

## **PREAMBLE**

The Board of Education of School District No. 161 and the Flossmoor Education Association of School District No. 161 recognize that the ultimate objective of the public schools is to provide the best education possible for the children in the District.

## **ARTICLE I**

### **RECOGNITION AND DEFINITIONS**

#### **1.1 Recognition**

The Board of Education of Flossmoor School District 161, hereinafter referred to as the "Board", recognizes the Flossmoor Education Association, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association" or "FEA", as the sole and exclusive negotiating agent for all regularly employed certificated teachers, hereinafter referred to as "teacher" or "certified staff", and all full-time and regularly employed part-time custodial employees, maintenance, administrative assistants, clerks, paraprofessionals, library clerks, bookkeepers, bus drivers and safety aides, hereinafter referred to as "classified staff". The terms "employee" or "bargaining unit member" will be used to include both certified and classified staff. The following classifications are excluded from the bargaining unit: Superintendent, Assistant Superintendent, Principals, Assistant Principals, psychologists, and all other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, or discipline other employees or having the responsibility to make recommendations thereon, short term and substitute teachers, part-time employees working fewer than four (4) hours per day, temporary employees, Comptroller, Director of Instructional Technology and Information, System Operations Facilitator, Technology Technician, Custodial Supervisor/Director of Building and Grounds, Maintenance Supervisor, Human Resources Coordinator, all confidential employees including the Superintendent's secretary, the Associate Superintendent's secretary and the District receptionist and managerial employees as defined in the *Illinois Educational Labor Relations Act* hereinafter referred to as "IELRA".

The Board agrees not to negotiate with any other employee organization purporting to represent employees defined in the above paragraphs as included in the FEA bargaining unit or with individual employees within the bargaining unit. It is understood that the Board and administration retain their right to discuss problems relating to educational matters with individual employees or groups of employees.

## **1.2 Definitions**

### **A. Superintendent**

The Superintendent or his/her designee.

### **B. Full-Time Employee**

The term "full-time" shall be defined in each job category as provided in Appendix D.

### **C. Days**

The term "days", when used in this Agreement shall, except where otherwise indicated, mean days when the District's administrative offices are scheduled to be open.

### **D. Year**

"Year" shall be defined, for purposes of this Agreement, as July 1-June 30, unless specified otherwise.

### **E. Act**

The *Illinois Educational Labor Relations Act*, including current amendments.

## **ARTICLE II**

### **NEGOTIATION PROCEDURE**

#### **2.1 Negotiation Terms**

The Negotiating Committees of the Board and of the FEA will meet at a mutually agreeable time at the request of either party for the purpose of negotiating and establishing an agreement for the following year. Date, time, and place of meetings will be established as necessary by mutual agreement.

#### **2.2 Preliminary and Intermediary Meetings**

In the interest of time and to facilitate the negotiating process, preliminary and intermediary meetings may be held between representatives of the FEA Negotiating Committee and the Superintendent of Schools and/or the Chairperson of the Board's Negotiating Committee to clarify and exchange information. These meetings may be requested by the Chairperson of the FEA Negotiating Committee or the Superintendent of Schools and/or the Chairperson of the Board's Negotiating Committee.

When, by mutual agreement, bargaining is conducted during regular work hours, reasonable efforts shall be made to provide a flexible work-hour schedule (flextime) for FEA bargaining team members. The provision of flextime shall not interfere with the normal operations of the schools.

#### **2.3 Ratification**

After the Negotiating Committees have negotiated a proposed agreement for the following school year, the parties agree to submit the proposed agreement to the Board and to the membership of the FEA for adoption and ratification no later than ten (10) calendar days following tentative agreement by the Negotiating Committees. The two parties will coordinate their dates with the FEA ratification meeting coming first, and the Board meeting for adoption coming at a later point within the ten (10) days. If the proposed agreement is adopted by the Board and ratified by the FEA membership, the president and secretary of the Board and the FEA shall attach their signatures to the agreement within a reasonable time. At the option of the Association, the entire FEA Negotiating Team will be listed.

## ARTICLE III

### ASSOCIATION AND EMPLOYEE RIGHTS

#### 3.1 General

Employees shall have the right to organize, join and assist the FEA to participate in professional negotiations with the Board through representatives of their own choosing, for the purposes of establishing, maintaining, protecting, or improving conditions of professional service. Employees shall also have the right to refrain from any or all of such activities.

#### 3.2 Fair Share

Each bargaining unit member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association. The fair share fee shall be equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues, but shall not include any contributions related to the election or support of any candidate for political office or for any member-only benefit. The amount of the fair share fee shall be certified to the Board.

- A. In the event that the bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the non-member.
- B. Such fee shall be paid to the Association by the Board no later than ten (10) days following the deduction.
- C. In the event of any legal action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
  - 1. The Board gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
  - 2. The Board gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.

- D. The Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Employer's compliance with this Article.

It is expressly understood that this save harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon by this Article.

- E. The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the *Illinois Educational Labor Relations Board*.

### **3.3 Discrimination**

The Board shall not discriminate against any employee by reason of his/her membership in the FEA, participation in any activities of the FEA or participation in negotiations with the Board; nor shall the FEA discriminate against any employee by reason of his/her refraining from membership in the FEA, participation in any activities of the FEA or participation in negotiations with the Board.

### **3.4 New Hires and Staff Directory**

The Superintendent shall provide to the FEA President a hard copy of the names, salaries, assignments and experience credit of all employees by September 30 annually. Such information on new employees will be furnished within ten (10) days of employment. A staff directory shall be provided to all employees as soon as possible at the beginning of each school year. The Administration will make a good faith effort to have a hard copy of the staff directory distributed by October 30 annually.

### **3.5 Right to Representation**

When any employee meets with the Board, any Board committee, principal and/or Superintendent to discuss employee discipline, wages, or working conditions, the employee shall be entitled to have a representative present to advise and represent him/her during such meeting or interview. Nothing herein shall permit an employee who has a representative to refuse to attend a meeting or interview. Nothing herein shall

prohibit any employee from voluntarily conferring individually without representation with the Board or Superintendent. The employee's rights to such representation does not apply to evaluation conferences or informal conversations relative to regular daily work activities.

### **3.6 Copy of Agreement**

All employees shall be provided a copy of this Agreement by the FEA.

### **3.7 Notification of Assignment**

For the purposes of this section, an assignment shall be defined as a job title, grade and subject taught (if applicable), and building.

In all cases the Board shall make employee assignments based on the needs of the District, its students and the qualifications of its employees. Current employees requesting transfers shall be notified if their transfer request is denied prior to new hires being announced for the requested position.

The Administration shall make a good faith effort to notify all district employees of their tentative work assignment for the upcoming school year by the end of the present school year, but no later than June 30.

### **3.8 Right of Resignation**

In the event that a tentative assignment is changed fewer than thirty (30) days prior to the opening day of school, the employee shall be allowed to resign, without penalty, provided that such resignation is received by the Board within ten (10) days of such notification.

### **3.9 Vacancy/Voluntary Transfer**

The Board and the FEA are committed to a fair and consistent process to fill vacancies.

A vacancy shall be defined as a newly created position or one that is not filled.

In the event the Board determines that a bargaining unit position is to be filled, notice of such an opening shall be posted in each of the District's buildings. Interested bargaining unit members may submit a written request to be transferred to the available position.

In the event the Board determines that a vacancy is not to be filled, it will notify the FEA President as soon as practicable after such decision is made.

All vacancies shall be posted district-wide in a conspicuous place as well as electronically for a period of no less than five (5) days. Should a vacancy occur during the month of August, the position shall be posted for a period of no less than one (1) day. Said postings shall contain the following:

- |                   |                         |
|-------------------|-------------------------|
| A) position title | E) hours if applicable  |
| B) location       | F) minimum requirements |
| C) starting date  | G) to whom to apply     |
| D) pay scale      |                         |

All interested employees will submit a letter of interest. All qualified and interested employees will be interviewed if the vacancy is outside the employee's current job category or if the employee has not been previously interviewed by the receiving administrator. Reassignment may be made when such reassignment or transfer is determined by the Superintendent to be in the best interests of the school district and such reassignment would be within the employee's legal qualifications. The Superintendent's determination shall be final and non-reviewable.

The Board shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant shall receive written notification of the outcome and a face-to-face meeting with the Superintendent if desired by the employee applicant in writing.

### **Custodians**

Day and Night custodial vacancies will be filled by the most senior qualified employee applicant. Qualifications shall include factors such as: District Seniority, previous work experience in the District and similar work experience. Any posted custodial position will be filled within ten (10) days of the close of the posting position period, provided there is a qualified employee applicant available to fill the position. If no employee submits a letter of intent within ten (10) days of the first posting, then the position may be filled from outside of the bargaining unit.

### **3.10 Involuntary Transfer**

An involuntary transfer shall be defined as any transfer for which an employee has not applied.

Prior to any involuntary transfers, District Administration and FEA elected officers will meet to discuss the process for upcoming transfers.

Once an employee has been identified for involuntary transfer, the building administrator shall hold a meeting with the affected employee for the purpose of

discussing the rationale for such transfer. The employee may have an Association representative in attendance at such meeting.

All involuntarily transferred employees may request and will receive support in their new positions (i.e. coursework, training, professional development, mentoring, extra planning time, and materials) as agreed to by the Superintendent or designee.

Employees involuntarily transferred during the school year may resign without penalty upon the District securing an adequate replacement or at the end of a school break, winter or school year, whichever comes first. The Superintendent will initiate an invitation to the employee to meet and discuss the decision to involuntarily transfer him/her. As an alternate to an involuntary transfer, the Superintendent or his/her designee and the affected employee(s) may discuss alternative staffing patterns, if appropriate, in order to avoid the involuntary transfer.

Any teacher who has been involuntarily transferred within the last school year and subsequent to said transfer received an evaluation of “proficient” or better shall, upon written request to the Superintendent, be notified of any vacancies for which he/she is legally qualified to teach. Notification to such teachers shall occur before the position is announced or posted as vacant. Upon applying for the vacancy, such teacher shall be interviewed for the position.

In the event an involuntary transfer is necessary for classified staff, the classified employee shall be involuntarily transferred with no reduction in salary. A classified employee involuntarily transferred from a position that has been eliminated shall have the first right to return to that position if the position is reinstated, provided there are no employees with recall rights to that reinstated position.

### **3.11 Personnel File**

There shall be only one official personnel file for each employee. Every employee shall have access, at reasonable times in the Superintendent’s office, to all materials in his/her official personnel file for examination purposes, except for confidential material such as recommendations and evaluations by previous employers for which a written waiver to maintain confidentiality has been given by the employee.

### **3.12 Protection From Suit**

The Board will provide legal counsel to employees who are sued for acts committed in the scope of his/her employment or under the direction of the Board consistent with Section 5/10-20.20 of the School Code.



### **3.13 Complaints Against Employees**

Any complaint directed toward an employee that is in writing and is to be made a part of his/her personnel file, shall be brought to the attention of the employee before becoming part of his/her file. The employee shall have the right to file a rebuttal to any such complaint that becomes part of his/her file. Before any such written complaints become a part of an employee's personnel file, the employee shall initial the complaint signifying he/she has read it. Should the employee refuse to initial the complaint, the complaint shall be made part of the file with the notation indicating the employee's refusal to initial. Unless the appropriate administrator meets with the employee to discuss the substance of the complaint within two weeks of its receipt, no reference may be made to the complaint in the employee's evaluation.

This section does not apply to administrative disciplinary actions.

### **3.14 Use of School Facility**

The FEA shall be granted use, upon written request to the Superintendent of Schools, of a room in order to hold Association meetings of the whole, provided that the Superintendent of Schools determines that the date and time of the scheduled Association meeting does not conflict with any previously scheduled school district programs or activities. Said request must be made no less than five (5) school days prior to the scheduled meeting date. Building administration shall receive requests for Association meetings at the building level.

The FEA shall have access to the use of employee mailboxes for the purpose of distributing officially identified FEA material and/or official FEA correspondence and bulletin board space in designated areas to post notices and other materials related to FEA activities. The bulletin board space allocated shall be marked for FEA use and only FEA representatives shall have authority to post materials on the bulletin board. All notices and materials not clearly identified as FEA materials are to be signed or initialed by an authorized FEA representative.

### **3.15 Board Meeting Information**

The President of the FEA, or his/her designee, shall be provided with the following informational items including, but not limited to, the following:

- Board of Education meeting agendas
- Proposed policy changes-current policy and proposed language changes with struck language
- Annual and Monthly Financial reports including bills payable

The above information shall be provided to the FEA President by the Friday before the Board meeting.

Additionally, the President of the FEA, or his/her designee, shall be provided with the following informational items within two (2) days following the Board meeting:

- Copies of public presentations given to the Board of Education
- Personnel reports following Board of Education approval
- Proposed District Budget following approval for public display
- Open Session Board meeting minutes following Board of Education approval

The FEA President shall be notified via personal and school email no later than 24 hours prior to any special Board of Education meeting. The President's personal email will be provided to the District.

### **3.16 Information**

The Board agrees to furnish to the FEA, upon request, all non-confidential information, which is available and already compiled, concerning the financial resources of the District and such other non-confidential information as will assist the FEA in processing any grievance or in preparing for negotiations.

The FEA agrees to furnish to the Board, upon request, all non-confidential information, which is available and already compiled, as will assist the Board in the processing of any grievance or in preparing for negotiations.

For the purposes of this section, confidential information shall be construed pursuant to the common law and statutes of the State of Illinois and shall include all information which is exempt from disclosure under the provisions of the "Freedom of Information Act". (III. Rev. Stat. 1985, ch. 116, pars. 201 et seq.) In the instance of information from the FEA, confidential information shall be construed as all information concerned with the internal operation of the FEA and/or any protected activity conducted by the FEA.

### **3.17 Association Leave**

Upon written notification to the Superintendent or his/her designee, professional leave without loss of pay shall be granted to official delegates of the FEA to attend conferences, workshops, and hearings sponsored by the IEA, NEA, local association, state or national governments, or for FEA business. All such leaves shall not exceed a cumulative total of fifteen (15) employee attendance days for the FEA per school year. The FEA shall not be required to reimburse the District the cost of the substitutes for the first ten (10) days. The FEA will reimburse the District for the cost of the substitutes for the remaining five (5) days.

### **3.18 Job Descriptions**

A job description for each position including extended service shall be provided to the FEA and the appropriate employee. There shall be only one (1) job description for each bargaining unit position and extended service position.

### **3.19 Distribution of Medication**

The administration and distribution of medication to students shall be in conformance with applicable laws.

### **3.20 Classified Staff Probationary Period**

A new classified employee shall be designated as “probationary”. The probationary period shall be ninety (90) calendar days, during which time the probationary employee may be discharged for any reason without recourse or review of the decision to discharge. For those employees whose work year does not involve the summer recess, the summer recess shall not count in computing the probationary period, nor shall it constitute a break in the computation of the probationary period (i.e. the probationary period shall resume at the start of the next school year). The Superintendent has the right to extend the probationary period for an additional thirty (30) days provided that the employee and the FEA are given written notice.

### **3.21 Employee Discipline**

The Board agrees with the tenets of progressive and corrective discipline for classified staff, including but not limited to:

1. oral warning
2. written warning
3. written reprimand
4. suspension with or without pay
5. dismissal

The progression and discipline to be used will be determined by the appropriate supervisor. However, under appropriate circumstances the Board is not required to exhaust any or all of the listed disciplinary techniques when a determination has been made of the need to discipline an employee. The decision to suspend an employee without pay may be made by the Board or the Superintendent. After the probationary period, dismissal shall be for just cause.

Before an employee is dismissed for unsatisfactory job performance, the employee shall be told of such deficiencies and given a reasonable opportunity to correct the same.

Teacher discipline shall be in accordance with *Illinois School Code*.

### **3.22 Rules and Procedures**

All policies of the Board shall be published and made available on the District website.

