

AGREEMENT BETWEEN

**THE BOARD OF EDUCATION
LITCHFIELD UNIT SCHOOL DISTRICT NO.12**

AND

THE LITCHFIELD EDUCATION ASSOCIATION

2021-2022

2022-2023

2023-2024

2024-2025

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ARTICLE I

A. Recognition

The Board of Education of School District 12, hereinafter referred to as the "Board," recognizes Litchfield Education Association, chartered with the Illinois Education Association and affiliated with the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive negotiating agent for all regularly employed certificated teaching personnel including counselors, hereinafter referred to as "employees," except for the superintendent, assistant superintendent, principals, assistant principals, teaching principals, curriculum coordinators, Title I Director, or other administrators requiring an administrative type-75 certificate to complete his/her job responsibilities.

B. Part-Time Teachers

Part-time teachers shall be included in the unit except that their salaries and benefits shall be pro-rated except where third-party carriers, where applicable, prevent such pro-rationing.

C. Recognition Restrictions

The Board agrees not to negotiate with any other teachers' organization or group of employees with regard to negotiable items contained in this Agreement unless mutually agreed to by the parties during the term of this Agreement.

ARTICLE II

A. Right to Organize and Participate

Teachers shall have the right to organize, join, or not join the Association and to participate in professional negotiations with the Board through representatives of their own choosing.

B. Dues Deduction

The Board shall deduct from each employee's pay who has submitted a dues deduction authorization the current dues of the Association, the amount of which shall be annually certified by the Association. The authorization form shall be furnished by the Association. Such authorization shall remain in effect from year to year. Authorization shall be revocable upon written signed notice from the teacher to the District. Upon receipt of any revocation the Board shall notify the Association in writing of the same. District liability with regard to dues deduction shall be limited to properly performing the procedural aspects of above. In no case shall the District be liable for

1. Dues in arrears;
2. Dues of employees separated from the District or on unpaid leave; and
3. Dues owed where income does not meet dues liability

C. Board Minutes - Association Copies

All open session Board minutes, as are to be presented to the Board for its approval at the next regularly scheduled Board meeting, shall be posted on the district's websites as required by the Illinois Open Meetings Act; attachments referred to in the minutes shall be enclosed.

D. Bulletin Boards

A bulletin board will be made available in each building for Association business.

E. Contract Distribution

As soon as possible after approval of the proof copy, the Board shall have sufficient copies of the Agreement prepared and delivered to the Association for its distribution to each teacher in the District.

F. Board Meeting Agendas

The Board shall place the Association on the agenda of any regular Board meeting under new business, provided the Association notifies the Board no later than three (3) working days prior to the Board meeting that it has business to present. The Board reserves the right to limit presentations to a reasonable period of time as determined by the Board President. The Association shall provide the Board with the general topic it wishes to address at the Board meeting in advance of the meeting on request.

G. Academic Advisory Committee

The Association shall form an academic advisory committee from its membership which shall meet and make recommendations in either written or oral form to the administration on decisions to be made which impact academics and/or curriculum. The committee shall meet quarterly (4 times a year). At committee members' request, members or building reps shall meet with building administrators monthly.

H. Interschool Mail

Teachers shall have use of the interschool mail provided same exists.

I. Use of Facilities

Teachers may request use of school facilities for Association business and meetings. Reasonable requests which do not conflict with previously scheduled events, disrupt the educational program, or present hazards to persons or property shall be granted.

ARTICLE III

A. Calendar

The Board shall establish a school calendar not to exceed one hundred eighty (180) employee work days for employees under regular contract. The Board may schedule emergency days, but in no event shall an employee be required to work more than one hundred eighty (180) days without extended contract pay.

The Association may establish a committee whose members shall be determined by the Association to make advisory recommendations to administration and the Board regarding calendar. The committee's findings shall be advisory only, and the Board shall retain sole and exclusive authority to establish calendar.

B. Work Day

The normal employee work day shall not exceed seven and one-half (7 1/2) clock hours, except that employees shall be required to cover the following, which may be in addition to the above:

1. conference days;
2. parent-teacher conferences;
3. extra duties as compensated;
4. faculty meetings;
5. other regularly scheduled activities;
6. emergencies as defined by administration;
7. academic related events;
8. class-related trips; and
9. school-sponsored open houses.

Any school-sponsored event, in addition to the above, will be compensated at the rate of Thirty and 00/100 Dollars (\$30.00) per event.

On days when school is dismissed before the normal end of the school day because of inclement weather or emergency, teachers at the elementary level shall be permitted to leave (30) minutes after the students are dismissed, and teachers at the high school level and middle school level shall be permitted to leave fifteen (15) minutes after the students are dismissed.

C. Class Size

The Association and Employer agree that small class size is essential for optimal student learning. The parties shall strive to maintain reasonable class size.

D. Duty-Free Lunch

The Board shall comply with the School Code with respect to duty-free lunch.

ARTICLE IV

A. Teacher Rights

When any teacher is required to appear before the Board concerning any matter which could reasonably lead to his/her dismissal as a teacher, the teacher shall be given reasonable prior written notice of such meeting or interview and shall be entitled to have a representative of the Association present to advise the teacher and represent the teacher during such meeting or interview. Whenever any teacher is subject to discipline or dismissal, the teacher shall have the right to Association representation on request.

B. Parent-Student Complaints - Procedure

If an administrator or Board member receives any complaint by a parent or a student directed toward a teacher, when the complaint could conceivably produce a disciplinary response from the administration, the administrator will first discuss the complaint with the teacher; and no action shall be initiated by the administration until a scheduled parent-teacher conference has taken place, unless the conduct giving rise to the above is irremediable, in which case, this clause shall be waived.

C. Posting of Vacancies

A vacancy is defined as any new or existing position currently not filled by a bargaining unit Employee, including summer school positions and extracurricular positions, which the Board decides to fill, as a result of enrollment changes, resignations, retirement, death, or termination. Positions filled via involuntary and voluntary transfers and teachers recalled following a reduction in force shall not be considered vacancies and will not be posted. The Board will fill all vacancies in accordance with the Illinois School Code, 105 ILCS 5/24-1.5.

Notification of all vacancies of certificated personnel may be publicly advertised and shall be posted on the District website and e-mailed to all certified employees. No vacancy shall be filled until such vacancy has been posted for at least five (5) calendar days.

D. Transfer Policy

- A. Transfer requests shall be made on transfer application forms by February 1st of each school year; receipt shall be acknowledged by the Administration and will be valid until January 31st of the next school year.
- B. Transfer approval shall be at the discretion of the Superintendent and involved Principals.
- C. A teacher involuntarily transferred shall, upon his/her written request, be released from their employment contract.
- D. A teacher may request a written explanation from the Superintendent regarding unapproved transfer requests or involuntary transfers.

E. Transfer - Voluntary

Tenured teachers may apply for transfers to another building, grade level, or subject area, provided vacancies exist. The application shall be in effect for one calendar year. Such application shall be in writing and sent to the Building Principal where the vacancy exists. A teacher may request a conference to discuss the transfer with the Building Principal in whose building the vacancy exists.

F. Transfer - Involuntary

Teachers subject to involuntary transfer shall have the right to request a conference with the Building Principal involved and/or Superintendent to discuss the transfer. Teachers subject to involuntary transfers who are not satisfied with the new assignment shall have the right to resign without penalty.

G. Notification of Assignments

A teacher shall be given written notice of said teacher's tentative assignment for the forthcoming year no later than sixty (60) days preceding the first day of the new school term. In the event changes in such assignment are proposed, the teacher affected shall be notified promptly. In the event a change in the teacher's assignment is to be made later than the sixty (60) days preceding the commencement of the next school term, the teacher shall be notified and permitted a meeting with the Superintendent upon request to discuss the change. If the teacher is still dissatisfied with the change in assignment after meeting with the Superintendent, the teacher shall be given an opportunity to resign without penalty.

