

**AGREEMENT BETWEEN  
LEBANON FEDERATION OF  
TEACHERS**

**AND THE**

**LEBANON COMMUNITY UNIT  
SCHOOL DIST. #9**

**2019-2022**

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## **ARTICLE I - Parties to the Agreement**

This agreement is made and entered into by and between the Board of Education of Lebanon Community Unit School District #9, St. Clair County; Illinois, hereinafter referred to as the "Board" or "Employer" and the Lebanon Federation of Teachers, Local 4122, Illinois Federation of Teachers, American Federation of Teachers AFL-CIO hereinafter referred to as the "Union" or "Federation".

## **ARTICLE II – Recognition, Jurisdiction and Scope**

### Section 1

For the purpose of collective bargaining with respect to wages, hours, terms and conditions of employment, the Board recognizes the Union as the sole and exclusive representative for all full-time and part-time certified teaching employees of the Board during the term of this Agreement - excepting only the Superintendent and Administrators with a Type 75 certificate who are currently serving in an administrative capacity.

### Section 2

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

## **ARTICLE III - Management Rights**

The Board retains and reserves unto itself all powers, rights, duties and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

## **ARTICLE IV - Union Rights**

### Section 1

The Union agrees to represent equally and without prejudice all regular and part-time teachers of the bargaining unit.

### Section 2

No member of the faculty shall be discriminated against because of membership or non-membership in the Union. Employees shall be free to join the Union without interference or penalty.

### Section 3

The local Union shall have the right, upon consent of the Superintendent, to reasonable use of school buildings and reasonable use of school business equipment except for Central Office equipment. No school facilities or equipment shall be used for political purposes.

### Section 4

The Board shall, upon request, furnish the Union President with the following documents and kinds of information as they are received, completed or compiled, or as otherwise indicated.

- a. Board agendas.
- b. Official minutes of Board meetings.
- c. Monthly budget summaries.
- d. Individual school policy manuals and revisions.
- e. Board policy manual and revisions.
- f. Annual auditor's report and management letter.
- g. Current fiscal year budget.
- h. Scatter-gram and insurance statistics.
- i. Any and all information which with the consent of the Superintendent or the Board deemed relevant to negotiations.

## Section 5

The Superintendent may meet at least once a month with the Union President to discuss relevant problems.

## **ARTICLE V - Negotiations Procedures**

### Section 1

Prior to exchanging proposals, the parties will meet to establish Ground Rules to govern the negotiations process and schedule all dates, times and places for negotiations.

### Section 2

All items proposed for negotiations by both sides shall be in writing and presented at the session immediately scheduled after Section 1 is satisfied by both parties and not expanded thereafter. Negotiations may begin any time after January 15 and no later than May 1 of the last year of the negotiated contract.

### Section 3

Counter proposals shall be initialed by the chief spokesperson for each side and all tentative agreements shall be initialed by both parties at the conclusion of each meeting, and subsequently presented to the Union and Board for ratification.

### Section 4

Each team shall consist of no more than five (5) members including resource persons, to be named at the initial meeting, except by mutual agreement. At least two (2) members of each shall be in attendance at each meeting except by mutual agreement.

### Section 5

Caucuses shall be reasonable in number and not to exceed 30 minutes in length. They may be taken at any time at the request of either party.

### Section 6

Bargaining sessions shall be closed to the public. Meetings shall generally last two (2) hours except that either party may adjourn a meeting earlier if no progress is being made toward settlement. The parties may mutually agree to extend a meeting.

### Section 7

All times, places and agendas for negotiating sessions shall be mutually agreed to at a prior meeting or by written communication.

### Section 8

If an agreement is not reached ninety (90) days prior to the scheduled start of the next school year, both parties shall send a joint notice to the Illinois Educational Labor Relations Board (IELRB).

### Section 9

If an agreement is not reached forty-five (45) days before the scheduled start of the next school year, either party may request mediation. Upon such a request, both parties shall immediately forward a request for a mediator to the Federal Mediation and Conciliation Service signed by both parties.

### Section 10

If an agreement is not reached fifteen (15) days before the scheduled start of the school year, both parties shall notify the IELRB.

## **ARTICLE VI - Grievance Procedure**

- A. Definition: A grievance is a claim by the Union, an employee, or group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this agreement.
- B. General Provisions:
  - 1. If an administrator requires an individual or his school representative to meet away from the worksite during work hours, they shall be excused with pay for that purpose.
  - 2. Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator above the building level may be initially filed by the Union at Section C, Step 2.
  - 3. An employee who participates in the Grievance Procedure shall not be subject to disciplinary action or reprisal because of such participation.
  - 4. At the informal level of the Grievance Procedure, the Union President shall be notified in writing concerning the adjustment of the grievance. At all steps of the formal Grievance Procedure, the teacher has a right of representation, if requested by the teacher.
  - 5. Neither the Board of Education nor the Union shall be permitted to assert any grounds or evidence before the arbitrator which has not been previously disclosed to the other party.
  - 6. Failure of an employee or the Union to act on any grievance within the prescribed time limits will bar further appeal. Failure of an administrator to render a decision within the time limits shall permit the grievance to proceed to the next step. All time limits may be extended by mutual consent.
  - 7. 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, provided the adjustment is not inconsistent with the terms of the agreement, and the Union has been notified of the informal conference and has been given the right to be present at the conference when the adjustment

occurred.

8. A grievance may be initiated and/or conducted by:
  - a. An employee in his/her own behalf.
  - b. An employee accompanied by a Union representative.
  - c. A Union representative at the employee's request.
  - d. The Union as sole and exclusive bargaining agent.
9. Conferences held under this procedure shall be conducted at a time and place mutually agreeable to both parties which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
10. All references to days shall mean school days, except that between the end of the school year in June and the beginning of the next school year, days shall mean days when the district's business offices are open.
11. All time limits may be extended by mutual agreement of the parties.
12. No materials relevant to grievances shall be inserted in the employee's official Board file.
13. If the Union or any employee files any claim or complaint in any other forum other than under the Grievance Procedure of this agreement, then the Board shall not be required to process the said claim or set of facts through the Grievance Procedure.

C. Procedure for Adjustment of Grievances:

Informal Conference: A complaint shall first be discussed with the object of resolving the matter informally. In the event the matter is resolved informally and a Union representative was not present at the adjustment of the complaint, the principal or supervisor shall inform the Union president of the adjustment.

Step One: In the event the matter is not resolved informally, the grievant or the Union shall present a written statement on an official grievance form of the alleged violation to the principal or other appropriate supervisor, within twenty days of the alleged violation. The Principal shall, within ten (10) school days of the receipt of the grievance, confer with the grievant and/or his/her Union representative to try to resolve the grievance. Within ten (10) school days after completion of the conference, the Principal shall give his/her written decision. A copy of the decision shall be given to the Union. (Time limits may be extended by mutual agreement of the parties.)

Step Two: In the event the grievance has not been resolved in the first step, the Union or the grievant may file an appeal to the Superintendent or his/her designee. The appeal shall be made within ten (10) school days after the receipt of the Principal's decision. Within ten (10) school days of the receipt of the appeal, the Superintendent or his/her designee shall confer with the Union and the grievant in an effort to resolve the grievance. The Superintendent, within ten (10) school days following the conference, shall file his/her written decision with the grievant and the Union. (Time limits may be extended by mutual agreement of the parties.)

Step Three: Within thirty (30) school days after receiving the decision of the Superintendent, the Union may submit the grievance to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association (AAA). The arbitrator shall follow the standard rules of the AAA and his/her decision shall be binding on all parties. Expenses for the arbitration services shall be born equally by the Board and Union. Each party shall bear the costs of its representation in the grievance process. If either party requests a transcript of the proceedings, that party shall bear the full costs for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Union. The arbitrator in his/her opinion shall not alter the terms of the agreement. His/her authority shall be limited to

deciding only the issues presented to him/her in writing by the School District and the Union, and his/her decision must be based upon his/her interpretation of the meaning or application of the express relevant language of the agreement. (Time limits may be extended by mutual agreement of the parties.)

LEBANON COMMUNITY UNIT SCHOOL DISTRICT #9

GRIEVANCE CLAIM

(Please type or print)

I, \_\_\_\_\_ hereby file a grievance as defined by Article VI of the agreement currently in effect between Lebanon Community Unit School District #9, Lebanon, Illinois, and the Lebanon Federation of Teachers, IFT-AFT.

