Collective Bargaining Agreement

Between

Paxton-Buckley-Loda CUSD No. 10 Education Association and **Paxton-Buckley-Loda CUSD No. 10 Board of Education**

July 1, 2018 – June 30, 2021

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ARTICLE I

Recognition

1.1 The Board of Education of Community Unit School District No. 10, Ford, Champaign, Vermillion and Iroquois Counties, Illinois, Hereinafter referred to as the "Board", recognize the Paxton-Buckley-Loda Education Association, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for all regularly employed certified personnel, hereinafter referred to as "teachers", and all full-time and regularly employed part-time non-certified personnel, hereinafter referred to as "ESPs", except for the Superintendent, Principals and Assistant Principals, Director of Buildings and Grounds and Assistant Director of Buildings and Grounds, Office Manager, Superintendent's Secretary/Payroll, Superintendent's Bookkeeper (accounting), Records Clerk, Food Service Director, and all administrative and supervisory personnel, managerial and short-term employees as defined in the Illinois Educational Labor Relations Act. When the term "employee" is used in this Agreement, it shall refer to both teachers and ESPs.

1.2 The Board agrees not to negotiate or to consult with any other employee organization, individual employee, or group of employees relative to wages, hours, and terms and conditions of employment.

ARTICLE II

Negotiation Proedures

2.1 Negotiations shall be conducted pursuant to the Illinois Educational Labor Relations Act and its rules and regulations.

2.2 The parties agree that their representatives shall negotiate in good faith. The Board and the Association will meet for the purpose of discussing and attaining mutually satisfactory agreements on items presented by either party. Each party shall select its own representatives.

No earlier than January 15, 2021 of this Agreement, either party may request a meeting to begin negotiations for a successor agreement.

A mutually convenient meeting date will be established following notification of desire to alter, terminate, or extend this Agreement.

2.3 Facts, opinions, proposals, and counterproposals will be exchanged freely during the meeting or meetings in an effort to reach mutual understanding and agreement.

2.4 The parties may call upon professional and/or lay representatives to consider the matter under discussion and to make suggestions. All participants have the right to utilize the services of consultants in the deliberations.

2.5 During negotiations, tentatively agreed upon items shall be reduced to writing and initialed by both parties' representatives prior to the adjournment of the meeting at which the agreement was reached.

2.6 No employee of the Association will, in an effort to effect settlement of a disagreement with the Board, engage in any withholding of services.

2.7 When the services of a mediator are required, a joint request to the Federal Mediation and Conciliation Service shall be submitted.

2.8 A representative of each party will sign the final Collective Bargaining Agreement.

ARTICLE III

Grievance Procedures

3.1 Definition

A). Any claim by the Association, a group of employees, or an employee that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.

B). All time limits consist of school days, except when a grievance is submitted less than ten (10) days before the close of the current school term or between school terms. Then time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon thereafter as possible. School days, for the purpose of this grievance procedure, shall mean employee employment days.

C). Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement. Supervisors shall maintain the same rights concerning the presence of representation at any stage of the procedure.

3.2 The parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

A). Grievances must be filed within twenty-five (25) days of the occurrence of the event which initiated the grievance. Failure to do so constitutes a waiver of the right to file for that particular event.

B). Step One

1). The grievant may present the grievance in writing to the supervisor immediately involved. The immediately involved supervisor shall arrange for a meeting to take place within ten (10) days after written receipt of the grievance.

2). The immediately involved supervisor shall provide a written answer of the grievance to the grievant and to the Association within five (5) days of the Step One meeting. The answer shall include the reasons for the decision.

3). If the grievance is not resolved at Step One, then the grievant and/or the Association may proceed to Step Two.

C). Step Two

1). The grievant and/or the Association shall have seven (7) days from the Step One-2 answer to refer in writing the grievance to the superintendent or his/her official designee.

2). The superintendent shall arrange for a meeting with the grievant and the Association to take place within five (5) days of receipt of the written appeal.

3). Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance.

4). The superintendent shall provide a written answer with reasons to the grievance to the grievant and the Association within five (5) days of the Step Two-2 meeting.

D). Arbitration

If the grievance is not resolved at Step Two-4 within the time limits provided, the Association shall have a maximum of thirty (30) days to submit the grievance to arbitration. The American

Arbitration Association shall act as the administrator of the proceedings, and they shall be conducted under its rules.

1). The arbitrator's opinions and awards shall be final and binding on the Association and the Board.
2). The arbitrator shall have no power to add to, subtract from, or alter the terms of this Agreement.
3). Each party shall bear the full cost for its representation in the arbitration. The cost of arbitration shall be divided equally between the parties.

3.3 If the Association and the Superintendent agree, Steps One1(1), 2, and 3 of the grievance procedure may be passed, and the grievance brought directly to Step Two(2).

3.4 Class grievances involving one (1) or more employees or one (1) or more supervisors and grievances involving an administrator above the building level may be initially filed by the Association at Step Two(1).

3.5 The Board acknowledges the right of the Association grievance representative to participate in the processing of a grievance at any level after filing, if requested by the grievant; and no employee shall be required to discuss any grievance at these steps if the Association's representative is not present.

3.6 The Board and the administration shall cooperate with the Association in its investigation of any grievance; and further, they will, if possible, furnish the Association with any readily available information requested for the processing of any grievance. Cooperation does not include release time for such activity.

3.7 No reprisals shall be taken by the Board or the Association against an employee because of the employee's participation in this grievance procedure.

ARTICLE IV

Effect of the Agreement

4.1 Term of the Agreement

The provisions of this Agreement shall become effective on July 1, 2018 and shall remain in full force and effect until June 30, 2021 and shall remain in full force unless either party notifies the other in writing of its desire to modify or terminate as provided for in Article II of this Agreement.

4.2 Complete Understanding

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

4.3 Savings Clause

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

4.4 Management Rights

It is expressly understood and agreed that all functions, rights, powers, and authority of the Board which are not specifically limited by the express language of this Agreement are retained by the Board, provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement.

ARTICLE V

CERTIFIED PERSONNEL

Teacher and Association Rights

5.1 Right to Join

Teachers have the right to join any organization for their professional or economic improvement, but membership in such organization shall not be required as a condition of employment.

5.2 Discrimination

This Agreement shall not discriminate against any Teacher, regardless of membership or non-membership in the Association and/or for the reason of race, creed, color, or marital status, age, sex, or national origin.

5.3 Personnel File

A Teacher, upon at least twenty-four (24) hours advance written notice submitted to the Superintendent, or in his absence to the Principal, shall have the right to review the contents of his/her personnel file, with the exception of pre-employment confidential material. Said review shall take place during regular hours established for the Unit Office. The Superintendent, or in his/her absence the Principal, shall be present during the review. The Teacher shall have the right to attach dissenting material to any item in his/her file. The Teacher shall be notified in writing within seven (7) school days of the addition or deletion of any item to the employee's personnel file. If school is not in session, the Teacher shall be notified in writing within seven (7) work days in which the office is open.

5.4 Statutory Rights

If, as a result of the enactment of a statute by the Illinois General Assembly, any provision of this Agreement has the effect of reducing or diminishing Teachers' rights or privileges provided in the statute, the statute shall take precedence.

5.6 Meetings, Notices, and General Information

The Association shall not be denied the following when feasible:

The use of employee mailboxes, interschool mail, email, and school bulletin boards in the employee lounges for the purpose of internal communication.

5.7 Contract Distribution

The Board shall post an electronic copy of the Contract on the PBL website at www.pblunit10.com.

5.8 Teacher Assignment

The Board retains the right to organize and reorganize the schools and to reassign Teachers according to their qualifications, the best interests of the pupils, the educational program, and the needs of the district.

5.9 Transfer Policy

A). Notification of all vacancies and job descriptions of Teacher and Addendum C positions shall be posted in the following locations in each building: lounges, building offices, kitchens, and custodian offices. A copy shall also be posted in the Unit Office. The Association President shall be provided a copy of the vacancy notices.

B). Only vacancies substantiated by written resignations that have been accepted by the Board, due to the creation of any new position, leave of absences, or transfers shall be posted.

C). Transfer requests shall be made in writing. Receipt shall be acknowledged by the administration.

D). Transfer approval shall be at the discretion of the administration.

E). Involuntary transfers to be granted release if the Teacher so desires.

F). Transferred Teachers will be given consideration for transfers to other assignments when future vacancies occur.

5.10 Agenda of Board

The President of the Association shall be given written notice of all regular and special meetings of the Board, together with a copy of the agenda or statement of purpose of each meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.

5.11 Board Minutes

Copies of all Board minutes from all open sessions shall be posted on the PBL website at www.pblunit10.com as soon as they have been approved.

5.12 School Budget and Audit

The Board agrees to furnish to the Association President a current copy of the school budget, audit, and state financial report as soon as they are made public.

5.13 Just Cause Dismissal

A). Suspension With Pay
Nothing prohibits the employer from suspending employees with pay pending an investigation of possible employee wrongdoing. Suspensions with pay are not deemed disciplinary.

B). Just Cause Suspension Without Pay
No employee (other than a probationary non-tenured, licensed teacher) will be suspended without pay or terminated without just cause.

C). Dismissal from Extra Duties
The Board retains the right to dismiss without just cause employees from extra duties listed in Addendum C provided that the employee is given written notice of the reason(s) for the dismissal within five (5) days after the dismissal action is taken. Any dismissal hereunder is expressly and specifically non-grievable and is excluded from the grievance provision of this Agreement.

ARTICLE VI

Formal Teacher Evaluation

6.1 Purpose

The purpose of the teacher evaluation program is to provide a system for measuring teacher effectiveness, a means for Teacher self-appraisal, and an aid in helping the Teacher strive for constant improvement without undue pressure. Teacher evaluation should be a continous process and learning experience for the Teacher. The evaluation of certified staff shall follow the procedures required by the Illinois School Code and any applicable regulations of the Illinois State Board of Education. In any situation where the procedures stated in this Agreement are in conflict with the relevant statute or regulation, the statute or regulation shall govern.

6.2 Evaluation of Teachers

The evaluation of a Teacher should and will be a joint venture between the Teacher and the evaluator. The evaluation cycle will be one (1) school year for non-tenured teachers and two (2) school years for tenured teachers. The Teacher will be informally and formally observed throughout the evaluation cycle and will be provided a summative rating utilizing the Danielson Framework for Teaching as modified by the parties hereto. Nothing in this Agreement shall prohibit a principal from evaluating any Teacher in his/her first year as a principal of a building, provided he/she is a qualified evaluator. Nothing in this Agreement shall prohibit any qualified evaluator from performing Teacher evaluations.

