

AGREEMENT

BETWEEN

PEKIN PUBLIC SCHOOLS DISTRICT 108

AND

EDUCATION ASSOCIATION OF PEKIN  
IEA/NEA

2023-2024

THROUGH

2026-2027

Contract between Pekin Public Schools District #108 and EAP/IEA/NEA

Adoption: May 15, 2023

## ***TABLE OF CONTENTS***

<b><u>ARTICLE</u></b>	<b><i>PAGE</i></b>
<b>ARTICLE I: RECOGNITION</b>	
A-Lexicon	1
B-Recognition	1
C-Full Time and Part Time Positions and Association Membership	2
D-New Positions	3
<b>ARTICLE II: ASSOCIATION RIGHTS AND RESPONSIBILITIES</b>	
A-Right to Organize	4
B-Union Dues and Remittance to Association	4
C-Association Meetings, Notices, and General Information	4
D-Meetings of School Board	5
E-New Employees	5
F-Association Leave Days	5
G-Communications Committee	5
H-Insurance Committee	7
I-Finance Committee	8
<b>ARTICLE III: EMPLOYEE RIGHTS AND RESPONSIBILITIES</b>	
A-Contract Distribution	10
B-Employee Discipline	10
C-Personnel File	11
D-Support Staff Probation	11
E-Annual Employee Update	11
F-Residual Rights	11
G-Job Related Consultation	12
H-Site-Based and/or Shared Decision-Making	12

I-Workload Plan for Special Educators	13
J-Surveillance	14
<b>ARTICLE IV: EMPLOYMENT CONDITIONS</b>	
A-Notification of Assignments	16
B-Vacancies, Transfers and Reassignments	16
C-Voluntary Reassignments of Employees	17
D-Involuntary Reassignment of Employees	17
E-Certified Staff Work Year and Work Day	18
F-Professional Development Committee	22
G-Support Staff Work Day and Year	22
H-Emergency School Closings	25
I-Records	26
J-Special Instances for Assigning Substitutes	26
K-Overtime	26
<b>ARTICLE V: EVALUATION OF CERTIFIED EMPLOYEES</b>	
A-Purpose	27
B-Frequency	27
C-Procedures	27
D-Conformance with the Performance Evaluation Reform Act	29
E-Grievability	29
<b>ARTICLE VI: EVALUATION OF SUPPORT STAFF MEMBERS</b>	
A-Purpose	30
B-Frequency	30
C-Procedures	30
D-Grievability	31

<b>ARTICLE VII: REDUCTION IN FORCE (RIF)</b>	
A-Certified Staff	32
B-Support Staff	35
<b>ARTICLE VIII: COMPENSATION AND FRINGE BENEFITS</b>	
A-Salary and Wage Schedules	38
B-Pay Periods	38
C-Deductions-Dock Days	38
D-Payroll Deductions	38
E-Changes in Payroll Deductions	39
F-Supplemental Jobs	39
G-Insurance	40
H-Retirement Contributions	40
I-Early Retirement Incentive	41
J-Medical Exams	41
K-Advance on Salary Schedule	41
L-Salary Definitions (Support Staff)	41
M-Attendance Incentive	42
N-Tuition Reimbursement, Salary Schedule Advancement and Waivers	42
O-Direct Deposit	46
P-Mileage Reimbursement	46
<b>ARTICLE IX: LEAVES</b>	
A-Sick Leave	47
B-Personal Leave	48
C-Family Medical Leave	48

D-Bereavement Leave Days	49
E-Professional Leave Days	50
F-Other Leaves of Absence	50
G-Absence Less Than a Full Day	51
H-Compulsory Court Appearances	52
I-Inclement Weather and Emergency Closings	52
<b>ARTICLE X: GRIEVANCE PROCEDURE</b>	
A-Definition of Grievance	53
B-Class Action Grievance Procedure	53
C-Individual Grievance Procedure	53
D-Clarification	54
E-Representation IEA/NEA	55
<b>ARTICLE XI: EFFECT OF AGREEMENT</b>	
A-Full and Complete Understanding	56
B-Limitations	56
C-Savings Clause	56
D-Duration	56
E-No Strike	56
<b>MEMORANDUM OF UNDERSTANDING (SALARY SCHEDULE)</b>	57
Certified Staff Salary Schedule (2023-2024)	58
Certified Staff Salary Schedule (2024-2025)	59
Certified Staff Salary Schedule (2025-2026)	60
Certified Staff Salary Schedule (2026-2027)	61

Certified Staff Longevity Schedule	62
Educational Paraprofessional Salary Schedule (2023-2024)	63
Educational Paraprofessional Salary Schedule (2024-2025)	64
Educational Paraprofessional Salary Schedule (2025-2026)	65
Educational Paraprofessional Salary Schedule (2026-2027)	66
Secretary Salary Schedule (2023-2024)	67
Secretary Salary Schedule (2024-2025)	68
Secretary Salary Schedule (2025-2026)	69
Secretary Salary Schedule (2026-2027)	70
Clerk Salary Schedule (2023-2024)	71
Clerk Salary Schedule (2024-2025)	72
Clerk Salary Schedule (2025-2026)	73
Clerk Salary Schedule (2026-2027)	74
Association Positions not on Support Staff Salary Schedule (FY2024-FY2027)	75
Support Staff Longevity	76
Appendix C: Supplemental Pay Schedule	77
Appendix D: Early Retirement Incentive	78
Memo of Understanding (Updated): Curriculum, Instruction, Assessment Committee	83
Memo of Understanding: Reading and Math Interventionists	85

## ARTICLE I: RECOGNITION

### A. *LEXICON*

1. Association: All members of the Education Association of Pekin/IEA/NEA
2. WEB: Welfare and Ethics Board of the Association
3. Board of Education (Board): The governing body of the school district is composed of elected officials created under the authority of the School Code.
4. District: Board and Administration of Pekin Public Schools District #108
5. Employee: Any member of the bargaining unit
6. Certified Staff: Any employee assigned to a position requiring professional certification in Illinois
7. Teacher: Any Employee assigned to a position requiring teacher certification and assigned to a regular division classroom or to teach special education, physical education, music, art, or provides direct support to the classroom and/or students.
8. Specialist: Any Certified Staff member whose students are taken from a classroom, providing the classroom teacher with planning time
9. Support Staff: Any employee except those employed as Certified Staff
10. Paraprofessional Staff: Any Support Staff member school position that requires non-professional certification in Illinois
11. Administrator: Any person employed by the District working in a position requiring administrative certification
12. Supervisor: Administrator to whom an Employee is assigned
13. Colleague: A person employed by the District in an equivalent position (e.g., teacher-teacher, principal-principal)
14. Core Work Day: Starting 20 minutes before and ending 30 minutes after the student attendance day for each level within the District
15. Full Time: Any employee who is assigned to work on average 30 or more hours per week
16. Part Time: Any employee who is assigned to work on average less than 30 hours per week or less than 180 days
17. Days: Work days, unless specifically stated otherwise in context
18. Permanent: Any employee, whether full or part time, with reason to expect to be employed in the subsequent year

### B. *RECOGNITION*

1. The Board of Education of School District 108, Tazewell County, Pekin, Illinois recognizes the Education Association of Pekin, an affiliate of IEA/NEA, as the sole and exclusive negotiating agent for all contracted certified personnel, Secretaries, Clerks, Educational Assistants, Technicians, Physical Therapy Assistants, Certified Occupational Therapy Assistants, Family Community Educators, Prevention

Initiative Home Visitors, and Prevention Initiative Reflective and Administrative Supervisors employed by the Employer, excluding, all Central Office administrative staff, which term includes the Superintendent, Assistant Superintendent, Coordinator of Student Services, Coordinator of Assessment and Technology, Coordinator of Curriculum and Instruction, Director of Human Resources, Business Manager, Principals, Assistant Principals, Special Education Coordinators, School Psychologists, Network Administrator, Chief Technician, Technology Support Specialist, Technology Center Supervisor, Substitutes, Secretaries to the Superintendent, Assistant Superintendent, Director of Human Resources, and Business Manager, Board Secretary, Accounts Payable/Payroll Specialist, Manager and Assistant Managers of Facilities, and all confidential, short-term, supervisory and managerial employees as defined in the Illinois Education Labor Relations Board (IELRB).

2. Unless specified otherwise, part-time Certified Staff shall receive benefits on a pro-rata basis. Whenever an employee's hours of work are changed creating a different percentage of time worked, benefits and placement on the salary schedule shall be prorated consistent with the new percentage.
3. The Board agrees not to alter through negotiating with any other employees' organization or individual employee the salaries, fringe benefits, working conditions, grievance procedures.

### ***C. FULL TIME AND PART TIME POSITIONS AND ASSOCIATION MEMBERSHIP***

1. Any full time Certified Staff and Support Staff position shall be considered a full time member of the Association.
2. Any part time Certified Staff position created by the Board, without regard to the number of days worked, shall be considered a part time member of the Association and entitled to benefits as guaranteed in Section B of this Article.
3. Any part time Support Staff position created by the Board, without regard to the number of days worked, shall be considered a part time member of the Association.
4. In the event that the Board is unable to fill a posted position, the position may be filled in the interim by one or more individuals employed with the understanding that their employment shall be temporary. Any individual so employed shall serve under the following conditions:



- a. Individuals employed with the understanding that their employment will last more than 90 school days shall be considered part time members of the Association and are entitled to benefits provided in Section B of this Article.
  - b. Individuals employed with the understanding that their employment will be 90 or fewer school days shall not be entitled to benefits guaranteed by this contract and shall not be considered a part of the Association.
    - i. If such an individual so employed, remains employed longer than 90 school days, then that person shall be entitled to benefits guaranteed by this contract and shall be considered a member of the Association.
5. Nothing in this Section limits the Board from hiring short term employees otherwise excluded from the bargaining unit.

#### ***D. NEW POSITIONS***

- 1. The Assistant Superintendent shall communicate to the Association when a position is being created. The communication shall state when a newly created position is a bargaining unit or a non-bargaining unit position. The communication shall clarify benefits and include a job description.
- 2. If the position is a bargaining unit position for which there is no salary addressed in the contract, the Association and Superintendent shall within 5 work days arrange a meeting to negotiate a salary.
- 3. If the position is a non-bargaining unit position and the Association wants clarification or challenges the position, the Association shall notify the Superintendent within 5 work days of receiving the information from the Assistant Superintendent. The Superintendent shall schedule a meeting to review the job description and to hear the Association's challenge.
- 4. Positions established after the signing of this Agreement shall be addressed in a Memo of Understanding to clarify bargaining unit status, salary and benefits.

## **ARTICLE II: ASSOCIATION RIGHTS AND RESPONSIBILITIES**

### ***A. RIGHT TO ORGANIZE***

1. Neither the Board nor the Association shall discriminate against any employee because of membership in any employee organization. No employees shall be required to join the Association as a condition of employment and no employee shall be terminated because of the employee's decision not to join the Association.

### ***B. UNION DUES AND REMITTANCE TO ASSOCIATION***

1. The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee executed authorization for continuing dues deduction, executed by the employee as specified in Article VIII.D.1.e. The dues deduction shall continue until the death of the employee, removal from payroll, or the termination of employment of the employee by the Board, or the employee submits a written notice to the Board revoking the authorization form previously executed.
2. At least fourteen days prior to the first payroll, the Association shall notify the District indicating the annual amount of dues for each employee category and certify a list of current employees it believes have consented to dues withholding for the upcoming year. If the persons for whom the District has on file a signed deduction form differ from the certified list provided by the Association, the District will notify the Association of the differences within seven days.
3. The District shall deduct union dues from any employee for whom the District has on file a current signed deduction authorization and shall remit the same to the Association within two business days of each payroll.
4. If an employee submits a signed document to the District or the Association indicating that he or she no longer wishes to have union dues deducted, the District or the Association as the case may be, shall notify the other and provide a copy of the same within two business days.

### ***C. ASSOCIATION MEETINGS, NOTICES, AND GENERAL INFORMATION***

1. The Association shall be allowed the following:
  - a. By normal procedure, the use of school buildings for meetings at the conclusion of the regular employee workday if the use of the building does not interfere with the educational program. The Association may use said school buildings for 2 hours past the regular employee workday at no cost. If said meeting lasts more than 2 hours, the Association shall pay the partnership rental rate for said period after the 2 hours as set by the Board.

- b. Two mutually agreed upon days per month for Association meetings shall be established at the beginning of the school year. Other non-conflicting meetings may be scheduled for this time.
- c. Use of employee mailboxes and a mutually designated bulletin Board in the employees' lounge for purposes of internal school communication. Public bulletin Boards shall be subject to the principal's review and approval. The Association agrees that its members shall not post Association materials in other areas.
- d. The use of District photocopiers and instructional computers when not in use. The Association will furnish its own supplies.

#### ***D. MEETINGS OF SCHOOL BOARD***

- 1. Notification, agenda, and Board meeting packets of all regular and adjourned meetings of the School Board shall be delivered to the Association at least twenty-four hours prior to the scheduled meeting.
- 2. One copy of the open session minutes of all School Board meetings shall be sent to the Association as soon as they have been approved, and the Association shall receive 1 copy of closed session minutes when they are declared open by the School Board.

#### ***E. NEW EMPLOYEES***

- 1. Names and addresses of newly hired employees shall be provided to the Association following School Board approval of their contracts.

#### ***F. ASSOCIATION LEAVE DAYS***

- 1. Upon the request of the Association co-presidents, an employee shall be released with pay for Association business. The aggregate number of days available shall not exceed 10 days, the cost of which shall be borne by the Board. In addition, the Association shall be credited with an aggregate of 10 days to be used for Association business providing the cost of substitutes, if necessary, shall be borne by the Association. Of the 20 Association leave days, any employee may use no more than 5 days unless additional days are approved by the Superintendent.

#### ***G. COMMUNICATIONS COMMITTEE***

- 1. The Communications Committee was established as part of the collective bargaining agreement that was ratified in 2002. The Communications Committee has worked since its establishment to refine and improve the "Work-in-Progress Document" that serves as a guide for how the Communications Committee will function. The "Work-in-Progress Document" is intended to support the contract and to guide continuous discussions between the EAP, Board of Education, and Administration. Should a conflict be found between this contract and the "Work-in-Progress

Document,” the contract shall be used for clarity and the “Work-in-Progress Document” shall be revised as necessary.

2. Purpose:

- a. Provide assistance, make recommendations and enhance communication to improve the quality of education and work environment in the District by or through:
  - i. Creating a climate that promotes trust, collaboration and diversity.
  - ii. Listening and learning, both inside and outside the system
  - iii. Encouraging and celebrating risk taking and experimentation as learning tools.
  - iv. Providing human resources (giving time, developing skills and providing on-going support) for groups within and associated with the District.
  - v. Establishing decision-making parameters to determine waivers granted to contract provisions.
  - vi. Establishing from its membership a joint committee to meet statutory reduction in force requirements.
- b. Fulfill the various responsibilities assigned to the Communications Committee by provisions within this Contract, which shall be incorporated in the “Work-in-Progress Document.”

3. Membership:

- a. Board of Education President
- b. Board of Education member appointed by the Board President
- c. Superintendent
- d. Central office member appointed by the Superintendent
- e. Three principals - primary, intermediate and junior high school
- f. Association Co-Presidents
- g. WEB Chair

- h. Three Association Certified Staff members - primary, intermediate and junior high school appointed by the Association Co-Presidents.
- i. Two Support Staff members - primary, intermediate/junior high appointed by the Association Co-Presidents.
- 4. Schedule:
  - a. Minimum of one meeting per month to be held during the week prior to the regular meeting of the Board of Education. The committee may schedule additional meetings as needed.
- 5. Inservice:
  - a. Members of the Communications Committee shall participate in development activities to clarify roles in sharing ideas regarding problem solving and conflict resolution strategies to prepare them for their work in the Communications Committee.
- 6. Process:
  - a. Each month's agenda shall be collaboratively developed by Board President, WEB Chair, Superintendent and Association Co-Presidents. Agenda items shall relate to the stated purposes of Communications Committee and/or address issues that may emerge at the building or District level and are not resolved through the channels specified in the "Work-in-Progress Document."
  - b. Minutes of the Communications Committee will document discussion related to the agenda and specifically state resolutions agreed to by all parties. Those minutes shall be shared with constituent group members.
  - c. The Board, Administration and Association may each establish its own procedures for collecting issues for the agenda. Each party assumes responsibilities for researching the issue to be certain that it meets criteria before placing it on the agenda.

## ***H. INSURANCE COMMITTEE***

- 1. Purpose:
  - a. To use the problem solving decision making model to review:
    - i. services
    - ii. costs
    - iii. benefits of the program

- b. To recommend changes to the Association and the Board
- 2. Membership:
  - a. The committee shall be made up of 10 members. The EAP Co-Presidents shall appoint five members to represent the Association and the Superintendent and Board president shall appoint five members to represent the Board and Administration.
  - b. The committee may invite consultants and witnesses to attend committee meetings.
  - c. The committee shall be co-facilitated by a representative of Administration or Board and the Association.
- 3. Schedule:
  - a. The co-facilitators shall schedule one meeting in each of the following months: September, November, February, and May.
  - b. Additional meetings may be called by the co-facilitators.

## ***I. FINANCE COMMITTEE***

- 1. The District and Association agree that good relations depend upon open communications about District finances. The Superintendent's Finance Committee shall operate as an advisory committee to the Superintendent and shall make recommendations for consideration in developing the following information for the Board:
  - a. Levy scenarios
  - b. Projected revenues and expenditures
  - c. Options for balancing the budget
  - d. Legislative updates related to finances
  - e. Long term financial planning
  - f. Other financial information requested by the Superintendent
- 2. The Superintendent's Finance Committee shall meet two times per year as scheduled by the Business Manager, who may schedule additional meetings as needed.
- 3. Membership shall be as follows:
  - a. Superintendent

- b. Business manager (facilitator)
- c. Association Co-Presidents
- d. Two Association members appointed by the Association Co-Presidents
- e. Up to three principals appointed by the Superintendent

## **ARTICLE III: EMPLOYEE RIGHTS AND RESPONSIBILITIES**

### ***A. CONTRACT DISTRIBUTION***

1. Within 30 days of ratification of this Agreement, the Board shall make available to the Association and each employee a signed copy of the agreement through electronic media. In addition, the contract shall be posted to both the District and Association web sites. The web sites shall be kept up-to-date as revisions and memos of understanding are reached by both parties. Each newly hired employee shall be given a copy of the Agreement by the Administration.

