten (10) working days from the date of receiving the recall notice to respond to the recall offer.

D. Upon written request of an honorably-dismissed teacher, two weeks prior to the end of the school term, the employer shall pay to the teacher all compensation due to him/her within three (3) days of the last day of employment.

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E. Length of Service List: By February 1 of each year, in consultation with the Association, the Board shall develop a years of service list, categorized by position, for posting in each building as per state statute. The list shall show the length of continuing service of each teacher who is qualified to hold any such position. A copy of the length of service list shall be provided to the Association President thirty (30) calendar days prior to posting. The Association shall have thirty (30) calendar days from February 1 to file exceptions to the list with the Superintendent.

Section 10.2 - SUPPORT STAFF:

A. If the Board determines to reduce the number of support staff positions because of decreased enrollment, lack of funds or to discontinue a particular type of support staff service, the support staff employees who are subject to removal shall receive notice by certified mail at least thirty (30 days before the end of the school term, together with a statement of honorable dismissal and the reason therefore. The support staff employee with the shorter length of continuing service with the District, within the respective category of position, shall be dismissed first.

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

Paraprofessionals (including all Aides and Library Assistants

Seniority shall be defined as the length of continuous service within District #3, measured from the first day of employment within the District. Seniority does not accrue during an unpaid leave of absence longer than ninety (90 days. However, such leave shall not interrupt continued service status. Seniority accrual shall not be interrupted by a paid leave, sick leave, or forced leave because of on-the-job injury. Loss of seniority will result from resignation, dismissal for cause, or retirement.

C. BREAKING OF TIES: If two (2) or more support staff employees otherwise have the same total length of service and are equally qualified for the same position, the employee with the lower average evaluation score from the past 3 evaluation cycles (if available) will be dismissed first.

D. RECALL RIGHTS: Recall rights shall be in effect from the date of termination through one (1) calendar year from the beginning of the next following school term. Seniority, all accumulated sick leave, and salary schedule position will be reinstated upon recall. Support staff will be eligible for recall in reverse order of termination and notified of recall by certified mail at their last known address on file in the District office. Support staff will be eligible for any vacant position for which they are certified at the time of notice of vacancy. Support staff are required to inform the office of the Superintendent of any changes in their qualifications after the date of their termination. A support staff employee shall have ten (10) working days from the date of receiving the recall notice to respond to the recall offer.

E. FILLING OF VACANT AIDE POSITIONS WHEN THERE ARE RIF'D AIDES: The following process will be used:

1. The position will be posted internally.
2. Any currently employed Aide and any RIF'd Aide in the District may apply.
3. The principal interviews internal candidates and most senior RIF'd aide.
4. The principal makes a selection.

5. If a currently employed Aide is chosen, the current RIF procedure is used to fill the newly created vacancy.

6. If a currently employed Aide is not chosen for transfer, the vacancy will be filled using current RIF procedure.

F. SUPPORT STAFF RETENTION OF BENEFITS: Full-time support staff who are reduced and then recalled to part-time positions shall retain all full-time employee rights under this Agreement.

G. Upon written request of an honorably-dismissed support staff employee, two weeks prior to the end of the school term, the employer shall pay to the support staff employee all compensation due to him/her within three (3) days of the last day of employment.

H. SENIORITY LIST: By February 1 of each year, in consultation with the Association, the Board shall develop a support staff seniority list for the bargaining unit support staff. The list shall be categorized by the positions set forth in Section 10.2.B, and shall be posted in each building. The list shall show the length of service of each support staff bargaining unit member who is qualified to hold any of the positions. The support staff employee with the greatest seniority in a categorized position shall be listed first, followed by the other qualified support staff employees in order of seniority. A copy of the seniority list shall be provided to the Association President thirty (30) calendar days prior to posting. The Association shall have thirty (30) days from February 1 to file exceptions to the list with the Assistant Superintendent.

ARTICLE XI - EXTRA DUTY POSITIONS/ASSIGNMENTS

Section 11.1 - EXTRA DUTY DEFINED: Extra duty shall be defined as any duties performed by the bargaining unit member outside his/her regular duties, and shall include all of the positions enumerated in Appendix C.

Section 11.2 - COMPENSATED EXTRA DUTY: Certain specific extra duty assignments shall be compensated as set forth in Appendix C. All compensated extra duty assignments shall be voluntary.

A. EXTRA DUTY ASSIGNMENTS: Chaperoning, supervision of athletic events and ticket sales during the regular school term shall be first offered throughout the District on a volunteer basis. Elementary teachers may volunteer for ticket sales only. The remaining duties will be assigned to the appropriate faculty members on an equal basis.

B. SUPERVISORY DUTIES: Every attempt shall be made to distribute regular school day duties equally among teachers.

Section 11.3 - Any new extra assignment created during the term of this Agreement will be the subject of negotiations between the Association and Board relative to compensation and hours, and other terms and conditions. If the Board determines the need to compensate previously uncompensated extra duty assignments during the term of this Agreement, the compensation shall be the subject of negotiations between the Board and Association.

Section 11.4 - The terms and conditions of extra duty contracts shall be consistent with the provisions of this Agreement.

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ARTICLE XII - TEACHING HOURS AND SCHEDULES

Section 12.1 - ~~PROFESSIONAL DAY DEFINED~~: **STUDENT ATTENDANCE/CONTRACTUAL DAY:** The staff workday will be ~~one hour~~ **forty(40) 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 7:40 AM and end no later than 3:00 PM.**
- **Lincoln Trail Elementary- 6 hours and 50 minutes - Instructional time cannot start prior to 7:40 AM and end no later than 3:00 PM.**
- **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 12.2 - DUTY FREE LUNCH: Every teacher shall be allowed a duty free lunch period as required in Section 24-9 of the School Code.

Section 12.3 – **PROFESSIONAL LEARNING COMMUNITIES (PLC):** ~~TEACHERS PLANNING TIME – ELEMENTARY~~ **Pre** K-5 classroom teachers **& 6-12 content teams** will participate in two District-directed collaborations (professional learning communities) per month. **Both** ~~One~~ collaboration**s** 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) **At least one collaboration time will be conducted** with the whole grade level/**content team**. If the whole grade level/**content team** cannot agree to a time to meet, the default will be ~~the current model~~ **30 minutes before school on Wednesday. Each collaboration session will not exceed 30 minutes**. Mutually agreed upon time will include agreement between the grade/**content** level team and District staff. **Teachers will be allowed to leave on the last day of the week once students have left the building.**

Section 12.**4** – **TEACHING PLANNING TIME – ELEMENTARY:** On weeks when teachers are not participating in District-directed collaboration during the instructional day, 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.

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.~~4~~**5** - TEACHER PLANNING TIME - SPECIALS: Special education teachers and other special area teachers (art, music, PE, reading, etc.) shall have adjusted schedules to achieve equal planning timethat of regular teachers. Traveling teachers' time on the road shall not be considered as planning time. Allotted travel time between buildings will be fifteen minutes.

Section 12.~~5~~**6** - SCHEDULE PLANNING - SPECIALS: Special area teachers (including but not limited to P.E., Art, Music, Library, STEAM, Health, Acton-Based Learning, reading, traveling, and special education shall be consulted in the make-up of their schedules each year. The teacher involved will be given the opportunity to comment on the acceptability and feasibility of his/her proposed schedule.

Section 12.~~6~~**7** - TEACHER PLANNING TIME - 6-12: Each teacher at grades 6-12 shall have daily preparation time equal to one teaching period unless assigned to an elementary building.

Section 12.~~7~~**8** - NUMBER OF CLASS PREPARATIONS: Every attempt shall be made to balance the number of class preparations among 6-12 teachers.

Section 12.~~8~~9 – 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**

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- **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~~ **10** – 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~~ **11** – 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 12.1~~1~~2 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.

ARTICLE XIII - CLASS SIZE AND EDUCATIONAL PLACEMENT

The Board and the Association agree that class size shall be closely monitored at each grade level/subject area. The number assigned to each classroom shall be based upon a variety of factors which include: (1 age and grade level of the students; (2 ability level of the students; (3 course content; (4 equipment used; (5 availability of space; and other appropriate factors. The principal shall meet with staff members in the spring each year to discuss anticipated class size for the forthcoming year.

Class size targets, based upon the financial position of the school district, will be reviewed and staff may be added at the Board's discretion. This language is contingent upon the financial state of the school District.

ARTICLE XIV - WORKING CONDITIONS AND STAFF FACILITIES

Section 14.1 - REQUISITIONS: Each teacher shall be given the opportunity to submit requisitions for instructional material and/or supplies for the following school term. The teacher making the requisition shall be informed as to the acceptance or rejection of the requisition by the end of the school year. Teachers new to the District shall be instructed concerning the requisition procedures at the time of employment or during the pre-school orientation.

Section 14.2 - PROFESSIONAL LIBRARY: The Board shall provide in each building in the District a professional library which shall include professional reference materials which are reasonably requested by the teachers of that building.

Section 14.3 - FACILITIES AND EQUIPMENT: The Board agrees to make available for each building adequate duplicating capacity, adequate work space, and, if possible, clerical personnel, to aid bargaining unit members in the proper execution of their assigned duties.

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Section 14.4 - UNSAFE OR HAZARDOUS CONDITIONS: A bargaining unit member shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety, or well-being.

In the event of safety issues that impact the Mahomet-Seymour School District and that requires Board of Education involvement/decision making, MSEA will be offered an opportunity to provide input through its leadership team. The MSEA leadership and the Board of Education will meet to discuss the facts and evidence surrounding the situation. Any relevant guidance from federal, state, or local agencies will be taken into consideration by the parties along with what is known locally about the safety issue. Whenever possible, the Superintendent will share the reasoning behind any such decision made by, or to be made by the Board of Education with MSEA leadership *18 hours* prior to making the decision public to the District and/or community.

Section 14.5-Student Behavior Advisory Committee: The committee will be composed of a total of 10 members, five chosen by the District and five chosen by the Union. Each party will choose from among their members a co-chair to share meeting facilitation duties.

a. Committee needs to be formed by September 30, 2022
b. Committee will develop a recommendation for a District-wide system of support with protocols and guidelines for working with Tier One students engaging in disruptive behavior and recommendations for supports and resources for bargaining unit members' protection, which may include training and professional development.
c. Committee will meet quarterly at a minimum for the duration of this contract.

Section 14.6 - STAFF LOUNGE: An area will be set aside in each building to be used as a staff lounge.

Section 14.7 - PARKING: All school parking lots shall be maintained in a reasonable condition relative to their grading and surface. Each lot at Lincoln Trail and Mahomet-Seymour Junior High School will be clearly marked for STAFF PARKING ONLY, NO STUDENT PARKING, VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE. Every effort shall be made to keep said lots accessible during adverse weather conditions.

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~~ **T**he 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 14.9 – ADMINISTRATOR AVAILABILITY: For the safety and security of all students and staff, at least one building administrator (either Principal or Assistant Principal) should be physically present in each building at all times during student attendance, parent-teacher conferences, and open house. In the event that neither building administrator can be present, a certified staff member may be asked to serve as an acting administrator and will receive additional compensation of $50 for up to half a day and $100 for a full day unless the teacher is receiving credit as a part of an advanced degree program, otherwise receives a stipend for administrative duties or is serving as the building administrator as part of a job description. The District will endeavor to minimize any disruptions and to notify staff in advance of any such absences.

ARTICLE XV - RELEASED TIME AND WORKSHOPS

Section 15.1 – TEACHER INSTITUTE DAYS: The MSEA and Board agree to hold 4 full Teacher Institute days per school year for the duration of this contract. Institute days will be from 8:00 am to 2:00 pm with an hour designated within that time range for a duty-free lunch. Professional Development on teacher institute days will be planned with teacher input considered.

Section 15.2 - RELEASED TIME FOR SPECIAL EDUCATION PURPOSES: A teacher may apply for released time to be used for observation and consultation purposes which involves the educational program of a student. Approval of released time will be considered and approved on an individual basis by the building principal.

Section 15.3 - RELEASED TIME FOR ASSOCIATION PRESIDENT: The Association President shall be granted twelve (12) half days of released time (taken in 1/2 or full day increments) per school year for Association business relative to in-District matters at no loss of salary, fringe benefits, or seniority.

ARTICLE XVI - LEAVES

Section 16.1 - SICK LEAVE: Each bargaining unit member shall be entitled to a total of sixteen (16 sick leave days with full pay per school term. Such sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, pregnancy and pregnancy-related disabilities, quarantine at home, or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parent-in- law, brothers-in-law, sisters-in-law, and legal guardians. After three (3 continuous days a physician's statement may be requested by the Board.

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 per academic year of personal leave for their per diem salary and insurance cost, 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.

16.4 - SABBATICAL LEAVE: A sabbatical leave may be granted after an Employee has five (5 or more years of continuous full-time service in the District.

A. Granting a leave of absence will be made on an individual basis and in no way will establish a precedent for granting of future leaves. Request for sabbatical must be approved by the building principal and superintendent prior to Board of Education consideration.

B. The leave shall be for a maximum of up to one (1) year without pay.

C. An employee, on Board approved leave of absence, will be permitted to retain his/her current insurance coverage. The premium for insurance coverage will be paid in full by the employee.

D. A request for sabbatical leave, for the following school year, shall be submitted in writing to the Board no later than May 1 of the current school year. The Employee on leave shall also notify the Board in writing by February 1 of the leave year of his/her intent to return to the District for the next school year. If the Employee does not intend to return, the notification to the Board shall be made in the form of a written resignation.

E. An employee granted a leave of absence shall be reinstated to the position held at the time the leave was requested, provided this position still exists. If eliminated, the RIF provisions in this agreement apply.

Section 16.5 - PARENTAL LEAVE:

A. Eligible employees on parental leave shall be able to use sick leave benefits as outlined in the Family Medical Leave Act (FMLA). Employees are responsible for writing lessons for the first two weeks of their leave when circumstances make that a reasonable expectation.

B. FMLA will be on a rolling 12-month calendar.

C. Tenured teachers and support staff wishing to extend a leave beyond the time periods outlined in FMLA shall be eligible for parental leave without pay subject to the following guidelines.

1. The eligible employee shall be granted parental leave for a period not to exceed one (1) semester in a rolling calendar year. However, the return from parental leave will align with the beginning of the year or beginning of a semester pending staff scheduling.

2. Application for such leave shall be made in writing to the immediate supervisor at least ninety (90) days prior to the commencement of the leave.

3. If the parental leave is as a result of the eligible employee becoming a parent, parental leave shall be granted upon satisfactory notification to the Assistant Superintendent of the following:

   a. The date the child is expected to be received, or the projected date of the child's birth. The adoptive child is eight (8) years of age or under.

4. Accrual of seniority and advancement on the salary schedule during the term of a parental leave shall be pursuant to applicable provisions of this Agreement.

5. Eligibility for fringe benefits during the term of a parental leave shall be the same as if the employee were on an unpaid leave of absence as provided for in Section 16.4 of this Agreement.

6. Eligible employees on parental leave shall not be able to use sick leave benefits during the term of such leave.

7. An employee on parental leave shall provide notification to the immediate supervisor ninety (90) days prior to the ending date of such leave of the employee's intent to return to work. Failure to provide such notification of intent to return shall be considered equivalent to a resignation.

8. An employee on a parental leave shall be reinstated, at the end of the leave, to the position held at the time the leave commenced, unless the position has been eliminated, in which case the Reduction in Force provisions of this Agreement shall apply.

9. Upon returning from a parental leave, the employee shall not be eligible for another such leave until the employee has returned to full-time employment for at least one (1) school year.

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D. A teacher or support staff employee shall be eligible for a parental leave for a period not to exceed ninety (90) work days. For all purposes, such leave shall be treated as a leave of absence without pay pursuant to Section 16.4 of this Agreement.

Section 16.6 - MILITARY LEAVE: The contractual continued service status of a bargaining unit member shall not be affected by virtue of his/her induction or enlistment for military duty in any branch of the armed forces of the United States.

A. Bargaining unit members who are inducted into the military service of the United States shall be granted leave without pay. Such leave shall not exceed two (2) years.

B. For purposes of this Section, years of military service shall be equivalent to two (2) years of experience for advancement on the salary schedule.

C. A bargaining unit member must notify the Board of the date of his/her separation from service not later than thirty (30) days from said date.

D. If a bargaining unit member is called to service during the school year, the Board shall grant him/her a fifteen (15) day leave of absence just prior to his/her entering the service at full pay.

Section 16.7 - PROFESSIONAL LEAVE: 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, will be paid for one meeting per year for a teacher or aide for meetings 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. Teachers and teacher aides will submit a written request to their principal for permission to attend meetings pertaining to their teaching area. The Board of Education, through the Assistant Superintendent shall make final approval. Grant funding may allow individual staff the opportunity to exceed these expenses. This day, if unused, shall not accumulate from year to year.

- SPONSOR COACH LEAVE: One day per coach/sponsor may be granted in the event that a District sponsor or coach desires to attend a regional, state or national conference or other training pertinent to their assignment, without loss of salary. Coaches/Sponsors will submit a written request to their principal/athletic director for permission to attend meetings pertaining to their sport, club or activity. This day, if unused, shall not accumulate from year to year.

