

2016-2021

AGREEMENT BETWEEN

THE MERIDIAN FEDERATION OF TEACHERS

AND

THE BOARD OF EDUCATION

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT NO. 15

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ARTICLE I - PARTIES TO THE AGREEMENT

This Agreement is made and entered into by and between the Board of Education of Meridian Community Unit School District #15, hereinafter referred to as the "Board" or "Employer" and the Meridian Federation of Teachers, Local 4487, Illinois Federation of Teachers, American Federation of Teachers, AFL-CIO, hereinafter referred to as the "Union" or "Federation".

ARTICLE II - RECOGNITION, JURISDICTION AND SCOPE

Section 1. For purpose of collective bargaining with respect to wages, hours, terms and conditions of employment, the Board recognizes the Union as the sole and exclusive representative for all regularly employed full and part-time (meaning employed part of every school day for the full school year) certified teaching personnel -- excepting only the Superintendent, principals, assistant principals, full-time athletic director-dean and all other supervisory, managerial, confidential and short-term personnel.

Section 2. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections or clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted article, section or clause.

ARTICLE III - MANAGEMENT RIGHTS

Section 1. It is the law of the State of Illinois that the determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively in the Board. The decision of the Board of Education in matters pertaining to the determination and administration of school policy, the operation and management of the schools, and the direction of employees shall be final.

Section 2. It is expressly understood and agreed that all functions, rights, powers, authority and legal responsibilities of the Administration of the School District and the Board of Education which are not specifically limited by the express language of this Agreement are retained by the Board, provided, however, that no such right shall be exercised so as to violate any of the specific provisions of the Agreement.

ARTICLE IV - NO-STRIKE/NO LOCK OUT

During the term of this Agreement and any extension thereof, no employee covered by this Agreement, nor the Union, shall engage in a strike, slowdown, or other refusal to render full and complete contractual service to the Board.

During the term of this Agreement and any extension thereof, the Board shall not lock out the employees covered by this Agreement.

ARTICLE V - UNION RIGHTS AND RESPONSIBILITIES

Section 1. Neither the Board nor the Union shall discriminate against any teacher with respect to hours, wages, terms and conditions of employment by reason of membership in the Union, participation in negotiations with the Board, or in the institution of any grievance, complaint, or proceeding under this Agreement.

Section 2. The Board and the Union recognize that each teacher has the right to join or not to join any organization for the teacher's professional or economic improvement; however, membership in any organization shall not be required as a condition of employment. The Union agrees to defend and indemnify and to hold the Board harmless from any and all liability under this provision.

Section 3. The Union shall have the following rights:

3.1. Access to school buildings. With prior approval of the Superintendent, the Union shall have the right to use school buildings for official meetings, providing that such facilities are available, prior notice has been given to the superintendent a minimum of two (2) working days in advance of the meeting except in emergencies, there is no interruption of the educational program and the Union reimburses the District for any additional custodial and maintenance costs when the purpose of such use is an official Union general membership or committee meeting.

3.2. Communication with Members. The Union shall have the right to use teacher mail boxes and intra-district mail service for communication with teachers concerning local Union matters. The Union shall have the right to post official notices of its activities and matters of concern on designated bulletin boards in teachers' workrooms; however, the principal may direct the removal of any items posted on the bulletin board which in the principal's judgment may be offensive to other staff members, in poor taste, or not appropriate for display.

3.3. School Equipment. The Union shall have the right to reasonable use of school office equipment, such as typewriters, computers and duplicating machines, on school premises, and will be responsible for reimbursing the District for all materials, supplies and repairs resulting from Union use of the equipment beyond routine maintenance.

Section 4. Members of the Union shall have the right to have Union membership dues withheld from their salary upon presentation to the District of appropriate payroll deduction authorization forms. The payroll deduction authorization form must be submitted to the District by November 1 and no changes will be made in deductions for the remainder of the school year. With a dues deduction authorization the Board will

deduct one-eighteenth (1/18) of such dues from the regular salary check of the bargaining unit member for the nine (9) months of September through May. The Board shall remit deducted dues to the Union within ten (10) days following the Board meeting at which salary payments are approved. If a teacher is hired by the District after the school year is in progress, and the teacher becomes a member of the Union, the teacher's Union dues shall be deducted according to established schedule, if authorized by the teacher. The Union agrees to defend and indemnify and to hold the Board harmless from any and all liability under this provision.

Section 5. The Board shall provide to the Union President the following documents:

- (a) Board agenda prior to the regular monthly Board meeting;
- (b) Official minutes of Board meetings, monthly report of disbursements, Treasurer's report and financial report after they are approved by the Board.

A copy of the Board Policy Manual and revisions will be available in the principals' offices to the building representatives.

Section 6. Because of the importance of collective bargaining, the Board agrees that teacher members of the bargaining committee shall be released from school duties to attend joint Union-Board negotiation meetings if scheduled during school hours by agreement of the Board and the Union.

Section 7. The Superintendent may meet at least once a month or as needed with the Union President and other Union representatives to discuss matters of educational policy and development as well as matters relating to implementation of the Agreement.

Section 8. Fair Share: Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Federation or pay a fair share fee to the Federation. The amount of the fee shall be determined by the Federation in accordance with the provisions of the Illinois Education Labor Relations Act.

Such fair share payment by nonmembers shall be deducted by the Board from the earnings of the nonmember employees and remitted to the Federation unless the Board is required to remit the fee to the Illinois Education Labor Relations Board for escrow.

The Union agrees to defend and indemnify and to hold the Board harmless from any and all liability under this provision.

ARTICLE VI - DISCIPLINE AND WORK RULES

Section 1. In any disciplinary action involving an employee covered by this Agreement, the employee shall have the right to Union representation at all times he/she requests it.

Disciplinary action means oral reprimand, written reprimand, suspension without pay and discharge.

If a Union representative is not available, and the teacher has requested his/her presence, the Superintendent or Principal may direct the teacher not to return to his/her classroom or assignment until the representative is available. In any event, the meeting shall not be delayed more than forty-eight (48) hours from the time the Superintendent or Principal originally set the meeting relating to discipline.

During the period the teacher is absent from his/her duty assignment, the teacher shall be on a pay status.

Section 2. Except in case of emergency or when necessary to protect the health and safety of persons or property, administrators shall not give oral reprimands to teachers in the presence of other employees, students or the public.

ARTICLE VII - PERSONNEL FILE

Section 1. Teachers shall have the right, upon request, to review the contents of their own personnel file with the exception of pre-employment confidential materials. The Superintendent or his/her designee may be present during the teacher's review of his/her personnel file.

Section 2. Teachers may write a response to any materials contained in their personnel file and said response shall be placed with those materials in his/her personnel file.