H. Personnel File

Each teacher shall have the right, upon request, during regular business hours, to review the contents of said teacher's personnel file, provided same does not interrupt the regular school program. A representative of the Association may accompany the teacher in this review. An administrator or his/her designee shall be present at such review.

I. Petition for Relief

Teachers assigned to extra duties shall have the right to petition the Board to request relief from such assignment. The Board shall hear said teacher's request for relief and shall make its decision either to relieve or continue the teacher in said assignment after hearing the teacher's case.

J. Reduction In Force - Recall

The Association shall be provided the sequence of honorable dismissal list by groupings (1-4) seventy (75) calendar days prior to the end of the school year. Employees will be provided individual grouping notification following this same timeline. Employees who disagree with the information provided on their individual notification letter shall notify the Superintendent and Association President within five (5) school days. If a revision is found necessary, a corrected list shall be created, sent to the Association President, and posted in each attendance center.

The district shall by February 1 provide the Association president and each teacher a copy of the certified teacher seniority list. Seniority is based upon date of hire by the Board of Education. Effective with the 2012-2013 school year, part-time teaching experience shall be prorated. Any teacher subject to honorable dismissal or reduction in force shall be notified in writing by certified mail no later than forty-five calendar days before the end of the school year.

J. Reduction In Force – Recall (cont.)

Any tenured teacher laid-off under School Code, who was honorably dismissed from RIF Group 3 or 4, shall have recall rights for two school years following an honorable dismissal (i.e. a teacher laid-off in the spring of 2022 shall retain recall rights until the first day of the school term 2024-25). Any non-tenured teacher laid off under the School Code, who was honorably dismissed from RIF Group 3 or 4, shall have recall rights for one school year following an honorable dismissal (a teacher laid off in the Spring of 2022 shall retain recall rights until the first day of the school term 2023-24). Upon recall, teachers shall retain all rights of tenure, seniority, sick leave, or other benefits accrued.

Any tenured or non-tenured teacher honorably dismissed from RIF Group 2 shall have recall rights from the beginning of the following school term through February 1 of the following school year. The positions thereby becoming available must be tendered to the teachers so removed or dismissed who were in grouping 2 of the sequence of dismissal due to one “needs improvement” rating on either of the teacher’s last 2 performance evaluation ratings, provided that, if 2 ratings are available, the other performance rating used for grouping purposes is “satisfactory”, “proficient”, or “excellent”, and are qualified to hold the positions, based upon legal qualifications and any other qualifications established in a district job description, on or before May 10 in the year prior to the honorable dismissal. Any tenured or non-tenured teacher honorably dismissed from RIF Group 1 shall not have recall rights.

K. Vacancy Definition

A vacancy shall be defined as a teaching or extra-curricular position to be filled resulting from the creation of a new position or the resignation, death, retirement or dismissal of a current employee. The district shall post all vacancies that occur in the bargaining unit. The vacancy notice shall contain the grade, building, and deadline for applications for the vacancy. All bargaining unit members that apply for a vacancy shall receive a meeting with the hiring administrator.

L. Administrative Absence With Pay

The Superintendent or Board, or their designee, may place a teacher on paid administrative absence, with benefits, during an investigation into allegations of disobedience or misconduct whenever the teachers’ continued presence in his or her position would not be in the School District’s best interests. Paid administrative absence shall not be deemed an adverse employment action or disciplinary action.

M. Suspension Without Pay

The School Board may suspend an employee without pay for one (1) of the following reasons:

- Incompetency
- Cruelty
- Negligence
- Immorality
- Insubordination
- Violation of administrative rules, Board policy and regulations

M. Suspension Without Pay (cont.)

- Socially unacceptable behavior
- Behavior which is not in the best interests of the District
- Conduct which may disrupt the educational programs and process
- Conduct which violates any Illinois or federal law
- Other sufficient causes

Before the School Board reaches a decision on the suspension of the teacher, the Board shall conduct a pre-suspension hearing to determine whether the facts as presented at the hearing warrant suspension without pay. The Board or its designee shall notify the teacher, stating the alleged charges and causes and indicating the date and time of the hearing.

At the pre-suspension hearing, the teacher may be represented by an Association representative or Association legal counsel and present evidence.

If the School Board determines that the suspension of the teacher is warranted, the Board may suspend the teacher for a period not to exceed thirty (30) school days, or in the case of pending dismissal proceedings, until a final determination on the dismissal is rendered.

Nothing in this policy shall be interpreted to impair the Board's right to suspend an employee without pay pending a dismissal hearing, to dismiss employees, or prevent the Board or the Superintendent from placing an employee on paid administrative absence in accordance with Article IV, Section L.

"Suspension," as used in this policy, means the act of temporarily debarring an employee from his or her position in the District without pay. No suspension shall exceed thirty (30) working days in length, unless the suspension without pay is imposed pending a dismissal hearing or a final decision on a dismissal.

ARTICLE V

A. Sick Leave

Each employee shall be entitled to fifteen (15) sick leave days per year and shall accumulate without limit and without loss of pay. Sick leave shall be interpreted to mean personal illness, including pregnancy-related disability, or serious illness or death in the immediate family or household. The immediate family, for purposes of this Article, shall include: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, grandparents of children, parents-in-law, brothers/sisters-in-law, legal guardians, nieces, nephews, aunts, and uncles.

Summer school teachers shall be credited with two (2) sick leave days for use for illness during the summer school term. Such days shall not accumulate.

A. Sick Leave (cont.)

If an employee has a serious illness which will predictably cause the employee to exhaust his or her unused accumulated sick leave, or the employee is within two (2) years of retirement and qualifies for and intends to retire under a TRS early retirement option and has one hundred seventy (170) or more unused accumulated sick leave days and needs one hundred seventy (170) accumulated sick leave days for early retirement service credit to obtain full retirement benefits, and a serious illness threatens the employee's early retirement, the employee may make application to the Association to request that the Board grant the employee additional sick leave. The Association shall consider the request, screen each request for propriety and, in cases the Association deems worthy, request that the Board grant the employee additional days. The Board shall render a decision in each case so presented. The Board's decision shall consider the nature of the illness, other options available to the employee (long term disability, e.g.) and other relevant factors.

B. Sick Leave Balloon

A teacher who provides five years advanced notice of retirement or resignation shall be eligible for a sick leave balloon benefit. In order to receive this benefit, the employee shall provide the district with an irrevocable letter effective five years from the date of notification. Upon receipt of the employee's letter of resignation, the employer shall immediately increase the employee's accumulated sick leave so that the total of such leave available to the employee shall be equal to three hundred forty days.

C. Personal Leave

The Board shall grant each employee up to two (2) days non-accumulative personal leave days per year, subject to the following conditions:

1. Except in an emergency, each day shall require three days' prior notice to the Building Principal and Superintendent.
2. Personal days shall not be permitted, except with special permission of the Superintendent during the first and last five (5) teachers' attendance days or for Association-related job actions.
3. At the end of each school year, any unused personal leave days (starting with those from the 2014-15 school year) shall accumulate from year to year with a limit of 3. Unused personal leave days beyond this will accumulate as sick leave.

No more than one teacher at Sihler, Madison Park, J.D. Colt or Russell, and no more than two teachers at the middle school, or no more than three teachers at the high school may be absent for personal leave on any given day. Permission for more personal leave grants on a particular day may be granted at the discretion of the administrator. "Teacher," for purposes of this clause, shall mean bargaining unit member.

