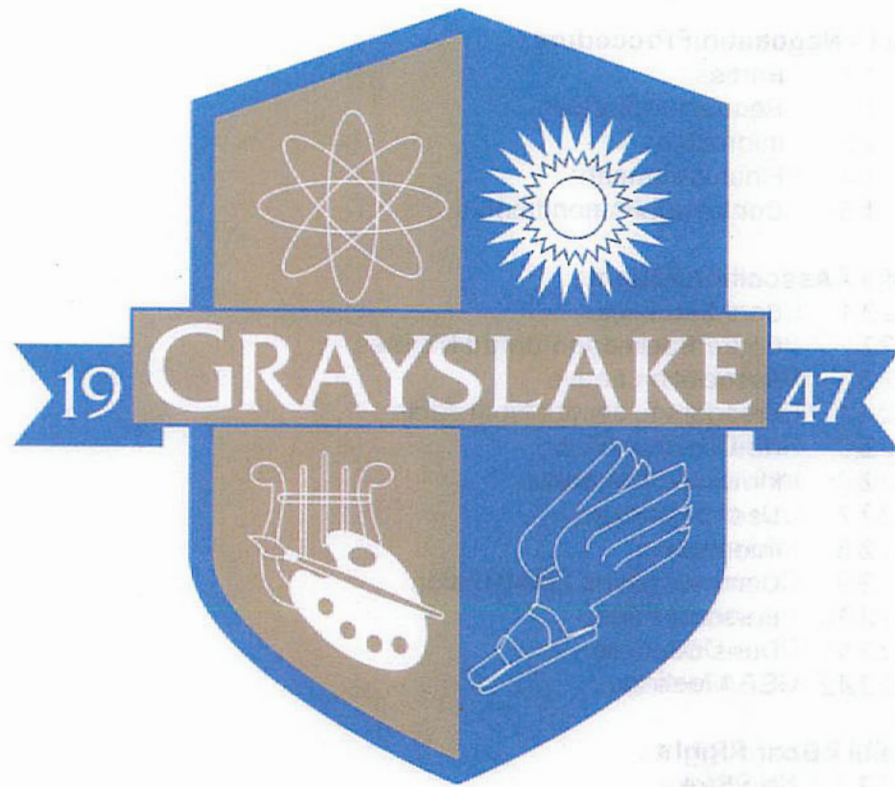


Grayslake Community High School District 127



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

2023-2024

2024-2025

2025-2026

2026-2027

2027-2028

**GRAYSLAKE COMMUNITY HIGH SCHOOL DISTRICT #127
GEA CONTRACT 2023-2028**

TABLE OF CONTENTS

Preamble and Recognition	6
Article I - Negotiation Procedures	6
1.1 Parties	
1.2 Request to Bargain	
1.3 Information	
1.4 Final Agreement	
1.5 Contractual Amendments	
Article II - Association Rights	7
2.1 Board Meetings	
2.2 Board Packet and Board Minutes	
2.3 Association Leave	
2.4 Freedom to Join or Not to Join	
2.5 Non-Discrimination	
2.6 Individual Contracts	
2.7 Use of Buildings	
2.8 Information	
2.9 Communications Distribution	
2.10 Personnel Files	
2.11 Dues Deduction	
2.12 GEA Meetings	
Article III - Board Rights	9
3.1 No Strike	
3.2 Management Rights Clause	
Article IV - Grievance Procedure	9
4.1 Definitions	
4.1.1 Grievance	
4.1.2 Time Limits	
4.2 Procedures	
4.2.1 Step I	
4.2.2 Step II	
4.2.3 Step III	
4.2.4 Step IV	
4.3 Bypassing Steps	
4.4 Released Time	
4.5 Filing of Materials	
4.6 Grievance Withdrawl	
4.7 No Written Response	
4.8 Time Limit Extension	

Article V - Licensed Staff Member Termination (Licensed Staff)

11

- 5A.1 Dismissal for Cause
- 5A.2 Reduction In-Force Procedure
 - 5A.2.1 Sequence of Honorable Dismissal List
 - 5A.2.2 Seniority
 - 5A.2.3 Order of Dismissal
 - 5A.2.4 Recall Rights
 - 5A.2.5 Reduction In-Force - Final Action
 - 5A.2.6 School Code Prevails
- 5A.3 Reduction in Pay

Article V - Employee Rights (ESP)

13

- 5B.1 Seniority
- 5B.2 Reduction In-Force
- 5B.3 Loss of Seniority
- 5B.4 Seniority Roster
- 5B.5 Vacancies/Job Postings
- 5B.6 Substitution for Other Personnel

Article VI - Leaves (Licensed)

14

- 6A.1 Sick Leave
 - 6A.1.a Sick Leave Bank
- 6A.2 Extended Sick Leave
- 6A.3 Reporting Sick Leave
- 6A.4 Personal Leave
- 6A.5 Discretionary Leave
- 6A.6 Emergency Leave
- 6A.7 Exhaustion of Sick/Personal Time
- 6A.8 Bereavement Leave
- 6A.9 Leave Without Pay
- 6A.10 Professional Travel Policy
- 6A.11 Jury Duty
- 6A.12 Sabbatical Leave
- 6A.13 Leave of Absence
- 6A.14 Military Leave
- 6A.15 Child Rearing Leave
- 6A.16 Family and Medical Leave

Article VI - Leaves (ESP)

20

- 6B.1 Sick Leave
- 6B.2 Reporting Sick Leave
- 6B.3 Personal Leave
- 6B.4 Bereavement Leave
- 6B.5 Discretionary Leave
- 6B.6 Emergency Leave
- 6B.7 Personnel Working Hours on Emergency Closing Days
- 6B.8 Jury Duty
- 6B.9 Leave of Absence
- 6B.10 Military Leave
- 6B.11 Family Medical Leave Act
- 6B.12 Exhaustion of Sick/Personal/Vacation Time

6B.13 Professional Travel Policy

Article VII - Working Conditions (Licensed Staff)	24
7A.1 Calendar Input	
7A.2 Licensed Staff Workdays	
7A.3 New Staff to the District	
7A.4 Staff Meetings, On-Site Professional Development and Curricular Articulation	
7A.5 Open House	
7A.6 Licensed Staff Member Posting of Availability for Students	
7A.7 Promotions and Vacancies	
7A.8 Part-Time Licensed Staff	
7A.9 Notice of Teaching Assignments	
7A.10 Traveling Staff	
7A.11 Mileage Reimbursement	
Article VII - Working Conditions (ESP)	28
7B.1 Calendar Input	
7B.2 New Staff to the District	
7B.3 Probationary Period	
7B.4 Work Day/Work Year	
7B.5 Work Schedule	
7B.6 Involuntary Transfer Between Buildings	
7B.7 Voluntary Transfer	
Article VIII - Licensed Staff Compensation and Fringe Benefits	30
8A.1 Salary Schedule	
8A.2 Extracurricular	
8A.3 Medical, Dental, Term Life, and Vandalism Insurance	
8A.4 Salary Reduction Plan	
8A.5 Tuition Reimbursement	
8A.6 District Retirement Plan	
Article VIII - Wages and Benefits (ESP)	36
8B.1 Wage Schedule (see Appendix B)	
8B.2 Pay Days	
8B.3 Medical, Dental, Term Life, and Vandalism Insurance	
8B.4 Term Life Insurance	
8B.5 Salary Reduction Plan	
8B.6 Full-Time Employee Holidays	
8B.7 Call in Holiday Pay	
8B.8 Vacations	
8B.9 Coursework Reimbursement	
8B.10 Mileage Reimbursement	
8B.11 Overtime	
8B.12 Retirement	
Article IX - District Communication	42
9.1 Communication Vehicle	

Article X - Labor Management Relations Committee	42
10.1 Impact Bargaining	
10.2 Process of the Committee	
10.3 Communication Vehicle	
10.4 Composition of the Committee	
10.5 Scope of the Committee	
Article XI - Evaluation	43
11.1 Evaluation	
Article XII - Legality	43
Article XIII - Duration	43
Appendix XI - Summary of Evaluation Program	44
Appendix A - Salary Schedules	45
Appendix A.1 - Levels of Competition in Athletics	48
Coaching Salary Schedules	
Appendix A.2 - Extracurricular Activities Salary Schedule Categories	54
Extracurricular Stipend Schedule	
Appendix B - Wage Schedules (ESP)	57
Appendix C - Support Staff Category Structure	59
Appendix D - Hourly Pay	60
Appendix E - Normal Class Contacts	62
Normal Class Contacts	
Co-Teaching	
Supervisory Duties	
Overload Pay	
Special Work Assignments	
Zero Hour/Sunrise/Evening Course Offerings	
New or Substantially Amended Duties and Workload Positions	
New Initiatives That Could Impact Working Conditions	
Job Descriptions	
Dean's Supervisory Duties	
Prevention and Wellness Coordinator Responsibilities	
Instructional Mentoring Program (updated from 4/30/20 MOU)	
PSP Program	
Appendix F - Approved Work Load Positions	66
Appendix G - Athletic Events Pay	67
Appendix H - Employees Exempt from the Bargaining Unit Membership	68

PREAMBLE AND RECOGNITION

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

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

ARTICLE I – NEGOTIATION PROCEDURES

1.1 Parties

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

1.2 Request to Bargain

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

1.3 Information

Upon receipt of written request, the Board shall furnish the Association with a copy of Annual Financial Reports, tentative and proposed budgets, and treasurer's reports. Nothing contained herein shall require the Superintendent/designee to research or assemble said information. The Superintendent/designee and the central administration staff may serve only as research consultants. If there is consensus between GEA and BOE that specific documents are able to be provided in editable form, the BOE will provide such.