### ***B. EMPLOYEE DISCIPLINE***

1. No tenured Certified Staff member shall be reduced in pay, issued a written reprimand, issued a written warning notice, or suspended without pay without just cause. Terminations of teachers shall not be grievable but shall be pursuant to 24-11 and 24-12 of the School Code (105 ILCS 5/24-11 and 105 ILCS 5/24-12).
2. No Support Staff member shall be disciplined, suspended, nor issued a written reprimand without just cause. Non-probationary Support Staff members shall not be terminated without just cause.
3. It shall be the responsibility of the Administration to promptly inform an employee of deficiencies in his or her work-related conduct. An employee shall be entitled to Association representation in all meetings, either investigatory or disciplinary, which could lead to discipline, except for required conferences pursuant to Article V.C. and D.
  - a. It is solely the employee's responsibility to determine the need for and request Association representation.
  - b. If the employee chooses Association representation not employed by the District, the District must be notified no less than 24 hours prior to the meeting. Such meeting shall be held at the District Office.
4. The Board and the Administration shall follow the practice of progressive discipline particularly for remediable offenses. When a deficiency in work-related conduct is substantiated, the supervisor shall document the deficiency for the employee in writing. A copy shall be placed in the personnel file. The document shall specify the conditions for its removal. The employee shall have the right, and is encouraged to respond in writing within 10 school days of receiving the written documentation.
5. This section shall not apply to the placement of a teacher on a remediation plan pursuant to the evaluation plan, Article V., or to ratings and comments contained in a teacher's evaluation.



### ***C. PERSONNEL FILE***

1. An employee's personnel file shall not contain false information. Each Employee shall have the right, upon request, to review the contents of said Employee's personnel file and to place therein, written reactions to any of its contents. Privileged information such as confidential credentials and related personnel references normally sought at the time of employment are specifically exempt from review. Entries in the file shall be authorized upon the completion of diligent investigation. A copy of any entry shall be forwarded to the Employee.

### ***D. SUPPORT STAFF PROBATION***

1. A newly hired Support Staff member who has not been in the service of the District shall be considered a probationary Support Staff member the first 6 months of employment, and within that 6 months may be discharged at any time with notice, but without compensation or assigning any reason whatsoever. The Administration may extend the probationary period for 6 months by giving written notice to the Support Staff member before the probationary period ends. This written notice shall include the deficiencies that must be corrected during the probationary extension period.

### ***E. ANNUAL EMPLOYEE UPDATE***

1. By the first pay in October, each Certified Staff member shall receive a statement detailing accumulated sick leave, personal days, salary amount, salary schedule step and lane, longevity, supplemental pay, shortage area differential and seniority. The statement of seniority ranking shall consist of:
  - a. Areas of certification
  - b. Years of seniority with the District
2. By the first pay in October, Support Staff members shall receive a statement detailing accumulated sick leave, personal days, salary amount, salary schedule step, longevity, supplemental pay and seniority ranking.

### ***F. RESIDUAL RIGHTS***

1. All employees covered under this Contract who participate in the production of education materials shall retain residual rights to such materials should they be protected by copyright or sold by the Pekin 108 School District, if produced during the employee's off-duty hours and if produced without any reimbursement or payment by the Board to the employee for the production of the materials. Otherwise, any materials produced shall be the exclusive property of the District. (For further information, see Section 10-23.10 of the School Code (105 ILCS 5/10-23.10) regarding developing and marketing of computer programs.)

### ***G. JOB RELATED CONSULTATION***

1. Employees and the District recognize the professional development benefits of consultation experiences. If consistent with the District Strategic Plan and approved by the Superintendent, upon request, each Employee shall be allowed a limit of 3 days per year for outreach or consultation activities, providing the Employee reimburse the District for all substitutes and other costs incurred by the District. This provision operates independently of other provisions for personal or professional leave.

### ***H. SITE-BASED AND/OR SHARED DECISION-MAKING***

1. The District and Association agree that School Instructional Leadership Teams (SILT) are organizational bodies that shall administer site based, shared decision-making. SILT is a building-level, voluntary, representative group which is responsible for planning and problem solving to improve the quality of education and working environment at each school. The District and Association agree that site-based, shared decision-making is a joint planning and problem solving process.
2. In order to administer site-based, shared decision-making, each SILT shall:
  - a. Address and formalize the way in which they decide who will provide information and who makes what decisions about the school's: instructional program, data collection, school-wide improvement, environment/building climate, assignment of students to class lists, planning time, staff attendance/sub coverage, student discipline data and concerns, and budget
  - b. Decide who is responsible for carrying out SILT decisions and communicate the decision-making process
  - c. Determine a process for setting an agenda
  - d. Schedule dates and times for regular meetings and for special meetings as needed
  - e. Decide how SILT representatives are chosen and the length of their terms Insofar as volunteers are available, have members representing faculty, administration, support staff, and parent
  - f. Determine the manner in which the SILT facilitator is chosen
  - g. Determine how the agenda and minutes will be shared with other staff.
3. Each SILT shall evaluate the effectiveness of site-based, shared decision-making on a

yearly basis. Such reflection and analysis shall involve both the SILT and all staff.

## ***I. WORKLOAD PLAN FOR SPECIAL EDUCATORS***

1. In order to provide students with IEPs the free, appropriate education to which they are entitled, The Education Association of Pekin and the Pekin Public Schools District 108 Board of Education agree to the following plan related to the workload of special educators, so that all services required under students' IEPs, as well as all needed ancillary and support services, can be provided at the requisite level of intensity. Pursuant to section 226.735 of the Illinois Administrative Code, the plan is as follows:
  - a. Must follow state guidelines for special education. Follow the current practice of using class size, Illinois Administrative Code 226.730, as the definition for caseload for special educators that are teachers. Workload shall be defined by state guidelines established in the Illinois Administrative Code 226.735a.
  - b. Form District Workload Committee whose membership shall consist of an early childhood educator, K-3 special educator, 4-6 special educator, junior high special educator, speech and language pathologist, Director of Human Resources, building principal, and Special Education Coordinators. Special educators and speech and language pathologists shall be appointed by the Association.
2. Responsibilities:
  - a. The Director of Human Resources and an identified Association member shall co-facilitate the committee.
  - b. Meet 3 times a year: by September 30, January 30, and May 30.
  - c. Review data collected prior to September, January, and May meetings.
  - d. Determine workload ranges for early childhood, grade K-3, grade 4-6, junior high, speech and language pathologist, and other ancillary special educators at the September and January meetings.
  - e. Communicate work load ranges to all special educators.
  - f. Assist in monitoring district workload and function as a resource for problem-solving concerns that develop.
3. Problem-solving process:
  - a. If a special educator feels his/her work load is above the range established by the District Workload Committee, he/she contacts a District Workload Committee Representative to review his/her data within 10 working days from date of workload range publication or when a change in a special educator's workload exceeds the range.
  - b. After the representative and special educator review the data, and if a problem

has been identified, both the teacher and the representative shall meet with the building principal to resolve the problem within 10 working days from the time of request to meet.

- c. If the identified problem cannot be resolved at the building level, all concerned (e.g. special educator, committee representative, and principal) shall meet with the Special Education Coordinator(s) within 10 working days of request to meet.
  - i. Speech and language pathologists and all ancillary special educators shall begin at this level.
- ci. If the above steps leave the problem unresolved, the concern shall go to the District Communications Committee at their next monthly meeting for final resolution.
- cii. Once resolution is agreed upon, it must be put into progress within 10 working days.

## ***J. SURVEILLANCE***

1. The purpose of surveillance equipment is to secure the buildings. The purpose of surveillance equipment is not to evaluate the performance of employees or to monitor their behavior or conduct.
2. Surveillance shall only occur in common areas. (e.g. hallways, parking lots, grounds, cafeterias, learning centers, and gymnasiums). Surveillance equipment shall not be utilized to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.
3. Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct or security violations or incidents. Access to data involving District personnel shall be limited to appropriate administrative personnel and police liaison officers. Such review shall take place in the office of one of the parties listed above. If a review of data inadvertently reveals alleged incidents of employee misconduct, the following process shall be followed:
  - a. The Employee and the Association shall be notified if the District intends to investigate the alleged employee misconduct incident. Such notification shall be in writing.
  - b. The Association representative or the Employee's representative may review the data depicting the alleged employee misconduct.
  - c. The Employee has the right to be represented in all investigatory meetings regarding alleged misconduct unless the Employee declines representation. For further information see Article III: Employee Rights and Responsibilities, Section B of this Agreement.

- d. Any Discipline that may be imposed against the Employee as the result of the misconduct investigation shall be in accordance with the applicable provisions in this Agreement.
4. Data from surveillance equipment may be stored for up to thirty (30) calendar days unless there is cause to believe that such data would document a criminal or security incident.
5. At the time surveillance equipment is activated in each school building, all employees at that school shall be informed in writing of the use of the surveillance equipment. All new employees shall be notified, in writing, of the use of the surveillance equipment as part of the new employee orientation.

## ARTICLE IV: EMPLOYMENT CONDITIONS

### ***A. NOTIFICATION OF ASSIGNMENTS***

1. All Employees shall be given written notice of assignments for the forthcoming year prior to the last full student attendance day of the school year. If changes in assignments are necessary, the Employee affected shall be promptly notified.

### ***B. VACANCIES, TRANSFERS AND REASSIGNMENTS***

1. Definitions:
  - a. Reassignment: Any change of assignment, either voluntary or involuntary, of an Employee's classification, grade, department, subject or school.
  - b. Transfer: A voluntary reassignment
  - c. Involuntary Transfer: A non-voluntary reassignment
  - d. Unstaffed Position: Any position needed or not needed to which no Employee is assigned.
  - e. Vacancy: Any new or existing unstaffed position identified as needed by the District.
2. Procedures:
  - a. Whenever a new or existing unstaffed position exists, the supervising Administrator may consider transfers within the school. When the Administrator declares the transfer process to be complete, the remaining unstaffed position may be announced by the District as a vacancy.
  - b. Vacancies shall be posted as follows:
    - i. All vacancies shall be posted at the Central Office, in each building, and on the District website.
    - ii. In the summer, vacancies shall be posted in the Central Office and on the District website.

- iii. Within 5 days after a vacancy occurs the District shall notify the Association Co-Presidents or designee.
- iv. Whenever possible, vacancies shall remain posted for a minimum of 10 working days before being filled.

### ***C. VOLUNTARY REASSIGNMENTS OF EMPLOYEES***

1. Certified Staff members who apply to any posted Certified Staff vacancy for which they meet the qualifications shall be granted an interview. Unsuccessful applicants shall be given a written response and offered the opportunity for a conference with the interviewing administrators to discuss the reasons they were unsuccessful.
2. All Support Staff employees who apply to any posted vacancy within their current classification as listed in Article IV. G. shall be granted an interview. Unsuccessful applicants shall receive a written response and offered the opportunity for a conference with the interviewing administrators to discuss the reasons they were unsuccessful.
3. Support Staff employees are invited to apply to any posted vacancy outside their current classification as listed in Article IV. G including teaching vacancies for which they may be qualified. Each Support Staff member may identify a limit of one such application per District fiscal year, July 1 through June 30, for which an interview shall be automatically granted. All other applications submitted by that Support Staff member must proceed through the screening process identified for the posted position.
4. Certified Staff members seeking reassignments outside their buildings and Support Staff members wishing to invoke their right to a guaranteed interview shall inform the Director of Human Resources through the process advertised by that office. The Director of Human Resources shall acknowledge in writing, the receipt of all requests for reassignment within 5 work days and notify the potentially impacted Administrators of the request.
5. If a new or existing position opens after January 1, it shall be filled by substitution whenever possible. If it is filled by reassignment, the position shall be posted at the end of the school year.

### ***D. INVOLUNTARY REASSIGNMENT OF EMPLOYEES***

1. Prior to any involuntary reassignment of Employees, volunteers shall be sought and given consideration.

2. Whenever an involuntary reassignment occurs, the District shall consider selection based on all of the following criteria, but no priority or order is indicated within the following listings:
  - a. certification and qualification
  - b. seniority in the District
  - c. needs of the District
3. For the purpose of transfers or reassignments, Seniority in the District shall be defined as District seniority within the building, except for those positions identified by an asterisk on the seniority list, for which it shall be defined as District seniority within the program.

#### ***E. CERTIFIED STAFF WORK YEAR AND WORK DAY***

1. All Certified Staff
  - a. For the duration of this contract, Certified Staff work year shall be a maximum of 180 work days or the state-mandated minimum, whichever is greater.
  - b. The Certified Staff workday shall not exceed 7  $\frac{3}{4}$  hours per day.
  - c. Within the 7  $\frac{3}{4}$  hour work day, Certified Staff may flexibly schedule time beyond the Core Work Day according to their personal needs. The Core Work Day is defined as starting 20 minutes before and ending 30 minutes after the student attendance day for each level within the District, e.g., preschool, primary, intermediate, junior high. A Certified Staff member may modify the Core Work Day for special circumstances by email to the principal. No reason shall be required for the change.
    - i. The preschool program shall follow an atypical schedule.
  - d. Upon 24 hour notice, a Certified Staff member shall be expected to modify time beyond the Core Work Day for parental conferences. Certified Staff members shall attend to the conclusion of legally required special education meetings to set student programs.
  - e. Nothing in this section prevents attendance from being addressed as a supervisory issue under Article III.B. of this contract.
  - f. A minimum of 30 minutes duty-free lunch shall be provided to all Certified Staff members, except that Certified Staff members at the primary level shall have a 45 minute duty-free lunch period daily.



- g. On days before Thanksgiving, Christmas, and Spring Break, the Certified Staff members may leave the work site 15 minutes after the dismissal of students. On such days, no building or District meeting shall be held.
- h. Certified Staff members shall attend such school functions as set by the Board as they apply to the school of their supervising Administrator.
- i. Extended work year shall be defined as work beyond the 180-day year as an extension of the current job assignment under the same terms and conditions as outlined in the contract. Such work shall be essential to meet District needs and shall be a requirement to fulfill the job responsibilities. Such work must have District or grant funding allocated to support the extension.
  - i. Extended year assignments shall be determined annually, and paid at a daily rate equal to  $1/180^{\text{th}}$  of the Certified Staff member's salary + TRS as outlined in the salary schedule for the extended year.
  - ii. When a position in the District requires employment beyond the 180-day work year, the District shall notify the Association Co-Presidents and WEB chair. If it is a new position, the notification shall be listed as part of the job description.
  - iii. The Association shall notify the Superintendent of any objection to a newly created or currently existing extended day position within 10 workdays of the notification. At that time a meeting shall be scheduled to consider the objection.
  - iv. The Association must agree with the extension in order for the extension to be presented to the Board for consideration. If after the meeting, the Association continues to object to the extension, the Association shall provide written rationale for the objection that can be shared with the affected employees.
- j. Stipend work beyond the Certified Staff work day or work year shall be considered voluntary and paid at a rate set by the Board.
- k. Atypical Schedules
  - i. Workday scheduled for atypical programs shall be determined individually. Atypical programs shall be defined as:

- (a) Programs that require Certified Staff to travel among schools within the District or to visit students' homes.
  - (b) Programs that provide supplemental instruction to students with specifically identified needs for special, remedial or gifted education.
  - (c) Programs designed to provide instruction outside the regular student day.
  - (d) Programs serving students other than in Kindergarten through 8<sup>th</sup> grade.
  - (e) Programs in which Certified Staff members' time is routinely scheduled by appointment.
- ii. Certified Staff members and their supervisors shall collaborate to set atypical program schedules consistent with the following parameters and procedures:
  - (a) Within each work week, Certified Staff members shall be scheduled to work 38  $\frac{3}{4}$  hours; have no less than the total weekly amount of planning time as Teachers in the same grade levels; and have at least 30 minutes of duty-free lunch on any day scheduled to be longer than 4 hours.
  - (b) Starting and ending times shall enable the program to serve student needs and fulfill program requirements.
  - (c) Whenever collaboration of the Supervisor and Certified Staff member fails to define an acceptable schedule, the Supervisor shall set an interim schedule that fulfills program requirements and meets student needs, and within 5 work days, submit to the Communications Committee a request for clarification and problem solving.
  - (d) Whenever collaboration of the Communications Committee fails to define an acceptable schedule, the Communications Committee shall submit the issue to the WEB of the Association for final resolution.
- 1. Meetings
  - a. In any year, no Certified Staff member shall be required to attend more than 19 school or District meetings held outside the work day. In any semester, no Certified Staff member shall be required to attend more than 10 meetings outside the work day. These scheduled meetings shall be announced at the beginning of

each semester, except that with 5 days notice, meetings may be changed or added to the schedule, unless the additions would exceed the limit for the semester.

- b. Certified Staff members may leave any required building meeting outside the work day either 1 hour after it is convened or 1 hour and 20 minutes after student dismissal, whichever is earlier. Certified Staff members may leave any required District meeting outside the work day either 1 hour after it is convened or 1 hour and 30 minutes after student dismissal, whichever is earlier. In either case, the meeting may continue with voluntary attendance.
2. Teachers Only
  - a. Recesses and Planning Periods
    - i. Teacher supervised afternoon recess for full-day K-3 grades may be scheduled at the Teacher's option if no Specialists are scheduled in the afternoon.
    - ii. There shall be at least one daily planning period at the junior high level.
    - iii. There shall be at least one daily 15-minute duty-free recess plus a minimum of five 30 minute planning periods per week at the intermediate level.
    - iv. There shall be one daily 15-minute duty-free recess plus a minimum of four 30-minute planning periods per week at the primary level.
3. If the number of specialists is reduced resulting in a reduction in planning time, the Board shall immediately implement a maximum 7 ½ hour Teacher work day.
4. The primary physical education and music specialists shall have:
  - i. 120 minutes of planning time per week but may not always have four 30 minute blocks
  - ii. No more than one Teacher's class assigned unless an assistant is provided, except by mutual agreement between the District Administration and Association
  - iii. Input on the development of their schedules
5. District special education teachers shall have:
  - i. One full day of release time annually on a date and time determined by the building principal and special education teachers for the purpose of completing the required Individual Education Plan (IEP) paperwork. Release

time may be used in half day increments with principal approval. Additional leave time may be granted with principal approval for special circumstances.

