

**Master Agreement**  
**Between**  
**Board of Education**  
**Mannheim District 83**  
**and**  
**Mannheim Teachers'**  
**Association**

**2016-2019**

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## **Article I. Recognition**

The Board of Education, Mannheim District 83, (hereinafter the Board) recognizes the Mannheim Teachers' Association, an independent organization (hereinafter the Association) as the sole and exclusive bargaining agent for all full-time and regularly employed part-time licensed teachers and nurse who are compensated on the District 83 salary schedule and who are eligible for the Illinois Teachers' Retirement System, but excluding the Superintendent, Assistant Superintendent, Director of Technology and Integration, Administrative Assistant, Business Manager, Principals, Assistant Principals, and any other personnel having the authority to hire, transfer, promote, discharge, evaluate, adjust grievances, or discipline other employees, provided that these individuals are compensated as Administrators.

Teachers have the right to join or not to join any organization for their professional or economic improvement, but membership in any organization shall not be required as a condition of employment.

## **Article II. Seniority**

Seniority as used herein shall apply only to teachers on contractual continued service (tenure) and shall mean the length of continuous full-time service and accumulated proportionate part-time service, which excludes summer school, of teachers within the District. Part-time service accumulated prior to acquisition of tenure shall not count for seniority purposes. Proportional part-time service accumulated after the acquisition of tenure shall count for seniority purposes.

Service credit will not accrue during a leave of absence without pay. Seniority will not be interrupted due to excused leaves of absences and paid leaves as provided in Article XIII. When it is determined that staff have equal seniority, the following criteria, in order of listing, shall be applied to establish a rank order:

1. Total teaching experience credit which has been allowed on the District 83 salary schedule.
2. Graduate credit which is allowed for credit on the salary schedule. This includes credit which has been accumulated but which has not resulted in a horizontal lane change.
3. Any further ties will be determined by lottery conducted by the Superintendent in the presence of the Association.

The rank order established for staff with equal seniority shall be determined each school year. A seniority rank order shall be posted in each building within thirty (30) days of the start of the school term, which shall apply to all seniority determinations. Objections to this seniority ranking shall be made in writing to the Superintendent and Association President within thirty (30) days of posting. Absent objections, the list shall stand for the current school term.

## **Article III. Association Rights**

### **Section 1. Exclusive Rights of the Association.**

The rights granted to the Association as the exclusive bargaining agent shall not be granted to other teacher union organizations during the term of this Agreement.

## **Section 2. Use of School Equipment and Buildings.**

The Association shall have the right to use school buildings for Association meetings, provided: (1) the building principal is notified 2 days before any such meeting; (2) no extra custodial help is necessitated because of such meetings; and (3) such meetings are during non-school hours and do not interfere with any facet of the school's educational, administrative, or extra-curricular program.

The Association shall also have the right to use the school's duplication equipment during non-school hours, provided that the Association reimburses the district for the cost of any materials used. The cost of duplication may be waived by the Administration.

It is agreed that the Board will not knowingly grant the use of school facilities and services to assist any organization which seeks to replace the Association as the exclusive representative except to the extent required by law. It shall be the responsibility solely of the Association to monitor that the facilities and services are not being used by organizations which seek to replace the Association.

## **Section 3. Bulletins.**

The Association shall have the right to post notices on bulletin boards designated by the building principal in the teacher workrooms and teacher cafeterias provided that such notices are approved by the Association President. The Association shall also have the right to use the district's school mailboxes.

## **Section 4. Association Business.**

Matters involving grievances, negotiations, or other Association business shall not be conducted by teachers in the presence of, or with the involvement of, students.

## **Section 5. Association Meetings.**

The Association will submit to the Superintendent a listing of the dates for up to four (4) General Association Meetings at least four (4) weeks in advance of each meeting. The Administration will not schedule any school related afterschool meetings for teachers on these scheduled afterschool meeting dates, after such notice is received and provided that the noticed meeting date does not conflict with a pre-existing activity. Such advance notice shall not be required for General Association meeting dates called for the primary purpose of: (1) voting on the ratification of a proposed collective bargaining agreement, or (ii) considering a matter at the request of the Board of Education or Administration.

## **Section 6. Access to Information.**

The Board agrees to make available to the Association President, upon written request, one copy of the following normally and routinely prepared public information reports: Agenda and open meeting minutes of all regular Board Meetings, a directory with addresses of licensed personnel, the Annual Financial Report, the Annual Audit commissioned by the Board, and the Annual Budget. Access to the official Board minutes shall also be granted to the Association President. The cost of duplication of these records may be waived for the Association by the Administration.

The Board will also provide to the Association, in response to written requests, any public records allowable under the Freedom of Information Act. These requests must be made in compliance with the Freedom of Information Act.

#### **Section 7. Building Faculty Agenda.**

The Association shall have the opportunity to be included at the end of the building faculty meeting agenda or at such place on the agenda as determined by the principal. The building administrators shall absent themselves from this portion of the meeting unless requested to remain by the Association building representative.

#### **Section 8. Teacher Listing.**

The directory of names, addresses, and telephone numbers of certified employees shall be furnished to the Association by October 1<sup>st</sup>. Such information regarding new teachers shall be made available to the Association for all summer hires by August 1, for all other new hires the Association President shall be notified within 14 days of a person being hired for a certified position.

#### **Section 9. New Teacher Orientation.**

The Association Executive Board shall be given the opportunity to address new teachers as a part of the new teacher orientation institute day.

#### **Section 10. Copies of the Agreement.**

A copy of the current collective bargaining agreement shall be posted on the District website.

#### **Section 11. Association - Administration Meetings.**

The representatives of the Association and the Central Administration agree to meet periodically during the term of this Agreement for the purpose of discussing concerns and maintaining open communication. Meetings shall be held with reasonable notice stating a tentative agenda of items to be discussed.

It is further agreed that representatives of the Association may request, and the Administration will agree, to meet semi-annually (October and April) with the Administration to review and make recommendations on the following programs:

1. Staff Evaluation
2. Staff Development and Teacher Recertification Process
3. Parent-Teacher Conferences
4. Paperwork Reduction
5. Student Discipline

It is further agreed that representatives of the Association may request and the administration will agree to meet in February/March of each year to review prospective enrollment and staffing plans for the next school term. Nothing in this section shall limit the right of the Board to make staffing decisions as it deems appropriate.

#### **Section 12. Association Release Time.**



In the event that the Association desires to send the President and/or designee to conferences or on other business pertinent to the Association, the President and/or designee shall be excused upon approval of the Superintendent for an aggregate total not to exceed four (4) days in any school term without loss of salary. Written request for such leave must be submitted to the Superintendent seven (7) days prior to the date of such leave except that the Superintendent may waive the seven (7) day notice for emergency situations.

### **Section 13. Directory Inclusion.**

A section containing the names and telephone numbers of Association Officers and Association representatives shall be included in the District Telephone Directory.

### **Section 14. Association Building Council.**

A Building Council shall be established at each building, subject to the availability of an Association Building Representative and teachers, for the purpose of addressing building level concerns and maintaining open communication between the certified staff and the building level administrators. The Association Building Representative shall meet with the building principal at the beginning of the school year to schedule the dates and times for the monthly building council meetings. The meeting schedule shall be posted in the teacher workroom and/or cafeteria in each building.

The Association Building Representative is responsible for selecting Building Council members, presenting building level concerns, and distributing minutes from the Building Council to the certified staff. Special emergencies may require the cancellation or rescheduling of a Building Council meeting.

Except for good cause, teachers are expected to schedule a conference to discuss a concern over an individual or building issue with the building principal prior to submitting the concern to the MTA Building Council. The MTA Building Council representatives will schedule a conference with the building principal prior to submission of any building level concerns to the Superintendent-MTA Council for discussion.

Building level concerns are defined as concerns of general applicability that affect an entire building, as opposed to situations or issues that affect only individual employees.

### **Section 15. School Improvement Committees.**

The Board and the Association believe it is desirable for teachers to continue to have opportunities for meaningful and effective input into building level educational matters. To this end, the principal will develop a draft agenda of each School Improvement Committee meeting at least five (5) school days before the next Committee meeting. The principal shall provide the final agenda to the Committee at least the day before the meeting.

Each School Improvement Committee shall consist of the principal and eight teachers. Seven of the teachers will be appointed by the principal and one by the Building Council with a goal of achieving a reasonable cross section of the building staff on the Committee. The Building Council and the principal are encouraged to make their appointments before the close of the previous school term, but in any event the appointments shall be made by no later than the end of the first full week of the new school term. Generally the Committee will meet no more than two times per month, except that either the building principal or the Committee may call additional meetings when appropriate to facilitate completion of the Committee's work. Minutes of Committee meetings will be taken by a teacher member of the Committee selected by the

Committee and submitted at least monthly to the principal for approval and circulation to all teachers in the building. The principal will also report to the Committee at least monthly on the status of projects recommended by the Committee. Committee members will be paid the extra-duty rate set forth in Section 3 of Article XIV for meetings required by the principal to be held before or after the regular teacher workday as provided in Section 3 of Article VI or during the teacher's duty free lunch period.

#### **Section 16. Liability Insurance.**

At the beginning of each school year, the Superintendent shall provide the Association President with a copy of the District's insurance program for coverage of claims against teachers for conduct within the scope of their employment.

#### **Section 17. Notice of Dismissal.**

The Superintendent shall notify the Association President of a recommendation for the dismissal of a tenured teacher promptly after it is placed on the agenda for formal action at the Board of Education meeting.