D. Association Leave

Should the Association choose to send representatives to local, or national conferences or on other business pertinent to Association affairs, these representatives shall be excused without loss of salary not to exceed ten (10) days District-wide per year (e.g. one (1) teacher, ten (10) days per year; or two (2) teachers, five (5) days per year). The Association shall reimburse the District for the cost of the substitute(s) for five (5) of these days, and the District shall pay for the substitute(s) for the other five (5).

E. Dock Days

Teachers may request a short-term unpaid leave of absence by submitting a written request to the Superintendent no later than five (5) school days prior to the date of the requested leave. The Superintendent may, in his/her sole discretion, deny or approve the request. If approved, the leave will result in a loss of salary and health insurance benefits on a prorated basis for each day of absence ($1/180^{\text{th}}$ of the annual salary and $1/180^{\text{th}}$ of the annual board paid insurance).

F. Professional Conferences

Teachers shall have the right to request, subject to prior approval of the Superintendent, attendance at professional conferences. Approved leaves shall be with full pay, and expenses shall be established in advance by the prospective teacher's estimate and Superintendent's approval.

Employees who are registered for conferences on days that school is cancelled due to inclement weather are not required to attend such conference.

If school is cancelled prior to the employee leaving, it is up to the discretion of the district as to whether any payment is due to the employee.

If school is cancelled while the employee is in attendance at a conference, the employee shall receive \$50 for a half-day conference and \$100 for a full-day conference.

G. Visitation Days

Up to ten (10) teachers per year shall be permitted one (1) day each to visit, observe, and report on academic, educational programs in other schools. The purpose of such visitation shall be to gather information on innovative programs which might, if adopted, benefit the educational process in the Litchfield schools.

H. Jury Duty - Subpoenas

Teachers called to serve as jurors or subpoenaed to appear in a court of law shall be excused from duty without loss of pay or benefits, provided the teacher reimburses the Board for any jury pay received. The teacher shall provide proof of summons and shall provide proof of pay received, or the Board

H. Jury Duty (cont.)

shall retain the option of docking pay for each day said teacher is absent from duty for jury duty and/or serves as a witness.

I. Leave of Absence Without Pay

Leaves of absence may be granted without pay to tenured employees who desire to return to employment in a similar capacity at a time mutually agreed upon. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave. Leaves of absence without pay for not more than one (1) year may be granted to tenured teachers according to the following conditions:

1. Written requests for leave of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be mutually acceptable to the teacher and administration, and determined prior to any final action on the request.
3. Leaves may be granted for:
 - a. advanced study leading to a degree in an approved university;
 - b. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
 - c. child care-maternity; and
 - d. other reasons acceptable to the Board.
4. Employees on such leave may continue insurance benefits if they reimburse prorata costs of benefits for which they apply, provided the insurance carrier permits same.
5. Employees will not advance on the salary schedule while on the approved leave of absence without pay unless working at least eighty-eight (88) days during the school year in which the leave was taken.
6. The Board may waive the above restrictions at its discretion.

J. Family Medical Leave

Employees shall be eligible to receive up to twelve weeks of unpaid family medical leave to take care of themselves, a family member with a serious health condition, or for the birth or adoption of a child.

K. Sick Leave Donation

Any teacher may donate sick leave days to any other member of the bargaining unit who has exhausted his/her sick leave days.

A teacher may voluntarily donate up to two (2) days. Contribution of sick leave days shall be strictly voluntary. Such transfer will be made in writing, will be dated, and will be signed by the teachers involved, the Association president, and the Superintendent or his/her designee. The donated days will be administered jointly through a drawing by the Superintendent and the Association president.

K. Sick Leave Donation (cont.)

Donated sick days shall be offered in 20-day increments. Donated days not used will be returned to the teacher that offered the donation.

L. Attendance Bonus

An attendance bonus shall be offered twice a year. An employee using zero personal or sick leave days from the beginning of school to Christmas break shall receive a \$200 bonus at the end of that time period. An employee who uses zero personal or sick leave days when school resumes from Christmas break until the end of the school year shall be eligible for \$200 at the end of the school year. Employees currently receiving the retirement bonus shall receive their attendance bonus as a post-employment severance payment.

M. IEP/Annual Review Preparation Leave

Special Education Teachers shall be given a minimum of two days to write IEPs if they have up to 15 students and three days if they have more than fifteen students. Such days shall be reserved without student contact responsibilities and without loss of regular salary or contractual benefits. Teachers who are required to perform alternate assessments shall be considered for additional release time by request and with the approval of the principal.

ARTICLE VI

A. Evaluation

The purpose of an evaluation is to accurately document objective evidence and solely rely upon that evidence to rate a teacher's performance as excellent, proficient, needs improvement, or unsatisfactory, as well as improve teacher quality and promote professional development.

B. Probationary Teacher Evaluation

Non-tenured teachers will receive a summative evaluation at least once during the course of the school year. For each non-tenured teacher, a minimum of three observations shall be required each school year, of which two must be formal observations.

C. Tenured Teacher Evaluation

Tenured teachers shall receive a summative evaluation at least once during the course of every two school years. For each tenured teacher who received either an "excellent" or "proficient" performance evaluation rating in his or her last performance evaluation, a minimum of two observations are required during the cycle in which the current evaluation is conducted, one of which must be a formal observation.

C. Tenured Teacher Evaluation (cont.)

For each tenured teacher who received a “needs improvement” or “unsatisfactory” performance evaluation rating in his or her last performance evaluation, the teacher shall be formally evaluated and issued a summative evaluation in the school year immediately following the year in which the “needs improvement” or “unsatisfactory” rating was assigned. A minimum of three observations shall be required, of which two must be formal observations.

D. Notification

At the start of the school term (i.e., the first day students are required to be in attendance), the school district shall provide a written notice (either electronic or paper) that a performance evaluation will be conducted in that school term to each teacher affected or, if the affected teacher is hired after the start of the school term, then no later than 30 days after the contract is executed. The written notice shall include: a copy of the rubric to be used;

1. a summary of the manner in which measures of professional practice to be used in the evaluation relate to the performance ratings of “excellent”, “proficient”, “needs improvement”, and “unsatisfactory”; and
2. a summary of the district’s procedures related to the provision of professional development in the event a teacher receives a “needs improvement” or remediation in the event a teacher receives an “unsatisfactory” rating to include evaluation tools to be used during the remediation period.

E. Electronic Devices

The use of electronic devices, excluding audio and video equipment, shall be encouraged to improve the efficiency and communication between the teacher and administrator as long as the device’s use does not cause a disruption to the learning environment.

F. Evaluator

Teachers shall be evaluated only by qualified evaluators. Qualified evaluators shall have successfully passed the State-developed assessments specific to the evaluation of teachers. The principal or supervisor who supervises the teacher the majority of the time shall conduct the evaluation. This does not preclude other qualified evaluators to participate in the evaluation cycle and submit both formal and information observation data for inclusion in the final “performance evaluation rating.”

G. Instrument and Procedures

Teachers shall be evaluated using the two current evaluation instruments according to the district evaluation plan and negotiated procedures outlined in Article VI. In order to assess the quality of the teacher’s professional practice, the evaluation plan shall include assessment of the teacher’s attendance, planning, instructional methods, classroom management where relevant, and competency

G. Instrument and Procedures (cont.)

in subject matter taught. Parental, and/or military leave, including those days that fall under the Family Medical Leave Act, shall not be counted against the teacher's rating on attendance in the teacher's evaluation.

Violations of the evaluation procedures, but not the final performance evaluation rating, shall be subject to the grievance procedure.