#### ***F. PROFESSIONAL DEVELOPMENT COMMITTEE***

1. The District shall maintain a Professional Development Committee chaired by the Director of Human Resources for the purposes of supporting non-tenured Certified Staff members' progress toward tenured status and to provide resources and professional development for tenured Certified Staff members to stay current in practices related to the performance expectations, curriculum, instruction, and assessment.
2. Tenured employees may voluntarily enroll in any of the District-sponsored courses.
3. On a regular basis, the District Professional Development Committee comprised of Association representation and administration shall assure the following:
  - a. Alignment of professional development coursework to the District's strategic plan
  - b. Rigor of professional development coursework
  - c. Alignment with professional development needs of the District
  - d. Alignment with the Curriculum, Instruction, and Assessment Committee

#### ***G. SUPPORT STAFF WORK DAY AND YEAR***

1. Support Staff shall be employed in permanent part time or full time positions. Permanent positions may be added at any time under provisions of Article I. At the writing of this contract, the following permanent positions exist with the hours and days indicated.
  - a. Secretary
    - i. 7.5 hours per day
      - (a) 215 days
      - (b) 220 days
      - (c) 200 days
  - b. Learning Center Paraprofessional
    - i. 7.0 hours per day
      - (a) 180 days

- ii. 5.75 hours per day
  - (a) 180 days
- c. Educational Paraprofessional
  - i. 6.5 hours per day
    - (a) 180 days
  - ii. 5.75 hours per day
    - (a) 180 days
  - iii. 3.25 hours per day
    - (a) 180 days
- d. Clerk
  - i. 5.75 hours per day
    - (a) 180 days
    - (b) 185 days
    - (c) 200 days
- e. Physical Therapy Assistant
  - i. 7.5 hours per day
    - (a) 180 days
- f. Certified Occupational Therapy Assistant
  - i. 7.5 hours per day
    - (a) 180 days
- g. Family Community Educator
  - i. 7.75 hours per day
    - (a) 200 days
- h. Prevention Initiative Home Visitor
  - i. 7.5 hours per day
    - (a) 215 days
- i. Technician
  - i. 7.5 hours per day
    - (a) 220 days
- j. Prevention Initiative Reflective and Administrative Supervisor
  - i. 3.75 hours per day
    - (a) 215 days

2. Within the work day, for those working in excess of 4 hours, Support Staff members shall have a minimum of 30 minutes duty-free unpaid lunch.
3. Educational Paraprofessionals, Prevention Initiative Home Visitors, Prevention Initiative Reflective and Administrative Supervisors, Family Community Educators, Certified Occupational Therapy Assistants, and Physical Therapy Assistants shall participate in training on parent/teacher conference days as defined by their workday unless excused by their Supervisor.
4. Educational Paraprofessionals, Prevention Initiative Home Visitors, Prevention Initiative Reflective and Administrative Supervisors, Family Community Educators, Certified Occupational Therapy Assistants, and Physical Therapy Assistants shall participate in all in-service activities, school improvement planning days, and half-day in-service days scheduled during their regular work days as defined in Article IV. G. 1.
5. Secretaries, Clerks and Technicians shall perform their duties and responsibilities during each work day as defined by their classification and work year. They shall attend in-service activities as assigned by their Supervisor on non-instructional days.
6. New Support Staff employees shall be provided a job description specific to their assignment at the time of employment and all previously hired Support Staff shall find the requirements for the current school year on the District 108 website under "Job Descriptions." These descriptions may include students with special needs, non-invasive medical needs, medical emergency needs and non-instructional responsibilities.
7. Only Educational Paraprofessionals assigned as personal assistants to special needs students may have medical responsibilities that may arise in an emergency situation. These Educational Paraprofessionals shall receive training before taking on any medical responsibility and shall be made aware of liability protection.
8. The Supervisor shall assign starting and ending times for all Support Staff provided that those times do not exceed the assigned number of hours of the Employee as per the contract.
9. Paid breaks
  - a. Within the work day of any Paraprofessional working in excess of 5 hours, there shall be 1 paid break of 15 minutes. The Supervisor shall collaborate with the Certified Staff member who oversees the Paraprofessional Staff member's work to establish a schedule for the break to be taken on typical school days. On any day, if required by student needs, the Certified Staff member may change the

time for the break to be taken. The break shall not be taken on any day on which nonstandard activities prevent scheduling a break during the Paraprofessional Staff member's scheduled hours.

- b. Within the work day for any other Support Staff member working in excess of 5 hours, there shall be 1 paid break of 15 minutes. The Supervisor shall establish a schedule for the break to be taken on typical school days. If required by program or office needs on any day, the Supervisor may change the time for break to be taken. The break shall not be taken on any day on which nonstandard activities prevent scheduling a break during the Support Staff member's scheduled hours.
- c. On days before Thanksgiving, Christmas, and Spring Break, Non-Certified Staff members may leave the work site 15 minutes after the dismissal of students. On such days, no building or District meeting shall be held.

## ***H. EMERGENCY SCHOOL CLOSINGS***

1. Notification procedure
  - a. When an emergency exists, notification of the closing of school shall be broadcast over appropriate radio and television stations and employees shall be notified by the District emergency call system as soon as possible, but no later than 7:00 a.m.
  - b. If it necessary to close schools due to inclement weather and/or other emergencies the use of e-Learning days will be determined at the discretion of the Superintendent or his/her designee as per Board Policy 6:20 and 4:170. Priority will be given to inform Employees of the use of an e-Learning day at the earliest possible time.
  - c. When an e-Learning day is used, Employees shall adhere to the guidelines outlined in the District's e-Learning Plan
2. School Closing/Leave Days
  - a. When all schools within the District are officially closed, no leave days previously arranged by an Employee shall be deducted, nor shall any Employee be required to be present when all of the students have left the school in which said Employee is located.
3. Bomb Threat Procedure
  - a. In all cases, when a school official has been notified of a bomb threat, response shall be guided by guidelines established by the Illinois State Board of Education, e.g., "The ISBE Multi-Hazard Emergency Planning for Illinois Schools and District Critical Incident Preparedness Manual."
    - i. Evidence of the threat shall be recorded, documented and preserved for later reference or use in legal proceedings.

- ii. The threat shall be reported to the police and to Central Office Administration.
- iii. The Unified Commander and Superintendent shall establish a Unified Command Center and shall assemble a bomb threat response team.
- iv. The Unified Commander and Superintendent shall assess the threat and determine whether to evacuate the building and when and how to perform the search.
- v. The school shall be officially closed until the Unified Commander and Superintendent declare an All Clear.
- vi. No District Employee shall be required to search for the bomb.

#### ***I. RECORDS***

- 1. Deliberate falsification of records or application forms is grounds for discipline or dismissal at the discretion of the Board.

#### ***J. SPECIAL INSTANCES FOR ASSIGNING SUBSTITUTES***

- 1. Paraprofessionals who are certified Teachers shall be assigned as substitute teachers only if no suitable substitute is available. Paraprofessionals so assigned shall receive the greater of Teacher substitute pay or their per diem wage with no loss of benefits for each day worked as a substitute.

#### ***K. OVERTIME***

- 1. A Support Staff member required to work in excess of 40 hours per week shall be compensated at 1 ½ times the individual's rate of pay for each hour of overtime or 1 ½ hours of compensatory time for each hour of overtime. (Hour for hour compensation time for less than 40 hours). Compensatory time shall be subject to the provisions of the federal Fair Labor Standards Act. Except in an emergency, a 24 hour notice to the Support Staff member shall precede any overtime requirement.
- 2. Compensation for overtime for Support Staff shall be compensatory time unless otherwise mutually agreed upon with the Supervisor.
- 3. Scheduling of compensatory time shall be upon mutual agreement between the Support Staff member and the Supervisor, and must be used within the current school year.
- 4. Use of compensatory time is limited to no more than 2 consecutive days per occurrence.



## **ARTICLE V: EVALUATION OF CERTIFIED EMPLOYEES**

### ***A. PURPOSE***

It is the primary purpose of this evaluation to improve instruction. The District shall comply with the Illinois State Board of Education rules and regulations regarding certificated employees' evaluation.

### ***B. FREQUENCY***

1. All non-tenured certified teachers shall be evaluated each school year until they are placed on tenured status.
2. All tenured certified teachers shall be evaluated at least once every three school years.

### ***C. PROCEDURES***

1. At the start of the school year, the school district shall provide to each teacher affected a written notice (either electronic or paper) that a performance evaluation will be conducted in that school year. The written notice shall include the district's expectations of the teacher and the evaluation procedure.
2. The evaluation plan shall include consideration of the teacher's competency in the subject matter, planning, instructional methods, classroom management and attendance. The categories of expectations include: Planning and Preparation, Environment, Instruction, and Professional Responsibilities. The specific criteria for each category of expectation are included in a rubric that shall be used to rate the teacher's performance.
3. The overall rating of the performance of the teacher on the Summative Evaluation shall be one of the following:
  - a. Excellent
  - b. Proficient
  - c. Needs Improvement
  - d. Unsatisfactory
4. Specifications as to the teacher's strengths and weaknesses, with supporting reasons for the comments, shall be included in the Summative Evaluation.
5. For each non-tenured teacher, a minimum of three observations shall be required each school year. Two of these observations shall be formal.
6. All formal observations shall include evidence of planning for the instruction provided by the teacher, formal observation by the evaluator, reflection by the teacher on the instruction, and feedback by the evaluator about the instruction.

7. If a tenured teacher received an “excellent” or “proficient” evaluation rating upon completion of his or her last evaluation cycle then a minimum of two observations are required in the next three year cycle. One of these observations shall be formal.
8. If a tenured teacher is rated as “needs improvement” after the completion of his or her evaluation cycle then a professional development plan shall be developed by the evaluator in consultation with the teacher. The professional development plan shall be created within 30 days of the completion of the evaluation cycle and implemented in the following school year. A minimum of three observations shall be required. Two of these observations shall be formal.
9. If a tenured teacher received an “unsatisfactory” rating after the completion of his or her evaluation cycle, then the district shall commence with the development of a remediation plan designed to correct the deficiencies cited. The remediation plan shall be created within 30 days of the completion of the evaluation cycle and be consistent with 105 ILCS 24A of the School Code.
10. If areas of concern arise, written notice shall be given to the teacher in sufficient time to address and improve identified concerns.
11. **Summative Conference**  
 Summative evaluation conferences will be conducted 45 days prior to the end of the official school year calendar for all evaluated staff.  
 The teacher shall be provided with a written copy of the Summative Evaluation Form, and the narrative at the summative evaluation conference. The evaluator will provide clarity to the written document. The teacher’s initials on the Summative Evaluation Form will indicate receipt of the document.  
 The teacher shall have the right, and is encouraged to respond to the narrative in writing within ten (10) school days of the meeting. The teacher will present the response to the evaluator and will be able to note on the Summative Evaluation Form if a response is attached. The teacher will receive a completed, signed copy of the evaluation and response documents as placed in the personnel file.
12. **Personnel File:** The Summative Evaluation Form, the narrative, and any written response shall be filed in the personnel file within 10 days of being received by the office of the Director of Human Resources.
13. **Signature:** The signature indicates that both parties have seen, but not necessarily agreed with, the contents of the evaluation.
14. **Remediation (For Tenured Staff Only) (105 ILCS 24 A of the School Code)**
15. **Qualified Evaluator:** Article 24A-2.5 of the School Code defines an “evaluator” as an administrator who has fulfilled all applicable pre-qualification and retraining requirements.

#### ***D. CONFORMANCE WITH THE PERFORMANCE EVALUATION REFORM ACT***

1. In conjunction with the Education Association of Pekin (EAP), the District shall maintain a PERA Joint Committee which shall serve as the decision-making vehicle for the establishment of a valid and reliable evaluation system for employees who hold a professional educator's license in accordance with Part 50 Rules of the Illinois Administrative Code.
  - a. The PERA Committee shall consist of an equal number of members representing the Board/Administration and the Association. The Committee will have the option of selecting facilitators to assist it in its decision-making process. The Board/Administration and Association may bring additional consultants or personnel to Committee meetings, but such individuals shall not participate in the decision-making process.
    - i. Decisions by the PERA Committee shall be based on a consensus of the members of the committee. If the PERA Committee cannot reach consensus, then the District will implement the components of the State Plan for which consensus has not been reached, in accordance with the State's Performance Evaluation Advisory Council.
    - ii. The Committee will finalize the design, evaluation tools and procedures to be used under the PERA program. This will include tools for the evaluation of teacher effectiveness, inclusion of a growth model, and other such evaluative tools as are appropriate under the PERA guidelines. The Committee shall have the responsibility of monitoring the effectiveness of the plan and recommending adjustments to the Board/Administration and Association. The Committee can also obtain and plan for training of employees on aspects of the plan.

The Committee will monitor the established appeals process for Unsatisfactory Evaluations in accordance with Public Act 101-0591 and recommend any adjustments to the Board/Administration and Association.

#### ***E. GRIEVABILITY***

The parties hereto agree that the procedure for evaluation identified herein shall be subject to the grievance process of Article X, but that the substance of teacher evaluation, if not false, shall not be subject to the requirements of Article X.

## ARTICLE VI: EVALUATION OF SUPPORT STAFF MEMBERS

### A. **PURPOSE**

1. To assist the individual support staff employee in identifying accomplishments as well as to provide assistance for growth when needed.
2. To establish procedures for evaluating support staff employees based upon the quality of individual performance.

### B. **FREQUENCY**

1. All support staff members will be evaluated every two years.
2. Current procedures in place regarding Article III D. *Support Staff Probation* remain in place and unaffected by this Article.

### C. **PROCEDURES**

1. Review of Expectations
  - a. A review of the District Expectations related to: Job Knowledge, Time Management, Quality of Work, Initiative, Adaptability, Dependability, Attendance, Attitude & Ability to Relate to Others, Confidentiality, and District & Building Procedures will be conducted prior to October 1st by the evaluator with those being evaluated that school year.
2. Progressive Evaluation
  - a. Evidence collected to support ratings in the final evaluation document will be obtained through informal observations made by the evaluator throughout the school year.
  - b. If areas of concern related to performance arise during the school year, written notice will be given to the support staff member by their evaluator in sufficient time to address and improve identified concerns.
3. The Evaluator will provide the following by May 15<sup>th</sup> of the school year in which the support staff member is scheduled to receive an evaluation:
  - a. Completed Support Staff Performance Evaluation assigning a ranking of “Meets Expectations,” “Needs Improvement,” or “Does Not Meet” to each of the following categories: Job Knowledge, Time Management, Quality of Work, Initiative, Adaptability, Dependability, Attendance, Attitude & Ability to Relate to Others, Confidentiality, and District & Building Procedures.
  - b. An evaluation meeting to provide clarity to the written document.

The staff member will have the right, and is encouraged to respond to the evaluation in writing within ten (10) school days of the meeting. The staff member will present the response to the supervisor and will be able to note on the Support Staff Performance Evaluation if a response is attached. The employee will receive a completed, signed copy of the evaluation.

#### 4. Personnel File

- a. The Support Staff Performance Evaluation and any written response shall be filed

in the personnel file within 10 days of being received by the office of the Director of Human Resources.

5. Signature

- a. The signature indicates that both parties have seen, but not necessarily agreed with, the contents of the evaluation.

6. Qualified Evaluator

- a. Only qualified evaluators will evaluate support staff employees. A qualified evaluator refers to those professional employees who are required to hold a supervisory or administrative certificate in accordance with Article 21 or Section 34-83 of the School Code, and who have been approved as evaluators by the Pekin Public Schools District #108 Board of Education.

***D. GRIEVABILITY***

The parties hereto agree that the procedure for evaluation identified herein shall be subject to the grievance process of Article X, but that the substance of staff member evaluation, if not false, shall not be subject to the requirements of Article X.

## ARTICLE VII: REDUCTION IN FORCE (RIF)

### *A. CERTIFIED STAFF*

#### 1. Procedure

- a. The Board shall follow Reduction in Force Guidelines pursuant to PA 097-0008 (Senate Bill 7).
- b. In the case of a reduction in professional staff members, the sequence of dismissal shall occur in accordance with the School Code. Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold, based upon legal qualifications and any other qualifications established by the District job description, on or before the May 10 prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the joint committee on honorable dismissals that are authorized by subsection (c) of 24-12 of the School Code, the District shall pursuant to subsection (b) of 24-12 of the School Code establish four groupings of teachers qualified to hold the position.
- c. Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings with teachers in grouping one dismissed first and teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal shall be at the discretion of the School District. Within grouping two, the sequence of dismissal shall be based upon average performance evaluation ratings, with the teacher or teachers with the lowest average performance evaluation rating dismissed first.
- d. A teacher's average performance evaluation rating shall be calculated using the average of the teacher's last two performance evaluation ratings, if two ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among teachers in grouping two with the same average performance evaluation rating and within each of groupings three and

four, the teacher or teachers with the shorter length of continuing service with the District shall be dismissed first.

## 2. Seniority List Procedure

- a. Tenured reductions shall be based upon seniority lists established annually by the Superintendent.
- b. By October 1 of each year, the Superintendent shall publish a draft seniority list to the Association and Board.
- c. Association members may challenge alleged errors in the list between October 1 and December 1, after which the Superintendent shall publish a revised list.
- d. Association members may continue to challenge alleged errors until the Board takes action to reduce Certified Staff positions.
- e. In order to automatically qualify for addition on a list, the Certified Staff member must be certified and qualified according to Illinois State Board of Education standards and meet Every Student Succeeds Act (ESSA) requirements for the subject or program. It shall be the Certified Staff member's responsibility to obtain validation of his or her Illinois State Board of Education qualifications and ESSA status.
- f. The Communications Committee shall maintain the categories by which Certified Staff seniority shall be determined. The categories shall reflect all licensure categories identified by the Illinois State Board of Education in compliance with ESSA.
- g. The list of categories shall be reviewed by the Communications Committee each year.

## 3. Recall Procedures:

- a. If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term extending up to October 31, the positions thereby becoming available shall be tendered to the certified staff member(s) so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions, based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available,
- b. If the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of full-time equivalent positions filled by certified employees (excluding principals and administrative personnel) during the

preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term.

- c. Among teachers eligible for recall pursuant to 3.a and 3.b above, the order of recall must be in inverse order of dismissal.
- d. Failure to respond within twenty (20) calendar days after the mailing of the Board's letter of recall sent by registered or certified mail to the professional staff member's address on file within the District recalling such professional staff member, shall result in termination of the professional staff member's rights of recall hereunder.
- e. A Certified Staff member may accept or refuse a lesser position and still retain recall rights. A lesser position shall mean any position less than a full time position.

#### 4. Clarification of Seniority

- a. District Seniority
  - i. Seniority shall be defined as the length of a regularly employed tenured Certified Staff member's continuous service within the District. The maximum years of seniority that may be granted for non-tenured service is 4 years.
  - ii. A full year's service shall be granted if full-time employment either begins prior to November 1 and works to the end of that school year or works on any 160 days in that school year, and for each year of full-time uninterrupted employment within the District thereafter.
  - iii. A full year's service shall be granted if 160 days of continuous service is worked by a Certified Staff member during a school term when granted an unpaid leave of absence.
  - iv. A half year of seniority shall be granted to a Certified Staff member if either:
    - (a) The total days worked in a year by a part time Certified Staff member converted on a pro-rata basis equals at least 80 continuous days, or
    - (b) At least 80 continuous days were worked by a Certified Staff member during a school year when granted an unpaid leave of absence.



- (c) Nothing in this subparagraph limits the District's ability in RIF situations to release from employment non-tenured Certified Staff without cause as allowed by law.

v. There shall be no retroactivity of these provisions.

#### 5. Equal District Seniority

- a. In the order indicated, the following criteria shall be used to reduce the Certified Staff when 2 or more tenured Certified Staff members have equal District seniority. The next step shall be used to determine where the reduction shall be made.
  - i. Education (most advanced horizontal lane).
  - ii. Most approved credits beyond the bachelor's degree.
  - iii. Recommendation of Superintendent and appropriate administrators.

### ***B. SUPPORT STAFF***

#### 1. RIF Procedure

- a. Should the Board deem it necessary to reduce the number of Support Staff members or hours in any category, persons within that category will be laid off or reduced in hours in reverse order of seniority and shall be notified 30 days before the effective day of the layoff.

