

**SKOKIE SCHOOL DISTRICT 68**

**AND**

**DISTRICT 68 EDUCATION ASSOCIATION**

**PROFESSIONAL NEGOTIATIONS AGREEMENT**

**2014 – 2017**

# TABLE OF CONTENTS

Article I – Recognition	
1.1    General .....	1
1.2    Scope .....	1
Article II – Purpose .....	2
Article III – Bargaining	
3.1    Association and Board Negotiating Teams .....	3
3.2    Consultants .....	3
3.3    Meetings of Bargaining Teams .....	3
3.4    Mediation .....	3
3.5    Completion of Negotiations .....	3
Article IV – Grievance Procedure	
4.1    Definition .....	4
4.2    Statement of Basic Principles .....	4
4.3    Procedures .....	4
Article V – Teacher and Association Rights	
5.1    Teacher Protections .....	6
5.2    Equitable Treatment of All Persons .....	8
5.3    Right to Organize .....	8
5.4    Fair Share and Dues Deduction .....	8
5.5    Use of District Facilities/Equipment .....	9
5.6    Access to District Records .....	10
5.7    Notification of Board and District Meetings .....	10
5.8    Distribution of Board Minutes .....	10
5.9    Teacher Handbook .....	10
5.10   Distribution of Contract .....	10
5.11   Bulletin Board .....	11
5.12   Association Leave .....	11
5.13   Safety .....	11
Article VI – Insurance	
6.1    Health Insurance .....	12
6.2    Dental Insurance .....	13
6.3    Group Term Life Insurance .....	14
6.4    Long Term Disability Insurance .....	14
6.5    Health and Dental Insurance Continuation .....	14
6.6    Insurance Committee .....	14

Article VII – Leaves	
7.1	Absences from School ..... 16
7.2	Family and Medical Leave ..... 18
7.3	Temporary Disability Absence, Permanent Disability and Termination of Employment ..... 19
7.4	Temporary and Extended Personal Absence Leaves ..... 19
7.5	Partial Leave for Tenured Teachers with Annual Renewal ..... 21
7.6	Reduction in Force ..... 21
7.7	Employment and Benefit Status of Reinstated Personnel ..... 23
Article VIII – Working Conditions	
8.1	Temporary and Part-Time Personnel ..... 24
8.2	School Day ..... 24
8.3	Calendar ..... 26
8.4	Class Size ..... 26
8.5	Inclusion ..... 26
8.6	Planning Time ..... 26
8.7	Assignment and Transfer of Teachers ..... 27
Article IX – Salary	
9.1	Salary, Teacher Benefits and Other Considerations ..... 28
9.2	Salary Checks and Deductions ..... 29
9.3	Payroll Deduction for Teacher Retirement ..... 29
9.4	Activities ..... 30
9.5	Teacher Leadership ..... 30
Article X – Benefits	
10.1	Health Care Expense Program ..... 32
10.2	Dependent Care Assistance Program ..... 32
10.3	Tax-Deferred Savings Plans ..... 33
10.4	Tuition Assistance ..... 33
10.5	Retirement Benefits for Licensed Teacher Personnel ..... 34
10.6	Workers’ Compensation ..... 37
Article XI – Evaluation	
11.1	Evaluation Procedures ..... 38
11.2	Joint Evaluation Plan Committee ..... 38
11.3	Joint PERA Committee ..... 38
Article XII – Effective of Agreement	
12.1	No Strike ..... 40
12.2	Understanding ..... 40
Article XIII – Duration of Agreement ..... 41	

## **ARTICLE I - RECOGNITION**

### **1.1 General**

The Board of Education recognizes the District 68 Education Association as the sole representative for certificated teachers of the District.

### **1.2 Scope**

The parties will negotiate wages, hours and other terms and conditions of employment.

## **ARTICLE II - PURPOSE**

The broad purposes of this Agreement are to promote the welfare of the professional staff with respect to salary, benefits and conditions of employment through harmonious, collaborative and constructive relationships between the Board and the Association. To that end, the Board and the Association will endeavor to maintain a positive, effective and communicative working relationship.

## **ARTICLE III - BARGAINING**

### **3.1 Association and Board Negotiating Teams**

Unless otherwise agreed between the President(s) of the Association and the Superintendent, the number of Association and Board of Education bargaining team members at the bargaining table will not exceed ten for each team. The Association may request additional at-the-table team members if needed to adequately represent the interests of its members and/or as needed for particular topics.

### **3.2 Consultants**

Consultants may be invited to present information or views for consideration.

### **3.3 Meetings of Bargaining Teams**

Negotiations between the Association and the Board will begin no later than March of the year in which the contract expires, unless the Association President(s) and the Superintendent agree on a later date. Meeting dates and agenda will be determined by the bargaining teams.

### **3.4 Mediation**

If in the course of good faith negotiations, there is no reasonable expectation of reaching an agreement, either party may request in writing to the other that the parties mutually agree to the appointment of a mediator by the Federal Mediation and Conciliation Service (FMCS), as an alternative to the appointment of a mediator through the Illinois Educational Labor Relations Board.

### **3.5 Completion of Negotiations**

Upon the completion of negotiations between the respective negotiations teams, the Agreement will be reduced to writing and will be submitted first to the members of the Association and then to the Board for ratification.

## **ARTICLE IV - GRIEVANCE PROCEDURE**

### **4.1 Definition**

A grievance will mean a complaint by the Association, teacher or group of teachers that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.

### **4.2 Statement of Basic Principles**

1. Every teacher covered by this Agreement will have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement will be construed to prevent any individual from discussing a problem with the administration and having it adjusted without intervention or representation of Association representatives.
2. A teacher who participates in these grievance procedures will not be subjected to discipline or reprisal because of such participation.
3. The failure of a teacher or the Association to act on any grievance within the prescribed time limits will act as a bar to filing or to any further appeal and an administrator's failure to give a decision within the time limits will permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. Any teacher has a right to be represented in the grievance procedure. The teacher will be present at any grievance discussion when the administration and/or the Association deems it necessary.
5. All time limits will consist of school days; however, during summer recess, time limits will consist of days when the central administrative office is open to the public for business.
6. With the agreement of both parties, one of the grievance steps can be bypassed.

### **4.3 Procedures**

1. First Step: An attempt will be made to resolve any grievance in informal, verbal discussion between complainant, accompanied by an Association representative if requested by the complainant, and his/her immediate superior. The Association will be informed by the administration of the outcome achieved at this step.
2. Second Step: If grievance cannot be resolved informally, grievant(s) will file the grievance in writing with the principal. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, and the principal will meet to resolve the grievance. The written grievance must state the

nature of the grievance, note the specific clause or clauses of the Agreement allegedly violated, and state the remedy requested. Any grievance filed by the Association or a group of teachers must specifically state by name each teacher included within the grievance, the nature of the grievance and the remedy sought for each such teacher at the Step 2 meeting.

The filing of the grievance at the second step must be within twenty-five (25) days from the date of the occurrence of the event giving rise to the grievance, except for grievances pertaining to payroll which must be filed within thirty-five (35) days of the receipt of the initial paycheck involved in the grievance. The principal or other administrator who has authority to make a decision on the grievance will make such decision and communicate it in writing to the teacher(s) and the Superintendent within ten (10) days of the second step meeting, with a summary of reasons for the decision.

3. Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the grievant(s) will file, within ten (10) days of the principal's written decision or answer at the second step, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the principal and the Superintendent or designee, will meet to resolve the grievance. The Superintendent, or designee, will file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the grievant(s), the principal, and the Association, with a summary of reasons for the decision.
4. Fourth Step: If the grievance is not resolved satisfactorily at Step 3, there will be available a fourth step of impartial, binding arbitration. The Association may submit, within thirty (30) days from receipt of the Step 3 answer, a demand for arbitration to the American Arbitration Association (AAA), which will act as the administrator of the proceedings unless the parties can mutually agree on another arbitrator. The parties will operate under the Voluntary Rules of the AAA unless they both agree to the expedited rules. The decision of the Arbitrator will be binding on the parties. The Arbitrator will have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. Expenses for the Arbitrator's services will be borne equally by the District and the Association.



## **ARTICLE V - TEACHER AND ASSOCIATION RIGHTS**

### **5.1 Teacher Protections**

#### **A. Review and Release of Personnel Files**

A teacher may request, in writing, permission to inspect his/her personnel file for such non-confidential content as the teacher's application for employment, academic transcripts, pertinent payroll information, work history, performance evaluations, and correspondence with the teacher and related items. A separate file is to contain items such as confidential recommendations not available for review and reports of health examinations.

The review will be held within seven working days of the request at the District office with the personnel officer or designee present. Copies, if requested, are to be furnished at a cost of \$.15 per page.

A teacher involved in a current grievance against the District may designate, in writing, a representative to inspect those personnel records having a bearing on the resolution of the grievance, under the same inspection rights and procedures as for teachers.

Upon written request to the Superintendent, each teacher will be granted an appointment for the purpose of reviewing the contents of his/her own personnel file, except for confidential documents excluded by the Illinois Personnel Record Review Act or other applicable law. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Any material of a disciplinary or evaluative nature placed in a teacher's personnel file will be provided to the teacher within five (5) calendar days of such placement. Within thirty (30) calendar days after receiving any material placed in a teacher's personnel file, the teacher will have the right to file a written response and have such response placed in his/her personnel file.

When the District receives a request for records of a disciplinary report, letter for reprimand, or other disciplinary action in relation to an employee under the Freedom of Information Act (FOIA), the District will send notification to the employee in written form on or before the day the District responds to the FOIA request. The notification will include the name of the person making the request.

Any documents pertaining to a grievance filed by a teacher will be placed in a separate file, not in the teacher's personnel file.

#### **B. Professional Treatment**

Teachers, administrators and Board members recognize the importance of treating each other with professionalism, dignity and respect.

