

COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE  
WASHINGTON CENTRAL SCHOOL DISTRICT NO. 51  
BOARD OF EDUCATION  
AND THE  
WASHINGTON 51 EDUCATION ASSOCIATION/IEA/NEA

FOR THE SCHOOL TERMS:

2021-2022 THROUGH

2023-2024

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**ARTICLE I**  
**Recognition**

This Agreement is made and entered into between the Board of Education, Washington Central School District No. 51, hereinafter referred to as the "Board" or "School District" and the Washington 51 Education Association/IEA/NEA, hereinafter referred to as the "WEA", "Association" or "Union".

It is understood that the WEA is the sole bargaining agent for all full-time and regularly employed part-time certified personnel, hereinafter referred to as "teacher," excepting the Superintendent and principals, and all other supervisory, confidential, managerial, short-term and non-certified positions in the District for the term of this Agreement.

**ARTICLE II**  
**Teacher and Association Rights**

**SECTION 2.1: Non-Discrimination**

The Board and the Association shall not discriminate against any teacher with respect to hours, wages, and other terms and conditions of employment for reasons of membership in the WEA, participation in negotiations with the Board, or refusing to cooperate in the institution of any grievance complaint or proceeding under this Agreement.

**SECTION 2.2: Right to Organize**

Teachers shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board, consistent with other provisions of the Agreement.

**SECTION 2.3: Personnel File**

Each teacher shall have the right, upon request, to review in the presence of management and/or make one (1) copy the contents of his/her personnel file. At the teacher's request, a representative of the WEA may accompany the teacher in this review. Additionally, the teacher may request that a copy of his/her file will be made available within 24 hours of said request.

A teacher will receive notification when a document is placed in his/her personnel file. Said notification will be given within two (2) working days of document placement. A teacher will be allowed to place in his/her personnel file a written response to any document included in said personnel file.

**SECTION 2.4: Teacher Discipline**

Disciplinary action or official reprimands against any teacher shall be exercised in a fair and reasonable manner. No teacher shall be suspended without pay or issued a written reprimand without just cause. Disciplinary action will be progressive, as follows, except when conduct warrants bypassing progressive discipline:

- (1) Verbal warning.
- (2) Written reprimand/warning.
- (3) Suspension without pay.
- (4) Discharge.

A teacher may have an Association representative present when receiving an official reprimand, a disciplinary conference or at any other meeting that the teacher reasonably believes may lead to discipline.

### **SECTION 2.5: Payroll Deductions**

The Board shall withhold from each teacher's regular payroll a pro-rata share of the annual dues of the WEA, provided that the Board receives a teacher executed authorization for continuing dues deduction, the amount of which shall annually be certified by the WEA or other teacher organization. The authorization shall remain in effect from year to year, except that the teacher may revoke it between September 1 and September 15 of any year period. Upon receipt of any revocation, the Board shall notify the WEA in writing of the same. All dues deducted shall be remitted through the WEA no later than ten (10) business days after the last pay of the month.

### **SECTION 2.6: Meetings, Notices and General Information**

The WEA may, subject to reasonable regulation and reimbursement of any costs, use the following:

- (a) school buildings for meetings as long as the use does not interfere with the use of the buildings for any school purpose;
- (b) teacher mailboxes, inter-school mail, and school bulletin boards for the purposes of internal communication;
- (c) school equipment, e.g., computers and copy machines, as long as the use complies with the Board's acceptable use policy.

### **SECTION 2.7: Communications**

Prior to each regular monthly meeting of the Board of Education the Superintendent and the Association President shall meet to review the matters included on the Board

agenda and other agreed upon items relevant to the administration of this Agreement. Either party may designate other appropriate representatives to attend these meetings.

The District will provide the Association President with an electronic copy of the approved Board action items within three (3) business days following Board approval.

**SECTION 2.8: Agreement**

Within two (2) weeks of ratification and finalization, the Board will provide electronic copies of the Agreement to the WEA for distribution to the bargaining unit employees.

**SECTION 2.9: Use of Bulletin Boards**

Seniority lists, job postings, duty rosters, and schedules of faculty meetings shall be e-mailed to all certified staff.

**SECTION 2.10: Part-time teachers**

Unless specifically excluded, regularly employed part-time teachers will be entitled to benefits as provided for herein, prorated to time worked.

**ARTICLE III**  
**Formal Evaluations**

**SECTION 3.1: Formal Evaluation Procedure**

A. A formal evaluation plan was developed by the PERA Joint Committee of the WEA and the Administration to address those changes in The School Code related to evaluations that must be implemented during the term of this Agreement.

B. The PERA Joint Committee shall meet annually for the purpose of reviewing the evaluation process and to make revisions, if deemed necessary by either the Board or the Association to the District's formal teacher evaluation plan. This committee shall consist of an equal number of administrators and staff members. Staff members shall be chosen by the WEA. The committee shall be co-chaired by one (1) Administrator and one (1) certified staff member.

C. A teacher's evaluative rating shall not be the subject of a grievance pursuant to Article IX – Grievance Procedure.

**ARTICLE IV**  
**Working Conditions**

**SECTION 4.1: Mentor Teacher**

The District shall provide a Mentor Teacher program to assist teachers newly hired within the profession.