#### 2. Seniority List Procedure

- a. Reduction shall be made according to these conditions based upon the seniority list established annually by the Superintendent.
- b. By October 1 of each year, the Superintendent shall publish a draft seniority list to the Association and Board.
- c. Association members may challenge alleged errors in the list between October 1 and December 1, after which the Superintendent shall publish a revised list.
- d. Association members may continue to challenge alleged errors until the Board takes action to reduce Support Staff positions.
- e. The published seniority list shall reflect the starting date of employment.
- f. Seniority lists for Permanent Support Staff members shall be established in the following classifications and categories.

- i. Classification: Secretary
  - ii. Classification: Educational Paraprofessional
    - (a) Categories:
      - 1. Learning Center Paraprofessional
      - 2. All other Educational Paraprofessionals
  - iii. Classification: Clerk
  - iv. Classification: Technician
  - v. Classification: Prevention Initiative Home Visitor
  - vi. Classification: Family Community Educator
  - vii. Classification: Certified Occupational Therapy Assistant
  - viii. Classification: Physical Therapy Assistant
  - ix. Classification: Prevention Initiative Reflective and Administrative Supervisor
3. Recall Procedure
- a. For 1 calendar year after layoff, recall shall be based upon seniority within a classification or, when applicable, category.
4. Clarification of Seniority
- a. Seniority for Permanent Support Staff shall be based upon continuous years of service to the District within each classification. Support Staff members shall accumulate seniority for continuous years of service within the classification on which they are currently employed and in any category within which they have been continuously employed. Seniority may not transfer from one classification to another, but may transfer from one category within the same classification provided that the Support Staff member has worked within that classification or, when applicable, category.
  - b. Any Permanent Support Staff member working 90% of the work days in a year shall be granted one year's seniority. Any Support Staff member working more than 40% but less than 90% of the work days in a year shall receive  $\frac{1}{2}$  year of seniority. Any Support Staff member working less than

60% of a full day for the classification or, when applicable, category shall be granted  $\frac{1}{2}$  year seniority credit. Sixty percent of a work day shall be given 1 full year of seniority.

5. Equal District Seniority

- a. The following criteria in the order indicated shall be used to reduce Permanent Support Staff when two or more members have equal district seniority.

- i. Starting date of employment

- ii. Recommendation of Superintendent

- iii. By lots

6. Seniority Retained

- a. When transferring to another classification, seniority shall be retained in the previous classification and categories. From that point forward seniority shall accrue only in the new classification.

## **ARTICLE VIII: COMPENSATION AND FRINGE BENEFITS**

### ***A. SALARY AND WAGE SCHEDULES***

1. See Memorandum of Understanding for the summary of salary schedules and consumer price index guidelines.
2. See Appendix A for Certified Staff members' salary schedules.
3. See Appendix B for Support Staff members' wage and salary schedules.

### ***B. PAY PERIODS***

1. Result of IRS deferred compensation rules for 2008, each employee shall be paid on a twice monthly basis (i.e., the 10<sup>th</sup> and 25<sup>th</sup> of each month) beginning with the August 25 pay period and shall be paid in twenty-four (12 month) equal installments.
2. In accordance with IMRF Retirement/Pension payment procedure, Support Staff in their final year of employment, retiring under IMRF shall receive gross pay over twenty (10 month) equal installments.

### ***C. DEDUCTIONS-DOCK DAYS***

1. For the purpose of making deductions from a yearly salary because of a Certified Staff member's absence from duty, a day's pay shall be considered to be 1/180<sup>th</sup> of the work year salary. Support Staff members shall have deductions based upon hours absent.

### ***D. PAYROLL DEDUCTIONS***

1. The Board shall deduct for the following if properly authorized:
  - a. Taxes: The deduction shall be made with each pay period.
  - b. United Way: The deduction shall be made with each pay period commencing on the first pay period in November and ending with the first pay period in June.
  - c. Credit Unions (deducted twice a month).
    - i. Tazewell County School Employees Credit Union
    - ii. IEA Credit Union
  - d. Tax Sheltered Annuities: There shall be six 403-B/457 providers that comply with IRS Revenue 403-B code. The District and Association shall each place 3 providers on the list. The list shall be reviewed annually by the Communications Committee. Existing 403-B plans shall continue until the

employee owning the plan terminates the plan, unless the plan does not comply with IRS Revenue 403-B code. The deduction shall be made twice monthly.

- e. Professional Dues and Fees: The deduction shall be made with each pay period commencing with the first pay period in October and ending with the first pay period in June.
- f. Individual and Dependent coverage for the major medical insurance: The deduction shall be made twice monthly.
- g. Teachers' Retirement System: The deduction shall be prorated over the pay periods commencing with the first pay period of the school year and ending with the first pay period of June.
- h. 2.2: Deductions may be made to pay contributions to 2.2 retirement costs. The deduction shall be made twice monthly.
- i. Voluntary Limited Section 125 Flexible Benefit and Supplemental Insurance Plans: Participation requirements and contribution procedures shall comply with procedures of the identified program.
- j. Teachers' Retirement System (TRS) Supplemental Savings Plan (SSP): Participation requirements and contribution procedures shall comply with TRS rules and regulations.

## ***E. CHANGES IN PAYROLL DEDUCTIONS***

1. Changes in payroll deductions shall be made with two weeks' written notice on forms provided by the Business Office.

## ***F. SUPPLEMENTAL JOBS***

1. The supplemental pay schedule shall be set forth in Appendix C which is attached to and incorporated in this agreement. Employee volunteers shall be sought for extra duty assignments. When no acceptable volunteers exist, the positions may be filled from outside the bargaining unit. As a last alternative an employee may be assigned to a supplemental pay position and such assignment shall be reviewed annually.
2. Stipends for mentoring and approved district level committee work shall be paid at the hourly stipend rate established annually by the Board of Education.
3. Supplemental pay shall be added to the employee's salary and shall be paid in the paycheck each period, with the exception of basketball and volleyball supervision.

## ***G. INSURANCE***

1. Each employee regularly assigned 30 hours or more per week shall be eligible for medical and dental coverage under the District's group policy. Any premium increase during this agreement shall be picked up by the Board not to exceed 10% of the current premium cost. Dependent coverage for eligible employees shall be available with the Board paying 50% of the premium. The Board and Association shall work together to keep a 10% cap on insurance costs. (This paragraph is to be interpreted consistently with Arbitrator McAllister's ruling, February 2002, available online at [http://www.pekin.net/pekin108/superintendents\\_office/board\\_of\\_education/contract/index.html](http://www.pekin.net/pekin108/superintendents_office/board_of_education/contract/index.html) with particular attention to pages 11-12.)
2. Each employee shall be provided with \$20,000 term life insurance with accidental death and dismemberment for the duration of this Agreement: Premium to be paid by the Board.
3. The Board provides Voluntary Limited Section 125 Benefit Plans.
4. The Board provides a limited disability benefit in coordination with the employee retirement systems.
5. Upon retirement, Association members may remain in the District insurance group at District rates, except Certified Staff who exercise the District Early Retirement plan.

## ***H. RETIREMENT CONTRIBUTIONS***

1. Certified Staff
  - a. The Board shall, in addition to a Certified Staff member's salary and supplemental pay, contribute to the Teacher Retirement System (TRS) an additional amount of 0.8% to be applied to the Teacher Health Insurance Supplement (THIS). Teachers shall assume any additional costs assessed by TRS.
  - b. The Board shall, in addition to a Certified Staff member's salary and supplemental pay, contribute to the Teacher Retirement System (TRS) an additional amount of 9.4% (Compounded to approximately 10.3753%). Certified Staff members shall assume any additional costs assessed by TRS.
2. Support Staff Members
  - a. According to the authority granted by the Pension Reform Act of 1974-section 414(h) (2) of the Internal Revenue Code and Public Act 81-5136.111 Revised Stat. 1981, Chapter 108 1/2, Par. 7-173.2, the Board of Education agrees to pay

in addition to the wage/salary shown on Appendix B, the full support staff member contribution to the Illinois Municipal Retirement Fund (IMRF) on behalf of each eligible support staff member as a tax sheltered direct contribution. Should any of the above be declared improper by an IRS ruling or opinion or by a court of competent jurisdiction, that clause or portion thereof shall be deleted to the extent that it violates the ruling or opinion. Any changes shall be consistent with (IMRF) provisions.

### ***I. EARLY RETIREMENT INCENTIVE***

1. The Board shall offer an early retirement incentive to all Employees who are eligible to retire within specific conditions without any penalties to the District. See Appendix D.

### ***J. MEDICAL EXAMS***

1. The employer shall pay costs when an additional physician's certificate or second opinion is required by the employer from a physician of the employer's choosing to provide evidence of fitness for work.

### ***K. ADVANCE ON SALARY SCHEDULE***

1. Lateral movement on the Certified Staff salary schedule shall occur with the first payroll of each school year or the middle plus one pay period.
2. Vertical movement on the Employee's salary schedule shall occur with the first payroll of each school year or the middle plus one pay period.
3. Upon proper written approval by the Superintendent or his designee, or without approval in the case of the District 108 Professional Development Academy, 1 semester hour credit applicable to the salary schedule shall be granted to a teacher who attends a workshop involving 15 hours of classroom time when university or college credit is not given by the sponsoring organization.
4. Full time certified Staff members who work 160 days or more shall advance 1 vertical step on the salary schedule; those who work 80 days but less than 160 days shall advance ½ vertical step, and those who work less than 80 days shall not advance on the salary schedule.

### ***L. SALARY DEFINITIONS (SUPPORT STAFF)***

1. Experience credit shall be based upon continued service in the Support Staff member's classification.
2. Those employed on a daily basis, but less than full time hours per day, shall be paid pro-rata on the next vertical step if they have worked at least 90% of the previous contract year.

3. No Support Staff member shall suffer an hourly loss of pay when transferring into another category with a higher hourly rate of pay.

### ***M. ATTENDANCE INCENTIVE***

1. Certified Staff members who have 1 or less day of absence during a semester shall receive an incentive payment of \$75 to be paid within 30 days of the end of the 1<sup>st</sup> semester and by June 30 following the 2<sup>nd</sup> semester. A semester shall be defined as 90 school calendar days. Personal leave days and approved professional leave days shall not count against attendance.
2. Support Staff members who have 1 or less day of absence during a semester shall receive an incentive payment of \$65 to be paid within 30 days of the end of the 1<sup>st</sup> semester and by June 30 following the 2<sup>nd</sup> semester. A semester shall be defined as 90 school calendar days. Personal leave days and approved professional leave days shall not count against attendance.
3. Any Certified staff member or Support Staff member who has perfect attendance during both semesters shall receive an additional incentive payment of \$100.00 to be paid by June 30.
4. Any Certified staff member or Support Staff member who has two or less days of absence, excluding personal leave days or professional days for the entire school year, shall be awarded an additional personal leave day for the following school year.

### ***N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS***

1. The District and Association encourage employees to continue their education so as to improve the instructional environment of the District. The Superintendent shall apply the guidelines listed below to approve or deny course credits for reimbursement or advancement on the salary schedule. At the Superintendent's sole discretion, one or more guidelines may be waived.
  - a. No more than 15 credit hours earned in any calendar year may be applied toward tuition reimbursement or advancement on the salary schedule.
  - b. Tuition reimbursement or advancement on the salary schedule shall be awarded only for credits earned with a grade of C or better. A grade of "pass" or "credit" shall not be accepted as a C or better.



- c. Hours applied for advancement on the Certified Staff Salary schedule at the M+15 or M+30 levels must be earned after the master's degree is completed.
- d. Advancement on the salary schedule shall be awarded retroactively for all applications submitted with the required proof within 6 months of the completed coursework. All other applications shall become effective upon submission of proof.

## 2. Certified Staff

- a. All hours of credit for tuition reimbursement, tuition waiver, or for advancement on the salary schedule shall be earned from either a state university in Illinois or an institution identified on a list to be set by the Communications Committee, and must meet one of the following conditions:
  - i. Completed courses that the awarding college or university will accept in an accredited graduate degree program. The course must be considered graduate level, appear in the University's graduate catalog, and not be considered Professional Development or Continuing Education.
  - ii. Completed courses that the Illinois State Board of Education will accept toward licensure or an endorsement.
  - iii. A course offered through the District 108 Professional Development Academy.
- b. Request for credit for tuition reimbursement, tuition waiver or for advancement on the salary schedule from universities other than those on the approved list set by the Communications Committee shall be considered for approval. Requests shall be submitted prior to December 10 for the winter term, May 10 for the summer term, and August 10 for the fall term and must meet one of the following conditions:
  - i. Completed courses that the awarding college or universities will accept in an accredited graduate degree program. The course must be considered graduate level, appear in the University's graduate catalog, and not be considered Professional Development or Continuing Education.
  - ii. Completed courses that the Illinois State Board of Education will accept toward licensure or an endorsement; either directly or via reciprocity.

- c. All tuition waivers available from the District waiver bank for approved course work shall be used before reimbursement is granted.

### 3. Support Staff

- a. All hours of credit for tuition reimbursement shall be earned from either a state university or junior college in Illinois or an institution or junior college identified on a list to be set by the Communications Committee, and must meet one of the following conditions:
  - i. Completed courses that improve skills related to the Support Staff member's assignment or job description.
  - ii. Completed courses that the awarding junior college or university shall apply towards an associate degree in education or bachelor's degree in education.
  - iii. A course offered through the District 108 Professional Development Academy.

### 4. Tuition Reimbursement Amounts for Employees

- a. The maximum rate of reimbursement per credit hour for approved credits that qualified under the above guidelines shall be 80 percent of the rate per credit hour at Illinois State University. Reimbursement will never exceed the actual tuition expense.

### 5. Tuition Reimbursement Process for Employees

- a. Applications for tuition reimbursement, tuition waivers or salary schedule advancement must be submitted to the Director of Human Resources on or before the following dates:
  - i. Fall Term: August 15
  - ii. Winter Term: December 15
  - iii. Summer Term: May 15
- b. Tuition reimbursements shall be paid only upon submission of the following within 6 months of completing the coursework:
  - i. Grade slip or transcript indicating the course work is completed at a grade of C or better, and
  - ii. Receipt for the cost of credit hours not covered by a tuition waiver.

- c. Salary schedule advancement shall be awarded only upon submission of the following:
    - i. A completed application for advancement on the salary schedule, and
    - ii. Either a grade slip or transcript indicating the course work is completed at a grade of C, or if applicable a transcript showing that a master's degree has been earned.
6. Tuition Waivers for Employees
- a. Tuition waivers shall be used for graduate work in the university or college that supplies them. The existence or lack of tuition waivers shall not limit an Employee's choice among state universities and universities or schools identified by the Communications Committee.
  - b. Tuition waivers administered by the District shall be distributed to the Certified Staff members designated in the university's waiver documentation. The designated Certified Staff member shall reserve the waivers for their own use or return them to the District. If the university rules allow, the District shall assign the returned waivers to Certified or Support Staff that have a teaching certificate and who are endorsed to teach in a K-8 district and submit approved course requests.
  - c. The supply of tuition waivers for any university shall be exhausted before tuition reimbursement shall be paid for courses at that university.
  - d. If course requests exceed the number of tuition waivers available for any university, then the requesting staff members' names shall be drawn randomly to assign waivers at the rate of one per course request. The process shall be repeated, awarding multiple waivers if allowed by each university's rules for its waivers, until the supply of waivers for that university is depleted.
  - e. Tuition waivers shall be awarded one hour before the end of business on the last submission dates as listed above for each school term.
  - f. All credit hours not paid for by tuition waivers shall be reimbursed in accordance with the reimbursement provisions above in this section.
7. The Board shall pay eligible teachers \$100 for each credit hour of district course work completed. Eligible employees are defined as those in the BA30 or MA30 columns of the salary schedule and not in a degree program. Credit hours shall be

defined as one (1) hour completed for every fifteen (15) clock hours of direct instruction.

8. The Board shall pay a stipend equivalent to \$56 to any support staff employee required to take District provided course work outside regular work hours.

***O. DIRECT DEPOSIT***

1. All payrolls shall be in the form of direct deposit via electronic medium. All Employee payroll information and documentation shall be available on demand electronically through the Employee Access portal via the District's financial management system (Skyward).

***P. MILEAGE REIMBURSEMENT***

1. Mileage shall be reimbursed at the IRS standard mileage rate for business.

## ARTICLE IX: LEAVES

### A. *SICK LEAVE*

1. Employees shall not receive payment for time lost by absence except for personal illness, quarantine, or serious illness or death of a relative. Attendance at the funeral of a relative or a close friend shall be considered sick leave when approved by the immediate supervisor.
2. An employee may request to use one sick leave day per school year for an absence caused by an unpredicted extraordinary event. This provision shall be applied only when no personal leave days are available to the employee and the absence is approved by the superintendent.
3. All Employees shall be granted sick leave on the following basis:
  - a. In each of the first 5 years of employment in District 108, there will be granted 13 days of sick leave.
  - b. In each of the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> years of employment in District 108, there will be granted 15 days of sick leave.
  - c. In each year after 10 years of employment in District 108, there will be granted 20 days of sick leave.
  - d. Sick leave for Certified staff may accumulate to 360 days including the current year's allotment.
  - e. Sick leave for Support Staff may accumulate to 190 days including the current year's allotment. For retirement purposes only, sick leave for Support Staff may accumulate to 241 days including the current year's allotment. Upon request of the Employee, the Board agrees to assist those current Employees who have reached their maximum sick leave accumulation to identify and apply for retirement purposes only days lost because they had reached the 190 day maximum. Any day so identified, shall be applied for retirement purposes only. The total accumulated sick leave days will be reported to each Support Staff member as part of the annual update.
  - f. Pregnancy shall be treated as any other illness/disability. At the option of the employee, the Board shall presume disability of a pregnant employee for a period commencing before the due date of the employee based on written verification by the attending physician and extending no more than a total of six weeks after the delivery. The presumed period of disability may be extended for additional days after the end of pregnancy based upon written verification by the attending physician that the employee is disabled as a result

of the pregnancy. Also see Article VIII. C. and E.

4. Any employee on sick leave shall be entitled to and shall receive all benefits as if she or he were regularly employed.
5. Workers Compensation: Compensation during absence due to injury or illness incurred in the course of the bargaining unit employee's employment shall be administered by the provisions of Workers Compensation Law.

## ***B. PERSONAL LEAVE***

1. An aggregate of 2 non-cumulative personal leave days per year shall be granted to each Employee. Personal leave days shall be used for emergencies or to transact personal business that cannot be conducted during non-school hours or non-school days. A minimum notice of 48 hours shall be given for the use of personal leave.
2. No personal leave shall be taken during the first and last five work days of an Employee's work year. Personal leave shall be allowed before and/or after holidays. The limits for personal leave use are as follows: The intermediate schools, junior high schools, and two largest primary schools shall be limited to four employees per building per day. The four smaller primary schools and preschool shall be limited to 2 employees per building per day. The above restrictions may be waived if approved by the administration.
3. Up to one unused personal leave day may be rolled over to the following school year. In the event an Employee has two unused personal leave days the second unused day shall accumulate as sick leave. At no time and under no circumstance will an Employee accumulate more than 3 personal leave days in a school year. Personal leave days in excess of three per year shall accumulate as sick leave.
4. Personal leave days will take precedence over professional leave.