Section 3. Teachers shall each be provided upon request one (1) copy of any item in the file, excepting pre-employment confidential materials, at the cost of duplication.

Section 4. Any material of a disciplinary nature which is to be added to the teacher's personnel file must be added within a reasonable time after the occurrence, transaction or event, and a copy of the material shall be provided to the teacher.

ARTICLE VIII - SEVERANCE PAY/RETIREMENT

The Board will pay to teachers retiring from the employment of the District or to the personal representative of teachers who die during the term of employment with the District which teachers have a minimum of twelve (12) years service to the District and its predecessor Districts (Macon and Blue Mound), a stipend of \$15.00 times all unused sick days over one hundred eighty (180) and through two hundred twenty (220) days. Payment shall be made thirty (30) days after the effective date of retirement or the date of death and after the teacher's last day of service to the District and after the employee has received his or her final paycheck for services rendered.

Retirement Incentive

An employee tendering an irrevocable letter of resignation in conformance with the following conditions shall be eligible for a retirement incentive in up to each of his or her final four (4) years of teaching service subject to the following conditions:

- 1) The teacher shall have a minimum of twenty (20) years of full-time service in the Meridian School District by the intended date of retirement.
- 2) The teacher shall be at least sixty (60) years of age or will have at least thirty-five (35) years of creditable service upon his or her last day of service to the District and will not retire causing the District to have to pay a penalty or other monies constituting a surcharge to the Teachers' Retirement System.
- 3) The teacher shall have tendered to the Board a binding, irrevocable resignation and application for the award. The teacher's notice may be given up to four (4) years prior to retirement or by October 30, 2010 and September 1st of subsequent years thereafter up to and including the school year of retirement. The pre-retirement period may be from one (1) to four (4) years in length depending upon the date the letter of resignation and award application is received by the Board and the specified date of retirement.
- 4) No teacher may participate, or continue to participate, in the retirement incentive program after he/she has reached the TRS thresholds (currently sixty (60) years of age or thirty-five (35) years of service) which allow him/her to retire without discount.

In exchange for the teacher's binding, irrevocable resignation, the District agrees to remove the teacher from the salary schedule and for each year of eligibility the teacher's creditable earnings will be increased by six percent (6%) over the teacher's reportable creditable earnings for the prior year of employment.

For purposes of this calculation the previous year's creditable earnings shall not include the District's TRS contribution made on behalf of the teacher, and the calculation each year may be rounded down to the nearest \$5.00 to avoid possible TRS penalties. The District and the teacher agree to execute a Retirement Award Agreement that governs the payment of the retirement award.

Examples:

A teacher applies for the award one year before retirement. The teacher's creditable earnings for the previous school year were \$40,000. The teacher's final year creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$).

A teacher applies for the award three years before retirement. The teacher's creditable earnings for the previous school year were \$40,000. The teacher's first year creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$). The teacher's second year creditable earnings will be \$44,944 ($\$42,400 \times 1.06 = \$44,944$). The teacher's final year creditable earnings will be \$47,640 ($\$44,944 \times 1.06 = \$47,640$).

If a teacher has an extra duty obligation at the commencement of the retirement incentive program and ceases to perform those services during the retirement incentive program period, the calculation of the teacher's six percent (6%) increase shall be reduced by the amount of the extra duty compensation.

Example:

A teacher applies for the award three years before retirement. The teacher's creditable earnings for the previous school year were \$40,000. The teacher's first year creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$). The teacher's second year creditable earnings will be \$44,944 ($\$42,400 \times 1.06 = \$44,944$). The teacher ceases to perform an extra duty assignment in his or her final year of employment for which he or she would have been paid \$2,000. The teacher's final year creditable earnings will be \$45,520 ($\$44,944 - \$2,000 \times 1.06 = \$45,520$).

Once an irrevocable letter of retirement is submitted, the employee will not be assigned any additional extra duties or TRS reportable duties not currently being performed without the consent of the employee.

If a teacher fails to complete the pre-retirement period, leaves the District prior to the designated retirement date causing the District to have to pay a penalty or other monies constituting a surcharge to the Teachers' Retirement System, the District shall be entitled to damages for breach of contract against the Teacher in an amount equal to the retirement award payment received by Teacher, including tax and retirement withholdings. Upon complete reimbursement, the teacher shall be entitled to any general wage increase, which would have been applicable during the pre-retirement period.

In the event the retirement award provided for in this article would cause the District to have to pay a penalty or other monies constituting a surcharge to the Teachers' Retirement System, or would conflict with any state statute or final rule or regulation promulgated by the Teachers' Retirement System, the provisions of this section shall become void and the parties agree to reopen this agreement and attempt to midterm bargain changes necessary to correct any defect created by this incentive.

Teachers should not rely upon the continuation of this retirement incentive award payment program in subsequent collective bargaining agreements. Unless the parties agree to continue this Section in a subsequent collective bargaining agreement, the

forgoing benefits will be denied to those who have not applied for such benefits prior to the expiration of this agreement.

In no event will a teacher who is less than ten (10) years from retirement eligibility receive an increase in total, reportable TRS creditable earnings in excess of six percent (6%) of the prior year's total, reportable TRS creditable earnings, unless any of the statutory exceptions enacted by P.A. 94-1057 to The Illinois Pension Code become applicable.

RETIREMENT AWARD AGREEMENT

This Agreement is entered into on this _____ day of _____, 201__, by and between Meridian Community Unit School District 15 (hereinafter "Employer" or "District") and [insert teacher=s name] (hereinafter "Teacher") to establish the rights of Teacher to a retirement award payment from the Employer. It is expressly understood that this Agreement confirms the rights given to Teacher under the 2016-2021 collective bargaining agreement between the Meridian Federation of Teachers and the Employer. This Agreement does not alter in any way Teacher's right to any other benefits provided by the Employer via the collective bargaining agreement or other agreements. Such benefits may include, but are not limited to, medical insurance, dental insurance, health insurance, life insurance or a deferred compensation contribution.

1. The Teacher shall receive a retirement award payment upon submission of his/her irrevocable notice of intent to retire. Payment of the award is to be made pursuant to the terms of the Employer's collective bargaining agreement with the Meridian Federation of Teachers.
2. The Teacher's retirement award will consist of: [detail the amount of benefits and how the benefits will be paid, i.e., last paycheck and post-retirement or spread out over pre-retirement period, subject to the 6% creditable earnings limitation per year].
3. Upon the intended date of retirement, Teacher will have a minimum of twenty (20) years of service in the Meridian School District, will be at least sixty (60) years of age or will have at least thirty-five (35) years of creditable service on or before his or her last day of service to the District and will not retire causing the District to have to pay a penalty or other monies constituting a surcharge to the Teachers' Retirement System. If Teacher fails to complete the pre-retirement period, leaves the District prior to the designated retirement date or otherwise retires causing the District to have to pay a penalty or other monies constituting a surcharge to the Teachers= Retirement System, the District shall be entitled to damages for breach of contract against the Teacher in an amount equal to the retirement award payment received by Teacher, including tax and retirement withholdings.