The Board shall create a new teacher induction and mentoring program, consistent with Article 21A of the School Code. Beginning teachers shall be assigned a mentor for their first two (2) years with the following conditions:

- A. The mentor shall be paid \$400.00 per year per mentee.
- B. Mentor and new teacher shall meet each week for a minimum of thirty (30) minutes. The mentor and mentee shall keep a log of meeting dates.
- C. The mentor shall have five years teaching experience and be tenured in the district.
- D. No teacher shall be required to be a mentor.
- E. The mentor shall have no part in the evaluation of the new teacher.
- F. This will be a posted position, with selection by the building principal.
- G. The tenured teachers participating in this program may receive credit for recertification. With prior approval from the District office, and if permitted by ISBE or the Regional Office of Education, tenured teachers participating in this program may receive a maximum of thirty (30) professional development hours every other year.

**SECTION 4.2: Preparation Time**

All preparation time will occur during the work day and will be free of student contact and/or any other additional duty. Grades K-3 and all Specials designated to CPS will be guaranteed a minimum 150 min. per week. Grades 4-8 and all Specials designated to CIS will be guaranteed 1 period a day.

In so far as is practicable within the constraints of the schedule, the Athletic Director will continue to receive his/her regular prep time plus one additional prep time per day to perform his/her AD duties.

The parties recognize that exceptions may occur in the event of shortened weeks, school assemblies and field trips.

**SECTION 4.3: IEP Preparation Time**

All Special Education teachers will be given up to 3 days per year in preparation for annual evaluations. All general education teachers and special education teachers will receive \$24.00 per hour calculated in ¼ hour increments for any IEP meetings that last

more than ½ hour beyond the regular work day.

#### **SECTION 4.4: Teacher Work Day**

The normal work year will be 180 days. The normal work day shall be eight (8) clock hours for each building with the starting and ending times to be determined by the Board; however, the teacher work day shall be scheduled to begin at least ten (10) minutes prior to the start of the student instructional day. Faculty meetings shall conclude by 30 min. beyond the regular work day.

Supervision of students before and after school shall be rotated among all full-time teachers. If a teacher is unable to perform that duty, that teacher must arrange for a substitute among the teaching staff. The principal must be notified of any changes in assigned duty. Certified staff may be assigned other duties during regular working hours by the building principal. Duties will not be assigned that interfere with the teacher's planning period or duty-free lunch without compensation. Teachers required to perform supervision and/or extra duties such as, but not limited to, Teen Conference and Kindergarten Screenings before or after assigned work hours will be compensated at a rate of \$24.00 per hour, calculated in ¼ hour increments.

All teachers will be paid at \$24.00 per hour calculated in ¼ hour increments, for meetings that last for more than ½ hour outside of their respective regular work day, unless exempted from payment elsewhere in this Agreement.

As professional salaried employees, all teachers are expected to attend Open House, Parent-Teacher Conferences, Supply Night, Professional Learning Communities meetings and Fundamental Learning Area meetings without additional compensation.

On Fridays and the day preceding a school holiday, teachers may leave when their supervisory tasks are completed.

Schools shall be released one (1) hour early on most Wednesdays as designated in the school calendar to provide teachers with professional development activities related to student curriculum alignment, data analysis and achievement. All professional development will be provided by or approved by the District.

#### **SECTION 4.5: Lunch Period**

During each work day, the teachers shall be entitled to a duty free lunch period equal to that of the students, but in no case less than thirty (30) uninterrupted duty free minutes of lunchtime daily.

#### **SECTION 4.6: Faculty Rooms**

In each building, the teachers will be provided with a room affording privacy for work and lunch, providing there are adequate facilities for classroom and other educational

purposes. Each faculty room will be adequately heated, ventilated and have a telephone on a dedicated, outside line.

## **ARTICLE V**

### **Assignments, Vacancies and Transfers**

#### **SECTION 5.1: Notification of Assignment**

All teachers shall be given written notice of their teaching assignments for the forthcoming year before the last day of the school year. If a change in a teaching assignment is necessary, every attempt shall be made to notify the teacher at least 30 days prior to the start of school.

#### **SECTION 5.2: Posting of Vacancies**

A vacancy occurs whenever a current position is vacated and the District determines to fill the vacancy or a newly created position exists. This definition and procedure will also apply to positions on the extra-curricular schedule.

When a new position becomes available or an existing position becomes vacant and the District determines to fill the vacancy, the following process will be followed:

- The Superintendent or designee will email all certified staff and notify all teachers subject to recall. The position will remain unfilled for at least ten (10) business days after the Superintendent or designee sends the email to certified staff, unless the parties mutually agree to a shorter duration.
- In the event this vacancy occurs during a break that exceeds one week, the notice of vacancy will also be posted on the School District's website. The District will also notify all teachers who have recall rights.

#### **SECTION 5.3: Voluntary Transfer of Teachers**

Teachers may request a transfer by submitting their requests to the Superintendent in writing. Any teacher presently on tenure or eligible for continuing contractual status in the coming school term may apply for transfer to another building or position where a posted vacancy in the bargaining unit exists. Vacancy will be defined per section 5.2. Application for transfer shall be directed through the building principal to the superintendent for consideration and evaluation.

#### **SECTION 5.4: Involuntary Transfer of Teachers**

An involuntary transfer constitutes any change in assignment or building location after the start of the school year.

- (1) If an involuntary transfer is necessary, where practicable, volunteers may be



sought and utilized prior to any involuntary action.

- (2) Teachers will not be transferred to a position they are not fully qualified to teach.
- (3) In the event a transfer assignment is unacceptable to a teacher, the Board will release the teacher from contract upon request.
- (4) The teacher, upon request, will be informed of the reason for the involuntary transfer within ten (10) days of the request.

## **ARTICLE VI**

### **Seniority and Reductions in Teachers**

#### **SECTION 6.1: Seniority**

Seniority shall be determined by the contractual length of continuous service from the most recent date of hire, as reduced by disciplinary suspensions without pay and unpaid leaves of absences of more than sixty (60) days in a school year.