## ***C. FAMILY MEDICAL LEAVE***

1. Each "eligible" employee as defined within the Family Medical Leave Act (FMLA) shall be entitled to a family or medical leave of absence which shall be defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave per 12 month period (measured from September 1 through August 31). Leave may be taken for those qualifying events identified within the Family Medical Leave Act. (See BOE Policy 5:185 Family and Medical Leave.)
2. Inquiries related to FMLA should be directed to the Director of Human Resources.
3. If an Employee is entitled to paid leave, without limitation, a pregnancy related disability, the Employee may take the paid leave during the term of the family

medical leave, however the combination of paid leave and family medical leave may be extended beyond 12 weeks only at the discretion of the Board. Reduced, altered, or intermittent work schedules may be accommodated as provided in the Act. The limitations placed on length of leave by this Section shall not in any way affect the length of other leaves which may be available.

4. Spouses who are employed by the District are entitled to a combined total of 12 weeks of leave for the birth or adoption of a child or for the care of a sick parent.
5. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the Employee must provide reasonable prior notice not less than 30 days prior to the leave, and make efforts to schedule leave so as not to disrupt the District's operations. In case of illness, the Employee shall report periodically on his or her leave status and intention to return to work.
6. For purpose of this Family Medical Leave only, an Employee on an unpaid portion of a family or medical leave of absence shall continue to receive group insurance benefits for up to a total of 12 weeks, unless extended at the Board's discretion, at the level and under the conditions that the coverage would be provided if the Employee had continued working and had not taken leave. In the event that an Employee elects not to return to work upon completion of an approved, unpaid leave of absence, the Employee must reimburse the District for the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the Employee's control.

## **D. BEREAVEMENT LEAVE DAYS**

1. The Family Bereavement Leave Act (FBLA) is an amendment to the Child Bereavement Leave Act (CBLA) that expands leave time requirements to cover pregnancy loss, failed adoptions or surrogacy agreements, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility. The FBLA also requires employers to provide leave time after the loss of family members previously not covered by the CBLA, including spouses, domestic partners, siblings, grandparents, and stepparents.

Employees may take up to two weeks, or 10 working days, of unpaid leave time for any of the events covered by the FBLA to grieve, to attend a funeral, or to make arrangements necessitated by the death of the family member. The District may require reasonable documentation to certify that an employee requesting FBLA leave experienced an event covered by the Act, but employees are not required to identify the specific event that qualifies them for the leave. Reasonable documentation includes death certificates, published obituaries, and documentation from an adoption or surrogacy organization.

Inquiries related to FBLA and eligibility should be directed to the Director of Human Resources.

### ***E. PROFESSIONAL LEAVE DAYS***

1. Employees may be granted professional leave days to attend workshops, conferences, and seminars.
2. Teachers working toward National Board Certification, or renewing existing National Board Certification may be granted two professional leave days per school year to conduct related professional activities during the certification/recertification period. The certification/recertification period shall be limited to three school years and the total number of professional leave days available during this period is limited to six. The employee must provide evidence of participation in the National Board Certification program prior to being granted professional leave days.
3. Requests for leave shall be in writing and directed to the Superintendent or his/her designee. Reimbursement for travel, lodging, and fees will be subject to approval by the Superintendent or his/her designee.

### ***F. OTHER LEAVES OF ABSENCE***

1. Leaves of absence may be granted without pay to Employees who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District and the value of continued employment to the District as determined by the Board.
2. Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students or needs of the District. Leaves of absence may be granted to Employees according to the following conditions:
  - a. Dates of departure and return must be acceptable to the Administration.
  - b. Written requests for leave of absence shall be subject to approval by the Board.
  - c. Leaves of less than 1 month need only the Superintendent's approval.
  - d. Employees may continue insurance benefits if they reimburse the District for any pro-rata costs of benefits for which they apply insofar as the insurance policy provision for leaves of absence will allow or as may be coordinated with Family Medical Leave. Employees on partial year unpaid leave of absence shall have the employer paid portion of their health insurance premium paid pro-rata.
  - e. Advancement on the salary schedule shall be pursuant to Article VII. J. and K.
  - f. Employees on approved leaves will retain seniority. A year's seniority will be



granted for the year of the leave if at least 160 days were worked and a half year if at least 80 days were worked. Seniority earned shall be pursuant to Article VI.A.4 and Article VI.B.4.

- g. Failure of the Employee to notify the District of intention to return at least 60 days before the end of the year or the semester prior to resuming duties will be considered as a resignation from continued contractual service, thereby removing the Board's obligation to re-employ.
- h. Leaves may be granted for:
  - i. Advanced study leading to a degree in an approved university
  - ii. Educationally related travel if the applicant provides an itinerary and an explanation of how much such travel will improve the educational program
  - iii. Military service
  - iv. Child Care Leave (This leave may be used in conjunction with sick leave or Family Medical Leave.)
  - v. Sick leave may be used for periods of pregnancy related disability as provided in Article VIII A. 2. h.
- i. Upon request an unpaid leave of absence for child care shall be granted to commence at the termination of disability, as verified by the attending physician. The leave will terminate 1 year from the date of delivery or the end of the grading period, whichever occurs last.
- j. In all other cases such as adoption, an employee shall be granted an unpaid child care leave, the duration of which shall be as mutually agreed between Administration and the Employee with due consideration for natural breaks in the school year, but in no event for a period longer than one calendar year.
- k. Other reasons acceptable to the Board, which will improve the educational Program in the District.

### ***G. ABSENCE LESS THAN A FULL DAY***

1. Consistent cut off times for half day absences for Certified Staff members have been established at each level in District #108.
2. It was agreed that consistent times would help alleviate confusion regarding reporting and ending times for Certified Staff members and Substitutes.

- a. The half day cut off times for Certified Staff are as follows:
  - i. Preschool Family Educational Center: 12:00 p.m. (Noon)
  - ii. Primary Schools: 12:00 p.m. (Noon)
  - iii. Intermediate Schools: 11:15 a.m.
  - iv. Junior High Schools: 11:30 a.m.
3. Other Employees shall have absences calculated based upon the Employee's scheduled work hours per day. Due to the individualized nature of the Support Staff positions, the Supervisor at each building site shall communicate half day absence reporting and ending times for individual Support Staff Employees.
  - a. 7.5 Hour Employees: Half day absences should equal 3 hours and 45 minutes
  - b. 7.0 Hour Employees: Half Day absences should equal 3 hours and 30 minutes
  - c. 6.5 Hour Employees: Half day absences should equal 3 hours and 15 minutes
  - d. 5.75 Hour Employees: Half day absences should equal 2 hours and 50 minutes.

#### ***H. COMPULSORY COURT APPEARANCES***

1. There shall be no loss in salary because of absence due to jury duty or pursuant to subpoena issued by the clerk of a court to serve as a witness upon trial or to have a deposition taken in any school related matter pending in court. The Employee shall submit to the Business Office a court verification form and a personal check for the amount received for the court duty daily stipend. The Employee shall keep all mileage reimbursement paid by the court.

#### ***I. INCLEMENT WEATHER AND EMERGENCY CLOSINGS***

1. If an Employee is unable to report for work due to inclement weather, the lost time may be made up at the discretion of the Supervisor.

## **ARTICLE X: GRIEVANCE PROCEDURE**

### ***A. DEFINITION OF GRIEVANCE***

1. Any claim by the Association, any Employee, or group of Employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement may constitute a grievance.

### ***B. CLASS ACTION GRIEVANCE PROCEDURE***

1. Class Action Grievances involving 1 or more Employees shall be stated as such in writing and filed by the Association at Step Three.

### ***C. INDIVIDUAL GRIEVANCE PROCEDURE***

#### **1. Step One**

- a. An attempt shall be made to resolve any complaint in an informal verbal discussion between the Employee and Supervisor.

#### **2. Step Two**

- a. If a grievance cannot be resolved informally, the grievance shall be submitted in writing to the Supervisor within 10 work days (after the first Step One meeting but in no case more than 30 work days) from the time the event occurred that created the grievance. The Supervisor shall arrange a meeting within 6 work days during which each party may include in its presentation such witnesses it deems necessary to develop the facts pertinent to the grievance.
- b. The Supervisor shall submit a written response to the grievant within 6 work days following the meeting. The response shall include the reason for the Supervisor's decision. An Association representative may accompany the grievant.

#### **3. Step Three**

- a. If the grievance is not resolved at Step Two, the grievance may be submitted in writing to the Superintendent within 10 work days after receipt of the reply from the Supervisor.
- b. The Superintendent shall arrange a meeting within 10 work days upon receipt of the appeal.
- c. Each party shall have the right to include in its presentation such witnesses as it deems necessary to develop facts pertinent to the grievance.

- d. The Superintendent shall have 10 work days after the conclusion of the hearing to provide a written decision with reasons to the grievant

4. Step Four

- a. If the grievance is not resolved at Step Three to the grievant's satisfaction the grievant may request within 10 work days after receipt of the decision of the Superintendent a meeting with the Board of Education to discuss the grievance.
- b. If such a request is made by the grievant, the Board of Education shall schedule a meeting within 30 work days. Each party shall have the right to include in its presentation such witnesses as it deems necessary to develop pertinent facts to the grievance.
- c. Within 10 work days following the conclusion of the hearing, the Board of Education shall submit its written decision with reasons to the grievant. This step may be bypassed at the discretion of the grievant.

5. Step Five

- a. If the grievance is not resolved at Step Four to the Association's satisfaction, the Association shall, within 15 work days, submit a letter to the Board that grievance impasse has occurred. The Board and the Association shall jointly in writing request an arbitrator. The arbitrator's decision shall be final and binding on the Board and the Association.
- b. Neither the Board nor the grievant shall be permitted to assert any grounds to the arbitrator, which were not previously disclosed to the other party.
- c. The arbitrator shall not have authority to change the contract in any respect. Both parties shall have the opportunity to present all relevant evidence on the subject to the arbitrator, and be permitted to cross-examine the other party's witnesses. The Board and the Association shall each pay half of the total expenses incurred in the arbitration including the salary of the arbitrator; but each shall bear the full costs for their own representation in the proceeding and all of the actual costs relating hereto. Except as herein provided, such binding arbitration shall be provided under the rules of the selected arbitrator's association.

## ***D. CLARIFICATION***

- 1. Conferences, hearings, and meetings under this provision shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons to attend, including witnesses entitled to be present and shall be held insofar as possible after school hours. When such hearings and conferences are held at the option of the Administration during school hours, all Employees whose presence

is required shall be excused with pay.

2. A grievance may be withdrawn at any step without establishing precedent.
3. All records pertaining to a grievance shall be filed separately from the personnel files of the Employee.
4. All the time limits herein identified shall consist of work days except that when a grievance is submitted less than 10 days before the close of school term, time limits shall consist of all week days so that the matter may be resolved before the close of a school term or as soon as possible thereafter. Work days for the purpose of the grievance procedure shall mean the Employee's work days.
5. Timelines may be extended by mutual consent.
6. The failure to act on any grievance within the prescribed time limits shall act as a bar to any further appeal.
7. The Association shall be entitled to be present at all grievance hearings, and shall receive all written grievance responses of the District if the Association is not the grievant's official advocate.

***E. REPRESENTATION IEA/NEA***

1. Representation is permitted at Step Three, b. of this procedure. Either party may request a colleague to be present at any step.

## **ARTICLE XI: EFFECT OF AGREEMENT**

### ***A. FULL AND COMPLETE UNDERSTANDING***

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

### ***B. LIMITATIONS***

1. Terms and conditions not expressly provided in the Agreement are to be reserved unto the Board and its officers and the authority granted to them by statute shall not be diminished by this agreement.

### ***C. SAVINGS CLAUSE***

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

### ***D. DURATION***

1. This agreement shall be effective upon each Employee's first working day in the 2023-2024 school year, and shall continue in effect until the day immediately preceding the first day of the 2027-2028 school year.

### ***E. NO STRIKE***

1. During the term of this Agreement, Employees shall not participate in a strike in whole or in part.

# MEMORANDUM OF UNDERSTANDING

## SALARY SCHEDULE

### 2023-2024 THROUGH 2026-2027

The Association and Board agree that salary schedule increases for this contract are as follows:

#### Salary Schedule Increases for Contract Years 2023-2024 through 2026-2027

<u>Year</u>	<u>Certified</u>	<u>Paraprofessional</u>	<u>Secretary</u>	<u>Clerk</u>	<u>Other Support</u>
2023-2024	6.34%	23.1%	21.1%	21.8%	6.34%
2024-2025	5.05%	1.5%	2.4%	2.0%	5.05%
2025-2026	4.38%	1.5%	2.4%	2.0%	4.38%
2026-2027	4.29%	1.5%	2.4%	2.0%	4.29%

#### Consumer Price Index Adjustment for Contract Years 2023-2024 through 2026-2027

In the event that the change in Consumer Price Index (CPI) as provided by the Tazewell County Clerk's Office, or other economic indicator required by the Property Tax Extension Limitation Law (PTELL) for tax extensions increases during the calendar year before the levy above 4.38% for revenue extended in 2025-2026, or 4.29% for revenue extended in 2026-2027 then the salary schedule shall increase to the higher percentage for the year not to exceed 5% .

In the event that the change in Consumer Price Index (CPI) as provided by the Tazewell County Clerk's Office, or other economic indicator required by the Property Tax Extension Limitation Law (PTELL) for tax extensions increases during the calendar year before the levy above 4.38% for revenue extended in 2025-2026, or 4.29% for revenue extended in 2026-2027 and the district is prohibited by law to levy and extend additional revenue, then the salary schedule increase shall remain at the designated rate of 4.38% for 2025-2026 and 4.29% for 2026-2027.

Change in CPI for 2024 Extension: 2025-2026

Change in CPI for 2025 Extensions: 2026-2027

The terms contained within this memorandum of understanding will sunset at the conclusion of the 2026-2027 contract year.

# DISTRICT 108 CERTIFIED STAFF SALARY SCHEDULE

58

6.34%

## 2023-2024 SALARY SCHEDULE

### Lateral Index Rates

	1.00 /		1.04 /		1.08 /		1.15 /		1.20 /		1.25 /			
	BA +00	w/ TRS	BA +15	w/ TRS	BA +30	w/ TRS	MA +00	w/ TRS	MA +15	w/ TRS	MA +30	w/ TRS		
1	39,130	/ 43,000	40,695	/ 44,720	42,260	/ 46,440	45,000	/ 49,450	46,956	/ 51,600	48,913	/ 53,750		
2	39,130	/ 43,000	40,695	/ 44,720	42,260	/ 46,440	45,000	/ 49,450	46,956	/ 51,600	48,913	/ 53,750		
3	39,130	/ 43,000	40,695	/ 44,720	42,260	/ 46,440	45,000	/ 49,450	46,956	/ 51,600	48,913	/ 53,750		
4	39,130	/ 43,000	40,695	/ 44,720	42,260	/ 46,440	45,000	/ 49,450	46,956	/ 51,600	48,913	/ 53,750		
5	40,304	/ 44,290	41,916	/ 46,062	43,528	/ 47,833	46,349	/ 50,933	48,365	/ 53,148	50,380	/ 55,362		
6	41,478	/ 45,580	43,137	/ 47,403	44,796	/ 49,226	47,699	/ 52,417	49,773	/ 54,696	51,847	/ 56,975		
7	42,652	/ 46,870	44,358	/ 48,745	46,064	/ 50,620	49,049	/ 53,900	51,182	/ 56,244	53,315	/ 58,587		
8	43,826	/ 48,160	45,579	/ 50,086	47,332	/ 52,013	50,399	/ 55,384	52,591	/ 57,792	54,782	/ 60,200		
9	45,000	/ 49,450	46,799	/ 51,428	48,599	/ 53,406	51,749	/ 56,867	53,999	/ 59,340	56,249	/ 61,812		
10	46,173	/ 50,740	48,020	/ 52,770	49,867	/ 54,799	53,099	/ 58,351	55,408	/ 60,888	57,717	/ 63,425	300	/ 330
11	47,347	/ 52,030	49,241	/ 54,111	51,135	/ 56,192	54,449	/ 59,834	56,817	/ 62,436	59,184	/ 65,037	300	/ 330
12	48,521	/ 53,320	50,462	/ 55,453	52,403	/ 57,586	55,799	/ 61,318	58,225	/ 63,984	60,652	/ 66,650	300	/ 330
13	49,695	/ 54,610	51,683	/ 56,794	53,671	/ 58,979	57,149	/ 62,801	59,634	/ 65,532	62,119	/ 68,262	300	/ 330
14	50,869	/ 55,900	52,904	/ 58,136	54,939	/ 60,372	58,499	/ 64,285	61,043	/ 67,080	63,586	/ 69,875	300	/ 330
15	52,043	/ 57,190	54,125	/ 59,478	56,206	/ 61,765	59,849	/ 65,768	62,451	/ 68,628	65,054	/ 71,487	500	/ 549
16	53,217	/ 58,480	55,345	/ 60,819	57,474	/ 63,158	61,199	/ 67,252	63,860	/ 70,176	66,521	/ 73,100	500	/ 549
17	54,391	/ 59,770	56,566	/ 62,161	58,742	/ 64,552	62,549	/ 68,735	65,269	/ 71,724	67,988	/ 74,712	500	/ 549
18	55,565	/ 61,060	57,787	/ 63,502	60,010	/ 65,945	63,899	/ 70,219	66,678	/ 73,272	69,456	/ 76,325	500	/ 549
19	55,565	/ 61,060	59,008	/ 64,844	61,278	/ 67,338	65,249	/ 71,702	68,086	/ 74,820	70,923	/ 77,937	500	/ 549
20	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	66,599	/ 73,186	69,495	/ 76,368	72,391	/ 79,550	1,000	/ 1,099
21	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	67,949	/ 74,669	70,904	/ 77,916	73,858	/ 81,162	1,000	/ 1,099
22	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	72,312	/ 79,464	75,325	/ 82,775	1,000	/ 1,099
23	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	76,793	/ 84,387	1,000	/ 1,099
24	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,000	/ 1,099
25	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,000	/ 1,099
26	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
27	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
28	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
29	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
30	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
31	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
32	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
33	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
34	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648
35	55,565	/ 61,060	59,008	/ 64,844	62,545	/ 68,731	69,299	/ 76,153	73,721	/ 81,012	78,260	/ 86,000	1,500	/ 1,648

### Speech Therapists/Social Workers/CBI & SET Teachers Stipend:

All full-time Speech Therapists, Social Workers, and Community Based Instruction (CBI) and Social Emotional Therapeutic (SET) Teachers will receive a \$2,500 per year differential separate from their salary schedule.