H. Observation

Evidence of professional practice shall be collected through the use of multiple observations that include formal and informal observations. A formal observation shall allow the qualified evaluator to acquire evidence of the teacher's planning, instructional delivery, and classroom management skills and shall involve one of the following activities; an observation of the teacher in his or her classroom for a minimum of 45 minutes at a time; or an observation during a complete lesson; or an observation during an entire class period. An informal observation occurs when a teacher is observed by a qualified evaluator that is not announced in advance of the observation and not subject to the minimum time requirement.

Any evidence that is gathered during an informal observation that will be used in determining the performance evaluation rating must be presented to the teacher during a post-observation conference. The qualified evaluator may designate another person to conduct the observation in situations in which he or she cannot complete all of the observations, or the observations cannot be completed in a timely manner, provided the individual is a qualified evaluator, thus having completed the prequalification process and any retraining, as applicable required under School Code.

I. Pre-Observation Conference

Each formal observation shall be preceded by a conference between the qualified evaluator and the teacher.

1. In advance of this conference, the teacher shall submit to the qualified evaluator a written lesson or unit plan and/or other evidence of planning for the instruction that will be conducted during the window of time when the formal observation may occur and make recommendations for areas of which the qualified evaluator should focus during the observation.
2. The qualified evaluator and the teacher shall discuss the lesson or unit plan or instructional planning and any areas of which the qualified evaluator should focus during the observation, if applicable.

J. Post-Observation Conference

Within ten days of a formal observation, the qualified evaluator shall meet with the teacher to discuss the evidence collected about the teacher's professional practice. The qualified evaluator shall provide feedback following a formal observation to the teacher in writing (electronic or paper). Following an informal observation, the qualified evaluator shall provide feedback within ten days to the teacher either orally or in writing (electronic or paper), and if the feedback is in a written format, also provide the teacher with an opportunity to have an in-person discussion with the evaluator. Any observation data that is going to be considered in the final performance evaluation rating must be presented in writing.

K. Performance Evaluation Rating

The final performance evaluation rating must include a final designation of "excellent", "proficient", "needs improvement", or "unsatisfactory." One final performance evaluation rating will be issued during each evaluation cycle.

L. Needs Improvement

If the final performance evaluation rating of a tenured teacher reveals an overall performance rating of needs improvement, the following will occur:

1. The Association, the teacher, and the administration will meet within ten school days to discuss the development of a professional development plan for the teacher.
2. Within thirty school days, the administration with direct involvement of the teacher and the Association will develop a professional development plan which addresses only those areas indicated as needs improvement or unsatisfactory on the teacher's final performance rating.
3. At the teacher's or evaluator's request, a mentor will be assigned to the teacher during the completion of the professional development plan. The mentor shall be paid at the district's current mentor rate of \$24.00 per hour.
4. If the teacher receives a summative rating of "Needs Improvement," the teacher shall be placed in RIF Group 2, must complete a professional development plan, and will be evaluated again the following year.
5. If the teacher receives a summative rating of "Needs Improvement," the teacher may request an alternative evaluator for the following year's evaluation. If this is requested, the Superintendent shall assign to the teacher a qualified evaluator other than the original evaluator for the following year's evaluation cycle.
6. If the teacher successfully completes the professional development plan, and receives a rating of at least "proficient" in the following year's evaluation, the question of whether the teacher's

L. Needs Improvement (cont.)

placement in RIF Group 2 or 3 shall be in accordance with the Illinois School Code, including the decision of a majority off the RIF Joint Committee.

M. Remediation

Tenured teachers receiving a final performance rating of “unsatisfactory” shall be subject to a remediation plan to be developed pursuant to Illinois School Code. The employee, the association, the consulting teacher, and the employer all shall participate in the development of the remediation plan.

N. Additional Observation

In the event a teacher has serious objections to any formal observation, the teacher may request an additional observation by notifying the Superintendent of such request. If this evaluation observation is requested, the Superintendent shall submit a list of two (2) qualified evaluators other than the original evaluator to the teacher, and the teacher shall choose between the two (2). The designated administrator shall then conduct an additional observation within ten (10) school days after the teacher has designated his/her choice.

O. Teacher Written Response

If the teacher feels the formal written evaluation is incomplete, inaccurate, or unjust, said teacher may put any objections in writing and have them attached to the evaluation report to be placed in the teacher’s personnel file.

P. Unsatisfactory Evaluation Rating Appeal Procedure

A teacher who has received an unsatisfactory rating on his/her summative evaluation shall have the right to appeal the rating. The request for appeal shall be made within 15 school days of the teacher's receipt of the summative evaluation. The teacher shall state the basis for the appeal and identify the evidence that supports the appeal.

Grounds for an appeal include procedural violations, inaccurate attribution of data, and/or inaccurate collection of evidence. The appeal committee shall be appointed by the district-joint PERA committee, but no one involved in evaluating the appealing teacher shall be appointed to the committee. (Certified teachers are eligible to become qualified evaluators.) All members of the appeal committee shall be qualified evaluators as defined in I 05 ILCS 5/24A and trained on the use of the Danielson Framework and the collection of evidence.

The appeal committee shall meet to consider the appeal within ten school days of the receipt of the appeal request. In addition to the written appeal, the teacher may address and provide evidence to the

P. Unsatisfactory Evaluation Rating Appeal Procedure (cont.)

review committee in person. The teacher may be accompanied by a union representative when addressing the committee.

When considering an appeal, the committee will

1. Assess the original rating and review the documentation to ensure all of the state, joint committee, and contractual procedures were appropriately followed during the evaluation.
2. The employer shall provide the teacher and the union with all evidence used by the qualified evaluator to determine the summative rating. The appeal committee shall review the evidence set forth in the summative evaluation to ensure (1) it is evident and not opinion, interpretation, or bias; and (2) the chosen rubric was used to determine the performance for each domain based on the collective evidence.
3. Compare the performance rating to the student growth rating. These should not be significantly different (e.g., if a teacher was rated proficient under the performance component, the teacher should not be needs improvement under the growth component). If a teacher is proficient when observed in the classroom, then proficient teaching should logically result in student growth.
4. If procedures set forth by the district evaluation plan and/or collective bargaining agreement were not followed, if opinion, interpretation, or bias is found within the evidence, or there is a significant difference between the performance and growth ratings, then the teacher will receive a rating of proficient.

If the appeal committee determines that there are significant procedural violations in the teacher's evaluation or there is insufficient evidence to support the "unsatisfactory" rating, the committee shall have the authority by a majority vote of the committee to overturn the teacher's unsatisfactory rating. If the committee overturns the rating, the committee shall have the authority to revise the rating as the committee deems appropriate. The appeal process must conclude within thirty school days after the panel receives the teachers' written request for appeal.

An appeal shall not delay the development and implementation of a remediation plan.

ARTICLE VII

A. Grievance Definition

Any claim by the Association or an employee that there has been a violation, misinterpretation or misapplication of the Agreement shall be a grievance.

B. Time Limits

All time limits shall consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall double and consist of all weekdays, exclusive of holidays.

C. Time Bar

To be timely filed, a grievance must be formally filed in writing within thirty (30) days of the event

C. Time Bar (cont.)

giving rise to the grievance, or when the grievant became aware of the event, or should have been aware of the event, whichever is later, or the grievance will be barred for lack of timeliness.

D. Informal Resolution

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the employee or the Association, a grievance may be processed as follows:

E. Step One

The employee or the Association may present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The grievant and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant shall be provided with the supervisor's written response.

F. Step Two

If the grievance is not resolved at Step One, then the grievant may refer the grievance to the Superintendent or official designee within five (5) days after receipt of the Step One answer, or within five (5) days after the Step One meeting, whichever is later. The Superintendent shall arrange for a meeting to take place within five (5) days of the Superintendent's receipt of the appeal. Each party shall

F. Step Two (cont.)

have the right to include in its representation such witnesses and counselors as it deems necessary. Within five (5) days of the meeting, the grievant shall be provided with the Superintendent's written response.