Tiebreakers for establishing seniority are as follows:

1. Years of seniority in the District.
2. Education hours past a bachelor's degree.
3. Total years of teaching.
4. Drawing of lots.

#### **SECTION 6.2: Reductions in Force**

Honorable dismissals and recalls shall be in accordance with the School Code, except where the School Code permits supplementation through provisions negotiated between the parties.

By December 1 of each year, the Administration and Association shall form a joint committee for the purpose of initiating and monitoring the reduction-in-force procedures. The committee will be made up of up to six (6) members divided equally between Administration and Association members. The Association and Administration shall select their own members to the committee and each shall designate one of their members as co-conveners. The co-conveners will establish the agenda and meeting times of the committee. The joint committee's authority shall not exceed that as provided by The School Code.

#### **SECTION 6.3: Recall of Teachers**

Teachers' shall be recalled as provided for in the School Code, except as supplemented

in the parties' negotiations. A teacher may accept or reject a position of lesser contract terms and still retain recall rights to a position equal to the one from which the teacher was dismissed for the remainder of the teacher's recall period.

A teacher's failure to respond to an offer of a position under this section within ten (10) calendar days after receipt of the Board's registered letter to the teacher's most recent address shall result in termination of the teacher's rights to recall.

## **ARTICLE VII** **Leaves**

### **SECTION 7.1: Absence Due to Illness or Injury**

Sick leave with full pay will be granted as follows:

- A. Full-time certified employees working on a nine or ten month contract will be granted fifteen (15) days per year. Full-time teachers may accumulate reserve sick leave days to a maximum of three-hundred and fifty (350) days.
  - B. Part-time employees will be granted twelve (12) days per year of sick leave equal to the Employee's work day and will accumulate as part-time equivalent days. Part-time Employees who work less than a full work week shall receive a pro-rata number of sick leave days annually based upon the fractionalized number of days worked each week.
- (1) Sick leave shall be interpreted to mean personal illness, quarantines at home, hospitalization of an immediate family member, serious illness or death of an immediate family or household member, birth, adoption, or placement for adoption, except that sick leave for adoption or placement for adoption shall not exceed thirty (30) work days per occurrence. Sick leave related to childbirth of more than thirty (30) work days from the date of the birth must be supported by a physician's verification. The immediate family, for purposes of this section, shall include: parents, spouse, long-term companion, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.
  - (2) Leave may be taken in one-half (1/2) day increments.
  - (3) Sick leave shall not be debited for legal holidays or school recess periods.
  - (4) All rights and benefits shall continue while on sick leave.
  - (5) If the Board requires a certificate during a leave of less than three days, it shall pay the expense incurred by the employee.

## **SECTION 7.2: Bereavement Leave**

Teachers who need to attend a funeral or make arrangements for a funeral will be allowed to use sick days for days taken for members of their immediate family or household. Immediate family is defined as follows: spouse, long-term companion, parents, stepparents or guardians who raised you, children and their spouse, siblings and their spouses or children, stepchild or adopted child and spouse, uncle and aunt and their children and spouses, grandparents, grandchildren, or great grandparents. Extended family members include these same relatives of the teacher's spouse.

## **SECTION 7.3: Non-Family Bereavement Leave**

Teachers will be allowed to use one day of sick leave per year with full pay to attend a funeral of a person for which the employee is not otherwise entitled to use sick leave.

The superintendent has the right to grant special bereavement days to teachers who represent Central School District 51 at the funeral of a current or retired teacher, current or retired administrator, and current or former board member of Central School District 51; or related to students and parents in that teacher's class.

## **SECTION 7.4: Workers' Compensation**

Any teacher who is injured in the line of duty shall receive such compensation and expenses as are required by the Workers' Compensation laws of the State of Illinois. Such compensation may be supplemented at the teachers' discretion by utilizing his or her accumulated sick leave with an amount sufficient to maintain his/her regular salary for a period not to exceed his/her regular sick leave reserve.

## **SECTION 7.5: Personal Business Leave**

The Board shall grant teachers two (2) personal business leave days per year subject to the following conditions:

- (a) A personal day is defined as leave taken for unstated personal reasons.
- (b) Personal leave requests should be submitted to the building principal three days in advance of the request except in cases of emergency or unavoidable situations.
- (c) Personal leave immediately before or after a holiday, during the first or last five days of school, or on institute days needs to be approved by the superintendent and filed with the building principal.
- (d) Any unused personal days in a school year will be credited to cumulative sick leave.
- (e) Personal leave may be taken in one-half (1/2) day increments.

- (f) Teachers may elect to roll over one (1) unused personal leave day each year which must be used by the conclusion of the following year or will be converted to sick leave.
- (g) Part-time Employees will be granted personal leave equal to the Employees' work day. A part-time Employee who works less than a full work week shall receive two (2) personal leave days annually if the number of days the part-time Employee is scheduled to work exceeds more than one-half of the number of teacher work days in the school year. If the number of days the part-time Employee is scheduled to work is equal to or less than the number of teacher work days in the school year, then the part-time Employee will receive one (1) personal leave day annually.

#### **SECTION 7.6: School Visitation Leave**

Following the exhaustion of all personal leave, teachers will receive eight hours of unpaid leave during a school year to attend school conferences or classroom activities related to the teacher's child that cannot be scheduled during non-working hours in ¼ day increments.

#### **SECTION 7.7: Military Leave**

Leaves and re-employment rights for service in the U.S. Armed Services, or any of its reserve components and the National Guard, will be granted in accordance with state and federal laws.