# DISTRICT 108 CERTIFIED STAFF SALARY SCHEDULE

59

5.05%

## 2024-2025 SALARY SCHEDULE

### Lateral Index Rates

	1.00 /		1.04 /		1.08 /		1.15 /		1.20 /		1.25 /			
	BA +00	w/ TRS	BA +15	w/ TRS	BA +30	w/ TRS	MA +00	w/ TRS	MA +15	w/ TRS	MA +30	w/ TRS		
1	39,720	/ 43,648	41,309	/ 45,394	42,898	/ 47,140	45,678	/ 50,196	47,664	/ 52,378	49,650	/ 54,560		
2	39,720	/ 43,648	41,309	/ 45,394	42,898	/ 47,140	45,678	/ 50,196	47,664	/ 52,378	49,650	/ 54,560		
3	39,720	/ 43,648	41,309	/ 45,394	42,898	/ 47,140	45,678	/ 50,196	47,664	/ 52,378	49,650	/ 54,560		
4	40,912	/ 44,958	42,548	/ 46,756	44,185	/ 48,554	47,048	/ 51,701	49,094	/ 53,949	51,140	/ 56,197		
5	42,103	/ 46,267	43,787	/ 48,118	45,471	/ 49,969	48,419	/ 53,207	50,524	/ 55,521	52,629	/ 57,834		
6	43,295	/ 47,577	45,027	/ 49,480	46,758	/ 51,383	49,789	/ 54,713	51,954	/ 57,092	54,119	/ 59,471		
7	44,486	/ 48,886	46,266	/ 50,842	48,045	/ 52,797	51,159	/ 56,219	53,384	/ 58,663	55,608	/ 61,108		
8	45,678	/ 50,196	47,505	/ 52,203	49,332	/ 54,211	52,530	/ 57,725	54,814	/ 60,235	57,098	/ 62,744		
9	46,870	/ 51,505	48,744	/ 53,565	50,619	/ 55,625	53,900	/ 59,231	56,244	/ 61,806	58,587	/ 64,381		
10	48,061	/ 52,815	49,984	/ 54,927	51,906	/ 57,040	55,270	/ 60,737	57,673	/ 63,377	60,077	/ 66,018	300	/ 330
11	49,253	/ 54,124	51,223	/ 56,289	53,193	/ 58,454	56,641	/ 62,243	59,103	/ 64,949	61,566	/ 67,655	300	/ 330
12	50,444	/ 55,433	52,462	/ 57,651	54,480	/ 59,868	58,011	/ 63,748	60,533	/ 66,520	63,056	/ 69,292	300	/ 330
13	51,636	/ 56,743	53,701	/ 59,013	55,767	/ 61,282	59,381	/ 65,254	61,963	/ 68,091	64,545	/ 70,929	300	/ 330
14	52,828	/ 58,052	54,941	/ 60,374	57,054	/ 62,696	60,752	/ 66,760	63,393	/ 69,663	66,035	/ 72,565	300	/ 330
15	54,019	/ 59,362	56,180	/ 61,736	58,341	/ 64,111	62,122	/ 68,266	64,823	/ 71,234	67,524	/ 74,202	500	/ 549
16	55,211	/ 60,671	57,419	/ 63,098	59,628	/ 65,525	63,492	/ 69,772	66,253	/ 72,805	69,014	/ 75,839	500	/ 549
17	56,402	/ 61,981	58,658	/ 64,460	60,915	/ 66,939	64,863	/ 71,278	67,683	/ 74,377	70,503	/ 77,476	500	/ 549
18	57,594	/ 63,290	59,898	/ 65,822	62,202	/ 68,353	66,233	/ 72,784	69,113	/ 75,948	71,993	/ 79,113	500	/ 549
19	57,594	/ 63,290	61,137	/ 67,184	63,488	/ 69,768	67,603	/ 74,289	70,543	/ 77,519	73,482	/ 80,749	500	/ 549
20	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	68,974	/ 75,795	71,973	/ 79,091	74,972	/ 82,386	1,000	/ 1,099
21	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	70,344	/ 77,301	73,403	/ 80,662	76,461	/ 84,023	1,000	/ 1,099
22	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	74,832	/ 82,233	77,951	/ 85,660	1,000	/ 1,099
23	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	79,440	/ 87,297	1,000	/ 1,099
24	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,000	/ 1,099
25	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,000	/ 1,099
26	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
27	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
28	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
29	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
30	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
31	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
32	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
33	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
34	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648
35	57,594	/ 63,290	61,137	/ 67,184	64,775	/ 71,182	71,714	/ 78,807	76,262	/ 83,805	80,930	/ 88,934	1,500	/ 1,648

### Speech Therapists/Social Workers/CBI & SET Teachers Stipend:

All full-time Speech Therapists, Social Workers, and Community Based Instruction (CBI) and Social Emotional Therapeutic (SET) Teachers will receive a \$2,500 per year differential separate from their salary schedule.

# DISTRICT 108 CERTIFIED STAFF SALARY SCHEDULE

60

4.38%		2025-2026 SALARY SCHEDULE													
		Lateral Index Rates													
		1.00 /		1.04 /		1.08 /		1.15 /		1.20 /		1.25 /			
		BA +00	w/ TRS	BA +15	w/ TRS	BA +30	w/ TRS	MA +00	w/ TRS	MA +15	w/ TRS	MA +30	w/ TRS		
1		39,949 /	43,900	41,547 /	45,656	43,145 /	47,412	45,941 /	50,485	47,939 /	52,680	49,936 /	54,875		
2		39,949 /	43,900	41,547 /	45,656	43,145 /	47,412	45,941 /	50,485	47,939 /	52,680	49,936 /	54,875		
3		41,147 /	45,217	42,793 /	47,026	44,439 /	48,834	47,320 /	52,000	49,377 /	54,260	51,434 /	56,521		
4		42,346 /	46,534	44,040 /	48,395	45,734 /	50,257	48,698 /	53,514	50,815 /	55,841	52,932 /	58,167		
5		43,544 /	47,851	45,286 /	49,765	47,028 /	51,679	50,076 /	55,029	52,253 /	57,421	54,431 /	59,814		
6		44,743 /	49,168	46,533 /	51,135	48,322 /	53,101	51,454 /	56,543	53,691 /	59,002	55,929 /	61,460		
7		45,941 /	50,485	47,779 /	52,504	49,617 /	54,524	52,833 /	58,058	55,130 /	60,582	57,427 /	63,106		
8		47,140 /	51,802	49,025 /	53,874	50,911 /	55,946	54,211 /	59,572	56,568 /	62,162	58,925 /	64,752		
9		48,338 /	53,119	50,272 /	55,244	52,205 /	57,369	55,589 /	61,087	58,006 /	63,743	60,423 /	66,399		
10		49,537 /	54,436	51,518 /	56,613	53,500 /	58,791	56,967 /	62,601	59,444 /	65,323	61,921 /	68,045	300 /	330
11		50,735 /	55,753	52,765 /	57,983	54,794 /	60,213	58,346 /	64,116	60,882 /	66,904	63,419 /	69,691	300 /	330
12		51,934 /	57,070	54,011 /	59,353	56,088 /	61,636	59,724 /	65,630	62,320 /	68,484	64,917 /	71,337	300 /	330
13		53,132 /	58,387	55,257 /	60,722	57,383 /	63,058	61,102 /	67,145	63,759 /	70,064	66,415 /	72,984	300 /	330
14		54,331 /	59,704	56,504 /	62,092	58,677 /	64,480	62,480 /	68,660	65,197 /	71,645	67,913 /	74,630	300 /	330
15		55,529 /	61,021	57,750 /	63,462	59,971 /	65,903	63,858 /	70,174	66,635 /	73,225	69,411 /	76,276	500 /	549
16		56,728 /	62,338	58,997 /	64,832	61,266 /	67,325	65,237 /	71,689	68,073 /	74,806	70,909 /	77,922	500 /	549
17		57,926 /	63,655	60,243 /	66,201	62,560 /	68,747	66,615 /	73,203	69,511 /	76,386	72,408 /	79,569	500 /	549
18		59,125 /	64,972	61,490 /	67,571	63,854 /	70,170	67,993 /	74,718	70,949 /	77,966	73,906 /	81,215	500 /	549
19		59,125 /	64,972	62,736 /	68,941	65,149 /	71,592	69,371 /	76,232	72,388 /	79,547	75,404 /	82,861	500 /	549
20		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	70,750 /	77,747	73,826 /	81,127	76,902 /	84,507	1,000 /	1,099
21		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	72,128 /	79,261	75,264 /	82,708	78,400 /	86,154	1,000 /	1,099
22		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	76,702 /	84,288	79,898 /	87,800	1,000 /	1,099
23		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	81,396 /	89,446	1,000 /	1,099
24		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,000 /	1,099
25		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,000 /	1,099
26		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
27		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
28		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
29		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
30		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
31		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
32		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
33		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
34		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648
35		59,125 /	64,972	62,736 /	68,941	66,443 /	73,014	73,506 /	80,776	78,140 /	85,868	82,894 /	91,092	1,500 /	1,648

## Speech Therapists/Social Workers/CBI & SET Teachers Stipend:

All full-time Speech Therapists, Social Workers, and Community Based Instruction (CBI) and Social Emotional Therapeutic (SET) Teachers will receive a \$2,500 per year differential separate from their salary schedule.

# DISTRICT 108 CERTIFIED STAFF SALARY SCHEDULE

4.29%		2026-2027 SALARY SCHEDULE															
		Lateral Index Rates															
		1.00 /		1.04 /		1.08 /		1.15 /		1.20 /		1.25 /					
		BA +00	w/ TRS	BA +15	w/ TRS	BA +30	w/ TRS	MA +00	w/ TRS	MA +15	w/ TRS	MA +30	w/ TRS				
Vertical Index Rate 3.00%	1	40,222 /	44,200	41,831 /	45,968	43,440 /	47,736	46,255 /	50,830	48,266 /	53,040	50,278 /	55,250				
	2	41,429 /	45,526	43,086 /	47,347	44,743 /	49,168	47,643 /	52,355	49,714 /	54,631	51,786 /	56,907				
	3	42,635 /	46,852	44,341 /	48,726	46,046 /	50,600	49,031 /	53,880	51,162 /	56,222	53,294 /	58,565				
	4	43,842 /	48,178	45,596 /	50,105	47,349 /	52,032	50,418 /	55,405	52,610 /	57,814	54,802 /	60,222				
	5	45,049 /	49,504	46,851 /	51,484	48,653 /	53,464	51,806 /	56,930	54,058 /	59,405	56,311 /	61,880				
	6	46,255 /	50,830	48,106 /	52,863	49,956 /	54,896	53,194 /	58,454	55,506 /	60,996	57,819 /	63,537				
	7	47,462 /	52,156	49,360 /	54,242	51,259 /	56,328	54,581 /	59,979	56,954 /	62,587	59,327 /	65,195				
	8	48,669 /	53,482	50,615 /	55,621	52,562 /	57,761	55,969 /	61,504	58,402 /	64,178	60,836 /	66,852				
	9	49,875 /	54,808	51,870 /	57,000	53,865 /	59,193	57,357 /	63,029	59,850 /	65,770	62,344 /	68,510				
	10	51,082 /	56,134	53,125 /	58,379	55,168 /	60,625	58,744 /	64,554	61,298 /	67,361	63,852 /	70,167	300 /	330		
	11	52,289 /	57,460	54,380 /	59,758	56,472 /	62,057	60,132 /	66,079	62,746 /	68,952	65,361 /	71,825	300 /	330		
	12	53,495 /	58,786	55,635 /	61,137	57,775 /	63,489	61,520 /	67,604	64,194 /	70,543	66,869 /	73,482	300 /	330		
	13	54,702 /	60,112	56,890 /	62,516	59,078 /	64,921	62,907 /	69,129	65,642 /	72,134	68,377 /	75,140	300 /	330		
	14	55,909 /	61,438	58,145 /	63,896	60,381 /	66,353	64,295 /	70,654	67,090 /	73,726	69,886 /	76,797	300 /	330		
	15	57,115 /	62,764	59,400 /	65,275	61,684 /	67,785	65,683 /	72,179	68,538 /	75,317	71,394 /	78,455	500 /	549		
	16	58,322 /	64,090	60,655 /	66,654	62,988 /	69,217	67,070 /	73,703	69,986 /	76,908	72,902 /	80,112	500 /	549		
	17	59,529 /	65,416	61,910 /	68,033	64,291 /	70,649	68,458 /	75,228	71,434 /	78,499	74,411 /	81,770	500 /	549		
	18	60,735 /	66,742	63,165 /	69,412	65,594 /	72,081	69,846 /	76,753	72,882 /	80,090	75,919 /	83,427	500 /	549		
	19	60,735 /	66,742	64,420 /	70,791	66,897 /	73,513	71,233 /	78,278	74,330 /	81,682	77,427 /	85,085	500 /	549		
	20	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	72,621 /	79,803	75,778 /	83,273	78,936 /	86,742	1,000 /	1,099		
	21	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	74,008 /	81,328	77,226 /	84,864	80,444 /	88,400	1,000 /	1,099		
	22	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	78,674 /	86,455	81,952 /	90,057	1,000 /	1,099		
	23	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	83,461 /	91,715	1,000 /	1,099		
	24	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,000 /	1,099		
	25	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,000 /	1,099		
	26	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	27	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	28	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	29	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	30	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	31	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	32	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	33	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	34	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		
	35	60,735 /	66,742	64,420 /	70,791	68,200 /	74,946	75,396 /	82,853	80,122 /	88,046	84,969 /	93,372	1,500 /	1,648		

## Speech Therapists/Social Workers/CBI & SET Teachers Stipend:

All full-time Speech Therapists, Social Workers, and Community Based Instruction (CBI) and Social Emotional Therapeutic (SET) Teachers will receive a \$2,500 per year differential separate from their salary schedule.





**DISTRICT 108**  
**EDUCATIONAL PARAPRO**

1.5%		2024-2025 EDUCATIONAL PARAPRO SALARY SCHEDULE								
		3.25 HRS BASE	5.75 HRS	W/IMRF	6.50 HRS	W/IMRF	7.0HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	9,798	17,332	18,148	19,594	20,517	21,102	22,096	\$ 16.75	
Index	02	10,092	17,852	18,693	20,182	21,133	21,735	22,759	\$ 17.25	
Rate	03	10,394	18,387	19,254	20,787	21,767	22,387	23,442	\$ 17.77	
3.00%	04	10,706	18,939	19,831	21,411	22,420	23,059	24,145	\$ 18.30	
	05	11,027	19,507	20,426	22,053	23,092	23,750	24,869	\$ 18.85	
	06	11,358	20,092	21,039	22,715	23,785	24,463	25,616	\$ 19.41	
	07	11,699	20,695	21,670	23,396	24,499	25,197	26,384	\$ 20.00	
	08	12,050	21,316	22,320	24,098	25,234	25,953	27,176	\$ 20.60	
	09	12,411	21,955	22,990	24,821	25,991	26,731	27,991	\$ 21.22	
	10	12,784	22,614	23,680	25,566	26,770	27,533	28,830	\$ 21.85	250
	11	13,167	23,292	24,390	26,333	27,574	28,359	29,695	\$ 22.51	250
	12	13,562	23,991	25,122	27,123	28,401	29,210	30,586	\$ 23.18	250
	13	13,969	24,711	25,875	27,936	29,253	30,086	31,504	\$ 23.88	250
	14	14,388	25,452	26,651	28,775	30,130	30,989	32,449	\$ 24.59	250
	15	14,820	26,216	27,451	29,638	31,034	31,918	33,422	\$ 25.33	250
	16	15,264	27,002	28,275	30,527	31,965	32,876	34,425	\$ 26.09	250
▼	17	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	250
	18	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	350
	19	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	350
	20	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	350
	21	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	450
	22	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	450
	23	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	450
	24	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	550
	25	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	550
	26	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	550
	27	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	28	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	29	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	30	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	31	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	32	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	33	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	34	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	35	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	36	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	37	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
	38	15,722	27,812	29,123	31,443	32,924	33,862	35,458	\$ 26.87	700
		CBI & SET Paraprofessionals Stipend:								
		All full-time paraprofessionals assigned to Community Based Instruction (CBI) and Social Emotional								
		Therapeautic (SET) classrooms will receive a \$1,200 per year differential stipend separate from								
		their salary schedule.								

1.5%		2025-2026 EDUCATIONAL PARAPRO SALARY SCHEDULE								
	STEP	3.25 HRS	5.75 HRS	W/IMRF	6.50 HRS	W/IMRF	7.0HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	9,944	17,592	18,421	19,888	20,825	21,418	22,428	\$ 17.00	
Index	02	10,242	18,119	18,973	20,485	21,450	22,061	23,100	\$ 17.51	
Rate	03	10,550	18,663	19,542	21,099	22,093	22,723	23,793	\$ 18.03	
3.00%	04	10,866	19,223	20,129	21,732	22,756	23,404	24,507	\$ 18.57	
	05	11,192	19,800	20,733	22,384	23,439	24,107	25,242	\$ 19.13	
	06	11,528	20,394	21,355	23,056	24,142	24,830	26,000	\$ 19.71	
	07	11,874	21,005	21,995	23,747	24,866	25,575	26,780	\$ 20.30	
	08	12,230	21,636	22,655	24,460	25,612	26,342	27,583	\$ 20.91	
	09	12,597	22,285	23,335	25,193	26,381	27,132	28,411	\$ 21.53	
	10	12,975	22,953	24,035	25,949	27,172	27,946	29,263	\$ 22.18	250
	11	13,364	23,642	24,756	26,728	27,987	28,785	30,141	\$ 22.84	250
	12	13,765	24,351	25,498	27,530	28,827	29,648	31,045	\$ 23.53	250
	13	14,178	25,082	26,263	28,355	29,692	30,537	31,976	\$ 24.24	250
	14	14,603	25,834	27,051	29,206	30,582	31,454	32,936	\$ 24.96	250
	15	15,041	26,609	27,863	30,082	31,500	32,397	33,924	\$ 25.71	250
	16	15,492	27,407	28,699	30,985	32,445	33,369	34,941	\$ 26.48	250
▼	17	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	250
	18	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	350
	19	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	350
	20	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	350
	21	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	450
	22	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	450
	23	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	450
	24	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	550
	25	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	550
	26	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	550
	27	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	28	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	29	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	30	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	31	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	32	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	33	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	34	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	35	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	36	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	37	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
	38	15,957	28,229	29,560	31,914	33,418	34,370	35,990	\$ 27.28	700
		CBI & SET Paraprofessionals Stipend:								
		All full-time paraprofessionals assigned to Community Based Instruction (CBI) and Social Emotional								
		Therapeautic (SET) classrooms will receive a \$1,200 per year differential stipend separate from								
		their salary schedule.								

