

**Grayslake Community High School
District 127**



**Grayslake Education Association
and
District 127 Board of Education**

2018-2019

2019-2020

2020-2021

**GRAYSLAKE COMMUNITY HIGH SCHOOL DISTRICT #127
GEA CONTRACT 2018-2021**

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PREAMBLE AND RECOGNITION

The Board of Education of District 127, Lake County, Illinois, (hereinafter referred to as the "Employer" or the "Board") recognizes the Grayslake Education Association - IEA-NEA, affiliated with the Illinois Education Association and the National Education Association (hereinafter referred to as the "Association") as the sole and exclusive bargaining representative for all full time and regularly employed part-time Licensed and non-Licensed employees, (hereinafter referred to as Educational Support Personnel, ESP's and Teachers respectively) of Grayslake Community High School District 127 and excluding the Superintendent, Associate Superintendent, Principals, Associate Principals, and all supervisory, managerial and confidential employees excluded per the Illinois Educational Labor Relations Act. See Appendix "H"

Note: Appendix "I" will remain for clarification purposes listing all positions excluded per the IELRA.

ARTICLE I – NEGOTIATION PROCEDURES

1.1 Parties

The word "Association" when used herein shall mean the Grayslake Education Association/Illinois Education Association/National Education Association. The word "Board" when used herein shall mean the Board of Education, District 127.

1.2 Request to Bargain

A request to negotiate a renewal or revision of this agreement shall be made no later than July 1 in the year prior to the current contract expiration to be submitted in writing by the Association to the Superintendent/designee or by the Board to the President of the Association. A meeting shall be held within sixty (60) calendar days of the delivery of the request. Facts, opinions and proposals shall be freely exchanged during the meeting or meetings in an effort to reach mutual understanding and agreement.

1.3 Information

Upon receipt of written request, the Board shall furnish the Association with a copy of Annual Financial Reports, tentative and proposed budgets, and treasurer's reports. Nothing contained herein shall require the Superintendent/designee to research or assemble said information. The Superintendent/designee and the central administration staff may serve only as research consultants.

1.4 Final Agreement

There shall be two (2) signed copies of the final Agreement. One copy shall be retained by the Employer and one by the Association. Each party shall be responsible for making such additional copies of the Agreement that either party desires.

1.5 Contractual Amendments

The parties may modify or amend this agreement only by mutual consent. Such changes will be in written form, ratified and signed by the parties.

ARTICLE II - ASSOCIATION RIGHTS

2.1 Board Meetings

The Association shall have the right to send a representative to attend any open meeting of the Board. Upon request, the Association representative will be given a reasonable and appropriate opportunity to address the Board. Also, the Association may, by giving written notice to the Superintendent/Designee at least seven (7) days prior to any open meeting, request to be placed on the agenda for the purpose of presenting the Board with a comment or information regarding the educational program of the District. It is understood that the written request for agenda placement will contain a brief statement of the nature of the comment or information proposed to be presented to the Board concerning the educational program. It is further understood that the written request for agenda placement as described above shall not be unreasonably denied.

2.2 Board Packet and Board Minutes

A copy of open session Board minutes shall be placed in the Association President's mail box no later than 3 days after they have been approved. With the exception of information which relates to matters to be taken up in Executive Session of the Board, a complete Board packet will be delivered to the Association President at least 3 days prior to the Board meeting.

2.3 Association Leave

Should the Association wish to send representatives to local, state or national conferences, not more than four (4) representatives during any school term shall be excused without loss of salary providing that the Association shall reimburse the District for the cost of the substitute(s). A written notification for leave shall be submitted to the Superintendent/designee by the President of the Association at least five (5) days prior to the date of the leave. Further, such leave shall be for no more than nine (9) school days in aggregate.

2.4 Freedom to Join or Not to Join

ESP or ISBE licensed professional staff have the right to form or join professional employees' organizations and to participate in professional negotiations with the Board through representatives of their own choosing. ESP or teachers shall also have the right to refrain from any or all such activities.

2.5 Non-Discrimination

Neither the Board nor the Association shall discriminate against any employee covered by the Agreement in a matter which would violate any applicable law because of race, creed, color, national origin, age, gender, religion, marital status or residency.

2.6 Individual Contracts

Any contract or employment issued by the Board to members of the bargaining unit will be consistent with the Agreement.

2.7 Use of Buildings

The Association shall have the right to use school buildings for Association meetings provided that the building principal is notified three (3) days before any such meeting and provided that if such meetings entail additional maintenance or custodial expense, the Association shall pay the costs. Such meetings are held during non-school hours and do not interfere with any facet of the educational, administrative and/or extracurricular program of the school.

2.8 Information

The Association shall have the right to post information and announcements in the Staff Center or other communication media.

2.9 Communications Distribution

The Association shall have the right to post information and announcements in the Staff Center, the use of the Staff Center bulletin boards, employee mailboxes or other communication media and office equipment, in each district high school, provided any such use does not adversely affect the educational program. Copies of any general staff correspondence shall be forwarded to the office of the Superintendent/designee and each building's Principal.

2.10 Personnel Files

The District will maintain a complete personnel file for every employee in accordance with the Board's Personnel Records policy and procedures (5:150 and 5:150AP), a copy of which is available on the district web site and is available upon request.

Employees shall have the right, upon request and at a reasonable time, to review the contents of their personnel files, except for pre-employment references and documents and letters or records prepared by the Board for other agencies. Each employee shall have the right to place written reaction to any of the contents inside the file.

Bargaining unit members may review all documents added to their files concerning evaluation, performance, or any items of a critical or disciplinary nature which have been added. Any item that is over four (4) years old may be removed from a file if the bargaining unit member and the Superintendent/designee mutually agree on such removal. Bargaining unit members may ask for a written copy of any individual document or offer any written material that may clarify a situation. These documents also become part of their files.

2.11 Dues Deduction

Upon written request of an employee, the Board shall withhold from the compensation of that employee the current dues of the Association. The amount of dues shall be supplied by the Association to the Business Office along with a list of those employees requesting dues deduction. The Board shall deduct one-twentieth (1/20) of such dues from the regular salary check of the employee every two (2) weeks for twenty (20) pay periods beginning in September and ending in June, unless the employee provides written notice signed by the employee that he/she no longer wants to be a member of the Association, addressed to the IEA President, at the Illinois Education Association, 100 East Edwards St., Springfield, Illinois 62704-1999, attention: Membership processing and revokes consent in writing to deduction of Association dues. The Board will advise the Association of any employee who revokes his/her dues authorization. The Board shall pay the amount withheld to the Treasurer of the Association no later than ten (10) days following the pay period deduction. Nothing in this section shall be interpreted to affect any contractual relationship which exists between the Association and the individual teacher concerning a promise to pay dues.

2.12 GEA Meetings

The GEA Co Presidents will work in conjunction with the Superintendent/designee to set dates for GEA meetings for the next school year. These dates will be published in the master calendar which is distributed each spring.

No other meeting (Department, staffing, etc.) will be scheduled opposite GEA meetings. The only exceptions will be (1) if the GEA meeting date is changed after the calendar has been distributed or (2) an emergency staffing which cannot be scheduled for another date. The GEA Co Presidents should be notified of such an emergency

ARTICLE III – BOARD RIGHTS

3.1 No Strike

During the term of this Agreement, the Association or any of its members shall not attempt to effect a settlement of any disagreement with the Board by engaging in any strike, concerted work stoppage or slowdown or picketing which is designated to disrupt the operation of the school.

3.2 Management Rights Clause

All management rights and functions, except those which are clearly and expressly abridged by this Agreement shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustrations and not by way of limitations, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the District, the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed, the control of property and the composition, assignment, direction and determination of the size and type of its working forces; (2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; (3) the right to change or introduce new operations, methods, processes, means of facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to hire, establish and change classifications, assign, transfer, promote, demote, release and lay off employees; and (5) the right to determine the qualifications of employees and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective and efficient operation. No such management rights and functions shall be in violation of the Illinois School Code.

ARTICLE IV – GRIEVANCE PROCEDURE

4.1 Definitions

4.1.1 Grievance

A bargaining unit member may file a written complaint with the Association that there has been a violation, misinterpretation, or misapplication of a specific provision of the Agreement. The Association may file a formal grievance through the President and the PN Team.

4.1.2 Time Limits

All time limits consist of days the District office is open.

4.2 Procedures

The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved administrator/supervisor to resolve problems through informal, verbal discussion. An attempt shall, therefore, be made to resolve any grievance informally by discussion between those involved. If a grievance cannot be resolved informally, it may be advanced to Step I. Step one for bargaining unit members in a building will begin with the building Principal. For those members working in the district office the first step will begin with the Superintendent/designee.

4.2.1 Step I

If a grievance cannot be resolved informally, the grievant shall file his/her grievance in writing with the Supervisor within forty (40) days following the occurrence of the event giving rise to the grievance. In no event may a grievance be claimed unless it is so filed with the Supervisor.

The written grievance shall set forth the specific provision(s) of the Agreement alleged to have been violated, misinterpreted or misapplied; and shall state the remedy requested. Within five (5) days of receipt of a grievance, the Principal/Superintendent/designee shall meet with the grievant, an Association representative and the

immediately involved supervisor, if any, to discuss the grievance. The Principal/Superintendent/designee shall provide a written answer to the grievant five (5) days after the meeting. The answer shall include reasons for the decision.

4.2.2 Step II

If the grievance is not resolved at Step I, then the bargaining unit member/Association may refer the grievance to the Superintendent/designee within six (6) days after receipt of the Step I answer or within eight (8) days after the Step One meeting, whichever is later. The Superintendent/designee shall arrange for a hearing with the grievant and representatives of the Association to take place within eight (8) days of this receipt of the grievance. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent/designee shall have six (6) days to provide a written decision to the aggrieved, including reasons for such a decision.

4.2.3 Step III

If the grievance is not resolved at Step II, the grievant may, within ten (10) days of receipt of the Superintendent/Designee's decision, appeal the grievance to the Board. At its next regularly scheduled meeting, the Board shall arrange for a hearing to take place within ten (10) days of the meeting. Each party shall have the right to present witnesses and information as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the President of the Board shall have six (6) days in which to file a written decision of the Board with the aggrieved member of the bargaining unit complete with reasons for the decision.

4.2.4 Step IV

In the event the Association is not satisfied with the disposition of its grievance at Step III, the grievance may be submitted to binding arbitration within thirty (30) days after receipt of the Board's decision. The parties shall attempt to agree upon an arbitrator within ten (10) school days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within a ten (10) day period, the parties shall request an arbitrator from the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall have no authority to make any decision or recommendation on any other issue not so submitted to him/her. The arbitrator's decision shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented. The fee of the arbitrator and that of a court reporter, if requested by either party, shall be divided equally between the Board and the Association. All other expenses shall be borne by the party incurring them.

4.3 Bypassing Steps

If the Association and the Superintendent/Designee agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

4.4 Released Time

Should the administration require that a bargaining unit member or an Association representative be released from his/her regular assignment during any phase of the grievance procedure, the employee or Association representative shall be released without loss of pay or benefits.

4.5 Filing of Materials

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

4.6 Grievance Withdrawal

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

4.7 No Written Response

If no written decision has been rendered within the time limits indicated by a step, then the grievance may be processed to the next step.

4.8 Time Limit Extension

Time limits may be extended by the mutual consent of the Association and the Board.

ARTICLE V – TEACHER TERMINATION (Licensed Staff)

5A.1 Dismissal for Cause

Prior to any administrative recommendation to the Board that a tenured teacher be dismissed for cause other than a reduction in force, the appropriate administrator will offer the teacher a conference to discuss the proposed recommendation. The teacher may be accompanied at such conference by an Association representative.

5A.2 Reduction-In-Force Procedure

A Reduction in Force (RIF) is a decision by a school board to decrease the number of teachers employed or discontinue some type of teaching service. Section 24-12 of the Illinois School Code, as amended, dictates “performance-based” evaluation ratings now take precedence over seniority in the context of a RIF.

5A.2.1 Sequence of Honorable Dismissal List

Reductions in Force lists are required to be established 75 days before the last day of student attendance they are categorized by positions and performance and show the length of continuing service of each teacher who is licensed and qualified to hold any such positions. It is the responsibility of the employees to review these lists carefully and bring any inaccuracies to the attention of the District within ten (10) business days. These lists are used to determine the order of layoff in the event a reduction in force is implemented.

5A.2.2 Seniority

As between teachers, the date the teacher first reports for active employment duty in District 127 will be used to determine seniority.

An employee who actually teaches or is otherwise present and participating in the District’s educational program 120 days or more will receive a full year seniority credit for that year.

In the event that the District seniority is equal between two (2) or more teachers the decision as to which of the teachers is to be first honorably dismissed shall be made as follows:

- (1) Previous teaching experience in public schools other than District 127. Then if the tie is not broken;
- (2) By seniority in the District 127 content area. If two teachers have the same district seniority, the one with the most seniority teaching in the content area is most senior.
- (3) If the tie is not broken, then lots are drawn.

5A.2.3 Order of Dismissal

Teachers are placed on a RIF list for each position that they are qualified and licensed to teach. For example, a teacher licensed and qualified to teach English and Math will be listed on both the English and Math RIF lists, even though the teacher is assigned to only one of those subject areas. In the event of a RIF, only teachers

who are assigned to the area affected by the RIF will be considered for release. A teacher who is released due to a RIF, but who is qualified and licensed to teach another position in the District, may have the ability to claim a teaching position from someone in a lower performance group, or from someone less senior within the teacher's performance group.

5A.2.4 Recall Rights

Recall shall be conducted pursuant to Section 24-12 of the School Code. The recall notice shall be emailed to the teacher's last email address on file with the District, and the email shall be copied to the Association President(s). If a teacher who is tendered such a position shall fail to respond affirmatively (via email acceptable) within seven (7) days of receipt of notice of such tender the right to any further or other recall shall be deemed waived and terminated.

5A.2.5 Reduction in Force - Final Action

Before the Board takes final action to make any reductions in tenured teachers, it shall advise the Association regarding such reductions.

5A.2.6 School Code Prevails

In the event of any conflict between the language of this Article 5A.2 and the School Code, as amended from time to time, the provisions of the School Code shall prevail notwithstanding any language to the contrary in this Section 5A.2. Reductions in force and recall shall be conducted in accordance with the requirements of Section 24-12 of the Illinois School Code.

5A.3 Reduction in Pay

Teachers' compensation shall not be reduced as disciplinary action except as permitted by law. Prior to any such reduction, the teacher will be given a written notice of the reasons for the proposed reduction and, upon request, a hearing before the Board on the matter, with representatives of the teacher's choice.

ARTICLE V - EMPLOYEE RIGHTS (ESP)

5B.1 Seniority

For the purpose of this Agreement, the seniority rights of each employee will date from the employee's original date of hire by the Board. Ties in seniority will be broken by the length of service in his/her respective category counted from the original date of hire by the Board.