#### **SECTION 7.8: Jury Duty and Court Appearance**

A teacher who is requested to serve jury duty is released from teaching duty for the days of service. The employee shall receive his/her regular salary without loss of sick or personal days. It is expected that the employee will notify the district as soon as he/she learns of required service. If a substitute has been arranged and the service is cancelled before the start of the school day, the teacher is expected to attend school. When a teacher appears at the courthouse for service for any part of the day the teacher is not required to return to school. The teacher may keep any governmental reimbursement related to mileage and meals. The teacher shall promptly turn over to the School District any payment received for actual jury duty.

#### **SECTION 7.9: Association Leave**

Upon request, the Board will grant a paid leave of absence for the local association president, or his or her designee, to attend union-related meetings, workshops, or seminars. This leave shall not exceed 6 days in total per year.

#### **SECTION 7.10: Leaves of Absence Without Pay**

All tenured certified teachers covered by this Agreement may be granted leaves of absence only by action of the Board. Leaves of absence without pay may be granted for one (1) or two (2) semesters, based on the following conditions:

- a. Requests for leave shall be in writing directed to the Superintendent.
- b. All leaves of absence shall be limited to the shortest duration possible.
- c. In the event a leave of absence without pay is granted under this paragraph, the teacher shall be considered to have worked for purposes of progression on the salary schedule if such teacher works at least one hundred thirty-five (135) days during the year in which the leave of absence occurs.
- d. Sick leave days shall not accrue, but unused sick leave held at the start of the leave shall be available upon reinstatement.
- e. Teachers returning to the District from leaves of absence without pay will be reassigned to the positions they left, if available, or to any available position for which they are qualified.
- f. The decision of the Board of Education to either grant or not grant an unpaid leave of absence under this section shall not be grievable under Article IX – Grievance Procedure.

#### **SECTION 7.11: Leave Benefits**

A teacher on a Board approved leave shall have access to the same benefits as described in Article 8.10 – Hospitalization, Major Medical, Vision and Dental Insurance to which he/she would have been entitled were the teacher regularly employed, if permitted under the guidelines of the District’s insurer. However, the financial expense of such benefits rests entirely with the teacher, except as otherwise provided by the Family and Medical Leave Act.

#### **SECTION 7.12: Professional Leave Days/Workshops**

Upon application and with the approval of the Superintendent or designee, a teacher may be granted paid professional leave. This leave shall be for a professional purpose directly related to the instructional techniques or programs of the District.

If the District requests or requires a teacher to attend any type of professional training, then all reasonable costs will be paid by the District. If the teacher requests to attend professional training, and the Superintendent or designee approves the request, then the teacher may receive reimbursement for registration fees; materials; mileage at the current IRS deductible rate; and reasonable costs associated with meals and lodging subject to the Board’s policy governing the Local Governmental Travel Expense Control Act.

**SECTION 7.13: Leave before the end of work day**

Teachers may request to leave before the work day is completed with prior permission and without using any portion of personal or sick time. If necessary, teachers will find someone to dismiss their bus riders and/or walkers without requiring additional compensation from the District. Denial of permission to leave work before the work day is completed shall not be subject to Article IX – Grievance Procedure.

**SECTION 7.14: Family and Medical Leave**

Each "eligible teacher" (as defined within the Family and Medical Leave Act) shall be entitled to a family and/or medical leave of absence as permitted under federal law and Board policy.

**ARTICLE VIII**  
**Teacher Compensation and Fringe Benefits**

**SECTION 8.1: Teacher Attendance Days**

For any required teacher attendance days in excess of one hundred eighty (180) days per school year, the District shall reimburse teachers at the rate of 1/180th of their yearly salary per day.

For any required part-time teacher attendance days in excess of the part-time teacher's contract year, the District will reimburse teachers at the daily rate of pay received by the part-time teacher.

This section only applies to teachers working on an extended contract basis.

**SECTION 8.2: Teacher Resignation and Teacher Employment Termination**

If a teacher resigns or employment is terminated at the end of any school term, said teacher will receive his/her summer pay in one lump sum at the next scheduled pay period following the official closing of the school term. In the event of resignation or termination of a teacher (this does not include RIF and retiring teachers), insurance coverage will cease at the end of the contract year the resignation or termination occurred. Retiring teachers and teachers dismissed at the end of the school term pursuant to a reduction in force will continue to receive their salary and may qualify for health insurance coverage over the summer recess period if they have previously deferred their compensation over the twelve (12) month period.

### SECTION 8.3: Salary

All currently employed teachers shall receive an increase to their base salaries as follows:

- 2021-2022 - 3.00%
- 2022-2023 - 3.00%
- 2023-3024 - 2.75%

The parties shall continue to recognize the ten (10) separate educational “lanes” for purposes of educational achievement placement. These educational achievement lanes are as follows: BS, BS+8, BS+16, BS+24, BS+24, BS+32, MS, MS+8, MS+16, MS+24 and MS+32. Academic achievement qualifying for advancement to the next educational lane shall entitle the teacher to a salary increase which is 2.00% of the general base salary (without including Board-paid TRS). This increase shall be \$734.00 for the 2021-2022 school year; \$742.00 for the 2022-2023 school year and \$750.00 for the 2023-2024 school year.