1.5%		2026-2027 EDUCATIONAL PARAPRO SALARY SCHEDULE								
	STEP	3.25 HRS	5.75 HRS	W/IMRF	6.50 HRS	W/IMRF	7.0HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	10,093	17,856	18,697	20,186	21,137	21,740	22,764	\$ 17.25	
Index	02	10,396	18,391	19,258	20,792	21,772	22,392	23,447	\$ 17.77	
Rate	03	10,708	18,943	19,836	21,416	22,425	23,064	24,150	\$ 18.30	
3.00%	04	11,029	19,511	20,431	22,058	23,097	23,756	24,875	\$ 18.85	
	05	11,360	20,097	21,044	22,720	23,790	24,468	25,621	\$ 19.42	
	06	11,701	20,699	21,675	23,401	24,504	25,202	26,390	\$ 20.00	
	07	12,052	21,320	22,325	24,103	25,239	25,958	27,181	\$ 20.60	
	08	12,413	21,960	22,995	24,827	25,996	26,737	27,997	\$ 21.22	
	09	12,786	22,619	23,685	25,571	26,776	27,539	28,837	\$ 21.86	
	10	13,169	23,297	24,395	26,339	27,580	28,365	29,702	\$ 22.51	250
	11	13,564	23,996	25,127	27,129	28,407	29,216	30,593	\$ 23.19	250
	12	13,971	24,716	25,881	27,943	29,259	30,093	31,511	\$ 23.88	250
	13	14,390	25,458	26,657	28,781	30,137	30,996	32,456	\$ 24.60	250
	14	14,822	26,221	27,457	29,644	31,041	31,925	33,430	\$ 25.34	250
	15	15,267	27,008	28,281	30,534	31,972	32,883	34,433	\$ 26.10	250
	16	15,725	27,818	29,129	31,450	32,931	33,870	35,466	\$ 26.88	250
▼	17	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	250
	18	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	350
	19	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	350
	20	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	350
	21	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	450
	22	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	450
	23	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	450
	24	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	550
	25	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	550
	26	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	550
	27	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	28	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	29	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	30	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	31	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	32	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	33	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	34	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	35	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	36	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	37	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
	38	16,197	28,653	30,003	32,393	33,919	34,886	36,530	\$ 27.69	700
		CBI & SET Paraprofessionals Stipend:								
		All full-time paraprofessionals assigned to Community Based Instruction (CBI) and Social Emotional								
		Therapeautic (SET) classrooms will receive a \$1,200 per year differential stipend separate from								
		their salary schedule.								



## DISTRICT 108 SECRETARY SCHEDULE

21.1%	2023-2024 SECRETARY SALARY SCHEDULE								
	STEP	200 DAY	W/IMRF	215 DAY	W/IMRF	220 DAY	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	25,500	26,702	27,413	28,704	28,051	29,373	\$ 17.00	
Index	02	26,262	27,500	28,232	29,563	28,890	30,251	\$ 17.51	
Rate	03	27,048	28,322	29,076	30,446	29,753	31,155	\$ 18.03	
3.00%	04	27,856	29,169	29,946	31,357	30,643	32,087	\$ 18.57	
	05	28,689	30,041	30,841	32,294	31,559	33,046	\$ 19.13	
	06	29,547	30,939	31,763	33,260	32,503	34,035	\$ 19.70	
	07	30,431	31,864	32,713	34,254	33,475	35,052	\$ 20.29	
	08	31,340	32,817	33,691	35,279	34,476	36,100	\$ 20.89	
	09	32,278	33,798	34,699	36,334	35,507	37,180	\$ 21.52	
	10	33,243	34,809	35,736	37,420	36,568	38,291	\$ 22.16	250
	11	34,237	35,850	36,805	38,539	37,662	39,436	\$ 22.82	250
	12	35,260	36,922	37,905	39,691	38,788	40,615	\$ 23.51	250
	13	36,315	38,026	39,038	40,878	39,947	41,830	\$ 24.21	250
	14	37,400	39,163	40,206	42,100	41,142	43,080	\$ 24.93	250
	15	38,519	40,334	41,408	43,359	42,372	44,369	\$ 25.68	250
	16	39,670	41,540	42,646	44,655	43,639	45,695	\$ 26.45	250
	17	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	250
↓	18	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	350
	19	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	350
	20	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	350
	21	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	450
	22	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	450
	23	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	450
	24	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	550
	25	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	550
	26	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	550
	27	40,856	42,782	43,921	45,990	44,944	47,061	\$ 27.24	700

## DISTRICT 108 SECRETARY SCHEDULE

2.4%	2024-2025 SECRETARY SALARY SCHEDULE								
	STEP	200 DAY	W/IMRF	215 DAY	W/IMRF	220 DAY	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	26,112	27,342	28,071	29,393	28,724	30,078	\$ 17.41	
Index	02	26,893	28,160	28,910	30,272	29,583	30,977	\$ 17.93	
Rate	03	27,697	29,002	29,774	31,177	30,468	31,903	\$ 18.46	
3.00%	04	28,525	29,869	30,664	32,109	31,379	32,857	\$ 19.02	
	05	29,378	30,762	31,581	33,069	32,317	33,840	\$ 19.59	
	06	30,256	31,682	32,526	34,058	33,283	34,851	\$ 20.17	
	07	31,161	32,629	33,498	35,077	34,278	35,893	\$ 20.77	
	08	32,093	33,605	34,500	36,125	35,303	36,967	\$ 21.40	
	09	33,052	34,610	35,531	37,206	36,359	38,072	\$ 22.03	
	10	34,040	35,644	36,594	38,318	37,446	39,210	\$ 22.69	250
	11	35,058	36,710	37,688	39,464	38,565	40,383	\$ 23.37	250
	12	36,107	37,808	38,815	40,644	39,719	41,590	\$ 24.07	250
	13	37,186	38,938	39,975	41,859	40,906	42,834	\$ 24.79	250
	14	38,298	40,103	41,171	43,110	42,129	44,114	\$ 25.53	250
	15	39,443	41,302	42,402	44,399	43,389	45,433	\$ 26.30	250
	16	40,622	42,537	43,669	45,727	44,686	46,792	\$ 27.08	250
▼	17	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	250
	18	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	350
	19	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	350
	20	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	350
	21	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	450
	22	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	450
	23	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	450
	24	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	550
	25	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	550
	26	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	550
	27	41,837	43,808	44,975	47,094	46,022	48,191	\$ 27.89	700

## DISTRICT 108 SECRETARY SCHEDULE

2.4%	2025-2026 SECRETARY SALARY SCHEDULE								
	STEP	200 DAY	W/IMRF	215 DAY	W/IMRF	220 DAY	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	26,739	27,999	28,744	30,099	29,414	30,800	\$ 17.83	
Index	02	27,538	28,836	29,604	30,999	30,293	31,720	\$ 18.36	
Rate	03	28,362	29,698	30,489	31,925	31,199	32,669	\$ 18.91	
3.00%	04	29,210	30,586	31,400	32,880	32,132	33,646	\$ 19.47	
	05	30,083	31,500	32,339	33,863	33,092	34,652	\$ 20.06	
	06	30,982	32,442	33,306	34,876	34,082	35,688	\$ 20.65	
	07	31,909	33,412	34,302	35,918	35,101	36,755	\$ 21.27	
	08	32,863	34,411	35,328	36,992	36,150	37,854	\$ 21.91	
	09	33,845	35,440	36,384	38,098	37,231	38,986	\$ 22.56	
	10	34,857	36,500	37,472	39,238	38,345	40,151	\$ 23.24	250
	11	35,900	37,591	38,592	40,411	39,491	41,352	\$ 23.93	250
	12	36,973	38,715	39,746	41,619	40,672	42,588	\$ 24.65	250
	13	38,079	39,873	40,935	42,863	41,888	43,862	\$ 25.39	250
	14	39,217	41,065	42,159	44,145	43,140	45,173	\$ 26.14	250
	15	40,390	42,293	43,419	45,465	44,430	46,524	\$ 26.93	250
	16	41,597	43,557	44,717	46,824	45,759	47,915	\$ 27.73	250
↓	17	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	250
	18	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	350
	19	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	350
	20	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	350
	21	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	450
	22	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	450
	23	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	450
	24	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	550
	25	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	550
	26	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	550
	27	42,841	44,860	46,054	48,225	47,127	49,348	\$ 28.56	700

## DISTRICT 108 SECRETARY SCHEDULE

2.4%	2026-2027 SECRETARY SALARY SCHEDULE								
	STEP	200 DAY	W/IMRF	215 DAY	W/IMRF	220 DAY	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	27,380	28,671	29,434	30,821	30,119	31,539	\$ 18.25	
Index	02	28,199	29,528	30,314	31,743	31,020	32,482	\$ 18.80	
Rate	03	29,042	30,411	31,221	32,692	31,948	33,453	\$ 19.36	
3.00%	04	29,911	31,320	32,154	33,669	32,903	34,453	\$ 19.94	
	05	30,805	32,256	33,115	34,676	33,887	35,483	\$ 20.54	
	06	31,726	33,221	34,106	35,713	34,900	36,544	\$ 21.15	
	07	32,675	34,214	35,125	36,780	35,943	37,637	\$ 21.78	
	08	33,652	35,237	36,176	37,880	37,018	38,762	\$ 22.43	
	09	34,658	36,291	37,257	39,013	38,125	39,921	\$ 23.11	
	10	35,694	37,376	38,371	40,179	39,265	41,115	\$ 23.80	250
	11	36,761	38,493	39,519	41,381	40,439	42,344	\$ 24.51	250
	12	37,860	39,644	40,700	42,618	41,648	43,610	\$ 25.24	250
	13	38,992	40,830	41,917	43,892	42,893	44,914	\$ 25.99	250
	14	40,158	42,051	43,170	45,205	44,176	46,257	\$ 26.77	250
	15	41,359	43,308	44,461	46,556	45,497	47,640	\$ 27.57	250
↓	16	42,596	44,603	45,791	47,948	46,857	49,065	\$ 28.40	250
	17	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	250
	18	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	350
	19	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	350
	20	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	350
	21	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	450
	22	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	450
	23	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	450
	24	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	550
	25	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	550
	26	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	550
	27	43,869	45,936	47,160	49,382	48,258	50,532	\$ 29.25	700

# DISTRICT 108 CLERK SCHEDULE

21.8%	2023-2024 CLERK SALARY SCHEDULE						
	STEP	3.25 HRS	W/IMRF	5.75 HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	10,887	-	19,263	20,170	\$ 16.75	
Index	02	11,213	-	19,840	20,775	\$ 17.25	
Rate	03	11,550	-	20,436	21,399	\$ 17.77	
3.00%	04	11,896	-	21,049	22,040	\$ 18.30	
	05	12,253	-	21,680	22,702	\$ 18.85	
	06	12,621	-	22,331	23,383	\$ 19.42	
	07	12,999	-	23,000	24,084	\$ 20.00	
	08	13,389	-	23,690	24,807	\$ 20.60	
	09	13,791	-	24,401	25,551	\$ 21.22	
	10	14,205	-	25,133	26,317	\$ 21.85	250
	11	14,631	-	25,887	27,107	\$ 22.51	250
	12	15,070	-	26,664	27,920	\$ 23.19	250
	13	15,522	-	27,464	28,758	\$ 23.88	250
	14	15,987	-	28,288	29,621	\$ 24.60	250
	15	16,467	-	29,136	30,509	\$ 25.34	250
	16	16,961	-	30,010	31,424	\$ 26.10	250
	17	17,470	-	30,911	32,367	\$ 26.88	250
▼	18	17,470	-	30,911	32,367	\$ 26.88	350
	19	17,470	-	30,911	32,367	\$ 26.88	350
	20	17,470	-	30,911	32,367	\$ 26.88	350
	21	17,470	-	30,911	32,367	\$ 26.88	450
	22	17,470	-	30,911	32,367	\$ 26.88	450
	23	17,470	-	30,911	32,367	\$ 26.88	450
	24	17,470	-	30,911	32,367	\$ 26.88	550
	25	17,470	-	30,911	32,367	\$ 26.88	550
	26	17,470	-	30,911	32,367	\$ 26.88	550
	27	17,470	-	30,911	32,367	\$ 26.88	700

# DISTRICT 108 CLERK SCHEDULE

2.0%	2024-2025 CLERK SALARY SCHEDULE						
	STEP	3.25 HRS	W/IMRF	5.75 HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	11,103	-	19,646	20,572	\$ 17.08	
Index	02	11,436	-	20,235	21,189	\$ 17.60	
Rate	03	11,780	-	20,842	21,824	\$ 18.12	
3.00%	04	12,133	-	21,468	22,479	\$ 18.67	
	05	12,497	-	22,112	23,153	\$ 19.23	
	06	12,872	-	22,775	23,848	\$ 19.80	
	07	13,258	-	23,458	24,563	\$ 20.40	
	08	13,656	-	24,162	25,300	\$ 21.01	
	09	14,065	-	24,887	26,059	\$ 21.64	
	10	14,487	-	25,633	26,841	\$ 22.29	250
	11	14,922	-	26,402	27,646	\$ 22.96	250
	12	15,370	-	27,194	28,476	\$ 23.65	250
	13	15,831	-	28,010	29,330	\$ 24.36	250
	14	16,306	-	28,851	30,210	\$ 25.09	250
	15	16,795	-	29,716	31,116	\$ 25.84	250
	16	17,299	-	30,608	32,050	\$ 26.62	250
	17	17,818	-	31,526	33,011	\$ 27.41	250
↓	18	17,818	-	31,526	33,011	\$ 27.41	350
	19	17,818	-	31,526	33,011	\$ 27.41	350
	20	17,818	-	31,526	33,011	\$ 27.41	350
	21	17,818	-	31,526	33,011	\$ 27.41	450
	22	17,818	-	31,526	33,011	\$ 27.41	450
	23	17,818	-	31,526	33,011	\$ 27.41	450
	24	17,818	-	31,526	33,011	\$ 27.41	550
	25	17,818	-	31,526	33,011	\$ 27.41	550
	26	17,818	-	31,526	33,011	\$ 27.41	550
	27	17,818	-	31,526	33,011	\$ 27.41	700

# DISTRICT 108 CLERK SCHEDULE

2.0%	2025-2026 CLERK SALARY SCHEDULE						
	STEP	3.25 HRS	W/IMRF	5.75 HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	11,324	-	20,037	20,981	\$ 17.42	
Index	02	11,664	-	20,638	21,610	\$ 17.95	
Rate	03	12,014	-	21,257	22,259	\$ 18.48	
3.00%	04	12,374	-	21,895	22,926	\$ 19.04	
	05	12,746	-	22,552	23,614	\$ 19.61	
	06	13,128	-	23,228	24,323	\$ 20.20	
	07	13,522	-	23,925	25,052	\$ 20.80	
	08	13,927	-	24,643	25,804	\$ 21.43	
	09	14,345	-	25,382	26,578	\$ 22.07	
	10	14,776	-	26,143	27,375	\$ 22.73	250
	11	15,219	-	26,928	28,197	\$ 23.42	250
	12	15,675	-	27,736	29,042	\$ 24.12	250
	13	16,146	-	28,568	29,914	\$ 24.84	250
	14	16,630	-	29,425	30,811	\$ 25.59	250
	15	17,129	-	30,307	31,736	\$ 26.35	250
	16	17,643	-	31,217	32,688	\$ 27.14	250
	17	18,172	-	32,153	33,668	\$ 27.96	250
↓	18	18,172	-	32,153	33,668	\$ 27.96	350
	19	18,172	-	32,153	33,668	\$ 27.96	350
	20	18,172	-	32,153	33,668	\$ 27.96	350
	21	18,172	-	32,153	33,668	\$ 27.96	450
	22	18,172	-	32,153	33,668	\$ 27.96	450
	23	18,172	-	32,153	33,668	\$ 27.96	450
	24	18,172	-	32,153	33,668	\$ 27.96	550
	25	18,172	-	32,153	33,668	\$ 27.96	550
	26	18,172	-	32,153	33,668	\$ 27.96	550
	27	18,172	-	32,153	33,668	\$ 27.96	700

# DISTRICT 108 CLERK SCHEDULE

2.0%	2026-2027 CLERK SALARY SCHEDULE						
	STEP	3.25 HRS	W/IMRF	5.75 HRS	W/IMRF	BASE HOURLY	LONGEVITY
Vertical	01	11,550	-	20,436	21,398	\$ 17.77	
Index	02	11,896	-	21,049	22,040	\$ 18.30	
Rate	03	12,253	-	21,680	22,702	\$ 18.85	
3.00%	04	12,621	-	22,330	23,383	\$ 19.42	
	05	12,999	-	23,000	24,084	\$ 20.00	
	06	13,389	-	23,690	24,807	\$ 20.60	
	07	13,791	-	24,401	25,551	\$ 21.22	
	08	14,205	-	25,133	26,317	\$ 21.85	
	09	14,631	-	25,887	27,107	\$ 22.51	
	10	15,070	-	26,664	27,920	\$ 23.19	250
	11	15,522	-	27,464	28,758	\$ 23.88	250
	12	15,987	-	28,288	29,620	\$ 24.60	250
	13	16,467	-	29,136	30,509	\$ 25.34	250
	14	16,961	-	30,010	31,424	\$ 26.10	250
	15	17,470	-	30,911	32,367	\$ 26.88	250
	16	17,994	-	31,838	33,338	\$ 27.69	250
	17	18,534	-	32,793	34,338	\$ 28.52	250
↓	18	18,534	-	32,793	34,338	\$ 28.52	350
	19	18,534	-	32,793	34,338	\$ 28.52	350
	20	18,534	-	32,793	34,338	\$ 28.52	350
	21	18,534	-	32,793	34,338	\$ 28.52	450
	22	18,534	-	32,793	34,338	\$ 28.52	450
	23	18,534	-	32,793	34,338	\$ 28.52	450
	24	18,534	-	32,793	34,338	\$ 28.52	550
	25	18,534	-	32,793	34,338	\$ 28.52	550
	26	18,534	-	32,793	34,338	\$ 28.52	550
	27	18,534	-	32,793	34,338	\$ 28.52	700



**DISTRICT 108**  
**ASSOCIATION POSITIONS NOT ON SUPPORT STAFF SCHEDULE**

EMPLOYEE	2022-23		2023-2024		2024-2025		2025-2026		2026-2027	
	2.82%	w/IMRF	6.34%	w/IMRF	5.05%	w/IMRF	4.38%	w/IMRF	4.29%	w/IMRF
Parent/Family Educator 200 Day	35,434	37,104	37,681	39,456	39,583	41,449	41,317	43,264	43,090	45,120
Parent/Family Educator 200 Day	35,434	37,104	37,681	39,456	39,583	41,449	41,317	43,264	43,090	45,120
PI Reflective & Administrative Supervisor (0.5 FTE) 215 Day	18,882	19,772	20,079	21,025	21,093	22,087	22,017	23,054	22,961	24,043
PI Home Visitor 215 Day	36,863	38,600	39,200	41,047	41,180	43,120	42,984	45,009	44,828	46,940
PI Home Visitor 215 Day	36,863	38,600	39,200	41,047	41,180	43,120	42,984	45,009	44,828	46,940
PI Home Visitor (0.5 FTE) 215 Day	18,432	19,300	19,600	20,524	20,590	21,560	21,492	22,504	22,414	23,470
PI Home Visitor (0.5 FTE) 215 Day	18,432	19,300	19,600	20,524	20,590	21,560	21,492	22,504	22,414	23,470
Physical Therapist Assistant 180 Day	47,041	49,257	50,023	52,380	52,549	55,026	54,851	57,436	57,204	59,900
Occupational Therapist Assistant 180 Day	37,617	39,389	40,002	41,886	42,022	44,002	43,862	45,929	45,744	47,899
Occupational Therapist Assistant 180 Day	32,906	34,456	34,992	36,641	36,759	38,491	38,369	40,177	40,015	41,900
Occupational Therapist Assistant 180 Day	31,975	33,482	34,002	35,604	35,719	37,402	37,284	39,041	38,883	40,716
Occupational Therapist Assistant 180 Day	31,545	33,032	33,545	35,126	35,239	36,900	36,783	38,516	38,361	40,168
Occupational Therapist Assistant 180 Day	-	-	32,100	33,613	33,721	35,310	35,198	36,857	36,708	38,438

Any newly hired staff member to be placed on the Association Positions Not on Support Staff Salary Schedule shall be paid a salary corresponding to that of existing staff with the same recognized experience and education qualification. In no event shall a newly hired staff member be paid more than an existing member with the same recognized experience and educational qualification. In the event that there is no existing staff member who has the same recognized experience and educational qualification as a newly hired staff member, the newly hired member's salary shall be determined by interpolation; that is, the salary shall give proportionate recognition to the recognized experience and educational qualification.