#### **Section 18. Fair Share.**

All employees covered by this Agreement, who are not members of the Association, shall pay to the Association their fair share of the cost of the services rendered by the Association that are chargeable to non-members under state law. The Association shall provide a list of non-members to the Superintendent or designee prior to December 1 each year.

The Association shall certify to the Superintendent or designee the amount of the fair share fee, not to exceed the dues uniformly required of members of the Association, and shall supply the District and the non-members a copy of the basis of the calculation of the fee. The fair share fee shall be deducted by the District from the earnings of the non-member employees during the months of January and remitted to the Association.

If a non-member employee declares the right of non-association based upon bona fide religious tenets or beliefs, the employee shall be required to pay an amount equal to his/her proportionate share, as determined under this fair share agreement, to a non-religious charitable organization mutually agreed upon by the affected employee and the Association, and in accordance with the rules of the Illinois Educational Labor Relations Board and other applicable law. If the affected employee and the Association are unable to reach an agreement on the matter, the employee may select a charitable organization from an approved list established by the Illinois Educational Labor Relations Board.

The Association shall indemnify, defend and hold harmless the Board from any loss or cost, including the Board's reasonable attorney's fees, due to any claim against the Board arising out of its good faith administration of this fair share provision.

### **Article IV. Teacher Rights**

#### **Section 1. School Code Rights.**

Nothing contained herein shall be construed to deny any teacher his/her rights under the current School Code of Illinois or any other applicable laws and regulations. Grievances over School Code rights, other applicable laws, or regulations shall not be taken to step 4 of the grievance procedure. This shall not preclude the teacher from seeking judicial redress of violations of School Code rights or other applicable laws and regulations.

## **Section 2. Rules and Regulations.**

All policies, regulations, and rules as stated in the School Board Policy Manual must be published and readily available to the employees. The School Board Policy Manual shall be made available in the library and principal's office of each building. Whenever a policy is updated by the Board, a copy will be provided to the Association President.

## **Section 3. Classroom Interruptions.**

Effort shall be made by both teachers and Administrators to provide classrooms that will be free of unnecessary interruptions.

## **Section 4. Grades.**

Teachers shall maintain the responsibility and right to determine grades and other evaluations of students, within the district grading policies. Should all district guidelines not have been followed, the building principal shall assume responsibility for determining the grade or evaluation and shall initial such change. The teacher shall be notified by the principal of the nature and reasons for making the change. The term "grade" shall refer to the grades in the permanent record.

## **Section 5. Notification of Accumulated Leave.**

Each teacher shall receive a statement by the 30<sup>th</sup> day of student attendance indicating the number of accumulated sick leave days and personal business days as of the start of that school term. The statement shall reflect the accumulated sick leave days and personal business days as of the end of the prior school year and available for the current school year. A detailed listing of both personal and sick days used during the preceding school year will be provided to a teacher within fifteen (15) days after a written request for such a summary has been received by the Superintendent. A copy of the computerized attendance summary sheet is acceptable and will be provided once during any school term. The cost for duplication will be borne by the teacher.

## **Section 6. Personnel Files.**

All materials developed and maintained by administrative and supervisory personnel which are to be used in situations pertaining to teacher observation, discipline, evaluation, competency, or effectiveness shall be placed in the teacher's official personnel file, which is maintained at the district Administrative Center, and a copy of such materials shall be given to the teacher.

Teachers shall have the right to review the contents of their own official personnel file. Such review shall be during normal office business hours (but not including the times when teachers have instructional or supervisory responsibilities) and in the presence of an employee of the Board designated by the Superintendent. The teacher shall make an appointment with the Superintendent or designee for such a review. A representative from the Association may, at the teacher's request, accompany the teacher in this review. The teacher shall have the right to attach a rebuttal and/or explanation to the material placed in his/her official personnel file.

Teachers who have voluntarily waived the right to inspect their credential file with their University Placement Office under P.L. 93-380 will not be granted access to their credentials in their personnel file.

### **Section 7. Appearance Before the Board.**

When any teacher is required to appear before the Board or any Board committee, the teacher shall be given written notice as to the purpose of the appearance seven (7) days prior to such meeting or interview. If the teacher feels the appearance could directly or indirectly have an adverse effect upon employment, compensation, or other terms and conditions of employment, said teacher shall have the right to have a maximum of two (2) representatives from the Association, one of whom may be an attorney, present to represent him/her during such meeting or interview. Copies of all such notices shall be provided to the Association President on the same date as the affected teacher(s), except to the extent the teacher requests that the detail of the teacher's conduct not be given.

### **Section 8. Disciplinary Procedure.**

Any teacher alleged to have neglected and/or violated any policy or law which may lead to a written reprimand, suspension, or discharge shall have the right to be represented by an Association representative. Suspension and disciplinary action of a written nature shall be preceded by:

1. A conference with the teacher and the appropriate administrator prior to taking final action. The teacher's request for the presence of an Association representative and/or attorney at the conference and during any other related disciplinary proceedings shall be honored, but the unavailability of a representative and/or attorney shall not be cause to delay the conference beyond the start of the second day after notice is received by the teacher. Nothing in this section restricts the Building Principal or Superintendent from temporarily re-assigning the teacher with pay pending completion of any conference delayed as a result of the unavailability of the teacher's Association representative or attorney.
2. A copy of any written reprimand issued to the teacher shall be made available to the Association President within two school days only if requested in writing by the teacher.
3. The administration will not use the e-mail system to impose a formal reprimand on a teacher.

The parties agree that this provision does not apply to oral reprimands or any other oral communications between an administrator and the teacher. However, such oral reprimands shall take place in a private setting and not in the presence of students, parents, or other non-administrative employees unless the teacher refuses to address the matter in a private setting as requested by the administrator.

It is further agreed that the teacher may request a follow-up conference with the appropriate administrator after a written and/or oral reprimand has been issued. The teacher's request for the presence of a maximum of two (2) representatives from the Association, one of whom may be an attorney, at the conference shall be honored. Written notification that the teacher will be represented by an attorney must be given to the administrator four (4) days in advance of the scheduled appearance before said administrator. The conference will be held at a date mutually agreed upon by the teacher representatives and the administrator representatives.

### **Section 9. Membership.**

The Board agrees that it will not discriminate against any teacher by reason of his or her membership in the Association, or for instituting a grievance, complaint, or proceeding under this agreement. Teachers shall have the right to join or refrain from joining the Association.

### **Section 10. New Teacher Assistance.**

The Board may encourage an experienced teacher to serve as a voluntary advisor to a new teacher. The advisor will be preferably in the same building, grade, and subject assignment as the new staff member. The duty of the staff advisor will be to provide orientation regarding the special concerns of the new staff member as they relate to the unique requirements of the new assignment on a schedule that is mutually agreeable between the parties. The experienced teacher will be paid a total of \$250.00 for each new teacher for the school term, in equal installments in November and June.

### **Section 11. Scheduling.**

Teachers will be given the opportunity to provide recommendations to the building principal regarding planning schedules for the next school term in a faculty meeting to be held within 30 days of the close of the school term. The final decision regarding scheduling, however, lies solely with the building principal. Teachers shall have a minimum of 225 minutes per week planning time. Should the principal not be able to schedule the minimum 225 minutes required planning time for teachers, those teachers will be compensated for that amount of planning time less than the minimum at the extra duty pay rate.

### **Section 12. School Closings.**

When schools are officially closed, sick leave and personal business days for a teacher shall not be deducted.

### **Section 13. Class Size.**

The Board and the Association recognize and believe in the philosophy of maintaining class sizes reasonably designed to achieve student educational advancement as financially feasible. The parties agree to address class size concerns through the following process.

When the size of a primary (K-3) school class reaches 23 students, or the size of an intermediate (4-8) school class reaches 25 students, a teacher may request, in writing, an aide. The principal shall consider the request, discuss the request with the teacher, and shall respond to the teacher's request within five (5) school days. If the teacher is not satisfied with the principal's response, the decision can be appealed to the Superintendent. It is understood and agreed that the District is not required to provide an aide when a class size reaches 23 or 25 students respectively, but rather may do so when it determines in its discretion that an aide is necessary, and that the decision of the Superintendent is final. However, if a denial is forthcoming, the Superintendent or designee will meet with the affected teacher(s) to explain the reason(s) for denial.

The Board will make class size reports available to the Association upon request of the Association President once a month.

### **Section 14. Inclusion.**

Before implementation of a full time inclusion decision with respect to a student with disabilities, the regular education teacher receiving the student will be consulted and provided orientation. Such orientation shall be determined on a case-by-case basis when the initial consultation occurs.

### **Section 15. Internal Substitution.**

Teachers who perform internal substitution at the request of the administration shall be compensated at the extra-duty pay rate, prorated in 15 minute increments. Building Principals shall ask for volunteers to serve as internal substitutes, and utilize such volunteers before requiring teachers to serve as internal substitutes.

### **Section 16. Committees**

Building Principals shall request volunteers to fill any vacancies on building level committees. The Building Principal shall consider requests to volunteer on a building level committee, but shall retain final authority to assign teachers to committees as he or she determines necessary.

## **Article V. Management Rights**

All management rights and functions, except those which are clearly and expressly abridged by this agreement, shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to:

1. full and exclusive control of the management of the District, the supervision of all operations, the methods, processes, means, and personnel by which any and all work will be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces;
2. the right to determine the work to be done and the standards to be met by employees covered by this agreement;
3. the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees;
4. the right to hire, establish and change work schedules, set hours of work, establish, eliminate or change classifications, assign, transfer, promote, demote, release and lay off employees;
5. the right to determine the qualifications of employees, and to discipline, to suspend for cause, and to discharge employees and otherwise to maintain an orderly, effective, and efficient operation.

