

AGREEMENT BETWEEN

THE BOARD OF EDUCATION

OF

WASHINGTON COMMUNITY HIGH SCHOOL DISTRICT NO. 308

AND

THE WASHINGTON EDUCATION ASSOCIATION

(2022-2023)

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I. RECOGNITION

The Board of Education of Washington Community High School District No. 308 (hereinafter referred to as the "Board"), recognizes the Washington Education Association -IEA-NEA (hereinafter referred to as the "Association") as the sole and exclusive negotiation agent for School Nurse, Tutors, Aides, Maintenance Employees, Security Officer, Hallway Supervisors, Study Hall Supervisors, Lunchroom Supervisors, Secretaries, Technology Technician and all regularly employed certified personnel, except for the following who are excluded: Superintendent, Assistant Superintendent, Principal, Dean of Students, Business Manager, Athletic Director, Technology Director, Technology Network Administrator, Secretary to the Superintendent, Secretary to the Assistant Superintendent, Bookkeeper and Assistant Bookkeeper and all supervisory, managerial, School Psychologist, confidential and short-term Employees as defined in the Illinois Educational Labor Relations Act.

All employed personnel represented by the Association shall be referred to collectively as "Employee(s)". The Board agrees not to negotiate with any other teacher organization or group of Employees with respect to hours, wages and working conditions.

II. NEGOTIATIONS

The parties agree to negotiate under and abide by the provisions of the Illinois Educational Labor Relations Act. Should an agreement be reached, within thirty (30) days after it is signed, the Board shall provide copies for each Employee.

If after a reasonable period of negotiations and within forty-five (45) days of the scheduled start of the forthcoming school year the parties have reached an impasse and

either party requests the Illinois Educational Labor Relations Board or the Federal Mediation and Conciliation Service to initiate mediation, the other party shall, if required, join in the request to the mediation service chosen by the requesting party.

III. NO STRIKE

The Association agrees that under no circumstances will it authorize, sanction, condone or acquiesce in, nor will any member of the Association take part in any strike, withholding of services or work stoppage of any kind or nature during the term of this Agreement.

IV. FAIR SHARE

1. Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever comes later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.
2. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date established by the Association, the Board shall deduct the fair share fee from the wages from the non-member.
3. Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
4. In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Association

agrees to defend such action, at its own expense and through counsel mutually agreed upon by the parties, provided:

(a) The Employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires and

(b) The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

5. The Association agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's non-negligent compliance with this Article. It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

6. The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the Employee to a mutually agreeable non-religious charitable

organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

V. ASSOCIATION RIGHTS

Dues Deduction

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, the amount of which shall annually be certified by the Association. The authorization shall remain in effect from year to year, except that the Employee may revoke it between September 1 and September 15 of any year. All dues deducted by the Board shall be remitted to the Association no later than ten (10) days after such deductions are made.

The Board shall collect one-eighteenth (1/18) of such dues each pay disbursement for nine (9) months, beginning in September and ending in May of each year.

Providing the individual authorization signed by the Employee clearly directs such action, the Board shall deduct the full amount of annual dues for an Employee employed more than one (1) semester and one-half the amount of annual dues for an Employee employed one (1) semester or less as follows:

Employees terminating employment (except in the case of death) prior to the year's end shall have the remaining prorated amount deducted from the final paycheck, and, if needed, a refund issued to the Employee from the Association.

Employees commencing employment during the school year shall have the prorated amount deducted in equal installments.

The Association shall hold and save harmless the Board from any and all claims arising out of or relating to the Board's action in complying with this Section entitled "Dues Deduction".

Communication to the Board

The Association shall have the right to communicate to the Board at its meeting by requesting to be placed on the agenda.

Communication from the Board

The Association shall receive an agenda and supporting data for all Board meetings when available except that any material dealing with subjects which are appropriate for executive session under the Open Meetings Act, including, but not by way of limitation, matters relating to employment, appointment or dismissal of personnel, need not be furnished to the Association.

Announcements

Announcements over the intercom of Association matters shall be permitted subject to reasonable regulation by the Administration.

School Buildings

The Association shall be permitted to use school buildings at reasonable times and so as not to interfere with previously scheduled activities.

School Equipment

The Association may use school equipment subject to reasonable regulation and the Board's right to reimbursement for any costs.

Internal Communication

The Association shall have reasonable use of Employee mailboxes, electronic mail system, interschool mail and designated school bulletin boards for the purpose of internal communication.

New Employees

Names and addresses of newly hired Employees shall be provided to the Association within fourteen (14) days after their employment. New Employees will be provided a copy of this Agreement and an insurance packet prior to commencement of work.

Association Days

Upon request of the Association president, an Employee shall be released with pay for Association business, providing the total number of days release shall not exceed ten (10) days. In addition, however, the Association shall be credited with ten (10) days to be used for Association business, providing substitutes are provided by the Association at the expense of the Association. In no event, may the same Employee utilize more than two (2) Association days, except in cases where an Association member has taken on a national, state, or regional leadership role, Association members in leadership roles may take two (2) or more days not to exceed five (5) consecutive working days for meetings or conferences requiring the member's attendance. Additional days may be granted at the discretion of the Superintendent.

Payroll Deductions

The Board of Education agrees to deduct Employee contributions to tax-sheltered annuity plans at the request of the Employees. Tax-sheltered annuity plans for payroll

deductions are not limited to specific insurance companies, except that to be eligible for contribution under this section, a tax-sheltered annuity plan must agree to indemnify and hold harmless the Board of Education, its members, officers and Employees from all taxes, penalties, liabilities and claims of whatever type arising out of the negligent operation, management or administration of the plan. Said indemnification must be in a form reasonably satisfactory to the Board of Education.

The Board of Education agrees to deduct Employee contributions to a special cancer insurance policy at the request of the Employees.

VI. SALARY

All Teachers (including, school nurse, Library Information Specialist and Guidance Counselors) shall receive an increase in base salary as follows:

2022-2023	4.75%
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Teachers who have no prior teaching experience shall at the time of employment receive a salary which is \$750 less than the salary that would be paid to a teacher with the same educational qualification and one year of recognized experience.

In no event shall a newly hired professional staff member be paid more than an existing professional staff member with the same recognized experience and education qualification. In the event there is no existing professional staff member who has the same recognized experience and educational qualification as a newly hired professional staff member, the newly hired professional staff member's salary shall be determined by interpolation, that is, the salary shall give proportionate recognition to the recognized experience and educational qualification. A member of the Association Executive Board

will be given the opportunity to meet with the Assistant Superintendent or a District designee to review all new hire salaries and wages, before said salary is offered and before the new school year, to confirm salary increases and lane movement based upon this agreement.