Lanes are as follows:

#### **21-22**

	<i>BS</i>	<i>BS+8</i>	<i>BS+16</i>	<i>BS+24</i>	<i>BS+32</i>	<i>MS</i>	<i>MS+8</i>	<i>MS+16</i>	<i>MS+24</i>	<i>MS+32</i>
1	\$36,680	\$37,414	\$38,148	\$38,882	\$39,616	\$40,350	\$41,084	\$41,818	\$42,552	\$43,286

#### **22-23**

	<i>BS</i>	<i>BS+8</i>	<i>BS+16</i>	<i>BS+24</i>	<i>BS+32</i>	<i>MS</i>	<i>MS+8</i>	<i>MS+16</i>	<i>MS+24</i>	<i>MS+32</i>
1	\$37,080	\$37,822	\$38,564	\$39,306	\$40,048	\$40,790	\$41,532	\$42,274	\$43,016	\$43,758

#### **23-24**

	<i>BS</i>	<i>BS+8</i>	<i>BS+16</i>	<i>BS+24</i>	<i>BS+32</i>	<i>MS</i>	<i>MS+8</i>	<i>MS+16</i>	<i>MS+24</i>	<i>MS+32</i>
1	\$37,480	\$38,230	\$38,980	\$39,730	\$40,480	\$41,230	\$41,980	\$42,730	\$43,480	\$44,230

Licensed teachers who have no prior teaching experience shall receive the base salary in effect for the first school year of their employment, commensurate with their appropriate level of educational attainment as noted by tables above.

In no event shall a newly hired licensed teacher with prior TRS creditable teaching service be paid more than an existing licensed teacher with the same years of prior TRS creditable teaching experience and educational qualifications. In the event there is no existing licensed teacher who has the same years of prior TRS creditable teaching experience and educational qualifications as the newly hired licensed teacher, then the newly hired licensed teacher’s salary shall be determined by interpolation, that is, the salary will grant proportionate recognition of the newly hired teacher’s experience and educational qualifications. An Association designee will be afforded the opportunity to

meet with the Superintendent or district designee to review all new hires' salaries and wages before said salary is offered to the new hire to verify all salaries and educational placement pursuant to the terms of the agreement.

All current teachers employed during the 2020-2021 school year shall receive a one-time, non-recurring lump sum stipend payable after July 1, 2021 in the amount of \$500 representing the Board's appreciation of the teachers' service during the COVID-19 pandemic.

#### **SECTION 8.4: Salary Payment Options**

Teachers' contract year runs from September 1 through August 31. Teachers have the option to be paid on a 9 month or 12 month schedule. Teachers must designate their preference in writing before the first day of work for the school year, and the designation is irrevocable for the remainder of the year. All pay will be directly and electronically deposited into a bank account of the employee's choice. Payroll is run twice each month, with 18 paychecks for a 9 month schedule and 24 paychecks for a 12 month schedule. Payday is on the 10<sup>th</sup> and 25<sup>th</sup> of each month. If a pay period falls during a holiday, payment shall be made on the last attendance day preceding the holiday. Paystubs for direct deposit enrollees will be available online.

#### **SECTION 8.5: Class Reimbursement**

Teachers shall be reimbursed for tuition and non-optional fees for graduate level college credit courses successfully completed with no less than a "B-" or its equivalent, under the following conditions:

The graduate level college course or program must be taken in the teacher's field or in a field approved by the Superintendent or designee. Once a program is approved the District cannot deny courses for reimbursement in said program. All work must be at the graduate level unless required or approved by the administration. Past approval of college courses is not indicative of future approval.

Approval must be obtained from the Superintendent in writing prior to enrollment and before the class begins. The Superintendent's decision shall be final and not subject to Article IX – Grievance Procedure. No request shall be made or considered prior to the term immediately preceding the term during which the Employee proposes to take the course. At the time of approval, the Superintendent's office will inform the teacher of the availability of funds for reimbursement. All participants will be paid for 1 course, if funds allow. All courses approved beyond 1 course will be based on the remaining funds. If all participants cannot be reimbursed for a 2<sup>nd</sup> class, all remaining funds will be divided on a pro rata basis between current participants.

Approved reimbursement shall be made up to the rate of \$450 per credit hour. Eligible reimbursable expenses include text books, up to \$100 per course.

The maximum number of hours for reimbursement for a teacher shall be 12 hours per



contract year. However, the administration will not deny a course which exceeds this limit, providing the teacher acknowledges responsibility for the additional cost.

Reimbursed courses must be taken from accredited institutions in Illinois. The Superintendent may, however, consider on an individual basis courses offered by an out-of-state institution.

Generally, reimbursement will be made following the submission of the receipt (cancelled check or credit card slip) and transcript from the course.

No more than \$40,000.00 will be spent annually. To the extent that the full amount is not expended in any given year, the unused amount shall not be carried forward to succeeding years.

Education earned up to the second Tuesday of September of each year will be used to determine salary level for the ensuing year. All college courses used to determine educational movement on the salary schedule must be at the graduate level in the teacher's field or in a field approved by the Superintendent or designee, unless a required course is not offered at the graduate level. Lanes 6-10 (Masters +) will recognize only graduate level courses.

#### **SECTION 8.6: Internal Substitution**

Internal substitution is defined as a certified teacher being asked by the building principal to cover another teacher's class for one period or a portion of a period. Compensation for internal subbing shall be compensated at the rate of \$24.00 per hour calculated in 1/4 hour increments.

If a part-time employee is used to substitute for an entire day, they will receive the equivalent of 1 day's pay for each day they substitute.

#### **SECTION 8.7: Overload**

For the Intermediate School, overload shall be determined when a teacher is required to teach an extra period or schedule that does not allow for a preparation period as determined above and/or if a teacher is required to teach beyond regular working hours.

Any teacher required to teach an overload will be compensated on a per diem basis calculated as follows: teacher's salary who is teaching the overload divided by 1,440 hours. This rate will be paid for each overload class in quarter hour increments.