Section 16.8 - ASSOCIATION LEAVE: In the event that the Association desires to send representatives to regional, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the District for the cost of substitute(s). Association leave shall not conflict with Parent/Teacher Conferences or the first and last days of the school year. Appropriate MSEA and Unit forms are to be processed.

Section 16.9 - JURY DUTY: The school district recognizes the duty of each individual employee to participate in his/her civic responsibility. If an employee is summoned for jury duty, the school district will grant a leave with full pay and benefits to the employee while serving jury duty. An employee will be expected to report to work on days when he/she is released from jury duty. The employee will turn over monies received for serving on jury duty during work days to the school district. This does not include allowance received for transportation. Failure to reimburse the school district for the above will result in a deduction in the employee's salary equal to the amount received for such jury duty.

Section 16.10 - SUBPOENA: Except in cases where the bargaining unit member is a party found at fault, bargaining unit members who are subpoenaed shall suffer no loss in salary or benefits due to their absence from the District.

Section 16.11 - SICK LEAVE BANK: The District will establish ~~three~~ **two** ~~(3)~~ **(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 hired prior to the 2018-2019 school year 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.

Each new full-time hire as of the 2018-2019 school year will have an additional sick leave day donated by the employer on their behalf to the sick leave bank and will therefore have the right to apply to the sick leave bank as prescribed by this agreement. All days contributed to the Sick Leave Bank are non-refundable.

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.

ARTICLE XVII - EMPLOYEE DISCIPLINE/PROTECTION

Section 17.1 - COMPLAINTS AGAINST BARGAINING UNIT MEMBERS: The following procedures shall be followed in the investigation of a written complaint against a bargaining unit member at the school or on school grounds.

A. The bargaining unit member shall have the right to representation in any meeting with the Board or administration in the investigation of the complaint by the District.

B. To the extent that the administration is aware of any complaint, the bargaining unit member shall be notified within three (3) week days of any complaint filed, and be notified by the immediate supervisor of the bargaining unit member's right to representation. In the event a complaint is filed against a bargaining unit member, the District shall cooperate with the employee's representatives in the investigation of the

complaint. Suspension or discipline of a bargaining unit member as a result of a complaint filed against the employee shall be for reasonable cause and preceded by:

1. Honoring of the employee's statutory rights under the Abused and Neglected Child Reporting Act, the Illinois School Code, and the Illinois Educational Labor Relations Act.

2. Compliance with the employee's contractual rights pursuant to this provision and other applicable provisions of the Agreement.

C. With respect to a written complaint filed by a member of the public regarding a teacher's performance of his/her duties, the District shall notify the teacher of the complaint rendered in writing within three (3) week days and furnish him/her a copy of it.

Section 17.2 - EMPLOYEE DISCIPLINE:

A. No employee shall be disciplined except for reasonable cause. Disciplinary action shall be progressive and defined as verbal warning, written reprimands, suspension, or demotion of any bargaining unit member, or the dismissal of support staff employees. In situations that require urgent response due to the severity of the infraction the parties agree that the progressive discipline process is an insufficient response.

B. Suspension of an employee for a period of longer than (10) days with pay or five (5) days without pay, shall be preceded by a hearing before the Board of Education and the action passed by a majority vote of the Board.

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.

ARTICLE XIX - EVALUATION - SUPPORT STAFF

Section 19.1 - Support staff employees shall be evaluated at least once during the employee's first year of employment and minimally once every other year thereafter by an administrator.

Section 19.2 - Formal evaluation shall be in writing. A copy of the written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5 working days following the completion of the evaluation. If the employee wishes, he/she may respond in writing to the evaluation and have the response attached to the evaluation for placement in the employee's personnel file.

ARTICLE XX - INTERNAL PROMOTIONS

The Board declares its support of a policy regarding the filling of vacancies, including vacancies in promotional positions, from its present staff. These positions shall be posted in accordance with Article 9.2

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ARTICLE XXI - SCHOOL CALENDAR/EMPLOYEE WORK YEAR

Section 21.1 - TEACHER WORK YEAR:

A. The parties agree that the school year calendar shall consist of 185 days which shall include 176 student attendance days, four (4) institute days and five (5) emergency days. Unused emergency days shall not become work days. The work year for teachers shall not exceed 180 days which shall include the four (4) workshop days.

B. Whenever possible, an e-learning day will be considered before an emergency day. On an e-learning day, the instructional day will start at 9:00 a.m. Teachers will have planning from 8:00-9:00 a.m.

C. Extended contracts for teachers beyond the regular work year, except for summer school contracts, shall be additionally compensated on the basis of 1/180th of the teacher's regularly scheduled salary.

Section 21.2 - SUPPORT STAFF WORK YEAR:

A. The parties agree that the work year for support staff shall coincide with teacher attendance days as set forth in the school year calendar. The work year shall consist of no more than 180 workdays.

B. Support staff employees required to work more than 180 days, shall be compensated an additional 1/180th of their regularly scheduled salary for each day beyond the regular work year.

ARTICLE XXII - PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

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.

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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.

B. SUPPORT STAFF - Support staff shall be given full credit for previous PK-12 public or private accredited school experience, in the classification in which they are employed or a position reasonably related, gained outside the District. Service will only be credited for full-time work. Twelve months of combined partial years will equal one 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. Staff 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.

Educational support staff employed during the school term by MSCUSD#3 shall be given a full year credit for their first year in succeeding years, provided they are employed prior to the beginning of the second semester. Fractions of years of service gained outside the District shall not be counted in computing initial salary schedule placement.

C. Where applicable, because of state law requiring certification as a teacher aide and study hall supervisor, full credit for degree/hours earned will be given to support staff for initial placement.

D. Support staff employees subsequently employed as certificated personnel in teaching positions in the district, shall be given full credit for years of experience in teaching outside the district, as well as degree/hours earned for initial placement on the teacher salary schedule.

~~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 22.2 - SALARY SCHEDULE:

A. TEACHERS - The salary schedule for teachers shall be set forth and incorporated into this Agreement as Appendix A.

B. SUPPORT STAFF - The salary schedule for support staff shall be set forth and incorporated into this Agreement as Appendix B.

Section 22.3 - EXTRA DUTY PAY: Extra pay shall be set forth and incorporated into this Agreement as Appendix C.

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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: $1030/month and the District contributes $1000 to an HRA. (Effective January 1, 2027)**
- **2027-2028: $1060/month, and the District contributes $1000 to an HRA. (Effective January 1, 2028)**
- **2028-2029: $1090/month, and the District contributes $1000 to an HRA. (Effective January 1, 2029)**
- **2029-2030: $1120/month, and the District contributes $1000 to an HRA. (Effective January 1, 2030)**

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.

B. Employees may participate in a dependent care reimbursement account plan. This flexible benefit account will be made available annually. Dependent care expenses will be reimbursed at a maximum of $5,000 unless the employee is married and files separate tax returns which, in that case, sets the maximum of $2,500. Administrative expenses shall be borne by participants.

C. These programs are offered by the District for employees, the District does not make any assertion as to the tax consequences related to these programs. Employees are advised that employees should consult their CPA/tax advisor regarding any personal tax related consequences. If Federal or State laws change regarding the compliance related to these programs, the District shall modify to comply with the new requirements.

D. 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.

E. **HIGH DEDUCTIBLE HEALTH PLAN WITH HEALTH SAVINGS ACCOUNT**

1. **The parties, via the District's Joint Health Insurance Committee, have agreed that one group health insurance plan option to be offered to bargaining unit members will be a high-deductible health plan with a health savings account. This new plan option will be offered to bargaining unit members, starting January 1, 2026.**

2. **For any bargaining unit member enrolled in the high-deductible health plan with a health savings account, the Board of Education will contribute $250 per fiscal quarter (i.e., up to $1,000 per calendar year) to the member's health savings account. If a bargaining unit member subsequently enrolls in a different group health insurance plan option or separates (voluntarily or involuntarily) from employment with the District, this quarterly contribution will immediately end; meaning, such member may not receive $1,000 during the calendar year.**

3. **This non-elective, employer contribution will be made pursuant to and in accordance with all applicable IRS (including, but not limited to, Section 125), TRS, and/or IMRF rules and regulations. Bargaining unit members will not have the right to receive cash or other taxable benefits in lieu of such non-elective, employer contribution.**

Section 22.5 - PAYROLL PROCEDURES:

A. PAY ISSUED: Pay shall be issued by direct deposit semi-monthly on a 12-month basis. Payroll vouchers shall be sent electronically to designated employee e-mail address.

B. PAY PERIOD: If a regular pay date during the school term falls on a day when school is not in session, employees shall be paid on the last day of the school session. During the summer months, employees shall be paid on the regular pay date.

C. ASSOCIATION DUES DEDUCTION: Payroll deductions for Association, Illinois Education Association, and National Education Association dues shall be made on authorization forms supplied by the Association. The dues shall be deducted over 17 pay periods beginning with the second payroll in September. Forms must be submitted five (5) working days prior to the end of the particular pay period; otherwise the deductions will be made in the next pay period.

D. CREDIT UNION DEDUCTIONS: Payroll deductions for the Champaign County School Employees' Credit Union shall be made upon written request of the employee. The amount of credit union deduction may be changed at any time at the written request of the employee.

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

A. VERTICAL MOVEMENT: Each bargaining unit member, subsequent to his/her initial placement on the appropriate salary schedule, shall move vertically on the schedule based upon his/her years of experience in the District. Each bargaining unit member employed equal to or greater than one-half (1/2) time in the District shall receive one (1) full year's credit for vertical movement on the salary schedule for each year of service. Bargaining unit members employed less than one-half (1/2) time in the District shall receive one (1) full year's credit for each two (2) years of service.

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.

Any courses approved for horizontal movement prior to or on June 30th 2026 will be honored if and when the law deems them eligible

C. Degree/hours earned from the above procedure shall be used, subsequent to initial placement, pursuant to Section 22.1 to determine advancement to advanced lanes on the appropriate salary schedule. Advancement upon completion of the required number of hours/degree earned shall occur at the beginning of the next school year after proper verification of completion is provided to the Superintendent, at which point the employee will be compensated at that rate thereafter. Employees in longevity who earn additional approved education will be compensated accordingly provided that no teacher who is within four years of being eligible for regular retirement under the Illinois Pension Code shall receive in excess of 6% aggregate annual increase in TRS creditable earnings.

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 22.8: Effective with the 2014-2015 school year, the Board agrees to pay TRS 9.4% plus multiplier in addition to salary; employer will also pay 1.02% of the employee required contribution to THIS. Should any law be enacted by the State of Illinois during the length of this contract to reduce these amounts, the savings will be split equally between the district and the employee.

Section 22.9 – EXTENDED CONTRACTS:

A. Extended Contracts/Guidance Counselors: Extended contracts to a maximum of 13 days per counselor will be granted to all high school guidance counselors, to be paid at 1/180th of that counselor's contract for each day worked. Counselors will be notified of any change in the extended contract for the upcoming school year by May 1st of the current school year.

B. Extended Contracts/Librarians: Extended contracts to a maximum of 5 days will be granted for librarians and library aides, provided that the libraries are open for student use during all pupil attendance days during the school year, to be paid at 1/180th of that librarian's or library aide's contract for each day worked.

C. Extended Contracts/Instructional Coaches: Extended contracts to a maximum of 10 days per instructional coach may be granted by the Director of Instruction to all instructional coaches, to be paid at 1/180th of the instructional coaches contract for each day worked. Instructional coaches will be notified of any change in the extended contract by May 1st of the current school year.

D. Extended Contracts/Psychologists: Extended contracts to a maximum of 5 days will be granted to all school psychologists, to be paid at 1/180th of that psychologist's contract for each day worked. Psychologists will be notified of any change in the extended contract for the upcoming school year by May 1st of the current school year.

Section 22.10 – PARAPROFESSIONAL ADDITIONAL COMPENSATION: If a situation arises that a paraprofessional cannot finish their required duties during contact hours, the paraprofessional will turn in a time card with prior approval from the principal and in consultation with the case manager for the additional time.

ARTICLE XXIII - RETIREMENT AND RELATED PROVISIONS

Section 23.1 - RETIREE INSURANCE: The Board will make available group health and hospitalization insurance, with premiums to be paid by the insured retirees who meet the following criteria:

A. Retired on or after January 1, 1982;

B. Completed at least ten (10) years of service in Community Unit School District #3;

C. Attained the age of fifty-five (55) years or over;

D. Retired under the Teachers" Retirement System of the State of Illinois pension plan.

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Section 23.2 - Upon the death of an employee covered by this Agreement the District shall pay to the appointed legal representative of said deceased employee, or if none has been appointed, to the deceased's surviving spouse, the sum of one hundred fifty dollars ($150.00) per day for each day of sick leave accumulated by said deceased employee up to 100 days. This payment shall be in addition to any benefit herein provided for and shall be made by the District as soon as possible but in no event later than 90 days after the date of death.

Section 23.3 - RETIREMENT INCENTIVE FOR TRS BARGAINING UNIT MEMBERS:

A. Retirement Incentive Benefit Plan. The Board shall recognize the service of full-time teachers who have rendered at least ten (10) years of creditable service to District 3 immediately preceding retirement, and who are eligible to receive regular retirement pension benefits through the Teachers' Retirement System of the State of Illinois.

B. Eligibility and Notice

1. To be eligible the teacher must have served satisfactorily in the District for a minimum of ten (10) years immediately preceding his or her retirement.

2. The teacher shall provide written 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 the first day of February of their final year of active service. The Board shall approve the request and notify the teacher 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 teacher'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 employee must be responsible for communicating with TRS 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.)

5. Incentive will be up to 4 years of:

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

6. Employee can choose 4, 3, 2, or 1 year incentive that aligns with their eligibility date.

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.**

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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).

D. Continuation of Plan. The Board reserves the right to review and modify or terminate the foregoing Regular Retirement benefits upon the expiration of this Agreement subject to the requirement of the Illinois Educational Labor Relations Act and to deny the foregoing benefits to those who theretofore have not applied for regular retirement in that this provision creates no vested right to benefits.

E. New Legislation. If, during the term of this contract, any law is enacted that results in a greater cost to the Board for a teacher to retire (including costs imposed by a legislatively-enacted early retirement program) than the cost in effect as of the date this contract is entered into, this Article shall become null and void. The parties may, at either's written request served on the other within thirty (30) calendar days of the effective date of such legislation, re-negotiate a retirement incentive. The parties agree that this does not apply to legislation which establishes a "2.2% flat rate formula for teachers" under the Illinois Pension Code.

F. Miscellaneous. The current window to apply during each year of the contract stays at February 1 – January 31. Any eligible staff member may apply during this full year window.

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.**
   Incentives will be up to 4 years of:

   - Year Four = 6%
   - Year Three = 6%

- Year Two = 6%
- Year One = 6%

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

Section 23.5 – RETIREMENT PAYOUT: Any sick days remaining after contributions to TRS or IMRF shall be paid at $60/day up to a maximum of one-hundred (100) days upon retirement.

ARTICLE XXIV - PERSONNEL FILES

A. Only one (1) official file will be maintained. No evaluative materials shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any material evaluative in nature which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may not be added to the file. Any materials not contained in the employee's personnel file may not be used to evaluate or discipline the employee in any manner.

B. The employee shall submit a written request to inspect his/her personnel records to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall provide the employee the opportunity for inspection of the requested records within two (2) working days after the request. If such deadline cannot reasonably be met, the Board shall have one additional day to comply.

C. The employee shall inspect the personnel record at the District administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or the Superintendent's designee.

D. Inspection of personnel records shall be conducted under the supervision of an administrative staff member. A representative of the Association, at the employee's request, may accompany the employee in this review.

E. The employee may copy material maintained in his/her personnel record.

F. Should the employee be unable to inspect his/her personnel records in person, the District shall mail a copy of the requested record upon written request.

G. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the employee's file.

H. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.

I. Unit #3 may not divulge to third parties any disciplinary reports, letters of reprimand, or evidence of other disciplinary action that are more than four years old unless Unit #3 is ordered to do so by a judge in a legal action or arbitration. Further, such disciplinary reports that are less than four years old may be divulged only when written notice is sent by first-class mail to the employee on or before the day when the information is disclosed. There are a few exceptions to this written notice requirement. Records of disciplinary actions that are less than four years old may be divulged to third parties without written notice if:

1. The employee has signed an employment application with another employer waiving written notice; or

2. The disclosure is ordered to a party in a legal action or arbitration; or

3. Disclosure is requested by a government agency involved in a claim or a complaint by an employee or a criminal investigation.

J. At the time of inspection, the employee and administrative staff member shall record on a checklist the items that the employee's personnel record contains upon that date. This checklist will be dated and signed by both the employee and the administrative staff member and remain in the file. Within thirty (30) days following the date any material of a non-routine nature is entered into the employee's personnel file, the employee shall be notified of such inclusion and shall have the right to respond, with such response being attached to the file.

K. The Board has policies and rules and regulations which elaborate on the management of personnel files consistent with state law. These policies and rules and regulations will not conflict with this Article.