Building handbooks and the Instructional Framework shall be posted on the District Intranet by the first day each school year. Changes in the building handbook and/or the Instructional Framework shall be highlighted and posted at the same time as the building handbook and Instructional Framework are posted.

### **3.23 Classified Staff Seniority**

Seniority is the length of the classified staff's continuous service within the bargaining unit starting with the first day on which duties are performed within the bargaining unit. In the case of ten (10) month classified staff, the two (2) months not worked during the summer shall not constitute a break in service, but the classified staff member shall not accrue seniority credit for those months not worked. In the case of regular part-time classified staff, seniority shall be calculated on a prorated basis of his/her work week hours to forty (40) hours. Seniority credit shall be computed on the basis of the number of months of seniority that a classified staff member accrues according to the following criteria:

- A. Seniority is lost upon the following:
  - 1. Termination of employment
  - 2. Expiration of recall rights
- B. Seniority is retained but shall not accrue during the following:
  - 1. Unpaid leave of absence
  - 2. Layoff
  - 3. Transfer to a District position other than in a position within the bargaining unit
  - 4. Temporary disability (IMRF)
- C. Seniority continues to accrue during paid leaves of absence
- D. Ties in seniority, as herein defined, shall be broken by lot

By February 1 of each year, the Board shall prepare a seniority list pursuant to the provisions of this Article. The Board shall provide the FEA President with a copy of the seniority list after it is prepared.

### **3.24 Reduction in Force and Recall for Classified Staff**

#### **Sequence of Layoffs (Custodians/Maintenance)**

In the event that the Board determines to decrease the number of classified employees or to reduce the regularly scheduled hours of work for any employee, the following method shall be used to determine the sequence of honorable dismissal.

- A. Layoffs will be made in seniority order within categories. Employees whose positions have been eliminated shall have the right to assume the positions of a less senior employee in the same or lower (higher numbered) category.
- B. The categories for purposes of layoff are:
  - 1. Maintenance
  - 2. Head Custodians
  - 3. Custodians
  - 4. Part-time Custodians
- C. The FEA and Board hereby agree that this section constitutes an alternative method of determining the sequence of dismissals as provided for in section 10-23.5 of the *Illinois School Code*.

#### **Sequence of Layoff (Paraprofessionals including Media Clerk, Administrative Assistants, Bus Drivers, and Bookkeepers)**

In the event that the Board determines to decrease the number of classified staff or to reduce the regularly scheduled hours of work for any classified staff, the following method shall be used to determine the sequence of honorable dismissal:

- A. Layoffs will be made in seniority order within categories.
- B. The categories for purposes of layoff are:
  - 1. Paraprofessional, Media Clerk, Media Paraprofessional, Special Education Paraprofessional, Safety Paraprofessional, One to One Paraprofessionals
  - 2. ELL Paraprofessionals
  - 3. Title I Paraprofessionals
  - 4. Technology Paraprofessional
  - 5. Hearing Impaired/Sign Language Interpreter Paraprofessional
  - 6. Administrative Assistants
  - 7. Bookkeepers
  - 8. Bus Drivers
- C. The FEA and Board hereby agree that this section constitutes an alternative method of determining the sequence of dismissals as provided for in Section 10-23.5 of the *Illinois School Code*.

## **Recall**

- A. If the Board has any vacancies for one (1) year from the first day of the school term following the effective date of the honorable dismissal, the employees on layoff shall be recalled based on seniority to any category of position for which they are qualified, as determined by the Administration. Employees who are honorably dismissed are responsible for maintaining a current address and phone number on file with the District Office.
- B. Notice of recall shall be sent by certified mail to the employee's address which is on file with the District Office and shall state the time and date on which the employee is to return to work. The employee has seven (7) calendar days from receipt of notice to report his/her intent to return to work. The Board shall notify paraprofessionals of any recall no later than August 1<sup>st</sup>.
- C. An employee who fails to timely respond to a proper notice of vacancy shall be deemed to have resigned from employment with the District.
- D. Temporary positions will be first offered to employees with recall rights in the same order as for permanent positions. Acceptance or refusal of a temporary position or a position in a category lower than the category from which an employee was laid off will not affect the recall rights of an employee.
- E. All benefits from which an employee was entitled at the time of his/her layoff, including accumulated sick leave, vacation days and seniority, will be restored to the employee upon his/her return to active employment. No such benefits shall accrue during the time period between honorable dismissal and recall. The employee will be placed on the salary schedule on the basis of the employee's previous District experience.

### **3.25 Reduction in Force and Recall for Certified Staff**

Reduction in force and recall for certified staff should be consistent with *Illinois School Code*.

### **3.26 Subcontracting**

In the event the Board of Education contemplates the subcontracting of any or all work currently performed by members of the bargaining unit, the Board shall provide thirty (30) days written notice from the date of decision to the affected employees and FEA President. The Board and the FEA shall initiate negotiations covering the necessity for and the terms of any unit members. For purposes of this Agreement, the term "subcontracting" is defined as the assignment of work and duties performed by members

of the bargaining unit to a third party, which will result in a layoff or reduction in the normal work hours of bargaining unit employees. For the duration of this Agreement, no bargaining unit member will lose an employment opportunity as a result of the Board's decision to subcontract bargaining unit work.

### **3.27 Committees**

Should the District choose to form a committee to improve student achievement, the Association shall be provided notice and an opportunity to select up to two (2) representatives, with the understanding that the District shall determine the size of the committee and may select additional teachers to serve on the committee. BLT and SIP committees shall include one member appointed by the FEA.

### **3.28 Civility**

The District and the Association agree that mutual respect between administrators and employees is integral to the efficient conduct of the school. All employees are encouraged to maintain high standards in their working relationships.

## ARTICLE IV

### MANAGEMENT RIGHTS

The Board retains and reserves the ultimate responsibility for proper management of the school district conferred upon and vested in it by the statutes and Constitution of the State of Illinois and the United States, including but not limited to the responsibility for and the right:

- A. To maintain executive management and administrative control of the school district and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, their assignment, and to promote and transfer all such employees.
- C. To establish programs and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited by the specific and express terms of this Agreement. The Board agrees to fulfill any bargaining obligations it may have under the law upon request of the FEA.



## ARTICLE V

### WORKING CONDITIONS

#### 5.1 School Year

The length of the school year shall be determined by the Board annually and will not exceed 186 days for teachers, including institute and emergency closing days.

The number of workdays for employees shall be as follows:

Teachers	181 days
Paraprofessionals	177 days
Technology Paraprofessionals	191 days
Administrative Assistants	238 days
Custodians	260 days
Bus Drivers	195 days
Media Clerks	195 days
Health Secretary	198 days
Bookkeepers	260 days
Maintenance	260 days
Part Time Custodians/4 hr.	244 days
Part Time Custodians/5 hr.	244 days

Any emergency closing day(s) will be treated as a work day(s) for eleven (11) and twelve (12) month employees consistent with 5.15 of this Article.

The Board shall determine the school calendar with input from the FEA.

Paid leaves, holidays and vacation days shall count toward meeting the work week requirements, if applicable.

Paraprofessionals will work the student attendance days plus two (2) additional days to be determined by the Administration. Paraprofessionals will receive their working calendar and assignment at the same time.

#### 5.2 Normal Workday

##### Certified Staff

The normal workday is seven and one half (7.5) hours to be scheduled between the hours of 7:30 a.m. and 3:45 p.m. From time to time teachers will need to remain later than the normal work hours for conferences with parents, meetings, and other professional

obligations. The normal day requirements are meant to be flexible to accommodate personal needs. If a teacher needs to leave the building during the normal workday, the building principal or designee will be informed of that fact.

At the elementary school level, the teachers' duty free lunch period shall be forty (40) minutes per day. The teachers' duty free lunch period at Parker Junior High shall be thirty (30) minutes per day exclusive of passing periods.

### **Classified Staff**

The normal workday for administrative assistants, bookkeepers, bus drivers, clerks, custodians, health secretaries, maintenance, and paraprofessionals is set forth in Appendix D. From time to time paraprofessionals will need to start earlier than 7:30 a.m. or remain later than 3:45 p.m. for buses, meetings, or at the request of an administrator. The normal workday requirements are meant to be flexible to accommodate personal emergencies. If an employee needs to leave the building during the normal workday, the building administrator or designee will be informed of this fact.

The Director of Buildings and Grounds has the right to approve adjustments in the workday for night custodians scheduled to work on days when students are not in attendance and no outside activities are scheduled in the building.

### **Meal Breaks for Classified Staff**

The administration shall schedule meal breaks for employees working seven (7) or more hours per day of thirty (30) consecutive, duty free minutes. It is understood that under infrequent circumstances lunch periods may not be thirty (30) consecutive minutes based upon individual students' needs/schedules. Meal breaks will be regularly scheduled at a reasonable time during the employee workday. Upon notification to the school office or supervisor, employees may leave the building during lunch.

### **Break Periods for Classified Staff**

Employees who work six (6) or more hours in a workday are entitled to two (2) fifteen-minute paid breaks within the regular workday. Employees who work at least four (4) hours but less than six (6) hours shall be entitled to one (1) fifteen-minute paid break within the regular workday. All such breaks will be scheduled with the approval of the immediate supervisor.

Employees shall be permitted to leave the building during a break period only after obtaining permission of their building principal, unless the break period is contiguous to the lunch period, provided such contiguous schedule is approved by the immediate supervisor.

No work shall be assigned during an employee's regularly scheduled break period except due to unforeseen circumstances. The Administration shall schedule and monitor employee work schedules to assure that required breaks are made available. In the event an employee's workload occasionally prevents the taking of the break(s), the affected employee and supervisor will agree in scheduling flexible time during the same pay period to make up for the missed break.

### **5.3 Induction Week**

All newly hired teachers shall be required to attend Induction Week Activities. During Induction Week, particular emphasis will be given to technology, curriculum, policies, procedures and classroom management/discipline. New teachers shall be paid \$20.00 per hour for attendance. Mentors will be invited and paid \$20.00 per hour for the time they are scheduled.

The Superintendent will schedule a time during Induction Week for the Association to meet and share information with all new teachers. Depending on the time allotted, the Association agrees to provide breakfast or lunch for the participants.

### **5.4 Class Load for Junior High Teachers**

Core teachers (language arts, social studies, mathematics, science, foreign language, special education) will be assigned five (5) classes of students in their subject area for forty-three (43) minute periods. In addition, core teachers will be assigned one (1) forty-three (43) minute "Enrichment Period". All Encore (art, music, health, industrial technology) and physical education teachers will be assigned six (6) forty-three (43) minute class periods (one of which may be the Enrichment Period).

Daily, all teachers will have a personal preparation period of forty-three (43) minutes during the normal (full) student attendance day. In addition, teachers will have a forty-three (43) minute period to be used for collaboration (grade level/PLC/departments) meetings four (4) days a week during the normal (full) student attendance day. On one day each week, teachers will receive a total of eighty-six (86) minutes of personal planning time in lieu of collaboration (grade level/PLC/departments) meetings.

The personal preparation period will routinely be used for professional teacher preparation responsibilities, and include co-planning for special needs children, planning for co-teaching, infrequent meetings with the principal and staff development, and meetings with parents scheduled by teachers. On rare occasions this time may be used for teacher's limited personal business that cannot be scheduled outside the regular workday. If a teacher needs to leave the building during preparation time, the building principal or designee will be informed of this fact.

The collaboration (grade level/PLC/department) meetings include co-planning, curriculum writing, assessment work, articulation and other collaboration efforts. While the administration will make every effort to avoid interruption of this collaboration (grade level/PLC/department) meeting time, the administration may require certified staff members to perform other duties during this time. In the event there is an uncovered class, the Administration may assign a teacher to substitute during his/her collaboration time no more than one (1) time per month without pay. Administration will maintain records to assure equality in the assignment. Should a teacher be needed to substitute more than one time per calendar month, he/she shall be compensated per Article 8.13.

Special support personnel (media center personnel, technology integration specialist, social workers, deans, and instrumental music teachers) will teach classes and/or perform special services as directed by the Superintendent of Schools.

### **Enrichment Period**

The Enrichment Period will include activities such as supervising and assisting with student questions/homework, supervising Compass Learning activities, presenting Affective Education, RtI/MTSS interventions, leading SAIG/SWAT team, and proctoring make-up tests. With the exception of RtI/MTSS interventions, the Enrichment Period shall not be a class that requires planning, teaching or grading. It is a supervisory period.

Teachers required to perform Tier 2 or Tier 3 RtI/MTSS interventions during the Enrichment Period shall receive an extra payment equivalent to 1/12 of his/her base salary rate, prorated in accordance with the time period involved, or the maximum substitution teacher rate, whichever is greater.

### **Compensation of Sixth Class Assignments (Encore/PE)**

All Encore and physical education teachers who teach a sixth full class period will receive an extra payment equivalent to 1/12 of his/her base salary rate. If the duration of the class is for less than a full school term, the payment will be prorated.

### **Compensation for Additional Class Load in lieu of Preparation Period**

In the event a Core teacher agrees to teach a full class period with a full group of students for a full class term or the remainder of the year in lieu of the personal preparation period, as requested by the Superintendent/Principal, the teacher shall receive an extra payment equivalent to 1/6 of his/her base salary rate, prorated in accordance with the time period involved.

## **Compensation for Class Assignment in Lieu of Enrichment Assignment**

The Superintendent/Principal has the right to assign a maximum of twelve (12) teachers in any subject area to teach a sixth full-class period in lieu of the Enrichment Period. Such assignments shall not occur for the purpose of reducing the number of teachers employed at the junior high. The Superintendent shall first solicit volunteers for a sixth period assignment before any teacher may be involuntarily assigned. The Superintendent/Principal will attempt to avoid a sixth full-class period assignment so contrary to the teacher's initial five period class load that it would entail an entirely new preparation and/or planning.

In the event a junior high school teacher is assigned to teach a sixth full-class period in lieu of a Enrichment Period, the teacher shall receive an extra payment equivalent to 1/12 of his/her base salary rate, prorated in accordance with the time period involved, or the maximum substitution teacher rate, whichever is greater.

During the Enrichment Period, special education teachers will work with students on their caseload to satisfy IEP minutes and provide interventions. They shall not receive additional compensation for this time.

## **5.5 Instructional Coaches**

The Board may create the position of "instructional coach." The position shall be filled by the Superintendent from applicants who are tenured teachers with at least five (5) years of successful teaching experience in the School District. The instructional coach position shall be an assignment which shall relieve the teacher chosen from a regular teaching schedule. Instead, the instructional coach shall assist staff in any and all of the following areas: staff development; coordinating mentoring programs; assessment center program; probationary teacher program; provide model teaching for the staff; advise teachers regarding instructional and pedagogical matters; and other professional activities as determined by the Administration. When an administrator determines a classified/certified staff member is in need of coaching, he/she will discuss this with the classified/certified staff member before discussing it with the instructional coach.

The instructional coach shall be paid his/her regular salary in addition to \$20.00/hour for work in his/her role as instructional coach beyond the regular teacher work day, as assigned by his/her immediate supervisor, and his/her per diem rate for work in his/her role as instructional coach beyond the regular teacher work year, as assigned by his/her immediate supervisor. Upon completion of the instructional coach assignment, the teacher shall be returned to the teaching assignment determined appropriate by the Administration.

## **5.6 Classroom Supplies/Work Supplies**

Each teacher shall be reimbursed up to \$60.00 annually for classroom materials and/or supplies subject to approval by the principal. All materials and supplies so purchased shall be the exclusive property of the Board.

The Board will annually provide five (5) summer shirts and five (5) winter shirts to each custodial and maintenance employee, who will be responsible for wearing and laundering such shirts. The Board will reimburse each custodial and maintenance employee up to \$100.00 per year for the purchase of other work clothing, provided any such purchase is pre-approved by the immediate supervisor and supported by a paid receipt for the purchase. Reimbursements will be processed for claims filed by the last workday in the months of January, June and September.