1.4 Final Agreement

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

1.5 Contractual Amendments

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

ARTICLE II - ASSOCIATION RIGHTS

2.1 Board Meetings

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

2.2 Board Packet and Board Minutes

With the exception of information which relates to matters to be taken up in Executive Session of the Board, a complete Board packet will be delivered to the Association President at least 3 days prior to the Board meeting.

2.3 Association Leave

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

2.4 Freedom to Join or Not to Join

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

2.5 Non-Discrimination

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

2.6 Individual Contracts

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

2.7 Use of Buildings

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

2.8 Information

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

2.9 Communications Distribution

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

2.10 Personnel Files

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

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

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

2.11 Dues Deduction

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

2.12 GEA Meetings

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

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

ARTICLE III – BOARD RIGHTS

3.1 No Strike

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

3.2 Management Rights Clause

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

ARTICLE IV – GRIEVANCE PROCEDURE

4.1 Definitions

4.1.1 Grievance

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

4.1.2 Time Limits

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

4.2 Procedures

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

4.2.1 Step I

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

The written grievance shall set forth the specific provision(s) of the Agreement alleged to have been violated, misinterpreted or misapplied; and shall state the remedy requested. Within five (5) days of receipt of a grievance, the Principal/Superintendent/designee shall meet with the grievant, an Association representative and the immediately involved supervisor, if any, to discuss the grievance. The Principal/Superintendent/designee shall provide a written answer to the grievant five (5) days after the meeting. The answer shall include reasons for the decision.

4.2.2 Step II

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

4.2.3 Step III

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

4.2.4 Step IV

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

4.3 Bypassing Steps

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

4.4 Released Time

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

4.5 Filing of Materials

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

4.6 Grievance Withdrawal

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

4.7 No Written Response

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

4.8 Time Limit Extension

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

ARTICLE V – LICENSED STAFF TERMINATION (Licensed Staff)

5A.1 Dismissal for Cause

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

5A.2 Reduction-In-Force Procedure

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

5A.2.1 Sequence of Honorable Dismissal List

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

5A.2.2 Seniority

As between licensed staff members, the date the licensed staff member is approved by the Board of Education for active employment will be used to determine seniority.

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

However, as a pilot program for the 2023-2024 and 2024-2025 schools year only, an employee who actually teaches or is otherwise present and participating in the District's educational program 90 days or more will receive a full year seniority credit for that year.

At the end of the 2023-2024 school year, GEA and Board must have consensus in order to continue with the Pilot program.

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

- (1) Previous teaching experience in public schools other than District 127. Then if the tie is not broken;
- (2) By seniority in the District 127 content area. If two licensed staff members have the same district seniority, the one with the most seniority teaching in the content area is most senior.
- (3) If the tie is not broken, the employee who signed their personnel change form and returned it to the HR office first, shall be deemed as having higher seniority.

5A.2.3 Order of Dismissal

Licensed Staff Members are placed on a RIF list for each position that they are qualified and licensed to teach. For example, a licensed staff member licensed and qualified to teach English and Math will be listed on both the English and Math RIF lists, even though the licensed staff member is assigned to only one of those subject areas. In the event of a RIF, only licensed staff members who are assigned to the area affected by the RIF will be considered for release. A licensed staff member who is released due to a RIF, but who is qualified and licensed to teach another position in the District, may have the ability to claim a teaching position from someone in a lower performance group, or from someone less senior within the licensed staff member's performance group.

5A.2.4 Recall Rights

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

5A.2.5 Reduction in Force - Final Action

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

5A.2.6 School Code Prevails

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

5A.3 Reduction in Pay

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

ARTICLE V - EMPLOYEE RIGHTS (ESP)

5B.1 Seniority

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

5B.2 Reduction in Force

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

5B.3 Loss of Seniority

A bargaining unit member will lose all seniority and will have their employment terminated if:

- A. they/their/them quits; or
- B. they/their/them has been discharged for cause and is not reinstated through the grievance procedure; or
- C. they/their/them has been absent from work for five (5) successive working days without notifying the Superintendent/Designee; or
- D. they/their/them fails to report for work within five (5) successive working days after being notified by certified mail at the last address shown on Board records to report for work after a layoff; or
- E. they/their/them fails to report for work within five (5) working days after expiration of a disciplinary suspension, layoff, or authorized leave of absence; or
- F. they/their/them retires or is retired.

5B.4 Seniority Roster

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

5B.5 Vacancies/Job Postings

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

5B.6 Substitution for Other Personnel

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

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

ARTICLE VI – LEAVES (LICENSED)

6A.1 Sick Leave

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

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

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

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

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

The days of sick leave will be added to the full-time licensed staff member's accumulated total on the first day of each school year. Sick leave may be used consistent with current State Law and the current Illinois School Code. The minimum amount of sick leave allowed is ½ block. Two (2) of these days may be used as discretionary personal days after the two (2) days of non-cumulative personal leave days are exhausted.

6A.1.a Sick Leave Bank

The Board, in cooperation with the Association, shall establish a Sick Leave Bank. The Association shall develop and publish guidelines, subject to Administration approval, for the administration of the Bank and administer the Bank. GEA Co-Presidents will appoint a Sick Leave Bank Committee to oversee the operation of the Bank. The Sick Leave Bank Committee will meet annually to review policy and procedure.

6A.2 Extended Sick Leave

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

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

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

A licensed staff member may be eligible for "*Extended Sick Leave*" if:

1. The licensed staff member has been with the district a minimum of 10 years full time.
2. All accumulated sick leave and personal leave are exhausted.
3. The licensed staff member will immediately apply for temporary disability under the Illinois Licensed Staff Members' Retirement System.

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

6A.3 Reporting Sick Leave

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

6A.4 Personal Leave

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

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

6A.5 Discretionary Leave

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

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

6A.6 Emergency Leave

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

6A.7 Exhaustion of Sick/Personal Time

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

- Upon the next absence, the employee will be docked pay for the absence and may be suspended for one day without pay
- Upon a subsequent absence, the employee will be docked pay for the absence and may be suspended for two days without pay

- Any absence after that will result in further disciplinary action, which will most likely be a recommendation for termination.

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

6A.8 Bereavement Leave

Bereavement leave of three (3) days shall be granted for each death in the bargaining unit member's immediate family. An additional three (3) days of bereavement leave may be granted by the Superintendent or designee. The additional days used will be deducted from sick leave. Bereavement leave shall be non-cumulative.

6A.9 Leave Without Pay

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

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

6A.10 Professional Travel Policy

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

6A.10.1

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

6A.10.2

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

6A.10.3

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

6A.10.4

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

6A.10.5

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

6A.11 Jury Duty

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

6A.12 Sabbatical Leave

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

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

6A.13 Leave of Absence

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

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

6A.14 Military Leave

All military leaves of absences will be processed and provided consistent with all applicable state and federal laws and regulations. Please reference:

<https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> for additional questions.

6A.15 Child Rearing Leave

Tenured Licensed Staff Members

Licensed Staff Members may be granted an extended leave of absence for child-rearing purposes subject to the following conditions and limitations.

6A.15.1

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

6A.15.2

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

6A.15.3

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

6A.15.4

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

6A.15.5

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

6A.15.6

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

6A.15.7

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

6A.15.8

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

6A.15.9

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

Non-tenured Licensed Staff Members

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

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

6A.16 Family and Medical Leave

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

6A.16.1 Definitions

- A. "Eligible licensed staff member" means a licensed staff member who has been employed in a full-time capacity with the Board for at least one (1) academic term and has at least 1,000 hours of service with the Board during the previous academic term. To determine hours of service for eligibility purposes, the number of days of service reported to the Illinois Licensed Staff Members' Retirement System shall be multiplied by seven (7) hours per day. If two eligible members are spouses employed by the Board, each spouse may take twelve (12) work weeks of leave during any twelve (12) month period.
- B. Other terms shall be defined in the *Family and Medical Leave Act* and rules and regulations as promulgated by the United States Department of Labor. (<http://www.dol.gov/whd/fmla/>).

6A.16.2 Duration and Scheduling of Leaves

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

6A.16.3 Employee Notice of Leave

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

6A.16.4 Medical Leave Certification

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

6A.16.5 Compensation and Benefits

- A. At the election of either the Board or eligible employee, eligible employee requesting Family and Medical Leave herein may use any available, accrued paid personal days towards computation of days used as part of any 12-week period allowed. At the election of either the Board or eligible employee, eligible employee requesting leave for family medical or personal medical leave may also use accrued paid sick leave. If such election is made by the Board or the eligible employee, and after all available accrued paid personal or sick days have been expended, the Board shall grant any necessary additional unpaid leave so that the total of available Family and Medical leave equals 12 weeks.
- B. An employee on family or medical leave will continue to be covered under the District's life, health and dental insurance plans and will receive any other insurance benefits under the same terms as if the employee had been continuously working during the leave period. The continuation of benefits pursuant to this policy ends on the effective date of the notification to the Superintendent/Designee of his or her intent not to return to work, when the employee fails to return to work on the scheduled date unless an emergency exists preventing such a return, or if the employee exhausts his or her family medical leave rights. An employee, who fails to return to work without good cause shown, shall be required to repay the cost of all insurance benefits provided during the leave. Any modifications of benefits due to the Affordable Health Care Act will be implemented by the district.

6A.16.6 Employment Status

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

ARTICLE VI – LEAVES (ESP)

6B.1 Sick Leave

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

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

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

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

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

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

6B.2 Reporting Leave Accumulation

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

6B.3 Personal Leave

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

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

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

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

6B.4 Bereavement Leave

Bereavement leave of three (3) days shall be granted for each death in the bargaining unit member's immediate family. An additional three (3) days of bereavement leave may be granted by the Superintendent or designee. The additional days used will be deducted from sick leave. Bereavement leave shall be non-cumulative.