4. The retirement award payment referenced herein is offered only as an incentive or bonus for retirement and does not represent compensation for services rendered by Teacher during his or her tenure with the District.
5. All payments made under the Teacher's retirement award will be made and paid following all applicable Federal and Illinois statutes, laws, and regulations.
6. Teacher shall not borrow against or assign the right to receive payments under this contract.
7. The laws of Illinois will apply to any disputes that arise under this contract.

For the Employer

Teacher

Date

Date

ARTICLE IX - GRIEVANCE PROCEDURE

Section 1. A grievance is a complaint by a teacher, group of teachers, or any parties to this Agreement that this Agreement has been violated or misinterpreted.

Section 2. The parties agree that it is most desirable for a complaint to be resolved through informal and free communications. If the informal process fails to resolve the grievance, a formal written grievance shall be filed and processed.

Section 3. A grievance must be filed with the principal within fourteen (14) days of when the grievant knew or should have known of the event which gave rise to the grievance. The grievance shall be in writing and state the nature of the grievance, the specific article, section and clause of the Agreement which is applicable, and the remedy requested. If a grievance arises from the action of an authority higher than the principal of the school, the grievance may be filed with the Superintendent rather than the principal.

Section 4. The alleged aggrieved party may be accompanied or represented by a person or persons of his own choosing.

Section 5. Once a grievance has been presented to the principal, he/she shall arrange for a meeting with the grievant which will take place within ten (10) days after receipt of the grievance. The principal will respond in writing within twenty (20) days of the date the grievance was filed with him/her.

Section 6. If the grievance has not been satisfactorily resolved, it shall be submitted to the Superintendent of Schools within ten (10) days of the response in Section 5. The Superintendent of Schools shall arrange for a meeting with the grievant which will take place within ten (10) days after receipt of the grievance by him/her. The Superintendent of Schools will respond within twenty (20) days of the date the grievance was filed with him/her.

Section 7. If the grievance is still not satisfied, the grievance shall be submitted in writing to the Board of Education by serving the appeal to the President or the Secretary of the Board within ten (10) days of the response in Section 6. The Board of Education shall arrange for a meeting with the aggrieved party which will take place within fifteen (15) days of the receipt of the grievance by the Board. The Board shall respond in writing within fifteen (15) days of the meeting.

Section 8. The failure of a grievant to file any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's or Board's failure to respond to the grievance within the time limit shall permit the grievant to proceed to the next step. The time limits may be extended by written mutual consent. All instruments concerning grievance must be signed and dated. A teacher who participates in the grievance procedure shall not be subject to discipline or reprisal because of such participation.

Section 9. If the grievant and/or the Federation disagree with the disposition of the grievance at Section 7, the Federation and Board of Education may jointly request the services of the Federal Mediation and Conciliation Service ("FMCS") within twenty (20) business days after the decision is provided as long as there is no cost to the District.

Section 10. If the grievant disagrees with the disposition of the grievance at Section 7, or the parties are unsuccessful in resolving their dispute if they have jointly chosen to utilize the services of the American Arbitration Association (AAA), or the time limits expire without the issuance of the Board's reply, the Federation may submit the grievance to final and binding arbitration with the American Arbitration Association. The arbitrator shall be selected from a panel or panels of arbitrators provided by AAA. The arbitration shall be held at a place within the District unless the parties agree otherwise. If a demand for arbitration is not filed with the Superintendent within twenty (20) days of the receipt of the Section 7 response, then the grievance shall be deemed withdrawn.

- A. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the Board and

the Federation, and his decision must be based solely upon the express relevant language of the Agreement.

- B. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be equally borne by the parties.
- C. If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript.

Section 11. A grievance may be withdrawn or settled at any level without establishing a precedent.

Section 12. All days referred to in this article are calendar days.

ARTICLE X - WORK ACCIDENTS, ILLNESSES AND ATTACKS

The Board will provide insurance for accidental injuries and occupational diseases sustained by a teacher which arises out of and in the course of employment according to the provisions of the Illinois Workers' Compensation Act and the Illinois Workers' Occupational Diseases Act. If a teacher is disabled because of an attack, the Board shall pay the employee his/her regular wage for the first three working days lost if the Board's insurance carrier is not required to pay for those days under 820 ILCS 305/8(b). The teacher shall not be charged sick leave for those days.

ARTICLE XI - FACILITIES

The Board shall provide teachers with a lounge in each building. Teachers shall be allowed reasonable use of office duplicating equipment for school purposes and shall have access to a phone other than the phone in the main office of the building. Teachers shall log long distance calls made for personal reasons and reimburse the District for the cost thereof.

ARTICLE XII - NEGOTIATION PROCEDURES

The Board and Union agree to negotiate toward a successor to this agreement in accordance with the provisions of the Illinois Educational Labor Relations Act. A written request to negotiate may be made by either party. A mutually agreeable meeting date to commence negotiations will be determined within fifteen (15) days of service of the request by the other party, which date shall be within thirty (30) days of the service of the request.

ARTICLE XIII - LEAVES OF ABSENCE

Section 1. Sick Leave. Each employee shall be granted twelve (12) sick leave days per school year without loss of pay.

- A. Sick leave may be used for personal illness or quarantine, doctor or dental appointments, birth, adoption, or placement for adoption. Sick leave shall be limited to thirty days for birth, adoption or placement for adoption per occurrence/child. Exceptions to the thirty (30) day limitation for birth shall be supported by a physician's certification certifying that the absence is medically necessary per Section 24-6 of *The School Code*.
- B. Death or critical illness of an immediate family member. Immediate family includes children, parents, spouse, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, nieces, nephews, aunts, uncles, son-in-laws, daughters-in-law, and step-children. Critical illness is an illness which an attending physician states in writing that the presence of the employee is required at the bedside.
- C. The Board may require a physician's certificate at the employee's expense for sick leave that continues three (3) or more days.
- D. Employees may request notification at the beginning of each school year of the current number of sick days he or she has accumulated.

Section 2. Personal leave. Each employee shall be granted three (3) personal days each year of this Agreement. A personal day is a day required for personal business or emergency without loss of pay or deduction of sick leave. A written request for personal leave shall be made to the building principal as early as possible in advance of the requested leave and except in an emergency situation, shall be made at least two days prior to the day of the leave. Personal leave may not be taken during the first or

last five (5) days of school or on the first working day preceding or following a holiday or vacation. On a particular day no more than 10% of the certified staff in any building may take personal leave. Restrictions on the use of personal leave days may be waived by the Superintendent on a case by case basis. This provision is separate and apart from any situation where the teacher might otherwise be entitled to leave under Family Medical Leave. Unused personal leave days shall accumulate as sick leave.