6.3 Informal Observation

Non-tenured and tenured Teachers will be informally observed a minimum of one (1) time per semester before a summative evaluation can be given. Teachers may request informal observation(s). Evidence collected by the evaluator during an informal observation to be used in the summative evaluation will be shared, in writing with the Teacher within seven (7) school days. A post-observations conference will occur if requested by either the Evaluator or the Teacher. The Teacher will have the right to attach a written response to informal observations that are used toward the summative rating.

6.4 Formal Observation

A). The teacher will complete the following pre-conference steps:

1). The teacher should prepare and submit responses to the questions contained on Form A: Pre-Observation Conference Form. The teacher will bring evidence of planning specific to the observation *(e.g. a lesson plan and objectives)*. Teachers are also encouraged to bring artifacts that support the planning process.

B). Observations must be for a minimum of forty-five (45) minutes, a complete lesson, or an entire class period in a classroom/work setting. The evaluator will collect evidence of the observed professional practice in Domains 2 and 3. Additional evidence in all Domains may be documented by the teacher and shall be considered by the evaluator. Evaluator may also add evidence to Domains 1 and 4 prior to the post-observation conference.

C). A copy of the evaluator's summary of the formal observation will be given to the teacher no later than three (3) school days after the formal observation. The teacher will submit Form B and any additional documents or artifacts to the evaluator no later than five (5) school days after the formal evaluation. The evaluator and teacher will meet for a post-observation conference no later than seven (7) school days after the formal observation.

D). Non-tenured teachers will be formally evaluated a minimum of twice per school year, and tenured teachers a minimum of one (1) time every other school year.

6.5 Summative Evaluation Conference

A). After completing all observation requirements for the evaluation cycle, the teacher and evaluator will schedule a date for the submission of evidence. The summative evaluation conference will take place no later than seven (7) school days after the submission of evidence date. The evaluation conference may coincide with the formal observation post-conference only if agreed upon by both the teacher and evaluator. Evaluator will set dates and notify teacher of evidence submission and summative conference if dates cannot be mutually agreed upon.

B). A draft copy of the evaluator's summative scores will be given to the teacher no later than three (3) school days after the submission of evidence. If the teacher has additional documents or artifacts that could impact the final summative evaluation score, they must submit them no later than five (5) school days from the original submission of evidence date.

C). Any teacher who has received a "Needs Improvement" or "Unsatisfactory" summative rating shall have a Professional Development Plan (PDP) or a Remediation Plan (RP) as required by law.

D). The teacher and evaluator will review the final Danielson Framework for Teaching and discuss possible next steps for professional growth.

E). A summative evaluation rating will be provided on Form C: Summative Evaluation Rating Form. The student growth component will comprise thirty percent (30%) of teacher's summative evaluation rating and professional practice will comprise seventy percent (70%) of the summative evaluation rating. A teacher has the option to attach additional comments on the summative evaluation.

6.6 Teacher Recommendations

Before recommendations are made regarding the continuing employment of a Teacher, the evaluation procedure shall have been completed and a private conference held with the Teacher.

6.7 Non-Tenured Notifications

Not later than sixty-five (65) days before the end of the school term, the administrator shall complete the evaluation and make recommendations as to the re-employment of non-tenured Teachers. Before reporting such recommendations to the Board, the administrator shall, in private conference, notify the non-tenured Teacher of his/her recommendation to the Board. This recommendation shall be put in writing.

6.8 Hearing Rights Non-Tenured Teachers

Non-renewed non-tenured Teachers in their fourth year of service in the district shall have the right to appear before the Board of Education before any final action is taken regarding the employment status of the Teacher.

6.9 Non-Grievability

The parties agree that all ratings, observations (formal and informal), summative ratings, summative evaluations, and the contents of any professional development or remediation plan are expressly and specifically non-grievable and are excluded from the grievance article of this Agreement.

6.10 Storage of Completed Evaluation Forms

Completed evaluations of any Teacher, along with any comments, goals, recommendations, or any other material pertaining to the evaluation process as outlined in this Agreement, shall be put on file in the office of the Superintendent. This material shall be available for viewing only for the Building Principal, the Superintendent, and members of the Board.

The Teacher has the right to review this file at any time and may make written comments pertaining to the contents of the file during that school year.

ARTICLE VII

Conditions of Employment

7.1 Clerical Assistance

Teachers will receive clerical assistance with attendance reports in each building.

7.2 Preparation Time

Teachers in grades 6-12 shall be given for preparation time, during the normal pupil day, a time period equal to one (1) normal class period.

Teachers in grades K-5 shall be given preparation time, during the normal pupil day, any time made available while their classes are being taught by a specialist.

7.3 School Calendar

The administration will meet with representatives of the Association to discuss and prepare a school calendar to be submitted to the Board for adoption. Supplemental modifications shall be jointly discussed and agreed to by the administration and the Association before implementation. If the administration and the Association cannot agree, the decision of the Board shall be final.

7.4 Duty-Free Lunch

All teachers shall be afforded a duty-free lunch as specified in Section 24-9 of the School Code of Illinois.

7.5 Reduction of Certified Staff

Reduction of Certified staff shall be done in accordance with Section 24-12 of the Illinois School Code. The administration shall furnish the Association an initial sequence of honorable dismissal list no later than February 1st of each school year. The Association shall submit any proposed deletions, additions, and corrections to the list by February 15th. A final sequence of honorable dismissal list will be furnished to the Association by March 1st.

7.6 Employee Schedules

Each teacher shall be afforded comparable class load schedules within a subject area insofar as is possible and practical.

7.7 Notification of Assignments

All Teachers shall be given written notice of their teaching or work assignments for the forthcoming year no later than the end of the preceding school year. In the event changes in such assignments are proposed, the Teacher affected shall be notified promptly and consulted. In the event of any emergency situation, the Association shall be notified; and the Teacher shall be allowed to resign if such change is not acceptable to him/her.

7.8 Pupil Problems

The parties agree that the Teachers shall have the full cooperation, support, and assistance of the administration in maintenance of the Board Discipline Policy.

The parties agree that the Teachers have the primary responsibility for maintenance of discipline within the classroom as prescribed by the Board Discipline Policy.

7.9 Extra Duties

Extra duties shall be defined as any duty outside of the Teacher's classroom duties

No Teacher shall be required to perform any extra duties on Wednesday evening, all day Sunday, or any other Sabbath day.

The Board shall provide each Teacher with a school activity pass which will admit the Teacher, spouse, and children through Grade 12 to school activities.

7.10 Board Policy

A copy of current Board policy in all areas will be presented to any new Teacher on the first day of each school year or upon the commencement of the Teacher's duties. Teachers will be notified of changes in Board policy during the year through memorandum. Copies of the complete Board policies shall be maintained in the Principal's office of each building; any additions or changes in Board policy shall be communicated to the Association within seven (7) days following Board action on the policy. (The Association will be provided a copy of the policy.)

7.11 Paperwork Reduction

The Board agrees to annually provide each teacher a minimum of four (4) 2:35 p.m. dismissals for paperwork reduction. These dismissals shall be at or near the end of each month or quarter.

No teacher will be required to attend any building meeting, unit-wide meeting, workshop, special education staffing, or in-service training during these dismissals.

7.12 Medication / First Aid

No Teacher shall be required to dispense any medication to students as part of the Teacher's normal duties.

7.13 Special Education Non-Qualified Teachers

If the Board is unable to fill a special education vacancy with a qualified Teacher and an unqualified Teacher is employed, the Teacher who is assigned responsibility for the unqualified Teacher's caseload shall receive Fifty Dollars ($50.00) for each student he/she is assigned responsibility up to a maximum of Five Hundred Dollars ($500.00) annually.

ARTICLE VIII

Leaves

8.1 Sick Leave

Each Teacher shall be entitled to the corresponding sick leave days per school term without loss of pay according to their years of experience as follows:

Years 1 - 19	12 Sick Days
Years 20 – 25	15 Sick Days
Years 26+	25 Sick Days

8.2 Personal Leave

Each Teacher shall be entitled to two (2) personal leave days per year without loss of pay. The use of a personal day is subject to the following conditions:

1). Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal at least twenty-four (24) hours in advance of the requested date.

2). No personal leave days may be used immediately before or immediately after a holiday without prior approval.

3). Personal leave may not be used in increments of less than one-quarter (1/4) day.

4). No more than two (2) personal days may be used at any one time, except as approved by administration.

These days may accumulate to ten (10) days. Personal leave days in excess of ten (10) days will convert to sick leave days.

8.3 Sabbatical Leave

Teachers who have been employed for at least six (6) consecutive years by the Board may be granted an unpaid sabbatical leave for professional improvement of up to one (1) year. It is agreed that professional improvement includes, but is not limited to: attending college, university, or other educational institution; travel which will improve the teacher's ability to provide educational service; and serving as an officer in the Association, the Illinois Education Association, or the National Education Association. During this sabbatical leave, the Teacher shall not be paid any salary or other benefits. The Teacher shall have the opportunity to participate in the District's insurance program by paying the full amount of the premium in advance. The Board shall not be held liable for death or injuries sustained by a Teacher while on sabbatical leave. While on sabbatical leave, seniority shall not accrue; but on returning from sabbatical leave, the Teacher shall be restored to the same position or to a position of like nature with full restoration of all salaries and benefits. Provided there are enough people who qualify for sabbatical leaves and apply for such leaves, the Board shall grant up to two (2) such leaves per year.

8.4 Association Leave

If the Association desires to send representatives to IEA-sponsored workshops and conventions, they must reimburse the Board for the cost of substitute Teacher.

8.5 Maternity Leave

Upon written request by a Teacher, the Board shall grant a maternity leave of absence without pay, not to exceed one (1) school year.

Maternity leave shall be granted to a Teacher who furnishes evidence of a pending adoption. The leave will be without pay and shall not exceed one (1) school year.

8.6 Leave Benefits

Any Teacher on leave shall be able to maintain his/her school group insurance policy at his/her own expense.

8.7 Professional Leave

With his/her Building Principal's approval, any Teacher shall have the opportunity to attend at least one (1) in-state educational conference relative to his/her assignment per year with expenses paid. Teachers may attend out-of-state conferences with the Superintendent's permission. If the Board requires the Teacher to attend any professional meeting, workshop, or any other program, the Board agrees to pay all expenses as approved by the Board.

8.8 Jury Duty

Any Teacher required to serve on a jury shall suffer no loss in salary or Teacher benefits, provided, however, that all monies received, other than actual expenses, shall be turned over to the Board. On occasions when a Teacher is called for jury service, but the Teacher is not required to serve that day, the Teacher shall report to work unless the Superintendent or Building Principal waives the Teacher's presence that day due, for example, to the hiring of a substitute Teacher.