5B.2 Reduction in Force

Reductions in force will be made in accordance with Section 10-23.5 of the Illinois School Code (105 ILCS 5/10-23.5)

5B.3 Loss of Seniority

A bargaining unit member will lose all seniority and will have his/her employment terminated if:

- a. He/she quits; or
- b. He/she has been discharged for cause and is not reinstated through the grievance procedure; or
- c. He/she has been absent from work for five (5) successive working days without notifying the Superintendent/Designee; or
- d. He/she fails to report for work within five (5) successive working days after being notified by certified mail at the last address shown on Board records to report for work after a layoff; or

- e. He/she fails to report for work within five (5) working days after expiration of a disciplinary suspension, layoff, or authorized leave of absence; or
- f. He/she retires or is retired.

5B.4 Seniority Roster

The Board will maintain post and keep current a seniority roster noting the date of hire, and current position by job title. The Association will be provided a copy of this roster in accordance with the Illinois School Code. Bargaining unit members disagreeing with their seniority placement will respond in writing to the Superintendent/Designee and Association Co President within ten (10) days after the date of posting.

5B.5 Vacancies/Job Postings

Whenever there is a new or vacant job in the bargaining unit, the Board will make a good faith effort to have someone fill such a job on a regular assignment as quickly as possible. The Board will post such jobs publicly on the district web site. A bargaining unit member desiring to apply for such a job will make his/her application in writing to the Superintendent/Designee within the five (5) working day period. Qualified, current bargaining unit members will be given first consideration before outside candidates are considered.

5B.6 Substitution for Other Personnel

Employees who have the appropriate qualifications and are assigned to substitute for a teacher shall receive the current internal substitution rate.

No bargaining unit member will be required to perform duties which can only be legally performed by a Registered Nurse.

ARTICLE VI – LEAVES (LICENSED)

6A.1 Sick Leave

Current and Newly Hired Tier I full-time teachers shall be entitled to sick leave with full pay as follows:

- Twelve (12) days per for 1-10 years of service with the District
- Sixteen (16) days per years for 11-20 years of service with the District
- Twenty (20) days per year for 21+ years of service with the District

Accumulative up to a maximum of three hundred sixty (360) days

Tier II teachers hired for the 2014-2015 school year and beyond shall be entitled to sick leave with full pay as follows:

- Twelve (12) days per year accumulative up to 180 days maximum

The days of sick leave will be added to the full-time teacher’s accumulated total on the first day of each school year. Sick leave may be used consistent with current State Law and the current Illinois School Code. The minimum amount of sick leave allowed is one (1) period. Two (2) of these days may be used as discretionary personal days after the two (2) days of non-cumulative personal leave days are exhausted.

6A.2 Extended Sick Leave

At the inception of any lengthy illness or incapacitating injury, a teacher must notify the Superintendent/Designee immediately. The Board of Education will review such requests and determine on a case by case basis if such leave will be granted.

This type of leave may be granted to an eligible teacher not more than one time per school year and not more than three times during the time of service with the District. The final decision by the Board of Education will not set a precedent.

All conditions below must be met for this leave to be considered.

A teacher may be eligible for “*Extended Sick Leave*” if:

1. The teacher has been with the district a minimum of 10 years full time.
2. All accumulated sick leave and personal leave are exhausted.
3. The teacher will immediately apply for temporary disability under the Illinois Teachers’ Retirement System.

If extended sick leave is granted, the teacher will continue on full salary (based on per diem rate) not to exceed thirty (30) work days. Should temporary disability payments begin under the Illinois Teachers’ Retirement System, extended sick leave and full salary will cease. If extended sick leave interferes with District operations and/or student contact time, the leave will be reevaluated by the Superintendent/Designee.

6A.3 Reporting Sick Leave

The Board will furnish each bargaining unit member with the total sick leave credit available electronically by visiting: <https://skyward.d127.org/scripts/wsisa.dll/WService=wsFin/seplog01.w>

6A.4 Personal Leave

Each employee shall be allowed up to two (2) days non-cumulative personal leave for each school year at full pay. Except in cases of emergencies, teachers must complete the necessary form no later than two (2) days in advance of the day to be absent. In the case of an emergency or in the event it is not possible to give the two-(2) day notice, the emergency shall be explained to the Superintendent/Designee who may grant such leave.

Personal leave days may not be used for the purpose of extending vacations and/or may not be used the immediate day before and/or following a scheduled non-attendance day unless specific permission is granted by the Superintendent /Designee. Unused personal leave shall accumulate to sick leave at the end of each fiscal year.

6A.5 Discretionary Leave

Two (2) days of sick leave may be used as discretionary personal days after the two (2) days of non-cumulative personal leave days are exhausted. The same requirements for personal leave shall apply.

For religious holidays, staff is allowed to take a discretionary leave that will be deducted from sick leave with approval of the Superintendent/Designee. There is a limit of two days per school year.

6A.6 Emergency Leave

Two (2) days of sick leave may be used as emergency personal leave after the two (2) non-cumulative personal leave days and two (2) discretionary leave days are exhausted.

6A.7 Exhaustion of Sick/Personal Time

At such time that an employee has exhausted all available time off in any given year prior to the end of the year, and a day in excess of the allotted leave is taken, a progressive discipline plan will be implemented as follows, unless otherwise approved by the Superintendent/Designee: Progressive discipline plan continues year-to-year.

- Upon the next absence, the employee will be docked pay for the absence and will be suspended for one day without pay

- Upon a subsequent absence, the employee will be docked pay for the absence and will be suspended for two days without pay
- Any absence after that will result in further disciplinary action, which will most likely be a recommendation for termination.

Sick and personal days are granted in advance at the beginning of each year, and should employment cease at any time prior to the end of the school year, the employee could be liable to repay the district for days used and not yet earned.

6A.8 Bereavement Leave

Funeral leave of three (3) days shall be granted for each death in the bargaining unit member's immediate family, in-laws, and/or grandparents of spouse. Funeral leave of one (1) day shall be granted for each death of an aunt, uncle, niece, or nephew if the bargaining unit member utilizes such day for attendance at the funeral. An additional two (2) days of funeral leave may be granted by the Superintendent or designee. The additional days used will be deducted from sick leave. Funeral leave shall be non-cumulative.

6A.9 Leave Without Pay

The Superintendent/Designee may grant a limited voluntary leave, without pay, to a staff member in good standing for the purpose the Superintendent/Designee deems appropriate (special occasion) upon such terms as the Superintendent/Designee may elect. The employee's salary or wage will be reduced by, the employee's per diem rate or portion thereof, for each day of absence in excess of those allowed.

These leave days may not be used for the purpose of extending vacations and/or may not be used the immediate day before and/or following a scheduled non-attendance day unless specific permission is granted by the Superintendent/Designee. The granting, withholding, or conditioning of such leaves will be non-precedential with respect to any other request for leave by such staff member or any other staff member.

6A.10 Professional Travel Policy

The Board of Education recognizes the value of professional meetings. The Board of Education or its designee may, at its discretion, permit and/or encourage attendance of licensed personnel at such meetings. If the Board of Education or its designee decides to have any of its Licensed personnel attend such a meeting, it will be in accordance with the following policy:

6A.10.1

Each teacher may be permitted to attend one professional meeting each year within a radius of 250 miles with reimbursement of expenses. Teachers may be allowed to attend national conferences/meetings or additional professional meetings at the discretion of the Superintendent/designee.

6A.10.2

Allowable days missed for professional travel without loss of pay shall not exceed two (2) school days for regional or state conferences/meetings, or three (3) days for national conferences/meetings. The Superintendent/Designee has the authority to approve additional days for members of the faculty.

6A.10.3

Approval to attend state or national conferences/meetings is reimbursed at the non-member fee or conference fee including one-year membership, whichever is less. This does not apply to special local meetings held by such organizations within one's teaching field. All approvals to attend state, national or local conferences are at the discretion of the Superintendent or designee.

6A.10.4

District 127 teachers employed by the district as a head coach or assistant coach may be permitted to attend one sport specific clinic per sport coached during the school year using professional leave time. Additional clinics may be approved at the discretion of the Athletic Director.

6A.10.5

Current student services staff with Illinois Clinical Licenses will have up to 3 one-day workshops per year with prior administrative approval.

6A.11 Jury Duty

Bargaining unit members called to and serving on jury duty will suffer no loss of pay because of jury service, provided that the Board may deduct the amount received by the bargaining unit member for such jury service. The employee should submit check to the Business Office, excluding the mileage and food allowance, and provided further that the bargaining unit member will notify the Superintendent/Designee within two (2) days of receipt of the jury service notice or summons and the Board will have right to request the bargaining unit member's release or excuse from jury duty.

6A.12 Sabbatical Leave

The Board may approve a sabbatical leave for professional advancement or educational travel in accordance with the provisions of Section 24-6.1 of the Illinois School Code.

Any individual taking advantage of a sabbatical leave will remain with District 127 for a minimum of two (2) years after the sabbatical has ended. Should the individual leave the District before the two (2) year period has ended, any expenses incurred by the District for the sabbatical will be prorated and repaid.

6A.13 Leave of Absence

The Board may grant to a tenured teacher who has completed five (5) years at District 127 a one-year leave of absence without pay. The following provisions will govern such leave when granted:

1. A teacher returning from such leave shall have the same tenure rights as all other tenured teachers.
2. When granting such leave, the Board will consider seniority within the department and then seniority within the District.
3. Applications for leave for all of the ensuing year must be filed with the Superintendent no later than February 1st of the immediate school year. The administration shall make decisions known on all requests for a year's leave of absence prior to March 1st of each year.
4. This leave is not available for maternity or child-rearing purposes.
5. The employee may continue under the District's insurance plan with premiums paid by the employee one (1) month in advance to the Business Office.
6. The granting, withholding or conditioning of such leave of absence will be non-precedent setting with respect to any other request for such leave by such an employee or any other employee. If the leave is denied, the Board will provide the employee with written reasons for the denial.

6A.14 Military Leave

All military leaves of absences will be processed and provided consistent with all applicable state and federal laws and regulations. Please reference <http://illinoisattorneygeneral.gov/rights/guard.html> for additional questions.

6A.15 Child Rearing Leave

Non Probationary Teachers

Teachers may be granted an extended leave of absence for child-rearing purposes subject to the following conditions and limitations. No teacher is required to take a child-rearing leave but instead may utilize available sick leave for those workdays during which the employee is unable to work due to pregnancy or any pregnancy-related disability.

6A.15.1

Employees may commence child-rearing leave whenever they choose, but no later than the date of delivery.

6A.15.2

The duration of the leave shall be for the remainder of the school year in which it is granted plus one (1) additional year if requested by the teacher. Return will usually be at the beginning of the school year; however, the teacher may request an earlier return with the same considered and granted insofar as reasonably possible.

6A.15.3

All requests for such leave must be submitted in writing to the Superintendent/Designee at least sixty (60) calendar days prior to the beginning date of the leave unless circumstances shall require the leave to begin sooner.

6A.15.4

The teacher must notify the Superintendent/Designee by February 1st regarding intention to return to the District the following year. The District will send the teacher on child-rearing leave a written notice of the foregoing requirement between December 1st and January 15th of each year the teacher is then on leave by mailing the notice to the address of the teacher as shown in the District records. Teachers on child-rearing leaves shall be subject to honorable dismissal on the same terms as are applicable to all other teachers not on leave.

6A.15.5

Child-rearing leaves are without pay. While on leave, the teacher may continue to participate in the District's insurance plan in the same manner of participation at the time of the leave until termination of pregnancy at which time the teacher may, subject to the terms and conditions of the insurance policies, continue to participate in the District group insurance plan, provided the teacher pays the full cost of the premiums directly to the Board for transmittal to the carrier(s). No sick leave or disability leave may be used by a teacher on child-rearing leave.

6A.15.6

Upon return from the leave, the Board may assign the teacher to any available and open position in the District for which the teacher is legally qualified and licensed under the Rules and Regulations of the State Board of Education and the Illinois School Code.

6A.15.7

The teacher shall be permitted to retain all unused sick leave accrued as of the date of the leave.

6A.15.8

In the event of a stillbirth or the death of the child within sixty (60) days of the date of birth, any teacher on child-rearing leave may elect to terminate the leave and return to work on a date selected by the teacher and approved by the Board.

6A.15.9

Any teacher who lawfully adopts a child under age seven (7) shall be entitled to a child-rearing leave in accordance with the provisions of 6A.13.2 through 6A.13.8 above. A child-rearing leave for an adopted child shall commence on the date requested by the teacher and approved by the Superintendent/Designee.

Probationary Teachers

Probationary teachers who have completed one consecutive year of full time employment may be granted a Child-rearing leave subject to the requirements of the sub-sections above with the following modifications and with the following additions.

- a. Probationary teachers on Child-rearing leave and those who have taken Child-rearing leave shall be subject to non-renewal just as all other probationary teachers.
- b. The district will follow all applicable state rules on acquisition of tenure.
- c. The Superintendent/Designee will present requests for Child-rearing leave to the Board of Education for final approval.

6A.16 Family and Medical Leave

In accordance with the *Family and Medical Leave Act (FMLA)*, the Board, acting through the Superintendent/Designee, will grant eligible employees unpaid family and medical leave of absence under the following terms and conditions. Except as stated below, employees will not receive salary during the leave of absence.

6A.16.1 Definitions

- a. "Eligible teacher" means a teacher who has been employed in a full-time capacity with the Board for at least one (1) academic term and has at least 1,250 hours of service with the Board during the previous academic term. To determine hours of service for eligibility purposes, the number of days of service reported to the Illinois Teachers' Retirement System shall be multiplied by seven (7) hours per day. If two eligible members are spouses employed by the Board, each spouse may take twelve (12) work weeks of leave during any twelve (12) month period.
- b. Other terms shall be defined in the *Family and Medical Leave Act* and rules and regulations as promulgated by the United States Department of Labor. (<http://www.dol.gov/whd/fmla/>).

6A.16.2 Duration and Scheduling of Leaves

- a. Eligible employees may take up to 12 work weeks of family and medical leave in a 12-month period. For the purposes of this leave section, a "12-month period" for an employee shall be defined as July 1 to the following June 30.
- b. Leave may be taken in such amounts and at such times as permitted by the Act, and for teachers only, subject to the special provisions applicable to teachers

6A.16.3 Employee Notice of Leave

Employees shall provide notice of the need for such leave in accordance with the requirements of the Act and regulations

6A.16.4 Medical Leave Certification

Medical certification may be required of an employee as permitted by the Act and regulations

6A.16.5 Compensation and Benefits

- a. At the election of either the Board or eligible employee, eligible employee requesting Family and Medical Leave herein may use any available, accrued paid personal days towards computation of days used as part of any 12-week period allowed. At the election of either the Board or eligible employee, eligible employee requesting leave for family medical or personal medical leave may also use accrued paid sick leave. If such election is made by the Board or the eligible employee, and after all available accrued paid personal or sick days have been expended, the

Board shall grant any necessary additional unpaid leave so that the total of available Family and Medical leave equals 12 weeks.