## **5.7 Teacher Meetings**

- A. Elementary teachers may be required to attend up to four (4) meetings per month (September through May) starting no more than fifteen (15) minutes before the normal start of the workday without additional compensation. Junior High teachers may be required to attend up to four (4) meetings per month (September through May) that will end no more than fifteen (15) minutes after the normal workday without additional compensation. Teachers shall be given at least two (2) workdays advance notice of these meetings.
- B. For the 2016/2017 school year, elementary and junior high teachers may be required to attend three (3) meetings per month as addressed in 5.7A. On Institute and SIP Days, teachers will be released fifteen (15) minutes earlier than the normal workday. On these days, staff members will have a minimum of a one (1) hour lunch. On the last Institute Day of the school year, teachers shall have a compressed schedule from 8:00 a.m. to 1:30 p.m. On this day teachers shall be allowed a thirty (30) minute lunch.
- C. Beginning with the 2017/2018 school year, the Board, in collaboration with the FEA Board, shall meet in the spring to determine the hours of early release time and the number of meetings as addressed in 5.7A for the next school year. Due to the fluctuating SIP and Institute Days per school year, the number of morning meetings will fluctuate from year to year. On an annual basis during collaboration regarding the proposed school calendar, early release time and lunch breaks on Institute Days and SIP days will be commensurate with the amount of time for teacher meetings scheduled per 5.7A.

- D. Teachers who are absent on an Institute Day may be required to experience the content missed due to their absence. Each teacher will work with the relevant building principal to determine the amount and scheduling of the missed content. Any such content make-up will be scheduled outside of the regular school day.

## **5.8 Task Force, Professional Learning and School Improvement Meetings**

The Board and the FEA agree that staff development is important and has a correlation to student achievement. The Board is committed to providing in-house training for its employees and is committed to minimizing the requirement of teachers to attend professional development during the school day.

### **Certified Staff**

Teachers who voluntarily attend task force, school and district improvement meetings and those other meetings approved by the Administration before or after the teacher's normal workday, other than those provided for in sections 5.2 and 5.7 above, shall be compensated at the rate of \$20.00 per hour. There shall be a one-hour minimum for such compensation, and attendance at such meetings shall be voluntary on the part of teachers.

At times, some teachers may be required by their evaluators or building principals to attend in-District trainings outside the normal workday to obtain specific skills for their teaching assignments. They shall be compensated at the rate of \$25.00 per hour (one hour minimum) for attendance at such training.

The Association is encouraged to communicate desired learning opportunities to the Superintendent or his/her designee. This may include proposals for teachers to serve as paid instructors for such activities. Employees who volunteer to lead such trainings shall be paid \$50.00 per hour.

Teachers shall be required to attend professional learning opportunities in-District up to twelve (12) hours per school year outside the normal workday and shall be compensated at the rate of \$25.00 per hour (one hour minimum) for attendance at such training. The District will provide a semester calendar of professional learning opportunities that have taken into consideration content/subject areas and/or relevance to District initiatives.

Should a teacher be on a leave of absence, the twelve (12) hour requirement will be prorated for the portion of the year the teacher is on leave. Should a teacher not meet his/her twelve (12) hours of professional development requirement, the teacher may be subject to discipline.

## **Classified Staff**

The District will include, when appropriate, training opportunities for classified employees. With prior written approval of the Superintendent or designee, an employee may attend in-service training opportunities he/she believes will be of benefit in the performance of assigned duties in a paid capacity. The district may also require attendance at training opportunities. Any classified staff member starting a new position at any time of the school year may request information from an administrator and/or teacher that will assist them in performing the job responsibilities of the new position. Where attendance at training opportunities is mandatory and/or voluntary and approved, release time will be granted, and substitutes provided as necessary. When training opportunities are scheduled outside of regular work hours, any employee required and/or approved to attend shall receive his/her per diem rate of pay.

### **5.9 Preparation Time for Elementary Teachers**

For purposes of this Section, preparation time shall be scheduled in blocks of at least thirty minutes.

During the normal workweek, full-time elementary teachers shall be provided with at least 300 minutes of preparation time. Principals shall make every reasonable effort to create teacher schedules, which maximize the amount of preparation time available during the student attendance day using computer lab and library time. The parties will be guided by Appendix E. Two (2) mornings a week before school will be used for the purposes set forth below and shall be used for the purposes set forth below and shall be counted towards personal plan time.

This time will routinely be used for professional teacher preparation responsibilities, and may include co-planning for special needs children, planning for co-teaching, infrequent meetings with the principal and staff development and meetings with parents scheduled by teachers. On rare occasions this time may be used for teacher's limited personal business that cannot be scheduled outside the regular workday. If a teacher needs to leave the building during preparation time, the building principal or designee will be informed of this fact.

### **5.10 Parent Conferences and Open House/Meet and Greet**

#### **Parent Conferences**

Parent Conference Days shall be an exception to the normal workday hours. On one of these conference days, teachers shall work from 1:00 p.m. to 8:30 p.m. with a sixty (60) minute dinner break. On the remaining conference day, teachers shall have a



compressed schedule from 8:15 a.m. to 1:30 p.m. On this day teachers shall be allowed a twenty (20) minute nutritional break.

### **Open House/Meet and Greet**

On Open House evening, teachers shall work for one and a half (1.5) hours. In lieu of Open House, kindergarten teachers will work a one and a half (1.5) hour “meet and greet” before the first day of school.

## **5.11 Student Discipline**

The Board of Education and the FEA believe that the implementation in a consistent manner of effective discipline policies and procedures that are clearly communicated to parents and students is necessary to create a productive learning environment. Although the primary responsibility for classroom discipline rests with the teacher, the Board recognizes its responsibility to provide support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.

Teachers shall report, in reasonable detail, all incidents of serious misbehavior to the appropriate administrator.

When a student is referred to an administrator for a serious discipline matter, the administrator shall inform the teacher of the action taken by the administrator. The principal and/or other designated support personnel shall be available to consult with the teacher in connection with a student that demonstrates serious behavior problems. Serious behavior problems include, but are not limited to; physical attacks toward staff and students, verbal, written or electronic threats, and intimidation.

A student may be temporarily excluded from a class when in the opinion of the teacher, the grossness of the offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the student in the classroom intolerable. The temporary removal of a student must be consistent with building procedures established and shared with staff.

The Board and the FEA recognize that is their mutual concern to provide assistance to students who, despite traditional interventions, continue to demonstrate seriously disruptive behaviors through referral for counseling, or placement in an alternative learning environment designed to better meet their needs.

## **5.12 Tobacco Free Workplace**

All District 161 property shall be tobacco free.

### **5.13 Equipment**

Every teacher will be supplied with a computer and telephone on school premises. The appropriate administrator will ensure that all support staff will have access to a computer and telephone during his/her work hours.

If a paraprofessional is expected to assist students with a technology device, the paraprofessional will receive training.

### **5.14 Classified Staff Substitute Teaching**

Employees who hold valid teaching certificates and provide internal substitution services will be compensated at the current equivalent substitute teacher rate of pay in the District (if greater than the paraprofessional's regular rate of pay). Such compensation will accumulate to half-day or full-day equivalents before being submitted to payroll. At that time, this compensation will supplant the paraprofessional's rate of pay for the equivalent period. At the end of the school year, employees shall receive compensation for internal substitution time that does not add up to at least a half-day equivalent.

### **5.15 Classified Staff Emergency Closings**

Eleven and twelve-month employees shall report to work on days when classes are canceled and they are not notified to remain at home. All other employees shall not report to work on days when classes are canceled, unless they have been notified to report by the building principal or District office administrator. Eleven and twelve-month employees will be notified whether to report to work or not.

Eleven and twelve-month employees shall not lose pay in the event that a building is closed due to an emergency, inclement weather, or act of God, and the employees assigned to that building are notified that they do not have to report to work that day.

### **5.16 Classified Staff Overtime**

Overtime or compensatory time if agreed to between the employee and his/her supervisor, shall be paid/credited to employees after forty hours per week.

Any custodial employee called back to work shall be guaranteed a minimum of two (2) hours of work.

### **5.17 Classified Staff Time Clock**

The parties acknowledge that all Classified Staff are required to use the District time clock when beginning and concluding their normal workday. Failure to follow this procedure may subject a Classified Staff member to discipline, as well as docking of pay for unauthorized late punch in or early punch out. If attendance is verified in writing on the time card by the employee's building administrator, failure to punch in and/or out will not result in discipline. Likewise, up to three (3) times per work year, an employee who forgets to punch in and/or out will receive a written reminder from the appropriate building administrator before experiencing intervention and/or discipline by the District office administration.

Classified Staff may voluntarily, for purposes of convenience, clock in before their regular starting time or clock out after their regular ending time, but shall not perform work outside scheduled work hours unless approved by the employee's supervisor. All work time outside an employee's starting and ending times must be recorded on the back of the time card and presented to the employee's supervisor for review and shall be paid in one-minute increments.

### **5.18 Technology**

The FEA and the Board agree that technology is a tool to enhance student learning. For any additional technology that is adopted, employees will continue to be provided with training designed to enhance successful implementation of the technology.

### **5.19 Offering and Scheduling Overtime**

Overtime will be covered by the use of an "Overtime Chart" based on building assignment. Overtime will be offered to each employee in rotation beginning with the employee with the least recorded overtime. Overtime that is refused by an employee will be charged on the Overtime Chart for the purpose of balancing the overtime.

If sufficient volunteers are not available, and if all members within the affected building refuse the overtime, overtime work shall be assigned on a rotational basis of inverse seniority beginning with the least senior eligible employee in the building.

### **5.20 Class Size**

When class size becomes excessive in the opinion of the teacher involved, the teacher is encouraged to call this to the attention of the building principal in writing and include possible solutions to the problem. Proposed solutions may include the addition of, or an

increase in aide time available to the teacher. The building principal shall meet with the teacher within five (5) days to discuss the situation.

In the event the situation is not resolved, the teacher may, within five (5) days, appeal the matter in writing to the Superintendent. Grievances regarding this section shall be limited to only procedural violations.

## **5.21 Professional Learning Communities**

The FEA and the Board agree that Professional Learning Communities (PLC) is meant for discussing teaching strategies, and planning for and discussing the academic performance of students. However, it may be necessary to use this time for other purposes that benefit students and staff. PLC will be primarily teacher driven and directed. The administration retains the right for a building administrator to provide direction and/or guidance during PLC time.

## **ARTICLE VI**

### **EVALUATION**

#### **6.1 Employee Evaluation**

No employee will be evaluated by another bargaining unit member.

#### **6.2 Certified Staff**

The District has developed an evaluation plan in accordance with the provisions of Article 24A of the School Code. The Board agrees that no changes will be made to the provisions of the Plan without prior notice to the Association and that changes shall be developed in cooperation with the Association. No changes will be made to the procedural aspects of the plan without prior negotiations. Only procedural aspects of the Plan are subject to the grievance procedure provided that nothing herein shall limit the lawful authority of the Board to terminate teachers in accord with the provisions of sections 5/24-11 and 5/24-12 of the *Illinois School Code*. If a scheduled formal evaluation needs to be canceled by the evaluator, the affected teacher will be given as much advanced notice as is practicable under the circumstances.

A teacher may submit additional evidence relating to professional practice and/or an observation no less than five (5) days before the summative conference. The evaluator will review the evidence prior to the summative conference.

#### **Orientation**

Consistent with State laws and regulations, the designated administrator shall orient all employees under his/her supervision to the evaluative procedures to be used that school year, and shall advise the employees as to whom will observe and evaluate their performance.

#### **6.3 Evaluation Committee**

The Board and the Association agree to continue the District Teacher Evaluation Committee for the purpose of reviewing and revising the District Teacher Evaluation Plan. Members of the Committee will be appointed by the Superintendent and the Association President respectively.

## **6.4 Classified Staff**

The District has developed an evaluation tool. The Board agrees that no changes will be made to the provisions of the tool without prior notice to the Association and that all changes shall be developed in cooperation with the Association.

Employees shall be evaluated twice during the first full year of employment, with one (1) evaluation occurring within the probationary period, and annually thereafter in accordance with the provisions of this Article. Nothing in this section shall be construed as prohibiting the more frequent evaluation of employees as the administration may deem necessary.

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. Nothing shall preclude impromptu observations and periodic inspections.

Classified Staff evaluation must be delivered ten (10) days prior to the conference. A conference shall be held between the evaluator(s) and the employee to discuss the evaluation report by the last Friday in May. This conference shall be held during the normal workday within ten (10) working days after the employee has received the evaluation.

The employee has until the last workday of the school year to sign the completed report. The employee's signature acknowledges that the report has been received and read. If the employee disagrees with the evaluation, he/she may submit a written response that shall be attached to the file copy of the evaluation in question. If a supervisor believes an employee is doing unacceptable work, the reasons therefore shall be set forth in specific terms, and the specific ways in which the employee is to improve and the assistance to be given by the employer towards that improvement will be identified.

Employees shall be notified of the evaluation form during the hiring process.

## ARTICLE VII

### LEAVES

#### 7.1 Personal Illness and Injury/Family Illness and Bereavement

- A. Full-time twelve (12) month classified employees and all certified employees are allowed ten (10) days of sick leave during the first two (2) years of service in District 161 and fifteen (15) days of sick leave per year thereafter.

Other employees who work more than six hundred hours per year shall receive ten (10) days of sick leave per year.

Unused sick leave may accumulate without limit.

The amount of sick leave available at the onset of a school year is equal to the number of days that will be granted during that year, plus the number of days granted and not used during the preceding accumulative period.

- B. Bargaining unit members, as defined in Article I of this Agreement, who are employed on a regular part-time basis shall receive sick leave prorated according to that fraction of a full-time day for which he/she is employed; but in no event shall such sick leave exceed ten (10) such fractional days in any one school year.
- C. In accordance with Article 24-6 of the *Illinois School Code*, sick leave may be used for personal illness, quarantine at home, or serious illness or death in the immediate family or household. Doctor's appointments that are necessarily held during school hours on days when school is in session are considered to be sick leave.
- D. For purposes of sick leave provisions of this Agreement, immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, foster children and legal guardians. Household includes all persons living in the same house as part of the family.
- E. Illness or disability due to pregnancy which results in an employee being incapable of performing duties as verified by a licensed physician will be considered personal illness provided the employee is not already on a maternity and/or child-rearing leave as granted by the Board.
- F. The Board may require certification as specified in Article 24-6 of the *Illinois School Code*. A physician's note will be required after three (3) consecutive

work day absences using sick leave. Any absence of three (3) or more consecutive work days using sick time and combined with any other leave time may also require a physician's note or emergency documentation. After the Administration has established a pattern of absences on Institute Days, SIP Days or days when professional development is scheduled, a physician's note may be required.

- G. Notification of intent to return to employee duties shall be given to the Superintendent in writing at least two (2) weeks in advance of the date of return, if possible, in those circumstances where the absence has exceeded one (1) month. In the event the employee is able to return before the two (2) week period, the request will be considered by the Superintendent.
- H. Unused sick leave shall accumulate without limitation. Classified Staff who have fifteen (15) years of experience with the School District will receive upon retirement reimbursement for up to one hundred eighty-eight days of accumulated, unused sick leave not used for IMRF credit at the rate of twenty dollars (\$20.00) per day. To the extent it does not result in an "accelerated payment" or other additional payment to IMRF, payment for accumulated, unused sick leave shall be spread over a period of up to four (4) months if requested by the employee and if the date of submission of the employee's retirement notice allows for the same. Any amount that would cause an "accelerated payment" or other additional payment to IMRF will be paid within forty-five days following retirement.

The amount of sick leave available at the onset of a school year is equal to the number of days that will be allotted during the year, plus the number of days accumulated.

- I. If an employee is injured during the course of his/her employment which results in an absence, for the first three (3) workdays of absence the full-time employee will automatically be charged for three (3) sick days and will be paid at a daily rate equal to one hundred percent (100%) of his/her salary.

On the fourth workday, the employee will be asked to decide either:

1. To use his/her sick days and, therefore, be paid a daily rate equal to one hundred percent (100%) or;
2. To be paid directly from Worker's Compensation at the prescribed daily rate as provided by law.