#### **SECTION 8.8: Tax Deferred Annuity Program**

The School District shall provide a 403(b) supplemental retirement savings plan to all teachers working more than 20 hours per week, by payroll deduction, on a tax-deferred basis. The 403(b) plan shall set forth the investment vendors or providers that have

been approved to offer tax-deferred investments under the School District's 403(b) plan. All investment vendors and providers must meet the requirements for 403(b) plans under IRS Code provisions and regulations and any administrative requirements established by the School District. The teachers will be responsible for paying any fees associated with maintaining a 403(b) plan.

### **SECTION 8.9: Hospitalization, Major Medical and Dental Insurance**

- A. For the term of the Agreement all teachers working on average of thirty (30) hours or more per week will be provided health/hospitalization, major medical, vision and dental insurance.
- B. The District and teacher's contribution toward the insurance premium is set forth as follows:

The District will pay 95% of the single member premium and the teacher will pay 5% of the single member premium. Additionally, the District will pay the equivalent of 95% of the single member premium toward all other categories of insurance on behalf of the teacher and the teacher shall pay the remaining balance.

### **SECTION 8.10: Insurance Committee**

An Insurance Committee will be established consisting of two members of the WEA (appointed by its President), the Superintendent, and a member of the Board of Education. The Committee shall meet no less than two (2) times each school year to review the insurance plan, and will include meetings on or around May/June and November/December when the renewal is ready.

The insurance committee shall make recommendations to the Board of Education and/or the District's self-insured pool for changes to the insurance plan, coverage and/or carrier, whose decision shall be final.

### **SECTION 8.11: Section 125 Plan**

The School District shall establish a Section 125 Cafeteria Plan for all employees enrolled in the School District's health insurance program.

Additionally, the School District will provide a Flexible Spending Plan (for medical and child care expenses) to teachers. The one time enrollment fee for those teachers participating in the plan and the monthly fee for each employee shall be the responsibility of the participating teachers.

### **SECTION 8.12: Group Life Insurance**

All regular, full-time teachers will be provided life insurance at District expense

regardless if they participate in the District health insurance program. The life insurance benefit shall be maintained at 1 and ½ times the teacher's annual salary.

**SECTION 8.13: Teacher Retirement Tax Shelter and T.H.I.S. Fund Payment**

The Board agrees to pay 9.00% of the full-time and part-time teachers' required retirement contribution to TRS and the teachers' required contribution to the Teachers' Health Insurance System (THIS) in the amount of .92%. In the event that any law or regulation is passed during the term of this agreement that causes the Board's own TRS contribution (currently established at .58%) to increase, then the parties shall immediately reopen this agreement to negotiate over the Board's increased costs (and only this issue).

**SECTION 8.14: Athletic Support, Summer School and Tutoring**

Ticket-taking and Timekeeper positions at home games will be offered to all staff interested via email by the Athletic Director or CIS Assistant Principal. Every effort will be made to allow staff interested to take turns filling these positions at the rate of \$25.00 per event.

When summer school and tutoring positions become available, they will be posted as per Section 5.2. The District shall pay teachers for tutoring services, summer school, Kindergarten screenings and other programs, which includes but is not limited to, new teacher and mentor orientation and professional development activities, at the rate of \$24.00 per hour. A certified teacher shall have the right to refuse to accept a tutoring or summer school position without retribution. This section does not pertain to the ESY summer program.

**SECTION 8.15: Speech Language Pathologist/Social Worker/School Psychologist**

School Psychologists' and Social Workers' earnings for purposes of calculating their future wage increases will be established by utilizing their current 190 day school year salaries; however, the earnings will be prorated in any year that the School Psychologist or School Social Worker is employed for less than 190 days.

In the event that one of the following difficult to fill positions (SLP, School Psychologist or Social Worker) is vacant, the district will work with a representative from the Association to place the new hire in accordance with their education attainment and experience level, commensurate with compensation of other employees of the same position within the District and regionally. The parties understand that compensation may be different from where a teacher of equal education and experience would be placed.

**ARTICLE IX**  
**Grievance Procedure**

**SECTION 9.1: Definition of a Grievance**

A grievance is a claim based upon an alleged violation of the terms of this Agreement.

**SECTION 9.2: Purpose**

The primary purpose of the procedure set forth in this article is to secure at the lowest possible level an equitable resolution of the parties' dispute. Except as is necessary for the purpose of implementing this article, both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of procedure.

**SECTION 9.3: Procedure**

It is important that grievances be processed as soon as possible. The parties should make maximum efforts to comply with the time limitations as set forth herein. Unless an exception is mutually agreed to by both parties in writing, the time limitations set forth in this Article shall be strictly followed.

**SECTION 9.4: Levels**

"Day(s)" as used in this section refers to teacher work days; except that during summer break, "day(s)" shall refer to normal business days.

a. **Level One**

The certified staff members with a grievance as defined above shall first discuss the matter with his/her designated immediate supervisor, individually, or at his/her option with his Association representative. If matters involve inter-building problems concerning more than one administrative staff member, the principal or principals involved with direct responsibility should be consulted.

b. **Level Two**

In the event that the grievance is not satisfactorily resolved at Level One, the Association or the grievant shall file the grievance in writing with the Superintendent of Schools within twenty (20) days after the date of the occurrence giving rise to the grievance. The written notice will request that a meeting time be set within ten days, at which time the grievant and a representative of the Association will meet with the Superintendent in an attempt to resolve the grievance. The Superintendent may then report to the Board of Education. The Superintendent or the Board shall give a decision in writing within two weeks of the date of the Level Two grievance meeting.

c. **Level Three**

In the event the grievance is not satisfactorily resolved at Level Two, then the matter may be submitted to binding arbitration by the Association by providing written notice to the Superintendent within 20 days of receiving the Superintendent's or Board's decision as outlined in Level Two. The costs of the arbitration shall be divided equally between the District and the Association. The arbitrator shall have no power to amend, modify or alter the terms of this Agreement. Neither the Board nor the Association shall be permitted to assert

any grounds or evidence before the arbitrator which was not previously disclosed to the other party, unless the grounds or evidence pertains to the issue of arbitrability or is offered during rebuttal.