8.9 Subpoena Leave

If any Teacher has been issued a subpoena to appear as a witness in any school-related proceeding in which the Teacher is not a party of interest against the District, the Teacher shall suffer no loss in salary or Teacher benefits.

On occasions when an Teacher is issued a subpoena, but the Teacher is not required to attend that day, the Teacher shall report to work unless the Superintendent or Building Principal waives the Teacher's presence that day due, for example, to the hiring of a substitute Teacher.

8.10 Seniority

1). Definition

Seniority is the length of a Teachers full-time service, starting with the day on which the Teacher was hired by Paxton Buckley Loda CUSD # 10, Paxton CUSD No. 2, Buckley-Loda CUSD No. 8, Ford Central CUSD No. 8, or Ford-Iroquois Special Education Cooperative if the Teacher employed by FISEC was working in District No. 10 at the point District No. 10's withdrawal from FISEC. Date of hire is determined by Board action as reflected in Board minutes. One (1) calendar year of employment shall equate to one (1) year of seniority. Seniority shall commence only upon completion of the probationary period for full-time Teacher calculated retroactively to date of hire.

2). Loss of Seniority

Seniority is lost upon the following:

A). Resignation
B). Dismissal
C). Retirement, or
D). Expiration of recall rights

3). Continuation of Accrual of Seniority

Seniority continues to accrue during any work year in which an employee works or receives paid leave and/or unpaid FMLA leave for at least two-thirds (2/3) of the work days per work year.

ARTICLE IX

Teacher Compensation and Fringe Benefits

9.1 Pay Period

Teachers shall be required to utilize direct deposit and shall be paid on a twenty-four (24) pay per contract year basis.

Beginning Teachers shall have an option of receiving a check for Five Hundred and 00/100 Dollars ($500.00) (taken from the September check payment) on September 1st. Notification must be on a form provided by the Board and returned according to the current payroll schedule and timesheet due date.

9.2 Insurance

A). Beginning July 1, 2018, the Board shall contribute toward the individual premium Five Hundred Thirty and 00/100 Dollars ($530.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

Beginning July 1, 2019, the Board shall contribute toward the individual premium Five Hundred Ninety- Four and 00/100 Dollars ($594.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

Beginning July 1, 2020, the Board shall contribute toward the individual premium Six Hundred Sixty-Five and 00/100 Dollars ($665.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

B). Teachers may elect to allocate dollars for individual and dependent insurance premiums which exceed the Board's contribution. These dollars shall be deducted before taxes are figured on income, thus making these elected amounts non-taxable.

C). Spouses who are both full-time employees of the district, may apply the dollar value of the board's contribution described in 9.2A towards major medical health insurance coverage through the group plan provided by the board towards the single, employee plus spouse, employee plus children or family premium for any of the plans chosen by the employee. Both employees must be enrolled in the district's major medical health insurance group plan.

9.3 Substitutions

Teachers who substitute during their preparation period for another Teacher will be paid Twenty-One and 25/100 dollars ($21.25) per period for substitution. Substitution shall be defined as the assumption of all or a portion of a Teacher's duties in the absence of that assigned Teacher from the classroom. It shall be the administrator's responsibility to secure such substitutes. Teachers have the option to refuse such requests.

Study hall supervisors and librarians will be paid Eleven and 75/100 Dollars ($11.75) per period for substitution when:

A). A Teacher's class is sent to the study hall supervisor or librarian for supervision in absence of the Teacher from the classroom.

B). Such substitution payment shall increase to Twenty-One and 25/100 Dollars ($21.25) per period after the fifth day of a continued substitution.

C). Study hall supervisors shall not receive substitution payment for individuals sent to study hall for disciplinary reasons by the administration or for students placed in study hall at the conclusion of an extra-curricular activity season.

9.4 Tuition Reimbursement

A). Teachers will be reimbursed Two Hundred and 00/100 Dollars ($200.00) per semester hour or actual cost, whichever is less, for job-related course work as described in Paragraphs 1-5 below. No Teacher will be required to obtain further education as a condition of employment as long as the Teacher remains qualified according to Illinois Office of Education licensure standards.

A job-related course is defined as any course that meets any of the following qualifications:

1). Any taken as a requirement in a masters degree or advanced degree program in the Teacher's curriculum assignment;

2). Any education course;

3). Any course in teaching curriculum assignment of the person taking the course;

4). Any course associated with the Teacher's extra-curricular duty assignments; or,

5). With Superintendent approval, any course to qualify for a curriculum assignment or extra-duty assignment as requested by the District.

B). Any undergraduate course approved by the Superintendent shall count toward initial placement at, or horizontal movement to, the BS+8 column of the salary schedule. This undergraduate work shall not count for movement past the BS+8 column. All graduate and undergraduate level course work must be approved by the Superintendent in order for it to be counted for horizontal movement on the salary schedule.

C). No Teacher shall be eligible to receive tuition reimbursement for any administrative coursework while the Teacher is a non-tenured teacher.

9.5 Mileage

The Board shall reimburse Teachers for use of personal automobiles at the Internal Revenue Service published rate per mile for approved District travel.

9.6 Beginning Teacher Visitation

Beginning Teachers will be allowed one (1) visitation day during their first year in the District. Arrangements must be made with their Principals.

9.7 Summer School

Summer school positions shall be filled in the following manner:

A). Summer school positions shall be filled by a staff member, deemed most qualified by administration, who applies for the position.

B). Compensation for summer school will be at the rate of Twenty-Seven and 50/100 Dollars ($27.50) per hour and shall be paid on the first payroll period that follows the conclusion of summer school classes.

9.8 Full Experience Credit

Each Teacher hired after July 1, 1996 may be awarded less than full credit for teaching experience outside the District with the approval of the Teacher, Association, and Board.

9.9 School Year Salary Schedule

The salary schedule shall be as set forth in Addendum B, which is attached to and incorporated in this Agreement. The schedule shall be based on a one hundred eighty (180) day school calendar, as determined in Article VII, Section 3.

9.10 Pay Days

The regularly established pay dates will be the fifteenth (15th) and thirtieth (30th) of each month. If a regular pay date during the school term falls on a day when school is not in session, Teachers shall receive their direct deposit on the last work day prior thereto.

9.11 Supplemental Jobs – Payroll Procedures

Supplemental pay, as per Addendum C, shall be added to the Teacher's salary and shall be paid in the paycheck each pay period or paid in full upon completion of said assignment, according to the request of the Teacher. Teacher will designate by August 30th of each school year whether he/she would prefer the Addendum C position(s) to be paid "lump sum" or "24 pay". Once a designation is made, no changes can be made for that school year. If no designation is made by the Teacher by August 30th annually, the Addendum C position(s) will revert to "lump sum" at the conclusion of the assignment.

All substitution and any other supplemental pay not covered by Addendum C will be paid twice monthly.

Compensation for all extra-duty jobs listed in Addendum C shall be paid as follows:

Any work performed prior to June 30, 2018 shall be paid according to the previous Collective Bargaining Agreement.

Any work performed between July 1, 2018 and June 30, 2021 shall be paid according to the Addendum C schedules dated July 1, 2018; July 1, 2019; and July 1, 2020.

9.12 Retirement Incentive

A). Eligibility

To be eligible for any of the following Plans, a Teacher must meet the following requirements:

1). Be at least sixty (60) years of age with twenty (20) years of creditable service as defined by the Illinois Teacher Retirement System by the last day of service in the District or be at least fifty-five (55) years of age with thirty-five (35) years of credible service as defined by the Illinois Teacher Retirement System by the last day of service in the District.

2). Must have a minimum of ten (10) years of full-time teaching service in the PBL School District.

The District may require proof of eligibility.

Once any employee meets the threshold eligibility requirements as stated above, the employee must retire by the close of the school year that he/she first gains eligibility. The employee must submit his/her irrevocable letter or resignation/retirement to the Board of Education by May 1st of the school year prior to his/her retirement under the one (1) year plan; by May 1st two (2) years prior to his/her retirement under the two (2) year plan; by May 1st three (3) years prior to his/her retirement under the three (3) year plan; and by May 1st four (4) years prior to his/her retirement under the four (4) year plan. AN EMPLOYEE WHO BECOMES ELIGIBILE CANNOT DEFER ELIGIBILITY TO A FUTURE DATE. ELIGIBILITY OCCURS ONLY ONCE, respective to each plan. Failure to retire at the close of the school year the employee first gains eligibility will forever foreclose the teacher from the benefits of the Retirement Incentive provision for the remainder of the employee's employment with the District.

B). Definitions

For purposes of this Article, TRS credible compensation (earnings) include (but are not limited to):

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Sections 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements

C). Plans

1). One (1) Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 one (1) year prior to the year of retirement stating that he/she shall retire at the end of the next school year, in lieu of the salary increase called for by the collective bargaining agreement then in effect, for the final year of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior year of employment.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2019 stating that he/she will retire on June 30, 2020. The Teacher's TRS creditable earnings for the 2018/2019 school year were $40,000.00. The Teacher's final year, 2019/2020, TRS creditable earnings will be $41,200.00 (i.e., $40,000.00 x 1.03 = $41,200.00).

2). Two (2) Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 two (2) years prior to the year of retirement stating that he/she shall retire in two years, in lieu of the salary increases called for by the collective bargaining agreement then in effect, for the final two (2) years of employment the Teacher's TRS creditable

earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior years of employment respectively.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2019 stating he/she will retire on June 30, 2021. The employee's TRS creditable earnings for the 2018-2019 school year were $40,000.00. The Teacher's TRS creditable earnings for the 2019-2020 school year will be $41,200.00 (i.e., $40,000.00 x 1.03 = $41.200.00). The Teacher's TRS creditable earnings for the 2020-21 school year will be $42,436.00 (i.e., $41,200 x 1.03 = $42,436.00).

3). Three (3) Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 three (3) years prior to the year of retirement stating that he/she shall retire in three years, in lieu of the salary increases called for by the collective bargaining agreement then in effect, for the final three (3) years of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior years of employment respectively.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2019 stating he/she will retire on June 30, 2022. The Teacher's TRS creditable earnings for the 2018/2019 school year were $40,000.00. The Teacher's TRS creditable earnings for the 2019/2020 school year will be $41,200.00 (i.e., $40,000.00 x 1.03 = $41,200.00). The Teacher's TRS creditable earnings for the 2020/2021 school year will be $42,436.00 (i.e., $41,200.00 x 1.03 = $42,436.00). The Teacher's TRS creditable earnings for the 2021/2022 school year will be $43,709.00 (i.e., $42,436.00 x 1.03 = $43,709.00).