### **C. Teacher Suspension or Discipline**

No teacher will be given a written reprimand or suspended without first having received notice of the basis for the reprimand or suspension, a reasonable amount of time to prepare a response and an opportunity to respond, with assistance from the Association if requested by the teacher. Any disciplinary action may be appealed to the Superintendent. A suspension without pay must be for just cause. This section does not apply to the suspension of a tenured teacher as part of a dismissal initiated under the applicable tenured teacher dismissal provisions of the Illinois School Code nor does it limit the temporary reassignment of a teacher while a potential disciplinary matter is under investigation.

### **D. Disciplinary Action**

If disciplinary action is to be taken against a teacher as a result of a complaint by a student and/or parent, the affected teacher will be notified of the complaint and must be given the right to respond to the complaint prior to such action being taken, unless the safety and health of the students or other persons are in jeopardy. When any teacher is required to appear before the Board or any Board committee or Board member concerning any matter which could adversely affect the continuation of that teacher's employment or salary, the teacher will, reasonably in advance of the meeting, be given written notice of the reasons for the meeting, and will be entitled to have a representative of the Association present to advise and represent him/her during the meeting.

### **E. Notification and Response to Complaint**

Teachers will be advised of any complaint made by any individual to an administrator that requires investigation and subsequent adverse disciplinary action. Before any such action is taken, the administration will attempt to arrange and participate in a conference with the concerned parties, if desired by the teacher or the complainant. Nothing in this section prohibits the administration from temporarily reassigning a teacher without loss of pay or benefits pending the disposition of any such complaint.

### **F. Assistance in Cases of Battery or Threat**

Any battery or verbal or physical threat against a teacher in pursuit of his or her duties will be promptly reported to the administration. In turn, the administration will promptly report any such verbal or physical threat to each teacher who is the subject of the threat and take reasonable measures to attempt to avoid imminent danger to the teacher.

A teacher who is the victim of such a battery or threat in appropriately carrying out the teacher's responsibilities will be assisted, as appropriate, by the building principal or the Superintendent in communications and conferences with law enforcement and court officials. Consultation with the Board's legal counsel may also be arranged with the approval of the Superintendent as part of the assistance provided under this section.

#### **G. Non-Tenured Teacher Dismissal**

Non-tenured teachers whose contracts are not renewed will have the right to request a conference with the Superintendent or designee to discuss reasons for non-renewal of contract.

### **5.2 Equitable Treatment of All Persons**

Teachers will not be restricted from filing complaints under applicable state and federal law pertaining to equal treatment and/or prohibited discrimination.

### **5.3 Right to Organize**

The teachers will have the right to organize, join and assist the Association and to participate in professional negotiations with the Board through representatives of their own choosing in accordance with the Illinois Educational Labor Relations Act. The Board will not discriminate against any teacher by reason of his/her participation in any such activity.

### **5.4 Fair Share and Dues Deduction**

#### **A. Fair Share**

1. During the term of this Agreement, all teachers covered by this Agreement who are not members of the IEA will, commencing sixty days after their employment or sixty days after the effective date of this Agreement, whichever is later, pay a fair share fee to the IEA for services rendered by the IEA in negotiating and administering this Agreement as the exclusive representative of the teachers covered by this Agreement, provided that such fair share fee will not exceed the IEA dues (including NEA dues) uniformly required of members of the IEA. Such fair share fees will be deducted by the Board from the earnings of non-members and remitted to the IEA. The IEA will annually submit to the Board a list of the teachers covered by this Agreement who are not members of the IEA and an affidavit which specifies the amount of the fair share fee as defined above. The fair share fee collected from non-members will not be used for contributions related to the election or support of any candidate for political office or for a member-only benefit.

2. The Association agrees to assume full responsibility to insure full compliance with all applicable law, including the requirements laid down by the United States Supreme Court in such cases as Chicago Teacher's Union vs. Hudson, 105 U.S. 1066 (1986), with respect to the constitutional rights of fair share fee payers.
3. The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other form of liability which may arise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith.
4. Non-members who object to this fair share fee based upon bona fide religious tenets or teachings will pay an amount equal to such fair share fee as defined above to a non-religious charitable organization mutually agreed upon by the teacher and the IEA. If the affected non-member and the IEA are unable to reach agreement on the organization, the organization will be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment will be made to said organization.

#### **B. Dues Deduction**

1. The Board will deduct from the pay of each teacher all current membership dues of the Association and its affiliates, provided that at the time of such deduction the Board has received a current signed authorization card for dues deduction, voluntarily executed by the teacher. Such authorization will specify the amount of dues to be deducted from each teacher's salary for the current school year. A list of teachers and the amount of dues to be deducted will be annually certified by the Association and submitted, in writing, to the Board by October 1 along with the current year authorization cards from the teachers.
2. The amount specified will be prorated and deducted from paychecks starting in November and ending in May. A termination of employment for any reason will constitute revocation of authorization for dues deduction (if not otherwise provided) on the last day of employment.
3. All dues deducted by the Board will be remitted to the Treasurer of the Association no later than ten (10) days after such deductions are made.

#### **5.5 Use of District Facilities/Equipment**

- A. The Association will have the right to use during non-instructional time faculty mailboxes, internet and local telephone service, computers, printers and copiers for Association business. The Association will reimburse the Board at a one-time yearly rate of \$250.00, payable no later than September 1 of each school year. No such use

may interfere with any facet of the school's educational, administrative or extracurricular programs. The telephones, computers, printers and copiers which may be used under this paragraph are those regularly available for teacher use, unless other equipment is approved by the administration. The usage permitted under this paragraph will be substantially consistent with the Association's past usage.

- B. The Association will have the right to use school buildings for Association meetings, provided: (1) the building principal is notified two (2) school 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 programs.

## **5.6 Access to District Records**

The Board will annually provide the Association, upon request, with regularly prepared public information. This will include, but not be limited to, the current annual financial report, the annual audit, the tentative budget, the adopted budget, staffing scattergram and pupil enrollment figures by grade and by school. Nothing in this paragraph requires the Board to prepare any information not regularly prepared and made available to the public. The Association will reimburse the Board at the rate of 15 cents per page for reproduction of any document other than those specifically referenced in this paragraph.

## **5.7 Notification of Board and District Meetings**

The President(s) of the Association will be provided a copy of the agenda of each regular and special meeting of the Board at the time the notice of the meeting is given to the public.

## **5.8 Distribution of Board Minutes**

A copy of the minutes of the open session portions of all regular and special Board meetings will be made available to the Association President(s) promptly following their approval.

## **5.9 Teacher Handbook**

Each teacher will be provided electronically with the Teacher Handbook within ten (10) days after final administrative or Board approval or a new teacher's first day of work, whichever is last to occur.

## **5.10 Distribution of Contract**

Upon ratification of the Agreement, the District will provide the Association with copies of this Agreement so that the Association can distribute such copies to the teachers covered by this Agreement. The District will issue a copy of the Agreement to newly employed teachers at the time of their orientation.

### **5.11 Bulletin Board**

The Association will be provided reasonable space on one bulletin board per school for the posting of official Association notices and materials.

### **5.12 Association Leave**

The Association President(s) or designee will be allowed up to fifteen (15) school days of non-accumulative leave in the aggregate in any school year, with pay, to conduct Association business. The leave will be taken in one-half or full day increments. No teacher may use more than five (5) school days of Association business leave in any school year. The Association will reimburse the Board for the full cost of the substitutes employed to replace the teacher(s) on Association leave. At least two (2) weeks' notice will be given in writing to the Superintendent of leave to be used for out-of-district conferences. At least two (2) days' notice will be given in writing to the Superintendent of leave to be used for in district purposes, except in emergency situations.

### **5.13 Safety**

A teacher who encounters a condition in school facilities, such as mold or air quality, which is likely to endanger the health or safety of users of the facility will promptly report the condition to the teacher's supervisor or building principal. The supervisor or principal will promptly investigate the reported condition and inform the teacher of the action, if any, to be taken in response to the teacher's report.

**ARTICLE VI - INSURANCE**

**6.1 Health Insurance**

1. Plan Options

The Board will provide options for comprehensive group medical/ hospitalization insurance.

Options to be offered include:

- A Participating Provider Option (PPO) plan which provides two benefit levels for hospital-related services and doctors, with higher benefits for hospitals and doctors in the network.
- A qualified High-Deductible Health Plan (HDHP) which provides a Health Savings Plan (HSA) in exchange for higher deductibles and out-of-pocket costs.
- Health Maintenance Organization (HMO) which requires participants to manage their health care through a primary care physician and provides first dollar coverage for most services.

2. Eligibility and Cost Sharing

Membership in the group insurance plan is optional and teachers may elect to participate:

- If a full-time teacher elects to participate in the group health insurance plan, the Board will pay the following percentage of the premium:

Single Coverage	80%
Family Coverage	70%

- Family coverage extends to those with domestic partners.
- Teachers who work at least one-half time throughout the school year will be eligible to participate in the group health insurance plan, in accordance with proration of benefits described in Section 8.1 of this Agreement.

Participating teachers will authorize the District to make payroll deductions for their share of the premium cost.

If the total premium cost for health insurance increases in any of the plans by 8% or more from the previous plan year, the Insurance Committee provided for in 6.6 below will be convened to consider ways to reduce the premium increase. If, by no less than

fourteen (14) days before the premium increase takes effect, the Insurance Committee cannot agree on alternatives that would lower the premium increase below 8%, then 50% of the amount over the 8% increase in the overall premium will be paid by the teachers participating in the plan in which the premium increase exceeds 8%.

If the District is projected to become subject to a tax or penalty in the nature of a Cadillac Plan Excise Tax (either directly for self-insured coverage or indirectly through an insurer for fully-insured coverage) under the Affordable Care Act for any calendar year, the Insurance Committee provided for in 6.6 will be convened to consider ways to avoid this tax.