ARTICLE XXV - EFFECT OF AGREEMENT

Section 25.1 - The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in

an amendment hereto. However, the Board shall be required to bargain collectively with regard to policy matters directly affecting wages, hours and terms and conditions of employment as well as the impact thereon upon request by the Association.

Section 25.2 - The Agreement shall not be modified in whole or in part by the parties except by amendment in writing duly executed by both parties.

Section 25.3 - The appropriate terms and conditions of this Agreement shall be reflected in individual contracts.

Section 25.4 - Should any Article, Section or Clause of this Agreement be declared illegal or modified by court of competent jurisdiction or by state or federal statutory change said Article, Section, or Clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or Clause.

A. Until all appeals are exhausted with respect to the legality, validity or enforceability of such provision, the provision shall remain in full force and effect.

B. Within ten (10) days of such final determination, the parties shall meet to renegotiate the terms and conditions affected.

C. In any event should the affected provision subsequently become legal, valid or otherwise enforceable, it shall remain a part of this Agreement unless the parties agree otherwise.

ARTICLE XXVI - NO STRIKE

The Association will not call for, engage in or encourage any strike action during the duration of this Agreement.

DRAFT

ARTICLE XXVII - DURATION

This Agreement shall be effective on July 1, 2026 and shall continue in effect until 11:59 p.m. June 30, 2030

The individuals whose names appear below, representing the Mahomet-Seymour Education Association and the Board of Education, have contributed their best efforts to the development of this Agreement:

For the Board:	**For the Association:**

DRAFT

IN WITNESS THEREOF:

FOR THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 3:

_____
President

_____

Secretary

FOR THE MAHOMET-SEYMOUR EDUCATION ASSOCIATION:

_____
President

_____
Secretary

ATTESTED TO:

Superintendent of Schools	Date

DRAFT

APPENDIX A
TEACHER SALARY SCHEDULE 2026-2027

2026-2027 W/O TRS
2026-2027 W/ TRS

	BA	BA + 16	BA + 32	MA	MA + 16	MA + 30	MA + 45	MA + 60	MA + 75	MA + 90
Year 1 w/o TRS	$44,484	$45,586	$46,245	$46,686	$47,786	$48,889	$49,991	$51,091	$52,194	$53,297
Year 1 w/ TRS	$48,883	$50,095	$50,819	$51,304	$52,512	$53,724	$54,935	$56,144	$57,356	$58,568
Year 2 w/o TRS	$44,696	$45,804	$46,467	$46,910	$48,014	$49,123	$50,230	$51,336	$52,443	$53,552
Year 2 w/ TRS	$49,117	$50,334	$51,062	$51,549	$52,763	$53,982	$55,198	$56,413	$57,630	$58,848
Year 3 w/o TRS	$44,911	$46,025	$46,690	$47,135	$48,245	$49,359	$50,471	$51,582	$52,695	$53,809
Year 3 w/ TRS	$49,352	$50,577	$51,308	$51,796	$53,017	$54,241	$55,463	$56,684	$57,907	$59,131
Year 4 w/o TRS	$45,127	$46,245	$46,915	$47,361	$48,477	$49,597	$50,714	$51,830	$52,948	$54,068
Year 4 w/ TRS	$49,590	$50,819	$51,555	$52,045	$53,272	$54,502	$55,730	$56,956	$58,185	$59,415
Year 5 w/o TRS	$45,387	$46,513	$47,186	$47,634	$48,757	$49,883	$51,007	$52,129	$53,254	$54,381
Year 5 w/ TRS	$49,876	$51,113	$51,853	$52,345	$53,579	$54,817	$56,052	$57,285	$58,521	$59,759
Year 6 w/o TRS	$45,649	$46,781	$47,458	$47,909	$49,038	$50,171	$51,301	$52,493	$53,562	$54,693
Year 6 w/ TRS	$50,163	$51,407	$52,152	$52,648	$53,888	$55,133	$56,375	$57,684	$58,859	$60,103
Year 7 w/o TRS	$47,073	$48,316	$49,039	$49,555	$50,859	$52,028	$53,198	$54,408	$55,578	$56,949
Year 7 w/ TRS	$51,728	$53,094	$53,889	$54,456	$55,889	$57,173	$58,460	$59,789	$61,074	$62,581
Year 8 w/o TRS	$48,458	$49,812	$50,602	$51,182	$52,639	$53,847	$55,059	$56,347	$57,558	$59,162
Year 8 w/ TRS	$53,250	$54,738	$55,606	$56,244	$57,845	$59,173	$60,504	$61,920	$63,250	$65,013
Year 9 w/o TRS	$49,807	$51,273	$52,146	$52,787	$54,383	$55,632	$56,882	$58,249	$59,498	$61,341
Year 9 w/ TRS	$54,733	$56,343	$57,303	$58,007	$59,761	$61,134	$62,507	$64,010	$65,383	$67,408
Year 10 w/o TRS	$51,119	$52,693	$53,672	$54,376	$56,090	$57,378	$58,670	$60,115	$61,402	$63,484
Year 10 w/ TRS	$56,175	$57,905	$58,980	$59,754	$61,637	$63,053	$64,472	$66,060	$67,475	$69,763
Year 11 w/o TRS	$52,393	$54,078	$55,179	$55,946	$57,761	$59,087	$60,418	$61,942	$63,269	$65,587
Year 11 w/ TRS	$57,575	$59,427	$60,636	$61,479	$63,473	$64,930	$66,393	$68,068	$69,526	$72,074
Year 12 w/o TRS	$53,631	$55,426	$56,666	$57,498	$59,392	$60,758	$62,129	$63,732	$65,099	$67,655
Year 12 w/ TRS	$58,935	$60,908	$62,271	$63,185	$65,266	$66,767	$68,273	$70,035	$71,537	$74,346
Year 13 w/o TRS	$54,829	$56,736	$58,137	$59,031	$60,985	$62,394	$63,801	$65,485	$66,892	$69,684
Year 13 w/ TRS	$60,252	$62,347	$63,887	$64,869	$67,017	$68,565	$70,111	$71,962	$73,508	$76,576
Year 14 w/o TRS	$55,993	$58,198	$59,586	$60,545	$62,543	$63,991	$65,440	$67,201	$68,648	$71,677
Year 14 w/ TRS	$61,531	$63,954	$65,480	$66,533	$68,729	$70,320	$71,912	$73,847	$75,437	$78,766
Year 15 w/o TRS	$57,118	$59,246	$61,020	$62,040	$64,066	$65,550	$67,039	$68,879	$70,367	$73,631
Year 15 w/ TRS	$62,767	$65,106	$67,055	$68,176	$70,402	$72,033	$73,670	$75,691	$77,326	$80,913
Year 16 w/o TRS	$58,207	$60,446	$62,433	$63,518	$65,548	$67,074	$68,603	$70,521	$72,046	$75,550
Year 16 w/ TRS	$63,963	$66,425	$68,608	$69,800	$72,031	$73,708	$75,388	$77,496	$79,171	$83,022
Year 17 w/o TRS	$59,257	$61,607	$63,827	$64,975	$66,995	$68,561	$70,126	$72,127	$73,691	$77,432
Year 17 w/ TRS	$65,117	$67,700	$70,140	$71,401	$73,621	$75,342	$77,062	$79,260	$80,979	$85,090
Year 18 w/o TRS	$60,269	$62,731	$65,205	$66,417	$68,404	$70,008	$71,615	$73,692	$75,297	$79,276
Year 18 w/ TRS	$66,230	$68,935	$71,654	$72,985	$75,170	$76,932	$78,698	$80,980	$82,743	$87,117
Year 19 w/o TRS	$61,248	$63,818	$66,563	$67,836	$69,776	$71,419	$73,066	$75,223	$76,867	$81,083
Year 19 w/ TRS	$67,305	$70,130	$73,146	$74,545	$76,677	$78,482	$80,293	$82,663	$84,470	$89,102
Year 20 w/o TRS	$62,187	$64,868	$67,901	$69,239	$71,109	$72,794	$74,481	$76,715	$78,399	$82,852
Year 20 w/ TRS	$68,338	$71,283	$74,617	$76,087	$78,142	$79,994	$81,847	$84,302	$86,153	$91,047
Year 21 w/o TRS	$63,089	$65,882	$69,223	$70,623	$72,407	$74,132	$75,855	$78,171	$79,895	$84,584
Year 21 w/ TRS	$69,329	$72,398	$76,070	$77,608	$79,568	$81,464	$83,357	$85,903	$87,796	$92,949
Year 22 w/o TRS	$63,953	$66,858	$70,525	$71,988	$73,668	$75,431	$77,195	$79,589	$81,353	$86,280
Year 22 w/ TRS	$70,278	$73,470	$77,500	$79,108	$80,954	$82,891	$84,830	$87,460	$89,399	$94,813
Year 23 w/o TRS	$64,781	$67,795	$71,808	$73,336	$74,890	$76,693	$78,496	$80,892	$82,764	$87,939
Year 23 w/ TRS	$71,188	$74,500	$78,910	$80,589	$82,297	$84,278	$86,259	$88,892	$90,950	$96,636
Year 24 w/o TRS	$65,533	$68,665	$72,718	$74,561	$76,315	$78,196	$80,039	$82,472	$84,433	$89,360
Year 24 w/ TRS	$72,014	$75,456	$79,910	$81,935	$83,863	$85,929	$87,955	$90,629	$92,783	$98,198
Year 25 w/o TRS	$66,283	$69,534	$73,625	$75,787	$77,738	$79,698	$81,581	$84,054	$86,092	$90,784
Year 25 w/ TRS	$72,839	$76,411	$80,907	$83,282	$85,426	$87,580	$89,649	$92,367	$94,606	$99,763
Year 26+ w/o TRS	$67,034	$70,404	$74,536	$77,011	$79,161	$81,201	$83,121	$85,636	$87,753	$92,206
Year 26+ w/ TRS	$73,664	$77,367	$81,908	$84,628	$86,990	$89,232	$91,342	$94,105	$96,432	$101,325

Note: If a teacher already resides in Year 26+, they will receive an increase of 5.00% over the prior year's salary.

APPENDIX A

TEACHER SALARY SCHEDULE 2027-2028

2027-2028 W/O TRS
2027-2028 W/ TRS

	BA	BA + 16	BA + 32	MA	MA + 16	MA + 30	MA + 45	MA + 60	MA + 75	MA + 90
Year 1 w/o TRS	$46,485	$47,637	$48,326	$48,787	$49,936	$51,089	$52,240	$53,390	$54,542	$55,695
Year 1 w/ TRS	$51,083	$52,349	$53,106	$53,612	$54,875	$56,142	$57,407	$58,671	$59,937	$61,204
Year 2 w/o TRS	$46,708	$47,865	$48,558	$49,021	$50,175	$51,334	$52,490	$53,646	$54,803	$55,962
Year 2 w/ TRS	$51,327	$52,599	$53,360	$53,869	$55,137	$56,411	$57,682	$58,951	$60,223	$61,497
Year 3 w/o TRS	$46,931	$48,094	$48,790	$49,255	$50,415	$51,579	$52,741	$53,902	$55,065	$56,230
Year 3 w/ TRS	$51,573	$52,851	$53,615	$54,127	$55,401	$56,681	$57,958	$59,233	$60,511	$61,791
Year 4 w/o TRS	$47,156	$48,326	$49,025	$49,491	$50,658	$51,827	$52,995	$54,161	$55,330	$56,500
Year 4 w/ TRS	$51,820	$53,105	$53,873	$54,386	$55,668	$56,953	$58,236	$59,518	$60,802	$62,088
Year 5 w/o TRS	$47,383	$48,557	$49,261	$49,729	$50,901	$52,077	$53,250	$54,422	$55,596	$56,771
Year 5 w/ TRS	$52,069	$53,360	$54,133	$54,648	$55,936	$57,227	$58,516	$59,804	$61,094	$62,386
Year 6 w/o TRS	$47,657	$48,839	$49,545	$50,016	$51,195	$52,378	$53,557	$54,736	$55,917	$57,100
Year 6 w/ TRS	$52,370	$53,669	$54,445	$54,963	$56,258	$57,558	$58,854	$60,149	$61,447	$62,747
Year 7 w/o TRS	$47,931	$49,120	$49,831	$50,305	$51,490	$52,680	$53,866	$55,117	$56,240	$57,428
Year 7 w/ TRS	$52,672	$53,978	$54,759	$55,280	$56,582	$57,890	$59,193	$60,568	$61,802	$63,108
Year 8 w/o TRS	$49,426	$50,732	$51,491	$52,032	$53,402	$54,629	$55,858	$57,128	$58,356	$59,796
Year 8 w/ TRS	$54,314	$55,749	$56,584	$57,179	$58,683	$60,032	$61,383	$62,778	$64,128	$65,710
Year 9 w/o TRS	$50,880	$52,303	$53,132	$53,741	$55,271	$56,540	$57,812	$59,165	$60,436	$62,120
Year 9 w/ TRS	$55,912	$57,475	$58,386	$59,056	$60,737	$62,131	$63,529	$65,016	$66,413	$68,264
Year 10 w/o TRS	$52,297	$53,836	$54,753	$55,426	$57,102	$58,414	$59,726	$61,161	$62,473	$64,408
Year 10 w/ TRS	$57,469	$59,161	$60,169	$60,908	$62,749	$64,191	$65,633	$67,210	$68,652	$70,778
Year 11 w/o TRS	$53,675	$55,328	$56,355	$57,095	$58,894	$60,247	$61,603	$63,120	$64,472	$66,658
Year 11 w/ TRS	$58,984	$60,800	$61,929	$62,742	$64,719	$66,206	$67,696	$69,363	$70,848	$73,251
Year 12 w/o TRS	$55,013	$56,782	$57,937	$58,743	$60,649	$62,041	$63,439	$65,039	$66,432	$68,867
Year 12 w/ TRS	$60,453	$62,398	$63,668	$64,553	$66,647	$68,177	$69,713	$71,471	$73,002	$75,678
Year 13 w/o TRS	$56,312	$58,198	$59,500	$60,373	$62,362	$63,796	$65,235	$66,918	$68,354	$71,037
Year 13 w/ TRS	$61,882	$63,953	$65,384	$66,344	$68,529	$70,106	$71,687	$73,537	$75,114	$78,063
Year 14 w/o TRS	$57,570	$59,572	$61,044	$61,983	$64,034	$65,514	$66,991	$68,760	$70,237	$73,169
Year 14 w/ TRS	$63,264	$65,464	$67,082	$68,113	$70,367	$71,993	$73,617	$75,560	$77,183	$80,405
Year 15 w/o TRS	$58,793	$61,108	$62,566	$63,572	$65,670	$67,191	$68,712	$70,561	$72,080	$75,261
Year 15 w/ TRS	$64,608	$67,152	$68,754	$69,860	$72,165	$73,836	$75,508	$77,540	$79,209	$82,704
Year 16 w/o TRS	$59,974	$62,209	$64,071	$65,142	$67,269	$68,828	$70,391	$72,323	$73,885	$77,313
Year 16 w/ TRS	$65,905	$68,361	$70,407	$71,585	$73,922	$75,635	$77,353	$79,476	$81,192	$84,959
Year 17 w/o TRS	$61,117	$63,469	$65,555	$66,694	$68,826	$70,428	$72,033	$74,047	$75,648	$79,327
Year 17 w/ TRS	$67,162	$69,746	$72,038	$73,290	$75,633	$77,393	$79,157	$81,371	$83,130	$87,173
Year 18 w/o TRS	$62,220	$64,687	$67,019	$68,224	$70,345	$71,989	$73,633	$75,733	$77,376	$81,304
Year 18 w/ TRS	$68,373	$71,085	$73,647	$74,971	$77,302	$79,109	$80,915	$83,223	$85,028	$89,345
Year 19 w/o TRS	$63,282	$65,868	$68,465	$69,738	$71,825	$73,508	$75,196	$77,377	$79,061	$83,240
Year 19 w/ TRS	$69,541	$72,382	$75,237	$76,635	$78,928	$80,778	$82,633	$85,029	$86,881	$91,472
Year 20 w/o TRS	$64,310	$67,009	$69,891	$71,228	$73,264	$74,990	$76,720	$78,984	$80,711	$85,137
Year 20 w/ TRS	$70,670	$73,636	$76,803	$78,273	$80,510	$82,406	$84,307	$86,796	$88,693	$93,557
Year 21 w/o TRS	$65,297	$68,111	$71,296	$72,701	$74,665	$76,434	$78,205	$80,551	$82,319	$86,995
Year 21 w/ TRS	$71,755	$74,848	$78,348	$79,891	$82,049	$83,994	$85,939	$88,517	$90,461	$95,599
Year 22 w/o TRS	$66,244	$69,176	$72,685	$74,154	$76,027	$77,839	$79,648	$82,080	$83,889	$88,813
Year 22 w/ TRS	$72,795	$76,018	$79,873	$81,488	$83,546	$85,537	$87,525	$90,198	$92,186	$97,597
Year 23 w/o TRS	$67,151	$70,201	$74,052	$75,587	$77,351	$79,202	$81,055	$83,568	$85,421	$90,594
Year 23 w/ TRS	$73,792	$77,143	$81,375	$83,063	$85,002	$87,036	$89,071	$91,833	$93,869	$99,553
Year 24 w/o TRS	$68,020	$71,185	$75,399	$77,003	$78,635	$80,528	$82,421	$84,937	$86,902	$92,335
Year 24 w/ TRS	$74,747	$78,225	$82,856	$84,619	$86,412	$88,492	$90,572	$93,337	$95,497	$101,468
Year 25 w/o TRS	$68,809	$72,098	$76,354	$78,289	$80,131	$82,105	$84,041	$86,596	$88,654	$93,828
Year 25 w/ TRS	$75,615	$79,229	$83,905	$86,031	$88,056	$90,226	$92,353	$95,160	$97,422	$103,108
Year 26+ w/o TRS	$69,598	$73,011	$77,306	$79,576	$81,625	$83,683	$85,660	$88,256	$90,396	$95,323
Year 26+ w/ TRS	$76,481	$80,232	$84,952	$87,446	$89,697	$91,959	$94,132	$96,985	$99,336	$104,751

Note: If a teacher already resides in Year 26+, they will receive an increase of 5.00% over the prior year's salary.