Section 3. Extended illness leave. An employee may apply for extended medical leave. The Board shall comply with the Family and Medical Leave Statute, Title 29 U.S.C.A., Section 2261, et seq. when acting on the request.

Section 4. Family leave. An employee may apply for family leave. The Board shall comply with the Family and Medical Leave Statute, Title 29 U.S.C.A., Section 2261, et seq. when acting on the request.

Section 5. Jury leave. Any employee summoned to jury duty or subpoenaed to testify in a court of law in any litigation against the School District when school is in session shall receive full salary during the time the employee is on jury duty or testifying provided the employee pays the District the fees received for performing the service. The employee may keep any mileage or meal reimbursement received for said duty.

Section 6. A leave of absence for an extended period of time may be granted for any of the following reasons or purposes: those covered in Section 5 and Section 7, military service, professional study, government or professional service, education growth and for such other reasons which in the judgment of the Superintendent may be recommended to the Board of Education for approval.

- a. Any employee desiring a leave of absence without pay must submit to the Superintendent, an application in writing at least ninety (90) calendar days before the desired commencement date of the leave. In emergency cases, the Superintendent may waive this requirement, if in his/her judgment, the employee submits in writing an explanation with proper verification and/or documentation indicating that the events, occasions or occurrences were beyond the control of the employee who requested the ninety (90) day notice be waived.
- b. Under this section, no leave shall exceed one (1) year unless an extension thereof is requested by the employee in writing and recommended by the Superintendent and approved by the Board. Any request for an extension must be submitted in writing to the Superintendent no later than ninety (90) calendar days prior to the end of the school year during which the employee is on leave. In no event shall an unpaid leave of absence in excess of two (2) years be granted unless it is mandated by the School Code of Illinois.
- c. Notification of intention to return to the employ of the Board from an unpaid leave of absence shall be made in writing to the Superintendent at least ninety (90)

calendar days prior to the end of the school year preceding the expected return. Failure to notify the Superintendent, in writing, shall be deemed a resignation.

- d. Leave time shall not count toward advancement on the salary schedule. However, if a teacher works for at least one hundred thirty-six (136) days in any school year he/she shall receive a full year's credit on the salary schedule.
- e. Prior to the approval of any leave request pursuant to this clause, the Superintendent and/or Board may require the employee submit proper documentation such as a statement from the physician, admissions in an institution of higher education or service, or approval by an agency involved.
- f. Unless otherwise agreed to by the Board, the employee shall resume his/her duties at the start of a school term or semester.
- g. Insurance benefits provided by the Board will cease thirty (30) days after the first day of the unpaid leave unless the leave is for Family and Medical Leave Act leave, then sixty (60) days. The employee shall be allowed to continue and participate in all District insurance programs by paying the monthly premium to the District business office.
- h. Upon expiration of the leave, the employee may request return to his/her former position if available.

Section 7. Sabbatical leave. The Board shall comply with 105 ILCS 5/24-6.1 when acting on a request for sabbatical leave.

Section 8. Professional Growth Days -- Leave for professional growth may be granted and shall normally be for the purpose of attending meetings or professional groups at the state level. The building principal and/or Superintendent will determine if the leave will be granted. Two days per year is the usual maximum although it may be greater under some circumstances. The building principal shall be notified in writing no later than five (5) days before the anticipated absence. The District will pay for the substitute for the professional leave days granted. The teacher shall be reimbursed for out of pocket expenses at the IRS rate per mile for mileage, and not more than \$100.00 per night if it is necessary to remain overnight and the registration fee. The Superintendent or Principal may, in their discretion, limit the number of persons attending the professional meeting, and in doing so, shall restrict the number on a seniority basis.

Section 9. Authorized representatives designated by the President of the Meridian Federation of Teachers shall be granted Union leave for the purposes of conducting Union business provided that the total amount of time so taken does not exceed five (5) days per school year by all such authorized personnel. Arrangements must be by mutual agreement with the Superintendent at least thirty (30) days in advance of any such leave unless waived by the Superintendent. The Union will reimburse the Board for its expenses in obtaining substitute teachers. No more than two (2) teachers from any each building shall be gone on any one day.

Section 10. A regularly employed part-time employee covered by this Agreement shall accrue sick days and personal days based upon the proportion of the periods he/she teaches compared to the periods of the school day at the building where he/she teaches.

ARTICLE XIV - FRINGE BENEFITS

Section 1. Medical Insurance: The Board will provide medical insurance for each individual full-time employee with coverage described in Appendix C attached to this Agreement. Said coverage as shown in Appendix C shall be in effect until and when new coverage are approved as provided in this Article.

In the year 2016-2017, the Board will pay up to \$6,500 per year toward medical insurance costs, in the year 2017-2018 up to \$6,600 per year, in the year 2018-2019 up to \$6,700 per year, in the year 2019-2020 up to \$6,800 and in the year 2020-2021 up to \$6,900.

Section 2. Re-evaluating Insurance: The Parties through the insurance committee may re-evaluate the insurance coverage annually. The insurance committee shall consist of two Board members, the Superintendent, and three teachers. Any changes in policy coverage and/or the insurance carrier must be recommended by the insurance committee, and be approved respectively by the Board of Education and the Federation.

After the policy and coverage are in place for the 2016-2017 school year pursuant to the re-evaluating process provided for herein, either party desiring to review the coverage and insurance carrier shall give a written notice to the other requesting a convening of the insurance committee for this purpose.

Section 3. Insurance Costs: If it is anticipated by the administration that the costs shall exceed the Board's annual contribution amount, the Superintendent shall notify the Federation President in writing of this fact with the amount required of each covered employee to fully fund the costs for the remainder of the insurance year. This written notice will be given 30 days in advance of any amounts being deducted from the employee's pay. During this 30 day period the Federation may discuss the teacher contribution with the Superintendent. If no change is made pursuant to this discussion, if any, the amount shall be deducted from the remaining pay periods, the amount depending on the number of pays per year for the teacher.

Any costs contribution to be made by the teacher shall be made in equal amounts spread throughout the teacher's pay periods during the insurance year.

Employees shall have the option to purchase coverage for their family and shall reimburse the District for the additional premium for family coverage.

Section 4. Life Insurance. As part of the medical insurance group coverage the Board will provide life insurance for each employee in the face amount of \$10,000.00.

Section 5. The Board shall provide the employee the option to participate in a cafeteria plan at no cost to the District.