The ten lanes recognized in the parties' 2014-2015 Agreement shall be continued to be recognized in this Agreement. Those lanes of academic advancement are as follows: BS, BS+8, BS+16, BS+24, BS+32, MA, MA+8, MA+16, MA+24 and MA+32.

Academic achievement qualifying for advancement to the next lane shall entitle the teacher to a salary increase which is 2% of the general base salary which shall be used for purposes of calculating pay for overloads and extra-curricular, as well as the lane movement addressed in this section.

The general base salary shall be as follows:

2022-2023 \$38,506 (without any Board paid TRS)

The salary increase by reason of academic achievement qualifying a teacher for lane movement shall be as follows:

2022-2023 \$763 (without any Board paid TRS)

The Board shall continue to pay eight percent (8%) (8.6958 compounded) Board-paid retirement. Also, the Board shall withhold any remaining TRS amount and each Teacher's required contribution to the Teacher Health Insurance Fund from the Teacher's salary and pay the same to TRS on behalf of the Teacher.

Pay Days

Employees will be paid in eighteen (18) or twenty-four (24) installments on the 15th and 30th of each month. If any of these dates fall on a bank holiday or weekend, the

Employees will be paid on the last day of school preceding the period. Overtime and extra duty payment will be included in the check issued on the 30th of each month. Should the District be fined, penalized or otherwise held liable by reason of accommodating any Employee's request to be paid over twelve (12) months although the Employee's work year is less than twelve (12) months, the Association shall indemnify and hold harmless the District.

Educational Support Staff

All Educational Support Staff shall receive the following salary increases over the term of this contract:

2022-2023 6% or \$1.20 per hour for staff earning less than \$20 per hour

VII. INSURANCE

Health Insurance

Employees shall pay 10% of the insurance premium cost for individual and family coverage and the Board shall pay the remaining 90%. For any teacher who is included within the bargaining unit and who teaches less than full time, as defined in the Affordable Care Act (ACA), the Board shall pay a pro rata portion of that Teacher's insurance premium.

The parties agree that the Board has not in the past contributed, and shall not in the future contribute, toward the premium cost for any educational support staff Employee who works less than thirty hours each week, or who works less than five days each week, or who works less than nine months of the year, unless the Employee is defined a full time Employee pursuant to the ACA.

In order to control insurance premium costs and assure that participants in the plan receive maximum benefit for each dollar expended, there shall be established an Insurance Committee consisting of four bargaining unit members selected by the WEA and four persons, who are either Board members or Administrators, appointed by the President of the Board of Education, at least two of whom shall be Board members. The WEA appointees and the Board appointees shall each select a co-chairperson. All members of the Insurance Committee have equal standing to address insurance concerns and to make recommendations for modifications of the insurance program. Modification of the insurance benefit package shall require six votes of the Insurance Committee. The Insurance Committee shall meet no less than once each month unless both chairpersons agree that such meeting should be cancelled. Either chairperson may call such special meetings as that chairperson deems appropriate. Outside consultants can be utilized with Committee agreement. The School District Administration shall provide necessary clerical assistance, including the preparation of and maintenance of minutes of the meetings of the Insurance Committee. The Insurance Committee shall analyze the insurance program in order to provide quality insurance coverage for Employees at the most economical rate available.

In particular, the Insurance Committee is charged with assuring that no excise or other tax is imposed by reason of the health insurance plan exceeding value limits established by law. In the event such a tax is imposed, the District shall be responsible for payment of one half of the tax and those Employees participating in the District's health insurance plan shall be responsible for payment of the other one half of the tax. The District shall, commencing the first pay period occurring at least thirty days following

notice of imposition of the tax and continuing for the next nine or twelve months, as is applicable, deduct from each Employee then participating in the health insurance plan equal installments that will over the twelve month period result in payment of one half of the tax.

Life Insurance

The Board will provide Employee life insurance in the amount of 1½ times the Employee's salary, rounded to the nearest \$1,000 and not to exceed \$100,000.

VIII. LEAVES

Sick Leave

Sick leave shall be thirteen (13) days per year. No more than three hundred fifty (350) days (to include the sum of unused sick days from the date of employment with the District) may be carried forward into the next school year. Section 24-6 of the School Code of Illinois shall regulate the conditions under which sick leave will be used. Additionally, up to nine (9) weeks of accumulated, unused sick leave may be used by an Employee who has a new child, including an adopted child. In the case of an Employee who gives birth to a child, the nine (9) weeks need not commence until after any period of disability arising from the pregnancy or delivery. Typically, the period of disability following delivery approximates six (6) weeks, except in the case of a cesarean delivery, which typically results in a period of disability approximating nine (9) weeks. The period of disability, however, may vary. In any event, the Employee shall be entitled to utilize up

to nine (9) weeks of sick leave following the period of disability to be with the new child, but only to the extent the Employee has accumulated, unused sick leave.

Family and Medical Leaves

Each Employee who has been employed by the District for at least twelve (12) months and has performed at least 1,250 hours of service to the District shall be entitled to a family and/or medical leave of absence which shall be defined as an approved absence available to eligible Employees for up to twelve (12) weeks of unpaid leave per twelve (12) month period under particular circumstances that are critical to the life of a family. Leave may be taken: due to the birth of the Employee's child, or to care for same, within twelve (12) months of the birth of such child; upon the placement of a child with the Employee for adoption or foster care; when the Employee is needed to care for a child, spouse or parent who has a serious health condition; or when the Employee is unable to perform the functions of his or her position because of a serious health condition.

While family and medical leave is normally unpaid, the District will substitute an Employee's accrued compensatory time off and/or paid leave for unpaid family and medical leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid family and medical leave. Any substitution of paid leave for unpaid family and medical leave will count against the Employee's family and medical leave entitlement. Use of family and medical leave shall not preclude the use of other applicable unpaid leave that will extend the Employee's leave beyond twelve (12) weeks, provided that the use of family and medical leave shall not serve to extend such other unpaid leave. Any full workweek period during which the Employee would not have been

required to work, including summer break, winter break and spring break, is not counted against the Employee's family and medical leave entitlement.

Notwithstanding the foregoing paragraph or any other provision of this Agreement, the twelve (12) weeks of Family and Medical Leave shall in the case of an Employee with a new child be in addition to and not run concurrently with the nine (9) weeks authorized under the Sick Leave section of this Article VIII.