#### **SECTION 9.5: Arbitrator Selection**

FMCS will be used for the purpose of selecting an arbitrator for all arbitrations. The selection of an arbitrator will be executed by the Association and District by striking from a list of 7 possible arbitrators. The two parties will determine who strikes from the list first by a flipping of a coin. The striking will then proceed with both parties taking turns. Each party has the right to reject one list of arbitrators from FMCS and to request another list of 7 arbitrators from which to choose. The Association and the District shall share equally the costs of arbitration; however, each party will be responsible for its own attorney's fees. Should either party require a transcript of the proceedings, then the party will be responsible for the cost of its own transcript. The parties will share jointly in the cost of the transcript for the arbitrator.

#### **SECTION 9.6: Miscellaneous**

All meetings involving grievances will be held during either unassigned time during the school day or after school hours, unless mutually agreed by both parties that no other time is possible and the meeting, therefore, must be held during school hours.

During the pendency of any proceeding involving a grievance as defined above and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.

Forms for filing grievances and making reports and recommendations shall be prepared and distributed by the Association so as to facilitate operation of the procedures set forth herein.

The Superintendent will be notified by the Association President when the grievance forms are distributed.

The Board recognizes the right of members of the Association to institute grievance procedures and agrees that a grievant shall not be disciplined because of the institution of a grievance.

The Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

Any grievance may be withdrawn at any level by the Association without establishing precedent. Any grievance may be resolved at any level without establishing precedent or prejudice in the disposition of other disputes.

Any grievance not advanced to the next level by the Association or the grievant within the timeframes set forth herein shall be deemed immediately withdrawn. Any grievance not responded to by the District within the timeframes set forth herein may

be advanced to the next level by the Association.

**ARTICLE X**  
**Negotiation Procedures**

Negotiations shall be conducted in accordance with the Illinois Educational Labor Relations Act, as amended from time to time.

**ARTICLE XI**  
**No Strike**

**SECTION 11.1: No Strike Provision**

For the duration of this Agreement, the teachers agree not to strike or refuse to render full and complete contractual services to the Board.

In the event of any violation of this contractual provision by its membership, the Association shall, upon written notice from the Board, immediately direct such teacher both orally and in writing to resume normal operations immediately and make every reasonable effort to end any violation(s).

The District agrees that it shall not engage in a lockout during the term of this Agreement.

**ARTICLE XII**  
**Effects of Agreement**

**SECTION 12.1: Full Force and Effect**

If a section, paragraph, sentence or clause of this Agreement is, or becomes, in violation of law or is declared invalid, illegal, or unconstitutional by a court of competent jurisdiction, then such section, paragraph, sentence or clause shall be automatically deleted from this Agreement, but the remaining sections, paragraphs, sentences, or clauses shall remain in full effect for the duration of this Agreement as if not affected by the deleted section, paragraph, sentence or clauses. The affected provisions shall be immediately renegotiated.

**SECTION 12.2: Supplemental Negotiations**

The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties hereto. The terms and conditions of the Agreement may be modified by alteration, change, addition to, or deletion, only through the voluntary, mutual consent of the parties in a written amendment hereto. It is further understood that the provisions of this Agreement are binding on both parties.

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, during the term of this Agreement, the Board of Education and the Union agree that the other shall not be obligated to bargain on any issue which was bargained or should have been bargained during negotiations resulting in this Agreement unless mutually agreed otherwise. It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement shall be retained by the Board. The Board, however, shall not take any action which shall violate any of the specific provisions of this Agreement.

### **ARTICLE XIII**

#### **Rights Residing in Management.**

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 of Education. It is the duty of all employees to carry out the policies and regulations as stipulated by 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.


Therefore, except as amended, changed or modified by this Agreement, the Board of Education retains the exclusive right to manage its operations, determine its policies, budget, the manner of exercise of its statutory functions and the direction of its working forces. The right to maintain efficiency is vested exclusively in the Board.

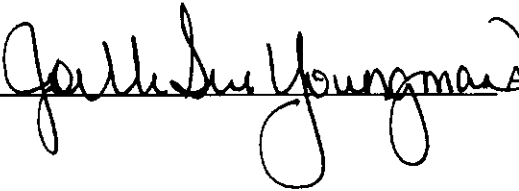
**ARTICLE XIV**  
**Duration of Agreement**

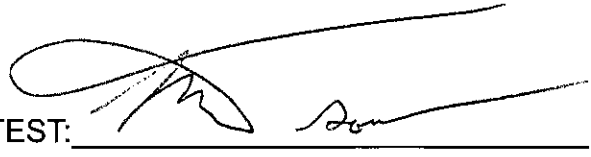
The Agreement shall be in effect upon execution and shall continue in effect through August 31, 2024.

This Agreement is dated this 28th day of May, 2021.