6B.5 Discretionary Leave

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

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

6B.6 Emergency Leave

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

6B.7 Personnel Working Hours on Emergency Closing Days

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

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

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

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

6B.8 Jury Duty

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

6B.9 Leave of Absence

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

6B.10 Military Leave

All military leaves of absences will be processed and provided consistent with all applicable state and federal laws and regulations. Please reference:

<https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> for additional questions.

6B.11 Family Medical Leave Act

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

6B.11.1 Definitions

- A. An employee is eligible for FMLA leave if they have been employed by the District in a full-time capacity for at least one (1) year and has at least 1,000 hours of service with the District during the previous year. If two (2) eligible members are spouses employed by the Board, each spouse may take twelve (12) work weeks of leave during any twelve (12) month period.
- B. Other terms shall be defined in the *Family and Medical Leave Act* and rules and regulations as promulgated by the United States Department of Labor. (<http://www.dol.gov/whd/fmla/>).

6B.11.2 Duration and Scheduling of Leaves

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

6B.11.3 Employee Notice of Leave

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

6B.11.4 Medical Leave Certification

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

6B.11.5 Compensation and Benefits

- A. At the election of either the Board or eligible employee, eligible employee requesting Family and Medical Leave herein may use any available, accrued paid personal days towards computation of days used as part of any 12-week period allowed. At the election of either the Board or eligible employee, eligible employee requesting leave for family medical or personal medical leave may also use accrued paid sick leave. If such election is made by the Board or the eligible employee, and after all available accrued paid personal or sick days have been expended, the Board shall grant any necessary additional unpaid leave so that the total of available Family and Medical leave equals 12 weeks.
- B. An employee on family or medical leave will continue to be covered under the District's life, health and dental insurance plans and will receive any other insurance benefits under the same terms as if the employee had been continuously working during the leave period. The continuation of benefits pursuant to this policy ends on the effective date of the notification to the Superintendent/Designee of his or her intent not to return to work, when the employee fails to return to work on the scheduled date unless an emergency exists preventing such a return, or if the employee exhausts his or her family medical leave rights. An employee, who fails to return to work without good cause shown, shall be required to repay the cost of all insurance benefits provided during the leave.

6B.11.6 Employment Status

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

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

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

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

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

6B.13 Professional Travel Policy

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

6B.13.1

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

6B.13.2

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

6B.13.3

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

ARTICLE VII - WORKING CONDITIONS (Licensed Staff)

7A.1 Calendar Input

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

7A.2 Licensed Staff Workdays

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

7A.3 New Staff to the District

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

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

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

7A.4.1 Faculty Forums

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

7A.4.2 Department Meetings

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

7A.4.3 Staff Meetings

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

7A.4.4 Curricular Articulation Time

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

7A.4.5 Full Day Institute Days

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

7A.5 Open House

Attendance at Open House is required.

7A.6 Licensed Staff Member Posting of Availability for Students

Licensed Staff Members shall post their schedules in each of their classrooms with the recognition that off periods shall be listed as lunch and/or planning. Licensed Staff Members shall be required to post locations where students can get help (e.g. ARC duty schedule/location).

7A.7 Promotions and Vacancies

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

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

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

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

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

7A.8 Part-Time Licensed Staff

7A.8.1 Definition

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

7A.8.2 Responsibilities

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

7A.8.3 Process

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

- Full-time licensed staff with contractual continued service that desire a part-time position, must put their request in writing to the Department Chair, Principal, and the Superintendent/Designee on or before February 1st of each year for consideration the following year. The Department Chair, Building Principal and Superintendent/Designee will review all such requests and jointly make a decision about the request. A decision will be communicated to the employee no later than April 15th each year. The Superintendent/Designee will present requests for part-time status to the Board of Education for final approval.

- The decision to grant a request will be based, primarily, on whether creation of the part-time position is in the best interests of students and the District. Additional criteria for decision-making will be program needs, building needs, and financial implications to the District.

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

7A.9 Notice of Teaching Assignments

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

1. Voluntary Transfer

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

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

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

2. Involuntary Transfer

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

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

- Effect of extracurricular assignments
- Evaluation ratings
- Experience
- Gender, including particularly the assignment to physical education classes

- Number of preparations
- Qualifications (licensure/endorsements) of the licensed staff members, including degrees, special expertise, and interest
- Licensed Staff Member preference

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

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

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

7A.10 Traveling Staff

A Teacher whose teaching assignment requires them to travel from one campus to the other during the work day, will be released from a duty for travel time.

A licensed staff member with assignments in both campuses during the school week, but on different school days (i.e. A days at one campus and B days at another) will be required to work a duty.

7A.11 Mileage Reimbursement

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

ARTICLE VII – WORKING CONDITIONS (ESP)

7B.1 Calendar Input

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

7B.2 New Staff to the District

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

7B.3 Probationary Period

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

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

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

7B.4 Work Day/Work Year

- A. Full-time, regular employees are defined as those employees who are scheduled for thirty-five (35) or more hours per week for the twelve (12) month period.
- B. Ten (10) month, regular employees are defined as those employees who are scheduled for thirty-five (35) or more hours per week for the ten (10) month period.
- C. Part-time employees are defined as those who are scheduled for less than thirty-five (35) hours per week.

7B.5 Work Schedules

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

7B.6 Involuntary Transfer between Buildings

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

- Balance of experience.
- ESP preference
- Experience at Grayslake Community High School District 127.
- Preference of Administrator/Supervisor.

- Qualifications of the ESP, including special expertise and interest.

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

7B.7 Voluntary Transfer

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

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

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

ARTICLE VIII – LICENSED STAFF COMPENSATION AND FRINGE BENEFITS

8A.1 Salary Schedule

The compensation formula and applicable salary schedules for the 2023–2028 school years is set forth in Appendix A of this Agreement. Licensed Staff Members shall each receive one (1) vertical step (except those at the top of the schedule) and all appropriate horizontal movement.

8A.1.1

The Board shall remit to the Illinois Licensed Staff Members' Retirement System (TRS), on behalf of each licensed staff member, the required contribution, which will be deducted from all creditable compensation.

8A.1.2

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

A licensed staff member shall qualify for horizontal movement when official notice and transcripts covering courses completed are received by the Superintendent/Designee. All horizontal movement shall occur with the first check or the thirteenth check of each school term. Revision of compensation shall

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

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

8A.1.3

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

8A.2 Extracurricular

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

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

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

Category I-Current employees and newly hired employees beginning with the 2023-2024 school year (working at least 30 hours per week):

Contributions shall be as follows:

	Employer Paid %	Employee Paid %
HMO Illinois 20		
Employee	100%	0%
Employee + Spouse	67%	33%
Employee + Child(ren)	68%	32%
Family	55%	45%
Family (ESP)	59%	41%
Blue Advantage HMO 20		
Employee	100%	0%
Employee + Spouse	71%	29%
Employee + Child(ren)	74%	26%
Family	60%	40%
Family (ESP)	65%	35%
PPO 300		
Employee	100%	0%
Employee + Spouse	64%	36%
Employee + Child(ren)	68%	32%
Family	55%	45%
Family (ESP)	58%	42%

For any given year, the minimum Board contributions shall be as follows:

1. The Board will contribute an amount equal to the full single premium rate per employee toward the cost of medical insurance under the District's current plan.
2. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus spouse program effective July 1, 2023 with no change in subsidized structure.
3. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus children program effective July 1, 2023 with no change in subsidized structure.
4. The Board will contribute an amount equal to \$400.00 per month for employees enrolled in family coverage effective July 1, 2023, with no change in subsidized structure.
5. The Board will contribute an amount equal to two single rates plus \$400.00 or actual total family premium, whichever is less, for married licensed staff members who are both employed by the district.
6. Upon establishment of the 2024-25 health insurance plan rates (for open enrollment, May 2024), the contributions amounts referenced above (2-5) shall be converted to percentage contributions. Such percentage contributions shall remain for the remainder of the contract. The Insurance Advisory Committee will continue to evaluate and analyze insurance plans and their solvency. The insurance plans will be adjusted to meet industry standards and the Affordable Health Care Act.

7. The Board will contribute an amount equal to the single premium rate per licensed staff member toward the cost of dental insurance under the District's current group plan.
8. Group term life insurance will be one (1) times the licensed staff member's base annual salary rounded to the nearest thousand. Premium is to be provided by the District.

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

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

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

8A.3.a Insurance Advisory Committee

- A. The IAC will consist of three members of the GEA appointed by the co-presidents of the union and three administrators appointed by the superintendent. The number of committee members may change upon mutual agreement. This shall be a standing committee with members reappointed annually. At least one member should serve a two year term for consistency.
- B. The purpose of the IAC shall be to review and make suggestions/recommendations on all aspects of the current insurance and other provider plans.
- C. This committee shall meet a minimum of 2 times during the school year.

8A.4 Salary Reduction Plan

Section 403(b)

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

Section 125

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

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

8A.5 Tuition Reimbursement

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

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

The Board of Education shall reimburse the licensed staff member only for development in the field of education at a rate not to exceed \$230.00 per credit hour, for the cost of tuition, books and fees for course work actually paid by the licensed staff member. Increases in this rate are as follows:

Year	23-24	24-25	25-26	26-27	27-28
Amount	\$230	\$240	\$245	\$245	\$245

All coursework must be from an institution accredited by the Council for the Accreditation of Educator Preparation(CAEP) and be pre-approved by the Superintendent/Designee to be eligible for reimbursement and/or movement on the salary schedule. Coursework should be from a university or college that offers graduate degree programs in education and/or educational leadership. Course work reimbursement shall not exceed twelve (12) credit hours per year (prorated for part time staff members), with a limit of six (6) credit hours per semester commencing with the first day of the school term and ending with the day before the next school term. The maximum hours the Board of Education will approve for professional improvement unless mandated by the Board, shall not exceed 2.00 hours per eligible FTE per the contract year. This benefit is available to licensed staff members who have been employed for at least two (2) years of full time experience with District 127.