- b. An employee on family or medical leave will continue to be covered under the District's life, health and dental insurance plans and will receive any other insurance benefits under the same terms as if the employee had been continuously working during the leave period. The continuation of benefits pursuant to this policy ends on the effective date of the notification to the Superintendent/Designee of his or her intent not to return to work, when the employee fails to return to work on the scheduled date unless an emergency exists preventing such a return, or if the employee exhausts his or her family medical leave rights. An employee, who fails to return to work without good cause shown, shall be required to repay the cost of all insurance benefits provided during the leave. Any modifications of benefits due to the Affordable Health Care Act will be implemented by the district.

6A.16.6 Employment Status

- a. During a family or medical leave, an eligible teacher will not accrue seniority.
- b. An eligible teacher returning from a family or medical leave shall be restored to the same position the teacher held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other conditions of employment. Step movement by eligible teachers who take leave pursuant to this Section shall be according to Board policy or practice; benefits likewise shall be as provided by Board policy or practice.
- c. A teacher on leave must report every 30 days on his or her status and intention to return to work and, in the case of a medical leave, provide periodic recertification by a health care provider.

ARTICLE VI – LEAVES (ESP)

6B.1 Sick Leave

Ten month employees will be entitled to twelve (12) days of sick leave per year with full pay based on the number of straight-time hours the employee works on a regular day, accumulative without limit.

Twelve month employees will be entitled to fourteen (14) days of sick leave per year with full pay based on the number of straight-time hours the employee works on a regular day, accumulative without limit.

All first year employees will earn their first year of sick days on a prorated basis. After their first year, employees will receive all of the earned sick leave at the start of the school year.

If the employee terminates his/her employment for any reason, the sick days will be prorated from July 1 to their last day of employment at their daily rate of straight-time hourly wage in that same calendar year.

6B.2 Reporting Leave Accumulation

The Board will furnish each bargaining unit member with the total sick leave credit available electronically by visiting: <https://skyward.d127.org/scripts/wsisa.dll/WService=wsFin/seplog01.w>

6B.3 Personal Leave

Each employee shall be allowed up to two (2) days non-cumulative personal leave for each school year at full pay. Except in cases of emergencies, an employee must complete the necessary form no later than two (2) days in advance of the day to be absent. In the case of an emergency or in the event it is not possible to give the two-(2) day notice, the emergency shall be explained to the Superintendent/Designee who may grant such leave.

Personal leave days may not be used for the purpose of extending vacations and/or may not be used the immediate day before and/or following a scheduled non-attendance day unless specific permission is granted by the Superintendent/Designee. Unused personal leave shall accumulate to sick leave at the end of the fiscal year.

All first year employees will earn their first year of personal days on a prorated basis. After their first year, employees will receive all of the earned personal days at the start of the school year.

If the employee terminates his/her employment for any reason, the personal days will be prorated from July 1 to their last day of employment at their daily rate of straight-time hourly wage in that same calendar year.

6B.4 Bereavement Leave

Funeral leave of three (3) days shall be granted for each death in the bargaining unit member's immediate family, in-laws, and/or grandparents of spouse. Funeral leave of one (1) day shall be granted for each death of an aunt, uncle, niece, or nephew if the bargaining unit member utilizes such day for attendance at the funeral. An additional two (2) days of funeral leave may be granted by the Superintendent or designee. The additional days used will be deducted from sick leave. Funeral leave shall be non-cumulative.

6B.5 Discretionary Leave

Two (2) days of sick leave may be used as discretionary personal days after the two (2) days of non-cumulative personal leave days are exhausted. The same requirements for personal leave shall apply.

For religious holidays, staff is allowed to take a discretionary leave that will be deducted from sick leave with approval of the Superintendent/Designee limit two per school year.

6B.6 Emergency Leave

Two (2) days of sick leave may be used as emergency personal leave after the two (2) non-cumulative personal leave days and two (2) discretionary leave days are exhausted.

6B.7 Personnel Working Hours on Emergency Closing Days

All 12-month technical services personnel and educational support staff are expected to be at work at their normal starting time. If an employee cannot make it to work at the normal time, the supervisor should be informed as soon as possible so that the work may be made up without a loss in pay. If the 12-month employee chooses not to report to work, he/she must inform his/her supervisor and take a personal or vacation day.

Employees who will not be working on emergency school closing days when the offices are open are teacher aides, less than 12-month support staff, monitor/security personnel and cafeteria staff. The day off is added at the end of the school year for less than 12-month staff, thus keeping their contractual hours the same.

The District Leadership Team reserves the right to close school and district offices if the situation warrants it. If the offices are closed, 12-month support employees will be paid the normal daily rate.

In the event of an early closing, the release time for union ESP employees is at the discretion of the Administration.

6B.8 Jury Duty

Bargaining unit members called to and serving on jury duty will suffer no loss of pay because of jury service, provided that the Board may deduct the amount received by the bargaining unit member for such jury service. The employee should submit check to the Business Office excluding the mileage and food allowance, and provided further that the bargaining unit member will notify the Superintendent/Designee within two (2) days of receipt of the jury service notice or summons and the Board will have the right to request the bargaining unit member's release or excuse from jury duty.

6B.9 Leave of Absence

The Board in its discretion may grant to an ESP who has completed five (5) years at District 127 a leave of absence without pay to an employee for a purpose it deems appropriate for a period of up to one (1) year upon such terms and conditions as the Board may elect. The granting, withholding or conditioning of such leave of absence will be non-precedent setting with respect to any other request for such leave by such an employee or any other employee. The Board will provide the employee with its decision in writing.

6B.10 Military Leave

All military leaves of absences will be processed and provided consistent with all applicable state and federal laws and regulations. Please reference <http://illinoisattorneygeneral.gov/rights/guard.html> for additional questions.

6B.11 Family Medical Leave Act

In accordance with the *Family and Medical Leave Act (FMLA)*, the Board, acting through the Superintendent/Designee, will grant eligible employees unpaid family and medical leave of absence under the following terms and conditions. Except as stated below, employees will not receive salary during the leave of absence.

6B.11.1 Definitions

- a. An employee is eligible for FMLA leave if they have been employed by the District in a full-time capacity for at least one (1) year and has at least 1,250 hours of service with the District during the previous year. If two (2) eligible members are spouses employed by the Board, each spouse may take twelve (12) work weeks of leave during any twelve (12) month period.
- b. Other terms shall be defined in the *Family and Medical Leave Act* and rules and regulations as promulgated by the United States Department of Labor. (<http://www.dol.gov/whd/fmla/>).

6B.11.2 Duration and Scheduling of Leaves

- a. Eligible employees may take up to 12 work weeks of family and medical leave in a 12-month period. For the purposes of this leave section, a "12-month period" for an employee shall be defined as July 1 to the following June 30.
- b. Leave may be taken in such amounts and at such times as permitted by the Act.

6B.11.3 Employee Notice of Leave

Employees shall provide notice of the need for such leave in accordance with the requirements of the Act and regulations

6B.11.4 Medical Leave Certification

Medical certification may be required of an employee as permitted by the Act and regulations

6B.11.5 Compensation and Benefits

- a. At the election of either the Board or eligible employee, eligible employee requesting Family and Medical Leave herein may use any available, accrued paid personal days towards computation of days used as part of any 12-week period allowed. At the election of either the Board or eligible employee, eligible employee requesting leave for family medical or personal medical leave may also use accrued paid sick leave. If such election is made by the Board or the eligible employee, and after all available accrued paid personal or sick days have been expended, the Board shall grant any necessary additional unpaid leave so that the total of available Family and Medical leave equals 12 weeks.
- b. An employee on family or medical leave will continue to be covered under the District's life, health and dental insurance plans and will receive any other insurance benefits under the same terms as if the employee had been continuously working during the leave period. The

continuation of benefits pursuant to this policy ends on the effective date of the notification to the Superintendent/Designee of his or her intent not to return to work, when the employee fails to return to work on the scheduled date unless an emergency exists preventing such a return, or if the employee exhausts his or her family medical leave rights. An employee, who fails to return to work without good cause shown, shall be required to repay the cost of all insurance benefits provided during the leave.

6B.11.6 Employment Status

- a. During a family or medical leave, an eligible employee will not accrue seniority.
- b. An eligible employee returning from FMLA leave will be restored to the same position the employee held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other conditions of employment.
- c. An employee on leave must report every thirty (30) days on his or her status and intention to return to work and in case of medical leave, provide periodic recertification by a health care provider.

6B.12 Exhaustion of Sick/Personal/Vacation Time

At such time that an employee has exhausted all available time off in any given year prior to the end of the year, and a day in excess of the allotted leave is taken, a progressive discipline plan will be implemented as follows, unless otherwise approved by the Superintendent/Designee. Progressive discipline plan continues year-to-year.

- Upon the next absence, the employee will be docked pay for the absence and will be suspended for one day without pay
- Upon a subsequent absence, the employee will be docked pay for the absence and will be suspended for two days without pay
- Any absence after that will result in further disciplinary action, which will most likely be a recommendation for termination.

Sick, vacation, and personal days are granted in advance at the beginning of each year, and should employment cease at any time prior to the end of the school year, the employee could be liable to repay the district for days used and not yet earned.

ARTICLE VII - WORKING CONDITIONS (Licensed Staff)

7A.1 Calendar Input

A Calendar Committee shall be convened annually for the express purpose of reviewing recommendations for the school calendar. The Calendar Committee will include representation from both the Administration and the GEA. Before presenting the calendar to the board, the Superintendent shall provide a copy of the Calendar Committee's proposed school calendar to the Association Co-Presidents. The Board shall decide the official school calendar.

7A.2 Licensed Staff Workdays

Unless one or more of the emergency days built into the school calendar are used to insure a minimum of one hundred seventy-six (176) days of actual pupil attendance, such emergency days shall not become licensed staff workdays.

7A.3 New Staff to the District

Any newly employed staff member will be offered a range of orientation experiences.

7A.4 Staff Meetings, On-Site Professional Development and Curricular Articulation

The Board of Education and the GEA support ongoing professional development for all licensed professional educators. This vision holds that professional development should be collaborative, sustained, focus on student results, and become part of a teacher's professional responsibilities.

7A.4.1 Faculty Forums

Faculty Forums are on-site building professional development and collaboration which occurs at after school staff meetings and all staff members are strongly encouraged to attend so that an active and coherent intellectual environment (one in which ideas can be exchanged and an explicit connection to the bigger picture of school improvement is made) can be sustained in both schools. Building administration shall call up to eight (8) after school staff meetings (Faculty Forum).

7A.4.2 Department Meetings

Department meetings shall occur at a maximum of one per month either before or after school hours. These meetings will be on a set schedule provided at the beginning of the year. All staff members are required to attend Department meetings unless prior arrangements have been made with the building principal.

7A.4.3 Staff Meetings

Administration reserves the right to call additional required staff meetings when necessary. Should the administration require all staff to attend a meeting on weekends, teachers shall be given released work time equal to the length of time of the meetings.

7A.4.4 Curricular Articulation Time

The goal of curricular articulation time is to provide focused time for staff members to collaborate in the development, review, revision, and improvement of instructional and support programs and opportunities for students. On curriculum late start days, teachers will work in their collaborative teams as it pertains to their content area roles and responsibilities as determined by district and building needs and initiatives. The agendas for these meetings are determined by the Department Chair and the building administrators. This professional development time should not be used for Department meetings. Teachers with ideas for professional development should submit their ideas to the Department Chair for consideration.

7A.4.5 Full Day Institute Days

On full day institute days, agendas are determined by the building and district administrators as determined by district and building needs and initiatives. Teachers will work a minimum of 2 hours in their collaborative teams as it pertains to their content area roles and responsibilities as determined by district and building needs and initiatives

7A.5 Open House

Attendance at Open House is required.

7A.6 Teacher Posting of Availability for Students

At the beginning of each semester, a department will post time and locations of availability for student help.

7A.7 Promotions and Vacancies

During the school year, notice of all known openings for staff vacancies in professional positions will be posted on the District Web site for at least 5 working days prior to filling the position(s).

Should an administrative hire occur, the Superintendent/Designee will communicate the hire to all staff.

Annually, members of the professional staff may file with the Principal/Designee a notice of any changes they may desire in their teaching field and/or extracurricular assignments by February 1.

An administrative check and balance system will be put in place to ensure that all position promotions/vacancies are properly posted before being filled.

When overload sections are available, consideration will be given to part-time licensed staff.

7A.8 Part-Time Licensed Staff

7A.8.1 Definition

A licensed staff member who has an instructional assignment of fewer than five periods per day is considered on part-time status. A non-instructional licensed staff member (e.g. social worker, psychologist, school nurse) who is assigned to duties for fewer than the number of hours designated as the normal work day in Appendix F of this agreement is considered to be on part-time status.

7A. 8.2 Responsibilities

Part-time licensed staff members are responsible for teaching each assigned class and for being in the building during assigned preparation periods and/or supervision as assigned. Any responsibilities dealing with classes taught and/or students taught remain the responsibility of the part-time licensed staff member. Part-time licensed staff members are responsible for attending a minimum of the equivalent of the percentage of Open House and Parent/Teacher Conferences that represents the percentage of their employment. Part time employees will be required to attend all full day institutes. Part-time employees have a responsibility to participate in the curricular work of the department through the designated professional development times during Late Starts, and therefore are encouraged, but not required, to attend late starts/early releases when the time is outside of their scheduled day. If part time employees are required to attend any meetings outside of their scheduled day, they will be paid the hourly curriculum rate for attending.

7A.8.3 Process

A request by a licensed staff member with contractual continued service to become or remain on part-time status will be made annually, according to the following procedure:

- Full-time licensed staff with contractual continued service that desire a part-time position, must put their request in writing to the Department Chair, Principal, and the Superintendent/Designee on or before February 1st of each year for consideration the following year. The Department Chair, Building Principal and Superintendent/Designee will review all such requests and jointly make a decision about the request. A decision will be communicated to the employee no later than April 15th each year. The Superintendent/Designee will present requests for part-time status to the Board of Education for final approval.
- The decision to grant a request will be based, primarily, on whether creation of the part-time position is in the best interests of students and the District. Additional criteria for decision-making will be program needs, building needs, and financial implications to the District.

Once a staff member initiates the request to be reduced to part-time status and after it is granted, that teacher may no longer demand an occupied position in order to return to full-time status. Notice of a request to return to full-time status shall be submitted in writing to the Superintendent/Designee no later than February 1 for consideration the following year. A part-time teacher who has previously been granted tenure requesting to return to full-time will be given first consideration for available full-time District positions granted the teacher is qualified for the position. The final decision on employment status will be communicated to the employee on, or before, April 15.

7A.9 Notice of Teaching Assignments

Teachers will be given notice as soon as reasonably possible of their teaching assignments for the next school year. Teachers who are involuntarily reassigned to a substantially different academic teaching assignment shall have the option within thirty (30) days of receiving notice of any such reassignment to resign from their employment with the District.