The Board of Education may require medical certification to support a claim for leave for an Employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the Employee's own medical leave, the certification must include a statement that the Employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the Employee is needed to provide care. If the Board has reason to doubt the certification, it may, in its discretion, require a second medical opinion and reasonable periodic recertification at its own expense. If the first and second opinions differ, the Board of Education, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Board of Education and the Employee. If medically necessary for a serious health condition of the Employee or his or her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Board of Education may require the Employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule with equivalent pay and benefits.

Spouses who are both employed by the Board of Education are entitled to a total of twelve (12) weeks of leave for the birth or adoption of a child or for the care of a sick parent.

When the need for leave is foreseeable, such as the birth or adoption of a child, or a planned medical treatment, the Employee must provide reasonable notice prior to the leave, and make efforts to schedule leaves so as not to disrupt the District's operations. In cases of illness, the Employee shall report periodically on his or her leave status and intention to return to work.

For purposes of this family and medical leave section only, an Employee who is granted an approved leave of absence shall continue to receive all group insurance benefits for up to twelve (12) weeks 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 Board of Education 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.

When an Employee requests leave that is foreseeable based on planned medical treatment and would last longer than 20% of the school term, the District may require the Employee to choose either (1) to take leave for a period of particular duration, not to exceed the duration of the planned treatment, or (2) to transfer temporarily to an available alternative position for which the Employee is qualified, that has equivalent pay and benefits, and that better accommodates recurring periods of leave than the Employee's regular position. If an Employee begins a leave more than five (5) weeks before the end

of the school term, the Board of Education may require the Employee to continue taking leave until the end of the term if the leave is at least for three (3) weeks duration and the Employee's return would take place during the last three-week period of the school term. If the Employee begins a leave less than five (5) weeks before the end of the school term, the Board of Education may require the Employee to continue taking leave until the end of the term if the leave is longer than two (2) weeks or the Employee would return during the last two-week period of the school term and is greater than five (5) working days, the Board of Education may require the Employee to continue taking leave until the end of the school term. Under such circumstances, an Employee shall not be forced to use sick leave.

Bereavement Leave

In case of death in the immediate family, three (3) days of absence per death will be allowed with no debit to sick leave. The "immediate family" shall be as defined by the State School Code. The use of bereavement days does not preclude the use of sick days in the case of death in the immediate family. Also, one sick day may be used for bereavement purposes in the case of death of someone not in the immediate family.

Personal Leave Days

Each Employee will receive two (2) personal days per year without cost to the Employee. The following statements determine the use of personal days.

The request must be submitted to the Superintendent in writing at least twenty-four (24) hours in advance. If the Superintendent is out of the District, the Assistant Superintendent shall make the decision.

Reason for absence should be listed as “personal reasons” or “personal business”. Employees shall have the responsibility to use personal leave days in such a way that will not produce a negative effect on the public relations with the community.

Personal days cannot be scheduled on a day before or following an extended vacation or a three day weekend or before or after a scheduled day off school or on a scheduled Institute Day. Unusual situations may be considered by the Superintendent on an individual basis.

The minimum amount of time requested under personal leave is one-half day. One-half day shall be defined as three teaching hours in Washington Community High School's schedule of classes.

Unused personal days shall accumulate as sick leave.

The Administration has the right to restrict the total number of Teachers to be gone on the same day for “personal reasons” or “personal business” to a total of five (5) and to further limit personal days for educational support personnel to one Employee from each classification (Maintenance, Aides, Tutors and Secretaries) per day. Requests will be granted on a first come – first serve basis within the guidelines as set forth in this Agreement.

Employees who utilized two or fewer sick leave days during the preceding school year shall be entitled to one additional personal leave day the following year. Use of such additional personal day shall be subject to the guidelines set forth above. The additional personal day must be used before the end of the year in which it was granted or it will be lost, and cannot be rolled over into sick leave.

Child Care Leave

Child care leave shall be granted to an Employee for a period of time mutually agreeable to the parties subject to the following considerations:

The leave shall only be granted when there is a child new to the Employee, whether natural born or adopted, or when there is a demonstrated need for the Employee to be with the child by reason of a physical or emotional problem.

The length of the leave shall not exceed one (1) year, inclusive of any sick leave taken by reason of a child new to the Employee, unless the parties expressly agree otherwise.

Unless otherwise provided in this article, the Employee shall have the right of continuing the Employee's insurance coverage by payment of the cost to the Board.

The Employee's return shall coincide with the beginning of a semester unless the Superintendent deems it in the best interest of the educational process to approve an Employee's request to return at a different time.

Jury Duty

There shall be no loss of salary because of jury duty. Employees shall remit to the District any payment for jury duty, except reimbursement for mileage.

Leave of Absence

A leave of absence of up to two years without pay may be granted to an Employee who in the judgment of the Board has reasonable need for such a leave. If the Association makes a timely request to be heard, Association viewpoints will be heard prior to final approval or disapproval. The Employee shall have the option of continuing the Employee's insurance coverage, subject to approval by the carrier and payment to the

Board of the total cost of said insurance. An Employee returning from leave shall not be discriminated against by virtue of his/her leave. Certified staff granted a leave of absence must confirm, in writing, to the District that they intend to return to work following their leave of absence. Written confirmation must be received by the District no later than February 28th of the final year of approved leave. If the District does not receive written confirmation of the certified staff member's intent to return to work, the certified staff member will have waived any right to continued employment and the District will inform the certified staff member in writing that their employment will be terminated on June 30th of the final year of approved leave.

Sabbatical Leave

The District may grant a sabbatical leave pursuant to the provisions of Section 24-6.1 of the School Code.

Conference and Professional Development Days

The Superintendent may grant leave without loss of pay or benefits to an Employee to be used for professional development and attendance at professional conferences. Conference and professional days shall be granted on an equitable basis with other leaves of absence which are requested for the same day. The Board policy for reimbursement of mileage, meals and lodging shall apply to all bargaining unit members equally. A bargaining unit member may waive all or part of this reimbursement if so desired.

Part Time Employee Leave

Leave for part-time employees who qualify will be prorated based on their full time equivalent (FTE). For example, a part-time employee working four (4) hours every

day will receive his or her leave allotment in four (4) hour increments (i.e. thirteen (13) four hour sick days and two (2) four hour personal days). Similarly, part-time employees working fewer than five days per week will receive a prorated amount of leave days. For example, a part-time employee working full-time hours Monday, Wednesday and Friday would receive 60% of the leave amount (i.e. thirteen (13) x .60 = 7.8 days).

IX. TEACHER WORKING CONDITIONS

Calendar

The basic calendar for Teachers shall consist of one hundred eighty (180) work days.