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

Procedure:

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

Application and Approval:

1. Approval requests for all coursework must be submitted a minimum of 30 days prior to the start date of the course to your immediate supervisor.
2. Courses will only be approved for one semester at a time (summer, fall, spring) with timeframe of classes determined by University schedules

3. Upon completion of a course, all forms must be turned in before the end of the next semester to be eligible for reimbursement (for example, fall class forms must be turned in before the end of the spring semester)
4. In the event of more applications than semester hours allotted, the approval date and time will be the determining factor for granting reimbursement.
5. The Superintendent/Designee may approve courses outside of the given dates if the circumstances dictate it is needed.
6. Staff members must notify the District if they are dropping any classes so the hours are available in the pool again

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

8A.6 District Retirement Plan

Eligible licensed staff members may receive the following benefits for providing advance notice of retirement.

Eligibility

1. There shall be available for the duration of this Agreement a voluntary retirement program available to tenured licensed staff members who meet all of the following eligibility criteria:
2. Completed at least twenty (20) years of full-time teaching service in the employment of District 127;
3. Filed for and eligible for participation in the retirement program of the Illinois Licensed Staff Members Retirement System; and
4. Is considered by TRS to be at least age 55 and will have sufficient years of service in the Illinois State TRS to qualify for retirement benefits.
5. At the time of retirement, the licensed staff member's retirement will not require a contribution, payment or penalty of any kind to be paid by the District to TRS. In the event a licensed staff member participates in any TRS program that would require a payment, penalty, or contribution from the Board, the licensed staff member shall not be eligible to participate in this District Plan and shall be required to repay any salary enhancements, penalties, and/ or other benefits received under this Plan.

Retirement Benefit and Procedures

An eligible licensed staff member who submits the irrevocable written notice of retirement by February 1st, to the Superintendent/Designee, in lieu of any other salary increase, will have his or her creditable earnings adjusted for the school year following the school year in which the notice is given by 5.995% over his or her prior year's creditable earnings. The licensed staff member's creditable earnings shall thereafter, in lieu of any other salary increase, be increased by 5.995% in each remaining school year of employment. Only those stipends identified within this GEA agreement shall qualify for retirement increases. A licensed staff member for whom an extra-duty stipend, extra-curricular stipend, or any other pay beyond base salary was part of the licensed staff member's creditable earnings in the school year in which notice is given, and who ceases to perform such extra duty (whether voluntarily or involuntarily) in any year prior to retirement will have the stipend or other extra pay for that duty subtracted from the creditable earnings increases provided under this Plan for each remaining year of employment. A retiring licensed staff member may receive no more than four (4) years of 5.995% creditable earnings increases

under this program. Under no circumstances may a licensed staff member participating in this program receive a creditable earnings increase exceeding 5.995% over the licensed staff member's prior year's creditable earnings.

The increases provided in this section will be subtracted from one of the following service recognition amounts, depending upon the licensed staff member's salary lane at exit:

BA & BA 15	\$30,000
MA, MA 10 & MA 20:	\$40,000
MA 30	\$50,000

Any portion of the service recognition amount remaining after providing the creditable earnings increases set forth above will be paid to the licensed staff member by August 15, provided the licensed staff member has retired into the Illinois Licensed Staff Members' Retirement System and has received his or her final paycheck for regular earnings.

Duration of Program

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

Staff members who prior to the effective date of this contract elected to retire under Article 8A.6 of the 2018-2021 collective bargaining agreement, Option A or Option B, shall be grandfathered and shall continue to receive the benefits of Option A or Option B, respectively, for their remaining years of employment.

Staff members who prior to the effective date of this Memorandum of Agreement elected to retire under Article 8A.6 of the 2018-2021 collective bargaining agreement, Option C, shall have the option to continue to receive the benefits in Option C, or may elect to prospectively receive 5.995% salary increases for their remaining years of employment and the lump sum payout formula of Article 8A.7 from the Parties' 2014-2018 collective bargaining agreement. If an irrevocable written election to discontinue participation in Option C is not submitted to the Associate Superintendent/CSBO by February 1, 2021, the staff member shall remain under Option C of the Parties' 2018-2021 collective bargaining agreement for the remainder of the staff member's employment. If the staff member elects to leave Option C, both the 3% salary increases received under Option C and the 5.995% salary increases for the staff member's remaining years of employment will be subtracted from the lump sum payout formula.

ARTICLE VIII - WAGES AND BENEFITS (ESP)

8B.1 Wage Schedules (See Appendix B)

8B.2 Pay Days

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

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

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

Category I– Current employees and newly hired employees beginning with the 2023 – 2024 school year (working at least 30 hours per week):

Contributions shall be as follows:

	Employer Paid %	Employee Paid %
HMO Illinois 20		
Employee	100%	0%
Employee + Spouse	67%	33%
Employee + Child(ren)	68%	32%
Family	55%	45%
Family (ESP)	59%	41%
Blue Advantage HMO 20		
Employee	100%	0%
Employee + Spouse	71%	29%
Employee + Child(ren)	74%	26%
Family	60%	40%
Family (ESP)	65%	35%
PPO 300		
Employee	100%	0%
Employee + Spouse	64%	36%
Employee + Child(ren)	68%	32%
Family	55%	45%
Family (ESP)	58%	42%

For any given year, the minimum Board contributions shall be as follows:

1. The Board will contribute an amount equal to the full single premium rate per employee toward the cost of medical insurance under the District's current plan.
2. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus spouse program effective July 1, 2023 with no change in subsidized structure.
3. The Board will contribute an amount equal to \$200.00 per month for employees enrolled in employee plus children program effective July 1, 2023 with no change in subsidized structure.
4. The Board will contribute an amount equal to \$400.00 per month for employees enrolled in family coverage effective July 1, 2023, with no change in subsidized structure.
5. The Board will contribute an amount equal to two single rates plus \$400.00 or actual total family premium, whichever is less, for married licensed staff members who are both employed by the district.
6. Upon establishment of the 2024-25 health insurance plan rates (for open enrollment, May 2024), the contributions amounts referenced above (2-5) shall be converted to percentage contributions. Such percentage contributions shall remain for the remainder of the contract. The Insurance Advisory Committee will continue to evaluate and analyze insurance plans and their solvency. The insurance plans will be adjusted to meet industry standards and the Affordable Health Care Act.

7. The Board will contribute an amount equal to the single premium rate per licensed staff member toward the cost of dental insurance under the District's current group plan.
8. Group term life insurance will be one (1) times the licensed staff member's base annual salary rounded to the nearest thousand. Premium is to be provided by the District.

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

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

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

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

8B.4 Term Life Insurance

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

8B.4.a Insurance Advisory Committee

- A. The IAC will consist of three members of the GEA appointed by the co-presidents of the union and three administrators appointed by the superintendent. The number of committee members may change upon mutual agreement. This shall be a standing committee with members reappointed annually. At least one member should serve a two year term for consistency.
- B. The purpose of the IAC shall be to review and make suggestions/recommendations on all aspects of the current insurance and other provider plans.
- C. This committee shall meet a minimum of 2 times during the school year.

8B.5 Salary Reduction Plan

Section 403(b)

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

Section 125

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

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

8B.6 Full-Time Employee Holidays

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

Holidays for 10 month employees:

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

Veterans Day *
Thanksgiving Day
Election Day (if applicable)

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

Holidays for 12 month employees

New Year's Eve Day
New Year's Day
Martin Luther King's Birthday
President's Day
Casmir Pulaski Day*
Memorial Day
July 4th
Election Day (if applicable)
Juneteenth Day (if applicable)

Labor Day
Columbus Day
Veterans Day *
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

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

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

8B.7 Call In Holiday Pay

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

8B.8 Vacations

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

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

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

8B.9 Coursework Reimbursement

The Board will provide reimbursement equal to \$128 per credit hour to ESP employees who have successfully completed job-related or career-related coursework provided the Superintendent/Designee has given previous written approval for such course work and the employee receives a grade of "C" or better for such course work or passes in a pass/fail course. Reimbursement will be paid after receipt of appropriate evidence of successful completion of such coursework.

The employee must be able to demonstrate that coursework will be advantageous to a program that the employee is involved in or a position held at Grayslake Community High School District 127.

To qualify for reimbursement, the employee must follow district procedures and submit, in writing, to the Superintendent/Designee:

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

All coursework must be from an institution accredited by the Council for the Accreditation of Educator Preparation (CAEP) and be pre-approved by the Superintendent/Designee to be eligible for reimbursement. Course work reimbursement shall not exceed twelve (12) credit hours per year (prorated for part time staff members), with a limit of six (6) credit hours per semester commencing with the first day of the school term and ending with the day before the next school term. The maximum amount of reimbursement the Board of Education will approve each school year shall not exceed \$5,000. This benefit is available to ESP's who have been employed for at least two (2) years of full time experience with District 127.

8B.10 Mileage Reimbursement

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

8B.11 Overtime

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

8B.12 Retirement

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

Eligibility

1. There shall be available for the duration of this Agreement a voluntary retirement program available to ESP's who meet all of the following eligibility criteria:
2. Completed at least twenty (20) years of full-time service in the employment of District 127;
3. Filed for and eligible for participation in the retirement program of the Illinois Municipal Retirement Fund
4. Is considered by IMRF to be at least age 55 and will have sufficient years of service in the Illinois State IMRF to qualify for retirement benefits.
5. At the time of retirement, the ESP's retirement will not require a contribution, payment or penalty of any kind to be paid by the District to IMRF. In the event an ESP participates in any IMRF or TRS program that would require a payment, penalty, or contribution from the Board, the ESP shall not be eligible to participate in this District Plan and shall be required to repay any salary enhancements, penalties, and/ or other benefits received under this Plan.