4). Four (4) Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to May 1 four (4) years prior to the year of retirement stating that he/she shall retire in four years, in lieu of the salary increases called for by the collective bargaining agreement then in effect, for the final four (4) years of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior years of employment respectively.

Example: A Teacher gives his/her irrevocable letter of retirement prior to May 1, 2019 stating he/she will retire on June 30, 2022. The Teacher's TRS creditable earnings for the 2018/2019 school year were $40,000.00. The Teacher's TRS creditable earnings for the 2019/2020 school year will be $41,200.00 (i.e., $40,000.00 x 1.03 = $41,200.00). The Teacher's TRS creditable earnings for the 2020/2021 school year will be $42,436.00 (i.e., $41,200.00 x 1.03 = $42,436.00). The Teacher's TRS creditable earnings for the 2021/2022 school year will be $43,709.00 (i.e., $42,436.00 x 1.03 = $43,709.00). The Teachers TRS creditable earnings for the 2012/2022 school year will be $45,020.00 (i.e., $43,709.00 x 1.03 = $45,020.00).

Transition Clause: In year one of the contract providing for a four (4) year retirement incentive, any teacher who would qualify for the four (4) year plan may submit his/her irrevocable letter of retirement by October 5, 2018.

D). Miscellaneous

Once an irrevocable letter of retirement is submitted, the Teacher will not be assigned any additional extra-duties or TRS reportable duties not currently being performed without the consent of the Teacher.

If after submitting an irrevocable letter of retirement, the Teacher resigns from or is removed from duties for which the Teacher was compensated the previous year (i.e., extra-curricular, extended contract and/or stipends), the Teacher's TRS creditable earnings will be adjusted accordingly.

Example: The Teacher's TRS creditable earnings from the 2017/2018 school year were $43,000.00, of which $3,000.00 was compensation for coaching basketball in 2017/2018. Under the Teacher's retirement plan, he/she would be scheduled to receive $44,290.00 TRS creditable earnings for the 2018/2019 school year (i.e., $43,000.00 x 1.03 = $44,290.00). However, the Teacher resigns from his/her coaching position before the start of the 2018/2019 school year. The Teacher's TRS creditable earnings for the 2018/2019 school year will be $41,200.00 (i.e., $40,000.00 x 1.03 - $41,200.00) rather than $44,290.00.

In the event a Teacher has submitted his/her timely irrevocable letter of retirement but fails to meet the eligibility requirements because of illness or life changing circumstances, the Board, in its sole discretion, may allow the Teacher to rescind his/her letter of retirement, provided the Teacher returns to the Board any TRS creditable earnings paid to the Teacher in excess of the amount the Teacher would otherwise have received under the salary increase pursuant to the collective bargaining agreement.

If legislation is enacted and/or administrative rules are adopted during the life of this agreement that result in a greater cost to the District than the costs generated by this agreement, the provisions relating to such benefits shall be null and void.

9.13 Limitation on TRS Non-Exempt Credible Compensation

When an Employee has thirty (30) years of TRS credible service, the Employee's non-exempt credible TRS earnings, irrespective of form and no matter how arising, and whether or not arising under this collective bargaining agreement, shall not exceed the amounts specified hereinafter.

No Employee's non-exempt credible TRS earnings shall increase from one school year to the next by more than three percent (3%) or otherwise increase so as to create liability on the part of the Board or District for any portion of an Employee's retirement annuity or result in any District or Board-paid penalty or fee to TRS.

9.14 Extended Year Contracts

All extended year jobs shall be set forth in Addendum D of this Agreement.

9.15 Understanding of Compensation

All salary or compensation discussed, proposed, and agreed upon in the collective bargaining agreement between Paxton-Buckley-Loda CUSD No. 10 Education Association and Paxton-Buckley-Loda CUSD No. 10 Board of Education are considered to be TRS credible for TRS members, unless otherwise noted (i.e., health insurance, mileage, tuition reimbursement, conference/workshop travel reimbursement, scorekeeping, clock operator, announcing, and ticket-taking).

ARTICLE X

EDUCATIONAL SUPPORT PERSONNEL

Educational Support Personnel and Association Rights

10.1 Right to Join

ESPs have the right to join any organization for their professional or economic improvement, but membership in such organization shall not be required as a condition of employment.

10.2 Discrimination

This Agreement shall not discriminate against any ESP, regardless of membership or non-membership in the Association and/or for the reason of race, creed, color, or marital status, age, sex, or national origin.

10.3 Personnel File

An ESP, upon at least twenty-four (24) hours advance written notice submitted to the Superintendent, or in his absence to the Principal, shall have the right to review the contents of his/her personnel file, with the exception of pre-employment confidential material. Said review shall take place during regular hours established for the unit office. The Superintendent, or in his/her absence the Principal, shall be present during the review. The ESP shall have the right to attach dissenting material to any item in his/her file.

The ESP shall be notified in writing within seven (7) school days of the addition or deletion of any item to the employee's personnel file. If school is not in session, the ESP shall be notified in writing within seven (7) workdays in which the office is open.

10.4 Statutory Rights

If, as a result of the enactment of a statute by the Illinois General Assembly, any provision of this Agreement has the effect of reducing or diminishing ESPs' rights or privileges provided in the statute, the statute shall take precedence.

10.5 Dues Deduction

The Board shall deduct from each ESP's pay the current dues of the PBLEA provided that the Board has an ESP-executed authorization for dues deduction, the amount of which shall annually be certified by the Association. Such dues shall be deducted at the option of the ESP in equal payments as per Articles 13.1 and 13.9 of this Agreement, beginning October 1st, provided that the ESP-executed authorizations are turned into the District office by September 15th. All dues deducted by the Board shall be remitted to the Association no later than ten (10) days after such deductions are made.

10.6 Meetings, Notices, and General Information

The Association shall not be denied the following when feasible:

The use of ESP mailboxes, inter-school mail, email, and school bulletin boards in the employee lounges for the purpose of internal communications.

10.7 Contract Distribution

The Board shall post an electronic copy of the Contract on the PBL website at www.pblunit10.com. Paper copies will be available in each building.

10.8 ESP Assignment

The Board retains the right to organize and reorganize the schools and to assign ESPs according to their qualifications, the best interests of the pupils, the educational program, and the needs of the District.

10.9 Transfer Policy

A). Notification of all vacancies and job descriptions of ESP and Addendum C positions shall be posted in the following locations in each building: lounges, building offices, kitchens, and custodians' offices. A copy shall also be posted in the unit office. The Association President shall be provided a copy of vacancy notices.

B). Only vacancies substantiated by written resignations that have been accepted by the Board, due to the creation of any new position, leave of absences, or transfers shall be posted.

C). Transfer requests shall be made in writing. Receipt shall be acknowledged by the administration.

D). Transfer approval shall be at the discretion of the administration.

E). Involuntary transfers to be granted release if the ESP so desires.

F). Transferred ESPs will be given consideration for transfers to other assignments when future vacancies occur.

10.10 Agenda of Board

The President of the Association shall be given written notice of all regular and special meetings of the Board, together with a copy of the agenda or statement of purpose of each meeting at least twenty-four (24) hours prior to the scheduled time of the meeting.

Notices of emergency meetings shall be given in the same manner as to Board members.

10.11 Board Minutes

Copies of all Board minutes from all open sessions shall be posted on the PBL website at www.pblunit10.com as soon as they have been approved.

10.12 School Budget and Audit

The Board agrees to furnish to the Association President a current copy of the school budget, audit, and state financial report as soon as they are made public.

10.13 Just Cause Dismissal

A). Probationary Status

A probationary ESP is an ESP who is a newly hired ESP, or who is working in the category of position for the first time after July 1, 1995. ESPs shall be deemed on probationary status for the first one hundred twenty (120) working days in which an ESP is employed in a particular category as defined herein.

B). Suspension With Pay

Nothing prohibits the employer from suspending employees with pay pending an investigation of possible employee wrongdoing. Suspensions with pay are not deemed disciplinary.

C). Just Cause Suspension Without Pay

No employee (other than a probationary ESP) will be suspended without pay or terminated without just cause.

D). Dismissal from Extra Duties

The Board retains the right to dismiss without just cause employees from extra duties listed in Addendum C provided that the employee is given written notice of the reason(s) for the dismissal within five (5) school days after the dismissal action is taken. Any dismissal hereunder is expressly and specifically non-grievable and is excluded from the grievance of this Agreement.

ARTICLE XI

Conditions of Employment

11.1 Break Time

ESPs scheduled to work seven (7) or more hours per day shall be entitled to two (2) paid fifteen (15) minute breaks per day. ESPs scheduled to work fewer than seven (7) hours but more than four (4) hours per day shall be entitled to one (1) paid fifteen (15) minute break per day. ESPs scheduled to work four (4) or fewer hours per day shall not be entitled to breaks.

11.2 School Calendar

The administration will meet with representatives of the Association to discuss and prepare a school calendar to be submitted to the Board for adoption. Supplemental modifications shall be jointly discussed and agreed to by the administration and the Association before implementation. If the administration and the Association cannot agree, the decision of the Board shall be final.

11.3 Duty-Free Lunch

All ESPs who work at least seven and one-half (7 ½) continuous hours shall receive a thirty (30) minute duty-free meal break which begins within the first five (5) hours of the ESP's workday.

11.4 Reduction of ESP Staff

1). Definition

Seniority is the length of an ESP's full-time service, starting with the day on which the ESP was hired by Paxton CUSD No. 2, Buckley-Loda CUSD No. 8, Ford Central CUSD No. 8, or Ford-Iroquois Special Education Cooperative if the ESP employed by FISEC was working in District No. 10 at the point District No. 10's withdrawal from FISEC. Date of hire is determined by Board action as reflected in Board minutes. One (1) calendar year of employment shall equate to one (1) year of seniority. Seniority shall commence only upon completion of the probationary period for full-time ESPs, calculated retroactively to date of hire.

For purposes of this Article, the number of hours which constitute full-time employment shall depend upon the category of position. For each category of position, "full-time" shall be the greatest number of hours normally and regularly assigned to ESPs in that category of position.

2). Loss of Seniority

Seniority is lost upon the following:

A). Resignation
B). Dismissal
C). Retirement, or
D). Expiration of recall rights

3). Continuation of Accrual of Seniority

Seniority continues to accrue during any work year in which an employee works or receives paid leave and/or unpaid FMLA leave for at least two-thirds (2/3) of the work days per work year.