1. Voluntary Transfer

Any teacher presently on tenure or eligible for continued contractual status in the coming school term may apply for transfer to another building to fill a vacancy. Such application shall be in writing to the Superintendent/Designee on or before February 1st each year. Prior to filling any vacancy, the file containing transfer requests shall be reviewed by the Superintendent/Designee. Such transfer requests shall be maintained in such file until the beginning of the next school year. Transfer requests will be evaluated based on the following factors (listed in alphabetical order):

- Effect of extra-curricular assignments
- Evaluation ratings
- Experience
- Gender, including particularly to the physical education classes
- Number of preparations
- Qualifications (licensure/endorsements) of the teachers, including degree(s), special expertise, and interest
- Teacher preference

If the transfer is not granted, the teacher, upon written request, shall receive the reasons in writing. Transfer requests submitted after the February 1st deadline may be considered, but applications of the provisions of this section (Article VII) shall be at the discretion of the administration.

2. Involuntary Transfer

The parties recognize that in order to meet the staffing needs of the district it may be necessary to transfer a teacher involuntarily. The Superintendent/Designee may transfer a teacher when it is deemed to be in the best interests of the students, teacher, and school(s) affected.

Before any involuntary transfer from one building to the other becomes necessary, the Administration shall first actively seek qualified volunteers. If no volunteers are found, the Administration shall consider the following factors (listed in alphabetical order) in deciding to proceed with an involuntary transfer:

- Effect of extracurricular assignments
- Evaluation ratings
- Experience
- Gender, including particularly the assignment to physical education classes
- Number of preparations
- Qualifications (licensure/endorsements) of the teachers, including degrees, special expertise, and interest
- Teacher preference

Any teacher, who is involuntarily transferred, upon written request, shall receive the reasons in writing. Involuntary transfers shall not be made unreasonably.

Any teacher who is involuntarily reassigned to a substantially different academic training assignment shall upon request be given the opportunity to fully discuss the reasons for the reassignment with the administration. Teacher's regular assignments shall be within the scope of their license. For the purpose of this clause, a substantially different teaching assignment means assignment to teach in an academic subject area not taught by the teacher during the previous two (2) school years.

Annually, members of the professional staff may file with the Superintendent/Designee a written notice by February 1st of any changes they may desire in their teaching field and/or extracurricular assignments.

7A.10 Traveling Staff

A teacher who begins at Grayslake Central High School and finishes at Grayslake North High School will work an extra 25 minutes per day and will receive pay at the hourly curriculum rate. These full-time teachers are required to work a duty.

A teacher who begins at Grayslake North High School and finishes at Grayslake Central High School will be released from a duty for travel time.

7A.11 Mileage Reimbursement

Each individual bargaining member will submit vouchers of actual mileage by the end of each semester for reimbursement. The distance between the two high schools is 2.5 miles.

ARTICLE VII – WORKING CONDITIONS (ESP)

7B.1 Calendar Input

A Calendar Committee shall be convened annually for the express purpose of reviewing recommendations for the school calendar. The Calendar Committee will include representation from both the Administration and the GEA. Before presenting the calendar to the board, the Superintendent shall provide a copy of the Calendar Committee's proposed school calendar to the Association Co-Presidents. The Board shall decide the official school calendar.

7B.2 New Staff to the District

Any newly employed staff member will have a range of orientation experiences.

7B.3 Probationary Period

New employees and those hired after a break in continuous service with the Board will be regarded as probationary employees for ninety calendar (90) days of employment and will receive no continuous service credit during such period. Probationary employees may be laid off or discharged as exclusively determined by the Board, without cause and without recourse to the grievance procedure. Probationary employees continued in the service of the Board subsequent to the probationary period will receive full and continuous service credit from the date of original hiring or hiring after a break in continuous service with the Board.

The probationary period for ten month employees only occurs when school is in session. Any time worked in the prior school year will carry over and count towards the ninety calendar (90) days probationary period.

At the end of the bargaining unit members ninety calendar (90) day probationary period, the District will determine whether or not to continue the employee service to the District, or, extend the probationary period an additional thirty calendar (30) days.

7B.4 Work Day/Work Year

- a. Full-time, regular employees are defined as those employees who are scheduled for thirty-five (35) or more hours per week for the twelve (12) month period.

- b. Ten (10) month, regular employees are defined as those employees who are scheduled for thirty-five (35) or more hours per week for the ten (10) month period.
- c. Part-time employees are defined as those who are scheduled for less than thirty-five (35) hours per week.

7B.5 Work Schedules

1. When school is in session, Employees' hours will begin no earlier than 6:30 a.m. and end no later than 5:00 p.m. unless mutually agreed between the Association and the Board.
2. The following groups: Paraprofessionals (classroom/program aides), Library Aides, Hall Monitors, ISS supervisors, and Nurse's Aides are to be in attendance for the full day on any day in which students are in attendance for any portion of the day. This includes early release days, and late start days. On the 4 full day institute days, these groups may attend if they choose, and will be paid their regular hourly rate. There may be times when these groups will be required to attend a full or partial day on one or more of the 4 full day institutes. If so, they will be notified in advance of the time required and they will be paid their regular hourly rate for the hours attended.
3. The Board may approve an adjusted work week during the summer. Prior to making a recommendation to the Board regarding a summer schedule, the Superintendent/designee will meet with the Association President/designee to discuss the summer schedule. The summer schedule will be determined and work schedules adjusted prior to the last day students attend school before the summer break.
4. If it becomes necessary, The Superintendent/Designee will have the discretion to alter the hours of work within an employee's workday; it will be with the agreement of the employee and the Association, and based on student and/or organizational needs.
5. Employees may be required to work special events that are part of the regular school program (e.g., Parent-Teacher Conference nights, Career Night, Open House). Employees will be paid at an overtime rate of one and one-half (1.5) times their regular wage for all hours worked over forty (40) hours for that week.
6. For employees scheduled for an 8.5 hour day, their daily schedule will include a paid 15-minute break in the morning, a 30-minute unpaid lunch, and a paid 15-minute break in the afternoon. Employees must schedule all breaks and lunches so as to ensure that the District and school offices will have continuous services at all times.
7. ESP Staff with sponsorship responsibilities will coordinate their schedule with the Building Principal for club meetings, as long as there is no conflict with the employee's regular job responsibilities.

7B.6 Involuntary Transfer between Buildings

In the event that an involuntary transfer becomes necessary, the transfer shall be made in the best interest of the students based on the following factors (listed in alphabetical order):

- Balance of experience.
- ESP preference
- Experience at Grayslake Community High School District 127.
- Preference of Administrator/Supervisor.
- Qualifications of the ESP, including special expertise and interest.

In the event, upon request of the transferred ESP to the Superintendent/Designee, the employee shall receive the reasons for the transfer selection in writing.

ARTICLE VIII – TEACHER COMPENSATION AND FRINGE BENEFITS (Licensed Staff)

8A.1 Salary Schedule

The salary schedule for the 2018–2019, 2019–2020, and 2020–2021 school years is set forth in Appendix A of this Agreement. Teachers shall each receive one (1) vertical step (except those at the top of the schedule) and all appropriate horizontal movement.

8A.1.1

The Board shall remit to the Illinois Teachers' Retirement System (TRS), on behalf of each teacher, the required contribution, which will be deducted from all creditable compensation.

8A.1.2

Teachers shall typically take graduate level courses in the subject area in which the teacher is licensed or in the field of education in order to move horizontally on the salary schedule. All coursework must be from a university accredited by the National Council for Accreditation of Teacher Education (NCATE) and be pre-approved by the Superintendent/Designee to be eligible for reimbursement and/or movement on the salary schedule. Coursework should be from a university or college that offers graduate degree programs in education and/or educational leadership. All courses submitted for salary schedule credit, including graduate, and courses outside the subject area in which the teacher is licensed or outside the field of education, online courses, or courses not pursuant to a previously approved degree program must be approved in advance by the Superintendent/Designee to qualify for horizontal movement. It is understood that insufficient course rigor, particularly with respect to online courses, may result in denial of the course for salary schedule credit.

A teacher shall qualify for horizontal movement when official notice and transcripts covering courses completed are received by the Superintendent/Designee. All horizontal movement shall occur with the first check or the thirteenth check of each school term. Revision of compensation shall occur retroactive to the beginning of the school year (first check) if official notification is received prior to the first day of classes and an official transcript is received within forty-five (45) days after the beginning of the school term. If the official transcript is received more than forty-five (45) days after the beginning of the school term but prior to the issuance of the thirteenth check, then revision of compensation shall occur with the thirteenth check.

Revision of compensation shall occur retroactive to the beginning of the thirteenth check if official notification is received prior to the thirteenth check and an official transcript is received within forty-five (45) days after the thirteenth check. If the official transcript is received more than forty-five (45) days after the thirteenth check then revision of compensation shall occur with the first check of the school year next following.

8A.1.3

After being frozen at a step, a teacher who completes the appropriate graduate credits for lateral (horizontal movement) on the salary schedule will also be moved vertically to recoup the total number of years of experience. No retroactive pay will be awarded.

8A.2 Extracurricular

Compensation for extracurricular/co-curricular activities shall be according to the provisions of Appendix A.1 and Appendix A.2 of this Agreement.

8A.3 Medical, Dental, Term Life, and Vandalism Insurance

Insurance plans will be adjusted to meet industry standards and the Affordable Health Care Act.

Category I – Continuous employment prior to the 1992-1993 school year:

1. The Board will contribute an amount equal to the full single premium rate per teacher toward the cost of medical insurance under the District's current group plan.
2. Those teachers currently enrolled in the annuity plan in lieu of the medical plan will continue in the annuity at the HMO rate.
3. The Board will contribute an amount equal to the single premium rate per teacher toward the cost of dental insurance under the District's current group rate.
4. Group term life insurance will be one (1) times the teacher's annual salary rounded to the nearest thousand. Premium is to be provided by District.

Category II– Current employees and newly hired employees beginning with the 2018 – 2019 school year (working at least 30 hours per week):

1. The Board will contribute an amount equal to the full single premium rate per employee toward the cost of medical insurance under the District’s current plan.
2. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus spouse program effective July 1, 2018 with no change in subsidized structure.
3. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus children program effective July 1, 2018 with no change in subsidized structure.
4. The Board will contribute an amount equal to \$400.00 per month for employees enrolled in family coverage effective July 1, 2018, with no change in subsidized structure.
5. The Board will contribute an amount equal to two single rates plus \$400.00 or actual total family premium, whichever is less, for married teachers who are both employed by the district.
6. The Board will contribute an amount equal to the single premium rate per teacher toward the cost of dental insurance under the District’s current group plan.
7. Group term life insurance will be one (1) times the teacher’s base annual salary rounded to the nearest thousand. Premium is to be provided by the District.

Category III– New less than full-time employees (less than 30 hours or 0.8 (80%) FTE per week)

1. Less than full-time (less than 30 hours per week **or less than 0.8 (80%) FTE**) teachers may participate in the District’s group medical and dental insurance plan at their own expense.

Vandalism Insurance – If a staff member’s vehicle is vandalized while parked in a District 127 parking lot, the Board will pay up to \$200.00 (two hundred dollars) of the staff member’s insurance deductible to have the car repaired if the vandal is not caught or is financially unable to pay. This will be limited to five (5) incidents per year.

8A.3.a Insurance Advisory Committee

- a. The IAC will consist of three members of the GEA appointed by the co-presidents of the union and three administrators appointed by the superintendent. The number of committee members may change upon mutual agreement. This shall be a standing committee with members reappointed annually. At least one member should serve a two year term for consistency.
- b. The purpose of the IAC shall be to review and make suggestions/recommendations on all aspects of the current insurance and other provider plans.
- c. This committee shall meet a minimum of 3 times during the school year.

8A.4 Salary Reduction Plan

Section 403(b)

Annually, for each school year of this Agreement, each individual teacher shall be allowed to make a salary reduction election for contributions in accordance with the terms of the District’s 403(b) plan.

Section 125

The purpose of this Plan is to provide employees of District 127 a choice between full compensation and benefits under the dependent care, medical care and medical reimbursement plans maintained by the District. This Plan is intended to qualify under Section 125 of the Internal Revenue Code of 1986 as amended and is to be interpreted in a manner consistent with the requirements of Section 125 of the Internal Revenue Code. Employees must be eligible for enrollment in the District 127 insurance plan to participate in FLEX/Section 125.

The Plan may at any time be amended or terminated by a written instrument agreed upon and signed by the Board of Education and the Association. Annually, each staff member shall receive a copy of the Salary Reduction Plan.

8A.5 Tuition Reimbursement

To qualify for reimbursement for academic work beyond the Bachelor's Degree, the teacher must follow district procedures and submit, in writing, to the Superintendent/Designee:

1. Official verification of the costs of said course work.
2. Official verification of the completion of said coursework.

The Board of Education shall reimburse the teacher only for development in the field of education at a rate not to exceed \$220.00 per credit hour, for the cost of tuition, books and fees for course work actually paid by the teacher. All coursework must be from a university accredited by the National Council for Accreditation of Teacher Education (NCATE) and be pre-approved by the Superintendent/Designee to be eligible for reimbursement and/or movement on the salary schedule. Coursework should be from a university or college that offers graduate degree programs in education and/or educational leadership. Course work reimbursement shall not exceed twelve (12) credit hours per year (prorated for part time staff members), with a limit of six (6) credit hours per semester commencing with the first day of the school term and ending with the day before the next school term. The maximum hours the Board of Education will approve for professional improvement unless mandated by the Board, shall not exceed 2.00 hours per eligible FTE per the contract year. This benefit is available to teachers who have been employed for at least two (2) years of full time experience with District 127.

For the purpose of increasing staff members availability to teach Dual Credit classes, employees earning a Masters Degree in the teaching content area (English, Math, Science, Social Studies, and World Language), the Board of Education shall reimburse the teacher at a rate not to exceed \$320.00 per credit hour, for the cost of tuition, books and fees for course work actually paid by the teacher. All coursework must be from a university accredited by the National Council for Accreditation of Teacher Education (NCATE) and be pre-approved by the Superintendent/Designee to be eligible for reimbursement and/or movement on the salary schedule. Coursework should be from a university or college that offers graduate degree programs in education and/or educational leadership. Course work reimbursement shall not exceed twelve (12) credit hours per year (prorated for part time staff members), with a limit of six (6) credit hours per semester commencing with the first day of the school term and ending with the day before the next school term. The maximum hours the Board of Education will approve for professional improvement unless mandated by the Board, shall not exceed 2.00 hours per eligible FTE per the contract year. This benefit is available to teachers who have been employed for at least two (2) years of full time experience with District 127.

Procedure:

Allotment of Hours: The allotment of hours for the school year will be 2.00 hours per eligible FTE per contract year. Unused hours will accumulate within a contract year and may carry over to the next contract year. At the beginning of each school year the Superintendent and the GEA President will establish the number of eligible teachers.