1. Describe in detail the (a) time, (b) date, (c) place, and (d) the nature of the alleged violation:
  
  
  
  
  
  
  
  
  
  
2. List name and address of all persons involved and the nature of their involvement, and the name and address of each known witness:
  
  
  
  
  
  
  
  
  
  
3. State your specific right which is alleged to have been violated:
  
  
  
  
  
  
  
  
  
  
4. State the source of your claim to said right: (i.e. Article, Section of Agreement).
  
  
  
  
  
  
  
  
  
  
5. The full and complete remedy which I seek is:

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

(This form must be submitted according to the guidelines as stated in Article VI Grievance Procedure, of the current agreement between the LFT and Lebanon School District #9.)

## **ARTICLE VII - Personnel File**

### Section 1

Only one official personnel file shall be kept for each employee. Material within the possession and control of the District which is not placed in the personnel file shall not be used in disciplinary or dismissal proceedings.

### Section 2

All material placed in the personnel file shall be inserted in a timely fashion, but in no event, more than 60 calendar days from the date the District acquires knowledge of an incident.

### Section 3

An employee shall have access to material in that employee's personnel file within two working days of a request.

### Section 4

The contents of an employee's personnel file shall not be copied or otherwise made available to anyone other than the Board, Superintendent or an administrator supervising the employee without the employee's written permission, unless disclosure is required by law.

### Section 5

Employees shall be given a copy of any material added to the employee's personnel file within two (2) working days of such addition.

### Section 6

An employee shall have the right to add material to that employee's personnel file.

### Section 7

No person shall remove any material from an employee's personnel file without the mutual consent of the employee and the Superintendent or the Superintendent's designee. A signed statement to this effect shall replace the removed materials.

### Section 8

All material, including that relating to an employee's evaluation and performance placed in an employee's personnel file, shall be confidential.

## **ARTICLE VIII - Seniority**

### Section 1

Seniority shall be defined as the length of continuous service to the District. For those employees with the same length of continuing service to the District, and the same date of hire the following factors shall be utilized, in the order listed, as a tie breaker:

- a. Seniority will be based on whose resume and letter of application was received first as indicated by date

and time.

- b. The discretion of the Superintendent based upon skills, abilities and the best interests of the District.

## Section 2

At least seventy-five calendar days before the end of the school term, the Administration, in consultation with the Union, shall prepare a "sequence of honorable dismissal list" categorized by position and sorted according to the performance groupings set forth in the School Code of Illinois, as amended. A seniority list shall be prepared 15 (fifteen) days after the start of school. The seniority list shall show the names of all employees in the bargaining unit in order of continuous service. .

## **ARTICLE IX - Working Conditions**

### Section 1 - Teacher Requirements for Certification

All teachers shall hold a valid teaching certificate for the State of Illinois. It shall be registered or renewed with the County Superintendent of Schools as required.

New teachers entering the school system shall have at least a Bachelor's Degree and shall be fully qualified and properly certified for the position to which they are assigned. Exceptions to this policy must have Board approval.

Copies of college transcripts must be filed with the Superintendent of Schools. Upon employment a teacher shall file with the Superintendent of Schools a physical examination, a written statement which shows the employee to be free of active tuberculosis, and a background check including fingerprinting. The fingerprinting cost will be reimbursed to the teacher after successful completion of the first year of teaching in the District.

### Section 2 - Teachers Working Day, Time and Calendar Input

Teachers should be available for conferences with parents, other teachers and the principal after school. The morning arrival time has been established as not later than 8:00 a.m. and the afternoon departure time not earlier than 3:15 p.m. The teachers should be at the building at such times as their services are needed for proper supervision of the students. Except for the noon period they shall not leave their building without proper notice to the administration, and, in the event they are not able to perform their duties, they shall notify the administration as soon as possible so that the administration can make necessary arrangements for their classes. District teachers will not be required to supervise lunch room recess under normal conditions.

The Board will schedule a 2:15 p.m. dismissal, four (4) times per year for extended faculty meetings/in-service programs. The workday for faculty members will extend until the regular faculty dismissal time and up to 3:45 p.m. if the presentation requires it. All teachers will be required to attend these meetings unless the absence has been approved by the Principal. Principals shall retain the right to schedule additional faculty meetings on other dates and times.

The Association shall have input into the calendar through the union president working with the Superintendent on three calendars with the board having the right of final approval and reserves the right to make changes as necessary and desired.

The Association shall have input into the morning arrival and afternoon departure time if needed to be adjusted to meet district needs, through the union president working with the Superintendent on possible changes in start and ending times. Morning arrival and afternoon departure times may be adjusted as needed in order to accommodate a district change in student attendance times. The Board of Education having the right of final approval and reserves the right to make changes as necessary and desired.

### Section 3 - Teacher Absence

Teachers are responsible for notifying the administration, or designee, of an absence, between the hours of 6:00 a.m. and 7:00 a.m., except under extenuating circumstances. Teachers shall prepare and leave in the classroom or other designated place, detailed lesson plans and adequate outline of several days' work for a substitute teacher. Teachers are also responsible for notifying the administration of their expected return.

### Section 4 - Teachers Daily Records

Teachers shall keep daily attendance records and shall make such reports as are required by law and by their administrators.

### Section 5 - Teachers Responsibility for Students

Teachers shall exercise the greatest care in permitting students under their supervision to leave the school with any questionable persons. Teachers shall be responsible for the care, discipline and instruction of their pupils during school hours, intermission periods and for special assignments on campus or in the hallways as shall be made by the administration.

### Section 6 - Dismissing a Pupil from Class

A teacher who believes a student should be dismissed from classes for disciplinary reasons, shall contact the proper administrative officer, who will make a final decision in accordance with discipline guidelines. When a student is removed from class for disciplinary reasons, the teacher shall provide the administration a written report of the incident.

### Section 7 - Students Doing Unsatisfactory Work

Each teacher is responsible to notify parents or guardians of students who are doing unsatisfactory or below "C" quality work eight (8) times per year. Said notices shall occur mid-quarter and quarterly. If a teacher knows that a student's grades have dropped significantly (2 letter grades), the teacher is encouraged to notify the student's parents or guardians as soon as practical if the next 4 ½ week reporting period is more than a week away.

### Section 8 - Care of Property

All employees of the School District shall attempt to see that school property is protected and that classrooms are kept in good condition. Destruction of any nature shall be reported to the office at once.

Each teacher shall close and lock all windows and doors in that teacher's classroom before leaving each evening.

Teachers shall, by the close of the school year, account to the Principal for all equipment, apparatus, books, keys, supplies, etc., in use in their respective rooms.

### Section 9 - Teaching Staff

The teaching staff shall consist of full-time teachers and part-time teachers.

### Section 10 - Teaching Assignments

Teachers shall be assigned to positions and be directly responsible to the administration of the school.

Teachers shall prepare daily lesson plans for conducting classes and also acquaint themselves with the School Board policy manual, State standards, curriculum guides, and teachers' manuals of adopted series and recommendations for instruction by the administration.

Teachers will be directly responsible to the Principal. They shall promptly and consistently carry out the instructions of the Principal and Superintendent. Direct contact with the Board shall not be in order unless the first contact has been made with the Principal, and if necessary, with the Superintendent and Principal jointly. If any problem in question cannot be resolved in one of the two conferences, the Superintendent shall arrange for an interview or a hearing to be held between the Board and the teacher. At that time, a final decision will be made. Teachers may avail themselves of the established grievance procedures if they so desire.

#### Section 11 - Tenure

All teachers accepting original contracts with the Board of Education shall have probationary status for the number of full-time teaching years provided by law, after which tenure status will have been attained subject to the tenure law.

#### Section 12 - Teacher Conferences

Upon approval of the Superintendent and availability of funds, teachers may annually attend one 2-day or two one-day conferences or activities pertinent to the teacher's assigned teaching field or extracurricular assignment. The Board will provide a substitute teacher and will reimburse the teacher for meals, lodging and transportation. Reimbursement at the approved IRS rate effective the first day of school shall be paid for use of personal automobiles. An itemized statement of expenses must be submitted to and approved by the Superintendent. Additional conferences approved by the Superintendent will not be reimbursed, but a substitute teacher will be provided.

Persons not attending a conference or activity may use one day for visitation to an area school, provided a request, with rationale, is approved by the Superintendent. Upon request of the Principal, teachers shall submit a report to their respective Principals highlighting conference events and identify area/initiatives that could benefit themselves or other teachers of the District within five working days of the request. The Board of Education will pay mileage up to 100 miles to a conference or observation (200 round trip).