### 3. Continuation of Coverage

#### a. Leave of Absence

Teachers on extended personal leaves, in accord with Section 7.4 of this Agreement, may elect to retain their group membership at the time the leave is granted for the duration of the leave. The teacher is responsible for payment of the full premium to the District in advance. This continuation of coverage includes the COBRA continuation period.

#### b. Medical/Disability Leave

Teachers absent from the District due to a leave covered under the Family and Medical Leave Act, in accord with Section 7.2 of this Agreement, may elect to continue group coverage if they reimburse the District in advance for the teacher's share of the premium.

Teachers absent from the District for reasons of extended temporary disability, in accord with Section 7.3 of this Agreement, will be entitled to retain group coverage provided they reimburse the District for the teacher's share of the premium.

## **6.2 Dental Insurance**

The Board will make available a group dental insurance plan. The plan will pay, to a total annual \$2,000 limit per individual, the usual and customary costs of diagnostic and preventive treatments, and after a \$50 annual deduction, 85% of basic treatments for the preservation of natural teeth and 60% of major treatments and replacements. The plan will also pay 50% of orthodontic costs for dependents under 19 years of age, after a \$100 lifetime deductible to a lifetime limit of \$1,000.

If a regular, full-time teacher elects to participate in the group dental insurance plan, the Board will pay 60% of the premium costs; for part-time teachers the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.



Teachers absent from the District due to a leave covered under the Family and Medical Leave Act (in accordance with Section 7.2 of this Agreement) will be entitled to continue group coverage if they reimburse the District in advance for pro rata costs.

### **6.3 Group Term Life Insurance**

The Board will make available group term life insurance in an amount equal to the teacher's annual salary rounded up to the next even thousand but not less than \$5,000 to those teachers eligible for fringe benefits who elect such coverage. If a regular, full-time teacher elects to participate in the group term life insurance plan, the Board will pay 60% of the premium costs; for part-time teachers the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.

### **6.4 Long Term Disability Insurance**

The Board will make available, to those teachers eligible for fringe benefits, long-term disability insurance that pays 70% of the teacher's present gross salary in conjunction with any other group disability benefit coverage or 60% if not coordinated with another group disability program. Benefits are available after a disability that uses all sick leave credit, but not sooner than 30 calendar days after the start of the disability. If a regular, full-time teacher elects to participate in the long-term disability insurance plan, the Board will pay 60% of the premium costs; for part-time teachers, the Board will pay a lesser proportion as outlined in Section 8.1 of this Agreement.

### **6.5 Health and Dental Insurance Continuation**

Federal law, commonly known as COBRA, provides for the continuation, at employee expense, of health and dental insurance benefits in certain circumstances after termination or retirement from employment. The law also requires that specific notice about these rights be given individually upon termination of employment. To facilitate awareness, the Board will provide teachers with a summary of their COBRA rights upon termination of employment.

### **6.6 Insurance Committee**

The District 68 Insurance Committee will be composed of three administrative representatives designated by the Superintendent and three representatives designated by the Association President(s). Up to three CORE (Classified Organization Representing Employees) representatives will be invited to attend and participate in committee meetings as non-voting members. The Chief School Business Official will be one of the administrative representatives designated by the Superintendent and will serve as the Chair of the Committee. The Committee will meet at least three times each school year.

The primary and continuing functions of the Committee will be the monitoring and the making of recommendations to the Board and the Association regarding employee insurance plans provided for in 6.1 and 6.2 above, so as to maintain modern, cost-effective plans, about which employees are well educated. Recommendations of the Committee are advisory only and subject to negotiations between the Board and the Association to the extent required by law or the applicable collective bargaining agreement. However, recommendations of the committee for plan changes to avoid the Cadillac Plan Excise Tax will be implemented to the fullest extent permitted by the Board's insurance provider and applicable law, including the Affordable Care Act.

## ARTICLE VII - LEAVES

### 7.1 Absences from School

#### 1. Personal Illness

Full-time teachers whose first day of employment is after June 30, 2014 will be granted 10 days of sick leave per year for their first 4 years in the district, 12 days per year for years 5 through 10, 15 days per year for years 11 through 20 and 20 days per year thereafter. Full-time teachers whose first day of employment was on or before June 30, 2014 will be granted 10 days of sick leave per year for their first 2 years in the district, 12 days per year for years 3 through 10, 15 days per year for years 11 through 20 and 20 days per year thereafter.

Teachers joining at mid-term or mid-year will be credited with a pro rata share of sick leave based upon the remaining time left in the school term. Fractions of days so computed will be rounded off to the nearest whole number.

When a teacher is absent for three days or more, he/she may be required, at the discretion of the appropriate administrator, to furnish evidence at the teacher's expense from a qualified physician or practitioner that such leave was for valid reasons. Nothing in this paragraph diminishes the Board's rights under the School Code to require health examinations and reports at its expense.

There is no limit on the number of days that may be accumulated.

Teachers who carry long-term disability insurance may advance on sick leave up to 15 days, limited to the period prior to the date when the teacher becomes eligible for the long-term disability insurance payments.

Upon resumption of duty, sick leave used for a verified catastrophic illness or accident or childbirth which required 20 or more consecutive sick days, 10 days of such sick leave will be returned to the teacher's sick leave account. Family illness is to be included in this benefit.

Pay deductions for absences in excess of available days will be made on the basis of the teacher's daily rate.

#### 2. Family Illness

Leave will be granted to eligible teachers for reasons of serious illness or death in the immediate family. Paid leave and time granted are not to be used to provide childcare or healthcare which would enable the primary care givers of the sick family member to be at work. Immediate family means parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law and legal guardians.

Leave granted under this section will be deducted from the teacher's sick leave and will be limited to a reasonable period of time until other care arrangements can be made. The teacher may be requested by the appropriate administrator to demonstrate evidence of need. All leave granted under this policy is subject to review by the teacher's supervising administrator and approval of the Superintendent.

### **3. Bereavement**

Five days bereavement leave will be allowed for the absence of a teacher due to the death of someone very close to the teacher. Such days, if used, will not be deducted from accumulated sick leave.

### **4. Business Leave**

For business which cannot be conducted on other than a school day, two days of personal business leave will be granted. Personal business which cannot be conducted on other than a school day would include, but not be limited to, the following situations:

- a. Legal business, such as court proceedings
- b. Unexpected happenings, such as emergencies at home
- c. Family ceremonies, such as weddings and graduations of teacher or immediate family members
- d. Pressing business appointments scheduled by others, such as moving dates, or house closings
- e. Bereavement not covered under family illness.
- f. Under unique and non-recurring circumstances, the Superintendent may grant up to 2 additional business days to be deducted from sick leave.

A leave request will be submitted to the appropriate administrator at least two school days in advance of the leave, except in emergency situations for which the request must be submitted in writing to the administrator as soon as reasonably possible. Personal business leave will not be granted during the first or last week of school or on work days immediately preceding or following a school holiday or recess except in emergency situations for which the administrator may require an explanation or, on a one-time per child basis, when transporting or accompanying a child to the initial day of college with the request submitted no later than July 1<sup>st</sup>. At the end of the teacher's work-year, unused business days will be added to accumulated unused sick leave.

### **5. Religious Observance**

When established religious holidays fall on regular working days, affected teachers will be excused for religious observance. Deductions from pay or sick leave will not be made for three days absence due to this reason. Up to eight additional days may be taken as temporary personal absence leave (7.4). All such persons anticipating such absences will inform the appropriate administrator.

## **6. Jury Duty**

Leave of absence will be granted to a teacher who is summoned for jury duty. A teacher serving on a jury will be paid at the normal rate of pay.

## **7. Absence from Summer School**

On those days summer school is in session, summer school personnel who have been employed during the previous school year may use up to 2 days of sick leave from the regular accrued sick leave by charging one-half day or taking up to 2 summer school days without pay for each summer school day's absence due to illness.

## **8. Birth/Adoption Leave**

For mothers, fathers or adopting parents, the Board will provide up to five days non-disability leave at full compensation immediately following the birth or adoption of a child in compliance with the Family and Medical Leave Act without deduction from accumulated sick leave. This leave must be taken within three weeks of the date the child arrives in the home. This benefit is in addition to the benefits provided in section 7.2.

## **7.2 Family and Medical Leave**

A full-time teacher with at least one year of experience in District 68 is eligible for up to 12 weeks per year of unpaid leave pursuant to the Family Medical Leave Act for the following reasons:

- a. The birth of a child and to care for a newborn child within one year of birth;
- b. The adoption of a child or the placement of a child for adoption and foster care within one year of placement;
- c. To care for a spouse, domestic partner, son, daughter, or parent who has a serious health condition;
- d. For military leave pursuant to applicable law;
- e. A serious health condition that makes the employee unable to perform his/her job;
- f. Eligible employees will be granted up to a total of twenty-six (26) workweeks of unpaid leave during any twelve (12) month period to care for a covered service member with a serious injury or illness if the employee is the spouse, domestic partner, son, daughter, parent or next of kin of the service member.

During the period of family and medical leave, teachers may continue health and dental insurance benefits if they reimburse the District in advance for any pro rata costs of applicable benefits for which they apply.

A teacher may substitute business leave or accumulated sick leave for all or a portion of this unpaid leave if the teacher's situation meets the requirements of personal or family illness as described in Section 7.1 of this Agreement.

A teacher eligible for an Extended Personal Leave under Section 7.4 of this Agreement may incorporate an approved Family Medical Leave into that Personal Leave.

### **7.3 Temporary Disability Absence, Permanent Disability and Termination of Employment**

After a tenured teacher has exhausted all sick leave and continues to be unable to perform his/her job assignment because of health conditions, the teacher will be on unpaid, extended temporary disability absence for a maximum of 180 work days. Additional time may be requested by the teacher. If, upon exhaustion of this extended temporary disability absence, the teacher is found by the Superintendent to be unable to return to work, the teacher will be classified as permanently disabled and employment status will be terminated.