Application and Approval:

1. Approval requests for all coursework must be submitted a minimum of 30 days prior to the start date of the course to your immediate supervisor.
2. Courses will only be approved for one semester at a time (summer, fall, spring) with timeframe of classes determined by University schedules
3. Upon completion of a course, all forms must be turned in before the end of the next semester to be eligible for reimbursement (for example, fall class forms must be turned in before the end of the spring semester)
4. In the event of more applications than semester hours allotted, the approval date and time will be the determining factor for granting reimbursement.
5. The Superintendent/Designee may approve courses outside of the given dates if the circumstances dictate it is needed.
6. Staff members must notify the District if they are dropping any classes so the hours are available in the pool again

Coursework that would typically be reimbursable would include graduate level courses in the subject area in which the teacher is licensed, or enrollment in an approved graduate level program leading to an advanced degree. Teachers who are enrolled in an approved graduate program may be granted approval for online courses that are required as part of the graduate program. For teachers who are enrolled in other graduate courses beyond their Master's degree, a maximum of one (1) online course per year for graduate courses in the teacher's current field may be approved for reimbursement. Reimbursement shall be paid only after presentation of a paid receipt and evidence of course completion with a final grade of "B" or higher.

8A.6 District Retirement Plan

Eligible teachers may receive the following benefits for providing advance notice of retirement.

Eligibility

1. There shall be available for the duration of this Agreement three voluntary retirement programs available to tenured teachers who meet all of the following eligibility criteria (additional eligibility requirements are stated in each program described below):
2. Completed at least twenty (20) years of full-time teaching service (including unused District 127 sick leave time) in the employment of District 127;
3. Filed for and eligible for participation in the retirement program of the Illinois Teachers Retirement System; and
4. Is considered by TRS to be at least age 55 and at the time of retirement will be eligible for a discounted or non-discounted annuity from TRS.
5. At the time of retirement, the teacher's retirement will not require a contribution, payment or penalty of any kind to be paid by the District to TRS. In the event a teacher participates in any TRS program that would require a payment, penalty, or contribution from the Board, the teacher shall not be eligible to participate in this District Plan and shall be required to repay any salary enhancements, penalties, and/ or other benefits received under this Plan.
6. Participating teachers who elect to participate in this retirement program will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a prior or successor bargaining agreement.

A. Retirement at the end of the 2019, 2020, 2021, 2022, or 2023 school years

Eligibility:

This short-term retirement incentive is available to licensed staff members who meet the applicable eligibility requirements and submit an irrevocable letter of intent to retire at the close of the 2018-2019, 2019-2020, 2020-2021, 2021-2022 or 2022-2023 school years to the Superintendent or designee no later than May 1, 2019.

The staff members will have completed at least twenty (20) years of full-time employment (including unused District 127 sick leave time, accumulated at D127 only) but less than 35 years of TRS service, as a licensed staff member at the time of retirement.

Benefits:

As a voluntary retirement benefit for qualifying staff members, the Board agrees to increase the staff member's TRS creditable earnings by three percent (3%) over the preceding year's TRS creditable earnings for each of their one, two, three or four final years of employment in lieu of any other raise, step, or other creditable earnings increase to which the staff members may otherwise have been entitled.

Under no circumstances may a staff member participating in this program receive a creditable earnings increase of more than three percent (3%) over the staff member's prior year's creditable earnings.

If a staff member performs any new or different activities that would cause the staff member to incur an earnings increase in excess of three percent (3%), the staff member shall have the choice of not performing the

activity or accepting a lesser rate of pay, that would not cause the earnings increase to exceed three percent (3%).

- If a staff member does not perform an extra duty assignment that was included in the original computation of TRS creditable earnings (i.e. the base year), the retirement benefit will be reduced proportionally.
- After retirement, the staff member shall be provided with a post-retirement service recognition bonus of \$10,000.00 plus \$625.00 for each year over the twenty years of full-time service with Grayslake Community High School District 127. The service recognition bonus will be paid as a lump sum to the staff member by August 15, provided the teacher has retired into the Illinois Teachers' Retirement System and has received his or her final paycheck for regular earnings.

B. Retirement at the end of the 2024 and 2025 school years

Eligibility:

This retirement incentive is available to licensed staff members who meet the applicable eligibility requirements and submit an irrevocable letter of intent to retire at the close of the 2024–2025 or 2024-2025 school years to the Superintendent or designee no later than February 1, 2020 or February 1, 2021 respectively.

The staff members will have completed at least twenty (20) years of full-time employment (including unused District 127 sick leave time, accumulated at D127 only) but less than 35 years of TRS service, as a licensed staff member at the time of retirement.

Benefits:

As a voluntary retirement benefit for qualifying staff members, the Board agrees to increase the staff member's TRS creditable earnings by three percent (3%) over the preceding year's TRS creditable earnings for each of their four final years of employment in lieu of any other raise, step, or other creditable earnings increase to which the staff members may otherwise have been entitled.

Under no circumstances may a staff member participating in this program receive a creditable earnings increase of more than three percent (3%) over the staff member's prior year's creditable earnings.

If a staff member performs any new or different activities that would cause the staff member to incur an earnings increase in excess of three percent (3%), the staff members shall have the choice of not performing the activity or accepting a lesser rate of pay, that would not cause the earnings increase to exceed three percent (3%).

- If a staff member does not perform an extra duty assignment that was included in the original computation of TRS creditable earnings, the retirement benefit will be reduced proportionally.
- After retirement, the staff member shall be provided with a post-retirement service recognition bonus of \$10,000.00 plus \$625.00 for each years over the twenty years of full-time service with Grayslake Community High School District 127. The service recognition bonus will be paid as a lump sum to the staff member by August 15, provided the teacher has retired into the Illinois Teachers' Retirement System and has received his or her final paycheck for regular earnings.

C. Retirement for those licensed staff members with 35 years of TRS creditable service and 20 years of full-time service with District 127

Eligibility:

The staff members will have completed at least twenty (20) years of full-time employment (including unused District 127 sick leave time, accumulated at D127 only) and 35 years of TRS service, as a licensed staff member at the time of retirement. The eligible staff member must submit an irrevocable letter of intent to retire to the Superintendent or designee no later than February 1 of the school year prior to when the benefits are to begin.

Benefits:

As a voluntary retirement benefit for qualifying staff members, the Board agrees to increase the staff member's TRS creditable earnings by three percent (3%) over the preceding year's TRS creditable earnings for each of their four final years of employment in lieu of any other raise, step, or other creditable earnings increase to which the staff members may otherwise have been entitled.

Under no circumstances may a staff member participating in this program receive a creditable earnings increase of more than three percent (3%) over the staff member's prior year's creditable earnings.

If a staff member performs any new or different activities that would cause the staff member to incur an earnings increase in excess of three percent (3%), the staff member shall have the choice of not performing the activity or accepting a lesser rate of pay that would not cause the earnings increase to exceed three percent (3%).

- If a staff member does not perform an extra duty assignment that was included in the original computation of TRS creditable earnings (i.e. base year), the retirement benefit will be reduced proportionally.
- After retirement, the staff member shall be provided with a post-retirement service recognition bonus of \$30,000.00. The service recognition bonus will be paid as a lump sum to the staff member by August 15, provided the teacher has retired into the Illinois Teachers' Retirement System and has received his or her final paycheck for regular earnings.

D. Duration of Program

The entire retirement program set forth in this Section shall be available only for the life of this Collective Bargaining Agreement and shall sunset at the end of the Agreement. Participating teachers who elect to retire under the provisions of this program will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

E. Insurance

Teachers retiring under this program will be allowed the opportunity to continue coverage in the District's medical and dental insurance plan to the extent permitted under the terms of each plan. The teacher will be required to pay the complete premium to the Business Office/Designee.

ARTICLE VIII - WAGES AND BENEFITS (ESP)

8B.1 Wage Schedules (See Appendix B)

8B.2 Pay Days

Employees will be paid by direct deposit every other Friday (26 total pays per fiscal year).

8B.3 Medical Insurance

The Board will contribute an amount equal to the full single premium rate per bargaining unit member toward the cost of medical insurance under the District's current plan for employees who regularly work thirty (30) or more hours a week.

Full-time employees for the 2018–2019 school year only:

1. The Board will contribute an amount equal to the full single premium rate per employee toward the cost of medical insurance under the District's current plan.
2. The Board will contribute an amount equal to the single premium rate per employee toward the cost of dental insurance under the District's current group plan.

3. The Board will contribute an amount equal to \$400.00 per month for employees enrolled in family coverage effective July 1, 2018, with no change in subsidized structure.
4. The Board will contribute an amount equal to two single rates plus \$400.00 or actual total family premium, whichever is less, for married staff who are both employed by the district.
5. No later than April 1, 2019 the Board will pay a one-time stipend of 1,200.00 to each full time employee, who was enrolled in family coverage as of July 1, 2018. The stipend is subject to all withholdings required by law.
6. The Board will contribute an amount equal to the single premium rate per employee toward the cost of dental insurance under the District's current group plan.

Current employees and newly hired employees beginning with the 2019–2020 school year (working at least 30 hours per week):

1. The Board will contribute an amount equal to the full single premium rate per employee toward the cost of medical insurance under the District's current plan.
2. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus spouse program effective July 1, 2018 with no change in subsidized structure.
3. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus children program effective July 1, 2018 with no change in subsidized structure.
4. The Board will contribute an amount equal to \$500.00 per month for employees enrolled in family coverage effective July 1, 2019, with no change in subsidized structure.
5. The Board will contribute an amount equal to two single rates plus \$500.00 or actual total family premium, whichever is less, for married staff who are both employed by the district.
6. The Board will contribute an amount equal to the single premium rate per employee toward the cost of dental insurance under the District's current group plan.

New less than full-time employees (less than 30 hours per week)

1. Less than full-time (less than 30 hours per week) employees may participate in the District's group medical and dental insurance plan at their own expense.

Vandalism Insurance – If a staff member's vehicle is vandalized while parked in a District 127 parking lot, the Board will pay up to \$200.00 (two hundred dollars) of the staff member's insurance deductible to have the car repaired if the vandal is not caught or is financially unable to pay. This will be limited to five (5) incidents per year.

8B.4 Term Life Insurance

Group term life insurance will be one (1) times the bargaining unit member's annual salary rounded to the nearest thousand. The premium is to be provided by the District.

8B.4.a Insurance Advisory Committee

- a. The IAC will consist of three members of the GEA appointed by the co-presidents of the union and three administrators appointed by the superintendent. The number of committee members may change upon mutual agreement. This shall be a standing committee with members reappointed annually. At least one member should serve a two year term for consistency.
- b. The purpose of the IAC shall be to review and make suggestions/recommendations on all aspects of the current insurance and other provider plans.
- c. This committee shall meet a minimum of 3 times during the school year.

8B.5 Salary Reduction Plan

Section 403(b)

Annually, for each school year of this Agreement, each individual staff member shall be allowed to make a salary reduction election for contributions in accordance with the terms of the District's 403(b) plan.

Section 125

The purpose of this Plan is to provide employees of District 127 a choice between full compensation and benefits under the dependent care, medical care and medical reimbursement plans maintained by the District. This Plan is intended to qualify under Section 125 of the Internal Revenue Code of 1986 as amended and is to be interpreted in a manner consistent with the requirements of Section 125 of the Internal Revenue Code. Employees must be eligible for enrollment in the District 127 insurance plan to participate in FLEX/Section 125.

The Plan may at any time be amended or terminated by a written instrument agreed upon and signed by the Board of Education and the Association. Annually, each staff member shall receive a copy of the Salary Reduction Plan.

8B.6 Full-Time Employee Holidays

All full-time employees who have passed their probationary period will receive the following paid holidays:

Holidays for 10 month employees:

Martin Luther King's Birthday
President's Day
Casmir Pulaski Day*
Memorial Day
Labor Day
Columbus Day
Veterans Day *
Thanksgiving Day

Note: Good Friday will be an unpaid non-attendance day for all ten and twelve month employees.

Holidays for 12 month employees

New Year's Eve Day
New Year's Day
Martin Luther King's Birthday
President's Day
Casmir Pulaski Day*
Memorial Day
July 4th
Labor Day
Columbus Day
Veterans Day *
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Employees on authorized vacation will be entitled to holiday pay if it falls during their vacation period. If an employee is on authorized paid sick leave when one of these paid holidays is observed, that holiday or those holidays will not be counted as paid sick leave.

*When Casmir Pulaski Day and/or Veteran's Day is waived through the state approved waiver process, and school is in session with students in attendance, 10 and 12 month staff will be paid for the designated NIA day proposed by the calendar committee and approved by the board in lieu of the Casmir Pulaski Day and/or Veteran's Day holidays.

8B.7 Call In Holiday Pay

If an employee is called into work on a designated holiday, that employee will receive a rate of pay at two (2) times their hourly rate for that specific date.

8B.8 Vacations

- a. In computing the vacation time, the period from July 1st through June 30th will be considered the working year.
- b. All twelve (12) month full-time employees who have completed their probationary period will receive paid vacation days (prorated) based on their date of hire. Employees can earn up to the number of days of paid vacation during the year of service as provided below. Employees must be present at work for 120 work days in the year (July 1 – June 30) before salary increases, and vacation day increases are applied for the next year.
- c. All first year twelve (12) month employees will earn their first year of vacation days on a prorated basis. After their first year, employees will receive all of the earned vacation up front. Five unused days of vacation can be carried over to the next fiscal year and must be used by December 31st of that year.
- d. If the employee terminates their employment for any reason, their vacation days will be prorated from July 1 to their last day of employment at their daily rate of straight-time hourly wage in that same calendar year.

The total number of vacation days divided by 260 days equals a prorated vacation day value.

Years of Service	Number of Earned Vacation Days	Years of Service	Number of Earned Vacation Days
Year 1	10	Year 12	20.5
Year 2	11	Year 13	21.0
Year 3	12	Year 14	21.5
Year 4	13	Year 15	22.0
Year 5	14	Year 16	22.5
Year 6	15	Year 17	23.0
Year 7	16	Year 18	23.5
Year 8	17	Year 19	24.0
Year 9	18	Year 20	24.5
Year 10	19	Year 21+	25.0
Year 11	20		

8B.9 Coursework Reimbursement

The Board will provide 100 percent reimbursement to employees who have successfully completed job-related or career-related coursework provided the Board or its designee has given previous written approval for such course work and the employee receives a grade of “C” or better for such course work or passes in a pass/fail course. Reimbursement will be paid after receipt of appropriate evidence of successful completion of such coursework.

It is not the intent of this section to have the Board pay for an employee’s college education or advanced degree. The employee must be able to demonstrate that coursework will be advantageous to a program that the employee is involved in or a position held at Grayslake Community High School District 127.

8B.10 Mileage Reimbursement

Each individual bargaining member will submit vouchers of actual mileage by the end of each semester for reimbursement. The distance between the two high schools is 2.5 miles.