If the employee chooses Option 1, then Worker's Compensation checks will be sent directly to and shall become the property of the School District. The employee will receive his/her normal salary paid at his/her daily rate. The



employee's sick leave shall be debited for the difference between the Worker's Compensation received and the daily rate paid.

If the employee chooses Option 2, then Worker's Compensation checks will be sent to the District and forwarded to the employee. The School District will in turn reduce the individual's pay at a daily rate equal to one hundred percent (100%).

In either case, the individual must indicate in writing which option he/she chooses. Written notification must be received in the Business Office prior to the issuance of the next regular paycheck.

In the event Worker's Compensation Insurance reimburses for the first three (3) workdays off, this amount will be reimbursed to the District.

- J. For absences consistent with this section, a teacher will be required to provide lesson plans for seven (7) consecutive days if capable. Beyond seven (7) consecutive days there shall be no requirement to provide the District with, including but not limited to, the following: lesson plans, eChalk updates and grades. After three (3) consecutive days of absence, the teacher shall contact the building principal to provide a status update, if capable.

## **7.2 Sick Leave Bank**

The Board of Education, in cooperation with the Association, shall establish a Sick Leave Bank on a voluntary basis for employees as they enter their fifth year of employment. The Association shall administer the Sick Leave Bank and shall establish rules for the implementation of the Bank. A copy of the established rules shall be on file in the District business office. The Association shall provide to the District business office names of participating members and the subsequent charges against the Bank. The Association agrees to hold harmless the Board of Education for any claim, damages, or legal actions initiated pursuant to the Section.

In the event a catastrophic illness is experienced by any employee(s) who is not a member of the Sick Leave bank, the Board agrees to allow the Association to solicit voluntary donations of sick leave days from members of the bargaining unit for use by such employee(s). In order to receive any such donated days, the effected employee must have exhausted his/her own accumulated sick leave.

### **7.3 Physical Examination**

- A. Upon initial employment, all employees are required at their own expense to furnish a physician's statement of health and fitness to perform job responsibilities.
- B. The Board may require annual or more frequent physical examinations. If such examinations are required, the Board will assume the cost.

### **7.4 Disability Leave**

In the event any employee who has entered his/her fifth year of employment and has utilized all sick leave benefits, said employee may request an unpaid leave of absence for personal health reasons. Such leave shall be granted for a maximum number of days in an employee's work year. At the conclusion of such leave, or in the event no such leave is requested, and the employee is unable to return to work, the status of said employee shall be determined on a case by case basis consistent with the requirements of the Americans With Disabilities Act, 42 U.S.C. 12101, et seq. In the event any employee with less than five (5) years of service has utilized all sick leave benefits and requests an unpaid leave of absence for personal health reasons, such leave may be granted for a maximum duration of fifteen (15) school days following the exhaustion of all sick leave benefits. If, following the exhaustion of sick leave benefits or the conclusion of the unpaid leave of absence, if granted, the employee with less than five (5) years of service is unable to return to work, the status of said employee with less than five (5) years of service shall be determined on a case by case basis consistent with the requirements of the Americans With Disabilities Act, 42 U.S.C. 12101 et seq. During any period of leave granted pursuant to this section, the employees shall not earn additional sick, emergency or vacation time.

### **7.5 Maternity and/or Child-Rearing**

The Board shall grant upon the request of any tenured teacher or full-time classified staff with five (5) or more years of employment in the District, a maternity and/or child-rearing leave not to exceed the remainder of the school year in which the child is born or adopted, or in the case the child is born or adopted after March 1, not to exceed the subsequent school year. The employee on such leave will advance or not advance on the salary schedule as provided herein without any accrual of other benefits. Such leave shall be without pay, but the recipient may elect to continue membership in the District's insurance plans. Such continued membership in the insurance plans shall be at his/her own expense except as is otherwise provided in the Family and Medical Leave Act.

The terms and conditions of a maternity and/or child-rearing leave are that it will be continuous, the employee will state the beginning and terminating dates thereof, and the

employee is expected to notify the Superintendent on or before March 1, prior to termination of such leave of his/her intention to return to his/her duties. In the event that extenuating circumstances arise, the employee may request that the Board alter or extend the date for notification beyond the March 1 date. Failure to advise the Superintendent by said date of the intent to return as required herein, or to request the extension thereof for extenuating circumstances, shall be conclusively treated as an election not to return to employment and as an absolute resignation from the District, and no action shall lie against the Board therefore. When stating the beginning and terminating dates for such leave, the teacher is encouraged to begin and end such leave at the end of a grading period. Nothing in this paragraph is intended to deprive an employee of his/her right to take a leave in accordance with the Family and Medical Leave Act for maternity or child-rearing purposes.

Employees requesting maternity leave prior to the birth of a baby must submit a certificate from a licensed physician attesting to the fact of pregnancy and the expected date of delivery. Following a maternity and/or child-rearing leave, the employee shall return to the position occupied prior to the commencement of such leave or to a comparable position for which he/she is properly certificated and qualified (unless the Board acts on a written request to the contrary, from the employee, relative to the position), provided that that position or those positions are not involved in any reduction-in-force staff program by the Board, or that that position or these positions are not altered or directly affected by enrollment and/or grade level changes in the building or in the district; in which case, the employee would retain the rights of any other tenured teacher or full time classified staff with five (5) or more years of employment in the district. Upon return from such leave, the employee will receive experience credit as stated in Article 7.7.

## **7.6 Emergency, Religious, Legal, Professional Leave**

- A. Emergency leave, with pay, not to exceed a total of three (3) days for certified and twelve (12) month employees, two (2) days for all other employees (excluding part time employees) in any one (1) school year, will be granted for valid reasons that are not already included in sick leave.

Valid reasons for emergency leave will include but are not limited to court appearances (except for suits brought against the Board), personal business that cannot be conducted except during school hours on days when school is in session, attendance of funerals of close friends and of relatives not covered by sick leave, and may also include other personal affairs over which the individual has no control.

- B. Unused emergency leave or emergency leave used to observe major holidays of the employee's religion shall accumulate as sick leave. A separate accounting will be kept in the Human Resources Office of all sick leave days and emergency leave

days, used and unused. At the employee's request, observance of a major holiday of the employee's religion may be taken in an unpaid capacity instead of as an emergency leave day. Should an employee choose the unpaid option for observance of a major holiday of the employee's religion, the day will not accumulate as sick leave.

- C. Emergency leave may not be used during the first five (5) or last five (5) days of the school year, or on the day preceding or immediately following a vacation period or a holiday, or for the purpose of engaging in a work stoppage of any kind, or for the purpose of engaging in suits in which the employee or the FEA is involved and which have been brought by or against the Board. This day is not intended to be used as a vacation day.
- D. Emergency leave may be used during the first five (5) or last five (5) days of the school year to take the employee's child to his/her first day of post-secondary education or to attend his/her child's post-secondary graduation ceremony.

Up to one-half day of emergency leave may be used during the first five (5) days of the school year to take the employee's children to the first day of primary or secondary school, subject to the following: The employee must arrange for coverage of the employee's duties by another employee(s) in the building and present the proposed coverage plan to the building principal for approval. If the proposed plan is not approved, the building principal will work with the employee to try to develop an acceptable coverage plan.

## **7.7 Advancement on Salary Schedule During Leave**

Employees shall advance a year on the salary schedule if they have actually worked or are otherwise present and participating in the District's educational program for one half of the employee's work year in School District No. 161 during the year in which the leave is taken.

## **7.8 General Leaves of Absence**

The Board of Education may grant leaves of absence for purposes other than specified herein. Such leave may be for the balance of the current school term and one (1) additional full school term and shall be without pay and benefits unless otherwise specified by the Board. All requests for leaves shall be made on a form provided by the administration.

Reasons for the Board considering such leaves may be as follows:

1. A release time for student teaching for paraprofessionals;
2. Participation in exchange programs in other states, territories or countries;
3. Foreign, military or governmental programs;

4. Cultural travel or work programs related to professional activities;
5. Hardship;
6. Serving in a public office or campaigning for public office to the extent necessary for such activities;
7. Other good reasons as determined solely by the Board.

Once a leave is approved by the Board, the employee shall not return during the period of said leave without express approval of the Board.

Upon returning from a leave, an employee will receive an available assignment for which he/she is qualified provided that leave status will not exempt an employee from a reduction in force. Placement in his/her previous assignment is not guaranteed.

Leaves which are approved by the Board shall be without loss of tenure for tenured teachers, or without loss of seniority for non-probationary employees, or without the loss of accumulated sick leave in the case of any employee, but the time on leave shall not count towards continuous service or employment by the Board. Additional sick, emergency, and/or vacation leave shall not be earned during the duration of the leave. Employees on leave are responsible for making arrangements with the appropriate Retirement System for pension credit, if allowed. Employees on approved leaves of absence may participate in available District medical insurance programs, but at the expense of the employee, and subject to the consent of the insurance program (the Board will include such an option when specifying bids for insurance).

## **7.9 Leaves of Absence/General Provisions**

In all instances where an employee is granted an unpaid leave of one (1) school year, as a condition thereof, the employee shall advise the Superintendent in writing no later than March 15, prior to termination of such leave, of his/her intent to return to employment. Failure to advise the Superintendent by said date of the intent to return as required herein, shall be conclusively treated as an election not to return to employment and as an absolute resignation from the District, and no action shall lie against the Board therefore. The Association will receive notice of all employees granted an unpaid leave.

## **7.10 Family and Medical Leave Act**

Employees are entitled to leave according to the terms of the Family Medical Leave Act subject to the following provisions:

### **A. Definitions - As used in this Section**

1. "Eligible employee" means an employee who has been employed with the District for at least twelve (12) months and has at least 1,250 hours of service with the

District during the twelve (12) months which precede the period of the requested leave. For purposes of determining hours of service for eligibility purposes, the number of days of service reported to the Illinois Teachers' Retirement System shall be multiplied by seven (7) hours per day.

2. The term "academic term" means that portion of the school year, July 1 to the following June 30, when school is in actual session.
3. The term "equivalent position" shall mean a position that is virtually identical to the employee's prerequisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skills, efforts, responsibilities and authority.
4. Other terms shall be defined as defined in the Family and Medical Leave Act (P.L. 103-3) and rules and regulations as promulgated by the United States Department of Labor.

**B. Purposes** - Eligible employees shall be granted leave during any academic year for one or more of the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The adoption of a child or the placement of a child for adoption or foster care;
3. To care for an adopted or foster child with a serious health condition;
4. To care for a spouse, son, daughter or parent who has serious health conditions;
5. A serious health condition that makes the employee unable to perform his/her job;
6. Due to any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty);
7. To care for a covered service member with a serious injury or illness (military care giver leave).

**C. Duration** - Leaves requested for the purposes listed above shall be granted for a period of twelve (12) weeks (26 work weeks to care for a covered service member with a serious injury or illness) unless a leave of shorter duration is requested by the eligible employee or unless the employee is, by virtue of another section of this Article, entitled to a leave of longer duration.

Employees may, but shall not be required to, use paid sick leave days, vacation and/or personal leave days during the period of a leave taken under the Family and Medical Leave Act.

**D. Notification** - In any case in which the necessity for leave under subparagraphs B.1 or B.2 is based upon an expected birth or placement, the eligible employee shall provide the Superintendent at least sixty days notice before the date the leave is to begin, at the employee's intention to take leave under such subparagraph. Where due to unforeseen circumstances such notice is not practicable, said employee shall provide as early a notice as practicable.

In any case in which the necessity for leave under subparagraph B.3 or B.4 is based upon illness or a serious health condition, the eligible employee shall make every reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider. The eligible employee shall provide the Superintendent with not less than sixty days notice before the leave is to begin, of the employee's intention to take the leave. Where due to unforeseen circumstances such notice is not practicable, the employee shall provide as early a notice as practicable.

**E. End of Academic Term** - If an eligible teacher begins leave:

1. More than five (5) weeks prior to the end of an academic term, the Superintendent can require the leave to extend to the end of the academic term if the leave is of at least three (3) weeks and the return to employment would occur within three (3) weeks of the end of the academic term;
2. Five (5) weeks or fewer prior to the end of the academic term, but not less than three (3) weeks prior to the end of the academic term, the Superintendent can require the leave to extend to the end of the academic term if the leave is of at least two (2) weeks and the return to employment would occur within two (2) weeks of the end of the academic term;
3. Less than three (3) weeks prior to the end of the academic term, the Superintendent can require the leave to extend to the end of the term if it is greater than five (5) working days.

**F. Repealer** - In the event the Family and Medical Leave Act is repealed, then this Section of this Article shall, as of the date of repeal, no longer be in force and effect.

## **7.11 Continuation of Insurance Coverage During Leave**

Except in those cases where the Family and Medical Leave Act provides that the Board shall pay the premiums, an employee may continue insurance coverage while on leave at the employee's own expense. In those cases where an employee elects to use paid leave for reasons cited in the Family and Medical Leave Act, any paid leave time shall be included in the computation of the up to twelve (12) weeks the Board is obligated by the FMLA to make insurance premium payments.

## **7.12 Jury Duty**

Civic duty leave shall be allowed for time required for jury duty and extended mandatory court appearances beyond the provisions of emergency leave. Such civic duty leave shall not be allowed for suits brought against the Board or for suits brought by the employee. However, any employee whose appearance is required in court, in

cases brought by a third party against the Board, shall not lose pay by reason of being subpoenaed to appear in such cases.

Upon completion of the jury duty, the employee must present a statement of the days of jury duty (proof of attendance) to the Superintendent for approval.

### **7.13 Classified Staff Vacations**

- A.** Full-time 12-month employees shall be entitled to vacation time at the following rate:

<u>BEGINNING EACH JULY 1</u>	<u>NUMBER OF VACATION DAYS</u>
2-4	10 Days
5-9	15 Days
10+	20 Days

Full-time 12-month employees with twenty (20) or more years of experience in the School District shall be entitled twenty-five (25) days of paid vacation time annually.

For those twelve (12) month classified staff who have grandfathered days from the 2013-2016 CBA, staff will be allowed to use five (5) vacation days above their normal allotment of vacation time per year. They must use all of their vacation time by the end of the 2017-18 school year or any remaining days will be forfeited.

- B.** Administrative Assistants who work eleven months shall be entitled to vacation

<u>BEGINNING EACH JULY 1</u>	<u>NUMBER OF VACATION DAYS</u>
2-4	9 Days
5-9	12 Days
10+	15 Days

- C.** Ten-month Administrative Assistants, clerks and bus drivers shall be entitled to eight (8) days of vacation with pay annually to be taken during the winter and spring recesses.
- D.** From the date of first employment through the next June 30, new employees will have their vacation prorated within the fiscal year according to the number of months worked, as follows:



EMPLOYMENT DATE	NUMBER OF VACATION DAYS		
Employee Work Year	12 month	11 month	10 month
Before October 1	10 Days	9 Days	8 Days
Between October 1 and December 31	7.5 Days	7 Days	6 Days
Between January 1 and March 31	5 Days	4 Days	4 Days
April 1 to June 30	3 Days	2 Days	

*i.e.* A 12-month employee hired April 1, 2016 will receive three (3) vacation days to use until June 30, 2016. On July 1, 2016, the employee will receive the full ten (10) days for the next work year.

- E. Full-time eleven (11) and twelve (12) month employees may take vacation at any time during the work year with the approval of the immediate supervisor. However, no vacation time may be used during the month of August without the prior written approval of the Superintendent.
- F. Upon separation from employment, if an employee has used a greater percentage of his/her annual vacation allotment than the portion of the year the employee has worked, the District may withhold the value of the difference from the employee's final compensation. For example, if a twelve (12) month employee with ten (10) vacation days separates December 31 and has used more than five (5) vacation days, the District may withhold the value of those days used in excess of five (5) days.

## 7.14 Classified Staff Holidays

Employees shall not be required to work on the legal holidays (when children are not in school). In addition, the following days are considered holidays for custodians, bookkeepers, administrative assistants, bus drivers and clerks:

In the event a designated holiday is not observed, an alternative date(s) will be designated by the Superintendent after receiving input, if any, from the FEA President.