Section 6. Professional Development Workshops. When approved in advance by the School District, bargaining unit employees shall be reimbursed for reasonable costs to attend Professional Development Workshops including mileage, meals and registration and other fees. Mileage shall be reimbursed at the current IRS rate.

ARTICLE XV - SALARY

Section 1. The salary schedules for the 2016-2017, 2017-2018, 2018-2019, 2019-2020, and 2020-2021 school term are included in this agreement as Appendix A.

Section 2. Employees shall be paid for extracurricular assignments in accordance with the attached Extra Duty Schedule identified as Appendix B. Calculation of extracurricular stipends shall be based upon the current year's salary schedule as identified in the attached Appendix A.

Section 3. Use of personal automobile by employees in the course of their employment must be approved in advance by the building principal. Approved mileage shall be reimbursed at the IRS rate per mile. Claims shall be made monthly on a form provided by the Board.

Section 4. Payroll Procedures

- A. Payroll Installments. Teachers shall be paid their salary in equal installments on the 15th and 30th of each month beginning on August 30, except in February when the last payment will be made on the last day of the month.

All teachers shall be paid over twelve (12) months. Should a pay day fall in a vacation period during the school year, pay day shall be the last attendance day prior to the regularly scheduled pay day. Wages shall be paid via direct deposit to an institution directed by each employee with the evidence of a pay stub provided to each employee by electronic delivery.

- B. Payroll deductions. Employees may have voluntary payroll deductions for four payees in addition to Union dues as provided in Article V, Section 5 above. The payees may be for the Macon County School Employees Federal Credit Union, for the Cafeteria Plan, for dependent insurance coverage under the group coverage, or for an annuity with a company approved by the Board. The deduction must be for an equal amount for each pay period. Deductions can be changed only two times per year as

follows. The request to start or stop the deduction must be submitted in writing to the Superintendent on or before August 1 to be effective for pay periods ending August 30 through December 30 and on or before December 15 to be effective for pay periods ending January 15 through August 15. Requests for retroactive deductions will not be considered.

Section 5. Advancement on the Schedule. College credit earned prior to the opening of the school term will count in determining the placement of the teacher on the salary schedule under the following conditions:

- A. The course is part of a recognized advanced degree program within the teacher's area of instruction or the area of administration or counseling in which program the teacher is enrolled, or in the joint opinion of the teacher and the building principal the course will enhance the teacher's ability to perform his/her assigned tasks, and;
- B. The teacher has requested and received the Superintendent's written approval prior to enrollment in the course, and;
- C. The teacher receives a grade in the course of at least a C, and;
- D. Certified transcripts showing credits requiring adjustments in salary must be filed with the Superintendent not later than August 15 of the year for which the salary is to be received. If no transcript is available for credit earned over the summer, the signed statement of the instructor showing completion of the course and the grade shall be acceptable if the certified transcript is filed on or before October 10.

The resulting pay adjustments must be made no later than the second pay period following September 1 of the year for which the salary is to be received. Credit for on-line courses shall be at the exclusive discretion of the Superintendent.

Section 6. The Board shall pay on behalf of each teacher his or her 9.0% contribution directly to the Teachers Retirement System as a direct Board contribution to TRS, as well as the teacher's .4% ERO contribution as long as the ERO program remains in effect. This computation method is described in the TRS 1986 Payroll Reporting Guide. If a subsequent option or action by a body of competent jurisdiction finds the above improper, the amount of said retirement benefit paid by the Board shall become the gross income to the teacher and the teacher shall be liable for all taxes, interest and penalties due. In the event that any law or regulation is passed that causes the Board's own TRS contribution (currently established at .58%) to increase, then the parties shall reopen the agreement to negotiate increased pension costs to the school district.

Section 7. National Board for Professional Teaching Standards

In any school year that the State Board of Education completely defaults and fails to pay the "Master Teacher Stipend," regardless of the stipend's designated amount, then the School Board will pay those teachers entitled to receive the Master Teacher Stipend five-hundred dollars (\$500).

ARTICLE XVI - SENIORITY

A. ASSIGNMENTS, TRANSFERS AND SENIORITY

Section 1. Teachers shall be notified in writing of changes in their assignments before June 30. In the event of resignations, leaves of absence, medical leaves, or the need for re-assignment for better educational instruction, changes may be made after June 30, and if the teacher does not wish to accept the change in assignment the teacher shall have the option of resigning without prejudice by giving notice of resignation to the Superintendent within ten (10) days of the notification of change in assignment.

Section 2. The selection of personnel to staff a building shall be the responsibility of the Superintendent. In determining staff assignments, the primary consideration will be maintaining the quality of the educational program. Before a decision is made to transfer a teacher to another building or reassign to teach another subject or grade level, the teacher shall be notified and be given the opportunity to discuss the situation with the appropriate administrator(s).

Section 3. In the event of a vacancy, any qualified teacher who applies must be interviewed before the position is filled.

Section 4. Teachers shall be notified of vacancies and/or new positions in the District which must be filled by certificated personnel at least two weeks before applications are solicited, accepted or considered from outside the District or from within the District. During the school year, notification shall consist of posting the position on bulletin boards in each teachers' lounge in the District. When the vacancy or new position occurs during the summer (June-August), notice shall be mailed to Union President. When hiring/filling vacancies during the summer the Board/administration will give presently employed staff sufficient time to apply for any openings that become available. However, if the vacancy occurs, or a new position is created after July 15, the time periods are shortened on a pro rata basis, and any present employee must have his/her application submitted prior to the end of the day on August 14.

Section 5. District seniority is defined as the length of continuous service as a teacher in the District.

Section 6. Continuous service is broken only by one of the following...

- A. Voluntary quitting or resignation;
- B. Discharge or suspension without reinstatement for proper cause;

- C. Failure of the employee to return to work at the expiration date of an approved leave of absence or recall to work after a lay-off when a notice of ten or more work days has been delivered to the employee by certified or registered mail at the last address filed by the employee with the Board office.

Section 7. Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence, lay-off or disability.

Section 8. A sequence of honorable dismissal list and seniority list shall be prepared annually by the Employer and delivered to the Union President no later than seventy-five (75) days before the end of each school year. Additionally, no later than seventy-five (75) days before the end of the school year, the District shall provide each teacher with a document stating his/her continuous years of service, a list of positions for which the teacher is qualified to teach, and grouping category based upon performance evaluations. Teachers shall have until the deadline stated in the notice to inform the District of any discrepancies with his/her information.

Section 9. Should a conflict arise concerning two or more teachers with identical seniority, ties shall be broken on the following basis. . .

- A. First day of teacher employment;
- B. Date of Board action to employ;
- C. Date of teacher's signature on contract;
- D. Date of earliest application on file
- E. Most total years teaching;
- F. Highest degree and hours earned.