Teachers, with prior administrative approval, will be reimbursed for mileage for required meetings in the administration of their sport or activity at the IRS approved rate in effect the first day of school.

Any absence not covered by these items will be subject to review by the Board of Education and could result in loss of a day's pay for each day's absence.

#### Section 13 - Placement on Salary Schedule

Concerning placement on the salary schedule, any teacher hired prior to the first day of second semester will be given credit for a full year. Any teacher hired on or after the first day of the second semester will not receive credit.

#### Section 14 - Tutoring

No teacher may tutor for pay any pupil assigned to that teacher's class, nor shall the teacher tutor for pay any other District 9 pupil during the school year without specific approval of the Superintendent.

Section 15 - Labor Management Relations Meetings

The Superintendent shall meet monthly with the officers of the Union to discuss matters of educational policy and development, and matters relating to the implementation of this agreement. Said meetings are intended to foster a good labor/management relationship and shall not be interpreted as bargaining sessions.

Section 16 - IEP Preparation Release Time

Each special education teacher will be granted one day paid release time per school year to prepare individual education plans (IEP) for their students. The IEP's will be prepared and completed at school, during normal school hours. The District will provide a substitute teacher.

Section 17 - Class Size

The board agrees to attempt to observe within reasonable limits and maintain class size averages (staffing ratios) subject to space availability, installation of experimental or innovative programs, budgetary limitations and availability of teachers or necessary funds. All final decisions on class sizes (staffing ratios) will be made by the Board acting in the best interests of the pupils and community-at-large and will not be subject to challenge through the grievance procedure.

Section 18 - Mileage Policy

Mileage will be paid for the following teacher categories:

1. Authorized District No. 9 employees who have Superintendent's approval will receive mileage for official school business for trips to other communities, schools or school related events. The IRS approved mileage rate effective at the start of school will be paid.
2. Mileage will not be paid to attend school related events when the trip originates from the employee's home to the District #9 schools unless written approval is received from the Superintendent or the Board of Education.
3. Itinerant teachers will turn in documentation of their miles at the end of the year. Anyone else requesting mileage for special trips will pick up a Mileage Report Form from either the Principal or Superintendent's Office.

Section 19 - Driver's Education --

|                     |         |
|---------------------|---------|
| 2019-20 school year | \$26.00 |
| 2020-21 school year | \$26.00 |
| 2021-22 school year | \$26.00 |

Section 20 --Extra Duty Pay

Teachers taking extra classes in lieu of their planning period when substitutes are needed will be paid \$26.00 per class period. These rates will be reduced proportionately for time less than a full period; with not more or less than one-half (1/2) the designated rate being paid. If two people each substitute half (1/2) of a class period, they each receive half (1/2) of the stipend for the class period. Anyone substituting half (1/2) to a full class period receive the stipend for the entire class period. No more than the total amount paid for one (1) class period will be paid to all substitutes combined.

Teachers at the High School who perform supervision of after school detention duties will be paid \$26.00 per detention period.

Elementary teachers who perform supervision of before school detention duties will be paid \$9.00 per detention period.

Part-time certified staff will be paid according to the substitute rate of pay when substituting in the district beyond their contracted employment.

### Section 21 – Salary Schedule Placement for Part-Time Employees

For purpose of placement on the salary schedule only, a part-time teacher who becomes a permanent full-time teacher shall be granted credit for years of part-time service to the District as follows:

1. For any year that the employee worked at least fifty percent (50%) of full time, the employee will get one full year of credit.
2. For any year that the employee worked less than fifty percent (50%) of full time, the employee will get one-half (1/2) credit per year. If the calculation of the total years of credit for prior service results in a point-five (.5) increment, then the teacher shall be placed on the next full step.

## **ARTICLE X - Leaves of Absence**

### **A. SICK LEAVE**

#### Section 1

All certified personnel of Lebanon Community Unit School District #9 shall receive sick leave with full pay at the rate of 12 days per year, accumulative to 340 days excluding the leave of the current year.

#### Section 2

If a person is absent for more than three (3) consecutive days, a signed statement of certification of illness from a qualified physician can be requested by the Superintendent. Excessive absenteeism, or a recurring pattern of absenteeism, may be reviewed by the Superintendent and/or his/her designee. The Superintendent at any time may request a physician's statement from an employee suspected of abusing sick leave.

#### Section 3

A teacher may use sick leave days for absence due to maternity. The teacher will work until the doctor advises in writing that she should discontinue working. The teacher will return to work as soon as the doctor agrees in writing that she can resume her duties.

#### Section 4

Extended sick leave may be granted an employee upon a physician's statement certifying the employee's inability to perform his duties. An employee on extended leave will not receive any compensation. When an employee is on extended sick leave for more than one (1) year, his/her continued employment shall be at the option of the Board. The employee will be required to return to work as soon as the physician certifies that the employee can perform the duties. A teacher on extended leave for more than ninety (90) school days during a school year will not advance on the salary schedule the next year.

#### Section 5

If a first year teacher uses all of his/her sick leave (12) days, the teacher may borrow from that teacher's next school year up to 12 more days. First year teachers would have a maximum 24 days. If a teacher borrows days and does not return for the next school year, the Board has the right to regain the pro-rata daily salary for each borrowed day by payroll deduction. A teacher may not borrow so many sick leave days that there is insufficient salary yet due the teacher from which the Board could recoup the salary for days borrowed should a teacher not

return.

### Section 6

If a second year teacher uses all of that teacher's sick leave, current plus cumulative up to 24 days, that teacher may borrow from the next school year up to 12 more days. Second year teachers would have a maximum of 38 days less days sick leave used in the first year. If a teacher borrows days and does not return for the next school year, the Board has the right to regain the pro-rata daily salary for each borrowed day by payroll deduction. A teacher may not borrow so many sick leave days that there is insufficient salary yet due the teacher from which the Board could recoup the salary for days borrowed should a teacher not return.

### Section 7

During the third year and thereafter, a teacher will have 12 days sick leave plus any cumulative days.

## B. PERSONAL LEAVE

Each employee shall be entitled to two (2) days per year for personal business or emergency without loss of pay or deduction of sick leave. One unused personal day will be allowed to roll over to the following year, not to exceed three (3) personal days per year. Employees shall notify the Superintendent or his/her designee at least forty-eight (48) hours in advance of the leave whenever possible. It shall not be necessary for the employee to include the reason for taking such leave when making this request, but the employee shall identify the reason for personal leave if the leave is requested during a period of time when leave is not allowed. Unused personal business or emergency leave shall be allowed to accumulate as sick leave.

1. \*Personal leave will not be granted, except in the case of an emergency and with the approval of the Superintendent in the following cases.
  - a. On the day immediately preceding or immediately following a legal holiday or school holiday.
  - b. On any day in the first or last week of the first semester or the last week of the second semester.
  - c. On a date on which two employees in the same building have previously requested and received personal leave.

\*When a request for personal leave is granted, such request shall be limited to one (1) person per building under items one (a) and two (b) above.

## C. BEREAVEMENT LEAVE

Any full-time employee of Lebanon Community Unit School District No. 9 may be excused for whatever number of days is necessary for the funeral of anyone of his/her immediate family. Absence beyond five (5) school days will be deducted from sick leave. "Immediate family" means: parents, step-parents (or persons in lieu of parents), parents-in-law, grandparents, step-grandparents or grandparents-in-law, sibling (or step-sibling), sibling-in-law, spouse, child, or domestic partner. Three (3) days will be allowed for the bereavement of extended family members. Extended family means: aunts, uncles, and first cousins. In the case of the death of an employee or member of the Board, any employee may attend the funeral regardless of time and place, with the time absent being deducted from Personal Leave granted by the Board of Education or sick leave, if personal leave is not available. Those wishing to attend the funeral of a close friend or relative not mentioned above, may do so (if a substitute is available) with the time lost being deducted from the Personal Leave granted by the Board of Education. The schools shall not be closed in the event of the death of any student, but upon the approval of the

principal, permission may be granted to any of its employees to attend the funeral if they so desire. Students may attend with a signed permission slip from their parents to the Principal.