Work Day

~~The Teacher's normal work day shall not exceed eight (8) consecutive clock hours;~~ exclusive of extracurricular duties. Any teacher may leave the school grounds during their preparation period as long as they notify the main office.

The work day shall consist of all teachers working from 7:45 a.m. to 3:15 p.m., with a duty free 30 minute lunch period. Teachers may leave school at 3:15 p.m. except when they have a meeting or conference to attend. Washington Township Special Education Services (WTSS) certified personnel work day will start according to the schedule of the building in which they are assigned. If the Employee serves in multiple buildings over the course of a day, they will be required to work for seven and one half (7.5) hours from the start time of the building in which the Employee starts his/her day, inclusive of a thirty (30) minute lunch period.

With the continued objective of enhancing student achievement, teachers, except for department chairs who fail to notify the Superintendent in writing by May 1st of the preceding year of their election to have an additional assignment, shall have an assignment that falls within one of the following two categories and shall be compensated as indicated:

1. Overload. The teacher shall teach a sixth instructional class. Compensation for each teacher teaching a sixth instructional class shall be 10% of the general base salary set forth in Article VI.

2. Panther Academic Coach. The teacher shall tutor and generally advise students in a setting designed to address individual needs of students. Compensation for each teacher serving as a Tutor/Advisor shall be \$24 per hour.

Assignments to teach an overload shall be made by the Administration after consulting with department chairs. Assignments to the Tutor/Advisor category shall be made by the Administration after consulting with designees appointed by the WEA and taking into account logistical concerns, including scheduling challenges. Whenever possible a non-tenured teacher shall be paired with a tenured teacher. The parties shall approach the PAC assignment as a collaborative opportunity to provide tutoring, to better monitor students' overall high school performance and to make the school experience less impersonal. The design shall be subject to modification as necessary to meet the objective of enhancing student achievement. Besides the primary purpose of tutoring students, teachers shall make connections with students through student interviews, interest inventories, study skills inventories; shall assist with career explorations through surveys, student interviews, and four year plans in order to better prepare students for

registration; shall guide students to self-monitor grades and facilitate use of Skyward Access; and shall incorporate test preparation skills, including testing preparation activities. Further, teachers shall assist students with planning, time management, managing large projects, accessing resources/services, study skills/organizational skills and communicating with teachers. Teachers shall as appropriate refer students to other teachers. Initially, the PAC Program shall focus on freshmen students.

The PAC Committee created in 2008 will continue and consist of four bargaining unit members selected by the WEA and four persons, who are either Board members or Administrators, appointed by the President of the Board of Education, at least two of whom shall be Board members. The purpose of the PAC Committee is to monitor and assure the effectiveness of the PAC Program and to recommend such changes as may be appropriate to have the PAC Program better enhance student performance. The WEA appointees and the Board appointees shall each select a co-chairperson. All members of the PAC Committee shall have equal standing to address scheduling concerns and to make recommendations for modifications to the schedule.

Any teacher who is assigned a block schedule class (90 minutes) as part of the normal five (5) class schedule load will be paid as if that Teacher were teaching six (6) full classes.

Any teacher who is assigned to teach a zero hour class, whether it is a 6th class or part of their regular (5) class assignment, will receive a flat rate stipend of \$950 per semester. This amount will be paid in addition to the stipend for a teacher who is teaching a zero hour class as a 6th assignment.

Sample Teaching Schedules

	Schedule A	Schedule B	Schedule C	Schedule D	
Period 0	No Assign.	No Assign.	Class	Class	No Assign.
Period 1	Class	Class	Class	Class	Class
Period 2	Class	Class	Class	Class	Class
Period 3	Class	Class	Class	Class	Class
Period 4	Class	Class	Class	Class	Prep/Lunch
Period 5	Class/Lunch	Class/Lunch	PAC/Lunch	Class/Lunch	Class-Block
Period 6	Prep	Class	Prep	Prep	Class
Period 7	PAC	Prep	Prep	Prep	Prep
Add.	\$24/hr./PAC	10% of the general base salary	\$950 per sem. & \$24 per hr. PAC	\$950 per sem. & 10% of the general base salary	10% of the general base salary

Part-time Teachers shall be paid one-seventh (1/7) the salary commensurate with the Employee's experience and education for each period taught. Further, in view of preparation time required, part-time Teachers shall receive two-sevenths (2/7) hour pay for each period taught.

When mandatory meetings are scheduled for evening hours, Teachers may be dismissed early at the Superintendent's discretion.

Extra Work Days

Educational positions with extra work days shall be paid at the per diem pay in effect at the time.

Tentative Teaching Schedule

Teachers will be notified of their tentative teaching schedule by the close of the school term. The District will attempt to notify via email any Teacher who's schedule has been changed, no less than one week prior to the first day of school. This Section shall not prohibit later changes in teaching schedules if necessitated by unforeseen circumstances.

Substitute Pay For In-School Substitute Teaching

Substitute pay shall be Twenty-three Dollars (\$23.00) per hour, payment will be included in the check issued on the 30th of each month. A teacher will not be entitled to substitute pay when required to substitute if such substitution does not serve to deny the teacher a preparation period. Regardless, subject to the District's needs, an effort will be made to be equitable in choosing teachers to be assigned to substitute.

A Teacher who is authorized by the Administration to supervise the computer lab will be paid at the substitute rate.

Hourly Educational Services

Employees providing hourly services outside of the normal school day at the direction of the District shall be paid at a rate of Twenty-six Dollars (\$26.00) per hour (Examples include, but are not limited to: Driver's Education, Homebound Tutoring, Saturday School, Summer School Counselors, etc.).

Independent Study

A Teacher's unwillingness to accept independent study student(s) shall not be reflected in a Teacher's evaluation.

In-Service Programs

Teacher input into the content of the in-service programs for Teacher workshops will be invited.

Summer School

Summer school shall be paid at the rate of Two Thousand Dollars (\$2,000.00).

Professional Study Reimbursement

The Board of Education will reimburse the Teacher the actual tuition cost per semester hour as published by the state universities for graduate professional study leading to a master's, specialist or doctor's degree in education or the teacher's field of teaching and for course work required at the undergraduate or graduate level by the Superintendent. State tuition charges shall be defined as the published tuition cost for in state students as printed in the most recent graduate catalog of the state university or college from which the Teacher is taking course work. It does not include fees, insurance charges or books.

For work taken at private universities, the Board will pay the state tuition charges as published by the most recent catalog of Illinois State University.

Teachers will only be reimbursed the cost of tuition for courses satisfactorily completed and approved in advance by the Superintendent, subject to the following:

1. No more than three (3) course hours per WCHS semester.
2. No limitation on the number of course hours to be taken during the summer.