APPENDIX A

TEACHER SALARY SCHEDULE 2028-2029

2028-2029 W/O TRS
2028-2029 W/ TRS

	BA	BA + 16	BA + 32	MA	MA + 16	MA + 30	MA + 45	MA + 60	MA + 75	MA + 90
Year 1 w/o TRS	$48,229	$49,424	$50,139	$50,617	$51,809	$53,005	$54,199	$55,392	$56,588	$57,784
Year 1 w/ TRS	$52,998	$54,312	$55,097	$55,623	$56,933	$58,247	$59,560	$60,871	$62,184	$63,499
Year 2 w/o TRS	$48,461	$49,662	$50,380	$50,861	$52,058	$53,261	$54,461	$55,659	$56,860	$58,063
Year 2 w/ TRS	$53,254	$54,574	$55,363	$55,891	$57,207	$58,528	$59,847	$61,164	$62,484	$63,805
Year 3 w/o TRS	$48,693	$49,900	$50,621	$51,104	$52,307	$53,515	$54,721	$55,926	$57,132	$58,340
Year 3 w/ TRS	$53,509	$54,835	$55,628	$56,158	$57,481	$58,808	$60,133	$61,457	$62,783	$64,110
Year 4 w/o TRS	$48,926	$50,138	$50,864	$51,349	$52,558	$53,771	$54,983	$56,193	$57,406	$58,619
Year 4 w/ TRS	$53,765	$55,097	$55,894	$56,427	$57,756	$59,090	$60,421	$61,751	$63,083	$64,417
Year 5 w/o TRS	$49,160	$50,380	$51,108	$51,595	$52,811	$54,030	$55,247	$56,463	$57,682	$58,901
Year 5 w/ TRS	$54,022	$55,362	$56,163	$56,697	$58,034	$59,374	$60,711	$62,048	$63,386	$64,726
Year 6 w/o TRS	$49,397	$50,621	$51,354	$51,843	$53,065	$54,290	$55,513	$56,735	$57,959	$59,184
Year 6 w/ TRS	$54,282	$55,628	$56,433	$56,970	$58,313	$59,659	$61,003	$62,346	$63,691	$65,037
Year 7 w/o TRS	$49,682	$50,914	$51,651	$52,142	$53,370	$54,604	$55,833	$57,062	$58,293	$59,526
Year 7 w/ TRS	$54,596	$55,950	$56,759	$57,299	$58,649	$60,004	$61,355	$62,706	$64,058	$65,414
Year 8 w/o TRS	$49,968	$51,207	$51,949	$52,443	$53,678	$54,919	$56,155	$57,460	$58,630	$59,869
Year 8 w/ TRS	$54,910	$56,272	$57,086	$57,629	$58,987	$60,350	$61,709	$63,143	$64,428	$65,790
Year 9 w/o TRS	$51,527	$52,888	$53,680	$54,244	$55,671	$56,951	$58,232	$59,556	$60,837	$62,338
Year 9 w/ TRS	$56,623	$58,118	$58,988	$59,609	$61,177	$62,583	$63,991	$65,446	$66,853	$68,503
Year 10 w/o TRS	$53,043	$54,525	$55,390	$56,025	$57,620	$58,942	$60,269	$61,679	$63,004	$64,760
Year 10 w/ TRS	$58,289	$59,918	$60,868	$61,566	$63,318	$64,772	$66,229	$67,779	$69,235	$71,165
Year 11 w/o TRS	$54,520	$56,124	$57,080	$57,782	$59,529	$60,896	$62,264	$63,761	$65,128	$67,145
Year 11 w/ TRS	$59,912	$61,675	$62,726	$63,496	$65,416	$66,919	$68,422	$70,067	$71,570	$73,786
Year 12 w/o TRS	$55,956	$57,679	$58,750	$59,522	$61,397	$62,808	$64,221	$65,803	$67,212	$69,491
Year 12 w/ TRS	$61,491	$63,384	$64,561	$65,408	$67,470	$69,019	$70,573	$72,311	$73,859	$76,364
Year 13 w/o TRS	$57,351	$59,195	$60,400	$61,240	$63,226	$64,678	$66,135	$67,803	$69,256	$71,793
Year 13 w/ TRS	$63,023	$65,050	$66,373	$67,297	$69,479	$71,074	$72,676	$74,509	$76,105	$78,894
Year 14 w/o TRS	$58,706	$60,671	$62,028	$62,939	$65,012	$66,507	$68,007	$69,762	$71,259	$74,056
Year 14 w/ TRS	$64,512	$66,671	$68,163	$69,163	$71,442	$73,085	$74,733	$76,662	$78,307	$81,381
Year 15 w/o TRS	$60,017	$62,104	$63,639	$64,617	$66,756	$68,298	$69,838	$71,682	$73,222	$76,278
Year 15 w/ TRS	$65,953	$68,246	$69,933	$71,007	$73,358	$75,053	$76,745	$78,771	$80,464	$83,822
Year 16 w/o TRS	$61,292	$63,705	$65,225	$66,274	$68,461	$70,046	$71,632	$73,560	$75,144	$78,460
Year 16 w/ TRS	$67,354	$70,006	$71,676	$72,829	$75,232	$76,974	$78,717	$80,835	$82,576	$86,219
Year 17 w/o TRS	$62,523	$64,852	$66,794	$67,911	$70,128	$71,753	$73,383	$75,397	$77,025	$80,599
Year 17 w/ TRS	$68,706	$71,266	$73,400	$74,627	$77,064	$78,850	$80,641	$82,853	$84,643	$88,570
Year 18 w/o TRS	$63,715	$66,166	$68,341	$69,528	$71,751	$73,421	$75,094	$77,194	$78,863	$82,698
Year 18 w/ TRS	$70,016	$72,710	$75,100	$76,404	$78,847	$80,682	$82,521	$84,829	$86,663	$90,877
Year 19 w/o TRS	$64,864	$67,436	$69,867	$71,123	$73,335	$75,048	$76,762	$78,952	$80,664	$84,759
Year 19 w/ TRS	$71,279	$74,106	$76,777	$78,157	$80,588	$82,471	$84,354	$86,760	$88,642	$93,142
Year 20 w/o TRS	$65,972	$68,667	$71,375	$72,701	$74,877	$76,632	$78,392	$80,665	$82,421	$86,778
Year 20 w/ TRS	$72,497	$75,458	$78,434	$79,892	$82,283	$84,211	$86,145	$88,643	$90,573	$95,360
Year 21 w/o TRS	$67,043	$69,857	$72,861	$74,255	$76,378	$78,177	$79,980	$82,341	$84,141	$88,756
Year 21 w/ TRS	$73,674	$76,766	$80,067	$81,599	$83,932	$85,909	$87,890	$90,485	$92,463	$97,534
Year 22 w/o TRS	$68,072	$71,006	$74,327	$75,791	$77,838	$79,683	$81,528	$83,974	$85,818	$90,692
Year 22 w/ TRS	$74,804	$78,029	$81,678	$83,287	$85,536	$87,563	$89,592	$92,279	$94,305	$99,662
Year 23 w/o TRS	$69,059	$72,116	$75,774	$77,306	$79,258	$81,147	$83,033	$85,568	$87,455	$92,588
Year 23 w/ TRS	$75,889	$79,249	$83,268	$84,951	$87,097	$89,172	$91,245	$94,031	$96,104	$101,745
Year 24 w/o TRS	$70,005	$73,184	$77,199	$78,800	$80,639	$82,569	$84,500	$87,120	$89,051	$94,444
Year 24 w/ TRS	$76,929	$80,422	$84,834	$86,593	$88,614	$90,735	$92,857	$95,736	$97,858	$103,784
Year 25 w/o TRS	$70,911	$74,210	$78,603	$80,276	$81,977	$83,950	$85,924	$88,546	$90,596	$96,260
Year 25 w/ TRS	$77,924	$81,550	$86,377	$88,215	$90,084	$92,253	$94,422	$97,304	$99,556	$105,780
Year 26+ w/o TRS	$71,734	$75,162	$79,599	$81,616	$83,536	$85,595	$87,613	$90,276	$92,422	$97,816
Year 26+ w/ TRS	$78,828	$82,596	$87,471	$89,688	$91,798	$94,060	$96,278	$99,205	$101,563	$107,490
Note: If a teacher already resides in Year 26+, they will receive an increase of 4.25% over the prior year's salary.										

APPENDIX A

TEACHER SALARY SCHEDULE 2029-2030

2029-2030 W/O TRS
2029-2030 W/ TRS

	BA	BA + 16	BA + 32	MA	MA + 16	MA + 30	MA + 45	MA + 60	MA + 75	MA + 90
Year 1 w/o TRS	$50,037	$51,277	$52,019	$52,515	$53,752	$54,993	$56,232	$57,470	$58,710	$59,951
Year 1 w/ TRS	$54,986	$56,349	$57,164	$57,709	$59,068	$60,432	$61,793	$63,153	$64,516	$65,880
Year 2 w/o TRS	$50,278	$51,524	$52,270	$52,768	$54,011	$55,258	$56,503	$57,747	$58,993	$60,240
Year 2 w/ TRS	$55,251	$56,620	$57,439	$57,987	$59,352	$60,723	$62,091	$63,458	$64,827	$66,198
Year 3 w/o TRS	$50,521	$51,773	$52,522	$53,022	$54,271	$55,524	$56,775	$58,025	$59,277	$60,530
Year 3 w/ TRS	$55,517	$56,893	$57,716	$58,266	$59,638	$61,016	$62,390	$63,764	$65,139	$66,517
Year 4 w/o TRS	$50,762	$52,020	$52,773	$53,276	$54,531	$55,790	$57,047	$58,302	$59,561	$60,820
Year 4 w/ TRS	$55,783	$57,165	$57,992	$58,545	$59,924	$61,308	$62,689	$64,069	$65,451	$66,835
Year 5 w/o TRS	$51,005	$52,269	$53,025	$53,531	$54,791	$56,057	$57,320	$58,581	$59,845	$61,111
Year 5 w/ TRS	$56,050	$57,439	$58,270	$58,825	$60,210	$61,601	$62,989	$64,375	$65,764	$67,155
Year 6 w/o TRS	$51,250	$52,521	$53,281	$53,787	$55,055	$56,326	$57,595	$58,863	$60,133	$61,404
Year 6 w/ TRS	$56,318	$57,715	$58,550	$59,107	$60,500	$61,897	$63,291	$64,685	$66,080	$67,477
Year 7 w/o TRS	$51,496	$52,772	$53,537	$54,046	$55,320	$56,597	$57,872	$59,146	$60,422	$61,699
Year 7 w/ TRS	$56,589	$57,992	$58,832	$59,391	$60,791	$62,195	$63,596	$64,995	$66,398	$67,801
Year 8 w/o TRS	$51,794	$53,078	$53,846	$54,358	$55,639	$56,924	$58,206	$59,487	$60,771	$62,056
Year 8 w/ TRS	$56,916	$58,328	$59,172	$59,734	$61,141	$62,554	$63,963	$65,371	$66,781	$68,194
Year 9 w/o TRS	$52,092	$53,384	$54,156	$54,672	$55,960	$57,253	$58,542	$59,902	$61,122	$62,413
Year 9 w/ TRS	$57,244	$58,663	$59,513	$60,079	$61,494	$62,915	$64,332	$65,826	$67,167	$68,586
Year 10 w/o TRS	$53,717	$55,135	$55,961	$56,549	$58,037	$59,371	$60,707	$62,087	$63,422	$64,987
Year 10 w/ TRS	$59,029	$60,588	$61,496	$62,142	$63,777	$65,243	$66,711	$68,228	$69,695	$71,414
Year 11 w/o TRS	$55,297	$56,843	$57,744	$58,406	$60,068	$61,447	$62,830	$64,300	$65,682	$67,513
Year 11 w/ TRS	$60,766	$62,465	$63,455	$64,183	$66,009	$67,525	$69,044	$70,660	$72,178	$74,190
Year 12 w/o TRS	$56,837	$58,509	$59,506	$60,237	$62,059	$63,484	$64,910	$66,470	$67,896	$69,999
Year 12 w/ TRS	$62,458	$64,296	$65,392	$66,195	$68,196	$69,763	$71,330	$73,044	$74,611	$76,922
Year 13 w/o TRS	$58,335	$60,131	$61,247	$62,051	$64,007	$65,477	$66,951	$68,600	$70,069	$72,445
Year 13 w/ TRS	$64,104	$66,078	$67,305	$68,188	$70,337	$71,953	$73,572	$75,384	$76,998	$79,609
Year 14 w/o TRS	$59,788	$61,711	$62,967	$63,843	$65,913	$67,427	$68,946	$70,684	$72,199	$74,845
Year 14 w/ TRS	$65,701	$67,814	$69,194	$70,157	$72,432	$74,095	$75,765	$77,675	$79,340	$82,247
Year 15 w/o TRS	$61,201	$63,250	$64,665	$65,614	$67,775	$69,334	$70,898	$72,727	$74,287	$77,204
Year 15 w/ TRS	$67,253	$69,505	$71,060	$72,103	$74,478	$76,191	$77,910	$79,920	$81,635	$84,839
Year 16 w/o TRS	$62,568	$64,744	$66,343	$67,363	$69,593	$71,201	$72,806	$74,728	$76,334	$79,520
Year 16 w/ TRS	$68,756	$71,147	$72,905	$74,025	$76,476	$78,243	$80,007	$82,119	$83,883	$87,385
Year 17 w/o TRS	$63,897	$66,413	$67,997	$69,091	$71,371	$73,023	$74,677	$76,686	$78,337	$81,794
Year 17 w/ TRS	$70,216	$72,981	$74,722	$75,924	$78,430	$80,245	$82,062	$84,271	$86,085	$89,884
Year 18 w/o TRS	$65,180	$67,609	$69,632	$70,797	$73,108	$74,803	$76,502	$78,601	$80,299	$84,024
Year 18 w/ TRS	$71,626	$74,295	$76,519	$77,799	$80,339	$82,201	$84,068	$86,375	$88,240	$92,334
Year 19 w/o TRS	$66,422	$68,978	$71,245	$72,483	$74,800	$76,541	$78,286	$80,475	$82,215	$86,213
Year 19 w/ TRS	$72,992	$75,800	$78,291	$79,652	$82,198	$84,111	$86,028	$88,434	$90,346	$94,740
Year 20 w/o TRS	$67,621	$70,302	$72,836	$74,146	$76,451	$78,238	$80,024	$82,307	$84,092	$88,362
Year 20 w/ TRS	$74,308	$77,255	$80,040	$81,479	$84,013	$85,976	$87,939	$90,447	$92,409	$97,101
Year 21 w/o TRS	$68,776	$71,585	$74,408	$75,791	$78,059	$79,889	$81,723	$84,094	$85,924	$90,466
Year 21 w/ TRS	$75,578	$78,665	$81,768	$83,287	$85,780	$87,790	$89,806	$92,410	$94,422	$99,413
Year 22 w/o TRS	$69,892	$72,826	$75,958	$77,411	$79,624	$81,499	$83,379	$85,841	$87,717	$92,528
Year 22 w/ TRS	$76,805	$80,028	$83,470	$85,067	$87,499	$89,560	$91,626	$94,330	$96,392	$101,679
Year 23 w/o TRS	$70,965	$74,024	$77,485	$79,012	$81,146	$83,069	$84,993	$87,543	$89,465	$94,547
Year 23 w/ TRS	$77,983	$81,345	$85,149	$86,826	$89,171	$91,285	$93,399	$96,201	$98,313	$103,897
Year 24 w/o TRS	$71,994	$75,181	$78,994	$80,591	$82,627	$84,596	$86,562	$89,205	$91,171	$96,523
Year 24 w/ TRS	$79,114	$82,617	$86,807	$88,562	$90,799	$92,962	$95,123	$98,028	$100,188	$106,069
Year 25 w/o TRS	$72,980	$76,294	$80,480	$82,149	$84,066	$86,078	$88,091	$90,823	$92,836	$98,458
Year 25 w/ TRS	$80,198	$83,840	$88,439	$90,273	$92,380	$94,591	$96,803	$99,805	$102,017	$108,195
Year 26+ w/o TRS	$73,924	$77,364	$81,944	$83,687	$85,461	$87,518	$89,575	$92,310	$94,446	$100,351
Year 26+ w/ TRS	$81,236	$85,016	$90,048	$91,964	$93,913	$96,174	$98,434	$101,439	$103,787	$110,276

Note: If a teacher already resides in Year 26+, they will receive an increase of 4.25% over the prior year's salary.