#### D. PARENTAL LEAVE

Parental leave refers to leave without pay for teachers who desire to be absent from school for an extended period of time to be with an infant newly born to the teacher or the teacher's spouse or to be with a newly adopted child. Teachers qualifying shall be entitled to a maximum of one year of parental leave. A teacher desiring parental leave shall furnish at least thirty days written notice of the desired commencement date of the parental leave to the Board (except for extenuating circumstances). An employee shall be reinstated mid-quarter or at the end of a quarter upon notification to the Superintendent

#### E. JURY LEAVE

No employee shall suffer loss of pay or benefits due to loss of time at work caused by serving on a jury or being subpoenaed to testify in a court of law. Any compensation received for their services shall be forwarded to the district.

The district will continue to grant the necessary time with pay for teachers who are subpoenaed to appear in court regarding District #9 matters, but only if the teacher is not a party to the action against District #9. A teacher who is a party to a court action against District #9 shall not be penalized for absence from work, except for loss of pay due to that absence, for any day(s) spent in court relating to that action. A teacher who is a party to a court action against District 9 cannot use sick leave to attend to this business. If the employee has no personal days available, the employee will be docked for any days missed.

#### F. MILITARY LEAVE

A regularly employed teacher may be granted a leave of absence upon induction into the Armed Forces without loss of tenure, sick leave and retirement status.

#### G. SABBATICAL LEAVE

Sabbatical Leave without pay may be granted for the purpose of advance study or educational travel to certified employees with seven (7) or more years of service in District No. 9 when, in the judgment of the Board, employment conditions make such leaves possible. The number of sabbatical leaves to be granted in any one year shall be determined by the Board. Application for the sabbatical leave must be submitted in writing to the Superintendent on or before the 15<sup>th</sup> day of March of the school year immediately preceding the period during which leave is desired.

#### H. LEAVES OF ABSENCE

A leave of absence may be granted with the approval of the Superintendent and the Board of Education. Any employee desiring a leave of absence without pay or benefits, must submit an application in writing to the Superintendent at least ninety (90) days before the desired commencement of the leave. No leave shall exceed one (1) year. The employee shall notify the Board by March 1<sup>st</sup> if the employee intends to return to work for the following school term. Failure to notify the Superintendent in writing shall be deemed a resignation. The Board during the leave of absence shall pay no benefits. Unless otherwise agreed to by the Board, the employee shall resume their duties at the start of a school term. The employee shall be allowed to continue and participate in all District insurance programs by paying the full monthly premium to the District business office.

In emergency cases, the Superintendent may waive the ninety (90) day requirement. The employee must submit, in writing, an explanation, with proper verification and/or documentation, indicating the events, occasions or occurrences that were beyond the control of the employee who requested the ninety (90) day notice to be waived.

## ARTICLE XI – Fringe Benefits

### A. INSURANCE

All teachers are covered by Workers' Compensation. If injured on the job, please report to the Principal. Teachers are also covered by the liability policy carried by the school.

The board will pay 100% of single person coverage to a maximum of \$510.00 per month of single person coverage and 15% of the single plan coverage to a maximum of an additional \$76.50. (\$586.50 total) per month for family plan participants for the 2019-2020, 2020-2021, & 2021-2022 school year. Premiums in excess of the maximum paid by the Board shall be paid by the employees covered by the group hospitalization insurance plan.

Any teacher electing to forego the health insurance coverage, shall have the option of choosing an annuity, life insurance, or disability coverage or any combination thereof subject to the following limitations:

1. Any teachers employed after June 1, 1996 shall only have the opportunity to participate in the health insurance program provided by the district. All teachers hired before this date shall retain the annuity/life/health insurance options and the ability to change from one benefit to another according to standards listed elsewhere.
2. The Board shall pay for those employees not using health insurance, an amount not to exceed \$350 (single person coverage, or the amount of the single person coverage if less than \$350) per month toward the optional annuity program.
3. The Board shall have the authority to limit the number of annuity programs to six (6) in number.
4. The six (6) companies with the most employee participation shall be considered by the Board first.
5. The Board is not responsible, nor subject to the grievance procedure, for the withholding and payment of premiums toward an annuity program for more than six (6) programs.
6. Employees so choosing the optional annuity plan in lieu of the group hospitalization insurance plan shall notify the Superintendent no later than September 21 of each school year.
7. Employees shall not have the option of changing during the school year from the group hospitalization program to the optional annuity program or from the optional annuity program to the group hospitalization. The Board has the right to grant a change from annuity to hospital coverage in the case of a teacher hardship.
8. Any amount less than 100% per month on the individual hospital plan and/or optional annuity shall not be considered teacher salary.
9. All annuity programs now in effect shall remain in force.
10. At any time that the district is considering changes in health insurance coverage or carrier, a committee will be formed with teacher representation from each building to consider these changes. The final decision on coverage or carrier shall rest with the Board.

B. LONGEVITY

Longevity will start at fifteen (15) years and every five (5) years thereafter.

|          |            |
|----------|------------|
| 15 years | \$ 300.00  |
| 19 years | \$ 600.00  |
| 24 years | \$ 900.00  |
| 29 years | \$1,200.00 |

\$1,200.00 every 5 years after 29 years.

No longevity was made for school year 1986-87.

In the event an employee receives a longevity payment that would cause the employee to exceed a total increase in TRS creditable earnings above 3% over the previous year's total TRS creditable earnings, the longevity payment will be reduced by an amount to ensure the employee's total TRS creditable earnings does not exceed 3%

C. PERFECT ATTENDANCE

\$250 cash will be given any teacher who has perfect attendance during each semester of the school year.

D. WORK RELATED ATTACK OR ACCIDENT

Any employee who suffers an assault or accident during the scope of employment, shall report such incident promptly to the Board or its designee, and shall suffer no loss of pay during the period of temporary disability. The Board agrees to provide liability insurance in accordance with the School Code (§10-22.3).

The District will not be liable for any loss of pay when the teacher is no longer paid by the insurance carrier for worker's compensation.

E. TUITION REIMBURSEMENT

All certified personnel who are legally qualified to hold the position to which they are assigned and who wish to enhance their skills and qualifications shall be eligible to be reimbursed for the cost of 100% of their tuition for college courses successfully completed as defined below. In no case shall this reimbursement for tuition exceed 100% of the cost of tuition at SIU-E for the same number of hours (or their equivalent). The total cost to the Board of Education each year of this benefit shall not exceed \$8,000 each school year. If requests for reimbursement at the 100% level exceed the total cost limitation, then this amount will be prorated among all approved requests on an equal basis per credit hour. Reimbursements shall be for tuition only and will not include any other costs associated with taking a course.

Amounts will be paid with the last paycheck in September for courses completed during the preceding Fall, Spring, and Summer semesters. In order to qualify for reimbursement, notification of completion must be made to the Superintendent's Office prior to September 1 following completion. Notification must include a transcript from the University where credit was gained indicating course title, grade, and credits granted.

Courses for which reimbursement is sought must be pre-approved by the Superintendent. Courses must be designated as graduate courses by the college or university and must be completed at an accredited college or university. To qualify for tuition reimbursement, the employee is required to provide the Superintendent with his/her graduate program for Master of Science in Education which includes the courses requested for reimbursement.

If the employee has already acquired a Master's Degree, he/she will qualify for tuition reimbursement for additional graduate courses in his/her area of certification. The employee must earn a grade of B or higher to be eligible for reimbursement.

The amount of any reimbursement will be reduced by the amount of any other financial assistance received by the employee. The employee must attempt to search for other aid that may be available. The employee must notify the district of any other assistance received.

F. **TEACHER RETIREMENT CONTRIBUTIONS TRS/THIS**

The Lebanon CUSD#9 Board of Education will provide the Teacher Retirement Contribution which includes 9.4% shelterable contribution to the Teachers Retirement System plus .5% to the Teachers' Health Insurance Security Fund. The parties agree that the foregoing 9.4% and .5% are the maximum contribution rates the Board will pick up and pay on behalf of the teachers notwithstanding any statutorily required increase in such rates above these amounts. Any additional member contributions required by TRS or THIS in excess of the maximum paid by the Board shall be paid by the employees.