## **Article VI. Teacher Responsibilities**

### **Section 1. Student Discipline.**

The teacher has the primary responsibility for the maintenance of discipline within the classroom, the school facilities, and those school related activities for which the teacher has the primary responsibility for maintaining discipline. The Board recognizes its responsibilities in the maintenance of control and discipline in the classroom, and to this end, shall establish and

maintain a discipline policy in the district. Building rules shall be distributed annually to all teachers within a building.

The building level administrators and teachers will review and evaluate building level rules annually. In the mutual opinion of the teacher and the principal, subject to his or her availability, a pupil may be excluded from a class when the persistence of the misbehavior or the adverse effect of the violation makes the presence of the student disruptive to the education of the entire class. However, a child shall not be denied his/her due process rights.

## **Section 2. School Calendar and Year.**

As required by the Illinois School Code and as established by the perpetual calendar adopted by the Boards of Education of Leyden High School District 212 and the underlying elementary districts, the standard school calendar shall be based on a minimum of 185 teacher service days. The Board may declare special holidays during the last week if emergency closing days have not been used during the year. Prior to the Board adopting the annual calendar, representatives of the Association will meet at least once with representatives of the Administration to discuss calendar recommendations and provide input on calendar options, with the recommendations being made available to the Board. The superintendent or designee shall present three (3) calendar recommendations, to be voted on by the teachers, with the recommendations being available to the Board. Starting with the 2016-2017 school year, there shall be one (1) additional institute day added to the beginning of the school year. Service on the calendar committee is unpaid. The final decision as to the annual calendar shall be made by the Board.

## **Section 3. School Day.**

The school day for teachers shall be as follows:

Elementary Schools	Mon. – Thurs.	8:00 AM – 3:45 PM
	Fri.	8:45 AM – 3:45 PM
Mannheim Middle School	Mon. - Thurs.	7:30 AM - 3:15 PM
	Fri.	7:45 AM – 3:15 PM
MECC and Enger	Mon. – Thurs.	8:00 AM – 3:45 PM
	Fri.	8:15 AM – 3:15 PM

The student school day, except for students in the MECC Program, will be delayed by 1.5 hours on Wednesday after the final week of each of the first three marking periods and during the final week of the fourth marking period to allow for teacher preparation of report cards. No meetings for teachers or other employees covered by this Agreement shall be scheduled by the Administration before the student school day begins on these late-start Wednesdays.

In the months of October and April, the school day for teachers at the elementary schools and Enger School may be extended for inservice educational activities on the fourth Wednesday of each month during the school term. The inservice meetings will begin at 4:00 p.m. and end no later than 5:00 p.m. Consideration will be given by the principal to early release of individual teachers due to extenuating circumstances as determined in the sole and non-precedential judgment of the principal. The Administration and the Association will come to an agreement on two (2) school days per semester to begin at 8:30 a.m. instead of 8:00 a.m. at the elementary buildings and Enger. The agenda for each meeting will be distributed to participating teachers at least 10 school days in advance of the meeting.

## **Section 4. Building Faculty Meetings.**

All teachers will attend one general faculty meeting monthly.

#### **Section 5. PTA Meetings and Open House/Curriculum Night.**

All teachers will be required to attend Open House/Curriculum Night during the fall semester. Teachers will attend two (2) additional PTA meetings or PTA sponsored activities, as determined by the principal, each year. Principals retain the right to ensure adequate staff representation at each meeting or activity.

#### **Section 6. Duty-Free Lunch Period.**

Teachers shall be entitled to a duty-free uninterrupted lunch period equal to the regular, local school lunch period but not less than forty-five (45) minutes in each school day. The Board will provide non-certified personnel to supervise the playground during the noon recess.

#### **Section 7. Parent-Teacher Conferences.**

The School Improvement Committee may recommend to the Building Principal a format and scheduling of parent-teacher conferences. The principal shall review, comment upon, and transmit to the Superintendent the Committee's recommendations for inclusion in discussions on such conferences as contained in Article III, Section 11. No District-wide parent-teacher conference will be required to begin beyond the end of the contractual school day on Fridays. Any teacher may request that a member of the Building Administration be present at any parent-teacher conference, and a member will be provided if it is determined by the Building Principal, in his or her sole discretion, that it is necessary and in the best interests of the District that the member attend the conference.

### **Article VII. Teacher Protection**

#### **Section 1. Parent – Teacher Issues.**

Principals will encourage parent-teacher conferences to seek resolution of a conflict. The teacher may request the presence of a member of the administrative staff and/or a representative from the Association at such conference. Principals will confer with the teacher regarding the complaint and provide the teacher an opportunity to respond to the issues prior to the resolution of the conflict.

#### **Section 2. Teacher Assault.**

Any case of assault upon a teacher in pursuit of his or her duties shall be promptly reported to the administration. The Board shall not prohibit the teacher from exercising his or her legal rights with respect to such assault. A teacher who is the victim of such an assault or severe verbal threats in appropriately carrying out the teacher's responsibilities shall be assisted by the building principal or the Superintendent in communications and conferences with law enforcement officials.

### **Article VIII. Staff Evaluation**

#### **Section 1. Staff Evaluation Plan.**



Staff evaluations will be conducted in accordance with the Staff Evaluation Plan for Mannheim District #83. This shall not be construed as to incorporate such plan or any portion thereof into this Agreement nor may grievances over the Staff Evaluation Plan be taken to step 4 of the grievance procedure. This shall not preclude the teacher from seeking judicial redress of violations of this article or the Staff Evaluation Plan.

Any changes in the Staff Evaluation Plan during the term of this Agreement shall be done in cooperation with representatives of the Association chosen by the Association President.

## **Section 2. New Teacher Orientation.**

Within one month of employment, all new teachers will be provided a copy of and an orientation to the Staff Evaluation Plan. No formal observations will take place until such provision has been made.

## **Section 3. Notice of Evaluation Cycle.**

All teachers who are to participate in the formal evaluation cycle shall receive written notice of said evaluation at the start of the school term (i.e., the first day that students are in attendance). No formal evaluation shall take place until written notice of evaluation has been received by the teacher. Except in extenuating circumstances, a post observation conference will be held within 10 school days of the formal observation in the formal evaluation year. Nothing in this Agreement shall prohibit a principal from evaluating any teacher in his or her school during his or her first year as principal of such school.

## **Section 4. Observations.**

All formal and informal observations of a teacher's performance shall be openly performed. The videotape of the observation session shall be used for instructional purposes and not used as evidence in any dismissal proceedings.

## **Section 5. Meetings with Administrators.**

If a teacher feels his/her evaluation was not conducted in accordance with the Staff Evaluation Plan, he/she may request a meeting with the administrator responsible for the evaluation and/or the Superintendent to discuss the issues surrounding the evaluation. At the teacher's request, a representative from the Association may also be present at the meeting.

## **Section 6. Joint Committee.**

The Board and the Association shall form a joint committee of equal numbers of the Association and the Board to bring the Staff Evaluation Plan into compliance with the Performance Evaluation Reform Act (PERA) for implementation by September 1, 2016. It is understood that the conclusions, judgments and recommendations of the evaluator(s) which result from the evaluation procedure are not subject to the grievance procedure of this Agreement. The Board of Education shall retain final authority for the approval of any revisions to the teacher evaluation plan as had been ratified by the MTA.

# **Article IX. Vacancies and Transfers**

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

The teaching staff shall be assigned to particular school buildings by the Superintendent. In the event of anticipated transfers for the forthcoming school term, notice will be given to the teachers so involved at least four (4) weeks before the end of each year to the extent the need for the transfers are known as of that date.

## **Section 2. Transfer.**

A transfer shall be defined as a change from one building to another, a change in grade level, or a change in subject area assignment or designated department at the middle school level.

## **Section 3. Vacancies.**

During the school term, vacancy notices, for vacant positions that the Board determines to fill not otherwise required to be filled pursuant to Section 24-12 of the Illinois School Code will be through Applitrack, or such other means as the District determines. During the summer vacation period, a copy of any vacancy notice shall be posted through Applitrack. The Board's selection of a candidate for a new or vacant position not otherwise required to be filled pursuant to Section 24-12 of the Illinois School Code shall be based on consideration of factors that include without limitation certifications, qualifications, merit and ability (including performance evaluations if available) and relevant experience. The length of continuing service with the School District shall not be considered as a factor unless all other factors are determined by the Board to be equal. The Board's selection of a particular candidate to fill a new or vacant position is not subject to review under the grievance procedure of this Agreement, except with respect to whether or not the posting requirement set forth above has been satisfied.

## **Section 4. Voluntary Transfers.**

1. A request by a teacher for a transfer shall be made in writing to the building principal or directly to the Superintendent. Written acknowledgement of the request for a transfer will be sent to the teacher.
2. Teacher are encouraged to schedule a conference with the Superintendent or designee to review their qualifications for the requested position.
3. Teachers must apply through Applitrak (internal application procedure) for a specific vacancy after the posting of such vacancy. Finalists for a specific posted vacancy may be interviewed. Consideration will be given to current employees for vacancies, provided that the selection criteria set forth above shall control. Teachers selected for a specific vacancy will be notified in writing of the decision of the Superintendent. It is agreed that the posting of a notice of filled positions is acceptable for all other applicants.
4. A teacher may schedule a conference with the Superintendent or designee after receiving notification of the Superintendent's decision. An Association representative may be present at the conference at the teacher's request.
5. Requests for transfer shall remain active until the beginning of the school term following the school term of the request.