Retirement Benefit and Procedures

An eligible ESP who submits the irrevocable written notice of retirement by February 1st, to the Superintendent/Designee, in lieu of any other salary increase, will have his or her creditable earnings adjusted for the school year following the school year in which the notice is given by 5.995% over his or her prior year's creditable earnings. Only those stipends identified within this GEA agreement shall qualify for retirement increases. The ESP's creditable earnings shall thereafter, in lieu of any other salary increase, be increased by 5.995% in each remaining school year of employment. An ESP for whom an extra-duty stipend, extra-curricular stipend, or any other pay beyond base salary was part of the ESP's creditable earnings in the school year in which notice is given, and who ceases to perform such extra duty (whether voluntarily or involuntarily) in any year prior to retirement will have the stipend or other extra pay for that duty subtracted from the creditable earnings increases provided under this Plan for each remaining year of employment. A retiring ESP may receive no more than four (4) years of 5.995% creditable earnings increases under this program. Under no circumstances may an ESP participating in this program receive a creditable earnings increase exceeding 5.995% over the ESP's prior year's creditable earnings.

Duration of Program

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

Upon retirement the employee may use any accumulated, unused sick leave time for any purpose permitted by the Illinois Municipal Retirement Fund.

ARTICLE IX – DISTRICT COMMUNICATION

9.1 Communication Vehicle

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

ARTICLE X - LABOR MANAGEMENT RELATIONS COMMITTEE

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

Either the Grayslake Education Association Executive Board or the Board of Education may call a Labor Management Relations Committee meeting. Members of the administration and PN team members shall meet semi-annually (Fall and Spring) to discuss topics related to working conditions. Members of the administration and the GEA co-presidents will meet at least monthly during the school year to review matters of working conditions. If applicable, joint statements will be created and shared appropriately.

10.1 Impact Bargaining

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

10.2 Process of the Committee

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

10.3 Communication Vehicle

The Superintendent, the Association President and designees shall meet once per semester to discuss matters which in the opinion of either party impact on the smooth operation of the building/District. Such agenda items may include working conditions, programmatic initiatives, pilot programs, open house, etc. Advisory resources may be at meetings as each party deems necessary.

10.4 Composition of the Committee

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

10.5 Scope of the Committee

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

ARTICLE XI – EVALUATION

11.1 Evaluation

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

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

ARTICLE XII – LEGALITY

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

ARTICLE XIII – DURATION

This Agreement shall be effective as of the first day of the 2023 – 2024 school term upon ratification by both parties and shall remain in full force and effect until the day before the first day of the 2028 – 2029 school term.

GRAYSLAKE EDUCATION ASSOCIATION
IEA/NEA

By: _____

Its: Co-PRESIDENT

Date: 6-26-2023

By: _____

Its: Co-President

Date: 6-29-2023

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

By: _____

Its: Board President

Date: 7-20-2023

By: _____

Its: Board Secretary

Date: 7-20-2023

APPENDIX - XI

SUMMARY OF EVALUATION PROGRAM

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

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

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

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

Plan 2: Professional Growth Plan for the Tenured Staff Member

Plan Two is a two-year evaluation cycle with goal setting, self-reflection and an artifact collection of evidence (page 9). For each tenured educator who received either an Excellent or a Proficient performance evaluation rating in their last performance evaluation, a minimum of two observations are required during the cycle in which the current evaluation is conducted, one of which must be a formal observation.

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

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

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

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

Optional Appeals Process

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

A "formal observation" means a specific window of time that is scheduled with the educator and the evaluator. An observation of the educator shall be for a minimum of 45 minutes at a time or an observation during a complete lesson, or an observation during an entire class period.

An "informal observation" means observations of an educator that are not announced in advance of the observation and not subject to a minimum time requirement.

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

APPENDIX A

Salary increases are equated to CPI-U utilized in PTELL calculations in the same tax extension year as the contract year for the term of the contract. The maximum is 5%. Ex). For contract year 2023-24, CPI-U from December of 2021 was 7%, with the limiting rate of 5%, 5% shall be used. For contract year 2024-25, CPI-U from December of 2022 was 6.5%, with the limiting rate of 5%, 5% shall be used.

For certified staff on schedule, the base increase to the schedules shall increase as outlined below.

Contract Year	23-24	24-25	25-26	26-27	27-28
Floor/Ceiling	2% CPI-U	2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U

For contract years from 2025-2028, the minimum increase to the base shall be 1.1%, with a maximum of 2%. The correlation to CPI-U is as follows:

CPI-U	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5
Corresponding Base Increase For 2025-28	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2

*Once CPI-U is established ex) January of 2024, District will post the salary schedule for 2025-26.

2023-24 Salary Schedule

STEP	BA-0	BA-15	MA-0	MA-10	MA-20	MA-30
1	\$50,030	\$51,681	\$53,387	\$54,882	\$56,418	\$57,997
2	\$51,530	\$53,231	\$54,988	\$56,527	\$58,110	\$59,738
3	\$53,077	\$54,828	\$56,639	\$58,225	\$59,854	\$61,530
4	\$54,669	\$56,473	\$58,337	\$59,970	\$61,650	\$63,376
5	\$56,309	\$58,168	\$60,086	\$61,769	\$63,499	\$65,277
6	\$57,998	\$59,914	\$61,890	\$63,623	\$65,404	\$67,235
7	\$59,739	\$61,710	\$63,746	\$65,532	\$67,366	\$69,252
8	\$61,532	\$63,560	\$65,658	\$67,496	\$69,388	\$71,330
9	\$63,377	\$65,468	\$67,628	\$69,522	\$71,469	\$73,470
10	\$65,279	\$67,432	\$69,657	\$71,607	\$73,612	\$75,674
11		\$69,455	\$71,747	\$73,756	\$75,820	\$77,944
12		\$71,538	\$73,899	\$75,969	\$78,095	\$80,282
13			\$76,116	\$78,247	\$80,438	\$82,691
14			\$78,400	\$80,594	\$82,852	\$85,171
15			\$80,751	\$83,012	\$85,337	\$87,726
16			\$83,174	\$85,504	\$87,896	\$90,358

2024-25 Salary Schedule

STEP	BA-0	BA-15	MA-0	MA-10	MA-20	MA-30
1	\$51,031	\$52,715	\$54,455	\$55,980	\$57,547	\$59,157
2	\$52,561	\$54,295	\$56,088	\$57,658	\$59,273	\$60,933
3	\$54,138	\$55,925	\$57,771	\$59,389	\$61,051	\$62,761
4	\$55,762	\$57,603	\$59,504	\$61,169	\$62,883	\$64,643
5	\$57,435	\$59,331	\$61,288	\$63,005	\$64,769	\$66,582
6	\$59,158	\$61,112	\$63,127	\$64,895	\$66,713	\$68,580
7	\$60,934	\$62,944	\$65,021	\$66,843	\$68,713	\$70,637
8	\$62,762	\$64,831	\$66,972	\$68,846	\$70,775	\$72,756
9	\$64,645	\$66,777	\$68,981	\$70,913	\$72,899	\$74,939
10	\$66,584	\$68,780	\$71,050	\$73,039	\$75,085	\$77,187
11		\$70,844	\$73,182	\$75,231	\$77,336	\$79,503
12		\$72,969	\$75,377	\$77,488	\$79,657	\$81,888
13			\$77,639	\$79,812	\$82,047	\$84,345
14			\$79,968	\$82,206	\$84,509	\$86,874
15			\$82,366	\$84,672	\$87,044	\$89,481
16			\$84,837	\$87,214	\$89,654	\$92,165

B or B+15 only:

- a. Any staff member on schedule after BA Step 10 and BA+15 after Step 12 will receive a 0.50% increase over the prior year.
- b. Any staff member moving lanes will be placed on the same Step and moved to the appropriate cell based on credit hours earned.
- c. Any staff member on schedule after BA Step 10 and BA+15 after Step 12, will be paid \$1,500.00 per lane movement.
- d. Any staff member off the schedule moving lanes will be paid \$1,500.00 per lane movement.

M or above only:

- a. Any staff member on the schedule moving lanes will be placed on the same Step and moved to the appropriate cell based on credit hours earned.
- b. Any staff member off the schedule moving lanes will be paid \$1,500.00 per lane movement.

Other:

- a. *Salary increases are equated to CPI-U utilized in PTELL calculations in the same tax extension year as the contract year for the term of the contract. The maximum is 5%. Ex). For contract year 2023-24, CPI-U from December of 2021 was 7%, with the limiting rate of 5%, 5% shall be used. For contract year 2024-25, CPI-U from December of 2022 was 6.5%, with the limiting rate of 5%, 5% shall be used.*

Any staff member off schedule will receive an increase over the prior year as follows:

- a. Off Schedule

Contract Year	23-24	24-25	25-26	26-27	27-28
Floor/Ceiling	5%	5%	3.25% - 5%	3.25% - 5%	3.25% - 5%

For contract years from 2025-2028, the minimum increase shall be 3.25%, with a maximum of 5%. The correlation to CPI-U is as follows:

CPI-U	3.25	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5.0
Corresponding Increase For 2025-28	3.25	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9	5.0