8B.11 Overtime

All hours worked over forty (40) hours in a week will be overtime and will be compensated at the rate of one and one-half (1.5) times the employee’s regular rate of pay. Holidays or leave days do not qualify as hours worked. Prior to working any overtime, the employee must obtain approval from the Superintendent/Designee or the employee’s immediate supervisor.

8B.12 Retirement

If an ESP member has more than 20 years of service with the District, the employee will be entitled to a 6.0% increase in hourly wage in their final two years of service, in lieu of the annual increase. The ESP member must notify the Superintendent/Designee by February 1st of the intent to retire in the year prior to the intent to retirement. Upon retirement the employee may use any accumulated, unused sick leave time for any purpose permitted by the Illinois Municipal Retirement Fund.

ARTICLE IX – DISTRICT COMMUNICATION

9.1 Communication Vehicle

The Superintendent, the Association Co-President and designees shall meet to discuss matters which in the opinion of either party impacts the smooth operation of the District. In general, these meetings will be held regularly during the school year. Advisory resources may be at meetings as each party deems necessary.

ARTICLE X - LABOR MANAGEMENT RELATIONS COMMITTEE

The parties shall organize a labor management committee designed to serve as a vehicle for informal resolution of labor management concerns as such concerns may arise before, during, or after the ratification of any collectively bargained agreements. By participating in committee discussions, neither party waives its right to engage in formal collective bargaining or to declare any issue non-negotiable within the meaning of the Illinois Educational Labor Relations Act as interpreted by IELRB rules, regulations or decisions or judicial interpretations thereof, unless such party expressly agrees to such waiver in writing.

Either the Grayslake Education Association Executive Board or the Board of Education may call a Labor Management Relations Committee meeting. No later than five (5) school days after the call has been issued, each party shall provide the other party with a descriptive agenda which reviews the items to be discussed at the meeting. A meeting of the Labor Management Relations Committee shall follow no later than fifteen (15) school days following the call for a meeting.

10.1 Impact Bargaining

Items that the Association deems of sufficient importance to be usually needing impact bargaining shall be so indicated in a meeting of the Labor Management Relations Committee called by the Association or agreed to by the two constituencies. Impact bargaining items decided upon need ratification by the Board and, at least, the full executive committee of the Grayslake Education.

10.2 Process of the Committee

The committee shall be free to choose the best appropriate process for dealing with business, the level(s) of formality, and so forth, mindful of various models available.

10.3 Communication Vehicle

The Superintendent, the Association President and designees shall meet when deemed necessary to discuss matters which in the opinion of either party impact on the smooth operation of the building/District. Advisory resources may be at meetings as each party deems necessary.

10.4 Composition of the Committee

The committee shall consist of six (6) members, three selected by the Board and three by the Association. Among those for the Board shall be the Superintendent/Designee, one Board member who participated in the negotiations for the

current contact and one Board designee. For the Association, the members shall be the President/Designee and two Association members, one of whom participated in the negotiations of the current contract.

10.5 Scope of the Committee

The items for committee business shall include, but not be limited to, the following subjects: mediation of grievances, points of contract interpretations, and such items considered necessary to a smooth regulation of matters affecting all conditions of the school environment.

ARTICLE XI – EVALUATION

11.1 Evaluation

The District 127 Evaluation Plan shall not be altered without the approval of the Board and the Association and the plan shall be consistent with the current Illinois School Code and all related legislation. The Illinois School Code for remediation will be followed as needed.

An evaluation committee will be convened, as necessary, to review and revise the teacher and/or ESP evaluation plan. Committee members will be appointed by the Board and the Association respectively. The evaluation plan will be both formative and summative in nature.


ARTICLE XII – LEGALITY

If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes, no other provisions of this Agreement will be invalidated thereby. All parties will meet as soon as possible to agree on a substitute provision. However, if the parties are unable to agree on a substitute provision within thirty (30) days following commencement of the initial meeting, then the matter will be postponed until contract negotiations are reopened.


ARTICLE XIII – DURATION

This Agreement shall be effective as of the first day of the 2018 – 2019 school term upon ratification by both parties and shall remain in full force and effect until the day before the first day of the 2021 – 2022 school term.

For the Association




Co-President




Co-President

For the Board of Education



President



Vice President

APPENDIX - XI

SUMMARY OF EVALUATION PROGRAM

The following Plans represent various evaluation models that may apply to a Teacher or Counselor (page numbers refer to the Evaluation Plan). This Appendix is provided for information purposes only and is not subject to the contractual grievance procedure. For a complete explanation of the District Teacher/Counselor Evaluation Plan, please see the actual Plan document.

Plan 1: Professional Growth Plan for the Non-tenured Educator

Plan One is a one-year evaluation cycle with goal setting, self-reflections, clinical observation and an artifact collection of evidence (page 8). For each probationary educator, a minimum of three observations shall be required each school year, of which two must be formal observations.

All educators new to the staff shall be employed on a probationary, year-to-year basis as they work toward tenure. Continuation of employment shall be contingent upon the endorsement of the Superintendent and the approval of the Board of Education.

Plan 2: Professional Growth Plan for the Tenured Staff Member

Plan Two is a two-year evaluation cycle with goal setting, self-reflection and an artifact collection of evidence (page 9). For each tenured educator who received either an Excellent or a Proficient performance evaluation rating in his/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.

At least one informal observation per school year is required. At least one formal observation per evaluation cycle is required.

Plan 3: Professional Growth Plan for Staff Member with a Needs Improvement Rating

Plan Three is a one-year evaluation cycle with a Professional Development Plan addressing the areas identified as “Needs Improvement”, self-reflection, clinical observation and an artifact collection of evidence (page 10). For each educator who received a Needs Improvement evaluation rating in his/her last performance evaluation, a minimum of three observations shall be required in the school year immediately following the year in which the Needs Improvement rating was assigned; of which two must be formal observations.

Plan 4: Professional Growth Plan for Staff Member with an Unsatisfactory Rating

A 90-day remediation plan and evaluation cycle in accordance with the Illinois State Code (page 11).

A “formal observation” means a specific window of time that is scheduled with the educator and the evaluator. An observation of the educator shall be 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” means observations of an educator that are not announced in advance of the observation and not subject to a minimum time requirement.

A new principal may evaluate any educator in his/her first year of employment. If an off cycle tenured educator is evaluated, his/her two-year evaluation cycle will be reinstated following a summative rating of Proficient or Excellent.

APPENDIX A

**Grayslake Community High School District 127
Salary Schedule for 2018-2019**

Step	3.00%	3.30%	3.30%	2.80%	2.80%	2.80%
Step	B	B+15	M	M+10	M+20	M+30
1	\$46,724	\$48,266	\$49,859	\$51,255	\$52,690	\$54,165
2	\$48,126	\$49,714	\$51,354	\$52,792	\$54,271	\$55,790
3	\$49,569	\$51,205	\$52,895	\$54,376	\$55,899	\$57,464
4	\$51,057	\$52,741	\$54,482	\$56,007	\$57,576	\$59,188
5	\$52,588	\$54,324	\$56,116	\$57,688	\$59,303	\$60,963
6	\$54,166	\$55,953	\$57,800	\$59,418	\$61,082	\$62,792
7	\$55,791	\$57,632	\$59,534	\$61,201	\$62,914	\$64,676
8	\$57,465	\$59,361	\$61,320	\$63,037	\$64,802	\$66,616
9		\$61,142	\$63,159	\$64,928	\$66,746	\$68,615
10		\$62,976	\$65,054	\$66,876	\$68,748	\$70,673
11		\$64,865	\$67,006	\$68,882	\$70,811	\$72,793
12			\$69,016	\$70,948	\$72,935	\$74,977
13			\$71,086	\$73,077	\$75,123	\$77,227
14			\$73,219	\$75,269	\$77,377	\$79,543
15			\$75,416	\$77,527	\$79,698	\$81,930
16			\$77,678	\$79,853	\$82,089	\$84,388

B or B+15 only:

- a. Any staff member off schedule after B Step 8 and B+15 after Step 11 will receive a 0.50% increase over the prior year.
- b. Any staff member moving lanes will be placed on the same Step and moved to the appropriate cell based on credit hours earned.

M or above only:

- a. Any staff member on the schedule moving lanes will be placed on the same Step and moved to the appropriate cell based on credit hours earned.
- b. Any staff member off the schedule moving lanes will be paid \$1,500.00 per lane movement.
- c. Any staff member off schedule after Step 16 will receive a 2.95% increase over the prior year.
- d. Any staff member off schedule will receive a 2.95% increase over the prior year.

Other:

- a. Any staff member on schedule who is in transition and not on a cell (would otherwise make less than a 3.75% increase from the 2017-2018 salary schedule) to the new salary schedule will receive no less a 3.75% increase.
- b. Any staff member's salary will increase 2.95% + \$1,500 in the year of their lane change and then the following year, the staff member will get a 2.95% increase on the salary from the previous year. (The total of both the salary and the \$1,500.00 together will be used to calculate the next year's salary)

APPENDIX A

**Grayslake Community High School District 127
Salary Schedule for 2019-2020**

Step 3.00%	3.30%	3.30%	2.80%	2.80%	2.80%	
Step	B	B+15	M	M+10	M+20	M+30
1	\$47,465	\$49,031	\$50,649	\$52,067	\$53,525	\$55,024
2	\$48,889	\$50,502	\$52,168	\$53,629	\$55,131	\$56,674
3	\$50,355	\$52,017	\$53,733	\$55,238	\$56,785	\$58,375
4	\$51,866	\$53,577	\$55,345	\$56,895	\$58,488	\$60,126
5	\$53,422	\$55,185	\$57,006	\$58,602	\$60,243	\$61,930
6	\$55,024	\$56,840	\$58,716	\$60,360	\$62,050	\$63,788
7	\$56,675	\$58,545	\$60,477	\$62,171	\$63,912	\$65,701
8		\$60,302	\$62,292	\$64,036	\$65,829	\$67,672
9		\$62,111	\$64,161	\$65,957	\$67,804	\$69,702
10		\$63,974	\$66,085	\$67,936	\$69,838	\$71,793
11			\$68,068	\$69,974	\$71,933	\$73,947
12			\$70,110	\$72,073	\$74,091	\$76,166
13			\$72,213	\$74,235	\$76,314	\$78,451
14			\$74,380	\$76,462	\$78,603	\$80,804
15			\$76,611	\$78,756	\$80,961	\$83,228
16			\$78,909	\$81,119	\$83,390	\$85,725

B or B+15 only:

- a. Any staff member off schedule after B Step 7 and B+15 after Step 10 will receive a 0.50% increase over the prior year.
- b. Any staff member moving lanes will be place on the same Step and moved to the appropriate cell based on credit hours earned.

M or above only:

- a. Any staff member on the schedule moving lanes will be place on the same Step and moved to the appropriate cell based on credit hours earned.
- b. Any staff member off the schedule moving lanes will be paid \$1,500.00 per lane movement.
- c. Any staff member off schedule after Step 16 will receive a 2.95% increase over the prior year.
- d. Any staff member off schedule will receive a 2.95% increase over the prior year.

Other:

- a. Any staff member on schedule who is still in transition and not on a cell (would otherwise make less than a 3.75% increase from the prior year) to the new salary schedule will receive no less a 3.75% increase.
- b. Any staff member's salary will increase 2.95% + \$1,500 in the year of their lane change and then the following year, the staff member will get a 2.95% increase on the salary from the previous year. (The total of both the salary and the \$1,500.00 together will be used to calculate the next years salary)

APPENDIX A

**Grayslake Community High School District 127
Salary Schedule for 2020-2021**

Step 3.00%	3.30%	3.30%	2.80%	2.80%	2.80%	
Step	B	B+15	M	M+10	M+20	M+30
1	\$47,987	\$49,570	\$51,206	\$52,640	\$54,114	\$55,629
2	\$49,426	\$51,057	\$52,742	\$54,219	\$55,737	\$57,298
3	\$50,909	\$52,589	\$54,325	\$55,846	\$57,409	\$59,017
4	\$52,436	\$54,167	\$55,954	\$57,521	\$59,132	\$60,787
5	\$54,009	\$55,792	\$57,633	\$59,247	\$60,906	\$62,611
6	\$55,630	\$57,466	\$59,362	\$61,024	\$62,733	\$64,489
7	\$57,299	\$59,189	\$61,143	\$62,855	\$64,615	\$66,424
8		\$60,965	\$62,977	\$64,740	\$66,553	\$68,417
9		\$62,794	\$64,866	\$66,683	\$68,550	\$70,469
10			\$66,812	\$68,683	\$70,606	\$72,583
11			\$68,817	\$70,744	\$72,724	\$74,761
12			\$70,881	\$72,866	\$74,906	\$77,003
13			\$73,008	\$75,052	\$77,153	\$79,314
14			\$75,198	\$77,303	\$79,468	\$81,693
15			\$77,454	\$79,622	\$81,852	\$84,144
16			\$79,777	\$82,011	\$84,307	\$86,668

B or B+15 only:

- a. Any staff member off schedule after B Step 7 and B+15 after Step 9 will receive a 0.50% increase over the prior year.
- b. Any staff member moving lanes will be place on the same Step and moved to the appropriate cell based on credit hours earned.

M or above only:

- a. Any staff member on the schedule moving lanes will be place on the same Step and moved to the appropriate cell based on credit hours earned.
- b. Any staff member off the schedule moving lanes will be paid \$1,500.00 per lane movement.
- c. Any staff member off schedule after Step 16 will receive a 2.95% increase over the prior year.
- d. Any staff member off schedule will receive a 2.95% increase over the prior year.

Other:

- a. Any staff member on schedule who is still in transition and not on a cell (would otherwise make less than a 3.75% increase from the prior year) to the new salary schedule will receive no less a 3.75% increase.
- b. Any staff member's salary will increase 2.95% + \$1,500 in the year of their lane change and then the following year, the staff member will get a 2.95% increase on the salary from the previous year. (The total of both the salary and the \$1,500.00 together will be used to calculate the next years salary)

Levels of Competition in Athletics

Any head coach who is required to coach another level as an assistant coach shall receive compensation as an assistant coach according to the appropriate step and lane (steps determined by number of years during which the coach held such position in that sport) provided that the head coach devotes the same time to such assistant coaching duties as would any other assistant coach; i.e., separate practice and game times. If no separate practices are held, pay for time spent attending additional contests will be pro-rated. Pro-ration equals the number of games divided by the number of practice days in session, excluding Sundays.

A recommendation may be made from the administration to the Board for additional levels of a sport to be added or eliminated. The recommendation shall be based upon the following factors: the number and skill levels of the participants, the availability of a qualified coaching staff, the availability of facilities and equipment, and the availability of funds.

Coaches of each sport shall recommend to the Athletic Director the maximum number of participants at each level and if necessary, hold tryouts to limit squad size.

In the case of new athletic programs, a committee consisting of the Administration and Grayslake Education Association shall establish the placement in existing categories for compensation purposes with the final approval of the Board of Education. The following factors shall be considered when determining the placement: length of season, number of contests and practices, and the number of coaches and participants.