## **Section 5. Involuntary Transfers.**

1. When an involuntary transfer is necessary for any reason, volunteers shall be sought and considered.
2. The Superintendent or designee shall make an effort to avoid involuntary transfers after July 1<sup>st</sup>.
3. Any teacher affected by an involuntary transfer shall be notified in writing upon the decision of the Superintendent. The Superintendent or designee will meet with the affected teacher at the end of the day following the dismissal of the students. The resultant vacancy will appear on the district's posted vacancy notice no sooner than 24 hours later. Two or more involuntary transfers can occur without creating a vacancy or the necessity of listing the positions on the district's vacancy notice.
4. When an involuntary transfer is necessary, the Superintendent or designee will notify the Association President unless requested otherwise by the teacher.
5. The teacher may request to meet with the Superintendent to discuss reasons for the transfer. An Association representative may be present at this meeting. A teacher may issue a written request for reconsideration of the transfer to the Board and the Superintendent within twenty (20) days of notification of the transfer. The teacher will be sent written notification of the Board's or the Superintendent's decision. The Board's decision shall be final.
6. Any teacher involuntarily transferred to teach a new subject area and/or grade level may meet with the building principal to discuss his/her concerns pertaining to the new position.
7. Any teacher who has been involuntarily transferred to another building/position and requests reassignment back to the former building/position will be considered for a position in the former building/position should a vacancy occur. However, the parties recognize and agree that the selection criteria set forth in Section 3 above shall control in the filling of any vacancy.
8. Any teacher involuntarily transferred to a new subject area and/or grade level shall be given instruction by the principal on those curricular or assessment requirements unique to the new assignment. The Board may encourage an experienced teacher to serve as a voluntary advisor to a new teacher and, if the experienced teacher is selected and agrees to do so, that teacher shall be paid in accordance with Article IV, Section 10. The advisor will be preferably in the same building, grade and subject assignment as the new staff member. The duty of the staff advisor will be to provide orientation regarding the special concerns of the new staff member as they relate to the unique requirements of the new assignment on a schedule that is mutually agreeable between the parties.

## **Article X. Reduction in Force**

1. In the event that the Board determines it to be necessary to reduce the number of licensed employees in the school system or to discontinue some particular type of teaching service, then written notice shall be mailed to the teacher and also given to the teacher

either by certified mail, return receipt requested, or personal delivery with receipt at least 45 days before the end of the school term together with a statement of honorable dismissal and the reason(s) therefor. The sequence of dismissal shall be as provided below.

2. The sequence of dismissal shall be established each year by not less than 75 days before the end of the school term by the Board of Education in consultation with the Association. A copy of the list shall be given to the Association President, provided that the Superintendent may, with notice to the Association, move teachers from Grouping 1 into another grouping during the period of time from 75 days until 45 days before the end of the school term. Each teacher will be categorized into one or more positions for which the teacher is qualified to hold based upon legal qualifications and any other qualifications established by the District in a job description in place no later than May 10 of the prior school year. Within each position the District shall establish four groupings of teachers qualified to hold the position as follows:
  - a. Grouping 1 shall consist of each teacher not in contractual continued service and who (i) has not received a performance evaluation rating, (ii) is employed for one school term or less to replace a teacher on leave, or (iii) is employed on a part time basis as defined in 105 ILCS 5/24-12(b)(1).
  - b. Grouping 2 shall consist of each teacher with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the teacher's last 2 performance evaluation ratings.
  - c. Grouping 3 shall consist of each teacher with a performance evaluation rating of at least Satisfactory or Proficient on both of the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or on the teacher's last performance evaluation rating, if only one rating is available, unless the teacher qualifies for placement into grouping 4.
  - d. Grouping 4 shall consist of each teacher whose last 2 performance evaluation ratings are Excellent and each teacher with 2 Excellent performance evaluation ratings out of the teacher's last 3 performance evaluation ratings with a third rating of Satisfactory or Proficient.
3. Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Grouping 1 dismissed first and teachers in Grouping 4 dismissed last.
4. Within Grouping 1, the sequence of dismissal is at the discretion of the school district. Within Grouping 2, the sequence of dismissal must be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first. A teacher's average performance evaluation rating must be calculated using the average of the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in Grouping 2 with the same average performance evaluation rating and within each of Groupings 3 and 4, the teacher or teachers with the shorter length of continuing service with the school district or joint agreement must be dismissed first.

5. Nothing in this Agreement shall be construed as limiting the right of the Board to dismiss non-tenured teachers in accordance with Section 24-11 of the Illinois School Code.

## **Article XI. Grievance Procedure**

### **Section 1. Definition.**

A grievance is defined as a claim by an employee or a group of employees (the “grievant”) that there has been an alleged violation, misinterpretation, or misapplication of this Agreement. The Association may file a grievance over a violation, misinterpretation, or misapplication of this Agreement.

### **Section 2. Days.**

Unless otherwise specifically stated, all days referred to in this grievance procedure are days in which the Superintendent’s offices are open to the public. At the end of each school term, the Association President will receive, upon written request, a written schedule of days during the summer months when the Superintendent’s offices are closed.

### **Section 3. Steps and Schedule.**

Within twenty (20) days of the occurrence of the event giving rise to the alleged violation, misinterpretation, or misapplication of a provision of this Agreement, the allegedly aggrieved teacher, together with an Association representative, shall meet with the Administration to discuss the contemplated grievance. Ten (10) days after this informal conference (unless extended in writing by mutual agreement) the allegedly aggrieved teacher may initiate a formal grievance. No grievance shall be processed or entertained unless it is raised within thirty (30) days of the occurrence of the event giving rise to the grievance. The following are the steps for processing of grievances:

- Step 1: The grievant shall file the grievance in writing with the principal or designee. The principal or designee shall confer with the grievant in an attempt to resolve the grievance within ten (10) days of the receipt of the grievance. A decision in writing shall be rendered to the grievant within ten (10) days of the conference.
- Step 2: If a satisfactory disposition of the grievance is not reached at Step 1, the grievant may appeal to the Superintendent or designee in writing within ten (10) days after receipt of the decision of the principal. The Superintendent or designee shall hold a conference with the grievant within ten (10) days after the receipt of the appeal and a written decision shall be rendered by the Superintendent or designee within ten (10) days after the conference.
- Step 3: If a satisfactory disposition of the grievance is not reached at Step 2, the grievant may appeal to the Board by filing a written appeal with the Superintendent within ten (10) days after receipt of the Superintendent’s decision. The Board shall consider the grievance within thirty (30) days of the date of receipt of the appeal by the Superintendent. The Board shall render its decision in writing, with a copy to the Association, within ten (10) days after the meeting at which the grievance is considered.
- Step 4: In the event the grievant and the Association are not satisfied with the disposition of the grievance at Step 3, the grievance may be submitted by the Association to binding arbitration within twenty (20) days after the Association’s or the grievant’s receipt of the Board’s answer at Step 3 by filing with the Federal

Mediation and Conciliation Service (“FMCS”) a request for a panel of seven (7) arbitrators. Receipt by any officer of the Association shall be considered as receipt by the Association. The parties shall take turns striking one name from the list of seven (7) arbitrators, with the Association having the option to strike first, and the person remaining shall be the arbitrator. Either party shall have the right to reject one entire panel prior to any striking. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The arbitrator shall consider only the specific issues raised in the written grievance and the replies thereto. The arbitrator’s decision shall be based solely upon the specific terms of this Agreement in light of the facts presented, and he/she shall have no authority to decide or make recommendations on other matters. The fees of the arbitrator and the cost of attendance of a court reporter, if requested by either party, shall be split between the parties. All other costs shall be borne by the party incurring the cost unless otherwise mutually agreed.

#### **Section 4. Time Limits and Representation.**

The time limits and procedures for grievance presentation and processing must be strictly followed. Failure of the grievant or the Association to meet any time limit shall bar the grievance. Failure of the Board or the Administration to respond within the time limits specified shall permit the grievant to proceed to the next step within the time limit specified for appeal to the next step as measured from the last day for Board or administrative response at the step from which the appeal is taken. The grievant may be represented by the Association at any step in the grievance procedure; provided, however, unavailability of an Association representative shall not be cause to extend any time limit. An individual grievant and the Association representative, a total of two, will be released from their regularly scheduled duties, at one time without loss of pay.

#### **Section 5. Specificity, Modification and Regrieving.**

Each grievance must state the specific provisions of the Agreement alleged to have been violated, the facts upon which the grievant relies to establish the alleged violation, and the relief sought. Grievances may not be modified after submission at Step 1 without the mutual agreement of the parties. It is agreed to not allow regrieving of lost appeals of the same occurrence that gave rise to the grievance by that same individual or others involved so as to prevent the serial filing of grievances for the same occurrence.

### **Article XII. Leaves**

#### **Section 1. Sick Leave.**

Full-time teachers shall be entitled to twelve (12) days of sick leave per year. Unused sick leave shall be allowed to accumulate without a maximum limitation. A teacher who uses four (4) or less sick leave days in a school term shall be provided two (2) additional sick leave days for the next school term.

As described by the laws of the State of Illinois 105 ILCS 5/24-6 of the Illinois School Code, sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or for the birth or adoption or placement for adoption of a child by the employee or his or her spouse. Use of sick leave for adoption or placement for adoption of a child by an employee shall be limited to thirty (30) days.