Section 10. When making appointments to extracurricular activities the Board shall consider the requests of the teachers along with assuring the quality of the extracurricular program. If a teacher who has been serving in an extracurricular activity requests not to be re-assigned to that activity for the next school year, the Board will reasonably attempt to accommodate the request. If the assignment is continued during the next school year, the Board will grant the request at the end of that school year.

B. REDUCTION IN FORCE

Section 1. It shall be the policy of the Board and a part of this contract that when reduction of staff is necessary, to inform and give opportunity for input from members of the staff, administration and people of the community relative to the processes, priorities and feasibility of such action. The Board will inform anyone involved in the reduction of staff before any public release is made of such information.

Section 2. When it becomes necessary to cut positions that will affect tenure teachers, a committee composed of the administration, Board members and three staff members shall meet to discuss the position cuts.

One teacher from each building will be selected by that building's teachers. The purpose of the committee will be to discuss the position cuts and the alternatives. It is further understood that the final decision regarding position cuts and alternatives lies with the Board of Education.

Section 3. Any employee who leaves the District because of a reduction in force shall have insurance coverage until August 31 of the year of termination.

ARTICLE XVII - EVALUATION PROCEDURES

The parties have jointly agreed to an Evaluation Plan pursuant to the requirements of 105 ILCS 5/24A-1, et. seq. The procedures by which teachers are evaluated under this plan shall remain in place until it is changed, amended, or replaced by agreement of the parties to this agreement, at which time the Evaluation Plan shall be amended to reflect the new procedures. Teachers shall have no right to challenge their evaluative rating under the procedures set forth in Article IX – Grievance Procedure.

Within two weeks of the written request of either party, an Evaluation Committee shall be established consisting of three members appointed by the Union and three members appointed by the Superintendent to review and recommend changes to the evaluation document. Any changes recommended by the Evaluation Committee shall take effect with the start of the next school year, unless otherwise stated and agreed to.

ARTICLE XVIII - WORK SCHEDULES

Section 1. Length of day - Teachers shall be assigned to work a seven and one-half (7 ½) hour work day including the duty free lunch, unless specifically called meetings require the teacher to remain until a later time. The starting and ending times to the work day shall be established by Administration and the Board.

Section 2. Teaching load - The normal assigned teaching duties (exclusive of planning time and lunch) shall not exceed thirty (30) hours of assigned teaching responsibilities per week. An average of forty (40) minutes planning time per day shall be provided for each full-time teacher and an average of twenty (20) minutes planning time per day shall be provided for each regularly employed part-time teacher employed half-time or more. The planning time per day shall be reduced on a prorata basis in comparison with the reduction in the length of class periods on a day when there is an early dismissal. The 30 hours of assigned teaching duties do not include: general supervisory duties of observing students in the teacher's room and halls before, after and between classes; and assignments to supervise students in specific areas such as the gym or at the bus loading and unloading site. Commuter employees shall not be

required to supervise students if his/her schedule does not allow for a duty free lunch period, as well as, compensated travel time.

Section 3. Holiday dismissal. On the last school day immediately preceding the major holiday vacations of Thanksgiving, Christmas and Easter, the school day shall be shortened to the minimum requirement to constitute a full day of attendance for claiming General State Aid, whichever is greater. Teacher dismissal time shall be after the last bus leaves on these days, unless an emergency requires the teacher to stay later for school related purposes.

Section 4. Teachers shall have a duty free lunch in accordance with 5/24-9 of Chapter 105 of the Illinois Compiled Statutes.

Section 5. The teaching year shall be no more than 180 days of actual pupil attendance days and institute days. The guidance counselor shall work 10 extra days per school year. Five (5) days prior to the start of the school year and five (5) days after the last day of the school year.

Section 6. If a substitute is not obtained for a teacher and teachers are requested to perform substitution duties, they shall be paid at a rate of \$20 per class period, or \$20 per hour for elementary teachers if said teacher forfeits a preparatory period while internal subbing. For the purpose of this article, a class period shall be defined as an instructional period no less than 41 minutes and no more than 60 minutes in length. Only teachers required by an administrator or his/her designee, to fill such positions shall be eligible for internal sub pay.

Section 7. Summer School. The Board agrees to pay the teacher's retirement contribution on summer school pay for teachers who are regularly employed in this District at the rate specified in Article XV Section 6. Further, summer school salary payments shall be made on a four week basis.

Section 8. Any elementary teacher who is required to teach a split class shall receive a stipend of eight hundred dollars (\$800) per year.

ARTICLE XIX - EFFECT AND DURATION OF AGREEMENT

Section 1. Complete understanding. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

Section 2. This Agreement shall be effective on August 20, 2016 and remain in effect until August 19, 2021.

In Witness Whereof:

For the Board:

For the Union:

President

President

Date

Date

Secretary

Secretary

Date

Date

**2016-2017 Salary Schedule
Appendix A**

Step	B.S.	B.S.+8	B.S. +16	B.S.+24	M.S.	M.S.+8	M.S.+16	M.S.+24	M.S.+32
A	36818	38633	39631	40632	41583	42694	43696	44700	45702
B	37618	39433	40431	41432	42458	43569	44571	45575	46577
C	38418	40233	41231	42232	43333	44444	45446	46450	47452
D	39218	41033	42031	43032	44208	45319	46321	47325	48327
E	40018	41833	42831	43832	45083	46194	47196	48200	49202
F	40843	42658	43656	44657	45858	46969	47971	48975	49977
G	41668	43483	44481	45482	46633	47744	48746	49750	50752
H	42493	44308	45306	46307	47408	48519	49521	50525	51527
I	43318	45133	46131	47132	48183	49294	50296	51300	52302
J	44143	45958	46956	47957	48958	50069	51071	52075	53077
K	44983	46798	47796	48797	49833	50944	51946	52950	53952
L	45823	47638	48636	49637	50708	51819	52821	53825	54827
M	46663	48478	49476	50477	51583	52694	53696	54700	55702
N	47503	49318	50316	51317	52458	53569	54571	55575	56577
O	48343	50158	51156	52157	53333	54444	55446	56450	57452
P	49218	51033	52031	53032	54208	55319	56321	57325	58327
Q	50093	51908	52906	53907	55083	56194	57196	58200	59202
R	50968	52783	53781	54782	55958	57069	58071	59075	60077
S	51843	53658	54656	55657	56833	57944	58946	59950	60952
T	52718	54533	55531	56532	57708	58819	59821	60825	61827
U	53643	55458	56456	57457	58633	59744	60746	61750	62752
V	54568	56383	57381	58382	59558	60669	61671	62675	63677
W	55493	57308	58306	59307	60483	61594	62596	63600	64602
X	56418	58233	59231	60232	61408	62519	63521	64525	65527
Y	57343	59158	60156	61157	62333	63444	64446	65450	66452
Z	58268	60083	61081	62082	63283	64394	65396	66400	67402
AA	59193	61008	62006	63007	64233	65344	66346	67350	68352
BB	60118	61933	62931	63932	65183	66294	67296	68300	69302
CC	61043	62858	63856	64857	66133	67244	68246	69250	70252
DD	61968	63783	64781	65782	67083	68194	69196	70200	71202
EE					68033	69144	70146	71150	72152
FF					68983	70094	71096	72100	73102
GG					69933	71044	72046	73050	74052