**ARTICLE XII – Retirement Incentive**

**ARTICLE XII – Retirement Incentive Program**

**1. Requirements for Eligibility:**

- a. The teacher must have at least 20 years of full-time service as a certified/licensed employee in the School District.
- b. The teacher must submit an irrevocable letter of retirement to the Superintendent by January 15, prior to the school year in which benefits will begin under this program. At the submission of the letter of retirement, the teacher shall submit a TRS statement of benefits or documentation confirming the teacher's total years of service and creditable earnings. For any teacher who seeks to receive benefits beginning with the 2019-2020 school year, the teacher needs to submit a letter of retirement by January 15, 2020.
- c. The teacher must meet the age and service credit requirements of TRS at their retirement date. However, a teacher who chooses to retire with less than the required age and service credit needed for a full pension may retire with a reduced pension in accordance with TRS rule.
- d. The teacher must not have received an increase in creditable earnings of greater than three percent (3%) (or 6% for earnings prior to the 2018-2019 school year) in any year preceding commencement of the pre-retirement benefits which, if when combined with the years of this program, would have resulted in a "TRS Penalty" (e.g., "excess salary contribution" or any form of early retirement contribution or penalty) to the Board.\*

- e. For teachers who request benefits beginning with the 2019-2020 school year or later, the Board will not be obligated to pay a TRS Penalty imposed by TRS due to the teacher's salary exceeding the TRS excess salary contribution threshold if the teacher retires any time after submitting his/her letter of retirement. For example, a teacher who received a salary increase greater than the applicable excess salary contribution threshold in any of the three years prior to the year the retirement benefits provided under this Section would begin would not be eligible to participate in the Retirement Incentive Program.

## **2. Retirement Incentive**

The total amount of the Retirement Incentive available is based on the number of years of prior notice of retirement the teacher provides the District. Specifically, teachers providing one (1) year of notice to retire as provided in Section 12.1 will receive a total Retirement Incentive of Three Thousand Dollars and No/Cents (\$3,000.00.) Teachers providing two (2) years of notice to retire as provided in Section 12.1 will receive a total Retirement Incentive of Six Thousand Dollars and No/Cents (\$6,000.00.) Teachers providing three (3) years of notice to retire as provided in Section 12.1 will receive a total Retirement Incentive of Nine Thousand Dollars and No/Cents (\$9,000.00.) Teachers providing four (4) years of notice to retire as provided in Section 12.1 will receive a total Retirement Incentive of Twelve Thousand Dollars and No/Cents (\$12,000.00.), which is the maximum amount a teacher can receive. Payment of the Retirement Incentive shall be made in lump sums either as Pre-Retirement Benefits (prior to receipt of the final paycheck for regular earnings) as set forth in Section 12.3 below or as a combination of Pre-Retirement Benefits and Post-Retirement Benefits (after receipt of the final paycheck for regular earnings) as set forth in Section 12.4 below.

In each year that benefits are received under this Retirement Incentive Program, the teacher shall not be paid in accordance with the salary and extra duty index or schedules and, in exchange, shall receive a three percent (3%) increase in total TRS creditable earnings over the prior year's total TRS creditable earnings for a period up to a maximum of four years as set forth herein.

- a. The teacher will remain "off schedule" and receive a maximum of a three percent (3%) increase in total TRS creditable earnings for each year of the notice period up to four (4) years.
- b. The teacher shall perform all duties that are used in determining the total TRS creditable earnings in the years in which Retirement Incentive Program benefits are received. A teacher who does not perform such duties shall have his/her compensation reduced accordingly.
- c. A teacher under this Retirement Incentive Program will not be able to earn more than three percent (3%) over the previous year's total TRS creditable earnings, regardless of assignment or possible movement on either the salary schedule or extra duty schedule.

To the extent that payment of the Retirement Incentive Program benefits described herein shall cause the Board to pay a TRS Penalty to TRS, the Board shall have the right to reduce the payment of such benefits so that the Board will not incur TRS Penalty.

## **3. Pre-Retirement Benefits**

- a. A calculation will be made comparing the teacher's total TRS creditable earnings of the immediately previous year with his/her total TRS creditable earnings of the year he/she gave notice. If the total TRS creditable earnings in the year the teacher gave notice are less than 103% of his/her total TRS creditable earnings of the previous year, that portion of the Retirement Incentive necessary to increase his/her total TRS creditable earnings to 103% shall be paid to the

teacher in his/her last regular paycheck prior to June 30 of that first notice year.

- b. For each succeeding year of the notice period, where there exists a balance of the Retirement Incentive to be paid, comparison will be made between the teacher's total TRS creditable earnings of the previous year and the total TRS creditable earnings of the then current year. That portion of the Retirement Incentive necessary to increase the teacher's total TRS creditable earnings for the then current year to 103% will be paid to the teacher as creditable earnings in his/her last regular paycheck prior to June 30 of the then current year. In any succeeding year if the balance of Retirement Incentive is less than the amount needed to increase the teacher's creditable earnings to 103%, then only the amount remaining will be paid to the teacher as creditable earnings in the then current year.

#### **4. Post Retirement Benefit**

In the event the entire Retirement Incentive is not paid as creditable earnings during the notice period, the remaining balance will be paid to the employee as a non-elective employer contribution to the teacher's 403(b) account. Such payment shall be made in lump sum within ten (10) days after the teacher's last workday and/or receipt of his/her last regular paycheck, whichever comes last. This 403(b) contribution is not meant to be treated as creditable earnings under TRS. Such contribution shall be made in accordance with Section 403(b) of the *Internal Revenue Code*, applicable regulations, and the Board's 403(b) Plan, if offered. It is the obligation of the teacher to have an eligible 403(b) account available for such contribution to be made. If the Board is unable to make the contribution due to the teacher's failure to have an account established in the Board's 403(b) Plan, the Board will not be obligated to make the payment and it will be forfeited to the Board. Under no circumstances does the teacher have the opportunity or choice to receive this Post-Retirement Benefit in any other form other than a non-elective employer contribution to a 403(b). Further, in order to be eligible to receive the Post-Retirement Benefit, if such is available based on years of notice and increases set forth in Section 12.3, the teacher must provide substantial services to the Board up through and until the original resignation date set forth in his/her notice to retire. If the teacher instead retires earlier or later than that notice date, the Post-Retirement Benefit shall no longer be available to the teacher.

The parties agree that the administration of the 403(b) is not subject to the Grievance Procedure of this Agreement. Coordination of 403(b) benefits will be provided to the extent allowed by and in accordance with applicable *Internal Revenue Code* provisions, regulations promulgated there under, and applicable Notices and publications.

#### **5. Reversion of Excess Salary Threshold to Pre-PA 100-0587 Levels**

Should a change in state law and/or TRS rule result in a reversion of the 3% threshold set forth herein to the 6% threshold as it existed prior to enactment of Illinois Public Act 100-0587 (which lowered the threshold for requiring employer contributions for excess salary increases from 6 percent to 3 percent,) the references to "3%," "103 percent" and "103%" set forth in this Article 12 shall automatically change to "6%," "106 percent" and "106%," respectively, upon the date the reverted 106% threshold would apply. Further, in the event the entire Retirement Incentive is not paid as creditable earnings during the notice period using the 106% increases, the remaining balance will be paid to the employee upon separation from employment in cash (i.e., check or direct deposit) instead of a 403(b) contribution. Such payment shall be made in lump sum within ten (10) days after the teacher's last workday and/or receipt of his/her last regular paycheck, whichever comes last. This payment is not meant to be treated as creditable earnings under TRS

## **ARTICLE XIII – RIF Procedure**

### Section 1 – RIF Procedure

In the event it is necessary to reduce the number of positions covered by this Agreement, and such is not accomplished by normal attrition, the provisions of the School Code of Illinois, as amended, shall be followed

### Section 2 – Part 226 Special Education Rules-Case Load/Work Load Provisions

A Memorandum of Understanding has been collaboratively developed between representatives of the Lebanon Federation of Teachers and the Board serves as our Special Education Case Load and Work Load Plan. This MOU is not part of the negotiated agreement and is not subject to grievance procedures. It remains in effect until it is amended or modified by the Board with input from representatives of the Lebanon Federation of Teachers.

## **ARTICLE XIV - No-Strike/Bargaining Guarantees**

### Section 1

The Union agrees that employees shall not participate in a strike or withholding of services in whole or in part during the term this Agreement is in full force and effect.

### Section 2

The Board agrees that there shall be no changes in working conditions provided for in this Agreement, except by mutual agreement.

## **ARTICLE XV – Non-District Extra-Curricular Position/Salary**

In order to fill a vacated (by resignation or removal) coaching or extra-curricular position that has been offered to district personnel and not filled, the Board may exercise the option of offering this position to nondistrict personnel. The Board reserves the right to set the salary for such employees. The salary shall not equal or exceed the contractual negotiated based salary of the preceding contract year.