\*Christmas (2 days)

\*New Year's Day (2 Days)

Yom Kippur (for ten (10) and eleven (11) month employees only)

Columbus Day

Veterans Day

Wednesday before Thanksgiving (for twelve (12) month employees only)

Thanksgiving

Friday after Thanksgiving

Martin Luther King Day

Casimir Pulaski Day

Presidents' Day  
 Good Friday  
 Memorial Day  
 \*\*Fourth of July  
 Labor Day

\*The above holidays shall be observed in the following manner:

Days of the Week for Christmas and New Year's	Additional Holiday
Monday	Tuesday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Friday
Friday	Thursday
Saturday	Thursday, Friday
Sunday	Monday, Tuesday

\*\*The day before or the day after the Fourth of July, if the Fourth of July falls on:

Tuesday	Preceding Monday is a Holiday
Thursday	Following Friday is a Holiday
Saturday	Preceding Friday is a Holiday
Sunday	Following Monday is a Holiday

## **ARTICLE VIII**

### **SALARY, OTHER COMPENSATION AND BENEFITS**

#### **8.1 Salary Schedule**

Certified Salary Schedules are attached as Appendix A and Classified Salary Schedules are attached as Appendix B.

#### **8.2 Prorations**

All prorations for determining salary and benefits shall be based on the number of regularly scheduled workdays in each school year.

#### **8.3 Certified Staff New Hires Experience Credit**

Teacher's experience and related work experience prior to employment in District 161 will be evaluated by the Superintendent. He/she may allow full credit on the salary schedule, to a maximum of ten (10) years of successful experience in accredited schools.

Notwithstanding any language to the contrary, the Superintendent may place a new teacher to a maximum step of five (5) years above his/her experience credit, not to exceed a total of ten (10) years on the salary schedule for the following positions: Junior High Math, Junior High Science, District-wide ELL/Bilingual and District-wide Speech Language Pathologist.

Certified Staff shall receive experience credit on the salary schedule if they have actually worked or are otherwise present and participating in the District's educational program for one-half of the employee's work year in District 161 during the year in which they are hired.

#### **8.4 Speech Therapists**

Given the difficulty in filling the position of speech therapist, the Board and the Association agree that the Superintendent may allow candidates for this position full credit on the salary schedule for each year of experience as a licensed speech therapist. Once hired and placed on the schedule, speech therapists will progress thereafter from initial placement to the next step on the schedule from the point of original hire and on the lane of original placement.

## **8.5 Certified Staff Education Credit**

Credit up to thirty semester hours beyond the bachelor's degree and forty-eight semester hours beyond the master's degree shall be allowed for graduate courses approved by the Superintendent of Schools. Credit beyond the bachelor's degree and thirty semester hours shall not be counted unless the master's degree has been granted. Teachers must furnish official transcripts.

## **8.6 Noncustodial Classified Staff Longevity**

All full-time classified staff with the exception of custodians will receive a \$900.00 longevity stipend after completing twelve (12) years of service in the District. Custodians will receive longevity in compliance with Article 9.5. For purposes of this section, a year will be counted if the hire date was on or before November 1.

## **8.7 Classified Staff New Hires Experience Credit**

Classified Staff experience and related work experience prior to employment in District 161 will be evaluated by the Superintendent. He/she may allow up to ten (10) years experience for full credit on the salary schedule, for successful, relevant experience.

Classified Staff shall receive experience credit on the salary schedule for the following year if they have actually worked or are otherwise present and participating in the District's employment for one-half of the employee's work year in School District 161 during the year in which they are hired.

## **8.8 Tuition Reimbursement**

Any full-time teacher who has completed at least one (1) year of employment in the District shall be eligible for tuition reimbursement.

In order to be eligible for tuition reimbursement, the coursework completed by the teacher must meet the following requirements:

1. The coursework must have been pre-approved, in writing, by the Superintendent.
2. The coursework must be related to the teacher's current professional assignment or otherwise be of value to the District.
3. The course must be offered by an accredited institution approved by at least one nationally recognized accredited organization; and,
4. The teacher must receive a grade of "B" or better or pass the course if the course is on a "pass/fail" basis.

A pre-approval form must be submitted to the Superintendent not less than fifteen (15) calendar days prior to the beginning of the course. The form must be fully completed

and may include attachments that more fully explain the purposes and benefits of the course, as well as the degree program to which the course applies, if applicable. The Superintendent will render a decision within fifteen (15) calendar days of receipt of the pre-approval form.

To be eligible for tuition reimbursement, a teacher must be employed in the District the school year following the school year or summer that the courses were taken. In the event tuition payments are made to a teacher who is not employed the following school year, the tuition payments will be deducted from the teacher's final paycheck. In the event a teacher is on Board-granted leave the year following the year in which courses are taken, the tuition payments will be deducted from the teacher's final paycheck and the teacher will be reimbursed within a two (2) month period of time upon return.

For each year of this Agreement, the annual District-wide total amount for reimbursement shall be \$70,000.00.

Upon approval, the Board shall reimburse the teacher two-thirds (2/3) of the actual tuition costs up to a maximum of \$500.00 per credit hour not to exceed fifteen (15) credit hours per year. In the event that reimbursement requests exceed the total amount for the year, the amount to be reimbursed shall be reduced among all teachers pro-rata.

Upon completion of the course(s), the official transcript(s) and the receipt(s) for the course(s) must be submitted by September 30 in order to receive reimbursement that year. Reimbursement shall be paid on or before October 31 of each year.

## **8.9 Certified Staff Salary Adjustment for Advance Training**

When three (3) or more semester hours of approved advance training are completed, a salary adjustment will be made for the entire current year if official transcripts are furnished by the teacher prior to November 1, or a salary adjustment will be made for one-half (1/2) of the current year if official transcripts are furnished by the teacher prior to March 1.

## **8.10 Summer School**

Employees hired as teachers to work summer school will be compensated at the rate of one hundred dollars (\$100.00) per day for each full day they agree to perform such services. All additional days of service must be approved in advance by the Superintendent.

Employees hired to work as Classified Staff for summer school will be compensated at their hourly rate of pay. Summer School hourly rate of pay will be adjusted July 1 of each contract year.

## **8.11 Extended Year Contract**

Teachers who are asked by the Superintendent and agree to perform professional services beyond the number of days required by the final school year calendar, as determined by the Board, will be compensated at their per diem rate for each full day of service. All additional days of service must be approved in advance by the Superintendent.

## **8.12 Extended Service Positions**

When the Board authorizes extended service positions involving responsibilities beyond the normal responsibilities and beyond the normal workday, employees who are qualified for the duty shall have the first opportunity to volunteer for such extended service positions and will receive additional compensations according to the Extended Service Compensation Schedule. The Extended Service Compensation Schedule is attached hereto as Appendix C. All Extended Service Positions are for the duration of the current school year. Extended Service Positions will be posted for the new school year for a minimum of two (2) weeks during the summer preceding the school term and must be applied for by the date indicated on the posting. All positions must be reapplied for to be considered for the next school year. Any position filled by a non-bargaining unit member shall be offered again to employees when the position becomes vacant. No one holding an extended service position shall be paid more than that indicated on the Extended Service Compensation schedule.

Employees who perform extended service positions that require duties throughout the work year may elect to have the compensation added to his/her annual salary and paid throughout the year, or the employee may elect to receive the compensation in thirds paid periodically throughout the year. Employees who serve as Outdoor Education Teachers or Assistants or those employees who perform extended service positions that are one (1) month or less in duration, shall receive their compensation in one payment upon completion of the duties. Employees who perform extended service positions that are longer than one month but less than the full work year will be paid at the conclusion of the activity. Length of the extended service positions is indicated on the Extended Service Compensation Schedule. For all extended service positions, the supervising administrator must attest to the completion of duties prior to payment. Administrators will have two weeks to attest to the completion of duties and submit to the payroll department once the employee has requested such from the administrator. Payment will then be completed in the next pay period in compliance with the timeline for payroll published by the payroll department annually.

When the Board of Education contemplates the creation of any new extended service positions, the Superintendent shall provide written notice of same to the FEA. Such notice shall include a job description for the position. The FEA and the Board shall agree on the amount of compensation to be paid before the position is posted.

### **8.13 Substitution During Personal Preparation Period**

The District and the Association agree that it is ideal to have a teacher in his/her classroom. Therefore, the District will make reasonable effort to limit the number of days teachers will be sent to training/meetings/curriculum and assessment writing.

Any teacher who loses a personal preparation period due to:

1. Attendance at an IEP or 504 meeting;
2. The District's inability to schedule a substitute teacher for an absent special teacher (for example, but not limited to, art, music, physical education, industrial tech, computers);
3. Substitution

shall be paid \$40.00 per incident. This is not intended to include teachers that self-schedule unless their preparation time cannot be rescheduled during the same workday as approved by the building administrator.

Any teacher who loses a portion of his/her personal preparation period for any of the reasons noted above shall be paid as follows:

1. Loss of half or more of preparation period: compensation shall be \$40.00 per incident based upon each individual's preparation time;
2. Loss of less than half of preparation period: compensation shall be \$20.00 per incident based upon each individual's preparation time.

### **8.14 Employee Retirement**

#### **Certified Staff**

##### **A. Eligibility**

There shall be available for the duration of this Agreement a voluntary retirement program available to tenured teachers who meet all of the following eligibility criteria:

1. Completed at least fifteen (15) years of full-time teaching service in the employment of District 161;
2. Filed for and eligible for participation in the retirement program of the Illinois Teachers' Retirement System as of the effective date of retirement; and,
3. Is considered by TRS to be at least age 55 upon the effective date of retirement.

## **B. Procedures**

This notice may not indicate a retirement date later than June 30, 2021.

Teachers wishing to retire during the term of this Agreement must provide an irrevocable written notice to the Board. Those teachers wishing to retire at the end of the 2016-17 school year must provide written notice no later than April 4, 2017. Teachers wishing to retire at the end of the 2017-18, 2018-19, 2019-20, 2020-21 school year must provide written notice no later than May 1, 2017. Such notice must indicate whether the teacher will retire at the end of the 2017-18, 2018-19, 2019-20, 2020-21 school year. This notice may not indicate a retirement date later than June 30, 2021. In any year, the Board may limit the number of retirees to 10% of those eligible. Any such limitation shall be on the basis of seniority, as determined by the teacher seniority list published annually.

## **C. Retirement Benefit**

An eligible teacher who submits the irrevocable written notice of retirement as set forth above, shall in lieu of any other step or salary increase, have his/her salary adjusted for no more than the last four (4) years of employment such that the teacher's TRS creditable earnings for those that years will equal five percent (5%) over the teacher's prior year's reported TRS creditable earnings. A retiring teacher may receive no more than four (4) years of five percent (5%) creditable earnings increases under this program and must retire no later than the fourth year of participation in this Plan. A teacher for whom an extra-duty or extra-schedule stipend was part of the teacher's creditable earnings in the school year prior to the school year in which notice is given and who ceases to perform such duty in any year prior to retirement will have the stipend for that duty subtracted from the creditable earnings increases provided under this program for each remaining year. Under no circumstances may a teacher participating in this program receive a TRS creditable earnings increase exceeding five percent (5%) over the teacher's prior year's creditable earnings.

## **D. Ability to Rescind**

In the event a teacher who has elected to participate in this program experiences unforeseen circumstances which cause the teacher to wish not to retire as planned, the teacher may request that approval of his/her pending retirement be rescinded by the Board. The Board may, but is not required to, approve such a request. In the event the Board does so approve, and in the event the teacher has already begun to receive payments, all retirement monies paid to the teacher shall be repaid by the teacher no later than the end of the school year.



## **E. Duration of Program**

The entire retirement program set forth in this Section shall be available only for the life of the Collective Bargaining Agreement and shall sunset at the end of the Agreement. Any teacher retirement must be effective at the end of the school year and not later than June 30, 2021. Participating teachers who elect to retire under the provisions of this program will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a successor bargaining agreement.

## **Classified Staff**

There shall be available for the duration of this Agreement, a one-time retirement program for employees under the following conditions.

### **A. Eligibility**

In order to qualify for this retirement program, the employee must meet all of the following conditions:

1. Completed at least fifteen (15) years of full-time continuous service in the employment of the District;
2. Is eligible for and has elected to retire under the provisions of the Illinois Municipal Retirement Fund; and,
3. Has submitted to the Superintendent an irrevocable written notice of intent to retire no later than ninety (90) days prior to the effective date of retirement.

### **B. Benefits**

Eligible employees shall receive all of the following retirement benefits:

The sum of \$500 for each year of full-time continuous District service accumulated at the time of retirement, which sum shall be paid between sixty (60) and ninety (90) days of retirement.

### **C. Miscellaneous**

1. The Board may limit the number of employees approved for participation in this program in any one year to 30% of those eligible.
2. This program shall only be available for retirement effective no later than June 30, 2020, and shall expire at the end of this negotiated Agreement.

## 8.15 Medical Insurance

The Board shall provide hospital and major medical insurance, individual or family coverage, to each full-time employee as indicated herein, at the employee's request. For the 2016-2017 school year, the Board will contribute the amount listed below or the actual premium cost, whichever is less.

Insurance Plan	Yearly Premium (July 1, 2016 - June 30, 2017)	Max. Board Contribution  Certified/Classified
HMO Illinois Individual	\$5,988	\$5,689 / \$5,689
HMO Illinois Individual +1	\$12,432	\$9,858 / \$9,587
HMO Illinois Family	\$18,948	\$13,116 / \$13,823
Blue Advantage HMO Individual	\$5,340	\$5,180 / \$5,180
Blue Advantage HMO Individual +1	\$11,064	\$9,582 / \$9,516
Blue Advantage HMO Family	\$16,848	\$12,474 / \$13,277
PPO Individual	\$7,668	\$7,290 / \$7,290
PPO Individual +1	\$16,968	\$11,377 / \$12,538
PPO Family	\$19,908	\$11,911 / \$13,162
HDHP Individual	\$6,540	\$6,213 / \$6,213
HDHP Individual +1	\$14,472	\$10,130 / \$10,854
HDHP Family	\$16,980	\$10,188 / \$11,377

For the 2017-2018 school year and beyond, the Board will pay up to the maximum 2016-2017 contribution or actual premium cost, whichever is less, plus 65% of any increase in the premium for the coverage selected by classified staff and 50% of any increase in the premium for the coverage selected by certified staff. Any premium decreases will split in the same manner. If an employee makes no contribution towards insurance premiums and the premium cost for that employee's coverage is reduced, the Board's contribution will be reduced by the amount of the reduction.

For the full-time paraprofessionals, the Board contribution shall be 80% of this amount during the first two (2) years of employment. Thereafter, the Board shall contribute the full rate listed above. Paraprofessionals receive full insurance benefits beginning year three (3) of employment.

### Health Savings Account Contributions

For employees who elect to select the HDHP plan, the Board will annually contribute \$900 for individual and individual +1 coverage and \$1,400 for family coverage.

Employees who retire during the term of this Agreement may receive individual and/or dependent health coverage at their own expense provided such coverage meets with the approval of the carrier.

### **Salary Reduction Cafeteria Plan**

Those employees who elect individual or dependent major medical and/or dental coverage as per the terms and conditions of the insurance plan on or before the end of the first week of each school year may at that time elect that the Board remit for him/her during said school year to the insurance carrier a sum equal to the unpaid premium for the coverage elected. Said election shall be made on an annual basis.

The amount of gross wages due an employee in the form of salary shall be the sum specified on the salary schedule less the payment of premiums provided herein, provided the Board shall deduct from said gross wages all sums as required by law or as authorized by the employee pursuant to the Collective Bargaining Agreement.

The employees shall have no right or claim to the funds so remitted. Once said election is made as provided above, it may not be rescinded except in the case of the death or birth of the insured dependents, change in marital status or change in employment status of a spouse.