G. Step Three

If the Association is not satisfied with the disposition of the grievance at Step Two, or the time limits expire without the issuance of the Superintendent's written reply, the Association may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step Two answer, then the grievance shall be deemed withdrawn.

H. Evidence

Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.

I. Power of The Arbitrator

The arbitrator shall have no power to alter the terms of this Agreement.

J. Bypass to Superintendent

If the Association and the Superintendent agree, Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two.

K. Bypass to Arbitration

If the Superintendent and the Association agree, a grievance may be submitted directly to arbitration.

L. Class Grievance

Class grievances involving one (1) or more employees or one (1) or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step Two.

M. No Reprisals Clause

No reprisals shall be taken by the Board or the administration against any employee because of the employee's participation in a grievance.

N. Filing of Materials

All records related to a grievance shall be filed separately from the personnel files of the employee.

O. Release Time

Should the Board require an employee be released from his/her regular assignment in order to process or investigate a grievance, said employee shall be released without loss of pay or benefits.

P. Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

Q. Expenses

The fees and the expenses of the arbitrator shall be shared equally by the parties.

ARTICLE VIII

A. Successor Agreement

The parties shall commence bargaining for a successor agreement on or before May 1, 2025, and shall bargain as per the Illinois Educational Labor Relations Act and its Rules and Regulations.

B. Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section, or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect.

C. 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.

D. Individual Contracts

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

E. Impasse

When an impasse has been declared, the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff.

F. No Strike

The Association agrees that it will not, during the period of this Agreement, directly or indirectly, engage in or assist in a strike, slowdown, job action or otherwise disrupt the educational program.

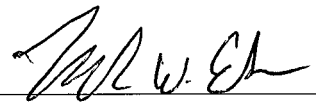
G. Term of Agreement

This Agreement shall be effective with the first day of the school year 2021-2022, and shall continue in effect until and including the last day preceding the first day of the school year 2024-2025.

This Agreement signed this 17th day of June, 2021.

In Witness Whereof:

For the Litchfield Education
Association

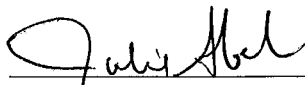


President - Mark Elvers

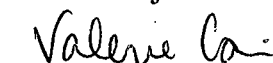


Secretary - Shane Cress

For the Board of Education
School District No. 12



President- Julie Abel



Secretary- Valerie Cain

Article IX

A. Extra-Duty Schedule

YEARS OF SERVICE AT LITCHFIELD	1-3	4-6	7+
PERCENTAGE OF SCHOOL'S BASE (at \$42,449.00 for 2021-2022/ \$43,086.00 for 2022-2023/ \$43,732.00 for 2023-2024/ \$44,607.00 for 2024-2025)			

<u>Athletic Director</u>	15	18	21
Boys Head Basketball	14	17	20
Head Football			
Head Wrestling			
Girls Head Basketball			
<u>Yearbook</u>			
Head Baseball	11	13	15
Head Golf			
Head H.S. Track			
Cross Country			
Head Volleyball			
Soccer (Fall)			
Soccer (Spring)			
Girls Softball			
<u>H.S. Head Scholastic Bowl</u>			
Assistant H.S. Basketball	8	11	14
Assistant Football			
Assistant Wrestling			
FFA			
Middle School Scholastic Bowl			
<u>H.S. Assistant Scholastic Bowl</u>			
Basketball, 8th Grade	7	10	13
<u>Basketball, 7th Grade</u>			
Drama Club Play	7	9	11
H.S. Assistant Track			
Middle School Track			
Assistant Baseball			
Assistant Golf			
H.S. Assistant Soccer			
H.S. Assistant Volleyball			
Middle School Volleyball			
H.S. Assistant Softball			
Middle School Wrestling			
<u>Cheerleading (Winter)</u>			
Cheerleading (Fall)	5	7	9
<u>H.S. Student Council</u>			
5-6 Boys and Girls	3.5	5	6.5
Middle School Cheerleading			
H.S. Dance			

Article IX, Extra Duty Schedule (cont.)

Experience shall be continuous in the same assigned job. Experience will carry over in downward and upward movement. (Examples: A head coach moving to the assistant position or assistant moving to head coach position; high school coaches moving to junior high or junior high coach moving to high school position.)

A coach may not carry experience from one sport to another. (Example: A coach with 7 years in baseball cannot carry his 7 years to a new sport.)

Coaching assignments continue from year to year unless the coach is notified in writing nine weeks after the end of the season.

Payment Only if Assigned by Administrator

H.S. Vocal	4% - no increase for Years of Service
H.S. Instrumental	4% - no increase for Years of Service
H.S. Library	3% - no increase for Years of Service
Middle School Student Council	3% - no increase for Years of Service
F.C.C.L.A.	3% - no increase for Years of Service
Grade Level Gifted (2-8)	\$1,000
Local Certification Team	\$500.00/Member
Rembrandt Society	3%
Middle School Yearbook	2%
Driver Education	\$30.00 per hour beyond the work day
Summer School	\$30.00 per hour
Basketball Times and Scorers	Middle School - \$30.00 per event High School - \$30.00 per event
Timer	\$30.00 per event
Football Announcer	\$30.00 per event
Football Spotter	\$30.00 per event
Internal Substitution	\$30.00 per period
Scholastic Bowl Reader	\$30.00 per event
School Dance	\$30.00 per event
Class Hall Decorating	\$30.00 per event
Prom Chaperones	\$30.00 per event
Prom Sponsor Chairperson	\$500.00 per year
Class Trips	\$100.00 per day per person
Street Fair	\$30.00 per event
Concession Stand	\$30.00 per event
Summer Coaches Rules Meeting	\$30.00 per event
Summer Workshops	\$100.00 if all day; \$50.00 if half day

Article IX, Extra Duty Schedule (cont.)

Audio Visual Coordinator (Streaming)	3% - no increase for Years of Service
Chaperones Middle School - \$30.00 per event	High School - \$30.00 per event

Instrumental Music	(All extra-curricular activities at summer school hourly rate.)
Drama Club Play	(A budget is to be presented for each production to the Board of Education, which may include additional salary increments for assistant director, director, and faculty musicians.)
Workshop (Wood) 2 Weeks Summer	1/18 salary
Agriculture - 2 weeks summer	1/18 salary
Auto Shop - 2 weeks summer	1/18 salary
High School Counselor - 2 weeks summer	1/18 salary
Middle School Counselor - 2 weeks summer	1/18 salary
Elementary Counselor - 2 weeks summer	1/18 salary
Mileage	IRS Rate
On-Line	5%
S.A.D.D. Sponsor	\$30.00 per hour
National Honor Society Sponsor	\$30.00 per hour
Title I Family Coordinator	\$30.00 per hour
One (1) Official MS/HS Timers per event (other than ones listed elsewhere on this schedule)	\$30.00
One (1) Official MS/HS Scorekeeper per event (other than ones listed elsewhere on this schedule)	\$30.00

Listing on the Extra Duty Schedule is not a promise to retain any assignment or program beyond the 1996-1997 school year.

Staff will be admitted to all school functions without charge (paying admission).

B. Salary Schedule – Reference

The salary schedule shall be as set forth in this Appendix which is attached to and incorporated into this Agreement.