Immediate family shall include parents, spouse, brothers, sisters, children, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, and legal guardians.

The Board may require a doctor's certificate after an absence of three (3) days for personal illness, or thirty (30) days for birth, or as it may deem necessary in other cases. If the Board does require a certificate as a basis for pay during a leave of less than three (3) days, the Board shall pay the expenses incurred by the teacher in obtaining the certificate. In cases of leave used for adoption, the Board may require proof that the formal adoption process is underway.

## **Section 2. Work Related Accidents.**

Any accident that is covered by Workers' Compensation Insurance shall result in no loss of wages provided the employee has accumulated sick leave and remits the workers' compensation check to the district until expiration of sick leave. Employees injured during the course of employment and eligible for compensation are required to report all accidents or injuries to their Supervisor immediately. Injuries shall be reported to the Superintendent's office. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Upon notification of an injury that results in the employee being absent from work, the employee will be charged workers' compensation sick leave pending determination of the claim by the insurance carrier.

1. Should the insurance carrier reject the claim, the employee will have deductions made from any accumulated sick leave or from salary once sick leave has expired equal to the period of absence.
2. Should the insurance carrier approve the claim, the employee's accumulated sick leave will be reduced 1/3 day for each day absent. Upon expiration of sick leave, the employee will receive compensation only from the insurance carrier until the employee returns to full duty status.

## **Section 3. Use of Sick Leave for Bereavement.**

An employee is allowed absence up to three (3) days without deduction from accumulated sick leave or personal business days or any loss of wages due to death in the immediate family. Two (2) additional days may be deducted from accumulated sick leave. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians, or members of the immediate household. Sick leave of one (1) day shall be allowed for attendance at the funeral or wake of other family members or close personal friends, with explanation of the relationship to the principal, up to a maximum of three (3) wakes or funerals per school year.

## **Section 4. Personal Business Days.**

The Board shall grant two (2) days annually as personal business days to a maximum accumulation of five (5) days, except that no more than two (2) of these days may be used consecutively without the advance written approval of the Superintendent. Request for use of a personal business day shall be made to the Superintendent at least three (3) days in advance except in an emergency situation where notification is not possible. The reason for the Personal Business Day request shall be indicated on the Application for Personal Business Day(s) form and "Approved Personal Business Day" written as the reason for such absence on the Report of

Absence Form. Personal business days shall not be used for the sole purpose of extending a holiday, vacation, or weekend. Personal business days shall not be granted during the first five (5) or last ten (10) days of the school term except at the discretion of the Superintendent. The Superintendent reserves the right to limit the number of requests for the use of personal business to the first five (5) such requests received should more than five (5) requests for the same day be made. If at the close of the school term, an employee has five (5) accumulated personal business days, two of these days will be added to the accumulated sick leave for the following year. If an employee is retiring at the end of the school term, all unused personal business days shall be added to the employee's accumulated sick leave account. Personal business days may be used for bona fide religious observances.

### **Section 5. Jury Duty.**

Any teacher who is required to serve jury duty, testify before a grand jury, and/or be served with a subpoena to testify in a court of law shall suffer no loss of benefits. The full salary for the time served will be paid provided the teacher returns any pay received to the Board. The teacher is entitled to retain any transportation allowance paid.

### **Section 6. Unpaid Leaves.**

The following provisions shall apply to all unpaid leaves:

- A. Except as otherwise specifically provided in item 1 below, the district shall provide no fringe benefits during the time a teacher is on leave. If a teacher desires to continue the medical coverage, the teacher shall notify the Office of the Superintendent by paying the entire monthly premium cost each month, thirty (30) days in advance. Failure to pay by the first day of each month will result in the cancellation of this benefit option.
- B. A teacher on an unpaid leave must make written application by registered mail to the Superintendent between January 1<sup>st</sup> and March 1<sup>st</sup> to be eligible to return at the beginning of the new school term. The teacher will return to a position within the district for which the teacher is certified. Failure to make written application for reinstatement by March 1<sup>st</sup> automatically serves as resignation from the district.
- C. Acceptance of any substitute or contractual teaching position by said teacher shall automatically cancel the right to reinstatement by this district.
- D. Except as otherwise specifically provided in item 1.b. below, teachers who voluntarily take an unpaid leave shall not be allowed the use of sick leave while on leave.
- E. A teacher on leave, upon returning to the school district, will maintain his/her tenure, accumulated sick leave, accumulated personal business days, and position on the salary schedule and seniority ranking but shall not advance while on leave. If the teacher has served more than one-half of the days as determined by the official school calendar, at the time the leave began, that fractional part of the year will be considered one full year of credit. If a fractional part of credit had been granted previously, then the fractional parts will be added to determine full year equivalents.

#### **1. Maternity/Paternity/Adoption Leave.**



The Board provides for voluntary maternity/paternity/adoption leave for all teachers. A teacher who requests maternity/paternity/adoption leave agrees to the following provisions in addition to those listed for unpaid leaves:

- a. A teacher who is unable to work due to a disability caused or contributed to by pregnancy, childbirth, or related medical conditions may utilize available sick leave for such absences in the same manner as it may be used for any other sickness or disability. In the event a teacher selects this option, a teacher shall return to work when medically able to do so.
- b. A teacher who is an “eligible” employee as defined in the Family and Medical Leave Act of 1993, is entitled to elect to take up to twelve (12) workweeks of unpaid parental leave because of the birth of a son or daughter or because of the placement of a son or daughter with the employee for adoption. A teacher shall provide at least thirty (30) days advance notice of the intention to take leave under this Part 1.b except that if the date of birth or placement requires the leave to begin in less than thirty (30) days, the employee shall provide such notice as is practicable. This parental leave must be taken within the 12-month period beginning on the date of birth or placement for adoption. This parental leave shall not be taken intermittently without the written consent of the Superintendent. Paid sick leave may be substituted for unpaid leave under this Section 1.b, provided that no more than thirty (30) days of paid sick leave may be used in the case of adoption of a child by the employee or his or her spouse. Any paid sick leave used by a teacher shall constitute part of the twelve (12)-week parental leave provided for herein. Unless available paid sick leave is substituted, parental leave under this Part 1.b shall be without pay and no benefits shall accrue during the period of leave. However, a teacher shall not lose any benefits accrued prior to the date on which the leave began. During the period of this leave, the District shall maintain the teacher’s coverage under any applicable group health plan for the twelve (12) workweek or shorter duration of the leave at the level and under the conditions of coverage that would have been provided if the teacher had continued to work during the period of leave. Pursuant to the provisions of the Family and Medical Leave Act of 1993, the District reserves the right to recover any insurance premiums paid for the period should the teacher fail to return to work at the expiration of the leave period, except if the failure to return to work is because of the continuation, recurrence or onset of a serious health condition or other conditions beyond the control of the employee. When a teacher returns from this leave, the administration will give first consideration to returning the teacher to the same position he/she held prior to the leave. However, the administration may assign him/her to a different, similar available position if deemed to be in the best interest of the School District. A teacher on leave hereunder shall be subject to dismissal due to reduction in force on the same terms as teachers not on leave.
- c. As an alternative to the leaves provided in Part 1.a and Part 1.b above, a tenured teacher may be granted an unpaid long-term parental leave subject to the below listed conditions and limitations. Teachers may either use paid sick leave for disability due to delivery of a child pursuant to Part 1.a above and return to work when the disability ends or elect a twelve (12) workweek leave pursuant to Part 1.b above or instead, a tenured teacher may elect to take a long-term parental leave under this Part 1.c as provided below. The three parts hereunder are mutually exclusive and a teacher may elect only one (1) of the three available types of maternity/parental/adoption leave. A teacher who takes a leave under Part 1.a or Part 1.b may not take a leave under Part 1.c.

- (1) All requests for unpaid long-term parental leaves must be submitted in writing to the Superintendent at least three (3) months prior to the anticipated beginning date of the leave unless circumstances later require the leave to begin sooner. The leave shall begin at a mutually agreeable date but, in any event, no later than the date of delivery or the date of placement of an adopted child.
  - (2) The duration of the leave shall be for the remainder of the school term in which it begins, plus one (1) additional school term, if requested; return will be at the beginning of the school term. A teacher may request a one (1) year extension of an unpaid long-term parental leave by making written request to the Superintendent prior to January 1<sup>st</sup> to be eligible for consideration for an extension during the next school term. The decision of the Superintendent to approve or not to approve a request for extension in unpaid long-term parental leave shall not be precedential in future request for extensions and is not grievable.
  - (3) A teacher on long-term parental leave must notify the Superintendent, in writing, between January 1<sup>st</sup> and March 1<sup>st</sup> regarding intention to return to the District at the beginning of the following school term. The notice of intention to return must be received by the Superintendent within the time provided above; if not so received, the teacher may be deemed to have resigned from employment.
  - (4) While on unpaid long-term parental leave, a teacher may continue to participate in the District insurance plan in the same manner of participation as would be afforded to a teacher receiving an unpaid leave of absence for any other purpose. While on an unpaid leave, the teacher must pay the full premium cost to continue participating, provided, however, that for an unpaid long-term parental leave the District shall maintain the teacher's coverage under any applicable group health insurance plan for a period of three (3) months from the commencement of the leave or the date of delivery, whichever occurs first, under the same terms and conditions that would have applied if the teacher had continued to work.
  - (5) Upon return from the leave, the administration will give first consideration to returning the teacher to the same position he/she held prior to the leave. However, the administration may assign him/her to a different, similar available position if deemed to be in the best interest of the School District.
  - (6) A teacher shall be permitted to retain all unused sick leave accrued as of the date of the leave but shall not accumulate sick leave while on the leave.
  - (7) A teacher on long-term parental leave is subject to dismissal due to reduction in force on the same terms and conditions as teachers not on leave.
- d. The provisions of Parts 1.b and 1.c above shall apply to instances of child adoption by teachers. The leave for adoption must commence as soon as the child has been released to the care of the adopting employee.