APPENDIX B
PARAPROFESSIONAL SALARY SCHEDULE 2026-2027
Including IMRF

Step	30 hrs. with aide cert.	60 hrs. with aide cert	90 hrs. with aide cert	120 hrs. with aide cert	BA with Aide cert	BA+15 with aide cert	BA with Teach Lic.
1	$24,188	$24,659	$25,131	$25,837	$26,545	$26,859	$27,487
2	$24,303	$24,777	$25,250	$25,960	$26,671	$26,987	$27,618
3	$24,417	$24,893	$25,369	$26,082	$26,797	$27,114	$27,748
4	$24,532	$25,010	$25,488	$26,204	$26,923	$27,240	$27,878
5	$24,647	$25,127	$25,607	$26,328	$27,049	$27,369	$28,009
6	$24,763	$25,245	$25,727	$26,451	$27,176	$27,496	$28,140
7	$25,462	$25,984	$26,509	$27,274	$28,080	$28,483	$29,210
8	$26,161	$26,724	$27,290	$28,096	$28,985	$29,469	$30,279
9	$26,859	$27,465	$28,070	$28,918	$29,889	$30,457	$31,346
10	$27,558	$28,203	$28,852	$29,739	$30,792	$31,443	$32,415
11	$28,257	$28,944	$30,392	$30,560	$31,697	$32,429	$33,484
12	$28,954	$29,682	$30,414	$31,383	$32,602	$33,415	$34,552
Year 1 Longevity	$29,647	$30,423	$31,194	$32,205	$33,505	$34,401	$35,621

Note: If a paraprofessional already resides in Year 1 Longevity, they will receive an increase of 5.50% over the prior year's salary.

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APPENDIX B
PARAPROFESSIONAL SALARY SCHEDULE 2027-2028
Including IMRF

Step	30 hrs. with aide cert.	60 hrs. with aide cert	90 hrs. with aide cert	120 hrs. with aide cert	BA with Aide cert	BA+15 with aide cert	BA with Teach Lic.
1	$25,337	$25,831	$26,324	$27,065	$27,806	$28,135	$28,793
2	$25,458	$25,954	$26,450	$27,194	$27,939	$28,269	$28,930
3	$25,579	$26,077	$26,576	$27,323	$28,072	$28,404	$29,068
4	$25,699	$26,200	$26,700	$27,451	$28,204	$28,537	$29,204
5	$25,820	$26,323	$26,826	$27,580	$28,336	$28,670	$29,342
6	$25,941	$26,446	$26,951	$27,710	$28,469	$28,806	$29,480
7	$26,063	$26,570	$27,078	$27,840	$28,602	$28,940	$29,617
8	$26,799	$27,348	$27,901	$28,706	$29,554	$29,978	$30,743
9	$27,534	$28,127	$28,722	$29,571	$30,507	$31,016	$31,868
10	$28,269	$28,907	$29,544	$30,436	$31,458	$32,056	$32,992
11	$29,004	$29,684	$30,367	$31,301	$32,409	$33,094	$34,117
12	$29,741	$30,463	$31,988	$32,165	$33,362	$34,131	$35,241
Year 1 Longevity	$30,475	$31,241	$32,010	$33,031	$34,313	$35,169	$36,366

Note: If a paraprofessional already resides in Year 1 Longevity, they will receive an increase of 5.25% over the prior year's salary.

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APPENDIX B
PARAPROFESSIONAL SALARY SCHEDULE 2028-2029
Including IMRF

Step	30 hrs. with aide cert.	60 hrs. with aide cert	90 hrs. with aide cert	120 hrs. with aide cert	BA with Aide cert	BA+15 with aide cert	BA with Teach Lic.
1	$26,287	$26,799	$27,312	$28,080	$28,849	$29,190	$29,872
2	$26,414	$26,928	$27,443	$28,215	$28,988	$29,331	$30,016
3	$26,540	$27,057	$27,574	$28,350	$29,126	$29,471	$30,159
4	$26,666	$27,186	$27,705	$28,485	$29,265	$29,611	$30,303
5	$26,791	$27,313	$27,835	$28,618	$29,403	$29,750	$30,445
6	$26,917	$27,442	$27,966	$28,752	$29,540	$29,889	$30,589
7	$27,043	$27,570	$28,097	$28,887	$29,679	$30,030	$30,733
8	$27,171	$27,700	$28,229	$29,023	$29,818	$30,170	$30,876
9	$27,938	$28,510	$29,086	$29,926	$30,810	$31,252	$32,050
10	$28,704	$29,323	$29,943	$30,827	$31,803	$32,335	$33,223
11	$29,471	$30,135	$30,800	$31,729	$32,795	$33,418	$34,394
12	$30,237	$30,946	$31,657	$32,631	$33,786	$34,500	$35,567
Year 1 Longevity	$31,005	$31,758	$33,348	$33,532	$34,779	$35,582	$36,739

Note: If a paraprofessional already resides in Year 1 Longevity, they will receive an increase of 4.25% over the prior year's salary.

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APPENDIX B
PARAPROFESSIONAL SALARY SCHEDULE 2029-2030
Including IMRF

Step	30 hrs. with aide cert.	60 hrs. with aide cert	90 hrs. with aide cert	120 hrs. with aide cert	BA with Aide cert	BA+15 with aide cert	BA with Teach Lic.
1	$27,273	$27,804	$28,336	$29,133	$29,930	$30,284	$30,992
2	$27,404	$27,938	$28,472	$29,273	$30,075	$30,430	$31,142
3	$27,536	$28,073	$28,610	$29,414	$30,220	$30,577	$31,292
4	$27,668	$28,207	$28,746	$29,554	$30,364	$30,723	$31,441
5	$27,799	$28,341	$28,883	$29,695	$30,509	$30,869	$31,591
6	$27,930	$28,474	$29,018	$29,834	$30,652	$31,014	$31,739
7	$28,061	$28,608	$29,155	$29,974	$30,796	$31,159	$31,889
8	$28,193	$28,742	$29,291	$30,115	$30,941	$31,306	$32,039
9	$28,325	$28,877	$29,428	$30,256	$31,085	$31,452	$32,188
10	$29,126	$29,722	$30,323	$31,198	$32,120	$32,581	$33,412
11	$29,924	$30,569	$31,216	$32,138	$33,155	$33,709	$34,634
12	$30,723	$31,416	$32,109	$33,078	$34,189	$34,838	$35,856
Year 1 Longevity	$31,522	$32,261	$33,003	$34,018	$35,222	$35,967	$37,078

Note: If a paraprofessional already resides in Year 1 Longevity, they will receive an increase of 4.25% over the prior year's salary.

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APPENDIX C - EXTRA DUTY SCHEDULE

A. Compensated Extra Duty Assignments – Those voluntary extra duty assignments set forth in this section under the following subsections:

1. Supervision
2. Academic Junior High
3. Academic High School
4. Athletics Junior High
5. Athletics High School

~~6. Summer School~~ **Extra Duty Pay**

~~7. Drivers Education~~

~~8.~~**7.** Supervisor of Saturday Supervised Study

~~9.~~**8**.Diabetes Care Aide

~~10.~~**9.**Vertical Teams

~~11.~~**10.** Division Chairpersons

~~12.~~**11.** Team Leaders

~~13.~~**12.** Grade Level Chairs

~~14.~~**13.** Blast Coordinator

~~15.~~**14.** Mentor Teachers

15. Building Technology Resource Person

16. Joint Extra Duty Stipend Committee Process

Bargaining unit members filling these positions shall be compensated in accordance with the schedule set forth herein.

B. Compensations shall be based upon either a flat fee (as indicated by the schedule) or as a percentage of the Teacher Salary Schedule B.S. lane based upon number of years of experiences in the position in the Unit #3 starting with the 1975-76 school year.

COMPENSATED EXTRA DUTY POSITIONS

1. SUPERVISION POSITIONS

a. Bus Chaperone	~~$20.00~~ **$25.00** per hour
b. Supervision Extracurricular	~~$40.00 per evening~~ **$25.00 per hour**
c. Ticket Taker	$50.00 per event

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2. ACADEMIC POSITIONS-JUNIOR HIGH

8% Tier

a. FFA

4% Tier

a. Art
b. Band Sponsor/Assistant High School Sponsor
c. Choral Sponsor/Assistant High School Sponsor
d. Drama Sponsor (or 2% each for 2 sponsors)
e. Jazz Band Director
f. Newspaper
g. Scholastic Bowl Sponsor
h. Science Club
i. Speech
j. Student Council
k. Video

3% Tier

a. GSA Sponsors (2 positions at 3% each)

2% Tier

a. Assistant Scholastic Bowl

3. ACADEMIC POSITIONS-HIGH SCHOOL

14% Tier

a. FFA Sponsor

12% Tier

a. Drama Sponsor
b. Marching Band Sponsor

10% Tier

a. Student Council

8% Tier

a. Assistant FFA Sponsor
b. Bulldog TV Sponsor
c. Editorial Yearbook Advisor
d. Fall Play Director
e. Musical Show Sponsor

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7% Tier

a. Assistant Marching Band Sponsor (2)

6% Tier

a. Madrigal Sponsor

4% Tier

a. Advisory Period Coordinator
b. Art Club Sponsor
c. Assistant Student Council
d. Band Director/Assistant Jr High Director
e. Basketball Pep Band Sponsor
f. Career Planning Coordinator
g. Chess Club
h. Choral Director/Assistant Jr High Director
i. Assistant Drama Director (can be split between 2 sponsors at 2% each)
j. Drama Set Construction Coordinator (Fall Play and Musical)
k. E-Sports Head Coach
l. Jazz Band Sponsor
m. Math Club
n. Scholastic Bowl
o. Science Olympiad
p. Sonder Sponsor
q. Speech Team Sponsor
r. World Language Club (can be split between 2 sponsors at 2% each)

3% Tier

a. Assistant Madrigal (split from high school assistant)
b. Business Yearbook Manager
c. GSA Sponsors (2 positions at 3% each)
d. Musical Choreographer
e. Musical Vocal Director
f. National Honors Society Sponsor
g. Prom Sponsor

2% Tier

a. Interact Club
b. Madrigal Brass Director
c. Madrigal Recorder Director
d. Musical Pit Director
e. Variety Show Sponsor
f. Wrestling Pin Pals Coordinator
g. WYSE
h. Assistant Scholastic Bowl

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ACADEMIC LONGEVITY: Any employee who has five (5) years' experience as a sponsor or an assistant sponsor in any one position shall receive a one (1) percent increment increase. The increment shall commence with the fifth year. Any employee who has ten (10) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the tenth year. Any employee who has fifteen (15) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the fifteenth year. Any employee who has twenty (20) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the twentieth year. Any employee who has twenty-five (25) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the twenty-fifth year. Experience credit shall be within the Mahomet-Seymour School District.

4. ATHLETIC- JUNIOR HIGH

<u>10% Tier</u>

a. Boys' Basketball 7th grade Coach
b. Boys' Basketball 8th grade Coach
c. Girls' Basketball 7th grade Coach
d. Girls' Basketball 8th grade Coach
e. Wrestling Head Coach
f. Boys' Track Head Coach
g. Girls' Track Head Coach
h. Girls' Volleyball 8th grade Coach
i. Girls' Volleyball 7th grade Coach

<u>9% Tier</u>

a. Cross Country Head Coach
b. Baseball Head Coach
c. Softball Head Coach

<u>8% Tier</u>

a. Wrestling Assistant Coach
b. Cheerleading
c. Boys' Track Assistant Coaches (2)
d. Girls' Track Assistant Coaches (2)

<u>7% Tier</u>

a. Cross Country Assistant Coaches (3)

<u>5% Tier</u>

a. Baseball Assistant Coach
b. Softball Assistant Coach

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4% Tier

a. Cheerleading Assistant Coach

2.5% Tier

a. Intramural Basketball
b. Intramural Volleyball

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)

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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

COACHING LONGEVITY: Any employee who has five (5) years' experience as a sponsor or an assistant sponsor in any one position shall receive a one (1) percent increment increase. The increment shall commence with the fifth year. Any employee who has ten (10) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the tenth year. Any employee who has fifteen (15) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the fifteenth year. Any employee who has twenty (20) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the twentieth year. Any employee who has twenty-five (25) years' experience as a sponsor or an assistant sponsor in any one position shall receive an additional one percent (1) increment increase. The increment shall commence with the twenty-fifth year. Experience credit shall be within the Mahomet-Seymour School District.

~~6. SUMMER SCHOOL~~ **EXTRA DUTY PAY**

A. Teachers

~~1. Summer school teachers will be compensated at the rate listed below per hour for student contact time:~~

~~$34.00 for the 2022-2023 school year~~

~~$35.00 for the 2023-2024 school year$36.00 for the 2024-2025 school year~~

~~$37.00 for the 2025-2026 school year~~

~~2. Tutoring of students will be paid at the same rate as paid for~~

~~Homebound Instruction.~~

Work teachers complete outside of contract time such as (but not limited to) Summer School, Driver's Ed, Curriculum Work, Homebound Instruction, Tutoring of students, and other duties at the discretion of the administration. All Extra Duty Pay must be preapproved by a building and district administrator.

- **$37/hour**

Seniority for the purposes of scheduling behind the wheel driving supervision will be on the basis of years of behind the wheel driving supervision service in Mahomet-Seymour CUSD #3.

B. ~~Teacher Aides~~ **Paraprofessionals**- Bargaining unit members employed as ~~teacher aides~~ **paraprofessionals** in either summer school**, district provided professional development outside of contract time, or who completes preapproved extra duty as approved by a building and district administrator** ~~program shall be compensated in the same manner as teachers in Section a), above, except that their hourly rate will be $22.00 per hour.~~ **shall be paid $25.00** per hour.

~~7. DRIVERS EDUCATION~~

~~Behind the wheel driving supervision conducted outside of regular school hours (including summer school when offered) will be compensated at the rate listed below per hour:~~

~~$34.00 for the 2022-2023 school year~~

~~$35.00 for the 2023-2024 school year~~

~~$36.00 for the 2024-2025 school year~~

~~$37.00 for the 2025-2026 school year~~

~~Seniority for the purposes of scheduling behind the wheel driving supervision will be on the basis of years of behind the wheel driving supervision service in Mahomet-Seymour CUSD #3.~~

~~8.~~ **7.**SUPERVISOR OF SATURDAY SUPERVISED STUDY

For the extra duty position of supervisor 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.

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8. DIABETES CARE AIDE

The District shall employee a minimum of one diabetes care aide per building

1. The Diabetes Care Aide shall be annually compensated $100 for training requirements.
2. Should the building have a student(s) that requires a Diabetes Management Plan the Diabetes Care Aide will be annually compensated in the amount of $900
3. Should the student arrive after the first day of school the $900 stipend shall be pro- rated.
4. Each person employed in this role will receive the full stipend (prorated as necessary in regards to #3 above).

~~10~~. **9.** VERTICAL TEAMS – An annual stipend of ~~$700~~ **$800** will be extended to all bargaining unit members who serve on a vertical team.

~~11.~~**10.** DIVISION CHAIRPERSONS- Individuals appointed to the position of Division Chairperson will typically have tenure status with the Mahomet-Seymour Schools. However, a non-tenured individual may be appointed if they have one or more years of teaching experience with the Mahomet-Seymour Schools and five or more years of teaching experience outside of the Mahomet-Seymour School District.

Individuals appointed to the position of Division Chairperson will be compensated at ten percent (10%) of the Teacher Salary Schedule B.S. lane based upon number of years' experience in the position in Unit #3.

~~12.~~**11.** TEAM LEADERS- Individuals appointed to the position of Team Leader will typically have tenure status with the Mahomet-Seymour Schools. However, a non-tenured individual may be appointed if they have one or more years of teaching experience with the Mahomet-Seymour Schools and five or more years of teaching experience outside of the Mahomet-Seymour School District.

Individuals appointed to the position of Team Leader will be compensated at ten percent (10%) of the Teacher Salary Schedule B.S. lane based upon number of years' experience in the position in Unit #3.

~~13.~~**12.** GRADE LEVEL CHAIRS- Individuals appointed to the position of Grade Level Chair will typically have tenure status with the Mahomet-Seymour Schools. However, a non-tenured individual may be appointed if they have one or more years of teaching experience with the Mahomet-Seymour Schools and five or more years of teaching experience outside of the Mahomet-Seymour School District.

Individuals appointed to the position of Grade Level Chairs will be compensated at six percent (6%) * of the Teacher Salary Schedule B.S. lane based upon number of years experience in the position in Unit #3.

~~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.

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Individuals appointed to the position of **Building Blast Coordinator** will be compensated at 12% of the Teacher Salary Schedule B.S. lane based upon number of years experience in the position in Unit #3. Individuals appointed to the position of District BLAST Coordinator will be compensated at 24% percent of the Teacher Salary Schedule B.S. lane based upon number of years experience in the position in Unit #3.