4). Publication of Seniority List

By February 1st of each year, the Board shall post a seniority list current through the current school year. The Association must submit deletions, additions and corrections to the list by February 15th. A final list will be furnished the Association by March 1st.

Placement on the seniority list shall be subject to grievance.

5). Reduction in Force Procedures

Other provisions of this Agreement notwithstanding, it is agreed by the parties that in case of lay off, seniority shall apply. A thirty (30) day notice before the end of the term shall be provided any ESP who is reduced in force with the exception of one-on-one ESP student aides. One-on one student aides may be dismissed upon thirty (30) days written notice. ESPs shall be notified by certified mail.

6). Recall from Lay Off

ESPs shall be recalled in reverse order for any vacancies for which they are qualified within two (2) years.

ESPs shall be notified by certified mail, at the last known address, of vacancies for which they are eligible. ESPs shall have ten (10) days to notify the Board of their intentions. Failure to respond within this time limit shall result in termination of all employment rights.

7). Equal Seniority

In case there is a situation where two (2) or more ESPs have equal seniority, continued employment will be determined by the drawing of lots witnessed by a PBLEA union representative.

11.5 Employee Schedules

Each ESP shall be afforded comparable assignments in so far as is possible and practical.

11.6 Notification of Assignments

All ESPs shall be given written notice of their work assignments for the forthcoming year no later than the end of the preceding school year. In the event changes in such assignments are proposed, the ESP affected shall be notified promptly and consulted. In the event of any emergency situation, the Association shall be notified; and the ESP shall be allowed to resign if such change is not acceptable to him/her.

11.7 Pupil Problems

The parties agree that the ESPs shall have the full cooperation, support, and assistance of the administration in maintenance of the Board Discipline Policy.

The parties agree that the teachers have the primary responsibility for maintenance of discipline within the classroom as prescribed by the Board Discipline Policy.

11.8 Extra Duties

Extra duties shall be defined as any duty outside of the ESP's assignments, with the exception of recess duty.

No ESP shall be required to perform any extra duties on Wednesday evening, all day Sunday, or any other Sabbath day.

The Board shall provide each ESP with a school activity pass which will admit the ESP, spouse, and children through Grade 12 to school activities.

11.9 Board Policy

A copy of current Board policy in all areas will be presented to any new employee on the first day of each school year or upon the commencement of the employee's duties. Employees will be notified of changes in Board policy during the year through memorandum. Copies of the complete Board policies shall be maintained in the Principal's office of each building; any additions or changes in Board policy shall be communicated to the Association within seven (7) days following Board action on the policy. (The Association will be provided a copy of the policy.)

11.10 Paperwork Reduction

No ESP will be required to attend any building meeting, unit-wide meeting, workshop, special education staffing, or in-service training during these early dismissals.

11.11 Medication / First Aid

No ESP shall be required to dispense any medication to students as part of the ESP's normal duties.

11.12 ESP Working Provisions

A). Work Week Definition

The regularly scheduled work week shall not exceed forty (40) hours, excluding a lunch period. This provision shall preclude longer work hours occasioned by special events such as tournaments or extended extra-curricular activities. This provision does not guarantee consecutive hours of work. An ESP who works more than forty (40) hours during a single work week works overtime and shall be compensated at time and half rate for all such additional hours.

B). Starting and Stopping Times

Any historical practice to the contrary notwithstanding, the Board may specify work day starting and stopping times for all ESPs.

C). Overtime

No ESP may work overtime without the approval of his/her non-bargaining unit supervisor, except as otherwise specified in the Collective Bargaining Agreement; and in case of emergency when the supervisor is unavailable, the ESP shall be paid at time and half for such overtime as may be necessary under the circumstances to prevent loss or injury to persons or property.

D). Compensatory Time

With prior approval of the appropriate non-bargaining unit supervisor, ESPs who work overtime may elect to accumulate overtime as compensatory time. Compensatory overtime shall be at the rate of one and one-half (1½) times each overtime hour.

Example: An ESP works 41 hours in a work week. The ESP has previously received permission from the supervisor to utilize compensatory time rather than being paid overtime. The ESP is entitled to 1½ hours of compensatory time.

ESPs shall notify their non-bargaining unit supervisors of dates and times upon which the ESP desires to use compensatory time. The Board reserves the right to preclude the use of compensatory time on particular dates based upon the needs of the Board, but approval of compensatory time shall not be unreasonably withheld. No ESP may accumulate compensatory time in excess of forty (40) hours. The ESP shall receive all overtime in excess of such amount as overtime pay.

Example: An ESP has accumulated 26 2/3 hours of overtime. As a result, the ESP is entitled to forty (40) hours of compensatory time. Upon the accumulation of the next hour of overtime, the ESP shall be paid for 1 hour of overtime at the rate of 1½ times the ESP's straight time rate.

E). Food Service Event Pay

Compensation will be paid at time and a half for Cooks only after thirty-five (35) hours in a given week, if they are requested to return to work after normal working hours to a scheduled event.

ARTICLE XII

Leaves

12.1 Sick Leave

Each ESP will be entitled to the following amount of sick leave days per school term without loss of pay:

12 month ESP	-	15 sick days
11 month ESP	-	14 sick days
10 month ESP	-	13 sick days
9 month ESP	-	12 sick days

Sick leave shall accumulate to a total of three hundred forty (340) days.

12.2 Personal Leave

Full-time ESPs shall be entitled to two (2) personal leave days per year without loss of pay. The use of a personal day is subject to the following conditions:

1). Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal twenty-four (24) hours in advance of the requested date.

2). No personal leave days may be used immediately before or immediately after a holiday without prior approval.

3). Personal leave may not be used in increments of less than one-quarter (1/4) day.

4). No more than two (2) personal days may be used at any one time, except as approved by administration.

These days may accumulate to ten (10) days. Personal leave days in excess of ten (10) days will convert to sick leave days.

12.3 Association Leave

If the Association desires to send representatives to IEA-sponsored workshops and conventions, they must reimburse the Board for the cost of substitute ESPs.

12.4 Maternity Leave

Upon written request by an ESP, the Board shall grant a maternity leave of absence without pay, not to exceed one (1) school year.

Maternity leave shall be granted to an ESP who furnishes evidence of a pending adoption. The leave will be without pay and shall not exceed one (1) school year.

12.5 Leave Benefits

Any ESP on leave shall be able to maintain his/her school group insurance policy at his/her own expense.

12.6 Professional Leave

With his/her Building Principal's approval, any ESP shall have the opportunity to attend at least one (1) in-state educational conference relative to his/her assignment per year with expenses paid. ESPs may attend out-of-state conferences with the Superintendent's permission.

If the Board requires the ESP to attend any professional meeting, workshop or any other program, the Board agrees to pay all expenses as approved by the Board.

12.7 Jury Duty

Any ESP required to serve on a jury shall suffer no loss in salary or benefits, provided, however, that all monies received, other than actual expenses, shall be turned over to the Board.

On occasions when an ESP is called for jury service but the ESP is not required to serve that day, the ESP shall report to work, unless the Superintendent or Building Principal waives the ESP's presence that day due, for example, to the hiring of a substitute ESP.

12.8 Subpoena Leave

If any ESP has been issued a subpoena to appear as a witness in any school-related proceeding in which the ESP is not a party of interest against the District, the ESP shall suffer no loss in salary or ESP benefits.

On occasions when an ESP is issued a subpoena but the ESP is not required to attend that day, the ESP shall report to work, unless the Superintendent or Building Principal waives the ESP's presence that day due, for example, to the hiring of a substitute ESP.

ARTICLE XIII

Employee Compensation and Fringe Benefits

13.1 Pay Period

Employees shall be required to utilize direct deposit and shall be paid on a twenty-four (24) pay per contract year basis.

13.2 Insurance

A). Beginning July 1, 2018, the Board shall contribute toward the individual premium Five Hundred Thirty and 00/100 Dollars ($530.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

Beginning July 1, 2019, the Board shall contribute toward the individual premium Five Hundred Ninety-Four and 00/100 Dollars ($594.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

Beginning July 1, 2020, the Board shall contribute toward the individual premium Six Hundred Sixty-Five and 00/100 Dollars ($665.00) per month; or the monthly cost of the individual premium, whichever is less for each full-time or half-time Teacher who elects individual major medical/health insurance coverage through the group plan provided by the Board.

B). ESPs may elect to allocate dollars for individual and dependent insurance premiums which exceed the Board's contribution. These dollars shall be deducted before taxes are figured on income, thus making these elected amounts non-taxable.

C). Spouses, who are both full-time employees of the district, may apply the dollar value of the board's contribution described in 13.2A towards major medical health insurance coverage through the group plan provided by the board towards the single, employee plus child(ren), or family premium for any of the plans chosen by the employee. Both employees must be enrolled in the district's major medical health insurance group plan.

D). Any ESP who qualifies for IMRF [six hundred (600) hours minimum] shall be entitled to benefits as provided in Paragraphs A, B, and C of this Section 13.2.

13.3 Tuition Reimbursement

ESPs will be reimbursed Two Hundred and 00/100 Dollars ($200.00) per semester hour or actual cost, whichever is less, for job-related course work as described in Paragraph 1 below.

A job-related course is defined as any course that meets any of the following qualifications:

1). Any course associated with the ESP's extra-curricular duty assignments; or,

2). With Superintendent approval, any course to qualify for a curriculum assignment as requested by the District.

13.4 Mileage

The Board shall reimburse ESPs for use of personal automobiles at the Internal Revenue Service published rate per mile for approved district travel.

13.5 Summer School

Summer school positions shall be filled by a staff member applicant deemed most qualified by administration, who applies for the position.

13.6 Full Experience Credit

Each ESP hired after July 1, 1996 may be awarded less than full credit for public school work experience in the ESP's category of hire with the approval of the ESP, Association, and Board.

13.7 School Year Salary Schedule

The salary schedule for ESPs shall be as set forth in Addendum D, which is attached to and incorporated in this Agreement. The schedule shall be based on the following:

Custodian – 50 Hours Per Week

50 hr/wk for 41 wks/yr (50x41=)	2,050 hours
40 hr/wk for 11 wks/yr (40x11=)	440 hours
Total Hours	2,490 hours per year

Custodian – 40 Hours Per Week

40 hr/wk for 52 wks/yr (40x52=)	2,080 hours per year

Groundskeeper	40 hr/wk for 52 wks/yr (40x52=)	2,080 hours per year
Cooks	7 hrs/day x 177 Days =	1,239 hours per year

Secretaries

204 Day Secretary	8 hrs/day x 204 days =	1,623 hours per year

204 day secretaries start two (2) weeks before the start of school and work two (2) weeks after the end of school.