C. Teacher Retirement Shelter/THIS Contribution

From the salary scheduled amounts, the Board shall pay nine percent (9.0%) directly to the Teacher Retirement System on behalf of each teacher as a Board-paid teacher retirement contribution. The purpose of such contribution shall be to shelter such payment from federal income tax consistent

C. Teacher Retirement Shelter/THIS Contribution (Cont.)

with tax rulings 414H(2), 81-35 and 81-36. Should such shelter be subsequently declared illegal by a court of competent jurisdiction or superseded by a later tax ruling, such payment shall become gross income to the employee.

The teachers, individually and/or collectively, at the Board's discretion, shall indemnify the District and hold it harmless against any tax liability or penalty if such shelter should be declared illegal by a court of competent jurisdiction or found improper by subsequent tax ruling or audit.

The Board will pay the teacher's required THIS contribution.

D. Retirement Benefit

The Board shall recognize the service of full-time teachers who have rendered at least ten (10) years of full-time certified or non-certified service to Litchfield Community Unit School District No. 12 and who are eligible to receive regular retirement pension benefits through the Teachers' Retirement System of the State of Illinois.

1. Requirements to Qualify – To be eligible for this benefit, a teacher must comply with all of the following requirements and limitations:

- a. Must have a minimum of ten (10) years full-time certified or non-certified employment in Litchfield Community Unit School District No. 12 before being eligible for this early retirement incentive; and
- b. Must be at least sixty (60) years of age by December 31 of the year of retirement; or
- c. Must be at least fifty-five (55) years of age by December 31 of the year of retirement with twenty (20) years of creditable service with the Illinois Teachers Retirement System; and
- d. Must submit an irrevocable letter of resignation for retirement. As many as the last four (4) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period.

2. The irrevocable letter of resignation for retirement must be filed on or before January 1st of the first year of the retirement program. The pre-retirement period may be from 1 to 4 years in duration depending upon when the irrevocable letter of resignation is received and the specified effective date of retirement. For example, employees indicating retirement in 2022 will have a pre-retirement period of 1 year. Employees indicating retirement in 2023 will have a pre-retirement period of 2 years. Employees indicating retirement in 2024 will have a pre-retirement period of 3 years. Employees indicating retirement in 2025 will have a pre-retirement period of 4 years.

3. Aspects of the Plan

Teachers who provide the district with a letter of resignation effective in four years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each of the final four years.

D. Retirement Benefit (cont.)

Teachers who provide the district with a letter of resignation effective in three years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each of the final three years.

Teachers who provide the district with a letter of resignation effective in two years shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for each of the final two years.

Teachers who provide the district with a letter of resignation effective in one year shall go off the salary schedule and shall receive a 6% salary increase over the previous year's creditable earnings for the final year.

If an employee 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 stipend shall be removed from the calculation of the employee's 6% increase.

4. In the event an employee who elects this retirement incentive and subsequently becomes ineligible to retire on the date designated in his/her irrevocable notice because (s)he does not have sufficient years of TRS creditable service (e.g. Teacher expected to retire with 35 years of TRS service by using 2 years of sick leave but had to use a number of sick leave days, pursuant to the School Code, and is no longer able to turn in 2 years of sick leave credit), the Board may permit the employee to establish a new retirement date that would allow the employee to obtain sufficient years of creditable service to retire without a discounted annuity. In the event the Board grants an employee's request to extend their retirement date, the employee will receive their full retirement benefit through the date of their original retirement date, but the employee will not be entitled to receive the retirement benefits for the period of any extension of their retirement date.

5. Any employee offering a resignation under this provision will receive the benefit outlined above regardless of the inclusion of this provision in a successor agreement or the expiration of this agreement.

E. Payment for Unused Accumulated Sick Leave

If a bargaining unit member who is an employee in good standing employed by the Board retires from active employment in the Litchfield Community Unit School District No. 12 under a Teacher Retirement System (TRS) retirement program, the board shall pay to the employee the sum of Twenty Dollars and 00/100 (\$20.00) for each of the employee's unused accumulated sick leave days in excess of three hundred forty (340) or whatever is not used as TRS service credit to be paid post retirement and as non-TRS creditable earnings. Sick leave days granted under the sick leave balloon provision of this contract shall not be counted for such payment.

F. Full Experience Credit

From the effective date of the 2014-2015 Agreement forward, new employees to the District shall be awarded full credit on the salary schedule for teaching experience outside of the District, except for private school teaching experience.

G. Payroll Installments

Each employee shall have the option of receiving his/her pay in ten (10), twelve (12) or twenty-four (24) substantially equal installments. Such election shall be made before the first paycheck is received.

H. Pay Days - School Not in Session

If a regular pay day during the school term falls on a day when school is not in session, employees shall receive their checks on the last work day prior thereto. During the summer, checks shall be mailed at least one (1) day before the appropriate pay day. The District may issue checks late to ensure the check is issued in the correct fiscal year.

I. Life Insurance

Each employee shall be provided term life insurance in the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00). Subject to the age requirements of the policy.

J. Hospitalization - Major Medical Insurance

The District will create an HRA fund in the budget and allocate \$750 per employee each year toward the HRA fund. The balance of the HRA fund from the 2015-2016 school year will be deposited into the 2016-2017 HRA fund. Effective with the 2016-2017 contract year, the HRA fund will not accumulate from year to year. The HRA funds can only be used to pay the District's cost of employee health claims.

A. HRA Option: For the duration of this contract the Board will contribute up to a maximum of \$725.00 per month for single coverage. Employees may elect family coverage at their own cost. During the term of this contract, the employee and Board will be responsible for the deductibles set forth in the HRA Plan. All aspects of the HRA will be governed and subject to the Board approved HRA Plan.

B. HSA Option: For the duration of this contract the Board will contribute up to a maximum of \$725.00 per month for single coverage. The Board will contribute and deposit \$110 per month for the duration of this contract into the employee's Health Savings Account (HSA) or such greater amount that may be required to ensure the HSA program is in compliance with federal law. The employee is responsible for paying all deductibles.

C. If at any time during the term of this contract the HRA or HSA monthly insurance premium exceeds \$725.00 per month, the increase shall be shared equally with 50% of the increase paid by the Board and 50% of the increase paid by the employee.

Part-time Employees shall receive insurance benefits on a pro-rated basis.

The employer and the Association Insurance Committee will continue to meet at least biannually to review options.

The hospitalization and major medical insurance benefits package shall be agreed upon by the District Insurance Committee. The District Insurance Committee shall include a maximum of three representatives from the LEA, Teamsters Local 525, and Board of Education. When

J. Hospitalization - Major Medical Insurance (cont.)

consensus on the insurance benefits package cannot be reached, each group shall have one vote in the final package adopted.

Any time rate increases occur, a meeting with these same representatives will occur in order to explain the change to the current plan.

K. Required Course Costs

The Board shall pay the full cost of all tuition, fees, and books for all credit taken at a recognized college or university if the Board requires a teacher to take additional courses. If such additional courses result in the teacher making a lateral move on the salary schedule, additional pay received as a result of such move shall be deducted from the Board's liability under the above.

L. Special Payroll Deduction

When employees request deductions for annuities, an employee credit union, or insurance programs, a deduction program will be put into effect for that purpose.

M. Internal Substitution

Should a teacher be required to perform internal substitution, said teacher shall be paid at the rate of Thirty and 00/100 Dollars (\$30.00) per period.

N. Tuition Reimbursement

Any teacher who has not yet earned a master's degree shall be eligible for a Board-paid tuition reimbursement program pursuant to the conditions set forth herein below.