*~~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.

15. 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.

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16. 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

APPENDIX D – SUPPORT STAFF EVALUATION

A. Support staff bargaining unit members shall be evaluated on the instruments contained herein based upon the specific instrument applicable to the position held by the employee. Such evaluations shall be conducted pursuant to the procedures established in Article XIX.

B. Criteria for evaluation of employee performance shall be on the basis of a rating of the employee relative to each specific job descriptor, as well as, an overall rating determined by a numerical composite score as indicated on each instrument.

C. Rating System:

1. Unsatisfactory - The employee is functioning in a manner far below minimal standards established for the specific descriptor or overall performance. A rating of unsatisfactory requires a detailed explanation of those aspects that are unsatisfactory, and would include specific recommendations for improvement to the employee that will lead to satisfactory performance. A score of .75 or less will result in this rating.

2. Needs Improvement - The employee is performing in a manner that meets only minimal standards, with evidence of declining performance over a period of time. A rating of Needs Improvement requires specific recommendations of what the employee must do to improve performance to a satisfactory level. A score of 1.24-.76 will result in this rating.

3. Satisfactory - The employee is functioning in a manner that consistently meets and/or exceeds the standards established as acceptable on the employee job description. A score of at least 1.25 or higher will result in this rating.

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Mahomet-Seymour CUSD #3

Paraprofessional Comprehensive Evaluation

Above Expectation: Went above and beyond what is expected and the standards that are required.
Meets Expectation: Met practically all of your standards for performance and/or exceeded the standards.
Below Expectation: Failed to meet most of your standards for performance or met them only partially.

Performance Responsibilities	Above Expectation	Meets Expectation	Below Expectation
1. Instruction Provides individual and small group instruction under the supervision of the licensed staff (teacher, related service provider, etc.). Assists in the creation and distribution of student accommodations and modifications. Works with students to increase their independence in the school environment.	☐	☐	☐
2. Data Collection Collects data as directed by the licensed staff (teacher, related service provider, etc.).	☐	☐	☐
3. Engagement Establishes appropriate relationships with students and supports them with all necessary tasks including academics, self-care, behavior support and/or social-emotional needs as directed.	☐	☐	☐
4. Collaboration Participates, as requested, on students' co-planning teams. Provides information to the IEP providers on student needs and progress.	☐	☐	☐
5. Equipment Management Assists students in the use of educational equipment ranging from interactive whiteboards to chromebooks; AAC devices to other forms of therapy equipment to increase student engagement and achievement.	☐	☐	☐
6. Provision of Student Safety Follows medical protocols and behavior intervention/management plans (or any other plan as communicated by licensed staff) as they are written to ensure student safety at school.	☐	☐	☐
7. Supervision Provides supervision and monitors school-wide behavior expectations for all students as requested.	☐	☐	☐
8. Communication Communicates student needs and information to appropriate school staff, including substitutes as appropriate.	☐	☐	☐

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Mahomet-Seymour CUSD #3

Paraprofessional Comprehensive Evaluation

Professional Conduct	**Above Expectation**	**Meets Expectation**	**Below Expectation**
9. Dependability Arrives to work on time and makes sub plans for planned and unplanned absences as able.	☐	☐	☐
10. Flexibility Performs job duties as assigned; Willing to change responsibilities from day-to-day based on student needs.	☐	☐	☐
11. Problem Solving Strives to be part of the solution when working with co-workers and students.	☐	☐	☐
12. Works without Supervision Engages with students without being directed; Notices tasks that need to be completed and does so without being asked.	☐	☐	☐
13. Confidentiality Maintains the confidentiality of students' personal, medical and/or educational information at all times.	☐	☐	☐
14. Participation Participates in professional development as expected and in building or district-wide meetings.	☐	☐	☐

Each check in Above Expectation = 2points; Meets Expectation = 1 point; Below Expectation = 0 points

_____**Total Score 21-28 – Above Expectation 10-20 – Meets Expectation 0-10 – Below Expectation**

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Mahomet-Seymour CUSD #3

Paraprofessional Comprehensive Evaluation

EVALUATOR COMMENTS AND RECOMMENDATIONS:

EMPLOYEE COMMENTS:

I have reviewed the evaluation and acknowledge that the items and subjects contained herein were discussed with me and part of my job description with the district. I further acknowledge that I have been encouraged to provide any comments or disagreements I may have about this evaluation to the administration.

_____ _____

Paraprofessional Signature Date

_____ _____

Evaluator Signature Date

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APPENDIX F - LIBRARY AIDE/CLERK COMPREHENSIVE EVALUATION

Satisfactory	2
Needs Improvement	1
Unsatisfactory	0

PERFORMANCE RESPONSIBILITIES

1. Supervises the circulation and maintenance of library materials.
2. Regularly notifies students of overdue materials and keeps proper records.
3. Deals directly, fairly, and effectively with student behavior problems, and supervises student helpers.
4. Assists faculty and students in locating materials they need.
5. Helps in maintaining an up-to-date card catalog.
6. Helps maintain audio-visual equipment; and assists faculty and students in using the equipment.
7. Assists teachers in the ordering of films and notifies them of confirmations, arrivals and returns.
8. Sees that the library and its contents are in good order.
9. Helps decorate bulletin boards.

Total Score_____= Avg._____x 2 Final Score_____

PERSONAL STANDARDS AND CONDUCT

1. Deals professionally with administrators, supervisors, colleagues, students and community.
2. Makes adequate provisions for planned and unplanned absences.
3. Assumes responsibility for supervising students' behavior throughout the school.
4. Demonstrates punctuality for school days, classes, assignments and appointments.

Total Score_____= Avg._____x 1 Final Score_____

SPECIFIC RECOMMENDATIONS

_____

_____

_____

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FINAL RATING SCORE

PERFORMANCE RESPONSIBILITIES: _____

PERSONAL STANDARD/CONDUCT: _____

TOTAL SCORE /3 = RATING SCORE _____

RATING: _____

Support Staff's Signature*_____Date_____

Evaluator's Signature_____Date_____

*Note: A Support Staff's signature does not necessarily mean that the employee is in agreement with the evaluation.

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APPENDIX G - STUDY HALL SUPERVISOR COMPREHENSIVE EVALUATION

Satisfactory	2
Needs Improvement	1
Unsatisfactory	0

PERFORMANCE RESPONSIBILITIES

1. Maintains student discipline.
2. Maintains an accurate seating chart for all study halls.
3. Maintains accurate records as required and provides timely reports to the immediate supervisor.
4. Maintains accurate attendance records and sign out sheets.
5. Provides assistance to students with their homework.
6. In cooperation with other staff members, administers make-up exams.
7. Supervises students placed in in-house suspension.
8. Monitors physical condition of the detention area and reports any damage to the immediate supervisor

Total Score_____= Avg._____x 2 Final Score_____

PERSONAL STANDARDS AND CONDUCT

1. Deals professionally with administrators, supervisors, colleagues, students and community.
2. Makes adequate provisions for planned and unplanned absences.
3. Assumes responsibility for supervising students' behavior throughout the school.
4. Demonstrates punctuality for school days, classes, assignments and appointments.

Total Score_____= Avg._____x 2 Final Score_____

SPECIFIC RECOMMENDATIONS

_____

_____

_____

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FINAL RATING SCORE

PERFORMANCE RESPONSIBILITIES: _____

PERSONAL STANDARD/CONDUCT: _____

TOTAL SCORE /3 = RATING SCORE _____

RATING: _____

Support Staff's Signature*_____Date_____

Evaluator's Signature_____Date_____

*Note: A Support Staff's signature does not necessarily mean that the employee is in agreement with the evaluation.

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NEGOTIATED CONTRACT

Between the

MAHOMET-SEYMOUR EDUCATION ASSOCIATION IEA-NEA

And the

BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 3

2026-2030

Part B

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NEGOTIATED CONTRACT

between the

MAHOMET-SEYMOUR EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION COMMUNITY UNIT SCHOOL DISTRICT NO. 3

July 1, 2026-June 30, 2030

PART B

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ARTICLE I - PREAMBLE

The Board of Education of Community Unit School District No. 3 and the Mahomet-Seymour Education Association recognize that the ultimate aim of public schools is to provide the best education possible for the school children in the District. Attainment of these educational objectives, which is a joint responsibility of the Board, the administrative and supervisory staff and the professional educational employees, requires staff participation in the consideration of matters of mutual concern, and in matters related to professional service. Attainment of educational objectives of the District requires mutual understanding and cooperation between the Board, the administration and supervisory staff, and the professional educational employees. To this end, free and open exchange of views is desirable and necessary, with all parties participating in good faith negotiations.

ARTICLE II - RECOGNITION

Section 2.1 - The Board of Education of Community Unit School District #3, Champaign County, Illinois, will be hereinafter referred to as the "Board," and the Mahomet-Seymour Education Association, will be hereinafter referred to as the "Association", as the exclusive representative for all full and part-time regularly employed certificated and non-certificated personnel including teachers, librarians, counselors, social workers, school psychologists, speech pathologists, aides, library assistants, nurses, study hall supervisors, cooks, custodians, maintenance personnel, certified bus drivers, monitors, education office personnel, health education office personnel, couriers, dispatcher and registrars.

Classifications Excluded: District #3 administrative personnel and administrative assistants; all supervisors, managerial employees, confidential employees and short-term employees as defined in the Act; and employees in the before, during and after school childcare program.

For the purpose of clarity, this Agreement consists of two parts:

> Part A covers employee positions represented in MSEA including full and part-time regularly employed certificated and non-certificated teachers, librarians, counselors, social workers, school psychologist, speech pathologist, aides, library assistants, nurses and study hall supervisors.
>
> Part B covers employee positions in the MSEA membership, including cooks, custodians, maintenance personnel, certified bus drivers, monitors, education office personnel, health education office personnel, couriers, dispatcher, and registrars. Unless specifically stated or identified by reference, no language found in Part A is applicable to Part B positions.

Section 2.2 - DEFINITIONS:

A. The term "days" when used hereinafter shall refer to calendar days unless otherwise specified.

B. Definition of full-time and part-time employee. Full time is eight hours per day for ten or more months per year. Part-time is less than eight hours per day.

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ARTICLE III - RIGHTS AND RESPONSIBILITIES

Section 3.1 - INCLUSIONS: The parties agree that applicable Illinois statutory and case law and the Constitutions of the United States and the State of Illinois are hereby incorporated into this Agreement.

Section 3.2 - BOARD RIGHTS AND RESPONSIBILITIES: The Board hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

ARTICLE IV - ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 4.1 - The Association and its members shall have the right to use school buildings for organizational meetings and the right to transact official Association business on school property at reasonable times, provided these meetings shall not interfere with or interrupt the normal school operations, and that the time and space to be used be cleared with the principal of the building wherein the meetings are to be held. When special custodial service is required, the Board may make reasonable charge therefore. Any school sponsored activity shall have precedence for use of facilities.

Section 4.2 - The Association shall be given the opportunity to present brief reports and announcements at building staff meetings and unit staff meetings.

Section 4.3 - The Association shall have the right to use the District mail service, mailboxes, and District email for communications to employees.

Section 4.4 - The Association shall have the right to post notices of its activities and matters of Association concern on staff bulletin boards, at least one of which shall be provided in each school building.

Section 4.5 - The Board agrees to make available to the association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including but not limited to: census and membership data, names and addresses of all employees, and such other information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students.

Section 4.6 - The Association will make available any pertinent information as reasonably requested by the Board or its representatives.

Section 4.7 - NON-DISCRIMINATION: The Board agrees that it shall not discriminate against any employee or applicant for employment by reason of race, creed, color, marital status, sex, age, or national origin, and that the provisions of this Agreement shall not be applied in a manner which is arbitrary, capricious or discriminatory. The Board agrees not to discriminate against any employee in regards to the terms and conditions of employment, including discrimination against any employee by virtue of family relationship. Family relationship is defined as that kinship which exists between people related by blood or by marriage.

Section 4.8 - The Association shall pay for the cost of all supplies incidental to use.

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ARTICLE V - NEGOTIATION PROCEDURES

Section 5.1 - The parties shall negotiate pursuant to the Rules and Regulations promulgated by the Illinois Educational Labor Relations Board under provisions of the Illinois Educational Labor Relations Act.

Section 5.2 - It is the mutual responsibility of the Board and the Association to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented to the Board and Association respectively for ratification.

Section 5.3 - When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to membership of the Association for ratification and to the Board for ratification.

Section 5.4 - MEDIATION: If the services of a mediator are needed, a mediator shall be requested by the parties from the Federal Mediation and Conciliation Service. Requests may be made to the Illinois Educational Labor Relations Board pursuant to the provisions of the Illinois Educational Labor Relations Act.

Section 5.5 - ATTENDANT COSTS: Cost for consultants chosen by any party shall be paid by that party. The costs for the mediator shall be shared equally by the Board and the Association.

ARTICLE VI - PROFESSIONAL GRIEVANCE PROCEDURE

Section 6.1 - GRIEVANCE DEFINED: Any claim by the Association, a group of employees or an employee that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement must be brought to the attention of the immediate supervisor within twenty (20) days of the date of occurrence of the matter. Failure to act within this time limit bars future appeal.

Section 6.2 - TIME LIMITS DEFINED: All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days for the purpose of the grievance procedure shall mean teacher employment days.

Section 6.3 - DEFINITION OF GRIEVANT: At any level of the grievance procedure, the grievant may request Association involvement in the grievance process. Henceforth all references to “grievant” shall be construed to mean the original initiator of the grievance procedure and, if requested, the Association. The original initiator of the grievance process may request that the Association take over the grievance process at any level. However, any individual employee or a group of employees may at any time present grievances to the Board and have them adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given an opportunity to be present at such adjustment.

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Section 6.4 - INFORMAL STEP: The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and the supervisor immediately involved to resolve problems through free and informal communications. When requested by the grievant, the Association representative may accompany the grievant to assist in the informal resolution of the grievance. If, however, such aforementioned informal processes fail to resolve the grievance, it may then be processed as follows:

Section 6.5 - STEP ONE: The grievant may present the grievance in writing (within the twenty day time period listed 6.1) to the supervisor immediately involved who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. The supervisor shall provide a written answer to the grievant within two (2) days after the meeting. The answer shall include the reasons for the decision. The purpose of this step is try to resolve the grievance.

Section 6.6 - STEP TWO: If the grievance is not resolved at Step One, then the grievant shall refer the grievance to the Superintendent or his official designee within six (6) days after receipt of the Step One answer or within eight (8) days after the Step One meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the grievant to take place within five (5) days of his receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have three (3) days in which to provide a written decision with reasons to the grievant. The purpose of this step is to try to resolve the grievance.

Section 6.7 - STEP THREE: If the grievance is not resolved at Step Two, then the grievant shall refer the grievance to the Board of Education within six (6) days after receipt of the Step Two answer or within eight (8) days after the Step One meeting, whichever is the latter. The Superintendent shall arrange for a meeting with the grievant and the Board to take place within ten (10) school days of receipt of the appeal. Each party shall have the right to include in its representation such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Board shall have three (3) days in which to provide a written decision with reasons to the grievant. The purpose of this step is to try to resolve the grievance.

Section 6.8 – STEP FOUR: If the Association/grievant is not satisfied with the disposition of the grievance at Step Two, the Association may submit the grievance to final and binding arbitration. The Demand for Arbitration must be filed with the Board within thirty (30) days of the Step Two decision. If the Association and Board cannot agree upon an arbitrator within seven (7) days of the Demand being filed, the Demand shall be submitted to the American Arbitration Association which shall act as the administrator of the proceedings. If a Demand for Arbitration is not filed with the Board within thirty (30) days, then the grievance shall be deemed withdrawn.

Section 6.9 - In all cases the Arbitrator shall be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association. However, upon mutual agreement of the parties, expedited (Streamlined Labor Arbitration Rules of the American Arbitration Association) may be used.

Section 6.10 - The fees and expenses of the Arbitrator shall be shared on an equal basis by the employer and the Association.

Section 6.11 - Unless agreed upon in advance, the party requesting a court reporter shall assume full responsibility for the expenses of the reporter. However, if both parties request a transcript, then the parties shall share the cost of the reporter.

Section 6.12 - Neither party shall be allowed to assert any new grounds or present information not previously disclosed to the other prior to arbitration at the arbitration hearing.

Section 6.13 - The Party requesting a postponement of an arbitration hearing shall bear all costs, if any, related to the postponement.

Section 6.14 - BYPASS: Upon written, mutual agreement of the parties, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

Section 6.15 - Any grievance involving employees in more than one building or more than one immediate supervisor, may be initiated at Step Two.

Section 6.16 - INFORMATION: The Board, administration and the grievant shall cooperate in the investigation of any grievance, and further, they shall furnish information requested for the processing of any grievance.

Section 6.17 - NO REPRISAL: All parties involved in a grievance shall be free from restraints, coercion or reprisal.

Section 6.18 - PERSONNEL FILES: Grievance documents shall not be filed in the personnel folders maintained by the District Superintendent's office.