180 Day Secretary	8 hrs/day x 180 days =	1,440 hours per year
Paraprofessionals	7 hrs/day x 176 days =	1,232 hours per year
Library Aide	7 hrs/day x 180 days =	1,260 hours per year
Lunch Clerk/Office Support	7 hrs/day x 178 days =	1246 hours per year

13.8 Pay Days – School Not in Session

The regularly established pay dates will be the fifteenth (15th) and thirtieth (30th) of each month. If a regular pay date during the school term falls on a day when school is not in session, ESPs shall receive their direct deposit on the last work day prior thereto.

13.9 Supplemental Jobs – Payroll Procedures

Supplemental pay, as per Addendum C, shall be added to the ESP's salary and shall be paid in the paycheck each pay period or paid in full upon completion of said assignment, according to the request of the ESP.

All substitution and any other supplemental pay not covered by Addendum C will be paid twice monthly.

Compensation for all extra-duty jobs listed in Addendum C shall be paid as follows:
Any work performed prior to June 30, 2018 shall be paid according to the previous Collective Bargaining Agreement.

Any work performed between July 1, 2018 and June 30, 2021, shall be paid according to the Addendum C schedules dated July 1, 2018; July 1, 2019; and July 1, 2020.

13.10 Retirement Incentive

Any ESP who retires at age fifty (50) or older and who has at least ten (10) years of full-time service in the district shall receive during his/her final two (2) or three (3) years of employment according to the following formula:

A). Two (2) years at Six Percent (6%) for ESPs who have Ten (10) to Nineteen (19) years of full-time service in the District.

B). Three (3) years at Six Percent (6%) for ESP who have twenty (20) or more years of full-time service in the District.

ESP must give notice by May 1st of the preceding school year to receiving their first year of the Six Percent (6%) retirement bonus.

Any ESP employed by the Paxton-Buckley-Loda School District as of June 30, 1993, is eligible for this bonus, even though the ESP may not meet the years of service requirements as set forth in Paragraphs A and B.

Any ESP hired after June 30, 1993, must meet all requirements as listed in Paragraphs A or B of this Section.

No later than May 1st of the prior school year, each eligible ESP shall notify the Superintendent in writing whether the ESP intends to retire and wishes to receive the retirement incentive. The letter of intention shall be accompanied by an irrevocable letter of retirement. The retirement incentive shall be made in 48 or 72 installments over the course of the ESP's final years of employment in the District.

13.11 Vacation Days

A). Each twelve (12) month ESP shall be entitled to vacation days as per the following schedule without loss of pay:

After first year:	5 vacation days
After second year:	10 vacation days
After fifth year:	12 vacation days
After tenth year:	15 vacation days

Any vacation days unused on the anniversary of a twelve (12) month ESP's hire date from the previous twelve months, the ESP shall be allowed to carry over one-half (1/2) of unused vacation days. All vacation days must be exhausted prior to resignation or retirement.

For Example: If the ESP received ten (10) vacation days on his/her anniversary, the ESP can carry over no more than five (5) vacation days. This will not affect already accumulated vacation days.

B). Paid holidays for twelve (12) month ESP staff members are as follows:

July 4th
Columbus Day
Thanksgiving Day
Day Before Christmas
Days After Christmas
Day Before or After New Year's Day.
Martin Luther King Day
One Day During Spring Break in replacement of Casmir Pulaski Day.
Good Friday
Labor Day
Veterans Day
Day After Thanksgiving
Christmas Day
New Year's Day
President's Day
Memorial Day

C). In the event that a paid holiday falls on a Monday – Friday, the holiday shall be paid as a workday at the normal rate of pay. If the paid holiday falls on a Saturday or Sunday, then administration will choose a day with input from staff. All ESP staff will observe the paid holiday on the same day.

D). In the event that a paid holiday (i.e Veteran's Day) falls on a student attendance day, administration will select a day in exchange for working the holiday with input form staff. All ESP staff will observe the paid holiday on the same day.

13.2 Custodian Alarm Calls

If a custodian is called back for an alarm call, he/she shall be paid a minimum of two (2) hours overtime.

13.3 Cook Work Schedule

The work schedule for cooks shall be 1.50 days before the first day of student attendance and .50 days after the last day of student attendance.

ARTICLE XIV

Insurance Committee

The committee shall not engage in collective bargaining but rather consensus building. The work of the committee is to be collaborative in order to promote a wide range of views and opinions of the subjects with which to be dealt. Recommendations, if any, reported by the committee will be provided to both the Board and the PBLEA.

The committee may utilize the services of consultants, who may attend meetings and who shall inform the committee as to recommendations in modifications of the Plan design, interpret data generated from the various reports and bidding carriers, and provide projections of future Plan performance.

The committee shall consider all options which are in the best interest of the Plan, taking into account, without limitation, benefit designs and options, cost savings, cost containment options, managed care, preventative and wellness programs, and the like.

The committee shall consider, but not by the way of limitation, the following:

A). Additions and modifications of the benefits current in effect;

B). Selections of insurance and stop-loss reinsurance carriers;

C). Selections of third-party administrators;

D). Selections of managed care networks and brokers;

E). Selection of funding mechanism for coverage (i.e. fully funded conventional, self-funded, etc.); and,

F). Establishment of premium levels for single, two party, and family coverage.

G). In addition, the committee shall:

1). Provide stewardship for the health insurance fund;

2). Facilitate and communicate their consultant's interest;

3). Disseminate health insurance information to their consultants;

4). Serve as advisors to the Superintendent and Board of Education on health insurance Issues.

ARTICLE XV

15.1 Sick Bank

The sick bank can be initiated in extreme cases when a Full-Time Teacher or ESP has exhausted all his/her sick and personal days and suffers from a personal illness, disability, or hospitalization of a "catastrophic" nature or from a "catastrophic" event. Catastrophic refers to life-threatening, extraordinary, or chronically debilitating medical conditions and is not intended to include commonplace or ordinary medical conditions. Examples of catastrophic medical conditions include certain cancers and pregnancy/birth complications that are hazardous to the life of the mother and/or unborn child. In contrast, the flu, broken leg, and routine pregnancies are not considered catastrophic medical conditions. Generally, catastrophic medical conditions must be considered both long-term in nature and require long-term recuperation periods. A physician's statement certifying that the medical condition is life-threatening, extraordinary, or chronically debilitating must be submitted with the staff person's request to access this program. A catastrophic event would include, but is not limited to, death of a spouse or a child or the catastrophic illness of a spouse or child. The Catastrophic Leave Committee shall determine whether a staff person qualifies for this program.

Any staff person who is: (1) receiving disability benefits, (2) receiving workers compensation benefits or pursuing a claim therefore, or (3) absent for illness or injury due to a work-related accident may not avail himself/herself of any benefits of this program. Any staff person who is on a board-approved leave or absence shall be ineligible under this program.

15.2 Requesting Use of Sick Bank

A person wanting to receive sick days under this program must first make a written request to the Superintendent asking to solicit sick days from others who are certified and ESP staff. Within three (3) school days of receiving the written request, the Superintendent shall convene the Castastrophic Leave Committee to determine whether the requesting person is eligible for this program. Within three (3) days of when the committee determines that the person is eligible, the Superintendent shall deliver a copy via email and via mailbox to the staff eligible to donate sick days. A staff person should respond to the request within ten (10) school days by contacting the Superintendent and executing any forms necessary to effectuate the transfer of sick days. Requests will be granted up to forty-five (45) contractual days.

15.3 Penalties

To the extent Paxton-Buckley-Loda CUSD No. 10 incurs any penalties with respect to the Teachers' Retirement System (TRS) or Illinois Municipal Retirement Fund (IMRF) for the transfer of sick days pursuant to this program, the staff person receiving the sick days shall, at the Board's discretion, reimburse Paxton-Buckley-Loda CUSD No. 10 for the payment of those penalties and shall work cooperatively with Paxton-Buckley-Loda CUSD No. 10 to take any action or execute any document necessary to cure the application of penalties.

15.4 Staff Donation Procedures

A). Full-time Staff members may volunteer to donate one (1) sick day to be put in a "bank" for the specified member to use during the current school year.

B). The names of members who have donated will be randomly drawn, with the first name donating the first day, the second name donating the second day, etc. An administrator and PBLEA member will witness the drawing.

C). If all donated days are used during the first round, members may volunteer to donate one (1) day to a second round. Names will be drawn again to determine order of usage.

D). If a donated day was not used/needed by the specified member, the day will be "returned" to the original staff member.

E). The unit office will notify donors whose names have been drawn and/or returned.

F). ESP members may donate only to another ESP member (IMRF). Certified employees may donate only to another certified employee (TRS).

G). The Catastrophic Leave Committee shall be made up of four (4) members consisting of the Superintendent, the Union President, and one (1) designee by each. The decisions of the Committee shall be final and are not subject to a grievance, arbitration, or other review.

This Collective Bargaining Agreement is signed this 15 day of August, 2018.

IN WITNESS WHEREOF:

For the Board of Education of
Paxton-Buckley-Loda Community Unit
School District No. 10

President

Secretary

For the Education Association of
Paxton-Buckley-Loda Community Unit
School District No. 10

President

Secretary

ADDENDUM A

TEACHER PLACEMENT TABLE

2018 / 2019
PLACEMENT TABLE

Year	BS	BS +8	BS +16	BS +24	MS	MS +8	MS +16
1	$ 36,714				$ 39,114		
2	$ 37,519				$ 39,919		
3	$ 38,322				$ 40,722		
4	$ 39,124	$ 39,729			$ 41,524		
5	$ 39,927	$ 40,527		$ 41,727	$ 42,327		
6	$ 40,629				$ 43,029		
7	$ 41,357				$ 43,757		
8	$ 42,061						
9					$ 45,069		
10	$ 43,022				$ 45,511	$ 46,113	$ 46,600
11	$ 43,518	$ 44,148			$ 46,048		
12		$ 44,800			$ 46,805		
13	$ 44,620				$ 47,693		
14	$ 45,644				$ 47,747		$ 49,241
15	$ 46,667				$ 49,226		
16							
17					$ 51,558		$ 52,975
18							
19							
20	$ 51,919		$ 53,197				

Base Raise:	**$**	**650.00**
Step:	**$**	**805.00**
Total:	**$**	**1,455.00**
New TRS Base:	**$**	**36,714.00**

2018 / 2019 Placement Table Notes:

- All current and new certified staff with 1-20 years of experience will be placed on the 2018/2019 Placement Table except for the MS lane which reflects 1-17 years of experience only. Certified staff with 21+ years of experience or 18+ years of experience in MS lane do not appear on the Placement Table and will receive $1,455 TRS in addition to their 2017/2018 salary.
- All new certified staff that do not appear on the 2018/2019 Placement Table will be placed according to years of experience and education.
- All compensation is TRS.