3. Reimbursement for courses taken at a state university shall be for the full amount of the tuition.

4. Reimbursement for courses taken at a private university shall be at the lesser of the tuition rate at Illinois State University and the actual cost.

5. In exercising his/her discretion as to approval of courses for tuition reimbursement, the Superintendent shall consider the benefit of the course on improving instruction and student achievement.

A teacher may receive reimbursement for one course section and applicable corresponding lab totaling more than three hours (3) at the rates specified above within a semester. All course work taken for reimbursement and/or salary advancement must be approved in advance of registration by the Superintendent. Payments for reimbursement will be made to Teachers for approved course work in September and February providing an official transcript is filed with the Superintendent. Teachers must return to District 308 following the completion of a course in order to receive reimbursement.

Class Size

The Administration shall determine teaching assignment, teaching load and class size. Should class size become a concern to a Teacher(s), he/she/they with Association participation, if requested, shall discuss the concern with the Administration with the intent of alleviating the problem. A Teacher with an unusually large number of students will be provided with clerical assistance. This Section, however, shall not be interpreted as requiring the Board to add any non-certified staff.

Extra Duty Pay

Pay for extra-curricular activities shall be listed as a salary range or a flat amount. In those positions where a range is given, pay is determined by a percentage based on the general base salary set forth in Article VI. The intervals within the range are determined by 1 percent steps. When first assigned to the activity, the Teacher shall be placed at the low percentage of the range and progress at the rate of 1 percent per year until the maximum is obtained. The Board of Education reserves the right to withhold any increase or to grant more than a 1 percent increase to any individual being paid for any of the positions listed on the extra duty page of the professional salary schedule. Before any increase can be withheld, the Administration of the school must: (1) conduct a mid-year (season) evaluation of the individual's performance; (2) hold a conference with the individual in question and discuss the areas of deficiency; (3) give a written notice of remediability to the individual.

If an Employee has served as a coach and/or sponsor in the activity, he or she may, at the discretion of the Board of Education, be given credit beyond the base percentage upon employment. No Teacher will receive a lower percentage than he/she now receives and any Teacher who is outside the listed ranges shall have his/her salary adjusted to within published ranges.

The Administration will establish the number of paid sponsors for any extracurricular activity. Extra duty assignments shall be made by the Administration following exploration of volunteers. An effort will be made to accommodate a Teacher's request to be removed from an assignment, and consideration will be given to a Teacher's request to retain an assignment. Assignments will be made on an equitable basis, but the Superintendent

shall make the final decision as to all extra duty assignments. Whenever the Administration determines the projected number of coaches/sponsors is to be less in any given year than in the preceding year, the Administration shall meet with the affected coaches/sponsors and an Association representative to receive input on the impact of the change. During such discussions additional pay for coaches/sponsors and/or adjustment of duties and responsibilities shall be determined.

17 - 25%	Head Basketball (b&g), Head Football
9 - 20%	Chorus, Director of Bands (2 positions)
12 - 20%	Head Baseball, Head Wrestling, Head Soccer (b&g), Head Volleyball, Head Softball
10 - 18%	Head Track (b&g), Head Swimming (b&g), Head Golf (b&g), Head Cross Country (b&g), Head Tennis (b&g), Head Cheerleading, Head Pantherettes,
10 - 17%	Assistant Football, Assistant Basketball (b&g), Head Lacrosse
8 - 17%	Head Drama, Head Junior Class
8 - 16%	Assistant Baseball, Assistant Track (b&g), Assistant Wrestling, Assistant volleyball, Assistant Softball, Assistant Swimming (b&g), Assistant Soccer (b&g), Assistant Tennis (b&g), Head Robotics, Diving Coach (serves both seasons), Assistant Golf
7 - 15%	Head Yearbook, Newspaper, Assistant Cheerleading, Assistant Drama, Assistant Junior Class, Assistant Lacrosse
6 - 13%	Head Speech, Student Council (2), Head Leadership/Community Service, Head Intramurals
6 - 11%	Assistant Robotics, Assistant Pantherettes, Assistant Marching Band (at least 3)
5 - 9%	Assistant Intramurals, Assistant Speech, Assistant Yearbook, Assistant Leadership/community Service, Head Scholastic Bowl
4 - 7%	Assistant Scholastic Bowl, Choreography Musical, Orchestra Assistant Musical, Choral Assistant Musical, Writing Fellows, Chess Club
5.5%	Contest Play
2.5%	Bass Team Sponsor

1 – 3%	Art Club, CHAPS, Freshmen Executive Board, Sophomore Executive Board, FCS, Fitness Club, Gay-Straight Alliance, International Club, Pep Club, Science Club, Tough Love, NHS, Academic Award Night, Spanish Club, French Club, Drama Club, Welding Club, Automotive Club, Freshman Kick-off, Global Affairs, Senior Class, Mathletes, Game Club
5.6% of Staff Members Base Salary	Co-Op Stipend

Teachers again performing extra duty who have already reached the top of the range shall receive an additional amount according to the chart below:

<u>Activity %</u>	<u>Amount</u>
1 - 3	200
4 - 11	250
12 - 25	350

A coach's evaluation will not be adversely affected by not voluntarily using the extended time period permitted by modified IHSA rules.

Grant Programs

During the term of this Agreement, the Board shall upon recommendation of the Superintendent make available funds to offset out of pocket expenses, including mileage expenses, incurred by a bargaining unit member in conjunction with an extracurricular activity for which no stipend is provided under this Agreement. Only costs approved in advance by the Superintendent or his designee for activities approved in advance by the Board will be paid. The maximum amount available for such purposes shall be as follows:

Year 1 - \$4,000

Department Chairperson

All department chairpersons shall have five (5) teaching periods, one (1) period for department duties and one (1) preparation period. Department chairs shall receive \$2,500. Due to the extra duties of the Special Education Department Chair, he/she shall receive a stipend of \$3,500.00.

A student helper shall be available for two hours per day to do clerical work for the department chairpersons. Department chairs who choose to forego a preparation period and who notify the Superintendent in writing of their election by May 1st of the preceding school year shall during the subsequent school year have an additional assignment that falls within the category of Overload or Tutor/Advisor.

Job Postings

Any positions, vacant or newly created, will be posted internally for five (5) work days before being posted to outside candidates. Jobs will be posted in the staff mailroom and a copy will be sent to the faculty and staff via email. In case of emergency the Administration can post externally immediately.

Washington Education Association President

The President of the Washington Education Association shall receive one additional release period each semester, in lieu of 1 of 5 assigned classes.