## DISTRICT 108 SUPPORT STAFF LONGEVITY

	ALL*	W/IMRF						
01	-	-						
02	-	-						
03	-	-						
04	-	-						
05	-	-						
06	-	-						
07	-	-						
08	-	-						
09	-	-						
10	250	262						
11	250	262						
12	250	262						
13	250	262						
14	250	262						
15	250	262						
16	250	262						
17	250	262						
18	350	366						
19	350	366						
20	350	366						
21	450	471						
22	450	471						
23	450	471						
24	550	576						
25	550	576						
26	550	576						
27	700	733						
* All Support Staff receive the same longevity benefit added to their salary regardless of their category and employment status (i.e. full time or part time).								
NOTE:	Longevity credit is NOT the same as Salary step. Salary step is a payscale step where a new employee with no experience is on salary step 1 at the beginning of the first year. Longevity is zero at the beginning of the first year unless prior longevity credit has been given.							

## APPENDIX C:

### SUPPLEMENTAL PAY SCHEDULES

<b>Class</b>	<b>Sponsorship</b>	<b>Percent of Base<sup>1</sup> FY24 – FY27</b>
Class 6 <sup>2</sup>	Head Coach Basketball Head Coach Volleyball	12%
Class 5 <sup>2</sup>	Head Coach Track Head Coach Baseball Head Cross Country Coach Head Softball Coach	10%
Class 4 <sup>2</sup>	Assistant Coach Basketball Assistant Coach Volleyball Cheerleading Sponsor Scholastic Bowl Sponsor Destination Imagination Sponsor Chorus 1 Sponsor <sup>2</sup> Band Sponsor	7%
Class 3 <sup>2</sup>	Assistant Track Coach Assistant Baseball Coach Assistant Cross Country Coach Assistant Softball Coach	6%
Class 2	Pom Pom Sponsor	5%
Class 1	Student Council Sponsor School News Sponsor Speech Club Sponsor Yearbook Sponsor Chorus 2 Sponsor <sup>3</sup>	4%

GAME SUPERVISION: \$30/Game

#### OTHER ACTIVITIES

<sup>11</sup> Supplemental Pay amounts are computed as a percentage of the Certified Salary Schedule Base Step 1 of the year in which the sponsorship is served.

<sup>2</sup> Sponsors in classes 3-6 will receive an additional \$25 per year of experience.

<sup>23</sup> Chorus 1 must comply with one of the following:

- a) Practices outside the school day with a minimum of 2 performances or competitions outside the school day.
- b) Practices inside the school day with a minimum of 5 performances or competitions outside the school day.

<sup>34</sup> Chorus 2 must practice inside the school day and have a minimum of 2 performances or competitions outside the school day.

## **APPENDIX D**

### **EARLY RETIREMENT INCENTIVE**

The Board of Education of Pekin Public Schools District 108, recognizing the service of its Employees, offers an early retirement incentive to all Employees who are eligible to retire within the conditions of this appendix without any penalties to the District. This District Early Retirement Incentive (ERI) is meant to be an incentive to the Employee rather than a severance payment.

Failure to apply for the ERI when first eligible as outlined within the “Eligibility Guidelines” below, whether in the current contract or a previous one, forever excludes an Employee from subsequently accepting this incentive.

At the time of retirement, the Employee must have at least 10 years of credited service to the District and be eligible for retirement without penalty to the District under either the Illinois Teachers Retirement System (TRS) or the Illinois Municipal Employees Retirement Fund (IMRF).

Further conditions of eligibility and the nature of the incentive offered, differ according to each Employee’s membership in either TRS or IMRF, as follows:

#### **TRS Employees**

##### **Eligibility Guidelines**

Application for ERI for TRS Employees must be made with an irrevocable notice of retirement submitted by February 1 of the year that is at least one full year, but no more than three full years, in advance of the effective retirement date when employees expect to first meet one of the conditions below:

1. 60 years of age by June 30 or within a six-month period of June 30 (July 1-December 31) in their final year of employment;
2. At least 55 years of age by June 30 or within a six-month period of June 30 (July 1-December 31) in final year of employment with 35 years of upgraded (2.2) years’ service;
3. At least 55 years of age by June 30 or within a six month period of June 30 (July 1-December 31) in the final year of employment with 38 years of non-upgraded TRS years.

Notes:

1. At the Employee’s discretion, up to 2 years’ unused sick leave may be applied in computing years of service.
2. If an Employee reaches age 55 between July 1 and December 31, the District considers the Employee to have attained age 55 on the preceding June 30 in accordance with TRS guidelines.

##### **Incentive**

The value of ERI is based upon the Employee’s Teachers Retirement System creditable earnings in the year the Employee submits the irrevocable notice of retirement. TRS creditable earnings equal the sum of any or all of the following elements: Salary schedule Base Pay, Longevity, Supplemental Pay, Extended Year, and stipends. The total salary paid in each year shall be computed as the sum of the amounts obtained by increasing each element 6% of the amount paid in the previous year while the Employee continues to perform the related services. Once a creditable earning is discontinued under the Early Retirement Incentive plan, it shall not be included in future calculations.



<b>Example 3:</b>	<b>Year 2023-2024 MA+30 with TRS Step 24 + Longevity</b>				
	<b>+ Coaching Duty (through Years 1 and 2)</b>				
			6% Increases		
		Base Year	Year 1	Year 2	Year 3
		2023-2024	2024-2025	2025-2026	2026-2027
	Base Salary	86,000.00	91,160.00	96,629.60	102,427.38
	Longevity	1,099.00	1,164.94	1,234.84	1,308.93
	Coaching	3,913.00	4,147.78	4,396.65	-
	Total	\$ 91,012.00	\$ 96,472.72	\$ 102,261.08	\$ 103,736.30

During the Employee's designated final year(s) of employment, the Employee shall not receive any stipend, supplemental pay or other payment of any kind that they are not currently receiving the year the notice is given, except those authorized as exempt by TRS rulings. In no case will the Employee's TRS creditable earnings in any year exceed more than 106% of the amount earned the previous year.

#### Insurance

All TRS Employees who retire from the District under the early retirement incentive must withdraw him/herself and all dependents from the District Insurance Plan, effective August 31 after the Employee's last work day. Beginning on September 1 after the Employee's last work day, the District will pay \$135 per month on behalf of the Employee for 60 months to the Teacher's Retirement System Health Insurance Program (TRIP), assisting the retiree with their insurance premiums.

### **EARLY RETIREMENT INCENTIVE**

#### **IMRF EMPLOYEES**

##### Eligibility

Application for ERI for IMRF Employees must be made with an irrevocable notice of retirement submitted by February 1 of the year that is at least one full year, but no more than three full years in advance of the effective retirement date when employees expect to first meet one of the conditions below:

1. 60 years of age by June 30 or within a six-month period of June 30 (July 1-December 31) in their final year of employment
2. At least 35 years of service credit with IMRF

##### Incentive

The value of ERI is based upon the Employee's base salary, longevity, supplemental pay, and stipends of the year in which the Employee submits the irrevocable notice of retirement. The total salary paid in each year shall be computed as the sum of the amounts obtained by increasing each element by 6% of the amount paid in the previous year while the Employee continues to perform the related services.

**EARLY RETIREMENT INCENTIVE**

<b>Example 1:</b>	<b>Year 2023-2024 6.50 Hour Parapro Step 20 + Longevity</b>				
			6% Increases per ERI		
		Base Year	Year 1	Year 2	Year 3
		2023-2024	2024-2025	2025-2026	2026-2027
	Base Salary	30,978.00	32,836.68	34,806.88	36,895.29
	Longevity	350.00	371.00	393.26	416.86
		\$	\$	\$	\$
	Total	31,328.00	33,207.68	35,200.14	37,312.15
<b>Example 2:</b>	<b>Year 2023-2024 6.50 Hour Parapro Step 20 + Longevity + Coaching Duty</b>				
			6% Increases per ERI		
		Base Year	Year 1	Year 2	Year 3
		2023-2024	2024-2025	2025-2026	2026-2027
	Base Salary	30,978.00	32,836.68	34,806.88	36,895.29
	Longevity	350.00	371.00	393.26	416.86
	Coaching	3,913.00	4,147.78	4,396.65	4,660.45
		\$	\$	\$	\$
	Total	35,241.00	37,355.46	39,596.79	41,972.59
<b>Example 3:</b>	<b>Year 2023-2024 6.50 Hour Parapro Step 20 + Longevity + Coaching Duty (through Years 1 and 2)</b>				
			6% Increases per ERI		
		Base Year	Year 1	Year 2	Year 3
		2023-2024	2024-2025	2025-2026	2026-2027
	Base Salary	30,978.00	32,836.68	34,806.88	36,895.29
	Longevity	350.00	371.00	393.26	416.86
	Coaching	3,913.00	4,147.78	4,396.65	-
		\$	\$	\$	\$
	Total	35,241.00	37,355.46	39,596.79	37,312.15

During the Employee's designated final year(s) of employment, the Employee shall not receive any stipend, supplemental pay or other payment of any kind that they are not currently receiving the year the notice is given. In no case will the Employee's IMRF creditable earnings in any year exceed more than 106% of the amount earned the previous year.

**Insurance:**

Any Support Staff Association member eligible for and enrolled in the District insurance group for the final year of employment may remain in the District insurance group at District rates. For retirees eligible for this benefit, the District will pay \$135 per month on behalf of the Support Staff member for 60 months or for as long as the Employee remains in the District insurance group, whichever is less.

**Note:** Enrollment in the District insurance group is available only during the enrollment period in May of each year.

**Notices:**

**TRS**

All TRS Employees opting to take this early retirement incentive must deliver an irrevocable written notice to the Superintendent by February 1<sup>st</sup> of the year when first expected to be eligible. Notice shall be given at least 1 full year, but no more than 3 full years prior to the effective date of retirement. This notice must be signed and cite the employees' intention to retire at the end of the first, second, or third subsequent school year(s) under the early retirement incentive program. It must also be accompanied with a TRS "Benefit Estimate" verifying certifiable years from the retirement system.

In the event of a life changing event, TRS Employees may request that the superintendent rescind their resignation if done so by April 1st of the final year of employment. At the superintendent's discretion the resignation may be rescinded and the Employee may become re-eligible for the Early Retirement Incentive. The District shall recover the difference between the total received through the ERI and the amount the Employee would have received without ERI.

**IMRF**

All IMRF Employees opting to take this early retirement incentive must deliver an irrevocable written notice to the Superintendent by February 1<sup>st</sup> of the year when first expected to be eligible. Notice shall be given at least 1 full year, but no more than 3 full years prior to the effective date of retirement. This notice must be signed and cite the employee's intention to retire at the end of the first, second, or third subsequent school year(s) under the early retirement incentive program.

In the event of a life changing event, IMRF Employees may request that the superintendent rescind their resignation if done so by April 1st of the final year of employment. At the superintendent's discretion the resignation may be rescinded and the Employee may become re-eligible for the Early Retirement Incentive. The District shall recover the difference between the total received through the ERI and the amount the Employee would have received without ERI.



---

## MEMORANDUM OF UNDERSTANDING: CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE

1. The Education Association of Pekin and the Pekin Public Schools District 108 Board of Education agree that open communication and collaboration around curriculum, instruction, and assessment is necessary in a partnership seeking to continually improve student achievement.  
 All parties are committed to establishing, improving, and maintaining District curriculum, District instructional practices, and District assessments that are aligned to the Illinois Learning Standards. It is understood that instructional practices and instructional materials used in the District shall be researched and evidence-based and relevant as to address the diverse needs of the students that are served. Assessments shall be aligned to the District curriculum and District instructional practices and applied as intended with fidelity.  
 The Curriculum, Instruction, and Assessment Committee shall operate as an Advisory Committee to the Superintendent and/or his designee, to provide input and make recommendations for consideration to ensure:
  - a. Staff has access to research and evidence-based materials and resources to support instruction of the District curriculum;
  - b. Quality assessments are in place to assist staff in the ongoing evaluation of students' progress and plan for instruction to improve student achievement;
  - c. Expectations and timelines related to the District curriculum, related instructional practices, and district assessments are clearly communicated to all District staff.
  - d. Professional development is identified as needed to support the District's efforts in all the above.
  - e. Development of district-wide report cards
  - f. Oversee pilot programs to change, modify, and improve district assessments.
2. The Curriculum, Instruction, and Assessment Committee shall meet four times per year as scheduled by the Superintendent and/or his designee. Additional meetings can be scheduled as determined by the committee
3. At the first meeting of each school year, the committee will establish its priorities and a timeline to address those priorities and the objectives listed above.
4. Membership shall be as follows:
  - a. Superintendent and/or his designee.
  - b. 1 Building Level Administrator from each level (Primary, Intermediate, Junior High)
  - c. EAP Co-President, Or Web Chair
  - d. 1 Certified Staff Member from each level (Primary, Intermediate, Junior High, Special Education) to be chosen by the Education Association of Pekin
  - e. 1 District Facilitator

- f. Volunteers as needed to ensure adequate representation across grade levels, subject areas, and specialty areas as agreed upon by the committee.
- 5. After each meeting, the committee will send joint communication to all staff, administration, and the Board of Education.

## **Memorandum of Understanding Reading and Math Interventionists**

The Board of Education of Pekin 108, Tazewell County Illinois (the "Board of Education" or "District") and the Education Association of Pekin IEA-NEA (the "Association") have entered into a collective bargaining agreement beginning the first working day in the 2023-2024 school year, continuing until the day immediately preceding the first day of the 2027-2028 school year (the "Agreement"). The District and Association enter into this Memorandum of Understanding to outline the mutually agreed upon terms and conditions of employment for the Reading and Math Interventionists.

### **Section 1:**

As part of the District's COVID Recovery Plan, Reading and Math Interventionists positions were added to each building.

The job description for Math and Reading Interventionist has been provided to the Association.

Math and Reading Interventionists are evaluated as outlined in the Agreement using the standard teacher rubric.

During the 2023-2024 school year, teachers who served as a Reading and Math Interventionist in the 2022-2023 school year shall continue in the positions unless they request to transfer out of the position.

During the 2023-2024 school year, Reading and Math Interventionist positions are temporary positions and will follow the terms of temporary transfers in section 2 of this MOU. During the 2023-2024 school year, classroom teaching positions left vacant by a temporary transfer to a Math and Reading Interventionist position are considered temporary vacancies and will follow the terms of temporary vacancies outlined in section 2 of this MOU.

Teachers who serve as Reading and Math Interventionists as part of the District's COVID Recovery Plan for the 2023-2024 school year shall continue to accumulate district, building, and grade level seniority as if there were no change to their assignment. This will also apply to teachers who temporarily transfer to serve as a Math and Reading Interventionist outside of their current school (if applicable).

Beginning with the 2024-2025 school year, Reading and Math Interventionists will be posted in accordance with the collective bargaining agreement vacancy procedures (Article IV, B, 2) and filled in accordance with the collective bargaining agreement (Article IV, C, 1-5 Voluntary Reassignment).

Beginning with the 2024-2025 school year, the Reading and Math Interventionist will be treated as all other certified positions covered under the collective bargaining agreement and no longer be considered a temporary transfer.

Beginning with the 2024-2025 school year, classroom teaching positions left vacant by a transfer to a Math and Reading Interventionist position will be treated as all other certified positions covered in the collective bargaining agreement and no longer considered a temporary transfer.

## Section 2: Definitions:

**Temporary transfer:** A voluntary reassignment which has a specific beginning and ending date.

Temporary transfers will be filled based on vacancy and reassignment procedures outlined in Article 4 B, 2 and Article 4 C, 1-5

At the end of the temporary reassignment period, employees will be transferred back to their previous assignment (building and grade level), unless reassignment is required based on changes in student enrollment.

**Temporary vacancy:** Any new or existing unstaffed position which has a specific beginning and ending date identified as needed by the District.

Temporary vacancies will not be subject to the voluntary reassignment procedures outlined in Article IV C, 1-5.

Temporary vacancies will not be filled through involuntary reassignment procedures outlined in Article IV, D, 1-3

Any employee who fills a temporary vacancy will be subject to voluntary and involuntary reassignment (Article IV, C-D) based on student enrollment as outlined in the Agreement. In addition, he/she will be informed he/she will likely be reassigned at the end of the vacancy period.

At the end of the vacancy period, all staff filling a temporary vacancy shall be subject to the involuntary reassignment procedures outlined in Article IV D, 1-3.

The Board and Association agree that this Memorandum of Understanding will be attached to current Agreement until the day immediately preceding the first day of the 2025-2026 school year. At that time, this Memorandum of Understanding will expire and be removed from the Agreement.

This Memorandum of Understanding will be in effect from August 21, 2023 and continue through the day immediately preceding the first day of the 2025-2026 school year.

## SIGNING

DATED THIS 15<sup>TH</sup> DAY OF MAY 2023

THE BOARD OF EDUCATION OF SCHOOL

DISTRICT 108 TAZEWELL COUNTY, ILLINOIS

BY Debbie Smith

ITS PRESIDENT

THE EDUCATION ASSOCIATION OF PEKIN

IEA/NEA TAZEWELL COUNTY, ILLINOIS

BY: Christanne M. Veltz Sarah Schorr

ITS PRESIDENTS

IN WITNESS THEREOF:

THE EDUCATION ASSOCIATION OF PEKIN IEA/NEA

THE BOARD OF EDUCATION

Julie Cackowski  
Shed Robinson  
Dina Janss  
Tanya Swearengen  
Jody Newberry  
Angela Kuntz  
Sarah Schorr  
Christanne M. Veltz  
Samuel Law

Carrie Dewitt  
Richard Rask  
A. D. Jones  
Michael G. G. G.  
Kim G. G.  
Lenca  
Tanya Swearengen  
Angela Kuntz  
Jody Newberry  
Samuel Law  
Joe G. G.  
Christanne M. Veltz  
Samuel Law  
Samuel Law  
Samuel Law