APPENDIX A.1

2018-2019 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
			Baseball, Softball, Volleyball, Soccer, Tennis, Cheerleading, Poms (winter), Lacrosse	Cross Country, Bowling, Golf, Pom (Fall)	Weight Room
% of Increase	1.00%	Football, Basketball, Wrestling, Track			
Head Coach (Varsity)	Years				
	1	\$7,284	\$6,373	\$5,918	\$2,049
	2	\$7,284	\$6,373	\$5,918	
	3	\$7,511	\$6,601	\$6,146	
	4	\$7,511	\$6,601	\$6,146	
	5	\$7,739	\$6,829	\$6,373	
	6	\$7,967	\$7,056	\$6,601	
	7	\$8,194	\$7,284	\$6,829	
	8	\$8,422	\$7,511	\$7,056	
	9	\$8,650	\$7,739	\$7,284	
	10	\$8,877	\$7,967	\$7,511	
	11+	\$9,105	\$8,194	\$7,739	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$5,918	\$5,463	\$5,008	
	2	\$5,918	\$5,463	\$5,008	
	3	\$6,100	\$5,645	\$5,190	
	4	\$6,100	\$5,645	\$5,190	
	5	\$6,282	\$5,827	\$5,372	
	6	\$6,464	\$6,009	\$5,554	
	7	\$6,646	\$6,191	\$5,736	
	8	\$6,829	\$6,373	\$5,918	
	9	\$7,011	\$6,555	\$6,100	
	10	\$7,193	\$6,738	\$6,282	
	11+	\$7,375	\$6,920	\$6,464	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$5,463	\$5,008	\$4,552	
	2	\$5,463	\$5,008	\$4,552	
	3	\$5,629	\$5,190	\$4,734	
	4	\$5,629	\$5,190	\$4,734	
	5	\$5,827	\$5,372	\$4,917	
	6	\$6,009	\$5,736	\$5,281	
	7	\$6,191	\$5,918	\$5,463	
	8	\$6,373	\$6,100	\$5,645	
	9	\$6,555	\$6,282	\$5,827	
	10	\$6,738	\$6,464	\$6,009	
	11+	\$6,920	\$6,646	\$6,191	

APPENDIX A.1

2019-2020 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
		Football, Basketball, Wrestling, Track	Baseball, Softball, Volleyball, Soccer, Tennis, Cheerleading, Poms (winter), Lacrosse	Cross Country, Bowling, Golf, Pom (Fall)	Weight Room
% of Increase	1.05%				
Head Coach (Varsity)	Years				
	1	\$7,360	\$6,440	\$5,980	\$2,070
	2	\$7,360	\$6,440	\$5,980	
	3	\$7,590	\$6,670	\$6,210	
	4	\$7,590	\$6,670	\$6,210	
	5	\$7,820	\$6,900	\$6,440	
	6	\$8,050	\$7,130	\$6,670	
	7	\$8,280	\$7,360	\$6,900	
	8	\$8,510	\$7,590	\$7,130	
	9	\$8,740	\$7,820	\$7,360	
	10	\$8,970	\$8,050	\$7,590	
	11+	\$9,200	\$8,280	\$7,820	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$5,980	\$5,520	\$5,060	
	2	\$5,980	\$5,520	\$5,060	
	3	\$6,164	\$5,704	\$5,244	
	4	\$6,164	\$5,704	\$5,244	
	5	\$6,348	\$5,888	\$5,428	
	6	\$6,532	\$6,072	\$5,612	
	7	\$6,716	\$6,256	\$5,796	
	8	\$6,900	\$6,440	\$5,980	
	9	\$7,084	\$6,624	\$6,164	
	10	\$7,268	\$6,808	\$6,348	
	11+	\$7,452	\$6,992	\$6,532	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$5,520	\$5,060	\$4,600	
	2	\$5,520	\$5,060	\$4,600	
	3	\$5,689	\$5,244	\$4,784	
	4	\$5,689	\$5,244	\$4,784	
	5	\$5,888	\$5,428	\$4,968	
	6	\$6,072	\$5,796	\$5,336	
	7	\$6,256	\$5,980	\$5,520	
	8	\$6,440	\$6,164	\$5,704	
	9	\$6,624	\$6,348	\$5,888	
	10	\$6,808	\$6,532	\$6,072	
	11+	\$6,992	\$6,716	\$6,256	

APPENDIX A.1
2020-2021 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
		Football, Basketball, Wrestling, Track	Baseball, Softball, Volleyball, Soccer, Tennis, Cheerleading, Poms (winter), Lacrosse	Cross Country, Bowling, Golf, Pom (Fall)	Weight Room
% of Increase	1.10%				
Head Coach (Varsity)	Years				
	1	\$7,441	\$6,511	\$6,046	\$2,093
	2	\$7,441	\$6,511	\$6,046	
	3	\$7,674	\$6,744	\$6,279	
	4	\$7,674	\$6,744	\$6,279	
	5	\$7,906	\$6,976	\$6,511	
	6	\$8,139	\$7,209	\$6,744	
	7	\$8,371	\$7,441	\$6,976	
	8	\$8,604	\$7,674	\$7,209	
	9	\$8,836	\$7,906	\$7,441	
	10	\$9,069	\$8,139	\$7,674	
	11+	\$9,302	\$8,371	\$7,906	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$6,046	\$5,581	\$5,116	
	2	\$6,046	\$5,581	\$5,116	
	3	\$6,232	\$5,767	\$5,302	
	4	\$6,232	\$5,767	\$5,302	
	5	\$6,418	\$5,953	\$5,488	
	6	\$6,604	\$6,139	\$5,674	
	7	\$6,790	\$6,325	\$5,860	
	8	\$6,976	\$6,511	\$6,046	
	9	\$7,162	\$6,697	\$6,232	
	10	\$7,348	\$6,883	\$6,418	
	11+	\$7,534	\$7,069	\$6,604	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$5,581	\$5,116	\$4,651	
	2	\$5,581	\$5,116	\$4,651	
	3	\$5,751	\$5,302	\$4,837	
	4	\$5,751	\$5,302	\$4,837	
	5	\$5,953	\$5,488	\$5,023	
	6	\$6,139	\$5,860	\$5,395	
	7	\$6,325	\$6,046	\$5,581	
	8	\$6,511	\$6,232	\$5,767	
	9	\$6,697	\$6,418	\$5,953	
	10	\$6,883	\$6,604	\$6,139	
	11+	\$7,069	\$6,790	\$6,325	

APPENDIX A.2
EXTRA CURRICULAR SALARY SCHEDULE CATEGORIES

CATEGORY A

Academic Team Sponsor, Debate Sponsor, Musical Stage Director, Newspaper Sponsor, NHS Sponsor, Play Director (per play), Science Olympiad Sponsor, Student Council/Student Government Sponsor, Yearbook Sponsor

CATEGORY B

Concert Band Coordinator, Concert Choir Coordinator, Future Business Leaders of America (FBLA) Sponsor, Jazz Band Coordinator, Key Club Sponsor (Central – 2), Link Crew Sponsor, Marching Band Coordinator, Musical Choreographer, Musical Tech Director, NHS Assistant Sponsor, Musical Instrumental Sponsor, Musical Vocal Sponsor, Student Council/Student Government Assistant Sponsor, Student Government Class Sponsors(4 per school)

CATEGORY C

Academic Team Assistant, Art Club Sponsor, Bass Fishing, Color Guard Sponsor, Debate Team Assistant, Encore/Green Room Sponsor, Environmental Club Sponsor, FBLA Assistant, Jazz/Show Choir Coordinator, Latino Stand Up/Sociedad de Latinos, Literary Magazine/INKBLOTS, Marching Band Assistant, Math Team Sponsor, Musical Drama Assistant, Orchestras, National Art Honor Society Sponsor, Pep Band Coordinator, Prom Planner (2 per school), Robotics Sponsor, Science Olympiad Assistant, Sign Language Club, Technical Director (per play), Winter Guard Sponsor, Yearbook Assistant

CATEGORY D

Best Buddies/Perfect Pals (2 per school), Drumline Sponsor, Freshmen Transition Sponsor, Jazz/Show Choir Assistant, Jr.NAD, Outdoor Adventure Club Sponsor, Orchestras Assistant, Psychology Club Sponsor, SADD Sponsor, Snowball Sponsor, Special Olympics (2 per school), Student Healthcare Professionals Sponsor

CATEGORY E

Chibi Japan/Anime, Chess Club, Family Consumer Science Sponsor, Fellowship of Christian Athletes, French Club Sponsor, Gamers Club Sponsor (2 per school), German Club Sponsor, International Club, Intramurals Sponsor (per season), Mixtape Club, SAGE/SAGA Sponsor, Social Studies Honor Society Sponsor, Spanish Club Sponsor, Table Tennis, Theatre Box Office Sponsor, Voices

CATEGORY F

French Honor Society, National Tech Honor Society, Spanish Honor Society, Tri M

In the case of new clubs and activities, the Pilot Program procedure will be followed. This process begins with the Activities Director. The Administration and Grayslake Education Association shall establish the placement in existing categories for compensation purposes with the final approval of the Board of Education as part of the staffing plan. The following factors shall be considered when determining the placement: documented hours, student contacts, planning time, meetings and activities, etc. that the sponsor has provided during the pilot year. These criteria will also be used to determine any category adjustments as recommended by the Association or the Administration.

APPENDIX A.2

**Extracurricular Stipend Schedule
2018-2019**

% of Increase	1.00%	Years				
		1,2	3,4	5,6	7,8	9,10+
Level	A	\$3,643	\$3,870	\$4,097	\$4,325	\$4,552
	B	\$2,276	\$2,504	\$2,731	\$2,959	\$3,187
	C	\$1,821	\$2,049	\$2,276	\$2,504	\$2,731
	D	\$1,366	\$1,593	\$1,821	\$2,049	\$2,276
	E	\$1,138	\$1,366	\$1,593	\$1,821	\$2,049
	F	\$910	\$1,138	\$1,366	\$1,593	\$1,821

**Extracurricular Stipend Schedule
2019-2020**

% of Increase	1.05%	Years				
		1,2	3,4	5,6	7,8	9,10+
Level	A	\$3,681	\$3,910	\$4,140	\$4,370	\$4,600
	B	\$2,300	\$2,530	\$2,760	\$2,990	\$3,220
	C	\$1,840	\$2,070	\$2,300	\$2,530	\$2,760
	D	\$1,380	\$1,610	\$1,840	\$2,070	\$2,300
	E	\$1,150	\$1,380	\$1,610	\$1,840	\$2,070
	F	\$920	\$1,150	\$1,380	\$1,610	\$1,840

**Extracurricular Stipend Schedule
2020-2021**

% of Increase	1.10%	Years				
		1,2	3,4	5,6	7,8	9,10+
Level	A	\$3,721	\$3,953	\$4,186	\$4,418	\$4,651
	B	\$2,325	\$2,558	\$2,790	\$3,023	\$3,256
	C	\$1,860	\$2,093	\$2,325	\$2,558	\$2,790
	D	\$1,395	\$1,628	\$1,860	\$2,093	\$2,325
	E	\$1,163	\$1,395	\$1,628	\$1,860	\$2,093
	F	\$930	\$1,163	\$1,395	\$1,628	\$1,860

APPENDIX B

WAGE SCHEDULES

Starting Hourly Wage Schedule (ESP)

Level or Category	2018-2019	2019-2020	2020-2021
Administrative Assistant	\$22.73	\$22.95	\$23.18
ESP Level 1	\$19.82	\$20.01	\$20.21
ESP Level 2	\$17.19	\$17.36	\$17.54
ESP Level 3	\$16.60	\$16.77	\$16.94
Category 2 (Nurse)	\$34.97	\$35.32	\$35.67
Category 3 (All Paraprofessionals)	\$16.60	\$16.77	\$16.94
Business Services – Category 1	\$25.25	\$25.50	\$25.75
Business Services – Category 2	\$19.75	\$19.95	\$20.15
Business Services – Category 3	\$18.07	\$18.25	\$18.43
Technology Category 1 (Infrastructure Operations Tech)	\$31.30	\$31.61	\$31.93
Technology Category 3 (Tech I)	\$22.14	\$22.36	\$22.58
Technology Category 4 (Tech II)	\$19.82	\$20.01	\$20.21
Sub Coordinator Stipend	\$6,000.00	\$6,000.00	\$6,000.00

Notes:

- The Starting Hourly Wage Schedule will increase by 1.00% over the prior year for each year of this agreement.
- Employees who worked for 120 work days or less in the year (July 1 – June 30), will receive an hourly wage increase of 1.00% over the prior year.
- The Educational Support Personnel’s 2018-2019 hourly increase is 3.00% over the 2017-2018 hourly wages and will increase at 3.00% for each year of this agreement.

One-on-one Paraprofessionals and one-on-one Nurses will be hired annually on a contractual basis are exempt from the bargaining unit, and are student-specific. If a student is not in attendance, or experiences a long term schedule change, one-on-one Paraprofessionals and/or one-on-one Nurses will neither be expected to report to work nor will they be compensated. Once the student is no longer attending school, such one-on-one Paraprofessional and/or one-on-one Nurse contracts shall be considered null and void.

APPENDIX C

Administrative Assistant – District Level Supervisor or Principal

Administrative Assistant to the Director of Curriculum and Instruction (12 months)

Administrative Assistant to the Director of Special Education (12 months)

Administrative Assistant to the Principal (12 months)

ESP Level 1

Secretary to the Director of Buildings and Grounds (12 months)

Secretary to the Director of Technology and District Receptionist (12 months)

Secretary to the Associate Principals (12 months)

Secretary to the Athletic Director (12 months)

ESP Level 2

Secretary for Guidance (12 months)

Secretary for Student Services & Social Workers (10 months)

Secretary for the Deans (10 months)

Secretary for Department Chairs (10 months)

Student Records/Data Specialist (10 months)

Registrar (12 months)

ESP Level 3

Secretary for Attendance (10 months)

Building Receptionist (12 months)

Nurse's Aide (10 months)

Hall Monitor (10 months)

Print Services (10 months)

Category 2

Nurse (10 months)

Category 3

Paraprofessionals – Classroom Aides (10 months)

Library Paraprofessionals (10 months)

In School Suspension Supervisor (10 months)

Business Services

Category 1

Payroll Clerk (12 months)

Category 2

Accounts Payable Clerk (12 months)

Category 3

Bookstore and Student Activities Clerk (12 months)

Technology Categories

Category 1

Infrastructure Operations Technician (12 months)

Category 2

Tech I (12 months)

Theatre Technician (12 months)

Category 3

Tech II (12 months)

Employees currently in the following position: Student Records/Data Specialist are grandfathered at 12 month status. Upon attrition, these positions will become 10 month positions. Employees wishing to change to a 10 month contract prior to the end of this agreement should contact the Associate Superintendent to initiate the change.