Section 6.19 - RELEASED TIME: Should the processing of any grievance at any level require that a grievant and/or grievance representative be given released time, the parties aforementioned shall be released without loss of pay or benefits. However, both parties agree to schedule such a meeting so as to minimize interference with the normal school program.

Section 6.20 - WITHDRAWAL OF GRIEVANCE: A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VII - VACANCIES, TRANSFERS AND PROMOTIONS

Section 7.1 - POSTING OF VACANCIES: The Superintendent shall have posted in all school buildings and shall send to the Association President a notice of all District vacancies as they occur. Such notice shall be accompanied by a statement of minimum qualifications and salary range. No such vacancy shall be filled except in case of emergency until such vacancy shall have been posted for at least five (5) school days. A bargaining unit member who is interested in this vacancy, but must fulfill his/her current assignment, must apply at this time. During the summer vacation, a list of vacancies shall be emailed to the Association President. The vacancies will be posted within the School District on or before the same time the vacancies are released to any news organization or placement facilities.

Section 7.2 - VACANT POSITIONS: A vacant position shall be defined as a current or newly-created position that cannot be filled from among the members of the bargaining unit by one of the following methods:

A. Employees returning from a leave of absence;

B. Employees, by seniority, who are on layoff due to reduction in force;

C. An employee who applies for a voluntary transfer pursuant to Section 9.3.

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Section 7.3 - 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 employee will be given first consideration in filling 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's being filled.

Section 7.4 - JOB SHARING:

A. Purpose. Job sharing as defined in this article is a voluntary program providing two (2) full-time (8 hour) employees the opportunity to share one (1) full-time (8 hour) position. No full-time equivalent positions will be eliminated in order to create job sharing positions.

B. Application Procedure. Participants in job sharing positions shall submit an application and proposed plan for a job sharing leave to the Superintendent by February 1 of the year preceding the school year for which the leave is requested. The responsibilities of an assignment by the participants may be divided according to a plan designated by the participants, with the concurrence of the principal(s). The job sharing plan shall include, but not be limited to, division of responsibilities, schedule of work hours and/or days, in-service days, District meetings, open houses, parent conferences, field trips, and other teaching responsibilities. The Board of Education, at its discretion, may approve the job share application upon the recommendation of the Superintendent.

C. Salary Credit Allowable. Participants' salaries in job sharing positions shall be prorated according to the time worked.

D. Length of Leave. The length of job-sharing leave shall be for one (1) school year and may be extended for one (1) year by the Board if another request to renew is made by the participants in accordance with Section 9.4B. Participants in job sharing positions shall be considered on an unpaid leave of absence for that portion of the school work hours and/or days that they are not working. In the event one participant cannot complete a job-sharing plan due to illness or other emergency, the remaining participant shall have the option of completing the plan as a full-time employee. If the participant declines and a part- time substitute cannot be retained, the Board retains the right to terminate the plan and hire a full-time substitute. The participants shall be placed on an unpaid leave of absence for the remainder of the school year.

E. Attendance at Required Meetings. The participants shall attend institute days, in-service days, staff meetings, parent-teacher conferences and open houses.

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

G. Insurance and Leave Benefits Availability. Participants in job sharing positions who work at least a full-time (8 hour) position of 50% or greater shall receive prorated fringe benefits and leave benefits at a rate equal to the participant's number of hours worked. The cost to the Board shall not exceed one full-time (8 hour) employee.

H. Return from Leave. Participants in a job-sharing program shall submit written notice of their request to return to full-time employment by February 1. These employees will retain their seniority if there is no break in service.

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Section 7.5 – 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.

ARTICLE VIII - REDUCTION IN FORCE

SUPPORT STAFF:

A. If the Board determines to reduce the number of support staff positions because of decreased enrollment, lack of funds or to discontinue a particular type of support staff service, the support staff employees who are subject to removal shall receive notice by certified mail at least thirty (30) days before the end of the employee contract, together with a statement of honorable dismissal and the reason therefore. The support staff employee with the shorter length of continuing service with the District, within the respective category of position, shall be dismissed first. See Appendix X

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

Seniority shall be defined as the length of continuous service within District #3, measured from the first day of employment within the District. Seniority does not accrue during an unpaid leave of absence longer than ninety (90) days. However, such leave shall not interrupt continued service status. Seniority accrual shall not be interrupted by a paid leave, sick leave, or forced leave because of on-the-job injury. Loss of seniority will result from resignation, dismissal for cause, or retirement.

C. BREAKING OF TIES: If two (2) or more support staff employees otherwise have the same total length of service and are equally qualified for the same position, the reverse order of their hiring will be used to break the tie, i.e., the last hired will be the first dismissed.

D. RECALL RIGHTS: Recall rights shall be in effect from the date of termination through one (1) calendar year from the beginning of the next following school term. Seniority, all accumulated sick leave, and salary schedule position will be reinstated upon recall. Support staff will be eligible for recall in reverse order of termination and notified of recall by certified mail at their last known address on file in the District office. Support staff will be eligible for any vacant position for which they are certified at the time of

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notice of vacancy. Support staff are required to inform the office of the Superintendent of any changes in their qualifications after the date of their termination. A support staff employee shall have ten (10) working days from the date of receiving the recall notice to respond to the recall offer.

E. SUPPORT STAFF RETENTION OF BENEFITS: Full-time support staff who are reduced and then recalled to part-time positions shall retain all full-time employee rights under this Agreement. Part time support staff who are reduced and then recalled to part time positions shall retain the same pro-rated benefits they had before being reduced.

F. Upon written request of an honorably-dismissed support staff employee, two weeks prior to the end of the school term, the employer shall pay to the support staff employee all compensation due to him/her within three (3) days of the last day of employment.

G. SENIORITY LIST: By February 1 of each year, in consultation with the Association, the Board shall develop a support staff seniority list for the bargaining unit support staff. The list shall be categorized by the positions set forth in Section 10.1.B, and shall be posted in each building. The list shall show the length of service of each support staff bargaining unit member who is qualified to hold any of the positions. The support staff employee with the greatest seniority in a categorized position shall be listed first, followed by the other qualified support staff employees in order of seniority. A copy of the seniority list shall be provided to the Association President thirty (30) calendar days prior to posting. The Association shall have thirty (30) days from February 1 to file exceptions to the list with the Assistant Superintendent.

ARTICLE IX - EXTRA DUTY POSITIONS/ASSIGNMENTS

(Refer to Part A - ARTICLE XI – EXTRA DUTY POSITIONS/ASSIGNMENTS.)

ARTICLE X - WORKING CONDITIONS AND STAFF FACILITIES

Section 10.1 - FACILITIES AND EQUIPMENT: The Board agrees to make available for each building adequately maintained typing and duplicating facilities, adequate workspace, and, if possible, clerical personnel, to aid bargaining unit members in the proper execution of their assigned duties.

Section 10.2 - UNSAFE OR HAZARDOUS CONDITIONS: A bargaining unit member shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety, or well-being.

In the event of safety issues that impact the Mahomet-Seymour School District and that requires Board of Education involvement/decision making, MSEA will be offered an opportunity to provide input through its leadership team. The MSEA leadership and the Board of Education will meet to discuss the facts and evidence surrounding the situation. Any relevant guidance from federal, state, or local agencies will be taken into consideration by the parties along with what is known locally about the safety issue. Whenever possible, the Superintendent will share the reasoning behind any such decision made by, or to be made by the Board of Education with MSEA leadership *18 hours* prior to making the decision public to the District and/or community.

Section 10.3- STAFF LOUNGE: An area will be set aside in each building to be used as a staff lounge.

Section 10.4- PARKING: All school parking lots shall be maintained in a reasonable condition relative to their grading and surface. Each lot at Lincoln Trail and Mahomet-Seymour Junior High School will be clearly marked for STAFF PARKING ONLY, NO STUDENT PARKING. VIOLATORS WILL BE TOWED AT OWNER'S EXPENSE. Every effort shall be made to keep said lots accessible during adverse weather conditions.

Section 10.5 - 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, 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

ARTICLE XI - RELEASED TIME AND WORKSHOPS

RELEASED TIME FOR ASSOCIATION PRESIDENT: The Association President shall be granted twelve (12) half days of released time (taken in 1/2 or full day increments) per school year for Association business relative to in-district matters at no loss of salary, fringe benefits, or seniority.

ARTICLE XII - LEAVES

Section 12.1 - SICK LEAVE: Each bargaining unit member shall be entitled to a total of sixteen (16) sick leave days with full pay per school term. Such sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, pregnancy and pregnancy-related disabilities, quarantine at home or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians. After three (3) continuous days a physician's statement may be requested by the Board.

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 per academic year of personal leave for their per diem salary and insurance cost, 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 12.4 - SABBATICAL LEAVE – A sabbatical leave may be granted after an Employee has five (5) or more years of continuous full-time service in the District.

A. Granting a leave of absence will be made on an individual basis and in no way will establish a precedent for granting of future leaves. Request for sabbatical must be approved by the building principal and Superintendent prior to Board of Education consideration.

B. The leave shall be for a maximum of up to one (1) year without pay.

C. An employee, on Board approved leave of absence, will be permitted to retain his/her current insurance coverage. The premium for insurance coverage will be paid in full by the employee.

D. A request for sabbatical leave, for the following school year, shall be submitted in writing to the Board no later than May 1 of the current school year. The Employee on leave shall also notify the Board in writing by February 1 of the leave year of his/her intent to return to the District for the next school year. If the Employee does not intend to return, the notification to the Board shall be made in the form of a written resignation.

E. An employee granted a leave of absence shall be reinstated to the position held at the time the leave was requested, provided this position still exists. If eliminated, the RIF provisions in this agreement apply.

Section 12.5 - PARENTAL LEAVE: As defined by the Family Medical Leave Act of 1993. Eligible employees on parental leave shall be able to use sick leave benefits as outlined in Family Medical Leave Act (FMLA).

Section 12.6 - MILITARY LEAVE: The contractual continued service status of a bargaining unit member shall not be affected by virtue of his/her induction or enlistment for military duty in any branch of the armed forces of the United States.

A. Bargaining unit members who are inducted into the military service of the United States shall be granted leave without pay. Such leave shall not exceed two (2) years.

B. For purposes of this Section, years of military service shall be equivalent to two (2) years of experience for advancement on the salary schedule.

C. A bargaining unit member must notify the Board of the date of his/her separation from service not later than thirty (30) days from said date.

D. If a bargaining unit member is called to service during the school year, the Board shall grant him/her a fifteen (15) day leave of absence just prior to his/her entering the service at full pay.

Section 12.7 - PROFESSIONAL LEAVE: Professional training provided related to job description as determined and approved by administration.

Section 12.8 - ASSOCIATION LEAVE: In the event that the Association desires to send representatives to regional, state, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary providing the Association reimburses the District for the cost of substitute(s). Association leave shall not conflict with Parent/Teacher Conferences or the first and last days of the school year. Appropriate MSEA and Unit forms are to be processed. Association leave is limited to one employee in the support staff classifications provided that employee is an officer in the Association.

Section 12.9 - JURY DUTY: The school district recognizes the duty of each individual employee to participate in his/her civic responsibility. If an employee is summoned for jury duty, the school district will grant a leave with full pay and benefits to the employee while serving jury duty. An employee will be expected to report to work on days when he/she is released from jury duty. The employee will turn over monies received for serving on jury duty during work days to the school district. This does not include allowance received for transportation. Failure to reimburse the school district for the above will result in a deduction in the employee's salary equal to the amount received for such jury duty.

Section 12.10 - SUBPOENA: Except in cases where the bargaining unit member is a party found at fault, bargaining unit members who are subpoenaed shall suffer no loss in salary or benefits due to their absence from the District.

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 12.12 - VACATION LEAVE: Vacation time will not accumulate from one fiscal year (July 1 to July 31st of the following year) to the next. Any unused vacation time will be credited to earned sick leave on the first payroll in August. Refer to Appendix X.

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

Custodial vacation day requests of three consecutive days or more should be submitted to the Director of Facilities thirty (30) days in advance.

ARTICLE XIII - EMPLOYEE DISCIPLINE/PROTECTION

Section 13.1 - COMPLAINTS AGAINST BARGAINING UNIT MEMBERS: The following procedures shall be followed in the investigation of a written complaint against a bargaining unit member at the school or on school grounds.

A. The bargaining unit member shall have the right to representation in any meeting with the Board or administration in the investigation of the complaint by the District.

B. To the extent that the administration is aware of any complaint, the bargaining unit member shall be notified within three (3) week days of any complaint filed, and be notified by the immediate supervisor of the bargaining unit member's right to representation. In the event a complaint is filed against a bargaining unit member, the District shall cooperate with the employee's representatives in the investigation of the complaint. Suspension or discipline of a bargaining unit member as a result of a complaint filed against the employee shall be for reasonable cause and preceded by:

1. Honoring of the employee's statutory rights under the Abused and Neglected Child Reporting Act, the Illinois School Code, and the Illinois Educational Labor Relations Act. Compliance with the employee's contractual rights pursuant to this provision and other applicable provisions of the Agreement.

C. With respect to a written complaint filed by a member of the public regarding a teacher's performance of his/her duties, the District shall notify the teacher of the complaint rendered in writing within three (3) week days and furnish him/her a copy of it.

Section 13.2 - EMPLOYEE DISCIPLINE:

A. No employee shall be disciplined except for reasonable cause. Disciplinary action shall be progressive and defined as verbal warning, written reprimands, suspension, or demotion of any bargaining unit member, or the dismissal of support staff employees. In situations that require urgent response due to the severity of the infraction the parties agree that the progressive discipline process is an insufficient response.

B. Suspension of an employee for a period of longer than ten (10) days with pay or five (5) days without pay, shall be preceded by a hearing before the Board of Education and the action passed by a majority vote of the Board.

Section 13.3 - RIGHT OF REPRESENTATION: When an employee is required to appear before an administrator for any reason that may lead to disciplinary action, the employee shall be entitled to have Association representation present. Further, when an employee is required to attend such a meeting before the Board, the employee shall be advised in writing of the reasons for the requirement 24 hours prior to the meeting thereby allowing a reasonable amount of time for representation.

ARTICLE XIV - EVALUATION - SUPPORT STAFF

Section 14.1 - Support staff employees shall be evaluated at least twice during the employee's first year of employment and minimally once every other year thereafter. Two weeks after the start of the school year in which an employee shall be evaluated, notice will be given to that employee of who their evaluator will be.

Section 14.2 - Formal evaluation shall be in writing. A copy of the written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5) working days following the completion of the evaluation. If the employee wishes, he/she may respond in writing to the evaluation and have the response attached to the evaluation for placement in the employee's personnel file.

ARTICLE XV - INTERNAL PROMOTIONS

The Board declares its support of a policy regarding the filling of vacancies, including vacancies in promotional positions, from its present staff. These positions shall be posted in accordance with Article 9.1

ARTICLE XVI - SCHOOL CALENDAR/EMPLOYEE WORK YEAR

SUPPORT STAFF WORK YEAR: See Appendix X.

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ARTICLE XVII - PROFESSIONAL COMPENSATION AND RELATED PROVISIONS

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 17.2 - SALARY SCHEDULE:

SUPPORT STAFF - See Appendix X.

Section 17.3 - EXTRA DUTY PAY: Refer to Part A

Section 17.4 - FRINGE BENEFITS:

A. The parties agree that the District shall provide health insurance benefits to employees in the ESP classifications at the employee contribution amount designated in Appendix X.

B. Eligible support staff may select the option which best meets his/her needs. For eligibility and Board contribution amount, see Appendix X.

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 joint Association-Administration committee will investigate, evaluate and mutually agree upon plans for inclusion in the above offerings. Eligible employees 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. Support Staff employees may participate in a dependent care reimbursement account plan. This flexible benefit account will be made

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available annually. Dependent care expenses will be reimbursed at a maximum of $5,000 unless the employee is married and files separate tax returns which, in that case, sets the maximum of $2,500. Administrative expenses shall be borne by participants.

C. These programs are offered by the District for employees, the District does not make any assertion as to the tax consequences related to these programs. Employees are advised that employees should consult their CPA/tax advisor regarding any personal tax related consequences. If Federal or State laws change regarding the compliance related to these programs, the District shall modify to comply with the new requirements.

D. 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.

E. **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 address. **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.**

B. PAY PERIOD: If a regular pay date during the school term falls on a day when school is not in session, employees shall be paid on the last day of the school session. During the summer months, employees shall be paid on the regular pay date.

C. ASSOCIATION DUES DEDUCTION: Payroll deductions for Association, Illinois Education Association, and National Education Association dues shall be made on authorization forms supplied by the Association. The dues shall be deducted over 17 pay periods beginning with the second payroll in September. Forms must be submitted five (5) working days prior to the end of the particular pay period; otherwise the deductions will be made in the next pay period.

D. CREDIT UNION DEDUCTIONS: Payroll deductions for the Champaign County School Employees' Credit Union shall be made upon written request of the employee. The amount of credit union deduction may be changed at any time at the written request of the employee.

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.

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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.**

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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.