2017-2018 Salary Schedule

Appendix A

Step	B.S.	B.S.+8	B.S. +16	B.S.+24	M.S.	M.S.+8	M.S.+16	M.S.+24	M.S.+32
A	36818	38633	39631	40632	41583	42694	43696	44700	45702
B	37618	39433	40431	41432	42458	43569	44571	45575	46577
C	38418	40233	41231	42232	43333	44444	45446	46450	47452
D	39218	41033	42031	43032	44208	45319	46321	47325	48327
E	40018	41833	42831	43832	45083	46194	47196	48200	49202
F	40843	42658	43656	44657	45933	47044	48046	49050	50052
G	41668	43483	44481	45482	46783	47894	48896	49900	50902
H	42493	44308	45306	46307	47633	48744	49746	50750	51752
I	43318	45133	46131	47132	48483	49594	50596	51600	52602
J	44143	45958	46956	47957	49333	50444	51446	52450	53452
K	44983	46798	47796	48797	50183	51294	52296	53300	54302
L	45823	47638	48636	49637	51033	52144	53146	54150	55152
M	46663	48478	49476	50477	51883	52994	53996	55000	56002
N	47503	49318	50316	51317	52733	53844	54846	55850	56852
O	48343	50158	51156	52157	53583	54694	55696	56700	57702
P	49218	51033	52031	53032	54483	55594	56596	57600	58602
Q	50093	51908	52906	53907	55383	56494	57496	58500	59502
R	50968	52783	53781	54782	56283	57394	58396	59400	60402
S	51843	53658	54656	55657	57183	58294	59296	60300	61302
T	52718	54533	55531	56532	58083	59194	60196	61200	62202
U	53643	55458	56456	57457	59008	60119	61121	62125	63127
V	54568	56383	57381	58382	59933	61044	62046	63050	64052
W	55493	57308	58306	59307	60858	61969	62971	63975	64977
X	56418	58233	59231	60232	61783	62894	63896	64900	65902
Y	57343	59158	60156	61157	62708	63819	64821	65825	66827
Z	58268	60083	61081	62082	63658	64769	65771	66775	67777
AA	59193	61008	62006	63007	64608	65719	66721	67725	68727
BB	60118	61933	62931	63932	65558	66669	67671	68675	69677
CC	61043	62858	63856	64857	66508	67619	68621	69625	70627
DD	61968	63783	64781	65782	67458	68569	69571	70575	71577
EE					68408	69519	70521	71525	72527
FF					69358	70469	71471	72475	73477
GG					70308	71419	72421	73425	74427

2018-2019 Salary Schedule
Appendix A

Step	B.S.	B.S.+8	B.S. +16	B.S.+24	M.S.	M.S.+8	M.S.+16	M.S.+24	M.S.+32
A	36818	38633	39631	40632	41583	42694	43696	44700	45702
B	37618	39433	40431	41432	42458	43569	44571	45575	46577
C	38418	40233	41231	42232	43333	44444	45446	46450	47452
D	39218	41033	42031	43032	44208	45319	46321	47325	48327
E	40018	41833	42831	43832	45083	46194	47196	48200	49202
F	40843	42658	43656	44657	45958	47069	48071	49075	50077
G	41668	43483	44481	45482	46833	47944	48946	49950	50952
H	42493	44308	45306	46307	47708	48819	49821	50825	51827
I	43318	45133	46131	47132	48583	49694	50696	51700	52702
J	44143	45958	46956	47957	49458	50569	51571	52575	53577
K	44993	46808	47806	48807	50358	51469	52471	53475	54477
L	45843	47658	48656	49657	51258	52369	53371	54375	55377
M	46693	48508	49506	50507	52158	53269	54271	55275	56277
N	47543	49358	50356	51357	53058	54169	55171	56175	57177
O	48393	50208	51206	52207	53958	55069	56071	57075	58077
P	49293	51108	52106	53107	54858	55969	56971	57975	58977
Q	50193	52008	53006	54007	55758	56869	57871	58875	59877
R	51093	52908	53906	54907	56658	57769	58771	59775	60777
S	51993	53808	54806	55807	57558	58669	59671	60675	61677
T	52893	54708	55706	56707	58458	59569	60571	61575	62577
U	53818	55633	56631	57632	59383	60494	61496	62500	63502
V	54743	56558	57556	58557	60308	61419	62421	63425	64427
W	55668	57483	58481	59482	61233	62344	63346	64350	65352
X	56593	58408	59406	60407	62158	63269	64271	65275	66277
Y	57518	59333	60331	61332	63083	64194	65196	66200	67202
Z	58443	60258	61256	62257	64033	65144	66146	67150	68152
AA	59368	61183	62181	63182	64983	66094	67096	68100	69102
BB	60293	62108	63106	64107	65933	67044	68046	69050	70052
CC	61218	63033	64031	65032	66883	67994	68996	70000	71002
DD	62143	63958	64956	65957	67833	68944	69946	70950	71952
EE					68783	69894	70896	71900	72902
FF					69733	70844	71846	72850	73852
GG					70683	71794	72796	73800	74802