The Board does not warrant that the deduction made in the amounts as listed on the compensation schedule by the Board for the employees as set forth above are deemed excludable from the employees' gross wages, and as such, the FEA and individual employee shall and do hereby indemnify and hold harmless the Board, its members, its agents, and its employees from any and all claims, demands, actions, complaints, suits, assessments or deficiencies or other liability by reason of the payments of dependent insurance premiums to the provision of this section.

### **8.16 Health Insurance: Married Employees**

In those cases where a married couple are both employed in the District, the Board will make available the following health insurance options: two individual policies, individual +1 policy, or one family coverage policy. Married members may also choose between individual dental insurance policies or one family coverage dental insurance policy. The employees involved will select which option they will receive. In the event the employees elect the single coverage policies, the Board premium contributions will be in the amounts specified in this Agreement. In the event the employees elect the family coverage policies or the individual +1 policy, the Board will contribute toward the premiums equal to the total amount the Board would otherwise have contributed toward the single coverage policies for both employees. In no case will the Board be required to pay more than the full cost of the family coverage policies if this option is elected by the employees.

### **8.17 Dental Insurance**

The Board shall contribute \$250.00 per employee per year toward the cost of individual employee coverage under the dental insurance plan for those employees who elect coverage. Should the lowest premium plan individual coverage rate exceed an annual amount of \$250.00, the Board contribution shall increase by 65% of the amount over \$250.00 for classified staff and by 50% of the amount over \$250.00 for certified staff.

In addition, the Board shall contribute \$150.00 per employee per year toward the cost of dependent coverage for those employees who qualify for and choose to have such coverage.

For the full-time paraprofessionals, the Board contribution shall be 80% of this amount during the first two (2) years of employment. Thereafter, the Board shall contribute the full rate listed above. Paraprofessionals receive full insurance benefits beginning year three (3) of employment.

### **8.18 Life Insurance**

Each certified employee will be provided a minimum of \$30,000.00 life insurance or will be provided life insurance coverage equal to his/her yearly compensation rounded to the nearest thousand dollars (base salary and payments for hours of graduate credit) as of September 1 for the duration of this Agreement. Each certified employee will also be provided accidental death and dismemberment insurance in the amount equal to the amount of life insurance provided to each individual.

Each full-time classified employee will be provided a minimum of \$25,000.00 life insurance or will be provided life insurance coverage equal to his/her yearly compensation rounded to the nearest thousand dollars as of July 1 for the duration of this Agreement. In addition, each full-time classified employee will also be provided double indemnity accidental death and dismemberment insurance.

All employees have the opportunity to purchase additional life insurance during open enrollment.

### **8.19 Certified Staff Disability Insurance**

The Board shall provide a supplementary long-term disability insurance program which, in conjunction with benefits available from the appropriate Teachers' Retirement System, Workers' Compensation and/or similar benefits, shall provide an employee with, according to the terms of the applicable policy:

1. at least 66 2/3% of the last salary earned from the District to a maximum benefit of \$3000.00 per month, and
2. a benefit duration to age 65 with a reducing benefit duration after age 65, or to retirement, whichever shall occur first.

In addition, the teacher shall, with the consent of the carrier, be permitted to maintain his/her insurance coverage in the District's group insurance at his/her own expense until age 65. In the event the carrier disallows said participation, the Board shall reimburse the teacher \$1200.00 per year of his/her actual cost for securing coverage elsewhere until age 65.

## **8.20 Flexible Spending Accounts**

The Board will provide a Section 125 Plan for health insurance premiums, unreimbursed medical expenses and dependent care for all full time employees who are eligible for the District's medical insurance under Section 8.15. The Board will pay all administrative costs related thereto. This section shall expire on December 31, 2019 unless extended by mutual agreement of the parties.

## **8.21 Benefit Information**

Whenever insurance benefits booklets are made available by the insurance carrier, the Board shall supply each employee with such booklet. Employees having questions regarding their insurance should contact the Assistant Superintendent of Business Operations or the Human Resources Coordinator.

## **8.22 Joint Insurance Committee**

The Board and the FEA shall establish a Joint Insurance Committee which will meet as often as necessary but no less than twice during each year of this Agreement and prepare a written recommendation regarding insurance coverage to the Board and the FEA not later than sixty days prior to the annual renewal date. The size of the Committee shall not exceed five (5) teachers, two (2) members of the support staff and two (2) administrators, unless otherwise agreed upon.

The FEA President and the Superintendent will jointly call the first meeting of the Joint Insurance Committee.

For each of its meetings, the Committee shall request insurance carrier(s), provide available information regarding claims usage under the various plan options. The Committee will review the information provided by the carrier(s), evaluate trends, and

inform Association members and the Board regarding the possible rate impact of such trend(s) on the costs of the program options for the following year. In the event that the Committee reaches agreement regarding one or more recommendations regarding any changes to the plan options, such recommendations will be provided in writing to the Board and the FEA for further consideration.

### **8.23 Tax Sheltered Annuities / Deferred Compensation**

In addition to those payroll deductions permitted pursuant to this Agreement, payroll deductions will also be made from the gross compensation of employees for tax-sheltered annuity programs and/or deferred compensation plans meeting the requirements of the Internal Revenue Code and applicable federal regulations for income sheltering and approved by the Board of Education. The Board of Education shall not be required to approve more than fifteen (15) tax-sheltered annuity and/or deferred compensation plans, provided, however, plans offered must comply with applicable Internal Revenue Service regulations and the requirements of the third party plan administrator. For the duration of this Agreement, such plans will be offered at no cost to participants.

### **8.24 Indemnification**

The Board shall indemnify employees covered under this Agreement against the loss of, or damage to, personal property while the employee is on the school premises or is on school business. The coverage shall provide up to \$500.00 per incident, per individual, and shall exclude phones, cash, jewelry, and automobiles.

## **ARTICLE IX**

### **SALARY CHECKS AND DEDUCTIONS**

#### **9.1 Pay Schedule**

For the 2016-17 school year, employees shall be paid a proportional part of their annual salary on an eleven (11) month (24 pay periods) or a twelve (12) month (26 pay periods) basis with at least two (2) pay periods per month. Employees who work a twelve (12) month year will have twenty-seven (27) pay periods for the 2016-17 school year. Employees who are paid on a twenty-two (22) pay schedule prior to September 1, 2013, may elect to remain on that schedule. However, no other employees may elect the twenty-two (22) pay schedule. Each employee may elect the desired pay schedule. Such election will remain in effect unless changed by the employee in writing on or before August 15. Employees shall receive their paychecks on a bi-weekly basis. In the event that the normal payday falls on a non-work day, employees will be paid on the day prior to the normal payday via direct deposit.

Beginning with the 2017-18 school year, employees shall have a proportional part of their annual salary paid on a twelve (12) month (24 pay periods) basis with two (2) pay periods per month. The first payday of a new school year shall be on or before August 30. In the event that the normal payday falls on a non-work day, employees will be paid on the day prior to the normal payday via direct deposit.

All employees will receive payroll checks via direct deposit.

Employees will receive a detailed direct deposit receipt each pay period.

The Board shall provide a list of paydays for the year on or before August 30.

#### **9.2 Payroll Deductions**

The FEA will provide the District with a signed copy of the member's FEA enrollment form, no later than thirty (30) days after his/her employment date indicating his/her consent to have Association dues withdrawn from his/her paycheck. If after thirty (30) days, no consent is received, the FEA Membership Chairperson will begin the fair share process. Deductions on behalf of employees will be made for FEA dues beginning with the first pay period in October and ending with the last pay period in June in equal installments.

Dues deductions for employees whose employment begins after the start of the school year will be deducted as indicated in writing from the FEA Membership Chairperson

and consented to, in writing, by the employee. Once the deduction is established, it will continue for the remainder of the agreed upon deduction period.

Payroll deductions will be made for credit union savings deposits provided the appropriate forms are submitted to the bookkeeper by the end of the third week of the month prior to the deductions.

### **9.3 Overtime for Classified Staff**

All overtime worked shall be payable at the close of the pay period immediately following the time worked.

### **9.4 Head Custodian**

Elementary Head Custodians at the four elementary school locations shall receive an additional stipend of \$1,025.00 per year and the Junior High Head Custodian shall receive an additional stipend of \$1,525.00 per year.

### **9.5 Custodial Staff Longevity**

Full-time custodians shall receive longevity stipends according to the following schedule. Such longevity payments shall be made annually and shall not be cumulative or compounded. Full-time custodians with at least ten (10) years of experience receive \$900.00. Full-time custodians with at least fifteen (15) years of experience receive \$1,400.00. Full-time custodians with at least twenty (20) years of experience receive \$1,900.00. For the purposes of this section, a year will be counted if the hire date was on or before November 1.

### **9.6 Degreed Paraprofessionals**

Paraprofessionals who possess a bachelor's degree shall be paid an annual stipend of \$1,500.00.



## **ARTICLE X**

### **PROFESSIONAL GRIEVANCE**

#### **10.1 Definitions**

A grievance shall mean a claim by one or more employee(s) or the Association that there has been a violation, misrepresentation, or misapplication of the provisions of this Agreement.

All time limits consist of school days as defined in Article 1.2 C, unless otherwise provided herein. When a grievance is submitted fewer than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved before the close of the school term or as soon thereafter as possible.

#### **10.2 Procedures**

##### **Informal Step**

The parties acknowledge that it is desirable for a grievant and his/her immediately involved supervisor to resolve problems through free and informal communications. If, however, the informal process fails to satisfy the grievant, a grievance may be processed as follows:

##### **Step 1**

The grievant may present the grievance in writing within twenty (20) days after the event that gave rise to the grievance, or it is made known to the Association. The grievance must describe the event or circumstance that transpired and how that event or circumstance has violated the collective bargaining agreement. The grievance shall be presented to the immediate supervisor. The supervisor will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The grievant, his/her representative and the immediately involved supervisor shall be present for the meeting. Within five (5) days of the meeting, the grievant and the FEA shall be provided with the supervisor's written response.

##### **Step 2**

If the decision at Step 1 is not satisfactory to the grievant, then the grievant may refer the grievance to the Superintendent within ten (10) days after the receipt of the Step 1 answer. The Superintendent or his/her designee shall arrange for a meeting to take place within ten (10) days of the Superintendent's receipt of the grievance. Each party

shall have the right to include in its representation such witnesses and representatives as he/she deems necessary at his/her own expense. Within fifteen (15) days of the meeting, the grievant and the FEA shall be provided with the Superintendent's written response.

### **Step 3 - Arbitration**

If the decision at Step 2 is not satisfactory to the Association, there shall be available a third step. The Association must submit in writing, within fifteen (15) days after receiving the Superintendent's decision in Step 2, a notification of its intent to submit the grievance to final and binding arbitration.

If the parties fail to reach agreement, the American Arbitration Association will immediately be requested to provide an arbitrator in accordance with the Voluntary Labor Arbitration Rules of said Association.

The arbitrator shall be without power or authority to make any decision that is contrary to, inconsistent with or which modifies or varies the terms of this Agreement, or which limits or interferes with the Board's duties, powers or responsibilities under applicable law. The sole power of the arbitrator shall be to determine if the terms of this Agreement have been violated, misinterpreted or misapplied. The decision and/or award of the arbitrator, if made in accordance with his/her jurisdiction and authority under this Agreement, will be binding upon the parties.

Expenses for the arbitrator's services, including filing fees, which are common to both parties to the arbitration shall be borne equally by the Board and the Association.

### **10.3 No Reprisals Clause**

No reprisals shall be taken by the Board, the Administration, or the Association against any employees because of participation in a grievance.

### **10.4 Grievance Withdrawal**

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

### **10.5 Representation**

If the employee desires to have representation at any level of the grievance procedure, the employee will not be required to discuss any grievance if the representative is unable to attend.

## **10.6 Processing**

All grievances will be processed outside of the employee's work hours, unless by mutual agreement of the parties.

## **10.7 Filing**

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## **10.8 Grievance Bypass**

It is the FEA's option to file a grievance at the Step 2 level when applicable.

## **10.9 Extension**

Either party has the right to request an extension of the timeline in this procedure.

## ARTICLE XI

### MISCELLANEOUS AGREEMENTS

#### **Professional Issues Committee (PIC)**

There shall be formed in each school building in the District a Professional Issues Committee (PIC) for purposes of discussion of issues regarding the operation of the building, school programs, general not specific, student discipline issues and other areas of mutual interest. Each committee shall be made up of a building principal and no more than eight (8) employees including at least one (1) classified staff member and at least one (1) building representative. This committee shall be assembled by the building representatives.

Working in an unpaid capacity, the Committee shall meet monthly, or more often if requested. Committee meetings may be called by any member of the Committee. Decisions of the Committee will be made using a consensus decision-making model. Notes of Committee meetings will be recorded and distributed to building staff, the Superintendent, building administration and the Association President.

The Superintendent will annually visit each school and meet with the employees.

#### PIC Meeting Procedures

1. Building representatives or their designee will send due dates for accepting PIC issues to certified and classified staff. The building representative on PIC or his/her designee is encouraged to collect issues in a confidential manner.
2. Building representatives or representatives of the PIC committee will type PIC issues and deliver them to the building principal at least forty-eight hours in advance of the meetings. No reprisal shall be taken against an employee because of participation in PIC and/or submission of an issue to PIC.
3. PIC will meet to discuss concerns and resolutions in a collaborative manner. PIC members and the building principal will attend the meetings.
4. Building representatives will record notes using the following format:  
Concerns:  
Action taken:
5. Committee members will reach consensus on the notes from the meeting prior to submitting the notes. Lack of consensus for a particular issue will be noted.
6. Building representatives will send the meeting notes to the Superintendent, building administration, staff members and the Association President.

## **ARTICLE XII**

### **NO STRIKE / LOCKOUT**

The Association agrees, in accordance with Illinois law, not to strike or engage in a work stoppage during the term of this Agreement. Any picketing shall be done in a lawful manner.

The Board agrees that it will not lockout any employee during the term of this Agreement.

## **ARTICLE XIII**

### **EFFECT OF AGREEMENT**

#### **13.1 Entire Agreement**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement.

#### **13.2 Board Policy**

This Agreement is referenced in the Board policy. Where there is conflict, this Agreement supersedes Board policies of School District No. 161, Cook County, Flossmoor, Illinois.

#### **13.3 Individual Contracts**

Individual contracts or employment agreements shall not conflict with the terms and conditions of this Agreement.

#### **13.4 Illegality**

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, clause, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause.

Tentative Agreement

ARTICLE XI – DURATION AND ACCEPTANCE OF AGREEMENT

14.1 Duration

This Agreement shall be effective August 21, 2016, and shall continue in full force and effect until August 20, 2020, except as otherwise provided for herein.

14.2 Effective Date

This Agreement is signed this 10 day of JANUARY, 2017.

IN WITNESS THEREOF:

For the Board of Education  
of School District No. 161

President

Secretary

For the Flossmoor  
Education Association

President

Vice-President

Vice-President

Secretary

FEA Bargaining Team Members:

[Signature]  
Kelly Rosales  
Judy McKelvey  
Karen E. Holmes  
Debra A. Mannes

Steven K. Bohum  
Joan Mahler  
Mike Matthews  
Karen Klippek  
Kelly Wallace

### **14.3 Retroactivity**

Each employee will receive all retroactive monies due from the first workday of the employee's 2016-17 work year. These monies shall be in a lump sum separate check received by employees not later than one month and one day following ratification of the FEA and the Board of Education.