2019 / 2020
ALL EMPLOYEES

Year	BS	BS +8	BS +16	BS +24	MS	MS +8	MS +16
1	$ 37,364	$ 37,964	$ 38,564	$ 39,164	$ 39,764	$ 40,364	$ 40,964
2	$ 38,169	$ 38,769	$ 39,369	$ 39,969	$ 40,569	$ 41,169	$ 41,769
3	$ 38,974	$ 39,574	$ 40,174	$ 40,774	$ 41,374	$ 41,974	$ 42,574
4	$ 39,779	$ 40,379	$ 40,979	$ 41,579	$ 42,179	$ 42,779	$ 43,379
5	$ 40,584	$ 41,184	$ 41,784	$ 42,384	$ 42,984	$ 43,584	$ 44,184
6	$ 41,389	$ 41,989	$ 42,589	$ 43,189	$ 43,789	$ 44,389	$ 44,989
7	$ 42,194	$ 42,794	$ 43,394	$ 43,994	$ 44,594	$ 45,194	$ 45,794
8	$ 42,999	$ 43,599	$ 44,199	$ 44,799	$ 45,399	$ 45,999	$ 46,599
9	$ 43,804	$ 44,404	$ 45,004	$ 45,604	$ 46,204	$ 46,804	$ 47,404
10	$ 44,609	$ 45,209	$ 45,809	$ 46,409	$ 47,009	$ 47,609	$ 48,209
11	$ 45,414	$ 46,014	$ 46,614	$ 47,214	$ 47,814	$ 48,414	$ 49,014
12	$ 46,219	$ 46,819	$ 47,419	$ 48,019	$ 48,619	$ 49,219	$ 49,819
13	$ 47,024	$ 47,624	$ 48,224	$ 48,824	$ 49,424	$ 50,024	$ 50,624
14	$ 47,829	$ 48,429	$ 49,029	$ 49,629	$ 50,229	$ 50,829	$ 51,429
15	$ 48,634	$ 49,234	$ 49,834	$ 50,434	$ 51,034	$ 51,634	$ 52,234
16	$ 49,439	$ 50,039	$ 50,639	$ 51,239	$ 51,839	$ 52,439	$ 53,039
17	$ 50,244	$ 50,844	$ 51,444	$ 52,044	$ 52,644	$ 53,244	$ 53,844
18	$ 51,049	$ 51,649	$ 52,249	$ 52,849	$ 53,449	$ 54,049	$ 54,649
19	$ 51,854	$ 52,454	$ 53,054	$ 53,654	$ 54,254	$ 54,854	$ 55,454
20	$ 52,659	$ 53,259	$ 53,859	$ 54,459	$ 55,059	$ 55,659	$ 56,259
21	$ 53,464	$ 54,064	$ 54,664	$ 55,264	$ 55,864	$ 56,464	$ 57,064
22	$ 54,269	$ 54,869	$ 55,469	$ 56,069	$ 56,669	$ 57,269	$ 57,869
23	$ 55,074	$ 55,674	$ 56,274	$ 56,874	$ 57,474	$ 58,074	$ 58,674
24	$ 55,879	$ 56,479	$ 57,079	$ 57,679	$ 58,279	$ 58,879	$ 59,479
25	$ 56,684	$ 57,284	$ 57,884	$ 58,484	$ 59,084	$ 59,684	$ 60,284
26	$ 57,489	$ 58,089	$ 58,689	$ 59,289	$ 59,889	$ 60,489	$ 61,089
27	$ 58,294	$ 58,894	$ 59,494	$ 60,094	$ 60,694	$ 61,294	$ 61,894
28	$ 59,099	$ 59,699	$ 60,299	$ 60,899	$ 61,499	$ 62,099	$ 62,699
29	$ 59,904	$ 60,504	$ 61,104	$ 61,704	$ 62,304	$ 62,904	$ 63,504
30	$ 60,709	$ 61,309	$ 61,909	$ 62,509	$ 63,109	$ 63,709	$ 64,309
31	$ 61,514	$ 62,114	$ 62,714	$ 63,314	$ 63,914	$ 64,514	$ 65,114
32	$ 62,319	$ 62,919	$ 63,519	$ 64,119	$ 64,719	$ 65,319	$ 65,919
33	$ 63,124	$ 63,724	$ 64,324	$ 64,924	$ 65,524	$ 66,124	$ 66,724
34	$ 63,929	$ 64,529	$ 65,129	$ 65,729	$ 66,329	$ 66,929	$ 67,529
35	$ 64,734	$ 65,334	$ 65,934	$ 66,534	$ 67,134	$ 67,734	$ 68,334

Base Raise:	**$**	**650**
Step:	**$**	**805**
New TRS Base:	**$**	**37,364**

2019 / 2020 Placement Table Notes:

- All returning certified staff with 1-21 years of experience will be placed on the Placement Table for the 2019/2020 school year except for the MS lane which reflects 1-18 years of experience only. All returning certified staff with 22+ years of experience and 19+ years of experience in MS lane are not placed on the Placement Table and will receive $1,455 in addition to their 2018/2019 salary.
- All new certified staff will be placed on the Placement Table based upon years of experience and education.
- All compensation is TRS.

2020 / 2021
ALL EMPLOYEES

Year	BS	BS +8	BS +16	BS +24	MS	MS +8	MS +16
1	$ 38,214	$ 38,814	$ 39,414	$ 40,014	$ 40,614	$ 41,214	$ 41,814
2	$ 38,764	$ 39,364	$ 39,964	$ 40,564	$ 41,164	$ 41,764	$ 42,364
3	$ 39,569	$ 40,169	$ 40,769	$ 41,369	$ 41,969	$ 42,569	$ 43,169
4	$ 40,374	$ 40,974	$ 41,574	$ 42,174	$ 42,774	$ 43,374	$ 43,974
5	$ 41,179	$ 41,779	$ 42,379	$ 42,979	$ 43,579	$ 44,179	$ 44,779
6	$ 41,984	$ 42,584	$ 43,184	$ 43,784	$ 44,384	$ 44,984	$ 45,584
7	$ 42,789	$ 43,389	$ 43,989	$ 44,589	$ 45,189	$ 45,789	$ 46,389
8	$ 43,594	$ 44,194	$ 44,794	$ 45,394	$ 45,994	$ 46,594	$ 47,194
9	$ 44,399	$ 44,999	$ 45,599	$ 46,199	$ 46,799	$ 47,399	$ 47,999
10	$ 45,204	$ 45,804	$ 46,404	$ 47,004	$ 47,604	$ 48,204	$ 48,804
11	$ 46,009	$ 46,609	$ 47,209	$ 47,809	$ 48,409	$ 49,009	$ 49,609
12	$ 46,814	$ 47,414	$ 48,014	$ 48,614	$ 49,214	$ 49,814	$ 50,414
13	$ 47,619	$ 48,219	$ 48,819	$ 49,419	$ 50,019	$ 50,619	$ 51,219
14	$ 48,424	$ 49,024	$ 49,624	$ 50,224	$ 50,824	$ 51,424	$ 52,024
15	$ 49,229	$ 49,829	$ 50,429	$ 51,029	$ 51,629	$ 52,229	$ 52,829
16	$ 50,034	$ 50,634	$ 51,234	$ 51,834	$ 52,434	$ 53,034	$ 53,634
17	$ 50,839	$ 51,439	$ 52,039	$ 52,639	$ 53,239	$ 53,839	$ 54,439
18	$ 51,644	$ 52,244	$ 52,844	$ 53,444	$ 54,044	$ 54,644	$ 55,244
19	$ 52,449	$ 53,049	$ 53,649	$ 54,249	$ 54,849	$ 55,449	$ 56,049
20	$ 53,254	$ 53,854	$ 54,454	$ 55,054	$ 55,654	$ 56,254	$ 56,854
21	$ 54,059	$ 54,659	$ 55,259	$ 55,859	$ 56,459	$ 57,059	$ 57,659
22	$ 54,864	$ 55,464	$ 56,064	$ 56,664	$ 57,264	$ 57,864	$ 58,464
23	$ 55,669	$ 56,269	$ 56,869	$ 57,469	$ 58,069	$ 58,669	$ 59,269
24	$ 56,474	$ 57,074	$ 57,674	$ 58,274	$ 58,874	$ 59,474	$ 60,074
25	$ 57,279	$ 57,879	$ 58,479	$ 59,079	$ 59,679	$ 60,279	$ 60,879
26	$ 58,084	$ 58,684	$ 59,284	$ 59,884	$ 60,484	$ 61,084	$ 61,684
27	$ 58,889	$ 59,489	$ 60,089	$ 60,689	$ 61,289	$ 61,889	$ 62,489
28	$ 59,694	$ 60,294	$ 60,894	$ 61,494	$ 62,094	$ 62,694	$ 63,294
29	$ 60,499	$ 61,099	$ 61,699	$ 62,299	$ 62,899	$ 63,499	$ 64,099
30	$ 61,304	$ 61,904	$ 62,504	$ 63,104	$ 63,704	$ 64,304	$ 64,904
31	$ 62,109	$ 62,709	$ 63,309	$ 63,909	$ 64,509	$ 65,109	$ 65,709
32	$ 62,914	$ 63,514	$ 64,114	$ 64,714	$ 65,314	$ 65,914	$ 66,514
33	$ 63,719	$ 64,319	$ 64,919	$ 65,519	$ 66,119	$ 66,719	$ 67,319
34	$ 64,524	$ 65,124	$ 65,724	$ 66,324	$ 66,924	$ 67,524	$ 68,124
35	$ 65,329	$ 65,929	$ 66,529	$ 67,129	$ 67,729	$ 68,329	$ 68,929

Base Raise:	$	850
Flat:	$	1,400
New TRS Base:	$	38,214

2020 / 2021 Placement Table Notes:

- All returning certified staff with 1-22 years of experience will be placed on the Placement Table for the 2020/2021 school year except for the MS lane with reflects 1-19 years of experience only. All returning certified staff with 22+ years of experience and 20+ years of experience in MS lane are not placed on the Placement Table and will receive $1,400 in addition to their 2019/2020 salary.
- All new certified staff will be placed on the Placement Table based upon years of experience and education.
- All compensation is TRS.