The use of volunteer for extra-curricular and assistant coaching positions will be allowed for the term of this contract. For sports the AD, head coach and board of education must approve volunteer assistant coaches and the volunteer assistant coaches must either be ASEP certified or a certified teacher.

## **ARTICLE XVI - Fair Share**

The employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the employer after the close of the revocation window. The union shall indemnify and hold harmless the board, its members, officers, agents, and employees, in both their individual and official capacities, from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of, or by reason of action taken by the Board for the purposes of complying with the above payroll deduction provisions, or in reliance on any list, notice, certifications of deductions or revocations.

## **ARTICLE XVII – Head Teacher**

A head teacher will be established at each the Lebanon Elementary School and Lebanon Junior/Senior High School. The head teacher must currently hold a Type 75 certificate and apply for the position. Current administration will interview and assign the position before the start of the School Year. The head teacher will be notified 3 days in advance (when possible) if ALL administration will be absent from the District on a particular day. A stipend will be paid to the head teacher on the basis of days worked in the role of head teacher; the days that ALL administrators are absent from the district. The stipend for the head teacher will be assigned based on the value of the current daily substitute pay.

An approved type 75 certificate teacher can also be used for game supervision to fill in for administration that is not on duty. Current administration will interview and assign the positions throughout the school year. The stipend for the game supervision will be \$75.00 for a JV & Varsity Game (2 games), tournaments will also be blocked in two game supervision.

**Lebanon Community Unit School District #9  
Certified Salary Schedule 2019-2020**

Teachers will move down one vertical step for the 2018-19 school year from their placement in 2019-20. Teachers at the bottom of the salary schedule will receive a longevity payment based on 1 year increments up to 8 units that equal the number of years above step 21 at a rate of .5% per year over step 21 for a maximum amount of 8 units (example for 2019-20 school year a teacher will be on the 3<sup>rd</sup> year of step 21, then 3 units x .5% = 1.5% on their current Salary added to their salary that year as a longevity payment. Horizontal movement resulting from additional education will be honored. (See below)

2019-2020

|    | BA          | BA+8        | BA+16       | BA+24       | MA          | MA+8        | MA+16       | MA+24       |
|----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1  | \$36,137.38 | \$36,465.46 | \$36,785.33 | \$37,115.46 | \$38,256.53 | \$38,583.59 | \$38,912.69 | \$39,232.57 |
| 2  | \$37,586.04 | \$37,932.56 | \$38,277.04 | \$38,627.68 | \$39,851.80 | \$40,199.36 | \$40,552.04 | \$40,892.41 |
| 3  | \$39,159.77 | \$39,501.17 | \$39,851.80 | \$40,199.36 | \$41,598.79 | \$41,952.50 | \$42,295.95 | \$42,645.56 |
| 4  | \$40,552.04 | \$40,892.41 | \$41,249.20 | \$41,598.79 | \$42,818.83 | \$43,169.44 | \$43,519.06 | \$43,865.59 |
| 5  | \$41,598.79 | \$41,952.50 | \$42,295.95 | \$42,645.56 | \$44,215.19 | \$44,565.82 | \$44,914.39 | \$45,262.98 |
| 6  | \$42,647.61 | \$42,998.24 | \$43,341.69 | \$43,687.20 | \$45,279.38 | \$45,632.21 | \$46,006.66 | \$46,355.24 |
| 7  | \$43,687.20 | \$44,039.87 | \$44,370.01 | \$44,741.13 | \$47,006.90 | \$47,352.39 | \$47,706.10 | \$48,049.55 |
| 8  | \$44,741.13 | \$45,085.61 | \$45,437.27 | \$45,783.80 | \$48,232.05 | \$48,578.57 | \$49,050.18 | \$49,272.66 |
| 9  | \$45,968.34 | \$46,306.66 | \$46,655.24 | \$47,006.90 | \$49,448.99 | \$49,798.60 | \$50,145.13 | \$50,500.90 |
| 10 | \$47,005.88 | \$47,352.39 | \$47,706.12 | \$48,049.55 | \$50,500.90 | \$50,846.39 | \$51,192.92 | \$51,547.65 |
| 11 | \$48,232.05 | \$48,578.57 | \$48,925.11 | \$49,272.66 | \$51,717.84 | \$52,067.44 | \$52,417.04 | \$52,763.58 |
| 12 | \$49,448.99 | \$49,798.60 | \$50,145.13 | \$50,500.90 | \$52,938.89 | \$53,289.52 | \$53,638.11 | \$53,981.55 |
| 13 | \$50,665.95 | \$51,019.66 | \$51,365.17 | \$51,717.84 | \$54,159.93 | \$54,509.54 | \$54,858.13 | \$55,211.84 |
| 14 | \$52,543.16 | \$52,892.75 | \$53,240.32 | \$53,588.90 | \$56,380.59 | \$56,738.20 | \$57,080.82 | \$57,429.41 |
| 15 | \$54,645.91 | \$55,009.86 | \$55,370.75 | \$55,732.66 | \$58,635.09 | \$58,996.99 | \$59,364.01 | \$59,726.95 |
| 16 | \$56,830.67 | \$57,210.01 | \$57,585.24 | \$57,961.50 | \$60,979.78 | \$61,356.05 | \$61,738.46 | \$62,115.74 |
| 17 | \$58,251.65 | \$58,640.20 | \$59,024.67 | \$59,411.19 | \$62,505.32 | \$62,890.81 | \$63,281.43 | \$63,667.95 |
| 18 | \$59,708.50 | \$60,106.29 | \$60,499.97 | \$60,896.75 | \$64,066.76 | \$64,462.50 | \$64,862.34 | \$65,260.14 |
| 19 | \$61,202.26 | \$61,610.31 | \$62,012.20 | \$62,418.19 | \$65,669.20 | \$66,073.14 | \$66,484.26 | \$66,890.25 |
| 20 | \$62,730.87 | \$63,149.18 | \$63,563.37 | \$63,978.59 | \$67,310.60 | \$67,725.81 | \$68,147.18 | \$68,562.40 |
| 21 | \$64,300.51 | \$64,728.03 | \$65,152.48 | \$65,577.96 | \$68,994.03 | \$69,420.53 | \$69,851.12 | \$70,276.59 |

**TRS**

- The above includes 9.4% shelterable contribution to the Teachers Retirement System plus 0.5% to the Teachers' Health Insurance Security Fund.

**Horizontal Movement on the Salary Schedule**

- Credit for horizontal movement on the salary schedule will be calculated by semester hours or equivalent.
- Credit earned must be verified by transcript sent to the district directly from the college or university prior to September 21.
- Movement on the salary schedule will take place at the beginning of the school year for credit earned prior to the September 1 of that year.
- Credits earned during the school year will be counted toward credit on the salary schedule for the following year.

**Lebanon Community Unit School District #9**  
**Certified Salary Schedule 2020-2021**

Teachers will move down one vertical step for the 2019-20 school year from their placement in 2020-21. Teachers at the bottom of the salary schedule will receive a longevity payment based on 1 year increments up to 8 units that equal the number of years above step 21 at a rate of .5% per year over step 21 for a maximum amount of 8 units (example for 2020-21 school year a teacher will be on the 3<sup>rd</sup> year of step 21, then 3 units x .5% = 1.5% of their current Salary added to their salary that year as a longevity payment. Horizontal movement resulting from additional education will be honored. (See below)