Disability is defined as that condition in which a teacher is incapacitated because of ill health or for any other reason is physically or mentally unfit for performance of his/her duties. Determination of such disability will rest with the Superintendent; however, the Superintendent may at his/her discretion require the teacher to submit medical reports as to the extent of the disability, and provide access to documents about the disability status from the Teachers' Retirement System. In addition, the Superintendent may require independent verification from two District-designated physicians.

After the Superintendent determines that a teacher on disability is able to return to the former job assignment, the teacher will resume regular employment and payroll status. Although the initial reassignment may be to a temporary job classification, return to a job classification similar to that held before disability status is to be scheduled as soon as possible with a view of maintaining effective service in the position.

Health insurance benefits during disability will follow the provisions of Section 6.1 of this Agreement. Access to the District term life insurance premium will be provided in accord with Section 6.3 of this Agreement. The disabled teacher pays 100% of the premium for the first six months of the disability. The premium is waived by the insurance company for any subsequent period.

### **7.4 Temporary and Extended Personal Absence Leaves**

#### **1. Temporary Personal Absence Leave**

A teacher may request temporary personal absence leave without pay for religious observance (7.1.6) or for personal circumstances not otherwise described in the District's leave provisions covered in Section 7.1 of this Agreement. Such temporary personal leave will be for a reasonable period of time, usually for a day or several days, and may be granted by the Superintendent with the prior approval of the appropriate administrator. To ensure continuity of the educational program, non-emergency related leaves will be approved only for unique, rare and non-recurring circumstances.

Requests for leave under this section must be submitted in writing to the Superintendent not less than 10 school days in advance of the leave, except in emergencies when the request will be submitted as soon as possible. Nothing

requires the Superintendent or Board to grant this type of leave and any grant is not precedential.

## **2. Extended Personal Absence Leave**

Extended leaves of absence without pay may be granted to tenured teachers upon the recommendation of the Superintendent and the approval of the Board. Such leaves may be for a period of one month up to one and one-half years. Leave must be requested in writing to the Superintendent at least 90 days in advance of the leave. A tenured teacher desiring an extended leave as a result of becoming an adoptive parent must notify the Superintendent in writing, upon the initiation of such adoption proceedings. It is the responsibility of the applying teacher to keep the Superintendent informed of the status of the proceedings and, as soon as known, the expected date of the delivery of the child. If circumstances change (e.g. the death of a child or a cancelled adoption), the leave request may be rescinded upon approval of the Superintendent if a teaching position in the District for which the teacher is qualified is available.

A leave of less than one-half a year that terminates before or at the end of the school year is considered as one leave. This leave may be extended up through the end of the following year and will still count as one leave. A leave of one-half year or more that ends on the school year is considered as one leave.

The beginning and ending dates for extended personal absence leaves will be determined by the Superintendent after consultation with the teacher and the program appropriate administrator. For a teacher's leave, the interest of the pupils in having regular and complete teaching service will be paramount in the establishment of this date. Extended leave for teachers will end at the end of the school year, and usually will not be granted in the middle of a school year. Nothing requires the Board to grant this type of leave and any grant is not precedential.

Leaves may be granted for such reasons as:

- a. Child adoption or child care
- b. Family affairs
- c. Health and hardship
- d. Other reasons at the discretion of the Superintendent and the Board wherein the pupils' interests are well served during the leave period.

Teachers on such leaves may continue insurance benefits at their cost for the full premium. Teachers will not advance on the salary schedule while on approved leave of absence without pay nor will they earn sick leave, but will have access to unused accumulated sick leave upon regaining status.

For seniority purposes other than salary, experience will accumulate during such extended personal absence leaves at the proportion of employment in effect at the time the leave is granted.

## **7.5 Partial Leave for Tenured Teachers with Annual Renewal**

- A. Upon mutual agreement and where pupils' interest will be well served, a tenured teacher may be granted partial leave along with a part-time assignment without loss of tenure. Such leaves will be for a period of one school year and will be annually renewable by mutual agreement. When on such leave, the teacher will be eligible for Board subsidy of fringe benefits based on the percentage worked.
- B. One full year of experience for seniority purposes other than salary will be credited for each year of partial teaching service when combined with partial leave to provide the equivalent of a full-time assignment. Salary credit will be based on the percentage worked.
- C. Teachers may make job sharing proposals under this section for consideration by the Superintendent, and if recommended by the Superintendent, by the Board.
- D. Nothing requires the Board to grant this leave and any grant is not precedential.

## **7.6 Reduction in Force**

- A. Annually a joint committee will convene by no later than December 1 to address the matters within its authority under Section 24-12 of the Illinois School Code. The joint committee will be composed of six (6) members, three (3) members to be appointed by the Superintendent and three (3) members to be appointed by the Association. The appointments will be made by October 1 of each school year, with appointees serving from October 1 through the following September 30. Any agreements reached by the joint committee must be approved by the affirmative vote of at least four members. Any agreements reached by the Joint Committee will be communicated to the Superintendent and to the Association on or before February 1 of each year. Each year the Board will establish in consultation with the Association a Seniority List showing the name and length of continuing service of each teacher and coded and decoded Sequence of Honorable Dismissal Lists. A copy of all lists will be provided to the Association President(s) each year at least 75 days before the end of the school term. The decoded list will be kept strictly confidential by the Association President(s) except to the limited extent required for assessment and proper application of the List.

The Joint Committee must consider topics (1) through (5) listed below, may consider topic (6), may reach agreement on topics (1) through (3) and (6) and may make recommendations on topics (4) and (5).

- (1) Criteria for excluding from grouping 2 and placing into grouping 3 a teacher whose last two performance evaluations include a "needs improvement" and either a "proficient" or "excellent."



- (2) An alternative definition for grouping 4 which must take into account prior ratings and may take into account other factors that relate to the school district's educational objectives. The alternative definition for Group 4 may not permit the inclusion of a teacher in Group 4 with a "needs improvement" or "unsatisfactory" rating on either of the teacher's last two ratings.
  - (3) Including within the definition of a rating a performance evaluation rating administered by a school district other than the school district determining the sequence of dismissal.
  - (4) Handling rating systems inconsistent with the ratings specified in subsection d. of Section 24A-5 of School Code.
  - (5) Considering whether a disproportionate number of teachers with greater seniority have received recent performance ratings lower than prior ratings. This will not impact the order of reductions in force.
  - (6) A definition of ratings to be used to determine the sequence of RIFs as an alternative to the overall rating on the annual or bi-annual evaluations under Article 24A.
- B. When the Board deems it necessary to undertake a reduction-in-force (RIF) of teachers, the Superintendent will give the Association President(s) written notice of such determination at least thirty (30) days before the Board takes final action on such reduction.

By no later than March 1 of each school year, the Superintendent will consult with the Association President(s) to develop a list establishing the sequence of honorable dismissals in any RIF in accordance with the positions and the groupings required by Section 24-12(b) of the Illinois School Code. The Superintendent will complete the list and provide the Association President(s) with a copy by no later than 75 days before the end of the school term. Thereafter, the Superintendent will promptly inform the Association President(s) of any changes in the list made between the time of consultation with the Association President(s) and any RIF action taken by the Board, but in any event by no later than 45 days before the end of the school term.

Teachers dismissed as a result of a RIF and entitled to recall pursuant to Section 24-12 of the Illinois School Code will be notified of recall by certified mail, return receipt requested, to the teacher at the last known address contained in the teacher's personnel file. In addition, such notification will be given to the telephone number and e-mail address provided by the teacher in writing to the Superintendent by no later than the teacher's last employment day. A copy of all such recall notices will be sent to the Association President(s) by the same method. Failure of the teacher to respond to the recall notice within fifteen (15) days of the last date notice is given as provided above, will automatically terminate the teacher's right of recall.

C. Where seniority is to be applied under Section 24-12 of the Illinois School Code and seniority in the district is equal, the following criteria will be applied in descending order to break any ties in seniority:

1. The teacher with the least teaching experience in the subject matter of the remaining positions will be RIFed first.
2. The teacher with the lowest placement attained on the salary schedule will be RIFed first.
3. The teacher with the latest date of action by the Board to hire will be RIFed first.

If a tie remains after application of the above criteria, the tie will be broken by lot as determined by the President(s) of the Association and a designee of the Superintendent.

D. Tenured teachers reduced to less than full time service as a part of a RIF will retain their tenure and accrue seniority on a pro-rata basis. Acceptance of part-time employment by such teachers will in no way affect their rights to return to a full-time position.

## **7.7 Employment and Benefit Status of Reinstated Personnel**

Teachers honorably dismissed due to a RIF and reinstated within the recall period established under the provisions of Section 24-12 of the Illinois School Code will retain tenure, if applicable, and previously accrued seniority. Such teachers will also be credited with sick leave benefits and salary placement accrued prior to dismissal.

Sick leave benefits and salary placements of RIFed tenured teachers will be restored in the event of reinstatement on non-tenure status within one school year following the expiration of the period during which tenured reinstatement is provided by law.

Non-tenured teachers who are honorably dismissed due to a RIF or who resign due to birth or adoption of a child, and who are rehired within two school years, will receive salary lane placement and the accumulated sick leave that they had at the time of dismissal or resignation.

**ARTICLE VIII - WORKING CONDITIONS**

**8.1 Temporary and Part-Time Personnel**

Teachers assigned half-time or more will be subject to all policies and procedures governing full-time employment, except as modified by the provisions of this Agreement. Salary will be prorated based on the percentage of a full time assignment worked. For part-time teachers, the proportion of full-time scheduled salaries paid will be used to determine the percentage of benefits for which the teacher is eligible.