ADDENDUM B

ESP

SALARY

POLICY

ESP SALARY POLICY

Secretary: **204 Days**

204 days x 8 hours per day = 1,632 hours

Secretary: **180 Days**

180 days x 8 hours per day = 1,440 hours

HOURLY RATES BY CONTRACT YEAR

SCHOOL YEAR	AMOUNT OF INCREASE PER HOUR	STARTING PAY PER HOUR	
		PAY	INCREASE
2018 / 2019	$ 0.55	$ 13.17	$ 0.30
2019 / 2020	$ 0.55	$ 13.47	$ 0.30
2020 / 2021	$ 0.55	$ 13.77	$ 0.30

ESP SALARY POLICY

Cooks: **177 Days**

177 days x 7 hours per day = 1,239 hours

HOURLY RATES BY CONTRACT YEAR

SCHOOL YEAR	AMOUNT OF INCREASE PER HOUR	STARTING PAY PER HOUR	
		PAY	INCREASE
2018 / 2019	$ 0.55	$ 11.20	$ 0.30
2019 / 2020	$ 0.55	$ 11.50	$ 0.30
2020 / 2021	$ 0.55	$ 11.80	$ 0.30

Head Cooks receive an additional $1,307.00 per year.

ESP SALARY POLICY

Custodian: 40 Hours

40 hours per week x 52 weeks per year = 2,080 hours

Custodian: 50 Hours

50 hours per week x 41 weeks = 2,050 hours
40 hours per week x 11 weeks = 440 hours
2,490 hours

Groundskeeper: 40 Hours

40 hours per week x 52 weeks per year = 2,080 hours

HOURLY RATES BY CONTRACT YEAR

SCHOOL YEAR	AMOUNT OF INCREASE PER HOUR	STARTING PAY PER HOUR	
		PAY	INCREASE
2018 / 2019	$ 0.55	$ 11.26	$ 0.30
2019 / 2020	$ 0.55	$ 11.56	$ 0.30
2020 / 2021	$ 0.55	$ 11.86	$ 0.30

Head Custodians receive an additional $1,632.00 per year.

ESP SALARY POLICY

Paraprofessionals: **176 Days**
176 days x 7 hours per day = 1,232 hours

Lunch Clerk/Office Support: **178 Days**
178 days x 7 hours per day = 1,246 hours

Libray Aide: **180 Days**
180 days x 7 hours per day = 1,260 hours

HOURLY RATES BY CONTRACT YEAR

SCHOOL YEAR	AMOUNT OF INCREASE PER HOUR	STARTING PAY PER HOUR	
		PAY	INCREASE
2018 / 2019	$ 0.55	$ 11.69	$ 0.30
2019 / 2020	$ 0.55	$ 11.99	$ 0.30
2020 / 2021	$ 0.55	$ 12.29	$ 0.30

ADDENDUM C

Extra-Duty Stipends

1). The following schedules will be used to determine compensation for extra-dty pay.

2). Placement on the schedule shall be determined by prior experience in a specific sport or activity, subject to the following:

A). Experience in any position in a particular sport or activity, at any level, shall be granted 1:1 basis; provided,

B). No more than five (5) years of experience from outside the district in a particular sport or activity will be recognized. (Prior employment in either Buckley-Loda, Paxton, or Ford Central School Districts is not considered outside employment.)

3). When sponsor(s) are sent to any state or national convention(s) at the direction of the Board, the sponsor's approved expenses for meals, lodging, and mileage will be paid by the Board.

4). The following positions will be paid as follows:

Timekeeper	Junior High & High School	$22.00 per game or up to $55.00 per night
Scorekeeper	Junior High & High School	$22.00 per game or up to $55.00 per night
Ticket Taker	Junior High & High School	$22.00 per game or up to $55.00 per night
Event Sponsor	Junior High & High School	$11.75 TRS per hour
Fans Bus Supervision	Junior High & High School	$11.75 TRS per hour
Mentoring		$350.00 TRS per protégé
Committee Work		$27.50 TRS per hour
Homebound		$27.50 TRS per hour
National Board Certified		$1,000.00 TRS per school year
Friday Night/Saturday School		$66.00 TRS

ESP staff will be paid their hourly wage for scorekeeping, timekeeping, and ticket taking.

NOTE: Ticket-taking, timekeeping, and scorekeeping are NOT considered TRS credible earnings.

HIGH SCHOOL – *2018/2019, 2019/2020, 2020/2021*

LEVEL	POSITION	YRS 1-4		YRS 5-8		YRS 9-12		YRS 13+	
		IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS
Level 1		14.00%		15.00%		16.00%		17.00%	
	Athletic Director	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874	$ 5,680	$ 6,241
Level 2		13.00%		14.00%		15.00%		16.00%	
	Football	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Volleyball	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Golf	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Cross Country	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Boys Basketball	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Girls Basketball	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Cheer	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Wrestling	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Baseball	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Softball	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Girls Track	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
	Boys Track	$ 4,343	$ 4,773	$ 4,677	$ 5,140	$ 5,011	$ 5,507	$ 5,346	$ 5,874
Level 3		13.00%		13.50%		14.00%		14.50%	
	Band	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	Chorus	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	Speech	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	FFA	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	Scholastic Bowl	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	Math Team	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
	Robotics	$ 4,343	$ 4,773	$ 4,510	$ 4,956	$ 4,677	$ 5,140	$ 4,844	$ 5,324
Level 4		9.75%		10.25%		10.75%		11.25%	
	Asst Football	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Volleyball	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Boys Basketball	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Girls Basketball	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Track	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Baseball	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst Softball	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
	Asst. Cross Country	$ 3,257	$ 3,580	$ 3,424	$ 3,763	$ 3,592	$ 3,947	$ 3,759	$ 4,130
Level 5		5.50%		6.00%		6.50%		7.00%	
	Student Council	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
	FBLA	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
	FCCLA	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
	Visions	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
	Special Olympics	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
	National Honor Society	$ 1,838	$ 2,019	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570
Level 6		2.50%		3.00%		3.50%		4.00%	
	Summer Band	$ 835	$ 918	$ 1,002	$ 1,101	$ 1,149	$ 1,262	$ 1,313	$ 1,443
	Prom Sponsor	$ 835	$ 918	$ 1,002	$ 1,101	$ 1,149	$ 1,262	$ 1,313	$ 1,443
	Junior Class Sponsor	$ 835	$ 918	$ 1,002	$ 1,101	$ 1,149	$ 1,262	$ 1,313	$ 1,443
	Intramurals	$ 835	$ 918	$ 1,002	$ 1,101	$ 1,149	$ 1,262	$ 1,313	$ 1,443
	Newspaper	$ 835	$ 918	$ 1,002	$ 1,101	$ 1,149	$ 1,262	$ 1,313	$ 1,443
Level 7		1.10%		1.60%		2.15%		2.70%	
	Freshmen Class Sponsor	$ 368	$ 404	$ 535	$ 587	$ 718	$ 789	$ 902	$ 991
	Sophomore Class Sponsor	$ 368	$ 404	$ 535	$ 587	$ 718	$ 789	$ 902	$ 991
	Senior Class Sponsor	$ 368	$ 404	$ 535	$ 587	$ 718	$ 789	$ 902	$ 991
Noon Supervision		$ 2,275	$ 2,500	$ 2,275	$ 2,500	$ 2,275	$ 2,500	$ 2,275	$ 2,500

JUNIOR HIGH – *2018/2019, 2019/2020, 2020/2021*

LEVEL	POSITION	YRS 1-4		YRS 5-8		YRS 9-12		YRS 13+	
		IRS	TRS	IRS	TRS	IRS	TRS	IRS	TRS
Level 1		9.50%		10.50%		11.50%		12.50%	
	Athletic Director	$ 3,174	$ 3,488	$ 3,508	$ 3,855	$ 3,842	$ 4,222	$ 4,176	$ 4,589
Level 2		9%		9.50%		10.0%		10.50%	
	Softball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Baseball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	7th Boys Basketball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	7th Girls Basketball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	7th Volleyball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	8th Boys Basketball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	8th Girls Basketball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	8th Volleyball	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Boys Track	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Girls Track	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Cross Country	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Band	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
	Chorus	$ 3,007	$ 3,304	$ 3,174	$ 3,488	$ 3,341	$ 3,671	$ 3,508	$ 3,855
Level 3		6%		6.50%		7%		7.50%	
	Baseball Assistant	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
	Softball Assistant	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
	Track Assistant	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
	Cheerleading	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
	Student Council	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
	Scholastic Bowl	$ 2,005	$ 2,203	$ 2,172	$ 2,386	$ 2,339	$ 2,570	$ 2,506	$ 2,754
Level 4		3.50%		4%		4.50%		5%	
	Speech	$ 1,169	$ 1,285	$ 1,253	$ 1,377	$ 1,503	$ 1,652	$ 1,670	$ 1,836
	Lego League	$ 1,169	$ 1,285	$ 1,253	$ 1,377	$ 1,503	$ 1,652	$ 1,670	$ 1,836
	6th Boys Basketball	$ 1,169	$ 1,285	$ 1,253	$ 1,377	$ 1,503	$ 1,652	$ 1,670	$ 1,836
	6th Girls Basketball	$ 1,169	$ 1,285	$ 1,253	$ 1,377	$ 1,503	$ 1,652	$ 1,670	$ 1,836
Level 5		1.75%		2.25%		2.75%		3.25%	
	Yearbook	$ 585	$ 642	$ 752	$ 826	$ 919	$ 1,010	$ 1,086	$ 1,193
Noon Supervision		$ 2,275	$ 2,500	$ 2,275	$ 2,500	$ 2,275	$ 2,500	$ 2,275	$ 2,500
		1%		1.25%		1.5%		1.75%	
CP Yrbk		$ 334	$ 367	$ 418	$ 459	$ 501	$ 551	$ 585	$ 642
EL Yrbk		$ 334	$ 367	$ 418	$ 459	$ 501	$ 551	$ 585	$ 642

ADDENDUM D

Extended Year Contracts

All extended year jobs shall be listed below:

High School Agriculture	2 positions	11.00 months
High School Library	1 position	9.50 months
High School Guidance	2 positions	10.00 months
Junior High Guidance	1 position	9.50 months
High School Athletic Director	1 position	11.00 months
Junior High Athletic Director	1 position	9.50 months
Technology Specialist	1 position	10.00 months

The formula for compensation shall be as follows:

The employee's base Addendum B salary schedule placement divided by nine (9) months multiplied time the length of the extended year contract:

Example: *Teacher A's base salary is $18,000, and Teacher A has a 10 month extended year contract.*

$18,000 ÷ 9 months x 10 months = Salary

$18,000 ÷ 9 x 10 = $20,000