By: 

By: 

ATTEST 

ATTEST: 



## Extracurriculars

**Extracurricular activities will be paid by the yearly increase to the base of \$400 and multiplied by 5% for each year of the contract.**

Year	Base Salary	Base Salary + 5% Multiplier
21-22	\$36,680	\$38,514
22-23	\$37,080	\$38,934
23-24	\$37,480	\$39,354

Contract Year	Head Coaches	Assistant Coaches	Clubs	Athletic Director
<b>2021-2022</b>	\$2,311	\$1,541	\$770	\$2,503
<b>2022-2023</b>	\$2,336	\$1,557	\$779	\$2,531
<b>2023-2024</b>	\$2,361	\$1,574	\$787	\$2,585

Head Coaches (6%)	Assistant Coaches/Activities (4%)	Clubs/Other (2%)	Athletic Director (6.5%)
Baseball	Instrumental Music	Math Team	
Softball	Vocal Music	Knitting Club	
Volleyball	Dance Team	Art Club	
8th – Boys Basketball	Chess	Sign Language Club	
7th – Boys Basketball	Assistant – Baseball	Color Guard	
8th – Girls Basketball	Assistant – Softball		
7th – Girls Basketball	Assistant – Volleyball		
Boys Track	Assistant – Boys Track		
Girls Track	Assistant – Girls Track		
Cross Country	Assistant – Cross Country		
Cheerleading	Assistant - Speech		
Scholastic Bowl	6th – Boys’ Basketball		
Student Council	6th – Girls’ Basketball		
Speech	6th – Volleyball		
*Drama – Play Director	Golf		
*Musical – Head Acting Director	Yearbook		
*Musical – Head Musical Director	*Drama – Assistant		
	*Musical – Assistant		
	*Musical – Choreographer	* Every Other Year	



# CENTRAL SCHOOL DISTRICT 51

*Encourage Excellence Every Day with Compassion, Commitment, and Community*


## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (Agreement) entered this 28th day of May, 2021, between the Board of Education of Washington Central School District 51 (Board) and the Washington 51 Education Association, IEA/NEA (Union).

The signatures below indicate a mutual agreement regarding the placement of Speech Language pathologists using the alternate compensation method as follows:

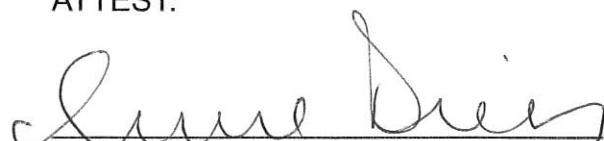
1. For the 2021-2022 school term, earnings for Speech Language Pathologists employed at the time of the adoption date of this MOU will be established by combining their base salaries with their stipends (from previous Memorandum of Understanding) prior to calculating their wage increase using the alternative compensation method.
2. After the 2021-2022 school term, the Speech Language Pathologists shall progress on the alternate compensation method of the parties' Collective Bargaining Agreement in accordance with the negotiated agreement of the parties.
3. Any Speech Language Pathologist hired after the adoption date of this MOU shall have their compensation determined in accordance with Section 8.15 of the parties' negotiated Collective Bargaining Agreement.
4. This Agreement is non-precedential in nature, and constitutes the entire agreement between the parties regarding the employment, wages, and placement on the salary schedule of the full-time Speech Language Pathologists remaining employed after the 2020-2021 school year.

Adopted this 28th day of May, 2021.

  
\_\_\_\_\_  
President, Washington 51  
Education Association

  
\_\_\_\_\_  
President, Board of Education

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Education



# CENTRAL SCHOOL DISTRICT 51

Encourage Excellence Every Day with Compassion, Commitment, and Community

**Memorandum of Understanding Between  
Washington Central 51 Education Association And  
Central School District 51 Board of Education**

The signatures below indicate a mutual understanding that when an e-Learning Day is utilized for school closings due to severe weather or other emergency (5 Maximum) according to the Board-approved plan for such days of instruction, the following rules will apply to teachers. The signatures below also indicate a mutual understanding that the Board of Education and Washington Central 51 Education Association will address the topic of e-Learning in general, as part of the next collective bargaining negotiations. Furthermore signatory parties acknowledge that any Board of Education approval of an e-Learning plan for the 2019-20 school year shall remain in place for a three year period according to School Code provided that annual review of the program is expected and revisions are implemented which may be required to address findings.

Furthermore, on an e-Learning Day, the 7 hour and 30 minute workday for teachers shall be scheduled as follows:

- 8:00-9:00 - Planning / Preparation
- 9:00-2:30 - Available via email for student and parent communication. Other activities could include: student engagement, instruction, supervision, support, monitoring, or working on learning packets.
- 2:30-3:00 - Verification, assessment, recording, attendance reporting

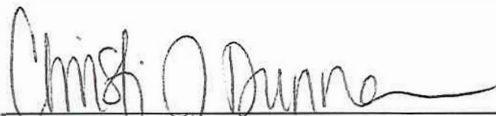
**Teacher Expectations:**

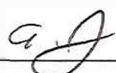
- Engaged with students as outlined in the e-learning plan that was shared through a Google document the week of October 28, 2019 to teachers by building administrators.
- If a sick day is needed, section 7.1 from the contract applies.
- If unable to complete the duties due to an issue with the internet or something else out of a teacher's control, the teacher must immediately contact their principal.
- If a teacher is not available on an e-learning day, he or she may be charged a personal day.
- If a teacher is currently unable to perform his/her duties due to a lack of internet and/or does not have the ability to have email on his/her cell phone, he or she must notify his/her principal by email prior to **Monday, November 18, 2019**.

**Approved on November 14, 2019**

For the Washington Central 51 Education Association

For the Board of Education of Central School District 51

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President