<u>Teacher's Proportion Of Full-Time Salary</u>	<u>% of full time Board subsidy for health, dental, life and disability insurance benefits</u>
50%	65%
62%	85%
75%	100%

The following fringe benefits are available to all teachers prorated according to average daily hours:

- a. Sick leave
- b. Personal business leave

**8.2 School Day**

A. Teachers will devote sufficient time to meet their professional responsibilities. Meetings of District and building committees on which teachers voluntarily serve, special education student periodic reviews and special education staffings may extend beyond the normal teacher workday as part of their professional responsibilities. In addition, music concerts, eighth grade graduation and parent meetings may extend beyond the normal teacher workday as part of their professional responsibilities.

B. For K-5 teachers, the normal teacher workday at school will be as follows:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 – 4:00	8:30 – 3:30	8:30 – 3:45	8:30 – 3:45	8:30 – 3:15

For 6-8 teachers, the normal teacher workday at school will be as follows:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:20 – 4:00	8:20 – 3:30	8:20 – 3:30	8:20 – 3:30	8:20 – 3:30

C. Teachers (K-8) will be required to attend one evening Curriculum Night and to participate in designated Parent Conferences and teacher institute days as part of their professional responsibilities without additional compensation. The normal teacher work day for parent-teacher conferences and teacher institute days will be six hours in length. Teachers conducting evening parent conferences will be given a compensatory half-day off for each parent conference evening.

- D. Teacher participation in other required meetings and duties that begin within the scope of the normal teacher workday and extend beyond the conclusion of those hours, or which take place entirely outside of the normal teacher workday, will be compensated at the curriculum rate. However, special education staffings and parent meetings may extend beyond the normal teacher workday as part of professional responsibilities without additional compensation.
- E. Teachers (6-8) may be required to provide one night of evening supervision per year as part of professional responsibilities without additional compensation. Teachers (6-8) may be required to provide bus supervision for which the Supervision stipend will be paid.
- F. All teachers will have a duty free lunch period equivalent to the student lunch period but no less than 40 minutes. Teachers will have discretion over their lunch period including leaving the building during the lunch period provided they notify the school office of their departure.
- G. Teacher participation in any learning team or curricular committee work outside of the normal teacher workday will be compensated according to the stipend schedule.

Only teachers who apply may be considered for and selected to serve on learning teams. Teachers who choose not to apply for learning teams will not be disciplined or down-graded within Domain Four of their professional practices evaluations.

- H. The Board recognizes the importance of instructional continuity. Teachers will be required to attend no more than the equivalent of 8 days of required staff development during the student day per school term, and no more than 2 sessions per month, unless the Superintendent gives written notice to the Association President(s) explaining the need for, and the dates of, any such additional staff development days and, if requested by the Association President(s), discusses the need and the dates with representatives of the Association. Grade level meetings and voluntary committee service are not subject to the above limitations.

If a teacher requests additional staff development during the student day which would exceed the general limitation of 8 days referenced above, the teacher will submit a written request to the Superintendent and the Association President(s) explaining the need for, and the dates of, the additional staff development days and, if requested by the Superintendent, discusses the need and dates with the Superintendent or administrative designee.

The Association President(s) will be given written notice of the Superintendent's final decision under the first paragraph of this Section and the Association President(s) and the teacher will be given written notice of the Superintendent's final decision under the second paragraph of this Section.

### **8.3 Calendar**

The school calendar will consist of 185 days including five (5) emergency days, one of which will be used as a Record's Day if not needed as an emergency day. During the first week of both fall and winter conference periods, Monday will be designated for parent-teacher conference preparation. However, parent-teacher conferences may be scheduled on that Monday afternoon as needed. During the week prior to report card due dates, Monday will be designated for report card preparation. To allow time for classroom preparation, no meetings will be scheduled for the afternoon of the second Institute Day of the year. In addition to this, adequate time for planning will be provided on the Institute Day of a Curriculum Night.

### **8.4 Class Size**

The Board acknowledges the interest of teachers in the maintenance of reasonable class size consistent with the financial and physical resources of the District. Concerns with class size or make-up will be discussed by the teacher with the building principal. In considering such concerns, the importance of maintaining the lowest teacher/pupil ratio at the K-2 grade levels, next at the 3-5 grade levels and then at the 6-8 grade levels should be recognized. The inclusion of Special Education students will also be taken into consideration when determining class size.

### **8.5 Inclusion**

Any teacher experiencing significant problems with the inclusion of a special education student in the teacher's classroom may request a meeting with the Building Principal to discuss the problem and recommend remedies. The meeting will take place with the Principal and/or designee within ten (10) school days of the teacher's request in writing to the Principal. The teacher may be assisted by an Association representative and the Principal may include other staff members knowledgeable about the problem as the Principal determines appropriate.

### **8.6 Planning Time**

A. Full-time K-5 teachers will be provided a minimum of 180 minutes of aggregate individual planning time during a regular school week. Full-time 6-8 teachers will be provided a minimum of 200 minutes of aggregate individual planning time during a regular school week. Teachers who manage caseloads may request assistance from building administration to ensure that the required 180 minutes of individual planning time are present within their schedule. If this required planning time cannot be scheduled by the teacher and building administrator, the teacher may request that the Director of Special Services and/or the Assistant Superintendent for Instruction assist in scheduling planning time. When new students are added to caseloads who significantly impact existing planning time structures, an informal caseload review will be initiated. If these steps do not result in a resolution, a subsequent meeting with the Superintendent will be scheduled.

- B. Part-time teachers will be entitled to pro-rated individual planning time per week.
- C. If the Administration is unable to obtain a substitute, teachers may voluntarily substitute for the absent teacher during their planning time. Grades 6-8 teachers who substitute during their planning time will be compensated at the curriculum stipend rate for the amount of time they substitute.

## **8.7 Assignment and Transfer of Teachers**

It will be the responsibility of the Superintendent to assign, or transfer, teachers to positions within the school system in which the Superintendent feels they can render the greatest service to the system. In doing so, the following procedures will be observed:

- a. Vacancies in teaching positions will be announced or posted for at least seven (7) days before a final decision is made on the selection of the person to fill the vacancy, unless a shorter period is necessary to fill the vacancy to minimize disruption of the delivery of educational services to students. Vacancy notices will be announced in the District's electronic staff newsletter during the school term and, during the summer recess, posted in the central administrative office. The Association President(s) will be provided with a copy of each vacancy notice at the time of announcement or posting. Internal building reassignments are not considered vacancies and need not be posted.
- b. Teachers requesting transfers to vacant teaching positions must file a written transfer request with the person designated and within the time provided in the notice of vacancy. A written acknowledgement must be sent to the teacher that the proper administrator has received this request. If the principal chooses not to honor the teacher's request, the teacher may request a conference with the administrator to discuss the decision. An Association representative may accompany the teacher. If not given the transfer, and upon request after the conference, the teacher must be given a letter summarizing the reasons for denial.
- c. The Administration will consider all internal candidates who apply for any vacant teaching position for which they are qualified and internal candidates will be notified of the final decision concerning their application.
- d. Except in emergency situations, a building administrator or the Superintendent will meet with any teacher proposed for an involuntary transfer at least fourteen (14) days before a final decision on the transfer. The administrator will consider the opinions of the affected teacher as part of the transfer decision-making process and notify, in writing, the teacher of any decision to involuntarily transfer the teacher, with a summary of the reasons for doing so, if requested by the teacher. Any teacher who is involuntarily transferred may have a conference with the Superintendent or central administrative office designee to review the involuntary transfer decision.

## ARTICLE IX - SALARY

### 9.1 Salary, Teacher Benefits and Other Considerations

1. The Salary schedules for the 2014-15, 2015-16, and 2016-17 school years are attached as Appendices 1 through 3. Salary increases for the three years of the contract are as follows:

2014-15: Base salary increases 1.10%, step increases awarded based on the 2013-14 salary schedule

2015-16: Base salary increases 1.10%, step increases awarded based on the 2014-15 salary schedule

2016-17: Base salary increases 1.10%, step increases awarded based on the 2015-16 salary schedule

If the combination of the base salary increase and step increase provides an annual increase of less than 2.60% for steps 1-15 or less than 2.20% for steps 16 through 30, the step increment for that cell of the schedule will be increased to reflect a total increase of 2.60% for steps 1-15 and 2.20% for steps 16 through 30.

If the combination of the base salary increase and step increase provides an annual increase of more than 3.70% for steps 1-15 or more than 2.85% for steps 16 through 30, the step increment for that cell of the schedule will be reduced to reflect a total increase of 3.70% for steps 1-15 and 2.85% for steps 16 through 30.

Once a teacher has reached the top step of the schedule in any lane, the teacher's salary increase will be limited to the base salary increase.

A joint Board/Association Compensation Committee will be established to study current developments in the salary component of teacher compensation and report to the Board and Association. The committee will consist of four persons appointed by the Superintendent, at least one of whom will be a Board member, and four teachers appointed by the Association President(s). The committee will begin meeting no later than February, 2015 and deliver its written report to the Association and Board by no later than November 1, 2016.

2. Credit for teaching experience prior to employment by School District 68 may be granted at the recommendation of the Superintendent. Such credit may be given on the basis of recent experience and quality of the teaching experience and may be credited up to 100%.
3. Credit for experience that falls into the general category of teaching, but is not commonly considered school teaching, will be given at the discretion of the Superintendent and the Board.

4. All college training must be acceptable toward a District-approved advanced degree program, or it must be approved for salary credit in advance by the Superintendent or designee if credit toward salary is to be given.
5. Credit for training is cumulative and salaries will be adjusted semi-annually, with full year credit earned for coursework completed by the first day of school and one-half year credit for coursework completed by January 31. All course completion or satisfaction of degree requirements must be verified by official university documents submitted to the personnel office.
6. Professional growth credit will no longer be offered, however, teachers who have previously earned index points through professional growth credit will continue to receive compensation as part of their annual salary.
7. For teachers who participate in the National Board Certification program, the District will provide two release days over the course of the initial certification process and pay a one-time stipend of \$2,000 to the teacher upon completion of the certification. Teachers who have National Board Certification and choose to recertify will be provided with two release days over the course of the recertification process.