2020-2021

|    | BA          | BA+8        | BA+16       | BA+24       | MA          | MA+8        | MA+16       | MA+24       |
|----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1  | \$36,408.41 | \$36,738.95 | \$37,061.22 | \$37,393.83 | \$38,543.45 | \$38,872.97 | \$39,204.53 | \$39,526.81 |
| 2  | \$37,867.93 | \$38,217.05 | \$38,564.12 | \$38,917.39 | \$40,150.69 | \$40,500.85 | \$40,856.18 | \$41,199.11 |
| 3  | \$39,453.47 | \$39,797.43 | \$40,150.69 | \$40,500.85 | \$41,910.78 | \$42,267.14 | \$42,613.17 | \$42,965.40 |
| 4  | \$40,856.18 | \$41,199.11 | \$41,558.57 | \$41,910.78 | \$43,139.97 | \$43,493.21 | \$43,845.46 | \$44,194.58 |
| 5  | \$41,910.78 | \$42,267.14 | \$42,613.17 | \$42,965.40 | \$44,546.80 | \$44,900.06 | \$45,251.25 | \$45,602.45 |
| 6  | \$42,967.46 | \$43,320.73 | \$43,666.75 | \$44,014.85 | \$45,618.98 | \$46,307.94 | \$46,653.96 | \$47,005.15 |
| 7  | \$44,014.85 | \$44,370.17 | \$44,702.78 | \$45,076.69 | \$47,359.45 | \$47,707.54 | \$48,063.90 | \$48,409.92 |
| 8  | \$45,076.69 | \$45,423.75 | \$45,778.05 | \$46,127.18 | \$48,593.79 | \$48,942.91 | \$49,418.06 | \$49,642.20 |
| 9  | \$46,313.10 | \$46,653.96 | \$47,005.15 | \$47,359.45 | \$49,819.86 | \$50,172.09 | \$50,521.22 | \$50,879.65 |
| 10 | \$47,358.42 | \$47,707.54 | \$48,063.92 | \$48,409.92 | \$50,879.65 | \$51,227.74 | \$51,576.87 | \$51,934.25 |
| 11 | \$48,593.79 | \$48,942.91 | \$49,292.05 | \$49,642.20 | \$52,105.73 | \$52,457.95 | \$52,810.17 | \$53,159.30 |
| 12 | \$49,819.86 | \$50,172.09 | \$50,521.22 | \$50,879.65 | \$53,335.93 | \$53,689.19 | \$54,040.39 | \$54,386.42 |
| 13 | \$51,045.94 | \$51,402.31 | \$51,750.41 | \$52,105.73 | \$54,566.13 | \$54,918.36 | \$55,269.56 | \$55,625.92 |
| 14 | \$52,937.23 | \$53,289.44 | \$53,639.62 | \$53,990.82 | \$56,803.44 | \$57,163.74 | \$57,508.93 | \$57,860.13 |
| 15 | \$55,055.75 | \$55,422.43 | \$55,786.03 | \$56,150.65 | \$59,074.85 | \$59,439.46 | \$59,809.24 | \$60,174.90 |
| 16 | \$57,256.90 | \$57,639.08 | \$58,017.13 | \$58,396.21 | \$61,437.13 | \$61,816.22 | \$62,201.49 | \$62,581.61 |
| 17 | \$58,688.54 | \$59,080.00 | \$59,467.35 | \$59,856.77 | \$62,974.11 | \$63,362.49 | \$63,756.04 | \$64,145.46 |
| 18 | \$60,156.31 | \$60,557.08 | \$60,953.72 | \$61,353.47 | \$64,547.26 | \$64,945.97 | \$65,348.81 | \$65,749.59 |
| 19 | \$61,661.28 | \$62,072.39 | \$62,477.29 | \$62,886.32 | \$66,161.72 | \$66,568.69 | \$66,982.89 | \$67,391.92 |
| 20 | \$63,201.36 | \$63,622.79 | \$64,040.09 | \$64,458.43 | \$67,815.43 | \$68,233.76 | \$68,658.28 | \$69,076.61 |
| 21 | \$64,782.77 | \$65,213.49 | \$65,641.13 | \$66,069.79 | \$69,511.49 | \$69,941.18 | \$70,375    | \$70,803.67 |

**TRS**

- The above includes 9.4% shelterable contribution to the Teachers Retirement System plus 0.5% to the Teachers' Health Insurance Security Fund.

**Horizontal Movement on the Salary Schedule**

- Credit for horizontal movement on the salary schedule will be calculated by semester hours or equivalent.
- Credit earned must be verified by transcript sent to the district directly from the college or university prior to September 21.
- Movement on the salary schedule will take place at the beginning of the school year for credit earned prior to the September 1 of that year.
- Credits earned during the school year will be counted toward credit on the salary schedule for the following year.

**Lebanon Community Unit School District #9**  
**Certified Salary Schedule 2021-2022**

Teachers will move down one vertical step for the 2020-21 school year from their placement in 2021-22. Teachers at the bottom of the salary schedule will receive a longevity payment based on 1 year increments up to 8 units that equal the number of years above step 21 at a rate of .5% per year over step 21 for a maximum amount of 8 units (example for 2021-22 school year a teacher will be on the 3<sup>rd</sup> year of step 21, then 3 units x .5% = 1.5% of base on their current Salary added to their salary that year as a longevity payment. Horizontal movement resulting from additional education will be honored. (See below)

2021-2022

|    | BA          | BA+8        | BA+16       | BA+24       | MA          | MA+8        | MA+16       | MA+24       |
|----|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1  | \$36,681.47 | \$37,014.49 | \$37,339.18 | \$37,674.28 | \$38,832.53 | \$39,164.51 | \$39,498.56 | \$39,823.26 |
| 2  | \$38,151.94 | \$38,503.68 | \$38,853.35 | \$39,209.27 | \$40,451.82 | \$40,804.61 | \$41,162.60 | \$41,508.10 |
| 3  | \$39,749.37 | \$40,095.91 | \$40,451.82 | \$40,804.61 | \$42,225.11 | \$42,584.15 | \$42,932.77 | \$43,287.64 |
| 4  | \$41,162.60 | \$41,508.10 | \$41,870.26 | \$42,225.11 | \$43,463.52 | \$43,819.41 | \$44,174.30 | \$44,526.04 |
| 5  | \$42,225.11 | \$42,584.15 | \$42,932.77 | \$43,287.64 | \$44,880.90 | \$45,236.81 | \$45,590.64 | \$45,944.47 |
| 6  | \$43,289.72 | \$43,645.63 | \$43,994.25 | \$44,344.96 | \$45,961.12 | \$46,655.25 | \$47,003.87 | \$47,357.69 |
| 7  | \$44,344.96 | \$44,702.95 | \$45,038.05 | \$45,414.77 | \$47,714.64 | \$48,065.34 | \$48,424.38 | \$48,773.00 |
| 8  | \$45,414.77 | \$45,764.43 | \$46,121.38 | \$46,473.13 | \$48,958.24 | \$49,309.99 | \$49,788.69 | \$50,014.52 |
| 9  | \$46,660.45 | \$47,003.87 | \$47,357.69 | \$47,714.64 | \$50,193.51 | \$50,548.38 | \$50,900.13 | \$51,261.25 |
| 10 | \$47,713.61 | \$48,065.34 | \$48,424.40 | \$48,773.00 | \$51,261.25 | \$51,611.94 | \$51,963.69 | \$52,323.76 |
| 11 | \$48,958.24 | \$49,309.99 | \$49,661.74 | \$50,014.52 | \$52,496.52 | \$52,851.38 | \$53,206.25 | \$53,558.00 |
| 12 | \$50,193.51 | \$50,548.38 | \$50,900.13 | \$51,261.25 | \$53,735.95 | \$54,091.86 | \$54,445.69 | \$54,794.31 |
| 13 | \$51,428.79 | \$51,787.82 | \$52,138.53 | \$52,496.52 | \$54,975.38 | \$55,330.25 | \$55,684.08 | \$56,043.12 |
| 14 | \$53,334.26 | \$53,689.11 | \$54,041.92 | \$54,395.75 | \$57,229.47 | \$57,592.46 | \$57,940.25 | \$58,294.08 |
| 15 | \$55,468.67 | \$55,838.10 | \$56,204.42 | \$56,571.78 | \$59,517.91 | \$59,885.26 | \$60,257.81 | \$60,626.21 |
| 16 | \$57,686.33 | \$58,071.38 | \$58,452.26 | \$58,834.18 | \$61,897.91 | \$62,279.85 | \$62,668.01 | \$63,050.97 |
| 17 | \$59,128.70 | \$59,523.10 | \$59,913.36 | \$60,305.70 | \$63,446.42 | \$63,837.71 | \$64,234.21 | \$64,626.55 |
| 18 | \$60,607.48 | \$61,011.26 | \$61,410.88 | \$61,813.63 | \$65,031.37 | \$65,433.06 | \$65,838.92 | \$66,242.71 |
| 19 | \$62,123.74 | \$62,537.93 | \$62,945.87 | \$63,357.97 | \$66,657.93 | \$67,067.96 | \$67,485.26 | \$67,897.36 |
| 20 | \$63,675.37 | \$64,099.96 | \$64,520.39 | \$64,941.87 | \$68,324.04 | \$68,745.51 | \$69,173.22 | \$69,594.69 |
| 21 | \$65,268.64 | \$65,702.59 | \$66,133.43 | \$66,565.32 | \$70,032.83 | \$70,465.74 | \$70,902.81 | \$71,334.70 |

**TRS**

- The above includes 9.4% shelterable contribution to the Teachers Retirement System plus 0.5% to the Teachers' Health Insurance Security Fund.