## APPENDIX A

### 2016-2017 SALARY SCHEDULE

BACHELOR'S DEGREE					MASTER'S DEGREE			
STEP	SALARY	GRAD HRS			STEP	SALARY	GRAD HRS	
1	\$40,572	3 hrs	\$105.00		1	\$44,123	3 hrs	\$105.00
2	\$41,400	6 hrs	\$210.00		2	\$45,023	6 hrs	\$210.00
3	\$42,226	9 hrs	\$315.00		3	\$46,241	9 hrs	\$315.00
4	\$43,345	12 hrs	\$420.00		4	\$47,466	12 hrs	\$420.00
5	\$44,861	15 hrs	\$525.00		5	\$49,127	15 hrs	\$525.00
6	\$46,067	18 hrs	\$630.00		6	\$50,425	18 hrs	\$630.00
7	\$47,308	21 hrs	\$735.00		7	\$51,758	21 hrs	\$735.00
8	\$48,579	24 hrs	\$840.00		8	\$53,122	24 hrs	\$840.00
9	\$49,887	27 hrs	\$945.00		9	\$54,523	27 hrs	\$945.00
10	\$51,229	30 hrs	\$1,050.00		10	\$55,965	30 hrs	\$1,050.00
11	\$52,606				11	\$57,443	33 hrs	\$1,155.00
12	\$54,023				12	\$58,958	36 hrs	\$1,260.00
13	\$55,475				13	\$60,513	39 hrs	\$1,365.00
14	\$56,965				14	\$62,113	42 hrs	\$1,470.00
15	\$58,499				15	\$63,749	45 hrs	\$1,575.00
16	\$60,070				16	\$65,435	48 hrs	\$1,680.00
17	\$61,687				17	\$67,162		
18	\$63,350				18	\$68,933		
19	\$65,052				19	\$70,755		
20	\$66,802				20	\$72,625		
21	\$68,598				21	\$74,541		
					22	\$76,507		
					23	\$78,525		
					24	\$80,601		
					25	\$82,729		
					26	\$84,913		

#### Longevity Increase

A teacher who is repeating the maximum step in the bachelor's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 21 over the prior year step 21 plus \$800.

A teacher who is repeating the maximum step in the master's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 26 over the prior year step 26 plus \$1,000.

## APPENDIX A

### 2017-2018 SALARY SCHEDULE

BACHELOR'S DEGREE					MASTER'S DEGREE			
STEP	SALARY	GRAD HRS			STEP	SALARY	GRAD HRS	
1	\$40,754	3 hrs	\$105.00		1	\$44,321	3 hrs	\$105.00
2	\$41,789	6 hrs	\$210.00		2	\$45,447	6 hrs	\$210.00
3	\$42,642	9 hrs	\$315.00		3	\$46,373	9 hrs	\$315.00
4	\$43,493	12 hrs	\$420.00		4	\$47,628	12 hrs	\$420.00
5	\$44,645	15 hrs	\$525.00		5	\$48,890	15 hrs	\$525.00
6	\$46,207	18 hrs	\$630.00		6	\$50,601	18 hrs	\$630.00
7	\$47,449	21 hrs	\$735.00		7	\$51,938	21 hrs	\$735.00
8	\$48,727	24 hrs	\$840.00		8	\$53,311	24 hrs	\$840.00
9	\$50,036	27 hrs	\$945.00		9	\$54,716	27 hrs	\$945.00
10	\$51,384	30 hrs	\$1,050.00		10	\$56,158	30 hrs	\$1,050.00
11	\$52,766				11	\$57,643	33 hrs	\$1,155.00
12	\$54,184				12	\$59,166	36 hrs	\$1,260.00
13	\$55,644				13	\$60,726	39 hrs	\$1,365.00
14	\$57,139				14	\$62,329	42 hrs	\$1,470.00
15	\$58,674				15	\$63,977	45 hrs	\$1,575.00
16	\$60,254				16	\$65,661	48 hrs	\$1,680.00
17	\$61,872				17	\$67,398		
18	\$63,538				18	\$69,177		
19	\$65,251				19	\$71,001		
20	\$67,003				20	\$72,877		
21	\$68,806				21	\$74,804		
					22	\$76,777		
					23	\$78,802		
					24	\$80,881		
					25	\$83,019		
					26	\$85,210		

#### Longevity Increase

A teacher who is repeating the maximum step in the bachelor's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 21 over the prior year step 21 plus \$800.

A teacher who is repeating the maximum step in the master's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 26 over the prior year step 26 plus \$1,000.

## APPENDIX A

### 2018-2019 SALARY SCHEDULE

BACHELOR'S DEGREE					MASTER'S DEGREE			
STEP	SALARY	GRAD HRS			STEP	SALARY	GRAD HRS	
1	\$40,937	3 hrs	\$105.00		1	\$44,520	3 hrs	\$105.00
2	\$41,977	6 hrs	\$210.00		2	\$45,651	6 hrs	\$210.00
3	\$43,043	9 hrs	\$315.00		3	\$46,810	9 hrs	\$315.00
4	\$43,921	12 hrs	\$420.00		4	\$47,764	12 hrs	\$420.00
5	\$44,797	15 hrs	\$525.00		5	\$49,057	15 hrs	\$525.00
6	\$45,984	18 hrs	\$630.00		6	\$50,357	18 hrs	\$630.00
7	\$47,593	21 hrs	\$735.00		7	\$52,119	21 hrs	\$735.00
8	\$48,872	24 hrs	\$840.00		8	\$53,496	24 hrs	\$840.00
9	\$50,189	27 hrs	\$945.00		9	\$54,910	27 hrs	\$945.00
10	\$51,537	30 hrs	\$1,050.00		10	\$56,358	30 hrs	\$1,050.00
11	\$52,925				11	\$57,843	33 hrs	\$1,155.00
12	\$54,349				12	\$59,373	36 hrs	\$1,260.00
13	\$55,810				13	\$60,941	39 hrs	\$1,365.00
14	\$57,313				14	\$62,548	42 hrs	\$1,470.00
15	\$58,853				15	\$64,199	45 hrs	\$1,575.00
16	\$60,435				16	\$65,896	48 hrs	\$1,680.00
17	\$62,062				17	\$67,631		
18	\$63,729				18	\$69,420		
19	\$65,444				19	\$71,252		
20	\$67,208				20	\$73,131		
21	\$69,013				21	\$75,064		
					22	\$77,048		
					23	\$79,080		
					24	\$81,166		
					25	\$83,308		
					26	\$85,509		

#### Longevity Increase

A teacher who is repeating the maximum step in the bachelor's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 21 over the prior year step 21 plus \$800.

A teacher who is repeating the maximum step in the master's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 26 over the prior year step 26 plus \$1,000.

## APPENDIX A

### 2019-2020 SALARY SCHEDULE

BACHELOR'S DEGREE					MASTER'S DEGREE			
STEP	SALARY	GRAD HRS			STEP	SALARY	GRAD HRS	
1	\$41,522	3 hrs	\$105.00		1	\$45,156	3 hrs	\$105.00
2	\$42,370	6 hrs	\$210.00		2	\$46,078	6 hrs	\$210.00
3	\$43,446	9 hrs	\$315.00		3	\$47,248	9 hrs	\$315.00
4	\$44,549	12 hrs	\$420.00		4	\$48,448	12 hrs	\$420.00
5	\$45,459	15 hrs	\$525.00		5	\$49,436	15 hrs	\$525.00
6	\$46,365	18 hrs	\$630.00		6	\$50,774	18 hrs	\$630.00
7	\$47,594	21 hrs	\$735.00		7	\$52,119	21 hrs	\$735.00
8	\$49,259	24 hrs	\$840.00		8	\$53,943	24 hrs	\$840.00
9	\$50,583	27 hrs	\$945.00		9	\$55,368	27 hrs	\$945.00
10	\$51,945	30 hrs	\$1,050.00		10	\$56,832	30 hrs	\$1,050.00
11	\$53,341				11	\$58,330	33 hrs	\$1,155.00
12	\$54,777				12	\$59,868	36 hrs	\$1,260.00
13	\$56,251				13	\$61,451	39 hrs	\$1,365.00
14	\$57,763				14	\$63,074	42 hrs	\$1,470.00
15	\$59,319				15	\$64,737	45 hrs	\$1,575.00
16	\$60,913				16	\$66,446	48 hrs	\$1,680.00
17	\$62,550				17	\$68,203		
18	\$64,234				18	\$69,998		
19	\$65,959				19	\$71,849		
20	\$67,734				20	\$73,746		
21	\$69,561				21	\$75,691		
					22	\$77,691		
					23	\$79,744		
					24	\$81,848		
					25	\$84,007		
					26	\$86,223		

#### Longevity Increase

A teacher who is repeating the maximum step in the bachelor's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 21 over the prior year step 21 plus \$800.

A teacher who is repeating the maximum step in the master's degree lane of the salary schedule above shall have his/her salary calculated by taking the prior year's salary and increasing it by the increase in step 26 over the prior year step 26 plus \$1,000.

## APPENDIX B

### CLASSIFIED STAFF SALARY SCHEDULE

#### 2016-17 CLASSIFIED STAFF HOURLY RATE SCHEDULE

Parapros, Drivers, Media Clerk		Bookkeepers		Custodians		Administrative Assistants		Maintenance	
STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR
1	\$ 12.15	1	\$ 16.00	1	\$ 11.20	1	\$13.70	1	\$ 16.95
2	\$ 12.70	2	\$ 16.55	2	\$ 11.75	2	\$14.25	2	\$ 17.50
3	\$ 13.15	3	\$ 17.05	3	\$ 12.25	3	\$14.75	3	\$ 17.80
4	\$ 13.60	4	\$ 17.50	4	\$ 12.70	4	\$15.20	4	\$ 18.25
5	\$ 14.03	5	\$ 17.93	5	\$ 13.11	5	\$15.67	5	\$ 18.66
6	\$ 14.56	6	\$ 18.46	6	\$ 13.64	6	\$16.20	6	\$ 19.19
7	\$ 15.07	7	\$ 18.97	7	\$ 14.15	7	\$16.71	7	\$ 19.70
8	\$ 15.47	8	\$ 19.52	8	\$ 14.52	8	\$17.17	8	\$ 20.27
9	\$ 15.96	9	\$ 20.16	9	\$ 14.97	9	\$17.72	9	\$ 20.94
10	\$ 16.63	10	\$ 20.75	10	\$ 15.66	10	\$18.36	10	\$ 21.51
11	\$ 17.06	11	\$ 21.02	11	\$ 16.20	11	\$18.68	11	\$ 21.94
12	\$ 17.49	12	\$ 21.29	12	\$ 16.57	12	\$19.00	12	\$ 22.43
13	\$ 17.92			13	\$ 16.95	13	\$19.33		
14	\$ 18.34			14	\$ 17.33	14	\$19.76		
15	\$ 19.59					15	\$20.08		

#### 2017-18 CLASSIFIED STAFF HOURLY RATE SCHEDULE

Parapros, Drivers, Media Clerk		Bookkeepers		Custodians		Administrative Assistants		Maintenance	
STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR
1	\$ 12.25	1	\$ 15.90	1	\$ 11.30	1	\$13.80	1	\$ 17.05
2	\$ 12.75	2	\$ 16.55	2	\$ 11.80	2	\$14.30	2	\$ 17.55
3	\$ 13.30	3	\$ 17.15	3	\$ 12.35	3	\$14.85	3	\$ 18.10
4	\$ 13.75	4	\$ 17.65	4	\$ 12.85	4	\$15.35	4	\$ 18.40
5	\$ 14.20	5	\$ 18.10	5	\$ 13.30	5	\$15.80	5	\$ 18.85
6	\$ 14.63	6	\$ 18.53	6	\$ 13.71	6	\$16.27	6	\$ 19.26
7	\$ 15.16	7	\$ 19.06	7	\$ 14.24	7	\$16.80	7	\$ 19.79
8	\$ 15.67	8	\$ 19.57	8	\$ 14.75	8	\$17.31	8	\$ 20.30
9	\$ 16.07	9	\$ 20.12	9	\$ 15.12	9	\$17.77	9	\$ 20.87
10	\$ 16.56	10	\$ 20.76	10	\$ 15.57	10	\$18.32	10	\$ 21.54
11	\$ 17.23	11	\$ 21.35	11	\$ 16.26	11	\$18.96	11	\$ 22.11
12	\$ 17.66	12	\$ 21.62	12	\$ 16.80	12	\$19.28	12	\$ 22.54
13	\$ 18.09			13	\$ 17.17	13	\$19.60		
14	\$ 18.52			14	\$ 17.55	14	\$19.93		
15	\$ 18.94					15	\$20.36		

## APPENDIX B

### CLASSIFIED STAFF SALARY SCHEDULE

#### 2018-19 CLASSIFIED STAFF HOURLY RATE SCHEDULE

Parapros, Drivers, Media Clerk		Bookkeepers		Custodians		Administrative Assistants		Maintenance	
STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR
1	\$ 12.35	1	\$ 16.20	1	\$ 11.40	1	\$13.90	1	\$ 17.15
2	\$ 12.85	2	\$ 16.50	2	\$ 11.90	2	\$14.40	2	\$ 17.65
3	\$ 13.35	3	\$ 17.15	3	\$ 12.40	3	\$14.90	3	\$ 18.15
4	\$ 13.90	4	\$ 17.75	4	\$ 12.95	4	\$15.45	4	\$ 18.70
5	\$ 14.35	5	\$ 18.25	5	\$ 13.45	5	\$15.95	5	\$ 19.00
6	\$ 14.80	6	\$ 18.70	6	\$ 13.90	6	\$16.40	6	\$ 19.45
7	\$ 15.23	7	\$ 19.13	7	\$ 14.31	7	\$16.87	7	\$ 19.86
8	\$ 15.76	8	\$ 19.66	8	\$ 14.84	8	\$17.40	8	\$ 20.39
9	\$ 16.27	9	\$ 20.17	9	\$ 15.35	9	\$17.91	9	\$ 20.90
10	\$ 16.67	10	\$ 20.72	10	\$ 15.72	10	\$18.37	10	\$ 21.47
11	\$ 17.16	11	\$ 21.36	11	\$ 16.17	11	\$18.92	11	\$ 22.14
12	\$ 17.83	12	\$ 21.95	12	\$ 16.86	12	\$19.56	12	\$ 22.71
13	\$ 18.26			13	\$ 17.40	13	\$19.88		
14	\$ 18.69			14	\$ 17.77	14	\$20.20		
15	\$ 19.12					15	\$20.53		

#### 2019-20 CLASSIFIED STAFF HOURLY RATE SCHEDULE

Parapros, Drivers, Media Clerk		Bookkeepers		Custodians		Administrative Assistants		Maintenance	
STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR	STEP	\$/HR
1	\$ 12.45	1	\$ 16.30	1	\$ 11.50	1	\$14.00	1	\$ 17.25
2	\$ 13.00	2	\$ 16.85	2	\$ 12.05	2	\$14.55	2	\$ 17.80
3	\$ 13.50	3	\$ 17.15	3	\$ 12.55	3	\$15.05	3	\$ 18.30
4	\$ 14.00	4	\$ 17.80	4	\$ 13.05	4	\$15.55	4	\$ 18.80
5	\$ 14.55	5	\$ 18.40	5	\$ 13.60	5	\$16.10	5	\$ 19.35
6	\$ 15.00	6	\$ 18.90	6	\$ 14.10	6	\$16.60	6	\$ 19.65
7	\$ 15.45	7	\$ 19.35	7	\$ 14.55	7	\$17.05	7	\$ 20.10
8	\$ 15.88	8	\$ 19.78	8	\$ 14.96	8	\$17.52	8	\$ 20.51
9	\$ 16.41	9	\$ 20.31	9	\$ 15.49	9	\$18.05	9	\$ 21.04
10	\$ 16.92	10	\$ 20.82	10	\$ 16.00	10	\$18.56	10	\$ 21.55
11	\$ 17.32	11	\$ 21.37	11	\$ 16.37	11	\$19.02	11	\$ 22.12
12	\$ 17.81	12	\$ 22.01	12	\$ 16.82	12	\$19.57	12	\$ 22.79
13	\$ 18.48			13	\$ 17.51	13	\$20.21		
14	\$ 18.91			14	\$ 18.05	14	\$20.53		
15	\$ 19.34					15	\$20.85		