X. EDUCATIONAL SUPPORT PERSONNEL WORKING CONDITIONS

Work Day

Educational Support Personnel shall be employed on an hourly basis with hours established by the Administration.

Educational Support Staff Personnel Compensation and Fringe Benefits

Employees hired before the date of ratification will be paid at the current rate of pay plus bargained increases. The rates listed below will serve as the base rate for those hired after the date of ratification. In the case where a perspective Employee has specialized certification(s), extended education, or extra experience/expertise in relation to the job for which they are to be hired, the rates below will not be applicable. The District and the Association President will attempt to work together to determine the appropriate starting rate. In the case where the WEA and District cannot come to an agreement, the District will determine the rate of pay.

<u>Maintenance (Activity)</u>		
	2022-2023	
	\$18.89	
<u>Maintenance (General)</u>		
	2022-2023	
	\$20.45	
<u>Receptionist</u>		
	2022-2023	
	\$15.25	
<u>Administrative Assistants</u>		
	2022-2023	
	\$15.77	
<u>Grounds Keeper</u>		
	2022-2023	
	\$18.89	
<u>Instructional Aides</u>		
	2022-2023	
	\$15.77	

<u>Student Supervisors</u>		
	2022-2023	
	\$15.57	
<u>Tutors</u>		
	2022-2023	
	\$18.76	
<u>Technology Technician</u>		
	2022-2023	
	\$18.89	
<u>Nurse</u>		
Pay is according to the certified salary schedule if a RN or Certified school nurse		

Working Extra Days

When an ESSP is required to work extra days beyond their regular contracted days, they will be paid their normal daily or hourly rate of pay, whichever is applicable, for such days.

Instructional Aides

Instructional Aides will work one hundred eighty (180) days corresponding with student and teacher attendance. One of those days may occur prior to the opening day institute for teachers and will be for the purposes of professional development.

Meal Time

Each Educational Support Staff Personnel who works at least seven (7) continuous hours per day is entitled to a thirty (30) minute duty free lunch which shall be included in that staff member's work day.

Breaks

Educational support Employees shall be entitled to one 15 minute break during the morning and one 15 minute break during the afternoon. The time of the break shall be arranged with the supervisor so as to minimize the disruption of services to the District.

Overtime

Educational support Employees shall be paid at the rate of one and one-half times the regular hourly rate of pay for all authorized work in excess of 40 hours per week. Overtime work must be authorized in advance by a supervisor.

Assigning Overtime and Events

When practical, management will attempt to balance the opportunity to work overtime for maintenance members and will provide a monthly report to the union president regarding said overtime. The Superintendent will share and discuss the intent of this language with the Maintenance Supervisor.

Additional Hours and Flexible Schedules

Flexible schedules are variable work hours requiring Employees to work a standard number of core hours within a specified period of time and allowing Educational Support Staff Personnel greater flexibility in their starting and ending times. Flex time must be approved in advance by a supervisor, or Administrator if the immediate supervisor is not present.

Call In Pay

Any Educational Support Staff Personnel who are called to work at times other than his or her regularly-scheduled shift, and not in conjunction with their regular shift, shall be

paid a minimum of two (2) hours at the customary hourly rate or overtime rate, depending on the total time worked by the Educational Support Staff Personnel in such week.

Probation

Educational Support Staff Personnel shall be classified as probationary until they have actually worked half of their annual contracted working days. When successfully completed, seniority will be retroactive to the first day of employment.

Vacation

Twelve month educational support employees shall receive vacation as follows:

- During Year 1 vacation time will accrue at a rate of .83 days per month up to 10 days.
- In years 2-5 of consecutive, full-time service in the district – ten (10) days.
- In years 6-15 of consecutive, full-time service in the district – fifteen (15) days.
- In years 16-end of consecutive, full-time service in the district – twenty (20) days.

The maintenance ESSPs may request vacation up to six (6) months in advance on a first come, first serve basis. The District shall respond as soon as practicable, but no later than five work days following receipt of the request. Upon approval by the District office, approved time off requests will be posted on the vacation calendar. Vacation will not be approved the week prior to or the first week of school, nor will it be approved the week prior to or the last week of school.

Seniority

Seniority shall be determined by the length of continuous regular service with the employer within the Educational Support Staff Personnel's current job classification.

Seniority shall not be transferred from one classification to another. Service shall not be interrupted due to utilizations of leaves of absence, vacations, layoffs, or normal breaks in the work year for that job classification.

Classifications are:

- Maintenance (Activities)
- Maintenance (General)
- Technology Tech
- Administrative Assistant
- Receptionist
- Grounds Keeper
- Instructional Aide
- Nurse
- Student Supervisor
- Tutor
- Accompanist

A seniority list shall be developed and posted prior to October 1 of each year. If the Board determines that the reductions in hours or the number of Educational Support Staff Personnel is necessary, Educational Support Staff personnel shall be reduced in inverse order of seniority in the job classification(s) affected, provided the remaining Educational Support Staff Personnel are adequately qualified to perform the remaining work. The District shall provide a notice of honorable dismissal to all affected Educational Support Staff Personnel no later than thirty (30) calendar days before the end of the school term preceding the layoff/reduction.

In the event seniority is equal between Educational Support Staff Personnel, the Administration shall exercise its discretion as to which Educational Support Staff Personnel shall be retained with consideration given to the Educational Support Staff Personnel(s) with the best work performance and/or greatest training/coursework.

If within twelve (12) months from the effective date of layoff, a vacancy occurs in the job classification from which layoff was made, the most senior laid-off Educational Support Staff Personnel in that job classification shall be offered the position at the compensation and benefits that exist at such time for the position being filled.

If a laid-off Educational Support Staff Personnel exercises a right to accept a position in a job classification different from that from which the Educational Support Staff Personnel was laid off, that Educational Support Staff Personnel shall serve a probationary period of ninety (90) days of active job performance. An Educational Support Staff Personnel may reject an offer of an out-of-classification position or one of lesser terms and still retain recall rights to the classification from which he/she was reduced. If an out-of-classification position is accepted, through an offer during the recall period or through a voluntary transfer, seniority begins accruing in the new classification after the probationary period in the new position has been satisfactorily completed, computed retroactive to the first day of work in the new position. No seniority shall be lost due to an involuntary, out-of-classification assignment.

No rights outlined hereunder shall, however, extend the twelve (12) month time period set out in this section.

Evaluation

ESSP evaluations will be done in accordance with the mutually agreed upon instrument. ESSP's will be given a copy of his/her evaluation within 5 days of receiving said evaluation.