APPENDIX A.1

Levels of Competition in Athletics

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

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

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

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

APPENDIX A.1

2023-2024 Coaching Salary Schedule					
		Level 1	Level 2	Level 3	Level 4
			Baseball,		
			Softball,		
			Volleyball,		
		Football,	Soccer, Tennis,		
		Basketball,	Cheerleading,	Cross Country,	
		Wrestling,	Poms (winter),	Bowling, Golf,	Weight
		Track	Lacrosse	Pom (Fall)	Room
Head Coach (Varsity)	Years				
	1	\$7,983	\$7,122	\$6,645	\$2,279
	2	\$8,038	\$7,173	\$6,694	
	3	\$8,287	\$7,419	\$6,938	
	4	\$8,344	\$7,474	\$6,990	
	5	\$8,596	\$7,723	\$7,235	
	6	\$8,851	\$7,974	\$7,484	
	7	\$9,106	\$8,227	\$7,733	
	8	\$9,364	\$8,481	\$7,984	
	9	\$9,623	\$8,738	\$8,237	
	10	\$9,885	\$8,996	\$8,492	
	11+	\$10,150	\$9,256	\$8,748	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$6,554	\$6,092	\$5,629	
	2	\$6,601	\$6,136	\$5,671	
	3	\$6,802	\$6,335	\$5,868	
	4	\$6,851	\$6,382	\$5,912	
	5	\$7,057	\$6,584	\$6,112	
	6	\$7,262	\$6,787	\$6,313	
	7	\$7,470	\$6,993	\$6,516	
	8	\$7,680	\$7,199	\$6,719	
	9	\$7,891	\$7,408	\$6,925	
	10	\$8,104	\$7,618	\$7,131	
	11+	\$8,318	\$7,829	\$7,340	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$6,078	\$5,620	\$5,162	
	2	\$6,121	\$5,662	\$5,201	
	3	\$6,307	\$5,858	\$5,396	
	4	\$6,354	\$5,902	\$5,437	
	5	\$6,569	\$6,101	\$5,634	
	6	\$6,772	\$6,457	\$5,987	
	7	\$6,977	\$6,659	\$6,186	
	8	\$7,183	\$6,862	\$6,387	
	9	\$7,391	\$7,067	\$6,590	
	10	\$7,600	\$7,274	\$6,794	
	11+	\$7,811	\$7,482	\$6,999	

2024-2025 Coaching Salary Schedule					
		Level 1	Level 2	Level 3	Level 4
			Baseball,		
			Softball,		
			Volleyball,		
		Football,	Soccer, Tennis,		
		Basketball,	Cheerleading,	Cross Country,	
		Wrestling,	Poms (winter),	Bowling, Golf,	Weight
		Track	Lacrosse	Pom (Fall)	Room
Head Coach (Varsity)	Years				
	1	\$8,379	\$7,621	\$7,145	\$2,429
	2	\$8,494	\$7,731	\$7,251	
	3	\$8,755	\$7,985	\$7,500	
	4	\$8,877	\$8,104	\$7,613	
	5	\$9,145	\$8,365	\$7,866	
	6	\$9,416	\$8,630	\$8,125	
	7	\$9,692	\$8,899	\$8,386	
	8	\$9,971	\$9,171	\$8,652	
	9	\$10,253	\$9,448	\$8,921	
	10	\$10,541	\$9,729	\$9,195	
	11+	\$10,835	\$10,013	\$9,471	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$6,951	\$6,505	\$6,060	
	2	\$7,050	\$6,600	\$6,150	
	3	\$7,264	\$6,809	\$6,354	
	4	\$7,369	\$6,910	\$6,449	
	5	\$7,591	\$7,125	\$6,660	
	6	\$7,814	\$7,342	\$6,871	
	7	\$8,041	\$7,564	\$7,088	
	8	\$8,272	\$7,788	\$7,306	
	9	\$8,505	\$8,017	\$7,528	
	10	\$8,744	\$8,249	\$7,752	
	11+	\$8,985	\$8,484	\$7,982	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$6,476	\$6,041	\$5,606	
	2	\$6,569	\$6,130	\$5,691	
	3	\$6,768	\$6,333	\$5,889	
	4	\$6,868	\$6,428	\$5,980	
	5	\$7,092	\$6,636	\$6,183	
	6	\$7,308	\$6,960	\$6,500	
	7	\$7,530	\$7,175	\$6,709	
	8	\$7,752	\$7,393	\$6,921	
	9	\$7,980	\$7,613	\$7,137	
	10	\$8,210	\$7,838	\$7,356	
	11+	\$8,443	\$8,067	\$7,577	

2025-2026 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
			Baseball,		
			Softball,		
			Volleyball,		
		Football,	Soccer, Tennis,		
		Basketball,	Cheerleading,	Cross Country,	
		Wrestling,	Poms (winter),	Bowling, Golf,	Weight
		Track	Lacrosse	Pom (Fall)	Room
Head Coach (Varsity)	Years				
	1	\$8,794	\$8,155	\$7,684	\$2,588
	2	\$8,977	\$8,332	\$7,854	
	3	\$9,250	\$8,594	\$8,107	
	4	\$9,443	\$8,788	\$8,291	
	5	\$9,728	\$9,060	\$8,552	
	6	\$10,018	\$9,339	\$8,822	
	7	\$10,315	\$9,626	\$9,095	
	8	\$10,617	\$9,917	\$9,375	
	9	\$10,925	\$10,216	\$9,661	
	10	\$11,241	\$10,520	\$9,955	
	11+	\$11,566	\$10,832	\$10,253	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$7,373	\$6,947	\$6,523	
	2	\$7,530	\$7,099	\$6,670	
	3	\$7,757	\$7,319	\$6,880	
	4	\$7,927	\$7,481	\$7,036	
	5	\$8,165	\$7,710	\$7,256	
	6	\$8,407	\$7,942	\$7,480	
	7	\$8,656	\$8,182	\$7,710	
	8	\$8,910	\$8,425	\$7,944	
	9	\$9,168	\$8,676	\$8,183	
	10	\$9,435	\$8,932	\$8,428	
	11+	\$9,706	\$9,193	\$8,679	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$6,900	\$6,493	\$6,087	
	2	\$7,049	\$6,637	\$6,226	
	3	\$7,262	\$6,846	\$6,427	
	4	\$7,423	\$7,001	\$6,577	
	5	\$7,656	\$7,218	\$6,785	
	6	\$7,887	\$7,503	\$7,057	
	7	\$8,126	\$7,731	\$7,276	
	8	\$8,367	\$7,964	\$7,500	
	9	\$8,616	\$8,202	\$7,729	
	10	\$8,870	\$8,447	\$7,964	
	11+	\$9,127	\$8,697	\$8,203	

2026-2027 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
			Baseball,		
			Softball,		
			Volleyball,		
		Football,	Soccer, Tennis,		
		Basketball,	Cheerleading,	Cross Country,	
		Wrestling,	Poms (winter),	Bowling, Golf,	Weight
		Track	Lacrosse	Pom (Fall)	Room
Head Coach (Varsity)	Years				
	1	\$9,231	\$8,727	\$8,262	\$2,757
	2	\$9,486	\$8,981	\$8,508	
	3	\$9,772	\$9,250	\$8,764	
	4	\$10,045	\$9,528	\$9,030	
	5	\$10,349	\$9,813	\$9,298	
	6	\$10,658	\$10,107	\$9,578	
	7	\$10,978	\$10,413	\$9,863	
	8	\$11,305	\$10,723	\$10,159	
	9	\$11,641	\$11,047	\$10,463	
	10	\$11,988	\$11,377	\$10,778	
	11+	\$12,347	\$11,718	\$11,100	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$7,819	\$7,419	\$7,022	
	2	\$8,043	\$7,635	\$7,234	
	3	\$8,284	\$7,866	\$7,450	
	4	\$8,526	\$8,100	\$7,675	
	5	\$8,783	\$8,343	\$7,907	
	6	\$9,045	\$8,591	\$8,142	
	7	\$9,317	\$8,851	\$8,387	
	8	\$9,597	\$9,115	\$8,637	
	9	\$9,882	\$9,389	\$8,896	
	10	\$10,180	\$9,671	\$9,162	
	11+	\$10,484	\$9,962	\$9,438	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$7,352	\$6,978	\$6,610	
	2	\$7,564	\$7,186	\$6,812	
	3	\$7,792	\$7,400	\$7,015	
	4	\$8,024	\$7,625	\$7,233	
	5	\$8,266	\$7,852	\$7,446	
	6	\$8,512	\$8,089	\$7,662	
	7	\$8,769	\$8,330	\$7,891	
	8	\$9,031	\$8,580	\$8,127	
	9	\$9,302	\$8,836	\$8,371	
	10	\$9,582	\$9,102	\$8,622	
	11+	\$9,866	\$9,376	\$8,880	

2027-2028 Coaching Salary Schedule

		Level 1	Level 2	Level 3	Level 4
			Baseball,		
			Softball,		
			Volleyball,		
		Football,	Soccer, Tennis,		
		Basketball,	Cheerleading,	Cross Country,	
		Wrestling,	Poms (winter),	Bowling, Golf,	Weight
		Track	Lacrosse	Pom (Fall)	Room
Head Coach (Varsity)	Years				
	1	\$9,688	\$9,338	\$8,884	\$2,938
	2	\$10,025	\$9,679	\$9,215	
	3	\$10,325	\$9,956	\$9,474	
	4	\$10,686	\$10,332	\$9,834	
	5	\$11,009	\$10,628	\$10,109	
	6	\$11,339	\$10,937	\$10,398	
	7	\$11,684	\$11,263	\$10,697	
	8	\$12,038	\$11,595	\$11,008	
	9	\$12,403	\$11,945	\$11,331	
	10	\$12,784	\$12,303	\$11,670	
	11+	\$13,180	\$12,677	\$12,017	
Head Coach (Varsity Assistant, J. V. Head Coach, Sophomore Head, Freshman Head)					
	1	\$8,293	\$7,923	\$7,560	
	2	\$8,591	\$8,212	\$7,845	
	3	\$8,847	\$8,455	\$8,066	
	4	\$9,170	\$8,770	\$8,373	
	5	\$9,448	\$9,028	\$8,615	
	6	\$9,731	\$9,293	\$8,862	
	7	\$10,029	\$9,574	\$9,123	
	8	\$10,337	\$9,860	\$9,391	
	9	\$10,652	\$10,161	\$9,671	
	10	\$10,984	\$10,472	\$9,960	
	11+	\$11,325	\$10,795	\$10,263	
Assistant Coach (J.V. Assistant, Sophomore Assistant, Freshman Assistant)					
	1	\$7,834	\$7,500	\$7,178	
	2	\$8,117	\$7,780	\$7,453	
	3	\$8,361	\$8,000	\$7,656	
	4	\$8,673	\$8,304	\$7,955	
	5	\$8,924	\$8,540	\$8,171	
	6	\$9,186	\$8,720	\$8,318	
	7	\$9,464	\$8,975	\$8,558	
	8	\$9,747	\$9,243	\$8,806	
	9	\$10,044	\$9,519	\$9,065	
	10	\$10,351	\$9,808	\$9,336	
	11+	\$10,666	\$10,108	\$9,614	