**APPENDIX C**  
**Flossmoor District 161 Extended Service Stipends**  
**School Years 2016-17 through 2019-20**

Extended Service	Elementary	Parker	Total Number of Stipends	Minimum Hours Required	Stipend Amount 2017-2020	Duration
Curriculum Committee/ECC (non-department heads) \$20/hr	X	X	37	60	\$1,200 max stipend, paid hourly	less than month
Mentor-Option A	X	X	27	40	\$ 720.00	full year
Mentor-Option B/C	X	X		25	\$ 450.00	full year
Scholastic Bowl		X	1	35	\$ 630.00	short term
Speech Festival		X	1	15	\$ 270.00	short term
Outdoor Education Teacher/Assistant Daily Rate	X		144		\$ 175.00	less than month
Outdoor Education Coordinator (1 per building)	X		4	40	\$ 720.00	short term
Science Olympiad Coaches		X	19	25	\$ 450.00	short term
Science Olympiad Coordinator		X	1	40	\$ 720.00	short term
Math Counts Coach		X	1	40	\$ 720.00	short term
Math Bowl	X	X	4	40	\$ 720.00	short term
<b>Department Chairs</b>						
English		X	1	145	\$ 2,610.00	full year
Social Science		X	1	145	\$ 2,610.00	full year
Math		X	1	145	\$ 2,610.00	full year
Science		X	1	145	\$ 2,610.00	full year
***Additional \$650 as part of ECC committee required			4	60	\$ 650.00	full year
Musical (1 per elementary, 2 per Parker)	X	X	6	120	\$ 2,160.00	short term
Assistant Musical Director (1 per elementary)	X		4	60	\$ 1,080.00	short term
Orchestra		X	1	175	\$ 3,150.00	full year
Asst. Orchestra Director (1/2 time)		X	1	80	\$ 1,440.00	full year
Band - 5th/6th grade		X	1	140	\$ 2,520.00	full year
Band - 7th/8th grade		X	1	210	\$ 3,780.00	full year
Band - 5th grade assistance		X	1	30	\$ 390.00	full year
Elementary Music/Choir (1 per building)	X		4	60	\$ 1,080.00	full year
Drama (2)		X	2	75	\$ 1,350.00	short term
Junior High Art (2)		X	2	60	\$ 1,080.00	full year
Gifted and Talented Art (1 per elementary, 2 PJH)	X	X	6	40	\$ 720.00	full year
Vocal Music, 6th Chorus, Vocal Ensemble 1		X	1	140	\$ 2,520.00	full year
Vocal Music, 7th-8th Chorus, Vocal Ensemble 2		X	1	140	\$ 2,520.00	full year
Yearbook Club (2)		X	2	40	\$ 720.00	full year
Student Council (2)		X	2	120	\$ 2,160.00	full year
National Junior Honor Society (2)		X	2	80	\$ 1,440.00	full year
Chess		X	1	60	\$ 1,080.00	short term
Character Counts/PBIS	X	X	1	70	\$ 1,260.00	full year
Newspaper/Literary Magazine (1 per building)	X	X	5	60	\$ 1,080.00	full year
Snowflake Director-overall (1 every other year)		X	1	40	\$ 720.00	short term
Snowflake Director (3)		X	3	45	\$ 810.00	short term
Snowflake Small Group Leaders (12 or depending on need)		X	12	15	\$ 270.00	short term
Field Day Planner (1 Per Elementary)	X		4	12	\$ 216.00	less than month
Girls on the Run Coach (1 per 8 children)	X	X	28	25	\$ 450.00	short term
Girls on the Run Coordinator (1 per school)	X	X	5	80	\$ 1,440.00	short term
Green Team (1 Per Building)	X	X	5	20	\$ 360.00	full year
Bully Free Forever		X	1	30	\$ 540.00	full year
Club Proposal (3 per building)	X	X	15	30	\$ 540.00	short term
Dean of Students (2)		X	2	250	\$ 4,500.00	full year
Coordinator of District Programs (ESL)			1	100	\$ 1,800.00	full year



**APPENDIX C**  
**Flossmoor District 161 Extended Service Stipends**  
**School Years 2016-17 through 2019-20**

<b>Extended Service</b>	<b>Elementary</b>	<b>Parker</b>	<b>Total Number of Stipends</b>	<b>Minimum Hours Required</b>	<b>Stipend Amount 2017- 2020</b>	<b>Duration</b>
Coordinator of District Programs (Nurse)			1	100	\$ 1,800.00	full year
Coordinator of District Programs (Jr. High Media Director)		X	1	100	\$ 1,800.00	full year
Coordinator of District Programs (Gifted)			1	100	\$ 1,800.00	full year
Principal Designee	X		3	125	\$ 2,250.00	full year
Chaperones- 1 to 3 hour events (per hr)	X	X			\$ 20.00	less than month
Chaperones- Full Day Event (per hr)	X	X		8	\$ 30.00	less than month
Saturday Detention (per hr)		X		3	\$ 30.00	less than month
Lunch Supervision (per hr)					\$ 20.00	less than month
After School Instruction (per hr, includes planning) <b>see below*</b>					\$ 30.00	less than month
Basketball (4)		X	4	180	\$ 3,240.00	short term
Athletic Coordinator-Basketball		X	1	35	\$ 630.00	short term
Volleyball (4)		X	4	180	\$ 3,240.00	short term
Athletic Coordinator-Volleyball		X	1	20	\$ 360.00	short term
Track and Field (4) coach		X	4	150	\$ 2,700.00	short term
Athletic Coordinator-Track and Field		X	1	50	\$ 900.00	short term
Cross Country (3)		X	3	120	\$ 2,160.00	short term
Athletic Coordinator-Cross Country		X	1	20	\$ 360.00	short term
Baseball (2)		X	2	100	\$ 1,800.00	short term
Softball (2)		X	2	100	\$ 1,800.00	short term
Intramurals (2)		X	2	35	\$ 630.00	full year
Cheerleading (1)		X	1	90	\$ 1,620.00	short term
Steppers/Dance Team (1 per building)	X	X	5	65	\$ 1,170.00	short term

\* After School Instruction: The BOE reserves the right to supplement the after school program with outside services if the positions cannot be filled by FEA members. These positions include teaching and planning.

## APPENDIX D

### EMPLOYEE BENEFITS STATEMENTS

<b>Employee Classification</b>	<b>Hours/ Days</b>	<b>Hours/ Weeks</b>	<b>Sick Days</b>	<b>Emergency Days</b>	<b>Paid Vacation Days Per Years of Service</b>	<b>Paid Holidays</b>
<b>Custodians</b> Full Time (Twelve Month)	8/260	40	1-2 yrs: 10 days 3+ yrs: 15	3 days	1-4 yrs:10 days 5-9 yrs: 15 days 10+ysr:20 days 20+ysr: 25 days	Yes
<b>Custodians</b> Part Time-Regularly Employed	4/244 5/244	20	10 days	0	0	No
<b>Administrative Assistants</b> Full time (Eleven Month)	8/238	40	10 days	2 days	1-4 yrs:9 days 5-9 yrs: 12 days 10+ysr:15 days	Yes
<b>Administrative Assistants</b> Part Time-Regularly Employed	6/238	30	10 days	2 days	1-4 yrs:9 days 5-9 yrs: 12 days 10+ysr:15 days	Yes
<b>Clerk</b> Full time (Ten Month)	7.5/195	37.5	10 days	2 days	8 days	Yes
<b>Paraprofessionals</b> Full time (Ten month)	7/177	35	10 days	2 days	0	No
<b>Technology Paraprofessional</b>	7/191	35	10 days	2 days	0	No
<b>Bus Drivers</b> Full time (Eleven Months)	8/195	40	10 days	2 days	8 days	Yes
<b>Bookkeeper</b> Fulltime (Twelve Months)	8/260	40	1-2 yrs: 10 days 3+ yrs: 15 days	3 days	1-4 yrs:10 days 5-9 yrs: 15 days 10+ysr:20 days 20+ysr:25 days	Yes
<b>Maintenance</b> Full time (Twelve Month)	8/260	40	1-2 yrs: 10 days 3+ yrs: 15 days	3 days	1-4 yrs:10 days 5-9 yrs: 15 days 10+ysr:20 days 20+ysr:25 days	Yes
<b>Health Secretary</b> Full time (Ten Month)	7/198	35	10 days	2 days	8 days	Yes
<b>Certified Employees</b>	Salaried/181	Salaried	1-2 Years 10 Days 3+ Years 15 Days	3 days	N/A	N/A

## APPENDIX E

### SCHEDULE CONCEPTS

#### ELEMENTARY CONCEPT

	<b>Student Contact Time Weekly</b>
8:40 – 3:30	2050 minutes
Staff Lunch	200 minutes (5x40)
Fine Arts Prep	+180 minutes (60 non- instructional minutes)
Total Contact Minutes	1670 minutes
	<b>Contract Time</b>
	7.5 hours*
Prep Time	*300 minutes weekly
Collaboration Time / PLC	75 minutes
Staff Meeting Time	45 minutes (7:30 early start)

+15 minutes early up to four times a month

\*Staff works an additional 15 minutes weekly with the early start, but gains an additional 50 minutes per week of prep. Library/Computer Lab time will provide this time for classroom teachers.

## JUNIOR HIGH SCHEDULE CONCEPT

	<b>Student Contact Time Weekly</b>
8:40 – 3:30	2050 minutes
Staff Lunch	150 minutes
Fine Arts Prep	430 minutes (Prep/Team) (86x5)
Total Contact Minutes	1470 minutes
	175 fewer contact minutes than elementary
	<b>Contract Time</b>
	7.5 hours* + additional 15 minutes up to 4 times per month.
Prep Time	258 minutes weekly
Collaboration Time / PLC	172 minutes
Staff Meeting Time	30 minutes weekly (15 minute late stay)

## 10-Month Employees

(Bus Drivers, Deans, Health Secretary, Paraprofessionals, Safety Aides, Teachers,  
Technology Paraprofessionals)

<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
8/26/2016	8/25/2017	8/24/2018 (weekend)	8/23/2019 (weekend)
9/9/2016	9/8/2017 (weekend)	9/10/2018	9/10/2019
9/23/2016	9/25/2017	9/25/2018	9/25/2019
10/7/2016	10/10/2017	10/10/2018	10/10/2019
10/21/2016	10/25/2017	10/25/2018	10/25/2019
11/4/2016	11/10/2017	11/9/2018 (weekend)	11/8/2019 (weekend)
11/18/2016	11/24/2017 (weekend)	11/23/2018 (weekend)	11/25/2019
12/2/2016	12/8/2017 (weekend)	12/10/2018	12/10/2019
12/16/2016	12/22/2017 (bank holiday)	12/24/2018 (bank holiday)	12/24/2019 (bank holiday)
12/30/2016	1/10/2018	1/10/2019	1/10/2020
1/13/2017	1/25/2018	1/25/2019	1/24/2020 (weekend)
1/27/2017	2/9/2018 (weekend)	2/8/2019 (weekend)	2/10/2020
2/10/2017	2/23/2018 (weekend)	2/25/2019	2/25/2020
2/24/2017	3/9/2018 (weekend)	3/8/2019 (weekend)	3/10/2020
3/10/2017	3/23/2018 (weekend)	3/25/2019	3/25/2020
3/24/2017	4/10/2018	4/10/2019	4/10/2020
4/7/2017	4/25/2018	4/25/2019	4/24/2020 (weekend)
4/21/2017	5/10/2018	5/10/2019	5/9/2020 (weekend)
5/5/2017	5/25/2018	5/24/2019 (weekend)	5/22/2020 (bank holiday)
5/19/2017	6/8/2018 (weekend)	6/10/2019	6/10/2020
6/2/2017	6/25/2018	6/25/2019	6/25/2020
6/16/2017	7/10/2018	7/10/2019	7/10/2020
6/30/2017	7/25/2018	7/25/2019	7/24/2020 (weekend)
7/14/2017	8/10/2018	8/9/2019 (weekend)	8/10/2020
7/28/2017			
8/11/2017			

## 11-Month Employees (Administrative Assistants)

<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
8/26/2016	8/10/2017	8/10/2018	8/9/2019 (weekend)
9/9/2016	8/25/2017	8/24/2018 (weekend)	8/23/2019 (weekend)
9/23/2016	9/8/2017 (weekend)	9/10/2018	9/10/2019
10/7/2016	9/25/2017	9/25/2018	9/25/2019
10/21/2016	10/10/2017	10/10/2018	10/10/2019
11/4/2016	10/25/2017	10/25/2018	10/25/2019
11/18/2016	11/10/2017	11/9/2018 (weekend)	11/8/2019 (weekend)
12/2/2016	11/24/2017 (weekend)	11/23/2018 (weekend)	11/25/2019
12/16/2016	12/8/2017 (weekend)	12/10/2018	12/10/2019
12/30/2016	12/22/2017 (bank holiday)	12/24/2018 (bank holiday)	12/24/2019 (bank holiday)
1/13/2017	1/10/2018	1/10/2019	1/10/2020
1/27/2017	1/25/2018	1/25/2019	1/24/2020 (weekend)
2/10/2017	2/9/2018 (weekend)	2/8/2019 (weekend)	2/10/2020
2/24/2017	2/23/2018 (weekend)	2/25/2019	2/25/2020
3/10/2017	3/9/2018 (weekend)	3/8/2019 (weekend)	3/10/2020
3/24/2017	3/23/2018 (weekend)	3/25/2019	3/25/2020
4/7/2017	4/10/2018	4/10/2019	4/10/2020
4/21/2017	4/25/2018	4/25/2019	4/24/2020 (weekend)
5/5/2017	5/10/2018	5/10/2019	5/9/2020 (weekend)
5/19/2017	5/25/2018	5/24/2019 (weekend)	5/22/2020 (bank holiday)
6/2/2017	6/8/2018 (weekend)	6/10/2019	6/10/2020
6/16/2017	6/25/2018	6/25/2019	6/25/2020
6/30/2017	7/10/2018	7/10/2019	7/10/2020
7/14/2017	7/25/2018	7/25/2019	7/24/2020 (weekend)
7/28/2017			

**12-Month Employees**  
(Bookkeeper, Custodians, Maintenance, Payroll)

<b><u>2016/2017</u></b>	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
7/1/2016	7/10/2017	7/10/2018	7/10/2019
7/15/2016	7/25/2017	7/25/2018	7/25/2019
7/29/2016	8/10/2017	8/10/2018	8/9/2019 (weekend)
8/12/2016	8/25/2017	8/24/2018 (weekend)	8/23/2019 (weekend)
8/26/2016	9/8/2017 (weekend)	9/10/2018	9/10/2019
9/9/2016	9/25/2017	9/25/2018	9/25/2019
9/23/2016	10/10/2017	10/10/2018	10/10/2019
10/7/2016	10/25/2017	10/25/2018	10/25/2019
10/21/2016	11/10/2017	11/9/2018 (weekend)	11/8/2019 (weekend)
11/4/2016	11/24/2017 (weekend)	11/23/2018 (weekend)	11/25/2019
11/18/2016	12/8/2017 (weekend)	12/10/2018	12/10/2019
12/2/2016	12/22/2017 (bank holiday)	12/24/2018 (bank holiday)	12/24/2019 (bank holiday)
12/16/2016	1/10/2018	1/10/2019	1/10/2020
12/30/2016	1/25/2018	1/25/2019	1/24/2020 (weekend)
1/13/2017	2/9/2018 (weekend)	2/8/2019 (weekend)	2/10/2020
1/27/2017	2/23/2018 (weekend)	2/25/2019	2/25/2020
2/10/2017	3/9/2018 (weekend)	3/8/2019 (weekend)	3/10/2020
2/24/2017	3/23/2018 (weekend)	3/25/2019	3/25/2020
3/10/2017	4/10/2018	4/10/2019	4/10/2020
3/24/2017	4/25/2018	4/25/2019	4/24/2020 (weekend)
4/7/2017	5/10/2018	5/10/2019	5/9/2020 (weekend)
4/21/2017	5/25/2018	5/24/2019 (weekend)	5/22/2020 (bank holiday)
5/5/2017	6/8/2018 (weekend)	6/10/2019	6/10/2020
5/19/2017	6/25/2018	6/25/2019	6/25/2020
6/2/2017			
6/16/2017			
6/30/2017			