1. Eligibility shall be limited to those teachers who have not yet earned master's degrees; Eligibility shall be limited to those teachers who provide evidence of enrollment in a master's degree program reasonably related to a teaching discipline, including teacher leadership, which might benefit the students of Litchfield Community Unit School District No. 12. Master's degree programs not related to teaching disciplines shall not be eligible for tuition reimbursement; and
2. Eligibility shall be limited to master's degree programs at Illinois state universities, provided, however, other universities may be approved if prior request is made to the Superintendent of Schools in advance of enrollment in the master's program, and provided, however, the Superintendent of Schools shall have sole and exclusive authority to grant or deny such requests; and
3. If eligibility requirements set forth hereinabove are met, the Board shall pay the full cost of tuition and program-required books, provided:
 - a. The teacher demonstrates successful completion of the master's program coursework; and
 - b. The teacher demonstrates the books were required by providing the Superintendent with a course syllabus and providing a voucher therefore; and
5. Tuition reimbursement shall be available from the teacher's first application for

N. Tuition Reimbursement (cont.)

tuition reimbursement until the teacher is no longer employed by Litchfield Community Unit School District No. 12, enters upon a leave of absence, or after five (5) years, whichever occurs first.

6. Teachers who have achieved an administrator certificate (Type 75) who received tuition reimbursement under this Article shall have a two-year service commitment to the LCUSD #12. (Example: Graduates in May of 2015 stay through the 2017 school year or graduates in December of 2015 stay until December of 2017.) If a teacher takes an administrative position outside the district within 2 years of completing the administrative certificate, he or she shall have to repay the district for the tuition reimbursement received on a pro-rated basis (25% of the tuition reimbursement received per semester pro-ratio). Effective with the 2016-2017 school year, teachers shall not be eligible for tuition reimbursement for a master's degree in administration (Type 75).

O. Salary Schedule Advancement

To receive salary schedule credit for semester hours earned beyond the bachelor's degree, the semester hours should be graduate hours in the teaching field or related educational hours with prior approval by the Superintendent. Approval, as used below, shall mean written approval by the Superintendent. The following conditions apply:

1. All coursework must be from an accredited college or university.
2. All coursework must be graduate level, unless an exception is approved by the Superintendent in an instance where non-graduate level work is mutually beneficial to the interests of the District.
3. All coursework not in an approved program toward an advance degree must be reasonably related to a teaching discipline which might benefit the students of the Litchfield Community Unit School District No. 12.
4. An official grade report or transcript from the college or university will be required for this salary schedule advancement.
5. Submission of the evidence of successful completion of the approved course must be verified to the payroll department by August 15th of each year, in which event payment shall begin with the first paycheck of the new school year.
6. The District will provide the necessary form which must be used to request this advancement.

P. Mileage Reimbursement

Out-of-District mileage reimbursement rate shall be at the IRS rate. In-district mileage will be paid at a rate of 44.5 cents per mile and will be submitted for reimbursement at the end of each semester. In-district mileage is mileage traveled from building to building and from school to the location for homebound instruction.

Q. Section 125 Plan

The Board shall establish an Internal Revenue Service qualified Section 125 Plan, to the extent permitted by the Internal Revenue Service, which will allow teachers to shelter medical insurance premiums from federal taxation. The Board shall pay the administrative costs of such Plan to a maximum of Two Hundred and 00/100 Dollars (\$200.00) District-wide. If

Q. Section 125 Plan (cont.)

there are any additional costs of such Plan, the Association shall have the option of absorbing the cost or reopening negotiations on said issue.

R. National Board Certified Teachers

Those teachers who have attained National Board Certification will receive 9 hours of graduate-level credit on the salary schedule.

S. District Residency Incentive

Effective with the start of the 2015-16 fiscal/school year, The Board agrees to provide a \$1,200 incentive to any certified employee who relocates residency to the District. The payment shall be paid to the employee in one payment in the first payroll after the employee submits documentation to show his/her residency has been established within the district.

T. New Teacher Advance Payment

Effective at the start of the 2016-17 fiscal/school year, The Board agrees to provide a \$500 advance in pay to all newly hired teachers of the district at its earliest payroll possible. The advance payment shall be deducted from their overall contract balance, spread out evenly over the remaining pay periods of the school year.

Litchfield EA 2021-2025 - Year 1 Salary Schedule

	BS		BS +16		MS		MS +16		MS +32	
	new amount		new amount		new amount		new amount		new amount	
1	42,449		43,722		46,694		47,543		48,391	
2	44,147		45,421		48,391		49,241		50,090	
3	45,845		47,118		50,090		50,939		51,787	
4	47,543		48,816		51,787		52,636		53,485	
5	49,242		50,515		53,486		54,336		55,184	
6	50,940		52,213		55,184		56,033		56,882	
7	52,637		53,911		56,882		57,730		58,580	
8	54,336		55,609		58,580		59,429		60,278	
9	56,033		57,306		60,278		61,126		61,975	
10	57,730		59,005		61,975		62,824		63,674	
11	59,429		60,702		63,674		64,522		65,371	
12	61,127		62,400		65,372		66,221		67,069	
13	62,826		64,099		67,069		67,919		68,768	
14	64,523		65,796		68,768		69,617		70,465	
15	66,221		67,494		70,465		71,314		72,163	
16	67,919		69,192		72,163		73,013		73,861	
17	69,617		70,890		73,861		74,710		75,559	
18	69,617		72,588		75,559		76,407		77,257	
19	69,617		72,588		77,258		78,107		78,956	
20	69,617		72,588		77,258		78,107		78,956	
21	69,617		72,588		77,258		78,107		78,956	
22	69,617		72,588		77,258		78,107		78,956	
23	69,617		72,588		77,258		78,107		78,956	
24	69,617		72,588		77,258		78,107		78,956	
25	71,314		74,287		78,956		79,804		80,653	

Litchfield EA 2021-2025 - Year 2 Salary Schedule

	BS new amount	BS +16 new amount	MS new amount	MS +16 new amount	MS +32 new amount
1	43,086	44,378	47,394	48,256	49,117
2	44,809	46,102	49,117	49,980	50,841
3	46,533	47,825	50,841	51,703	52,564
4	48,256	49,548	52,564	53,426	54,287
5	49,981	51,273	54,288	55,151	56,012
6	51,704	52,996	56,012	56,874	57,735
7	53,427	54,720	57,735	58,596	59,459
8	55,151	56,443	59,459	60,320	61,182
9	56,874	58,166	61,182	62,043	62,905
10	58,596	59,890	62,905	63,766	64,629
11	60,320	61,613	64,629	65,490	66,352
12	62,044	63,336	66,353	67,214	68,076
13	63,768	65,060	68,076	68,938	69,799
14	65,491	66,783	69,799	70,661	71,522
15	67,214	68,506	71,522	72,384	73,245
16	68,938	70,230	73,245	74,108	74,969
17	70,661	71,953	74,969	75,831	76,692
18	70,661	73,677	76,692	77,554	78,416
19	70,661	73,677	78,417	79,279	80,140
20	70,661	73,677	78,417	79,279	80,140
21	70,661	73,677	78,417	79,279	80,140
22	70,661	73,677	78,417	79,279	80,140
23	70,661	73,677	78,417	79,279	80,140
24	70,661	73,677	78,417	79,279	80,140
25	72,384	75,401	80,140	81,001	81,863