APPENDIX A.2
EXTRA CURRICULAR SALARY SCHEDULE CATEGORIES

LEVEL A - High Profile (possibly grandfathered in), classes, meet weekly and requires service hours

Academic Team, E Club, Debate Team, Play Director, Musical Director, National Honor Society (NHS), Newspaper, One Acts Director, Science Olympiad, Senior Theater Showcase Director, Student Council, Theatrical Review Director, Yearbook, SAT Prep Instructors, Marching Band Coordinator

LEVEL B- Competitive and social, leadership and service, meet weekly or requires service hours

Concert Band Coordinator, Concert Choir Coordinator, Future Business Leaders of America (FBLA), Jazz Band Coordinator, Jazz Choir Coordinator, Key Club, Link Crew, Math Team, Musical Choreographer, Musical Instrumental Director, Musical Technical Director, Musical Vocal Director, National Honor Society Assistant, Special Olympics, Student Council Assistant, Student Council Class Sponsors, FFA, Marching Band Assistant

LEVEL C- Competitive or social, leadership or service, meets at least 2 times a month or requires service hours

AAPI Alliance, Academic Team Assistant, Art Club, Asian Club, Bass Fishing, Best Buddies, Black Student Union, Chess, Color Guard, Debate Team Assistant, Environmental Club, Play Assistant Director, Play Technical Director, Fellowship of Christian Athletes (FCA), French Club, Future Business Leaders of America Assistant, German Honor Society, Green Room, Inkblots, International Club, Jazz Choir Assistant, Latinos Stand Up (LSU), Model UN, Musical Drama Assistant, National Art Honor Society, National Technical Honor Society, Newspaper Assistant, One Acts Technical Director, Orchesis, Pen and Paper, Pep Band Coordinator Perfect Pals, Ping Pong, Prom Planner, Robotics, Rho Kappa Social Studies Honor Society, SAGA, SAGE, Science Olympiad Assistant, Senior Theater Showcase Technical Director, Sign Language Club, Sociedad de Latinos, Societe Honoraire de Français, Sociedad Honoraria Hispanica, Spanish Club, Table Tennis, Theatrical Review Technical Director, Tri-Music Honor Society, Winter Guard, Yearbook Assistant, Drumline

LEVEL D- Social, Meets at least 2 times a month

Anime, Box Office Manager, Family and Consumer Science (FCS), Freshman Transition, Future Medical Professionals, Future Licensed Staff Members of America, Gamers Club, Intramurals (per season), Jr. IAD (International Association of the Deaf), Knights Block Coordinator, Mental Health Matters, Mixtape, Outdoor Adventure, Orchesis Assistant, Psychology Club, SADD, Snowball, Winter Drumline

LEVEL E - All Pilot Clubs

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

APPENDIX A.2

Extracurricular Stipend Schedule 2023-2024

% of Increase	1.10%	YEARS				
		1,2	3,4	5,6	7,8	9,10+
LEVEL	A	\$3,845	\$4,085	\$4,326	\$4,565	\$4,806
	B	\$2,403	\$2,643	\$2,883	\$3,124	\$3,365
	C	\$1,922	\$2,163	\$2,403	\$2,643	\$2,883
	D	\$1,442	\$1,682	\$1,922	\$2,163	\$2,403
	E	\$1,202	\$1,442	\$1,682	\$1,922	\$2,163
	F	\$961	\$1,202	\$1,442	\$1,682	\$1,922

Extracurricular Stipend Schedule 2024-2025

% of Increase	1.10%	YEARS				
		1,2	3,4	5,6	7,8	9,10+
LEVEL	A	\$3,887	\$4,130	\$4,373	\$4,616	\$4,859
	B	\$2,429	\$2,672	\$2,915	\$3,158	\$3,402
	C	\$1,943	\$2,187	\$2,429	\$2,672	\$2,915
	D	\$1,457	\$1,701	\$1,943	\$2,187	\$2,429
	E	\$1,215	\$1,457	\$1,701	\$1,943	\$2,187
	F	\$972	\$1,215	\$1,457	\$1,701	\$1,943

Extracurricular Stipend Schedule 2025-2026

% of Increase	1.10%	YEARS				
		1,2	3,4	5,6	7,8	9,10+
LEVEL	A	\$3,930	\$4,175	\$4,421	\$4,666	\$4,912
	B	\$2,456	\$2,702	\$2,947	\$3,193	\$3,439
	C	\$1,965	\$2,211	\$2,456	\$2,702	\$2,947
	D	\$1,473	\$1,720	\$1,965	\$2,211	\$2,456
	E	\$1,228	\$1,473	\$1,720	\$1,965	\$2,211
	F	\$982	\$1,228	\$1,473	\$1,720	\$1,965

Extracurricular Stipend Schedule (cont.)
2026-2027

% of Increase	1.10%	YEARS				
		1,2	3,4	5,6	7,8	9,10+
LEVEL	A	\$3,973	\$4,221	\$4,470	\$4,718	\$4,967
	B	\$2,483	\$2,732	\$2,979	\$3,228	\$3,477
	C	\$1,986	\$2,235	\$2,483	\$2,732	\$2,979
	D	\$1,490	\$1,738	\$1,986	\$2,235	\$2,483
	E	\$1,242	\$1,490	\$1,738	\$1,986	\$2,235
	F	\$993	\$1,242	\$1,490	\$1,738	\$1,986

Extracurricular Stipend Schedule
2027-2028

% of Increase	1.10%	YEARS				
		1,2	3,4	5,6	7,8	9,10+
LEVEL	A	\$4,017	\$4,268	\$4,519	\$4,770	\$5,021
	B	\$2,510	\$2,762	\$3,012	\$3,264	\$3,515
	C	\$2,008	\$2,260	\$2,510	\$2,762	\$3,012
	D	\$1,506	\$1,758	\$2,008	\$2,260	\$2,510
	E	\$1,256	\$1,506	\$1,758	\$2,008	\$2,260
	F	\$1,004	\$1,256	\$1,506	\$1,758	\$2,008

APPENDIX B

WAGE SCHEDULES

Starting Hourly Wage Schedule (ESP)

For contract years from 2025-2028, The starting wages for ESP's are outlined as follows, the minimum increases shall be 1.1%, with a maximum of 2%.

ESP starting wages					
Level or Category	2023-24 (\$1.50 / 2%)	2024-25 (2%)	2025-26	2026-27	2027-28
Administrative Assistant	\$25.15	\$25.65	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
ESP Level 1	\$22.12	\$22.56	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
ESP Level 2	\$19.39	\$19.78	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
ESP Level 3	\$18.78	\$19.16	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Category 2 (Nurse)	\$37.11	\$37.86	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Category 3 (All Paraprofessionals)	\$18.78	\$19.16	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Business Services- Category 1	\$26.79	\$27.33	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Business Services- Category 2	\$22.06	\$22.50	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Business Services- Category 3	\$20.30	\$20.71	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Technology Category 1 (Infrastructure Operations Tech)	\$33.22	\$33.89	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Technology Category 2 (Tech I)	\$24.53	\$25.02	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Technology Category 3 (Tech II)	\$22.12	\$22.56	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U
Sub Coordinator Stipend	\$6,000.00	\$6,000.00	1.1% - 2% CPI-U	1.1% - 2% CPI-U	1.1% - 2% CPI-U

*ESP Category 3 has been consolidated to ESP level 3

Notes:

- ESP level adjustments
 - Move to ESP level 2 for paras who are not working along a licensed staff member but are supervising and engaging with students
 - CSI para

Salary increases are equated to CPI-U utilized in PTELL calculations in the same tax extension year as the contract year for the term of the contract. The maximum is 5%. Ex). For contract year 2023-24, CPI-U from December of 2021 was 7%, with the limiting rate of 5%, 5% shall be used. For contract year 2024-25, CPI-U from December of 2022 was 6.5%, with the limiting rate of 5%, 5% shall be used.

The increases for ESP's are outlined as follows, for contract years from 2025-2028, the minimum increases shall be 4%, with a maximum of 5%. For the year 2023-24, the minimum increase shall be 5%.