APPENDIX D

HOURLY PAY

Professional Hourly Pay

Hourly work performed in addition to the normal contact of five classes and one supervisory duty will be reimbursed at the rate of \$42.00 per hour. This will include reimbursement for internal substitution, summer school, driver's education, homebound tutoring, detention duty, pre-approved curriculum work, and other pre-approved professional work. Some professional development opportunities may be provided in district during summer or after school hours and will be compensated at a stipend rate that will be pre published for each event.

Student Services Personnel Compensation

Hours worked by Student Services staff members outside of the workday (on a required function which could not be completed during the regular workday) will be compensated by the professional hourly pay. The number of Student Services staff members at each required function will be determined based on need. These hours must have been pre-approved by the Superintendent/Designee and agreed to by the GEA President/Designee.

Translation Services Hourly Pay

Hourly work performed outside the regular work day will be paid at a rate of \$42.00 per hour with prior administrative approval.

APPENDIX E

NORMAL CLASS CONTACTS

Normal Class Contacts

The teacher workday shall normally be 15 minutes before the first period and 15 minutes after the eighth period. The day shall normally be divided into eight (8) periods of fifty (50) minutes duration. Ten (10) single period classes (five [5] each semester) and two (2) supervisory periods (one [1] each semester) shall be considered a teacher's normal teaching load. Any teacher teaching an AP lab class or Child Care which meets for one and one-half (1 1/2) periods will have no supervisory duty. A class is assumed to be a course in the curriculum being taught on a daily basis for an entire semester in which grades are assigned to students enrolled therein. Teachers teaching 1 AP (1 1/2 periods) class and 4 additional classes are at a 5.5 for their regular teaching load and therefore are released from a supervisory duty. For those teachers teaching 2 AP classes (1 1/2 periods each) and 2 additional classes, the teaching load is at a 5.0 and therefore those teachers will have a supervisory duty assigned.

Those teachers teaching less than 80% of the full-time equivalent of five (5) classes plus one (1) period of supervision each semester will be paid a prorated amount which is determined by multiplying the percent they are teaching times the cell amount from the salary schedule appropriate for their education and teaching experience.

The following percentages will be added together to determine part-time teaching load:

- Nine percent (9%) for each class each semester
- Five percent (5%) for each supervision each semester

When a teacher has five (5) different teaching preparations in a semester, the teacher will have no supervisory duty in that semester. Multiple classes taught during the same period will be by mutual consent of the administration and the teacher. Multiple classes taught during the same period will count as one (1) preparation.

Every effort will be made to see that teachers will be scheduled no more than 4 periods of student contact in a row (any combination of classes and duties).

Co-teaching

District 127 values and expects collaboration between general and special education teachers. This collaboration may include full participation in the District's co-teaching model. Classes in which a co-teacher will be provided are determined by the needs of the students with disabilities and are IEP-driven.

When a co teacher is collaborating with 3 or more different content areas or staff members (i.e. 3 preps) and does not have common planning time with those staff members, the teacher will be allowed up to 5 periods of internal substitution time per semester in order to plan with each co teacher with whom they do not have common planning time.

Supervisory Duties

A supervisory duty is a non-teaching assignment to be covered by a licensed teacher for the entire semester in which classroom instruction does not take place and grades are not assigned. All teachers will be assigned one supervisory duty per semester and are expected to engage with and support students (i.e. progress checks, tutoring, grade checks, etc.). Some examples of such supervisory duties may include:

- Study hall supervision
- Freshman, Sophomore Transition (lunch study) (1/2)
- Cafeteria duty (1/2)
- Content area resource/Academic Resource Center
- Math/Writing lab
- Testing Center
- Credit Recovery

This is not an all-inclusive list of duties. Additional supervisory duties may be created and assigned by the principal after discussion with the Association leadership.

All supervisory duties must take place within the scope of the contract day except where the administration and teacher voluntarily agree to change with the GEA Co-President/Designee's input.

Supervisory duties are assigned annually based on schedules and student need.

Overload Pay

Overload pay will be assigned above the normal load and will be paid as follows:

An extra class	12% per semester
Class in lieu of supervisory duty	8% per semester
An extra supervisory duty	8% per semester

The above percentages are based on the teacher's position on the salary schedule in effect at the time.

Special Work Assignments

Teachers having special workload assignments may have their duties adjusted and their supervisory responsibilities reduced due to the need to access students and/or staff during the day. All such adjustments will be discussed and approved by a representative of the GEA and the administration.

Zero Hour

Zero hour course offerings will be created each year based on the needs of students. Staff members will be involved strictly on a voluntary basis. Staff members participating in the Zero Hour scheduling alternative option will have the "zero hour" class period count as one of their regular classes that fulfill the definition of Normal Class Contact, and their daily schedule shall be adjusted accordingly. Staff members teaching a zero hour section shall be expected to attend all institute day events and activities, open houses and other events or meetings that all other staff are expected to attend.

New or Substantially Amended Duties & Workload Positions

- a. Pilot or Proposal Stage
 - i) Administrative recommendation regarding new or substantially amended Duties & Workload Positions to be reviewed by Administration/GEA Leadership Team prior to Board action.
 - ii) The Staffing Plan summary will be shared with the Administration/GEA Leadership Team annually.
 - iii) If an Administrative recommendation is not currently addressed in the Collective Bargaining agreement, the Administration, PN sub-committee GEA chair and one GEA sub-committee member will review these items during the Administration/GEA Leadership meetings.
 - iv) The Administration/GEA Leadership Team meeting minutes will reflect discussions of these items and minutes from the prior meeting will be reviewed/approved at the next meeting reflecting said agreement.

New Initiatives That Could Impact Working Conditions

- b. Pilot or Proposal Stage
 - i) Administrative recommendations regarding initiatives that impact working conditions to be reviewed by Administration/GEA Leadership Team prior to implementation.
 - ii) The Administration/GEA Leadership Team meeting minutes will reflect discussions of these items and minutes from the prior meeting will be reviewed/approved at the next meeting reflecting said agreement.

Job Descriptions

Job descriptions are available in the Personnel Office. All changes will be discussed and approved by a representative of the GEA and the administration.

Deans' Supervisory Duties

Deans are required to perform 10 supervisory duties throughout the year as part of their stipend. These are to include dances, sports, plays, concerts, etc. Two Deans must be at each of the 3 major dances: Homecoming, Winter Dance, and Prom.

SAP Coordinator Responsibilities

SAP Coordinator responsibilities include attendance at dances, athletic pre-season meetings, coaches pre-season meetings, night time presentations related to Student Assistance, coordination of annual activities with the Snowball and SADD sponsors, and other responsibilities as agreed upon with their supervisor and building administration.

Instructional Mentoring Program

1. Each instructional mentor will have only one protégé.
2. The Department Chairperson may not be the instructional mentor.
3. Every effort will be made to provide instructional mentors who are on tenure or have demonstrated exceptional teaching ability.
4. Every instructional mentor will visit each new teacher at least 3 times. New instructional mentors will participate in a minimum of 1 training session either in May or the week prior to the start of the new school year.
5. Every effort will be made to schedule instructional mentors and protégés with common planning time. Each instructional mentor will be released and a sub will be provided for eight class periods per semester in order to observe and consult with their protégé. Substitutes will be provided for protégé when no common plan time is available. Release time for each is equal to one class period. Prior administrative approval is necessary for release time.
6. Stipends will be provided for the following:
 - Year 1 instructional mentor stipend = \$1,000.00
 - Year 2 instructional mentor stipend = \$1,000.00
 - Instructional Mentor Trainer/Coordinator = \$1,000.00 annually/per trainer
7. First year to the district teachers will also participate in new teacher orientation prior to the start of school in August and six new teacher meetings throughout the school year. Focus of the meetings will be professional development geared towards orientation to the district, classroom management, and effective teaching.
8. Second year to the district teachers may participate in the six new teacher meetings.

PSP Program

Those licensed staff members who are teaching the PSP program will have a full load of classes, a duty release, and a \$1,000.00 stipend per yearlong course for the outside of school day hours necessary for planning and events. A log will be kept annually of these hours and will be reviewed with the administration. A minimum of 130 hours is expected.

APPENDIX F

APPROVED WORK LOAD POSITIONS

(Supervisor approval and timesheet required for payment of summer per diem days)**

<u>STIPEND</u>	<u>WORKDAY</u>	<u>SUMMER PER DIEM @ 1/180th</u>
*Assistant Athletic Director	Released from 2 classes and 1 duty	16% of base salary
*Activities Director	Released from 2 classes and 1 duty	16% of base salary
Driver's Education Supervisor	5 classes per semester	NA Release from duty
GEA Co - President (ISBE Licensed)	Release from 1 class	NA
GEA Co- President (ESP)	Release not to exceed 50 minutes per day only if needed	NA
Credit Recovery Supervisor	Release from a duty	NA
*SAP Coordinator	No classroom teaching or duty	16% of base salary 12 days**
Vocational Education Coordinator	Release from one class and duty Manages Vocational Attendance	NA
*Deans	No classroom teaching or duty	10 days** 16% of base salary
Guidance Counselors	No classroom teaching or duty	10 days** NA
Social Workers	No classroom teaching or duty	10 days** NA
School Psychologist	No classroom teaching or duty	10 days** NA
School Librarian	Extra library supervision Monday – Thursday [40 minutes per day (on full days of student attendance)]	10 days 3% of base salary

*NOTE: Base in Appendix F refers to the B-1 step on Appendix A

** Five (5) days to be scheduled by the Administration with notice of schedule to the employee by February 15th (for summer days); and up to 5 additional days may be scheduled by the employee. For the summer of 2019, notice of schedule will be provided as soon as possible but must be completed within three weeks of Board of Education contract ratification date.

APPENDIX G

ATHLETIC EVENTS PAY

GROUP 1 - \$90.00 Per Date (Includes 2 contests – Soph/JV and Varsity Contests)

Clock Operator – Football, Basketball, Wrestling, Volleyball
Clock/Announcer - Soccer
Scorer – Volleyball, Basketball, Wrestling, Track
Starter – Track
Libero Tracker - Volleyball

GROUP 2 - \$80.00 Per Date (Includes 2 contests – Soph/JV and Varsity Contests)

Athletic Crowd Control
Non-Athletic Crowd Control
Announcer – All Sports
Chain Crew – Football
Field Event Judge – Track
Finish Line Judge – Cross Country
Timer – Track
Ticket Taker

GROUP 3 - \$75.00 Per Date (Includes 2 contests – Soph/JV and Varsity Contests)

Film – All Sports
Statistician – All Sports

GROUP 4 - \$30.00 Per Hour (Approximately 4 Hours)

Dance Chaperone

The number of people needed will be determined by the Administration and Athletic Director for sporting events and by the Administration and faculty members associated with non-athletic events.

Faculty members can volunteer/or will be assigned to serve one duty per school year chosen from one of the 4 groups of duties listed in Appendix G

Staff members will be given a choice at the beginning of each season of all known duty needs. Every effort will be made to assign a minimum of one event per season to each D127 employee who requests to work an event.

A faculty member will not be required to volunteer during a season in which he/she has other responsibilities with an athletic or major non-athletic event.

The Assistant Athletic Director/Activities Director will notify teachers of their assignments two weeks in advance including beginning and ending times. Substitutes will be the individual faculty member's responsibility and are to be reported to the Assistant Athletic Director/Activities Director.

APPENDIX H

District 127 Employees Exempt from the Bargaining Unit Membership

- All Administrators
- All Supervisors with responsibility for personnel recommendations and decision making
- The Accounting Manager
- The Assistant Business Manager
- The Network Administrator
- The Data Manager
- The Executive Assistant to the Superintendent
- The Executive Assistant to the Associate Superintendent/CSBO
- The Executive Assistant to the Associate Superintendent for Instructional and Personnel Services
- Human Resources Specialist

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is made this 7th day of March 2019, by and between the BOARD OF EDUCATION OF GRAYSLAKE COMMUNITY HIGH SCHOOL DISTRICT NO. 127, LAKE COUNTY, ILLINOIS (the “BOARD”) and the GRAYSLAKE EDUCATION ASSOCIATION, IEA/NEA (the “GEA”).

WHEREAS, the GEA is the exclusive bargaining representative for the BOARD’S licensed teachers and certain of the BOARD’S educational support personnel (ESP), including the position of “Transition Specialist”;

WHEREAS, the position of “Transition Specialist” may be a licensed position or an ESP position, depending on the requirements of the particular job and the parties wish to clarify the terms and conditions of employment for Transition Specialists;

WHEREAS, the BOARD and the GEA have mutually agreed that the terms and conditions of employment set forth below will apply, in addition to the applicable portions of the GEA 2018-2021 collective bargaining agreement (“CBA”), to the position of Transition Specialist.

NOW, THEREFORE, the BOARD and the GEA agree as follows:

Section 1. The Transition Specialist position will be covered under those portions of the CBA that apply to teacher-licensed personnel or ESP employees. If the individual is in a position that requires teaching or administrative licensure, the portions of the CBA that apply to teacher-licensed personnel shall apply. If the individual is in a position that does not require teaching licensure, the portions of the CBA that apply to ESP employees shall apply. If the employee is in a position that does not require teaching, an annual salary will be negotiated as appropriate.

Section 2. The Transition Specialist will participate in TRS or IMRF based upon whether teacher licensure required for the position. Employees filling a Transition Specialist position requiring teacher licensure will receive all Certified Staff benefits as established in the collective bargaining agreement between the BOARD and the GEA. Employees filling a Transition Specialist position not requiring teacher licensure will receive all ESP benefits as established in the collective bargaining agreement between the BOARD and the GEA and shall serve a one calendar year probationary period.

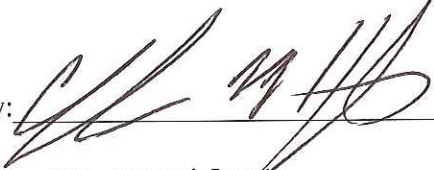
Section 3. The Transition Specialist will be evaluated by the applicable Building Principal or his/her designee.

Section 4. The Transition Specialist will work the teacher work year.


Section 5. The BOARD and the GEA agree that the terms of the Memorandum of Agreement do not violate the collective bargaining agreement. The parties further agree that this Memorandum of Agreement is non-precedential, does not bind either party to any future course of conduct and does not establish a past practice.

Section 6. This Memorandum of Agreement represents the parties' complete agreement with respect to the subject matter of the Agreement. All other provisions of the parties' 2018-2021 collective bargaining agreement remain in full force and effect.

GRAYSLAKE EDUCATION ASSOCIATION
IEA/NEA


By: 
Its: Co-President

Date: March 8, 2019


By: 
Its: Co-President

Date: March 8, 2019

BOARD OF EDUCATION OF
GRAYSLAKE COMMUNITY HIGH
SCHOOL DISTRICT NO. 127,
LAKE COUNTY, ILLINOIS

By: 
Its: President

Date: March 7, 2019

By: 
Its: Vice President

Date: March 7, 2019