## **9.2 Salary Checks and Deductions**

Beginning with the applicable period of service, the annual salary of teachers will be paid in bi-weekly installments over twelve months unless the person completes the work year in a shorter period of time. If the work year is completed within ten months, the teacher will be given the option of being paid in bi-weekly installments from September through the last day of school in June or over twelve months with the summer pay amounts included in the pay distributed on the last day of school.

Deductions will include compulsory deductions for retirement, Social Security, Medicare, state and federal income taxes, and any other deductions required by law or provided for in this agreement. No other salary deductions will be made without the expressed written request of the teacher.

## **9.3 Payroll Deduction for Teacher Retirement**

As a condition of employment of each licensed teacher who is eligible to participate in the Teachers' Retirement System, payments for licensed teachers will be deducted from salary payments and made to the Teachers' Retirement System in the percentage amount required by Illinois law.



## **9.4 Activities**

Compensation for activities will be as shown in the attached Stipend Appendix.

Fully qualified volunteers will be solicited for activities. If a fully qualified volunteer bargaining unit member cannot be found for the activity, it will be assigned to a suitably qualified teacher with compensation as shown in the Stipend Appendix or to a non-bargaining unit staff member. Required service in this category will be limited to one school year, subject to reassignment after a one school year break. Teachers receiving activity stipends must reapply after two years of service.

At OOH, a building activity committee consisting of a building administrator and teacher representatives will meet each year to review proposals for activities for the school year. Based on the annual building unit allocation, the committee will allocate units to support such activities. A unit is an activity or club that meets eight times after school or before school.

At the elementary schools, principals will work with teachers to develop an ongoing homework club based on student needs.

## **9.5 Teacher Leadership**

Teacher Leadership positions will be described in Administrative Procedure. Compensation for all Teacher Leadership positions will be included in the attached Stipend Appendix.

### **a. Elementary Team Leaders**

Team Leaders will be appointed on a two-year cycle at each school with one team leader from each grade level, as well as one from Special Education (including Speech and ALP), one from ELL, and one from the Specials team (P.E.; Art; Music; and LMC.) Elementary Team Leaders will participate on district curriculum implementation teams and will also serve as New Teacher Mentors whenever a newly employed full or part-time teacher joins the team. Mentors will participate in and/or help facilitate district-sponsored orientation/induction meetings as well as provide individualized assistance to newly-hired teachers on their team or within their department during the new teacher's first year of employment and will receive an additional stipend as indicated in the Stipend Appendix. All Elementary Team Leaders, as potential mentors, will be supplied with a list of all meeting dates and list of responsibilities by July 1<sup>st</sup> of each year. Notification of individual Team Leaders that they will be serving as a mentor for a new teacher or teachers will be made by August 10<sup>th</sup> of each school year or as soon as practical following the hiring of a new teacher.

### **b. Junior High Department Chairs and Team Leaders**

Department Chairs and Team Leaders will be appointed on a two-year cycle. Department Chairs will participate on district curriculum implementation teams

and will also serve as New Teacher Mentors whenever a newly employed full or part-time teacher joins the department. Mentors will participate in and/or help facilitate district-sponsored orientation/induction meetings as well as provide individualized assistance to newly-hired teachers on their team or within their department during the new teacher's first year of employment and will receive an additional stipend as indicated in the Stipend Appendix. All Department Chairs, as potential mentors, will be supplied with a list of all meeting dates and list of responsibilities by July 1<sup>st</sup> of each year. Notification of individual Department Chairs that they will be serving as a mentor for a new teacher or teachers will be made by August 10<sup>th</sup> of each school year or as soon as practical following the hiring of a new teacher.

- c. District Specials (Instrumental Music and ALP) Coordinators  
Specials Coordinators will be appointed on a two-year cycle.
- d. District Learning Team Member  
Learning Team Members will be selected upon formation of a District Learning Team and will be actively involved in the process.

Only teachers who apply may be initially considered for selection to serve in teacher leadership positions. If a fully qualified volunteer teacher cannot be found for a leadership position it will be assigned to a suitably qualified teacher with compensation as shown in the Stipend Appendix. Required service in this category will be limited to two school years, subject to reassignment after a two school year break.

## **ARTICLE X - BENEFITS**

### **10.1 Health Care Expense Program**

A Health Care Expense Program is available to District 68 teachers. The program includes premium conversion and a health care expense reimbursement account. Through this program, teachers may elect to have the cost of their District insurance premiums excluded from gross income for Medicare and income tax purposes. Benefit-eligible employees who are not participating in the High Deductible Health Plan (HDHP) may also contribute up to \$2,500 per year to a Health Care Reimbursement Account which is excluded from gross income for Medicare and income tax purposes and can be used for qualified health care expenses.

The premium conversion portion of the program covers the teacher share of dental and health insurance offered by the District.

The medical expense reimbursement account may be used only for those expenses allowable as tax deductions by the Internal Revenue Service (IRS). Any amount not so used will revert to the District, as provided for in Federal regulations.

This program is subject to IRS non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

### **10.2 Dependent Care Assistance Program**

The Board of Education will make a Dependent Care Assistance Program available to teachers. Through this program, teachers may elect to have up to the lesser of \$5,000 (\$2,500 if married and filing separately) or maximum amount permitted under Section 129 of the Internal Revenue Code (IRC) per year deducted through a salary reduction agreement and exclude this amount from gross income for Medicare and income tax purposes. This money is to be used only to reimburse the teacher for dependent care expenses incurred under the program. Any amount not so used will revert to the District, as provided for in Federal regulations.

This program is subject to the non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these non-discrimination provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

### **10.3 Tax-Deferred Savings Plans**

The Board will sponsor 403(b) and 457(b) plans to be available to all eligible teachers of School District 68. To participate in the plans, teachers must complete a salary reduction agreement provided by the plan administrator and must select a 403(b) or 457(b) investment provider recognized by the plan.

### **10.4 Tuition Assistance**

The Board will pay fees for tuition and workshops and accredited degree programs taken outside the regular work day which are directly related to the teacher's current assignment and can be expected to enhance and improve the ability of the teacher to serve the educational needs of the District. In order to be eligible for reimbursement, a teacher must have completed three consecutive school years of full time teaching or, if part time, a teacher must have completed a minimum of four consecutive school years in at least a 50% teaching assignment.

The Board will pay 70% of the tuition for eligible teachers engaged in accredited degree programs or other approved college courses up to an annual maximum of \$2,500 per teacher except that teachers in the Loyola University-Chicagoland Partners for English Language Learners (CPELL) ESL endorsement program or an approved Master's Degree program at any accredited college or university may receive up to \$4,500 per year.

The Board will pay 100% tuition reimbursement for undergraduate and graduate courses for teachers who are required by the District to take course work for retraining for full licensure.

The Board will pay registration fees required to receive credit for prescribed courses being pursued by all eligible teachers. Textbook, material, miscellaneous graduation fees, health, library, recreation, parking, transportation and housing fees are not paid.

All requests for tuition reimbursement described above will be submitted in advance. A Tuition Reimbursement Committee will review all requests for tuition reimbursement and make recommendations for approval to the Superintendent or designee. The committee will be comprised of two administrative representatives appointed by the Superintendent and two teacher representatives from each building appointed by the Association. Teachers who have received reimbursement will be required to submit evidence of satisfactory completion of such courses and workshops before any additional tuition reimbursement will be authorized.

When a teacher does not render services for at least 120 working days after completion of a reimbursable workshop or college course, a refund will be made by the teacher to the District as follows:

- 100% refund for service of less than 60 working days after workshop or course completion

- 50% refund for service of 61 to 120 working days after workshop or course completion

Teachers who become disabled or leave employment at the initiative of the District will not be required to return tuition payments.

Teachers who are awarded tuition waivers for supervising student teachers may apply those waivers toward payment of their personal tuition costs. In the event that the teacher chooses not to use the waiver, the waiver will be forwarded to the Association representative responsible for administering the dispersal of vouchers.

## **10.5 Retirement Benefits for Licensed Teacher Personnel**

### **1. Introduction**

The following retirement plan (Plan) recognizes the contributions of teachers who have provided extended service to the students of District 68. The Plan is designed to provide such teachers with the opportunity to increase the earnings which the Illinois Teachers' Retirement System (TRS) will use to calculate the teacher's pension up to the limit above which TRS will impose penalties on the Board. Currently the TRS limitation is a 6% increase in creditable earnings over the previous school year. The Plan and all other pre-retirement benefits for teachers will sunset at the conclusion of this contract.

### **2. Eligibility and Application**

To be eligible for the benefits of the Plan, a teacher must give timely and irrevocable notice of resignation and retirement effective at the end of the applicable school term and, as of the effective date of resignation and retirement:

- (a) have completed at least the equivalent of fifteen (15) years of full-time active service or twenty (20) years of part-time active service to the District, of which the last eight (8) must be continuous on either a full or part-time basis. An unpaid extended leave of absence under Section 7.4.2 of this Agreement will not be deemed to interrupt continuous service for purposes of receipt of the benefits of this section.
- (b) be at least fifty-eight (58) years of age, or have at least thirty-five (35) years of creditable service.
- (c) have filed for participation in the retirement program of the Teachers' Retirement System of the State of Illinois (TRS).

A retiring teacher must provide the Superintendent with an irrevocable, written notice of resignation and retirement by February 1 of the year in which the Retirement Recognition Bonus is to be first paid, but in any event not later than February 1 of the last year of this Agreement. The last year for resignation and retirement under this section and receipt of a pre-retirement creditable earnings increase will be three years after the expiration of this Agreement.