## 2. General Leave of Absence.

The Board may in its discretion grant a general leave of absence for contractual continued service teachers. A teacher who makes this request agrees to the following provisions in addition to those listed for unpaid leaves:

- a. The general leave of absence will be without pay and without insurance benefits.

- b. Application must be made in writing by February 1, to be assured of consideration for a general leave of absence for the next school term.
- c. The leave shall not exceed one (1) year from the start of the next school term.
- d. No more than five (5) requests for general leaves of absence will be granted for any school term district wide. The decision of the Board to approve or not to approve a request for a general leave of absence shall not be precedential in future requests for leaves and is not grievable.

#### **Section 7. Family Leave – Serious Health Condition.**

Any eligible employee who does not have sufficient paid leave time available to allow such employee at least twelve (12) workweeks of leave in any twelve (12)-month period for absences caused by a serious health condition of the employee and absences required by the need to care for a spouse, son, daughter, or parent who suffers from a serious health condition, shall be granted sufficient additional unpaid leave days so that when added to any available paid leave days the employee is assured of a minimum of twelve (12) workweeks of leave in any twelve (12)-month period. For the purpose of leave under this section, eligible employees are defined as those who have been employed by the District for at least twelve (12) months. With regard to leave under this section, the Board reserves the right to require medical certification and to apply the Rules Applicable to Periods Near the Conclusion of an Academic Term as set forth in the Family and Medical Leave Act of 1993.

#### **Section 8. Observance of Religious Holidays.**

A teacher may use two (2) sick leave days per school year for observance of two (2) religious holidays, subject to the procedures and criteria for requesting personal business leave.

### **Article XIII. Professional Development**

#### **Section 1. College Credit.**

Teachers who wish to have graduate study work apply to their position on the salary schedule must obtain pre-approval for the course from the Superintendent. Teachers enrolled in a Masters Program should get all their course work approved by the Superintendent at one time. No request for approval for course work will be considered after the fact, except as set forth below. Any teacher who qualifies for change of salary lane as the result of the completion of approved graduate or district in-service course work shall receive a salary adjustment the first day of the school year following the completion of such courses. Such courses and their grades and an official transcript for the graduate course work must be submitted to the Superintendent no later than September 30 for credit.

Graduate class credit will not be changed after approval has been granted. If contact hours increase due to university changes, the teacher may resubmit for increased credit hours. If, after January 1, 2013, a teacher is denied salary schedule movement because the teacher failed to obtain the required pre-approval from the Superintendent, the teacher may appeal the denial to the Superintendent who shall be authorized to grant approval if there were extreme and extenuating circumstances that caused the teacher to fail to obtain the required pre-approval. The parties agree that the decision to grant or deny approval after the fact is final and is not subject to the grievance procedure.

## **Section 2. Conference/Workshop Attendance.**

All teachers are encouraged to attend conferences, workshops, and seminars relating to the individual teacher's area of instruction. Teachers requesting release time for conferences, workshops, or seminars must submit a conference approval form to the Superintendent at least ten (10) days prior to the said date of absence. If approval is granted by the Superintendent or designee, the allowable per diem expenses will be reimbursed to the teacher upon presentation of suitable receipts, following the conclusion of the conference, workshop or seminar. Major expenses such as airline tickets and registration fees which have to be paid prior to attendance and which exceed \$190 will be reimbursed within thirty (30) days of presentation of suitable receipts, provided that a teacher will be required to repay the District for any expense so reimbursed if the teacher for any reason does not attend the conference, workshop or seminar. Such expenses must be disclosed on the conference approval form and approved in advance by the Superintendent.

## **Section 3. Tuition Reimbursement.**

The Board shall provide tuition reimbursement to full-time teachers under the following conditions:

1. The course is pre-approved in writing by the Superintendent or designee. Oral pre-approval, with subsequent written confirmation, will be allowed in extenuating circumstances.
2. The course meets the criteria for salary schedule lane advancement in Section 1 of this Article XIII.
3. The course is graduate level from an accredited university or college.
4. The course is relevant to the teacher's instructional assignment or is part of a master's degree program in education.
5. A grade equivalent to a "B" or better is earned.
6. An official transcript is received by the Superintendent by no later than September 30 for reimbursement in October, or by January 31 for reimbursement in February.
7. Reimbursement will not exceed a maximum reimbursement of twelve (12) credit hours per teacher per school year, as follows:

<u>2016-2017</u>	<u>\$145 per credit hour</u>
<u>2017-2018</u>	<u>\$145 per credit hour</u>
<u>2018-2019</u>	<u>\$145 per credit hour</u>

8. The total amount expended by the Board for tuition reimbursement will not exceed:

<u>2016-2017</u>	<u>\$39,000.00</u>
<u>2017-2018</u>	<u>\$40,000.00</u>
<u>2018-2019</u>	<u>\$41,000.00</u>

During the 2016-2017 school year only, the Board will pay an additional \$10,000.00 in tuition reimbursement. This is a one (1) time payment which is intended to allow the parties to "catch up" on tuition reimbursement claims which have been made but which exceeded the annual allotted maximum Board expense.

Fully completed requests for reimbursement will be processed in the order received. If the total amount of the requests received in a given school year exceeds the foregoing amount, the requests shall be deferred to the next school year for reimbursement from that year's budgeted

amount. Unused budgeted amounts do not carry over from year to year. Requests for reimbursement for pre-approved course work may be considered by the Superintendent or designee up to six (6) months after the completion of the course.

A teacher who resigns within one (1) school year following the school year in which a course is completed shall repay to the Board the full amount of tuition reimbursement received, except that this requirement does not apply to a teacher who is given the option of resigning in lieu of termination. If a teacher who has applied for reimbursement leaves the employment of the Board for any reason before the reimbursement has been paid, the claim for reimbursement is forfeited. Any amounts due the Board under this paragraph may be deducted by the Board from the teacher's remaining pay, and if any balance remains unpaid thirty (30) days after written notice of said balance is provided, the teacher shall pay the Board's reasonable attorney's fees, costs and expenses of litigation incurred by the Board in the collection of any balance due.

## **Article XIV. Salary and Fringe Benefits**

### **Section 1. Extra Duties.**

Extra duty pay will be given only by prior approval of the Superintendent and will be paid on the condition that services have been rendered and the submission of time sheets certified by both the employee and the building principal have been made. Teachers shall receive compensation for their extra duties on a monthly basis. Teachers will be informed in advance of performing the extra duty if payment has been approved.

### **Section 2. Mileage.**

Teachers shall be paid mileage reimbursement at the prevailing IRS rate in effect July 1<sup>st</sup> of each year for mileage approved by the Superintendent to perform their assigned duties.

### **Section 3. Extra Duty Pay.**

Extra duty pay rates shall be \$33 per hour for Academic, Supervisory and Coaching, and \$24 per hour for Supportive Operational Duties for the term of this Agreement. No additional changes to the extra curricular compensation system shall occur without the agreement of the parties pursuant to this paragraph.

A list of duties has been developed by the Association and the Board under each category as follows.

#### **Academic, Supervisory & Coaching**

Academic Field Trips	Detention
Auditorium Program-Lighting	Extra-Curricular Clubs
Auditorium Program-Sound	Opportunity Room
Elementary Coaching	Pool Supervision
Committee Work-Academic & SIP	Pool-Life Guard
Concerts-Accompaniment	

#### **Supportive Operational Duties**

Auditorium Program-Curtain  
Childcare-Parent/Community Meetings  
Dance Supervision  
Music Supervision/Auditorium Supervision  
Supervision of Sporting Events

Stipend Activities	Per Coach/Director
Boys Softball	\$2,800
Boys Soccer	\$2,500
Boys Basketball	\$4,300
Boys Volleyball	\$4,000
Girls Softball	\$3,100
Girls Volleyball	\$4,000
Girls Basketball	\$4,300
Girls Soccer	\$2,500
X-Country	\$2,600
Cheerleading	\$2,400
Scholastic Bowl	\$2,900
Swim Team	\$9,400
Swim Team - Elementary	\$8,300
Elementary Music	
Chorus	\$3,100
Band Director	\$2,300
Beginner Band Director	\$2,900
Intermediate Band Director	\$3,400
Orchestra	\$4,300
Middle School	
Chorus	\$7,200
Band	\$5,800
Orchestra	\$6,500

#### **Section 4. Insurance.**

The Board agrees to provide the following health care benefits to employees:

##### **1. Medical insurance:**

- a. Single Plan Preferred Provider Option (PPO) with the PPO+ Physicians provision and with the Medical Services Advisory requirement, or substantially equivalent plan. The Board will pay 90% and the teacher will pay 10% of the premiums. The Board will add a \$300 annual wellness benefit for adults and children sixteen (16) and over, children fifteen (15) and under wellness benefit subject to the deductible plus the coinsurance. A \$200 annual vision benefit for adults and children, pursuant to the terms and conditions of the group health plan. The co-insurance amount for all in-network services shall be 90%. The Plan will include mental health parity.
- b. Family Plan Provider Option (PPO) with the PPO+ Physicians provision and with the Medical Services Advisory requirement, or substantially equivalent plan. The Board will pay 90% and the teacher will pay 10% of the premiums. The Board will add a \$300 annual wellness benefit for adults and children sixteen (16) and over, children fifteen (15) and under wellness benefit subject to the deductible plus the coinsurance. A \$200 annual

vision benefit for adults and children, pursuant to the terms and conditions of the group health plan. The co-insurance amount for all in-network services shall be 90%. The Plan will include mental health parity.