ESP Categories, Increases	2023-24	2024-25	2025-26	2026-27	2027-28
Category 2 Nurse	5% CPI-U	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
Business services category 1	5% CPI-U	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
Tech category 1	5% CPI-U	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
Admin asst.	\$1.50 increase	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
ESP levels 1, 2, and 3	\$1.50 increase	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
Business services category 2 and 3	\$1.50 increase	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U
Technology category 2 and 3	\$1.50 increase	5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U	4% - 5% CPI-U

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

APPENDIX C

SUPPORT STAFF CATEGORY STRUCTURE

Administrative Assistant – District Level Supervisor or Principal

Administrative Assistant to the Director of Student Services (12 months)

ESP Level 1

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

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

Secretary to the Athletic Director (12 months)

ESP Level 2

Secretary for Guidance (12 months)

Secretary for Student Services & Social Workers (10 months)

Secretary for the Deans (10 months)

Secretary for Department Chairs (10 months)

Student Records/Data Specialist (10 months)

Registrar (12 months)

ESP Level 3

Secretary for Attendance (10 months)

Building Receptionist (12 months)

Nurse's Aide (10 months)

Hall Monitor (10 months)

Print Services (10 months)

Paraprofessionals – Classroom Aides (10 months)

Library Paraprofessionals (10 months)

In School Suspension Supervisor (10 months)

Cafe Monitors (non-union)

Nurse

Nurse (10 months)

Technology Categories

Category 1

Infrastructure Operations Technician

Category 2

Tech I (12 months)

Theatre Technician (12 months)

Chromebook Technician

Computer Technician 1

Business Services

Category 1

Category 3

Computer Tech II (12 months)

Category 2

Accounts Payable Clerk (12 months)

Category 3

Bookstore and Student Activities Clerk (12 months)

APPENDIX D

HOURLY PAY

Professional Hourly Pay (Licensed)

Hourly work performed in addition to the normal contact of five classes and one supervisory duty will be reimbursed at the rate of \$43.00 per hour. This rate will be increased as follows:

Year	23-24	24-25	25-26	26-27	27-28
Rate	\$43	\$44	\$45	\$45	\$45

This will include reimbursement for homebound tutoring, detention duty, pre-approved curriculum work, and other pre-approved professional work. Some professional development opportunities may be provided in district during summer or after school hours and will be compensated at a stipend rate that will be pre published for each event. Internal sub rate shall remain constant at \$63 per block and \$31.50 per half block for the duration of the contract. Summer School licensed staff members will be paid at an hourly rate of \$54.00 per hour for each hour of the scheduled summer school days worked, including 30 minutes of daily prep time for licensed classroom licensed staff members. For Driver's ed, licensed staff members will be paid the \$54.00 hour rate for classroom, but the Professional Hourly Pay of \$43 (annual increases per table above) per hour for Behind the Wheel. Summer online credit recovery/coursework supervisors will be paid at the professional hourly rate of \$43 (annual increases per table above) per hour.

Student Services Personnel Compensation (Licensed)

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

Translation Services Hourly Pay

Translation Services Hourly (Licensed) Pay

Hourly work performed outside the regular work day will be paid at a rate of \$43.00 per hour with prior administrative approval.

This rate will be increased as follows:

Year	23-24	24-25	25-26	26-27	27-28
Rate	\$43	\$44	\$45	\$45	\$45

Translation Services Hourly (ESP) Pay

Hourly work performed outside the regular work day will be paid at a rate of \$43.00 per hour with prior administrative approval.

This rate will be increased as follows:

Year	23-24	24-25	25-26	26-27	27-28
Rate	\$43	\$44	\$45	\$45	\$45

APPENDIX E

NORMAL CLASS CONTACTS

The licensed staff member workday shall normally be 15 minutes before the first block and 15 minutes after the last block. The day shall normally be divided into four (4) blocks of ninety (90) minutes in duration. Ten (10) single block classes, five [5] each semester and two (2) supervisory periods (one [1] each semester) shall be considered a licensed staff member's normal teaching load. Any teacher teaching a class which meets for one and one-half (1 1/2) blocks will have no supervisory duty. A class is assumed to be a course in the curriculum being taught on a daily basis for an entire semester in which grades are assigned to students enrolled therein. Teachers teaching 1 AP (1 1/2 blocks class and 4 additional classes are at a 5.5 for their regular teaching load and therefore are released from a supervisory duty. For those teachers teaching 2 AP classes (1 1/2 blocks each) and 2 additional classes, the teaching load is at a 5.0 and therefore those licensed staff members will have a supervisory duty assigned.

Every effort will be made to see that teachers will be scheduled no more than 3 blocks of student contact in a row (any combination of classes and duties). A teacher may request more than three blocks in a row. In such a case, every effort will be made for the employee to have either lunch A or B. If lunch C is the only option, a meeting shall take place to consider any employee concerns.

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

The GEA and administration recognize that the Music Department teaching schedules may differ from the parameters of the traditional licensed staff member schedule and load. The administration, GEA leadership, and impacted staff member(s) will meet annually to verify that the Music Department schedules meet the spirit of the language regarding teaching schedules and load, and aligns with what is best for student growth and achievement.

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

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

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

A teacher will typically be assigned two (2) blocked instructional periods one day and three (3) blocked instructional periods the other day. Such assignments will typically include a supervision assignment on the day the staff member teaches only two (2) blocked instructional periods. A teacher will only be assigned to four (4) blocks of student contact in one day upon a mutual agreement between administration, and the teacher. District and/or building administrators will notify GEA leadership of proposed schedules with 4 consecutive blocks of student contact prior to the finalization of the proposed schedule with the staff member.

Co-teaching

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

When a co-teacher is collaborating with 3 or more different content areas or staff members (i.e. 3 preps) and does not have common planning time with those staff members, the teacher will be allowed up to 2 blocks of internal substitution time per semester in order to plan with each co licensed staff member with whom they do not have common planning time.

Supervisory Duties

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

Rams/Knights block supervision

Freshman, Sophomore Transition (lunch study) (1/2) Cafeteria duty (1/2)

Content area resource/Academic Resource Center Math/Writing lab

Testing Center Credit Recovery

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

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

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

Overload Pay

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

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

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

Special Work Assignments

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

Zero Hour/Sunrise/Evening Course Offerings

Zero hour, sunrise, and/or evening course offerings will be created each year based on the needs of students. Staff members will be involved strictly on a voluntary basis. The licensed staff member's work day does not extend beyond the total hours of a normal work day unless the zero hour, sunrise, or evening course is being compensated as an overload assignment. Staff members teaching a zero hour, sunrise, or evening section shall be expected to attend all institute day events and activities, open houses and other events or meetings that all other staff are expected to attend.

New or Substantially Amended Duties & Workload Positions

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

New Initiatives That Could Impact Working Conditions

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

Job Descriptions

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

Deans' Supervisory Duties

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

Prevention and Wellness Coordinator Responsibilities

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

Instructional Mentoring Program- (updated from 04/30/20 MOU)

1. Mentors will provide support to the new staff member as appropriate to the new staff member's needs and as assigned by the Mentor Coordinators.
2. The Department Chairperson may not be an instructional mentor. Mentors will be selected through an application process. The Mentor Coordinators will assign mentors to new staff members.
3. Every effort will be made to provide instructional mentors who are on tenure or who have demonstrated exceptional teaching and/or mentorship ability.
4. Mentors will participate in a minimum of one (1) training session outside the regular work year, either in May or during the week prior to the start of the next school year.
5. There will generally be eight (8) to ten (10) mentors each school year. If there are more than twenty (20) new staff members that need mentors, one additional mentor position will be created for every two (2) staff members above twenty (20).
6. Mentors may be removed for failing to adequately perform assigned duties, and may resign by providing notice no later than April 1 of any year to be effective at the end of the current school year.
7. Every effort will be made to schedule instructional mentors and protégés with common planning time. Each instructional mentor will be released and a sub will be provided for eight class periods per semester in order to observe and consult with their protégé. Substitutes will be provided for protégé when no common plan time is available. Release time for each is equal to one class period. Prior administrative approval is necessary for release time.
8. Annual stipends will be provided for the following:
 - Instructional Mentor = \$1,500
 - Instructional Mentor Trainer/Coordinator = \$1,500.00
9. First year to the district, licensed staff members will also participate in new staff orientation prior to the start of school in August and, unless excused by the Mentor Coordinator, will attend a minimum of six new staff meetings throughout the school year. The focus of the meetings will be professional development geared towards orientation to the district, the district's philosophy, and effective teaching and learning.
10. Second year to the district staff will remain in the program and may attend the six new staff meetings. Mentor Coordinators may request second year staff attend specific new staff meetings.

PSP Program

Those licensed staff members who are teaching the PSP program will have a full load of classes, a duty release, and a \$2,000.00 stipend per yearlong course for the outside of school day hours necessary for planning and events. A log will be kept annually of these hours and will be reviewed with the administration. A minimum of 130 hours is expected.

APPENDIX F / Staff Deviations

APPROVED WORK LOAD POSITIONS

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

<u>STIPEND</u>	<u>WORKDAY</u>	<u>SUMMER PER DIEM @ 1/180th</u>
*Assistant Athletic Director	Released from 2 classes and 1 duty	16% of base salary
*Activities Director	Released from 2 classes and 1 duty	16% of base salary
SAT Class Instruction		\$100 per session
GEA Co - President (ISBE Licensed)	Release from 1 class and 1 duty	NA
GEA Co- President (ESP)	Release from 1 class	NA
Credit Recovery Supervisor	Release from a duty	NA
*Prevention and Wellness Coordinator	No classroom teaching or duty	16% of base 10 days**
Vocational Education Coordinator	Release from one class and duty Manages Vocational Attendance	NA
Deans	No classroom teaching or duty	10 days** 12% of ind. base salary
Guidance Counselors	No classroom teaching or duty	10 days** NA
Social Workers	No classroom teaching or duty	10 days** NA
School Psychologist	No classroom teaching or duty	10 days** NA
School Librarian	Extra library supervision Monday – Thursday [40 minutes per day (on full days of student attendance)]	10 days 3% of base salary

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

** Five (5) days to be scheduled by the Administration with notice of schedule to the employee by April 15th (every attempt will be made to meet this goal) (for summer days); and up to 5 additional days may be scheduled by the employee.

APPENDIX G

ATHLETIC EVENTS PAY

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

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

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

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

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

Film – All Sports
Statistician – All Sports

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

Dance Chaperone

Athletic and Activity Coverage

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

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

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

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

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

APPENDIX H

District 127 Employees Exempt from the Bargaining Unit Membership

- All Administrators
- All Supervisors with responsibility for personnel recommendations and decision making
- Accounting Manager
- Business Manager
- Network Administrator
- Powerschool Specialist
- Systems Integration Specialist
- Payroll & Insurance Specialist
- Administrative Assistants to the Principals and Associate Principals
- The Executive Assistant to the Assistant Sup.(s), Associate Sup., and Superintendent
- Human Resources Specialist