### 3. Retirement Incentive Bonus

The eligible teacher who at the time of retirement is at least age 60 or has at least 35 years of TRS creditable service will receive a Retirement Recognition Bonus (Bonus) of \$52,500. The eligible teacher who at the time of retirement is under age 60 and has less than 35 years of TRS creditable service will receive a bonus \$52,500 reduced by 5% for each one-quarter school year that the teacher is under age 60. This Bonus will be pro-rated for a part-time teacher based upon his/her highest full-time equivalency during his/her final three years of employment.

The Bonus will begin to be paid over a period of up to five years prior to retirement upon receipt by the Superintendent of irrevocable written notification of the teacher's resignation and intention to retire. Once a teacher submits this notice, the teacher will continue to receive increases as established in Section 9.1.1.

The Bonus will be distributed as follows:

- Starting with the school year in which the notice is given, a portion of the available Bonus will be paid to increase each year's total TRS creditable earnings used in the pension calculation up to 6% over the previous year, for a maximum of five years, so long as such payments do not result in an excess salary penalty from TRS. This amount will be paid in two equal installments each applicable year, the first in December and the second in June. If necessary, the final paycheck will be adjusted to insure that the TRS limitation is not exceeded.
- A lump sum payment will be made to the teacher after the date of the teacher's retirement and last regular paycheck but in any event no later than thirty (30) days after the later of these dates. The amount of this payment will be the total Bonus amount less the Bonus payments made to increase the teacher's creditable earnings before retirement.

### 4. Sick Leave

As part of the Plan, a teacher who gives the irrevocable, written notice of resignation and retirement by February 1 of the fifth year before resignation and retirement will be credited with an additional 170 days of sick leave.

### 5. Creditable Earnings Limitations and Changes in a Teacher's Retirement Plans

If a teacher participating in the Plan resigns prior to the date originally approved for his/her retirement for any reason other than death or physical or mental disability which permanently renders the teacher unable to perform his/her duties, the Board will have no obligation to pay the remaining retirement enhancements which would otherwise have been due under the Plan. Additionally, the teacher will repay to the Board all amounts of creditable earnings necessary to avoid the Board being subject

to TRS penalties. Repayment will be made by salary withholding to the extent possible, but in any event, the teacher will make full repayment within thirty (30) days after the date of the teacher's resignation or, if later, after the Board's receipt of notice of penalties from TRS. If the teacher fails to make repayment when due and the Board incurs attorney's fees to collect such repayment, through litigation or other collection efforts, the teacher will reimburse the Board for its reasonable attorney's fees and other costs and expenses of collection. Upon repayment, an amended creditable earnings report will be made by the Board to TRS. Finally, the Board will pay to the teacher before retirement one dollar (\$1.00) for each of the 170 days of sick leave provided for in subparagraph 4 above that was not used, which days will then not be reported to TRS and for which the teacher will not seek service credit from TRS.

If a teacher participating in the Plan or a member of the teacher's immediate family becomes ill or injured, resulting in the teacher's use of sick leave which then disqualifies the teacher for non-ERO retirement, the teacher may request, and the Board, in its sole discretion, may grant an extension of the retirement date by a minimum of one school term.

If a teacher participating in the Plan begins to receive the Bonus and a catastrophic life event (such as the death or serious illness of a spouse) causes the teacher to request to continue teaching in the District and the Board, in its sole discretion, accepts such request, the Board will not be obligated to continue payment of the Bonus. The teacher will then repay the entire amount of the Bonus paid to date. Such repayment may either be made in one lump sum or through a series of deductions from the teacher's salary, with final repayment to be made by the date which reflects the length of time the teacher received the retirement enhancement (i.e., a teacher who received the Bonus for one year and then was permitted to rescind his/her retirement, must repay the retirement enhancements within one year). The teacher may also include in the request modification of the retirement date.

Notwithstanding any provision of this collective bargaining agreement other than as permitted in the paragraph immediately below, a teacher within four years of eligibility for TRS retirement will be limited to a 6% increase in creditable earnings over the previous year if the payment of such creditable earnings could result in the Board being required to make a penalty payment to TRS. Any adjustments necessary to meet this limitation will be made to the teacher's creditable earnings in the teacher's final paychecks for the school year in which the TRS limitation could be exceeded.

If a teacher is within four years of eligibility for TRS retirement but is not ready or eligible to participate in the Plan, the teacher may avoid the limitation set forth in the paragraph immediately above by signing an agreement with the Board. The agreement will provide that if the teacher resigns and the Board becomes subject to penalties from TRS, the teacher must repay to the Board all amounts of creditable earnings necessary to avoid the penalties. Repayment will be made by salary

withholding to the extent possible, but in any event, the teacher will make full repayment within 30 days after the date of the teacher's resignation or, if later, after the Board's receipt of notice of penalties from TRS. If the teacher fails to make repayment when due and the Board incurs attorney's fees to collect such repayment, through litigation or other collection efforts, the teacher will reimburse the Board for its reasonable attorney's fees and other costs and expenses of collection. Upon repayment, an amended creditable earnings report will be made by the Board to TRS. Entry into the agreement does not preclude the teacher from participation in the Plan, so long as the teacher meets the eligibility requirements and makes any repayments necessary for the Board to avoid penalties.

Nothing in this part 5 relieves the Board of its obligation to pay penalties for excess sick leave or creditable earnings in the event TRS does not recognize the amended creditable earnings reports or the payment for sick leave as provided for above, after exhaustion of all review/appeal processes available to the Board to contest an adverse penalties decision by TRS.

#### 6. Changes in TRS Laws or Regulations

If the TRS law or regulations change in such a way: 1) that teachers would lose money toward their pensions or otherwise be financially burdened if they hold to their retirement year obligations made previously to the District; or 2) that cause the Board to become subject to penalties or unanticipated contributions to TRS, then the Board and the teachers, with Association representation, will have the option to amend the retirement date and/or modify the timing of payments under the plan to achieve the least amount of monetary hardship to the teacher and the District.

### **10.6 Workers' Compensation**

All work related injuries must be reported to the person designated by the Superintendent. A teacher receiving workers' compensation temporary total disability payments will retain the check from the Board's insurer for such benefits. If the teacher has available sick leave, the Board will pay the teacher one-third of the teacher's regular salary amount per work day of absence and charge the teacher's sick leave one-third of a day.



## **ARTICLE XI - EVALUATION**

### **11.1 Evaluation Procedures**

The evaluation procedures set forth in Sections 5 through 9 of the “Skokie School District 68 Teacher Evaluation Plan” in effect and dated as of the effective date of this Agreement, are incorporated into, and made a part of, this Agreement, except for those provisions of such sections which set forth rating expectations, call for judgment regarding the sufficiency of evidence or involve decisions on assignment of a rating. The forms set forth in Appendix A to the Plan will be used, subject to modification by the Board in cooperation with the Association through the Joint Evaluation Plan Committee provided for in Section 11.2 below to keep the forms consistent with the substantive provisions of the Plan. These sections and Appendix A will be updated, without amendment of this Agreement, to incorporate changes resulting from the Committee process provided for in 11.2 and 11.3 below.

Additionally, a teacher who has significant concerns that his/her summative rating has been downgraded by the evaluator’s failure to follow the procedural requirements of the evaluation plan may present the concerns to the Superintendent for review. The Superintendent will promptly meet with the teacher and respond to the concerns.

### **11.2 Joint Evaluation Plan Committee**

The Board and the Association agree that the Teacher Evaluation Plan is primarily designed to improve teacher performance and, thereby, student achievement. An essential element of the teacher evaluation plan is to promote professional growth and lifelong learning based on a positive, collaborative approach among educational staff members, administrators and other professionals within the School District. To help achieve these goals, the Teacher Evaluation Plan should be revised and updated periodically.

At least twice each school year during the term of this Agreement, a Joint Evaluation Plan Committee will review and evaluate the existing teacher evaluation plan under Article 24A of the Illinois School Code; provided, however, the use of data and indicators on student growth will be addressed before the PERA implementation date by the PERA Joint Committee established in 11.3 below. The Joint Evaluation Plan Committee will be composed of sixteen members, with eight members appointed by the Superintendent and eight members appointed by the Association President(s). The Committee will strive to reach consensus on all procedural and substantive issues in a manner similar to that of previous evaluation plan committees.

### **11.3 Joint PERA Committee**

A Joint PERA Committee will be established to incorporate the use of data and indicators on student growth as a significant factor in rating teacher performance into the evaluation plan for both tenured and non-tenured teachers in accordance with Article 24A-4 of the

*Illinois School Code.* The Committee will be composed of an equal number of Association and District members. The Superintendent will appoint 9 members and the Association President(s) will appoint 9 members unless the Superintendent and Association President(s) agree to a smaller committee. A member designated by the Superintendent and a member designated by the Association President(s) will serve as co-chairs of the Committee. The appointments and designation will be made no later than October 6, 2014 and the committee will meet informally no less than 6 times between October 6, 2014 and January 12, 2015. The first formal meeting of the Committee will be called by the co-chairs by no later than November 1, 2015, which will trigger the 180 calendar day period in which to reach agreement as provided in Article 24A-4. Before the first formal meeting, informal meetings may be called by the co-chairs, which meetings will not trigger the 180 calendar day period. The Committee members will jointly develop a regular meeting schedule no later than November 1, 2015. If agreement is not reached within 180 calendar days of the first formal committee meeting, the District will implement the model evaluation plan established under Article 24A-7 of the School Code with respect to the use of data and indicators on student growth as a significant factor in rating teacher performance.

For both formal and informal Committee meetings, the Committee may invite other staff members and resource persons to assist the Committee in its work, but such staff members or resource persons will not be voting members of the Committee.

## **ARTICLE XII - EFFECT OF AGREEMENT**

### **12.1 No Strike**

During the term of this Agreement, neither the Association nor any teacher will instigate or participate in any strike, sympathy strike, picketing or other concerted activity which interrupts the operations of the District.