- c. Single Plan or Family Plan coverage in an HMO. The Board's cost to provide employees who choose the alternative HMO health coverage shall not exceed the cost of providing the comparable Single Plan or Family Plan Preferred Provider Option (PPO) with the PPO+ Physicians provision and Medical Service Advisory requirement. Any additional cost of providing this form of health insurance shall be borne by the employee electing this form of health coverage. The Board will pay 90% and the teacher will pay 10% of the HMO premiums. The HMO Plan, Single or Family, will include a \$10 physician office co-pay and a \$75 emergency room co-pay, pursuant to the terms and conditions of the group health plan.
- d. The PPO and HMO prescription drug co-pay will be \$20 generic / \$25 brand formulary / \$40 brand non-formulary.
- e. The PPO deductible shall be \$350 per year, and the out of pocket expense shall be \$850 per year. In addition, there shall be a \$75 emergency room copay for the PPO plans.

Participation in any of the insurance plans described above, or any other plan offered by the District, shall be only as permitted by the District's insurance carrier and in accord with the carrier's requirements. The Board agrees during the term of this Agreement to continue to provide health insurance coverage that is substantially comparable to the coverage described above. The Board shall have the right to change or alter the insurance plan(s), carriers, or coverages offered, or any of the terms or amounts set forth above, in its discretion, and to institute cost containment measures as it deems necessary. Before any such changes are made, the Board shall meet with the Insurance Committee established pursuant to Section 5 below to meet and discuss any proposed changes.

## **2. Dental Insurance**

The Board will provide Blue Cross PreDent Single Plan dental insurance or a substantially equivalent plan. The plan will have a \$1000 annual benefit limit. The district will pay the entire premium during this contract period. The Board will make family dental insurance coverage available; employees shall pay 100% of any premiums.

## **3. Life Insurance**

The Board will provide term life insurance equivalent to the contracted salary rounded to the nearest \$1,000.00 excluding overtime.

## **Section 5. Insurance Committee.**

A joint health insurance committee shall be formed to review and consider the district insurance plan(s) in terms of existing carriers, coverages and benefits and to consider possible alternatives and cost containment measures. The committee shall be composed of five (5) representatives selected by the Association and three (3) administrators selected by the Superintendent. In addition, a representative from each employee group, other than "teachers", shall be invited by the Superintendent to participate on the committee. The committee shall convene upon request by either the Association or the Superintendent. Any recommendations from the committee shall be submitted to the Superintendent for review and then to the Board for its consideration. Changes in existing carriers, coverages, benefits, and/or related costs will not be implemented by

the Board until such changes have been initially reviewed by the committee for possible recommendations.

#### **Section 6. Retirement Incentive Program.**

Teachers who meet the eligibility requirements set forth in this Section 6 and who provide the notice as described below will receive as a retirement bonus a salary increase of six percent (6%) applied to their scheduled salary amount due from the District in the school year prior to the school year in which they gave their notice of retirement (the base year). The teacher may give one (1), two (2) or three (3) years of notice, provided that the teacher is eligible to do so and further provided that the notice is received by June 1<sup>st</sup> for the remainder of this contract in order for any retirement incentive to be effective for the following school year. This retirement bonus is limited to those teachers who are or will be able to retire without penalty under applicable law on or before their noticed retirement date. To be eligible for this benefit, a teacher must: (1) be eligible to receive a retirement annuity without discount under applicable law on or before their noticed retirement date; and (2) have served as a teacher in the District for 20 or more years, including the last 5 consecutive years. No retirement benefit under this Section 6 shall be available to any teacher whose retirement requires the payment of any penalty, contribution or additional charge by the District (for example, the ERO penalty or a penalty for payment in excess of 6%). An eligible teacher who elects any benefit under this Section must submit to the Superintendent a written notice of irrevocable (except by mutual agreement of the teacher and the Board) resignation from employment due to retirement, effective at the end of the notice period. Said written notice must be submitted according to the timelines herein. It is understood and agreed to that no payment under this paragraph will result in any TRS penalty to the District, and the parties agree that if any such penalty is or may be assessed the District may adjust any employee's salary retroactively, or take any other action it deems necessary, to avoid such penalty.

Any teacher who submits notice of retirement under this contract 2016-2019 and begins receiving or is scheduled to receive one or more six percent (6%) salary increases shall be removed from the salary schedule and shall not receive any other additional compensation from the District regardless of any additional activities the teacher may choose to perform or any horizontal or vertical movement the teacher would otherwise experience on the salary schedule, notwithstanding any other provision of this Agreement. It is the intent of the parties that the compensation increases of such teachers should be capped at six percent (6%) in any of the three (3) years prior to retirement, so that the District may avoid any related TRS surcharges or penalties. No teacher will receive more than 3 years of retirement incentive pay.

Salary increases provided for under this paragraph are conditional on the teacher satisfactorily performing all required duties and assigned supplemental activities that were compensated in the base year used to calculate the six percent (6%) increases. If during any year in which a teacher would otherwise be entitled to receive six percent (6%) retirement increases the teacher declines to perform any assigned supplemental activity that was compensated in the base year, or the teacher is removed from any such activity for cause, the teacher's compensation shall be reduced proportionally.

#### **Section 7. National Board Certification.**

The Board shall pay \$3000 per year for a maximum of five (5) years to any teacher employed by the Board who first achieves their National Board Certification as an employee of the Board.



## **Section 8. Salary Schedule.**

The Board agrees that teachers shall be compensated according to the salary schedules attached hereto as Appendices A, B and C. All required TRS contributions shall be paid by the teachers and not by the Board.

## **Section 9. Section 125 Program.**

By no later than January 1, 2008, the Board shall provide a Section 125 program in which the Board pays the start-up and general annual fee and the monthly or other periodic per employee fee.

## **Section 10. Experience Credit.**

A teacher who has accepted employment with the District may be given credit for prior experience for purposes of placement on the salary schedule in the discretion of the Board.

## **Article XV. Retirement**

### **Section 1. Retirement Utilization of Accumulated Sick Leave.**

The Teacher Retirement System of the State of Illinois allows a teacher to use up to 340 days of accumulated sick leave for the purchase of additional retirement credits provided no compensation has been received for those days. A teacher may elect upon retirement either of the following options: (1) to use the accumulated days for the purchase of TRS service credit and receive no compensation or (2) to receive \$18.00 per day terminal pay for days not used for the purchase of TRS service credits.

### **Section 2. Pensioned Retiree Medical Benefit.**

Retirees of the group between the ages of 55 and 65 who take pension retirement or a surviving spouse of a retiree or retired employee becoming a pensioned retiree under TRS and their surviving spouses who have been with the district in excess of fifteen (15) years are eligible to continue full coverage with the health care provider beyond age 65 indefinitely. Those pensioned retirees or their spouses electing this option shall notify the Office of the Superintendent by paying the monthly premium cost each month, thirty days in advance. This benefit is conditioned upon continued provision of this option by the insurance carrier.

## **Article XVI. Negotiation Procedures**

### **Section 1. Good Faith Participation.**

The School Board agrees to participate in good faith negotiations with the Association, through their respective representatives, provided that the School Board shall not select a teacher as its representative and provided that the Association shall not select an employee of the Board who is not a member of the bargaining unit.

### **Section 2. Beginning Negotiations.**

Negotiations shall begin no later than April 10<sup>th</sup> of the final year of the Agreement to commence bargaining for a successor agreement, unless both parties agree to an alternate date. Meetings shall be held at times and places agreed to by both parties.

### **Section 3. Impasse.**

When an impasse has been declared by either party, the Federal Mediation and Conciliation Service may be requested by both parties to appoint a mediator from its staff in accordance with its rules.

### **Section 4. Ratification.**

When the representatives of the Board and the Association reach agreement on all matters being negotiated, the items will be reduced to writing and shall first be submitted to the membership of the Association for formal ratification and then to the School Board for ratification within thirty-one (31) days. Such tentative agreement shall not be final and binding until the agreement has been ratified by the Association and the Board.

## **Article XVII. No Strike Clause**

During the term of this Agreement, neither the Association nor its agents or any employee for any reason will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, strike, refusal to cross a picket line, or any other interference with the work and statutory functions or obligations of the Board. The Association agrees to notify all local officers and representatives of their obligation and responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating this Article to return to work.

## **Article XVIII. Impact Bargaining Rights**

The foregoing management clause shall not result in the Association's waiver of its rights to bargain the impact of decisions made by the Board and/or the Administration on topics of bargaining which are mandatory under the Illinois Education Labor Relations Act.

## **Article XIX. Duration and Effect of the Agreement**

This agreement shall cover the three fiscal years of Mannheim District #83 commencing July 1, 2016, and ending June 30, 2019. Any changes in this agreement during the period covered by this agreement can be made only by mutual agreement of both parties: the Board of Education Mannheim School District #83 and the Association. This agreement constitutes the complete and total understanding of both parties.