**Horizontal Movement on the Salary Schedule**

- Credit for horizontal movement on the salary schedule will be calculated by semester hours or equivalent.
- Credit earned must be verified by transcript sent to the district directly from the college or university prior to September 21.
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- Credits earned during the school year will be counted toward credit on the salary schedule for the following year.

**Lebanon Community Unit School District #9  
Coaching Salary Schedule  
FY 2019, FY 2020 & FY 2021 School Years**

**Lebanon High School**

| <u>Activity</u>        | <u>Coach</u>      | <u># of Weeks</u> | <u>Percent</u> | <u>FY'19-FY'22<br/>Salary<br/>(Adjusted on<br/>current FY<br/>Base</u> |
|------------------------|-------------------|-------------------|----------------|--|
| Cross Cntry            |                   | 10.4              | 7.13           | \$2,831.39   |
| Asst. Cross<br>Cntry   |                   | 10.4              | 5.0            | \$1,987.20   |
| Soccer-Head            |                   | 11.0              | 7.55           | \$2,998.18   |
| Asst.                  |                   | 11.0              | 5.92           | \$2,350.89   |
| Volleyball-Hd          |                   | 11                | 7.55           | \$2,998.18   |
| Asst.                  |                   | 11                | 5.92           | \$2,350.89   |
| B.Basketball-<br>Head. |                   | 16                | 10.97          | \$4,356.30   |
| Asst.                  |                   | 16                | 8.65           | \$3,435.00   |
| Cheerleaders           |                   | 16                | 9.0            | \$3,573.99   |
| Cheerleaders<br>Asst.  |                   | 16                | 7.07           | \$2,807.56   |
| *Pom Pons              | Volunteer<br>Only |                   | 7.0            | \$2,779.77   |
| Baseball-Hd            |                   | 13                | 8.9            | \$3,533.30   |
| Asst.                  |                   | 13                | 7.05           | \$2,799.63   |
| Softball-Head          |                   | 13.0              | 8.9            | \$3,533.30   |
| Asst.                  |                   | 13.0              | 7.07           | \$2,807.56   |
| G Basketball-<br>Head  |                   | 16                | 10.97          | \$4,356.30   |
| Asst.                  |                   | 16                | 8.65           | \$3,435.00   |
| Track-Head             |                   | 13                | 8.9            | \$3,533.30   |
| Asst.                  |                   | 13                | 7.05           | \$2,799.63   |
| Golf                   |                   | 9.0               | 6.2            | \$2,462.08   |
| Golf Asst              |                   | 9.0               | 4.85           | \$1,925.98   |
| Bowling                |                   | 11.8              | 8.09           | \$3,212.62   |
| Bowl Asst.             |                   | 11.8              | 6.36           | \$2,525.61   |

Amounts calculated based on previous year amount increased by same % as salary schedule. 2019-22 will be based on current contract starting base salary for that fiscal year. FY 2020 Base \$39,711

**Lebanon Community Unit School District #9  
Coaching Salary Schedule  
FY 2017, FY 2018 & FY 2019 School Year**

**Lebanon Junior High**

| <u>Activity</u>            | <u>Coach</u>      | <u># of Weeks</u> | <u>Percent</u> | <u>FY'19-FY'22<br/>Salary<br/>(Adjusted on<br/>current FY<br/>Base</u> |
|----------------------------|-------------------|-------------------|----------------|--|
| Baseball                   |                   | 7                 | 4.82           | \$1,914.07   |
| Baseball Asst              |                   | 7                 | 3.5            | \$1,389.89   |
| Softball                   |                   | 7                 | 4.82           | \$1,914.07   |
| Softball Asst              |                   | 7                 | 3.5            | \$1,389.89   |
| B.Basketball-<br>Head      |                   | 16                | 8.5            | \$3,375.44   |
| Asst.                      |                   | 16                | 6.5            | \$2,581.22   |
| Cheerleaders               |                   | 16                | 5.0            | \$1,985.55   |
| Asst                       |                   | 16                | 3.0            | \$1191.33  |
| Volleyball                 |                   | 8.1               | 5.63           | \$2,235.73   |
| Asst.                      |                   | 8.1               | 4.05           | \$1608.30  |
| Volleyball<br>Boys & Girls |                   | 8.2               | 5.63           | \$2,235.73   |
| Track-Head                 |                   | 8.2               | 4.05           | \$1,608.30   |
| Asst.                      |                   | 8.2               | 4.05           | \$1,608.30   |
| G Basketball-<br>Head      |                   | 16                | 8.5            | \$3,375.44   |
| Asst.                      |                   | 16                | 6.5            | \$2,5181.22  |
| *Pom Pons                  | Volunteer<br>Only | 5.82              | 4.0            | \$1,588.44   |
| Bowling                    |                   | 6.55              | 4.5            | \$1,787.00   |
| Bowling Asst               |                   | 6.55              | 3.28           | \$1,302.52   |

LEBANON COMMUNITY UNIT SCHOOL DISTRICT #9

Extra Curricular Activity Sponsors

Positions with an \* are positions that may be filled with Volunteers for the term of this contract under conditions noted in contract language above.

| <b>Lebanon Grade School</b> | <b>FY'19, 20 &amp; '21</b> |
|-----------------------------|----------------------------|
| Newspaper                   | \$ 300.00                  |
| *Safety Patrol              | \$ 275.00                  |
| Honor Society               | \$ 500.00                  |
| Half Time Vocal             | \$ 75.00                   |
| Title I Coordinator         | \$ 750.00                  |
| *District Newsletter        | \$ 200.00                  |
| Webmaster                   | \$ 500.00                  |
| Tutor Coordinator           | \$ 600.00                  |

| <b>Lebanon High School</b>     |              |
|--------------------------------|--------------|
| Senior Class (2 sponsors)      | \$ 175.00 ea |
| Junior Class (2 sponsors)      | \$ 350.00 ea |
| Sophomore Class (2 sponsors)   | \$ 100.00 ea |
| Freshmen Class (2 sponsors)    | \$ 100.00 ea |
| Drama Club Productions/Sponsor | \$ 800.00    |
| Newspaper                      | \$ 300.00    |
| Student Council                | \$ 225.00    |
| Counselor                      | \$2,000.00   |
| Martin Luther King             | \$ 100.00    |
| *Cedarian Manager              | \$ 625.00    |
| *Pep Club                      | \$ 100.00    |
| *Drama Club                    | \$ 100.00    |
| *Speech Contest                | \$ 150.00    |
| National Honor Soc.            | \$ 600.00    |
| *Industrial Arts Club          | \$ 250.00    |
| *Varsity Club                  | \$ 125.00    |
| Math Team                      | \$ 200.00    |
| United Nations                 | \$ 650.00    |
| Band Director                  | \$1,062.00   |
| Summer Band                    | \$1,622.00   |
| *Half Time Vocal               | \$ 75.00     |
| *Scholar Bowl                  | \$ 350.00    |
| Activity Fund                  | \$ 300.00    |
| Saturday Scholar               | \$ 300.00    |
| *Flag Sponsor                  | \$ 200.00    |
| Ecology Club                   | \$ 300.00    |
| WYSE                           | \$ 300.00    |
| Science Olympiad               | \$ 200.00    |

The above amounts are based on a single person filling the listed position. Should more than one person share the responsibility, that amount shall be divided equally.

**ARTICLE XVIII - Terms of Agreement**

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

This agreement shall be in effect from August 25, 2019 until August 25, 2022, or for the school years 2019-2020, 2020-2021 and 2021-2022.

IN WITNESS THEREOF:

FOR THE LEBANON FEDERATION  
OF TEACHERS

FOR THE BOARD OF EDUCATION  
LEBANON COMMUNITY UNIT  
SCHOOL DISTRICT #9

Donna J. Wood 5/23/19  
Authorized Representative Date

Carl Thomas Benz 4-24-19  
Authorized Representative Date

Chad Z. Cribbs 5/23/19  
Authorized Representative Date

Bill Jay 4-24-19  
Authorized Representative Date

[Signature] 5/23/19  
Authorized Representative Date

Brent Koenig 4/24/19  
Authorized Representative Date

Rebekah Hancock 5/23/19  
Authorized Representative Date

[Signature] 4-24-19  
Authorized Representative Date