2019-2020 Salary Schedule

Appendix A

Step	B.S.	B.S.+8	B.S. +16	B.S.+24	M.S.	M.S.+8	M.S.+16	M.S.+24	M.S.+32
A	36818	38633	39631	40632	41583	42694	43696	44700	45702
B	37618	39433	40431	41432	42458	43569	44571	45575	46577
C	38418	40233	41231	42232	43333	44444	45446	46450	47452
D	39218	41033	42031	43032	44208	45319	46321	47325	48327
E	40018	41833	42831	43832	45083	46194	47196	48200	49202
F	40868	42683	43681	44682	45983	47094	48096	49100	50102
G	41718	43533	44531	45532	46883	47994	48996	50000	51002
H	42568	44383	45381	46382	47783	48894	49896	50900	51902
I	43418	45233	46231	47232	48683	49794	50796	51800	52802
J	44268	46083	47081	48082	49583	50694	51696	52700	53702
K	45118	46933	47931	48932	50508	51619	52621	53625	54627
L	45968	47783	48781	49782	51433	52544	53546	54550	55552
M	46818	48633	49631	50632	52358	53469	54471	55475	56477
N	47668	49483	50481	51482	53283	54394	55396	56400	57402
O	48518	50333	51331	52332	54208	55319	56321	57325	58327
P	49418	51233	52231	53232	55133	56244	57246	58250	59252
Q	50318	52133	53131	54132	56058	57169	58171	59175	60177
R	51218	53033	54031	55032	56983	58094	59096	60100	61102
S	52118	53933	54931	55932	57908	59019	60021	61025	62027
T	53018	54833	55831	56832	58833	59944	60946	61950	62952
U	53943	55758	56756	57757	59758	60869	61871	62875	63877
V	54868	56683	57681	58682	60683	61794	62796	63800	64802
W	55793	57608	58606	59607	61608	62719	63721	64725	65727
X	56718	58533	59531	60532	62533	63644	64646	65650	66652
Y	57643	59458	60456	61457	63458	64569	65571	66575	67577
Z	58568	60383	61381	62382	64408	65519	66521	67525	68527
AA	59493	61308	62306	63307	65358	66469	67471	68475	69477
BB	60418	62233	63231	64232	66308	67419	68421	69425	70427
CC	61343	63158	64156	65157	67258	68369	69371	70375	71377
DD	62268	64083	65081	66082	68208	69319	70321	71325	72327
EE					69158	70269	71271	72275	73277
FF					70108	71219	72221	73225	74227
GG					71058	72169	73171	74175	75177

2020-2021 Salary Schedule

Appendix A

Step	B.S.	B.S.+8	B.S. +16	B.S.+24	M.S.	M.S.+8	M.S.+16	M.S.+24	M.S.+32
A	36818	38633	39631	40632	41583	42694	43696	44700	45702
B	37618	39433	40431	41432	42458	43569	44571	45575	46577
C	38418	40233	41231	42232	43333	44444	45446	46450	47452
D	39218	41033	42031	43032	44208	45319	46321	47325	48327
E	40018	41833	42831	43832	45083	46194	47196	48200	49202
F	40868	42683	43681	44682	45983	47094	48096	49100	50102
G	41718	43533	44531	45532	46883	47994	48996	50000	51002
H	42568	44383	45381	46382	47783	48894	49896	50900	51902
I	43418	45233	46231	47232	48683	49794	50796	51800	52802
J	44268	46083	47081	48082	49583	50694	51696	52700	53702
K	45118	46933	47931	48932	50558	51669	52671	53675	54677
L	45968	47783	48781	49782	51533	52644	53646	54650	55652
M	46818	48633	49631	50632	52508	53619	54621	55625	56627
N	47668	49483	50481	51482	53483	54594	55596	56600	57602
O	48518	50333	51331	52332	54458	55569	56571	57575	58577
P	49443	51258	52256	53257	55408	56519	57521	58525	59527
Q	50368	52183	53181	54182	56358	57469	58471	59475	60477
R	51293	53108	54106	55107	57308	58419	59421	60425	61427
S	52218	54033	55031	56032	58258	59369	60371	61375	62377
T	53143	54958	55956	56957	59208	60319	61321	62325	63327
U	54068	55883	56881	57882	60158	61269	62271	63275	64277
V	54993	56808	57806	58807	61108	62219	63221	64225	65227
W	55918	57733	58731	59732	62058	63169	64171	65175	66177
X	56843	58658	59656	60657	63008	64119	65121	66125	67127
Y	57768	59583	60581	61582	63958	65069	66071	67075	68077
Z	58693	60508	61506	62507	64908	66019	67021	68025	69027
AA	59618	61433	62431	63432	65858	66969	67971	68975	69977
BB	60543	62358	63356	64357	66808	67919	68921	69925	70927
CC	61468	63283	64281	65282	67758	68869	69871	70875	71877
DD	62393	64208	65206	66207	68708	69819	70821	71825	72827
EE					69658	70769	71771	72775	73777
FF					70608	71719	72721	73725	74727
GG					71558	72669	73671	74675	75677

EXTRA DUTY PAY SCHEDULE Appendix B

The indicated percentages will be computed on a base salary of where the teacher will fall on the top line of the salary schedule (year 1 at the teacher's education level)

Athletic Director 18%

Position	Yrs 1-3	Yrs 4-6	Yrs 7+
Group A	14%	15%	16%
Technology Director			
Head HS Football			
Head HS Boys Basketball			
Head HS Girls Volleyball			
Head HS Girls Basketball			
Group B	9%	10%	11%
MS Head Boys Basketball			
MS Head Girls Basketball			
MS Head Girls Volleyball			
HS Yearbook			
HS Boys Track			
HS Girls Track			
HS Head Baseball			
HS Head Softball			

HS Head Boys Soccer			
HS Head Girls Soccer			
HS Scholastic Bowl			
HS Assist. Football (2)			
HS Assist. Basketball			
Group C	7%	8%	9%
Assist. Athletic Director			
HS Freshman Football			
HS Freshman Boys Basketball			
MS Boys Track			
MS Girls Track			
MS Boys Basketball			
HS Golf			
HS Drama/Play			
HS Assist. Baseball			
HS Assist. Softball			
Group D	7%	7%	8%
HS Honor Society			
HS Band			

FCCLA			
HS Student Council			
S.A.D.D. Sponsor			
Group E	5%	6%	7%
Assist. Girls Soccer			
Assist. Boys Soccer			
MS Cheer			
MS Scholastic Bowl			
MS Assist. Girls Basketball			
MS Assist. Boys Basketball			
MS Assist. Volleyball			
MS Student Council			
MS Yearbook			
HS Choir			
MS Drama			
HS Basketball Cheer			
Group F	3%	4%	5%
WYSE			
HS Football Cheer			
MS Choir			
MS Band			
MS Drama			
MS Honor Society			

Group G	3%	3%	3%
HS Junior Class Sponsor			
Group H	1.5%	1.5%	1.5%
HS Class Sponsors (Fresh, Soph, Sr.)			
MS Team Leader			
MS Vocal Coach			
HS Vocal Coach			

***When occupied by bargaining unit employees.**

Should two or more teachers agree among themselves to work in the same position, the stipend shall be divided between them equally.

Teachers will be compensated at the rate of \$20.00 per hour for all hours devoted to teaching driver training if the hours are not included in the teacher's regularly assigned responsibilities.

Where the activities being supervised by those persons filling the positions listed herein are of a seasonal nature, as opposed to being carried on throughout the school year, payments of the stipend shall be made in two payments. The first payment shall be made when 50% of the activity has been completed, and the final payment shall be made in the next pay period following completion of the scheduled activity. A schedule for the activity shall determine when payments are to be made. If the activity is one-time event (for example a school play), payment shall be made in the pay period following completion of the event. All such payments will be in the form of separate checks from the regularly scheduled payroll check.