Litchfield EA 2021-2025 - Year 3 Salary Schedule

	BS		BS +16		MS		MS +16		MS +32	
	new amount		new amount		new amount		new amount		new amount	
1	43,732		45,044		48,105		48,980		49,854	
2	45,481		46,794		49,854		50,730		51,604	
3	47,231		48,543		51,604		52,478		53,353	
4	48,980		50,291		53,353		54,227		55,101	
5	50,731		52,042		55,102		55,978		56,852	
6	52,479		53,791		56,852		57,727		58,601	
7	54,228		55,541		58,601		59,475		60,351	
8	55,978		57,289		60,351		61,225		62,100	
9	57,727		59,038		62,100		62,974		63,848	
10	59,475		60,788		63,848		64,723		65,598	
11	61,225		62,537		65,598		66,472		67,347	
12	62,975		64,287		67,348		68,222		69,097	
13	64,725		66,036		69,097		69,972		70,846	
14	66,474		67,785		70,846		71,721		72,595	
15	68,222		69,534		72,595		73,470		74,344	
16	69,972		71,284		74,344		75,219		76,094	
17	71,721		73,032		76,094		76,968		77,843	
18	71,721		74,782		77,843		78,717		79,592	
19	71,721		74,782		79,593		80,468		81,342	
20	71,721		74,782		79,593		80,468		81,342	
21	71,721		74,782		79,593		80,468		81,342	
22	71,721		74,782		79,593		80,468		81,342	
23	71,721		74,782		79,593		80,468		81,342	
24	71,721		74,782		79,593		80,468		81,342	
25	73,470		76,532		81,342		82,216		83,091	

Litchfield EA 2021-2025 - Year 4 Salary Schedule

	BS		BS +16		MS		MS +16		MS +32	
	new amount		new amount		new amount		new amount		new amount	
1	44,607		45,945		49,067		49,959		50,851	
2	46,391		47,730		50,851		51,744		52,636	
3	48,176		49,513		52,636		53,528		54,420	
4	49,959		51,297		54,420		55,312		56,203	
5	51,745		53,083		56,204		57,097		57,989	
6	53,529		54,867		57,989		58,881		59,773	
7	55,313		56,652		59,773		60,665		61,558	
8	57,097		58,435		61,558		62,450		63,342	
9	58,881		60,219		63,342		64,233		65,125	
10	60,665		62,004		65,125		66,017		66,910	
11	62,450		63,787		66,910		67,802		68,694	
12	64,234		65,572		68,695		69,587		70,479	
13	66,019		67,357		70,479		71,372		72,263	
14	67,803		69,141		72,263		73,155		74,047	
15	69,587		70,925		74,047		74,939		75,831	
16	71,372		72,709		75,831		76,724		77,616	
17	73,155		74,493		77,616		78,507		79,399	
18	73,155		76,278		79,399		80,291		81,184	
19	73,155		76,278		81,185		82,077		82,969	
20	73,155		76,278		81,185		82,077		82,969	
21	73,155		76,278		81,185		82,077		82,969	
22	73,155		76,278		81,185		82,077		82,969	
23	73,155		76,278		81,185		82,077		82,969	
24	73,155		76,278		81,185		82,077		82,969	
25	74,939		78,063		82,969		83,861		84,753	

APPENDIX II

Blue Cross Blue Shield of Illinois
Effective July 1, 2021

\$50,000 Life and Accidental Death & Dismemberment Insurance for Employee paid by the Board of Education

Employee Health Insurance:

HRA: Board will pay up to \$725 per month for employee individual premium.

HSA: Board will pay up to \$725 per month for employee individual premium. Board will contribute \$110.00 per month, \$1320.00 per year to individual's health savings account.

Cost to Employee for:	<u>HRA Plan</u>	<u>HSA Plan</u>
Health Insurance for <u>Spouse</u> Only	\$606.30	\$560.69
Health Insurance for <u>Children</u> Only	\$578.07	\$534.59
Health Insurance for <u>Family</u>	\$1,184.32	\$1,095.28

Employees may tax shelter dependent premiums through Section 125 Salary Reduction Plan.

Physician Visits	HRA PPO \$20 Co-pay HRA Non-PPO \$40 Co-pay HSA \$2500 Deductible
Physician Visits Wellness & Other Wellness Tests	HRA PPO Paid at 100%/No Co-pay or deductible HRA Non-PPO Paid at 100%/No Co-pay or deductible HSA Paid at 100%/No Co-pay or deductible
Hospital, Surgery	HRA PPO Deductible then 90% HRA Non-PPO Out-of-network Deductible then 70% HSA \$2500 Deductible then 100%
Outpatient Emergency	HRA PPO \$150 Co-pay, Deductible, 90% <i>Waived if admitted</i> HRA Non-PPO \$150 Co-pay, Deductible, 70% HSA \$2500 Deductible then 100%
Prescription Drugs	HRA \$10/\$40/\$60 Mail Order – 90 Day Supply 2 X Co-pay HSA \$2500 Deductible then 100%
Deductible	HRA PPO \$250/Person, \$750 family max HRA Non-PPO \$5,000/Person, \$15,000/Family HRA – Board pays \$2250 deductible HSA \$2500
Maternity	HRA No Charge HSA \$2500 Deductible then 100%
Maximum Out-of-pocket Expense	HRA PPO \$1000.00 after \$2500 deductible HRA Non-PPO \$4500.00 after \$2500 deductible HSA Individual \$5,000 Family \$10,000
Lifetime Maximum	HRA <u>Unlimited</u> HSA <u>Unlimited</u>
Insurance Year	<u>July 1 through June 30</u>

Vision Benefits

Optional at employee expense

Rates July 1, 2021:

Vision Insurance <u>Employee Only</u>	\$7.58
Vision Insurance for <u>Employee & Spouse</u>	\$14.71
Vision Insurance for <u>Employee & Children</u>	\$15.48
Vision Insurance for <u>Family</u>	\$24.59

Exam	Co-pay	\$10	Every 12 months
Lenses & Frames (Materials)	Co-pay	\$25	Every 12 months

Benefits after co-pay

Eye Exam	In-Network	Covered in full
	Out-of-Network	Up to \$45
Single Vision Lenses	In-Network	Covered in full
	Out-of-Network	Up to \$30
Bifocal Lenses	In-Network	Covered in full
	Out-of-Network	Up to \$50
Trifocal Lenses	In-Network	Covered in full
	Out-of-Network	Up to \$65
Lenticular Lenses	In-Network	Covered in full
	Out-of-Network	Up to \$100
Contact Lenses		
Medical Necessity	In-Network	Covered in full
	Out-of-Network	Up to \$210
Elective	In-Network	\$150 Allowance
	Out-of-Network	Up to \$105 (Co-pay waived)

Dental Benefits

Optional at employee expense

Rates July 1, 2021:

Dental Insurance <u>Employee Only</u>	\$36.03
Dental Insurance for <u>Employee & Spouse</u>	\$67.30
Dental Insurance for <u>Employee & Children</u>	\$72.42
Dental Insurance for <u>Family</u>	\$102.60

Deductible	In-Network	\$50.00
	Out-of-Network	\$50.00
	Per Family	\$150.00
	<i>Waived for Preventative</i>	

Annual Maximum Coverage	In-Network	\$1500.00
	Out-of-Network	\$1000.00

Benefits

Preventative

Check-ups & Cleanings
Sealants

In-Network	100%
Out-of-Network	100%

Basic

Non-Surgical Endodontics
Non-Surgical Periodontics

In-Network	90%
Out-of-Network	80%

Major

Surgical Endodontics
Surgical Periodontics

In-Network	60%
Out-of-Network	50%

Orthodontia

In-Network	50%
Out-of-Network	50%

APPENDIX III

Flexible Medical Spending Account

Employees shall have the option to participate in the employer provided Flexible Spending Account Program. The Flexible Spending Account shall allow employees to set aside pre-tax income for unreimbursed medical, dental and dependent care. Employees will be allowed to contribute up to \$2750 per calendar year. With the exception of \$500 which may be carried over to the following year, employee contributions to the Flexible Spending Account will be lost if not used in the calendar year and forwarded to the HRA.

The employer shall provide a Flexible Spending Account Program for employees, and shall pay the administrative cost for maintaining the program. The Employer and the Union shall agree on the plan administrator.