Tuition Reimbursement

Educational Support Staff Personnel shall be reimbursed tuition at the Illinois Central College rate for courses the Superintendent at his/her absolute discretion approves in advance. If the Administration request in writing that an ESSP take a course of instruction, the District will pay the entire cost.

Vacancies and New Positions

If there are Educational Support Staff Personnel on a recall list, rights and procedures under the above Seniority Section shall be implemented prior to exercising provisions of this article. All vacancies, additional regular positions, and newly created jobs shall be posted with job duties in the mail room and an email to all ESSPs for five (5) work days with a copy to the Association President. If the vacancy occurs during the school year and to fill the position according to the procedure above the District would incur significant hardship, a temporary assignment may be made until a convenient time or through the end of the school year. Promptly thereafter, an assignment to the vacancy shall be made in accordance with the above procedure.

XI. EVALUATION

Teacher evaluations shall conform to the teacher evaluation plan devised pursuant to the School Code. Tenured, non-tenured teachers, coaches and sponsors will be evaluated by a qualified Administrator outside the bargaining unit, as defined in Article 24A of the Illinois School Code. Department Chairs who assist in the evaluation in an advisory capacity shall not be called by the employer in any judicial, contractual, regulatory, or quasi-judicial proceeding to testify relevant to their evaluation or role in the

evaluation process. ESP evaluations will be done according to the mutually agreed upon instrument.

As directed by the School Code, the parties shall establish a joint committee composed of equal representation selected by the Board and the Association to discuss the creation of a new Evaluation Plan within 60 days of the release of a model Evaluation Plan completed by the Performance Evaluation Advisory Council should such release occur during the term of this Agreement. This joint committee shall further seek to incorporate the use of data and indicators on student growth as a significant factor in rating teaching performance on or before September 1, 2016 as required by the Illinois School Code. If no agreement is reached by the joint committee within 180 calendar days of its first meeting, then the model evaluation plan established under the Illinois School Code shall be implemented.

Teachers shall be evaluated according to the Evaluation Plan currently in place until either the new Evaluation Plan is adopted by the joint committee, or the model evaluation plan is implemented, whichever is first to occur. Non-tenured Employees shall be evaluated at least once each year and tenured Employees at least once every two (2) years, unless additional evaluations are, for legitimate educational reasons, deemed desirable by the Board. Within thirty (30) school days after completion of an evaluation rating of a tenured teacher as "needs improvement" or "unsatisfactory", a professional development plan or a remediation plan, as applicable, shall be developed and implemented in accordance with Article 24A of the Illinois School Code. A professional development plan shall provide for ninety (90) school days of support to address the areas

identified as needing improvement, upon completion of which the teacher shall be reevaluated.

XII. MISCELLANEOUS

Reprimands/Discipline

Disciplinary action or official reprimands against any Employee shall be exercised only for just cause. Discipline includes, but is not limited to, warnings, reprimands, and suspensions. At the time of any written discipline is issued, notice of the specific grounds forming the basis for disciplinary action will be furnished to the Employee. Dismissal of tenured Teachers, failure to renew the employment of a non-tenured Teacher, suspensions that are issued pursuant to the School Code and preliminary to a possible dismissal, letters of remediation, removal of department chairs and professional evaluations shall not be subject to this provision. Further, this provision shall not apply to educational support personnel during the first year of employment (meaning the Employee's work year), which shall constitute the probationary period. An Employee may have present an Association representative when receiving an official reprimand or at a disciplinary conference.

Personnel File

An Employee shall have the right, upon reasonable request, to review the contents of his/her personnel file and to place therein written reactions to any of its contents.

Classroom Behavior

Discipline policy shall be distributed to all Teachers. All Teachers shall maintain proper student control and shall be primarily responsible for student discipline. Students

who manifest serious or continuing behavior problems shall be referred to a dean. The Administration shall support Teacher efforts to maintain student discipline.

Retirement

Immediately following retirement or the receipt of the last paycheck, whichever last occurs, a Teacher shall receive the existing per diem pay for each unused sick leave day in excess of those needed and utilized for additional TRS credit, subject to a maximum of Five Hundred Dollars (\$500.00). Noncertified Employees with at least ten (10) years of service to the District shall immediately following retirement or receipt of the last paycheck, whichever last occurs, receive the existing per diem for each unused sick leave day in excess of those needed and utilized for retirement, subject to a maximum of Five Hundred Dollars (\$500.00).

Retirees will not be allowed to participate in health insurance plan except for those retirees enrolled in the plan as of May 1, 2018.

The Board agrees to provide a retirement incentive equal to 20% of a Teacher's compensation in the year in which an irrevocable notification of retirement is received. This incentive shall be paid over the remaining years of service of the Teacher, not to exceed three (3) years, and not exceeding a six percent (6%) increase in compensation in any year, with the balance to be paid immediately following retirement or receipt of the last paycheck, whichever last occurs. This amount is calculated as follows:

Total Cost to District

20% (Teacher's Pd Yr 1 Pd Yr 2 Pd Yr 3
Creditable Earnings) – (6%S–X) – (6%S–X) – (6%S–X) = Balance due

Teacher's Creditable Earnings = Total Compensation at time of retirement notification

S = Prior Year Salary

X = increase in Teacher's Creditable Earnings per negotiated contract

The lump sum may differ for each retiree, due to differences in salary and salary increases. No other retirement incentive will be provided without the input and approval of the WEA. Notwithstanding the limiting language found above, compensation received by a full time teacher for teaching summer school or an overload under such conditions that TRS does not count the compensation for purposes of the 6% limitation and the Board does not therefore incur any penalty by reason of increases in compensation arising from the teaching of an overload or summer school, a teacher otherwise qualifying for the retirement incentive shall be entitled to same.

To qualify for this retirement incentive the teacher must:

Have at least ten years of service to the District.

Provide the District no later than September 1 of the year prior to retirement an irrevocable letter of intent to retire the following year.

Be qualified to and submit application to retire under the Teachers' Retirement System of Illinois (TRS).

This provision setting forth a retirement bonus shall not be subject to the grievance arbitration clause of the collective bargaining agreement.

XIII. REDUCTION IN FORCE

Application and Grouping

Any reductions in Employees shall comply with the procedures outlined in section 24-12 of the Illinois School Code. The Board and the Association shall form a joint committee for the purposes of initiating and monitoring the reduction in force procedures and for addressing the grouping decisions outlined in section 24-12(c) of the Illinois

School Code. The committee shall convene its annual meeting by December 1 of every year. If no agreement is reached by February 1, then the statutory definitions of groups 2, 3, and 4 shall govern.