### **12.2 Understanding**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. This Agreement will constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in a written and signed amendment to this agreement. The Board will not change any express term or condition contained in this Agreement without negotiating the change with the Association.

**ARTICLE XIII - DURATION OF AGREEMENT**

This agreement will commence October 16, 2014, and close at the end of the day before the start of the 2017 school term; provided, however, that the salary, stipend, and business leave provisions are retroactive to August 18, 2014.

Board of Education

Education Association

        /s/ Owen Douglas        .  
Owen Douglas  
Education Association Co-President

        /s/ Una McGeough        .  
Una McGeough  
Board of Education President

        /s/ Matt Tomenillie        .  
Matt Tomenillie  
Education Association Co-President

Attest:

        /s/ Beth Millard        .  
Beth Millard  
Board Secretary

        10/16/14        .  
Date

        10/16/14        .  
Date

**2014-15 SALARY SCHEDULE - APPENDIX 1**

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
0	47,868	50,262	53,611	54,570	55,527	56,484	57,441
1	49,065	51,519	54,953	55,934	56,915	57,897	58,878
2	50,327	52,843	56,366	57,372	58,379	59,386	60,392
3	51,837	54,352	58,379	59,386	60,392	61,399	62,405
4	54,352	56,366	60,896	61,902	62,909	63,914	64,921
5	56,869	58,882	63,412	64,418	65,424	66,431	67,438
6	59,386	61,399	65,928	66,934	67,941	68,947	69,954
7	61,399	63,914	68,947	69,954	70,961	71,967	72,974
8	63,914	65,928	71,967	72,974	73,981	74,987	75,993
9	65,747	67,941	74,987	75,993	76,999	78,006	79,013
10	67,218	69,672	78,006	79,013	80,019	81,026	82,033
11	68,690	71,144	81,026	82,033	83,039	84,046	85,052
12	70,162	72,616	84,046	85,052	86,059	87,065	88,071
13	71,203	74,088	87,065	88,071	89,078	90,084	91,091
14	72,200	75,560	90,084	91,091	92,098	93,104	94,111
15	73,196	77,032	93,104	94,111	95,118	96,124	97,131
16			95,230	96,221	97,214	98,205	99,197
17			96,221	97,214	98,205	99,197	100,190
18			97,214	98,205	99,197	100,190	101,181
19			98,205	99,197	100,190	101,181	102,173
20			99,197	100,190	101,181	102,173	103,165
21			100,190	101,181	102,173	103,165	104,157
22			101,181	102,173	103,165	104,157	105,149
23			102,173	103,165	104,157	105,149	106,141
24			103,165	104,157	105,149	106,141	107,133
25			104,157	105,149	106,141	107,133	108,126
26			105,149	106,141	107,133	108,126	109,117
27			106,141	107,133	108,126	109,117	110,109
28			107,133	108,126	109,117	110,109	111,101
29			108,126	109,117	110,109	111,101	112,093
30			109,117	110,109	111,101	112,093	113,085

**2015-16 SALARY SCHEDULE - APPENDIX 2**

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
0	48,394	50,815	54,201	55,170	56,138	57,105	58,073
1	49,605	52,085	55,557	56,549	57,541	58,534	59,525
2	50,880	53,425	56,986	58,003	59,021	60,039	61,056
3	52,189	54,799	58,452	59,495	60,539	61,583	62,626
4	53,754	56,363	60,539	61,583	62,626	63,670	64,714
5	56,363	58,452	63,149	64,192	65,236	66,279	67,323
6	58,973	61,061	65,758	66,802	67,845	68,889	69,933
7	61,583	63,670	68,368	69,411	70,455	71,498	72,542
8	63,670	66,279	71,498	72,542	73,586	74,630	75,674
9	66,279	68,368	74,630	75,674	76,718	77,761	78,805
10	67,958	70,438	77,761	78,805	79,848	80,892	81,937
11	69,446	71,927	80,892	81,937	82,980	84,024	85,068
12	70,934	73,415	84,024	85,068	86,111	87,155	88,199
13	71,987	74,903	87,155	88,199	89,243	90,287	91,330
14	73,055	76,391	90,287	91,330	92,374	93,417	94,461
15	74,077	77,879	93,417	94,461	95,506	96,549	97,593
16			95,757	96,793	97,829	98,863	99,899
17			97,325	98,338	99,352	100,366	101,380
18			98,338	99,352	100,366	101,380	102,394
19			99,352	100,366	101,380	102,394	103,407
20			100,366	101,380	102,394	103,407	104,421
21			101,380	102,394	103,407	104,421	105,434
22			102,394	103,407	104,421	105,434	106,449
23			103,407	104,421	105,434	106,449	107,463
24			104,421	105,434	106,449	107,463	108,476
25			105,434	106,449	107,463	108,476	109,490
26			106,449	107,463	108,476	109,490	110,504
27			107,463	108,476	109,490	110,504	111,517
28			108,476	109,490	110,504	111,517	112,532
29			109,490	110,504	111,517	112,532	113,545
30			110,504	111,517	112,532	113,545	114,559

**2016-17 SALARY SCHEDULE - APPENDIX 3**

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	48,927	51,374	54,797	55,777	56,755	57,733	58,712
1	50,150	52,658	56,169	57,171	58,174	59,178	60,180
2	51,440	54,012	57,613	58,641	59,670	60,700	61,728
3	52,763	55,401	59,095	60,149	61,205	62,261	63,315
4	54,120	56,826	60,614	61,696	62,779	63,862	64,943
5	55,743	58,449	62,779	63,862	64,943	66,026	67,108
6	58,449	60,614	65,485	66,567	67,650	68,732	69,814
7	61,155	63,320	68,191	69,274	70,355	71,438	72,521
8	63,862	66,026	70,897	71,979	73,062	74,143	75,226
9	66,026	68,732	74,143	75,226	76,309	77,391	78,474
10	68,705	70,897	77,391	78,474	79,556	80,638	81,721
11	70,210	72,718	80,638	81,721	82,803	83,886	84,968
12	71,714	74,222	83,886	84,968	86,050	87,133	88,216
13	72,778	75,727	87,133	88,216	89,297	90,380	91,462
14	73,858	77,232	90,380	91,462	92,545	93,628	94,709
15	74,954	78,736	93,628	94,709	95,792	96,874	97,957
16			96,080	97,154	98,228	99,300	100,374
17			98,295	99,297	100,300	101,304	102,306
18			99,466	100,502	101,538	102,574	103,610
19			100,502	101,538	102,574	103,610	104,647
20			101,538	102,574	103,610	104,647	105,682
21			102,574	103,610	104,647	105,682	106,719
22			103,610	104,647	105,682	106,719	107,754
23			104,647	105,682	106,719	107,754	108,790
24			105,682	106,719	107,754	108,790	109,827
25			106,719	107,754	108,790	109,827	110,862
26			107,754	108,790	109,827	110,862	111,899
27			108,790	109,827	110,862	111,899	112,935
28			109,827	110,862	111,899	112,935	113,971
29			110,862	111,899	112,935	113,971	115,007
30			111,899	112,935	113,971	115,007	116,043

## STIPEND APPENDIX

<b>Leadership Stipends</b>	2014-15	2015-16	2016-17
Elementary Team Leaders	1,500	1,500	1,500
Junior High Team Leaders	2,750	2,750	2,750
District Learning Team Member	300	300	300
Department Chair - Math	3,000	3,000	3,000
Department Chair - LA	1,000	1,000	1,000
Department Chairs - Social Studies, Science, Special Ed.	2,000	2,000	2,000
Department Chair - PE	1,500	1,500	1,500
Department Chairs - Encore	500	500	500
District Specials Coordinators (a)	1,500	1,500	1,500
Mentor	250	250	250
<b>Activity Stipends</b>			
<b>Sports</b>			
Volleyball (7th and 8th Grade)	2,300	2,300	2,300
Basketball (7th and 8th Grade)	2,300	2,300	2,300
Volleyball (6th Grade)	1,150	1,150	1,150
Basketball (6th Grade)	1,150	1,150	1,150
Soccer	2,300	2,300	2,300
Track & Field	508	508	508
Cheerleading	2,300	2,300	2,300
Intramurals - OOJH	3,798	3,798	3,798
K-5 After School Sports	3,798	3,798	3,798
<b>Elementary Activities</b>			
Outdoor Education Teacher	633	633	633
Homework Club (b)	733	733	733
Student Council	300	300	300
Other Activities - per unit (c)			
<b>OOJH Activities</b>			
6th Grade Play (split by teachers)	850	850	850
All School Play (split by teachers)	2,200	2,200	2,200
Student Publication	1,769	1,769	1,769
Science Olympiad (per event) (d)	373	373	373
Snowflake Coordinator	2,481	2,481	2,481
Snowflake Teacher (b)	254	254	254
Student Leaders	1,520	1,520	1,520
Yearbook Editor	1,250	1,250	1,250
After School Academic Program (b)	2,504	2,504	2,504
Other Activities - per unit (c)	255	255	255
<b>Hourly Work</b>			
Curriculum development, staff development meetings	32.10	32.10	32.10
Supervision, other (e)	28.20	28.20	28.20

- (a) District Specials Coordinators include Instrumental Music and ALP
- (b) Stipend to be paid on time sheet - academic program at the curriculum development hourly rate and Snowflake and homework club at the supervision hourly rate
- (c) A unit is an activity or club that meets 6 times at the K-5 Schools and 8 times at OOJH. Stipend to be paid on a time sheet at the supervision hourly rate
- (d) One additional stipend (\$373) to be paid per coach if team qualifies for state tournament regardless of number of events handled by that coach
- (e) The category "Supervision, other" includes lunch/recess supervision (except for indoor recess), morning supervision at OOJH, computer lab supervision, bus supervision at OOJH, all-school detention supervision and any required evening supervision beyond contract expectations

Stipends are paid at the end of each trimester