ARTICLE XVIII - PERSONNEL FILES

A. Only one (1) official file will be maintained. No evaluative materials shall be placed in the file unless the employee has had an opportunity to read such material. The employee shall acknowledge that he/she has read any materials evaluative in nature by affixing his/her signature on the copy to be filed. However, any material evaluative in nature which has not been reduced to writing within thirty (30) calendar days following the event or occurrence may not be added to the file. Any materials not contained in the employee's personnel file may not be used to evaluate or discipline the employee in any manner.

B. The employee shall submit a written request to inspect his/her personnel records to the Superintendent or the Superintendent's designee.

C. The Superintendent or the Superintendent's designee shall provide the employee the opportunity for inspection of the requested records within two (2) working days after the request. If such deadline cannot reasonably be met, the Board shall have one additional day to comply.

D. The employee shall inspect the personnel record at the District administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or the Superintendent's designee.

E. Inspection of personnel records shall be conducted under the supervision of an administrative staff member. A representative of the Association, at the employee's request, may accompany the employee in this review.

F. The employee may copy material maintained in his/her personnel record.

G. Should the employee be unable to inspect his/her personnel records in person, the District shall mail a copy of the requested record upon written request.

H. In the event any file materials are determined to be inaccurate or unfair by legal or grievance proceedings such portion of materials will be removed from the employee's file.

I. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.

J. Unit #3 may not divulge to third parties any disciplinary reports, letters of reprimand, or evidence of other disciplinary action that are more than four years old unless Unit #3 is ordered to do so by a judge in a legal action or arbitration. Further, such disciplinary reports that are less than four years old may be divulged only when written notice is sent by first-class mail to the employee on or before the day when the

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information is disclosed. There are a few exceptions to this written notice requirement. Records of disciplinary actions that are less than four years old may be divulged to third parties without written notice if:

1. The employee has signed an employment application with another employer waiving written notice; or

2. The disclosure is ordered to a party in a legal action or arbitration; or

3. Disclosure is requested by a government agency involved in a claim or a complaint by an employee or a criminal investigation.

K. At the time of inspection, the employee and administrative staff member shall record on a checklist the items that the employee's personnel record contains upon that date. This checklist will be dated and signed by both the employee and the administrative staff member and remain in the file. Within thirty (30) days following the date any material of a non-routine nature is entered into the employee's personnel file, the employee shall be notified of such inclusion and shall have the right to respond, with such response being attached to the file.

L. The Board has policies and rules and regulations which elaborate on the management of personnel files consistent with state law. These policies and rules and regulations will not conflict with this Article.

ARTICLE XIX - EFFECT OF AGREEMENT

Section 19.1 - The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto. However, the Board shall be required to bargain collectively with regard to policy matters directly affecting wages, hours and terms and conditions of employment as well as the impact thereon upon request by the Association.

Section 19.2 - The Agreement shall not be modified in whole or in part by the parties except by amendment in writing duly executed by both parties.

Section 19.3 - The appropriate terms and conditions of this Agreement shall be reflected in individual contracts.

Section 19.4 - Should any Article, Section or Clause of this Agreement be declared illegal or modified by court of competent jurisdiction or by state or federal statutory change said Article, Section, or Clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law, but the remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section or Clause.

A. Until all appeals are exhausted with respect to the legality, validity or enforceability of such provision, the provision shall remain in full force and effect.

B. Within ten (10) days of such final determination, the parties shall meet to renegotiate the terms and conditions affected.

C. In any event should the affected provision subsequently become legal, valid or otherwise enforceable, it shall remain a part of this Agreement unless the parties agree otherwise.

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ARTICLE XX - NO STRIKE

The Association will not call for, engage in or encourage any strike action during the duration of this Agreement

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ARTICLE XXI - DURATION

This Agreement shall be effective on July 1, 2026 and shall continue in effect until 11:59 p.m. June 30, 20230.

The individuals whose names appear below, representing the Mahomet-Seymour Education Association and the Board of Education, have contributed their best efforts to the development of this Agreement:

For the Board:	**For the Association:**

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IN WITNESS THEREOF:

FOR THE BOARD OF EDUCATION SCHOOL DISTRICT NO. 3:

_____
President

_____

Secretary

FOR THE MAHOMET-SEYMOUR EDUCATION ASSOCIATION:

_____
President

_____
Secretary

ATTESTED TO:

_____ _____
Superintendent of Schools Date

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APPENDIX X

	Custodian	**HS Bookkeeper**	**HS Registrar**	**EOPs/JH Registrar**	**Transportation Admin. Assist.**
Start Date of Contract	July 1st	August 1st	**July 1st** ~~August 1st~~	August 1st	July 1st
Length of Contract/ # of hours	12 mo/8hrs	10.5 mo/8hrs	12 mo/8hrs	10 mo/8hrs	10 mo/8hrs
# of Days per year	260	210	260	200	200
Sick Days	17	16	16	16	16
Personal Days	2=0-10yrs 3=10-15yrs 4=15+yrs	2=0-10yrs 3=10-15yrs 4=15+yrs	2=0-10yrs 3=10-15yrs 4=15+yrs	2=0-10yrs 3=10-15yrs 4=15+yrs	2=0-10yrs 3=10-15yrs 4=15+yrs
Vacation Days	10=0-7yrs 15=8-14yrs 20=15+yrs	N/A	10=0-7yrs 15=8-14yrs 20=15+yrs	N/A	N/A
Insurance Benefit FY27	~~$900/mo~~ **$1030/mo + $1000 HRA**	~~$900/mo~~ **$1030/mo + $1000 HRA**	~~$900/mo~~ **$1030/mo + $1000 HRA**	~~$900/mo~~ **$1030/mo + $1000 HRA**	~~$900/mo~~ **$1030/mo + $1000 HRA**
Insurance Benefit FY28	~~$930/mo~~ **$1060/mo + $1000 HRA**	~~$930/mo~~ **$1060/mo + $1000 HRA**	~~$930/mo~~ **$1060/mo + $1000 HRA**	~~$930/mo~~ **$1060/mo + $1000 HRA**	~~$930/mo~~ **$1060/mo+ $1000 HRA**
Insurance Benefit FY29	~~$960/mo~~ **$1090/mo + $1000 HRA**	$960/~~mo~~ **$1090/mo + $1000 HRA**	~~$960/mo~~ **$1090/mo + $1000 HRA**	~~$960/mo~~ **$1090/mo + $1000 HRA**	~~$960/mo~~ **$1090/mo + $1000 HRA**
Insurance Benefit FY30	~~$990/mo~~ **$1120/mo + $1000 HRA**	~~$990/mo~~ **$1120/mo + $1000 HRA**	~~$990/mo~~ **$1120/mo + $1000 HRA**	~~$990/mo~~ **$1120/mo + $1000 HRA**	~~$990/mo~~ **$1120/mo + $1000 HRA**
E-Learning due to Snowfall or Ice Accumulation ~~**Snow/Heat Days**~~	Receive 12hrs pay for 8hr ~~Worked~~ **shift**	N/A	N/A	N/A	N/A
Facility/ Boiler Checks	Pay 1.5hrs minimum	N/A	N/A	N/A	N/A

**If a holiday fall on a weekend, the preceding Friday or following Monday is observed as the holiday unless school is in session

- **Paid Holidays**
  - 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.**
  - Bookkeeper, Registrars, EOPS, Admin Assist. - Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Day
  - **HS Registrar – Juneteenth, July 4th,** Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Day

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APPENDIX X

	Certified Bus Driver	**Substitute Certified Bus Driver**	**Bus Monitors**	**Courier**	**Lunch Supervisors**
Start Date of Contract	July 1st	July 1st	July 1st	July 1st	1st School Day
Length of Contract/ # of hours	9 mo/3+hrs	as needed	9 mo/3+hrs	360 hrs per yr	9 mo/1-2hrs
# of Days per year	174	N/A	174	N/A	174
Sick Days	13	N/A	**13**	N/A	N/A
Personal Days	2=0-10yrs 3=10-15 yrs 4=15+yrs	N/A	N/A	N/A	N/A
Vacation Days	N/A	N/A	N/A	N/A	N/A
Insurance Benefit ***Must meet ACA** **eligibility**	FY27=~~$900/mo~~**$1030/mo + $1000 HRA** FY28=~~$930/mo~~ **$1060/mo + $1000 HRA** FY29=~~$960/mo~~ **$1090/mo + $1000 HRA** FY30=~~$990/mo~~ **$1120/mo + $1000 HRA**	N/A	N/A	N/A	N/A
Holidays**	Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day	N/A	**Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day**	N/A	N/A
Sit Time Rate FY27	~~90%~~**100%** of pay	~~90%~~**100%** of pay	N/A	N/A	N/A
Sit Time Rate FY28	~~90%~~**100%** of pay	~~90%~~**100%** of pay	N/A	N/A	N/A
Sit Time Rate FY29	~~90%~~**100%** of pay	~~90%~~**100%** of pay	N/A	N/A	N/A
Sit Time Rate FY30	~~90%~~**100%** of pay	~~90%~~**100%** of pay	N/A	N/A	N/A

**If a holiday falls on a weekend, the preceding Friday or following Monday is observed as the holiday unless school is in session

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HIGH DEDUCTIBLE HEALTH PLAN WITH HEALTH SAVINGS ACCOUNT

1. **The parties, via the District's Joint Health Insurance Committee, have agreed that one group health insurance plan option to be offered to bargaining unit members will be a high-deductible health plan with a health savings account. This new plan option will be offered to bargaining unit members, starting January 1, 2026.**

2. **For any bargaining unit member enrolled in the high-deductible health plan with a health savings account, the Board of Education will contribute $250 per fiscal quarter (i.e., up to $1,000 per calendar year) to the member's health savings account. If a bargaining unit member subsequently enrolls in a different group health insurance plan option or separates (voluntarily or involuntarily) from employment with the District, this quarterly contribution will immediately end; meaning, such member may not receive $1,000 during the calendar year.**

3. **This non-elective, employer contribution will be made pursuant to and in accordance with all applicable IRS (including, but not limited to, Section 125), TRS, and/or IMRF rules and regulations. Bargaining unit members will not have the right to receive cash or other taxable benefits in lieu of such non-elective, employer contribution.**

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APPENDIX X
PAY INCREASE SCHEDULE

Support Staff Starting Rates

	2026-2027		2027-2028		2028-2029		2029-2030	
Job Category	**With IMRF**	**w/o IMRF**	**With IMRF**	**w/o IMRF**	**With IMRF**	**w/o IMRF**	**With IMRF**	**w/o IMRF**
Custodian*	$20.13	$19.23	$21.08	$20.14	$21.88	$20.89	$22.70	$21.68
Head Custodian	$22.23	$21.29	$23.28	$22.30	$24.16	$23.14	$25.06	$24.01
EOP	$21.87	$20.88	$22.91	$21.88	$23.77	$22.70	$24.66	$23.55
Registrar	$24.11	$23.03	$25.25	$24.12	$26.20	$25.02	$27.18	$25.96
Lunchroom Supervisor	$15.71	$15.00	$15.71	$15.00	$15.71	$15.00	$15.71	$15.00
Bus Monitor	$15.71	$15.00	$15.71	$15.00	$15.71	$15.00	$15.71	$15.00
Certified Bus Driver	$22.35	$21.39	$23.41	$22.40	$24.29	$23.24	$25.20	$24.12

***Third Shift Custodians will receive an additional $0.50 per hour.**

Returning Staff Increases

	Custodian	Head Custodian	EOPs	Registrar	Lunchroom Supervisor	Bus Monitor	Certified Bus Driver
2026-2027	5.50%	5.5%+1.50/hour	5.50%	5.50%	5.50%	5.50%	5%+1.00/Hour
2027-2028	5.25%	5.25%	5.25%	5.25%	5.25%	5.25%	5.25%
2028-2029	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%
2029-2030	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%

For Year 3 (2028-2029) and Year 4 (2029-2030), the salary increase for all employees represented by the MSEA shall be determined separately for each year based on the District's Days Cash on Hand (DCOH), as reported in the applicable audited Annual Financial Report (AFR), as follows:

- **Fewer than or equal to 175 DCOH: The salary increase otherwise provided in this Agreement shall remain in effect.**
- **At 175.1 but fewer than 200 DCOH: The total annual salary increase shall be 4.5%, and the Board-paid insurance contribution shall increase by $20 per month above the amount otherwise provided in this Agreement for the applicable**
- **200 DCOH or greater: The total annual salary increase shall be 5% and the Board-paid insurance contribution shall increase by $20 per month above the amount otherwise provided in this Agreement for the applicable year.**

These percentages shall replace, rather than be added to, the salary increase otherwise scheduled for the applicable year. Qualification for an adjustment in one year shall not establish qualification for an adjustment in the other year. Each year is evaluated independently based on the AFR.

Any qualifying adjustment shall be retroactive to July 1, 2028, for Year 3, of July 1, 2029, for year 4.

Within thirty (30) calendar days after the audited AFR is presented to the Board of Education, the Board shall provide the MSEA with written notice of the reported DCOH and a complete copy of the AFR audited by the District's independent auditor, including the auditor's report.

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APPENDIX Y - TRANSPORTATION

MILEAGE – The District will pay the Federal mileage rate if an employee in an ESP classification is required to use his/her vehicle while on the job.

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** week before school starts, **tentative** bus routes will be assigned according to the following criteria:

a. 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.
b. Certified bus drivers who wish to change their route can apply for any open route. Open route assignments will be based on an interview.
c. Non-route certified bus drivers can apply for a regular route; the same system used for certified bus drivers will be followed.
d. **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 o~~r~~**f** 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.

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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. An overnight trip sign-up sheet will be posted at the beginning of the year for those that wish to take overnight trips. The list of interested drivers will be ordered by seniority, beginning with most senior. If an overnight trip comes up and it is a driver's turn and the driver passes, that driver will not be eligible again until the list of interested drivers has gone through a complete cycle. To accommodate extra hours, regular time may have to be scheduled off to keep hours below 40.

d. **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.**

e. **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.**

f. **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.**

g. **Each driver shall be granted one (1) right of refusal per school year for an involuntary trip assignment.**

h. **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.

DEFINE REGULAR ROUTE DRIVER AND NON-ROUTE DRIVER – A "regular route driver" is defined as a driver who has selected or been assigned to a regular daily route. A "non-route driver" is a driver who has selected or been assigned to a regular substitute position or who is awaiting selection or assignment to a regular route or a substitute position.

DRIVER PROBATIONARY DATE – The District continues to follow the current practice with respect to probationary periods for route drivers and non-route drivers.

ADVISING DRIVERS OF STUDENT HEALTH ISSUES – The District agrees to advise on a need to know basis in accordance with state and Federal law.

THE WORD "CERTIFIED" BEFORE REFERENCES TO "BUS DRIVER" IN THE CONTRACT – By this change the parties do not intend to extend any benefits to the bus drivers to which such employees were not entitled before this language change.

SIT TIME – Refer to Appendix X

OVERNIGHT TRIPS – The District shall continue past practice of reimbursement of overnight trips as outlined in Board policy.

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EXTRA DUTY – Extra duty is limited to bus washing, office duty, or taking buses to the safety lane. Management reserves the right to hire non-Bargaining unit members to perform these duties, but not before first offering these duties to bargaining unit members. These positions will be posted and filled according to seniority. Pay rate will be at the appropriate work category.

MECHANIC CLOTHING ALLOWANCE – Refer to Appendix X

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).**

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.**

CDL RENEWAL - District pays cost to get CDL renewal.

INSURANCE – Drivers who reach ACA eligibility will receive the board benefit.

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BOARD OF EDUCATION
MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT NO.3
Mahomet, Illinois

Agenda Item No.: 7

Date: October 05, 2026

Presented by: Dr. Kenny Lee

ACTION

TOPIC:
Salary and Wage Increases for Eligible Non-Bargaining Unit Position Employees

BACKGROUND INFORMATION:
As you are aware, we have recently completed the collective bargaining process with the MSEA. It has been procedure to approve salary increases for employees who are not in the bargaining unit after the completion of negotiations. We are recommending the BOE approves salary increases of 5.00% for employees whose positions are not governed under the collective bargaining agreement. If approved, we will notify you of these salaries at an upcoming meeting. Salaries that have already been approved will not be in the memo of notification. (retiring employees, internal promotions, etc.)

SUPERINTENDENT'S RECOMMENDATION:
The Superintendent recommends the Board of Education approve a 5.00% Salary Increase for Fiscal Year 27 retroactive to July 1, 2026 for employees whose positions are not governed by the collective bargaining agreement and who are eligible to receive such raise.

Illinois Association of School Boards

Lighting the Way to Excellence in School Governance

Mahomet-Seymour CUSD 3

Reflecting on the Board's Communication and Community Engagement Tactics

October 05, 2026

Objectives:

- Understand board roles and responsibilities concerning community engagement
- Reflect on the board's current community engagement processes, goals, and tactics
- Identify next steps for community engagement

Agenda:

- **Introductions**

- **Discussion of External Context/ Constituents**

- **Identify community engagement improvement areas**
  - Discuss goals of engagement
  - Review current community engagement strategies
  - Identify and discuss contexts and constituencies
  - Explore community engagement tactics and participate in a gallery walk

- **Closing**
  - Identify next steps