Order of Lay Off

Each year, the Board shall establish the Sequence of Honorable Dismissal list, categorized by positions and the groupings established pursuant to section 24-12 of the School Code and the paragraph above, and distribute the list as directed by statute at least 75 days before the end of the school term. If reductions in Employees or teaching positions occur, Employees shall be laid off in accordance with the Sequence of Honorable Dismissal list. Within Groups 3 and 4, any ties will be decided based on seniority, i.e., shortest in length of service first, provided the remaining teachers have the necessary qualifications and certifications to properly fill the remaining positions. Seniority for the purpose of this provision shall be determined by the length of continuing service within the District.

Reemployment

If the Board increases the number of Employees or if an Employee resigns after the layoffs, the Board shall first offer employment to the dismissed Employees in the order outlined in section 24-12(b) of the Illinois School Code. Within Groups 3 and 4, any ties will be decided based on seniority, i.e., longest in length of service to be offered reemployment first, provided the Employees have the necessary qualifications and certifications to properly fill the available positions. Seniority for the purpose of this provision shall be determined by the length of continuing service within the District.

Right of Recall

The right to recall shall be in effect for the period outlined in Section 24-12(b) of the Illinois School Code, however, an Employee's failure to respond to recall affirmatively within thirty (30) calendar days after mailing or within fifteen (15) calendar days after receipt (which ever shall first occur) of the Board's letter, sent by registered mail to the Employee's address on file with the Board, shall result in termination of the Employee's rights of recall hereunder. The Employee shall have the right to accept or reject a lesser position and still retain recall rights to be made whole.

XIV. GRIEVANCE PROCEDURE

Definitions. Any claim by the Association or any Employee that there has been a violation, misrepresentation, misapplication of the terms of this Agreement may be a grievance.

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

Procedures. The parties hereto acknowledge that it is usually most desirable for an Employee and the Employee's immediately involved supervisor to resolve problems through free and informal communications. When requested by the Employee, an Association representative may accompany the Employee to assist in the informal resolution of the grievance. If, however, the informal process fails to satisfy the Employee or the Association, a grievance may be processed as follows:

Step 1 – The Employee or the Association may present a grievance in writing to the immediately involved supervisor within thirty (30) days from the event or occurrence giving rise to the claim. In the case of a class grievance, the Employee or Association may begin at step 2. The supervisor will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, the grievant and the immediately involved supervisor shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the supervisor's written response, including the reasons for the decision. Failure to respond within the ten (10) day period shall constitute a denial of the grievance.

Step 2 – If the grievance is not resolved at Step 1, then the Employee or Association may appeal the grievance to the Superintendent within ten (10) days of the Step 1 decision. The Superintendent shall arrange for a meeting to take place within five (5) days of the appeal (or in the case of a class grievance, receipt of the grievance). The Association's representative, the grievant and the Superintendent shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the Association shall be provided with the Superintendent's written response, including the reasons for the decision. Failure to respond within the ten (10) day period shall constitute a denial of the grievance.

Step 3 – If the grievance is not resolved at Step 2, then the Association may refer the grievance to the Board of Education within fifteen (15) days of the

Step 2 decision. The grievance shall be heard by the Board of Education at its next regularly scheduled meeting unless such meeting occurs within five (5) days of receipt of the appeal in which case the grievance shall be heard at the following regularly scheduled meeting. Within ten (10) days of the meeting, the Association shall be provided with the Board of Education's written response, including the reasons for the decision. Failure to respond within the ten (10) day period shall constitute a denial of the grievance.

Step 4 – If the Association is not satisfied with the disposition of the grievance at Step 3, the Association may submit the grievance to final and binding arbitration through the Federal Mediation and Conciliation Service (FMCS) within twenty (10) days of the Step 3 decision. FMCS shall submit a panel of arbitrators to the parties, beginning with the Association, alternating striking names on the panel until the arbitrator is chosen.

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

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

Timelines outlined in steps 1-4 may be extended if mutually agreed upon by both parties.

Class Grievance. Class grievance involving more than one Employee may be initially filed by the Association at Step 2.

Association Participation – Employee Represented. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a

grievance at any level, and no grievant shall be required to discuss any grievance if the Association's representative is not present.

Association Participation – Employee Not Represented. When an Employee is not represented by the Association, the Association shall reserve the right to have its representative present to state its views at any stage of the grievance procedure.

Board – Administration Cooperation. The Board and the Administration shall cooperate with the Association in the investigation of any grievance.

No Reprisals Clause. No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.

FMCS Rules. By mutual agreement, the Expedited Arbitration Rules of the Federal Mediation and Conciliation Service may be used instead of the Voluntary Labor Arbitration Rules.

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

XV. ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.


XVI. DURATION

This Agreement shall be effective from execution until August 1, 2023.

DATED this 28th day of June, 2022.

IN WITNESS THEREOF:

FOR THE WASHINGTON EDUCATION
ASSOCIATION



President



Secretary

FOR THE BOARD OF EDUCATION
WASHINGTON COMMUNITY HIGH
SCHOOL DISTRICT NO. 308



President



Secretary

APPENDIX A

AM Cafeteria Duty	0.50	Based on Hourly Sub Rate
AM Opportunity Hour	0.75	Based on Hourly Sub Rate
PM Opportunity Hour	0.75	Based on Hourly Sub Rate
Morning Hall Duty	0.25	Based on Hourly Sub Rate
Morning Entrance Duty	1.00	Based on Hourly Sub Rate
AM Hallway Rover	0.50	Based on Hourly Sub Rate
AM MPR	1.00	Based on Hourly Sub Rate
MPR Lunch supervision	0.50 per Lunch Period	Based on Hourly Sub Rate
Block Class Subbing	0.25	Based on Hourly Sub Rate
0 Hr. Locker Room Supervision	0.33	Based on Hourly Sub Rate
Certified Staff Working Freshmen Kickoff Day		\$100 stipend for day worked
V. Football	Ticket Seller	\$40
	Ticket Taker	\$35
	Security	\$45
	Scoreboard	\$40
	Clock	\$40
	PA	\$50
Fr. Football	PA	\$30
	Scoreboard	\$20
So. Football	PA	\$40
	Scoreboard	\$30
Basketball	Ticket Seller	\$35
	Security	\$30
	Scoreboard	\$40
	Stat Board	\$40
	Scorekeeper	\$40
	PA-Boys & Girls	\$50
Volleyball	Ticket Seller	\$35
	Security	\$30
	Scorekeeper	\$40
	Stat Board	\$30
	Scoreboard	\$40
	Libero Tracker	\$10
	PA	\$40
Wrestling	Security	\$30
	Ticket Seller	\$35
Soccer	PA	\$45