The effective date of this agreement shall be the date of acceptance by both parties as evidenced by the signatures below.

**MANNHEIM TEACHERS' ASSOCIATION**

**BOARD OF EDUCATION  
MANNHEIM DISTRICT 83  
FRANKLIN PARK, ILLINOIS**

Kathleen Lorely  
President

May 11, 2016  
Date

Marianne Anderson  
President

May 12, 2016  
Date

## APPENDIX A

2016-2017

Step	BA	BA9	BA18	BA27	BA36/MA	BA45/MA9	MA18	MA27	MA36	MA45/DR
1	50,100	51,100	52,100	53,100	54,100	55,100	56,100	57,100	58,100	59,100
2	51,587	52,617	53,647	54,677	55,707	56,737	57,767	58,797	59,827	60,857
3	52,103	53,133	54,163	55,193	56,223	57,253	58,283	59,313	60,343	61,373
4	52,624	53,654	54,684	55,714	56,744	57,774	58,804	59,834	60,864	61,894
5	52,782	54,701	56,424	57,239	58,070	58,400	59,768	60,643	61,515	62,030
6	53,628	55,457	56,787	57,617	58,464	58,810	60,198	61,091	61,981	62,465
7	54,577	56,029	57,253	58,099	58,962	59,325	60,733	61,642	62,551	63,048
8	55,474	56,844	57,949	58,813	59,693	60,485	61,499	62,426	63,353	64,146
9	56,422	57,605	58,495	59,376	60,352	61,239	62,219	63,166	64,111	64,902
10	57,389	58,253	59,134	60,034	60,948	61,880	62,827	63,792	64,756	65,549
11	58,066	58,948	59,847	60,764	61,697	62,647	63,612	64,596	65,579	66,371
12	58,237	59,153	60,088	61,041	62,011	62,999	64,002	65,026	66,048	66,840
13	58,360	59,303	60,237	61,216	62,185	63,174	64,178	65,201	66,224	67,016
14	58,674	59,657	60,656	61,675	62,713	63,770	64,845	65,940	67,033	67,881
15	58,894	59,945	61,015	62,106	63,215	64,348	65,497	66,668	67,839	68,746
16	59,338	60,393	61,469	62,564	63,681	64,817	65,974	67,149	68,326	69,234
17	59,618	60,666	61,732	62,819	64,131	65,258	66,405	67,571	68,738	69,633
18	59,921	60,971	62,043	63,133	64,555	65,685	66,835	68,008	69,179	70,075
19	60,752	61,801	62,870	63,960	65,069	66,199	67,348	68,517	69,686	70,575
20	61,064	62,121	63,196	64,293	65,406	66,542	67,697	68,902	70,050	70,940
21	61,706	62,749	63,812	64,895	65,998	67,121	68,263	69,424	70,577	71,467
22	63,540	64,596	65,676	66,772	67,891	69,030	70,188	71,367	72,544	73,423
23	65,725	66,791	67,879	68,986	70,113	71,262	72,429	73,617	74,805	75,683
24	67,795	68,864	69,955	71,063	72,194	73,344	74,515	75,706	76,898	77,776
25	69,884	70,955	72,050	73,162	74,273	75,450	76,622	77,818	79,011	79,906
26	71,952	73,033	74,135	75,258	76,400	77,562	78,749	79,952	81,156	82,036

Employees remaining on the last step of a salary lane shall receive a 3.0% increase over their prior year salary.

Employees currently off the matrix will receive a 3.0% increase over their prior year salary each year.

## APPENDIX B

2017-2018

Step	BA	BA9	BA18	BA27	BA36/MA	BA45/MA9	MA18	MA27	MA36	MA45/DR
1	50,200	51,200	52,200	53,200	54,200	55,200	56,200	57,200	58,200	59,200
2	51,603	52,633	53,663	54,693	55,723	56,753	57,783	58,813	59,843	60,873
3	53,134	54,195	55,256	56,317	57,378	58,439	59,500	60,560	61,621	62,682
4	53,666	54,727	55,787	56,848	57,909	58,970	60,031	61,092	62,153	63,214
5	54,202	55,263	56,324	57,385	58,446	59,507	60,568	61,629	62,690	63,751
6	54,366	56,342	58,117	58,956	59,812	60,152	61,561	62,463	63,360	63,891
7	55,237	57,121	58,491	59,346	60,218	60,574	62,004	62,924	63,841	64,339
8	56,214	57,710	58,970	59,842	60,731	61,105	62,555	63,492	64,427	64,940
9	57,138	58,549	59,687	60,577	61,483	62,299	63,344	64,299	65,254	66,071
10	58,115	59,333	60,250	61,158	62,162	63,076	64,086	65,061	66,035	66,849
11	59,110	60,000	60,908	61,835	62,777	63,737	64,712	65,706	66,699	67,516
12	59,808	60,716	61,643	62,587	63,548	64,526	65,520	66,534	67,546	68,362
13	59,984	60,927	61,891	62,872	63,871	64,889	65,922	66,977	68,029	68,845
14	60,111	61,082	62,045	63,052	64,051	65,069	66,104	67,157	68,211	69,026
15	60,434	61,446	62,475	63,526	64,594	65,684	66,790	67,918	69,044	69,918
16	60,661	61,743	62,846	63,969	65,112	66,279	67,462	68,668	69,874	70,809
17	61,118	62,205	63,313	64,441	65,591	66,761	67,953	69,163	70,376	71,311
18	61,407	62,486	63,584	64,703	66,055	67,215	68,397	69,598	70,800	71,722
19	61,719	62,800	63,904	65,027	66,492	67,656	68,840	70,048	71,254	72,177
20	62,575	63,655	64,756	65,879	67,021	68,185	69,368	70,572	71,776	72,692
21	62,895	63,985	65,092	66,221	67,368	68,538	69,728	70,969	72,152	73,068
22	63,557	64,631	65,726	66,842	67,978	69,135	70,311	71,507	72,694	73,611
23	65,446	66,534	67,646	68,775	69,928	71,100	72,294	73,508	74,720	75,625
24	67,697	68,795	69,915	71,056	72,217	73,399	74,601	75,826	77,049	77,954
25	69,828	70,930	72,053	73,195	74,360	75,545	76,751	77,977	79,205	80,110
26	71,981	73,083	74,211	75,357	76,501	77,713	78,920	80,152	81,382	82,304

Employees remaining on the last step of a salary lane shall receive a 3.0% increase over their prior year salary.

Employees currently off the matrix will receive a 3.0% increase over their prior year salary each year.

## APPENDIX C

2018-2019

Step	BA	BA9	BA18	BA27	BA36/MA	BA45/MA9	MA18	MA27	MA36	MA45/DR
1	50,300	51,300	52,300	53,300	54,300	55,300	56,300	57,300	58,300	59,300
2	51,706	52,736	53,766	54,796	55,826	56,856	57,886	58,916	59,946	60,976
3	53,151	54,212	55,273	56,334	57,395	58,456	59,516	60,577	61,638	62,699
4	54,728	55,821	56,914	58,006	59,099	60,192	61,285	62,377	63,470	64,563
5	55,276	56,368	57,461	58,554	59,647	60,739	61,832	62,925	64,017	65,110
6	55,829	56,921	58,014	59,107	60,199	61,292	62,385	63,478	64,570	65,663
7	55,997	58,033	59,861	60,725	61,607	61,957	63,408	64,336	65,261	65,807
8	56,894	58,835	60,245	61,126	62,024	62,391	63,864	64,812	65,756	66,270
9	57,900	59,441	60,739	61,637	62,553	62,938	64,432	65,396	66,360	66,888
10	58,852	60,305	61,478	62,395	63,328	64,168	65,245	66,228	67,211	68,053
11	59,858	61,113	62,057	62,992	64,027	64,968	66,008	67,013	68,016	68,855
12	60,883	61,800	62,736	63,690	64,660	65,649	66,653	67,677	68,700	69,541
13	61,602	62,538	63,492	64,464	65,454	66,462	67,486	68,530	69,573	70,413
14	61,784	62,755	63,748	64,758	65,788	66,836	67,900	68,986	70,070	70,910
15	61,914	62,915	63,906	64,944	65,972	67,021	68,087	69,172	70,257	71,097
16	62,247	63,290	64,350	65,431	66,532	67,654	68,794	69,955	71,116	72,015
17	62,481	63,596	64,731	65,888	67,065	68,267	69,485	70,728	71,970	72,933
18	62,952	64,071	65,213	66,374	67,559	68,764	69,991	71,238	72,487	73,450
19	63,249	64,361	65,492	66,644	68,036	69,232	70,449	71,686	72,924	73,874
20	63,570	64,684	65,822	66,978	68,487	69,685	70,905	72,149	73,392	74,343
21	64,452	65,565	66,699	67,855	69,032	70,231	71,449	72,689	73,930	74,873
22	64,782	65,905	67,044	68,208	69,389	70,595	71,819	73,098	74,316	75,260
23	65,464	66,570	67,698	68,847	70,018	71,209	72,420	73,652	74,875	75,819
24	67,409	68,530	69,676	70,838	72,026	73,233	74,463	75,713	76,962	77,894
25	69,728	70,859	72,013	73,188	74,383	75,601	76,839	78,100	79,360	80,292
26	71,923	73,058	74,215	75,391	76,590	77,811	79,053	80,317	81,581	82,513

Employees remaining on the last step of a salary lane shall receive a 3.0% increase over their prior year salary.

Employees currently off the matrix will receive a 3.0% increase over their prior year salary each year.