

COLLECTIVE BARGAINING AGREEMENT

between the

Georgetown-Ridge Farm Unit #4 Board of Education

and the

Georgetown-Ridge Farm Education Association

July 1, 2018

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June 30, 2020

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In Witness thereof:

This agreement is adopted this _____ day of _____, 2018

For the GREA:

For the BOE:

Marie Malone, Chief Negotiator

Sandi Doggett, Chief Negotiator

Leslea Thompson, Chief Negotiator

Dr. Jean Neal

Kristofor Barth

Greg Emmert

Josh Cavanaugh

Jeromy Spesard

Penny Forney

Natalie Cottrell

Justin Howard

Mitch Fleming

Colton Leake

Jamie Johnson

Mary Miller

Preamble

The Board of Education of Community Unit School District #4, the Certified Personnel, and the Educational Support Staff recognize that the goal of the public schools is that of the best possible education for the youth of the district.

Attainment of this goal is the joint responsibility of the Board, the administrative and supervisory staffs, the Professional Teacher Personnel, and the Educational Support Personnel.

This Agreement is initiated through the Georgetown-Ridge Farm Education Association, an affiliate of the Illinois Education Association and the National Educational Association, representing the educational support personnel, the certified staff and the Board of Education of Community Unit School District #4, hereinafter to be called the ASSOCIATION and the BOARD.

ARTICLE I: Recognition and Representation

- 1.1 This agreement, including the Appendix, continues the relationship of the Board and the Association represented in the Agreement originally entered into on the date approved.
- 1.2 The Board recognizes the Association as the sole negotiating agent for all full and part-time employees regularly employed in Unit #4, except principals, assistant principals, social work supervisor, library media supervisor, Food Service Supervisor, maintenance supervisor, district bookkeepers, Superintendent’s secretary, and Superintendent. All certified employees hereinafter shall be referred to as “teachers” and all educational support personnel shall be referred to as “ESPs”. When referring to both teacher and ESP use “employee” or “staff”.
- 1.3 The Board, Superintendent and Administrators agree not to negotiate individually with any employee represented by this contract employed by the district or any organization attempting to negotiate for the employees for the duration of this Agreement.
- 1.4 The Board retains all power, rights, authority, duties and responsibilities conferred upon and vested in it by the Federal and State of Illinois laws except as modified by this agreement. Such rights shall include, but not be limited to:
 - A. The right to manage the educational affairs of the District, including its physical facilities, and to direct the work of its employees, including the right to hire, discipline, dismiss, promote and assign or transfer employees subject to the conditions set forth in this Agreement;
 - B. The right to establish policies, goals, and objectives; and
 - C. The right to establish an overall budget and financial controls, to determine the methods of raising revenue.
- 1.5 Nothing herein shall be construed as the Association waiving any rights guaranteed in this agreement or by the Illinois Labor Relations Act.

ARTICLE II: Employee and GREA Rights

- 2.1 **Right to organize, join and assist GREA:** The Board agrees that employees shall have the right to organize, join, and assist the GREA, to participate in professional negotiations with the Board through representatives of their own choosing and to engage in other activities, individually or in concert, for the purpose of establishing, maintaining or improving conditions for professional service and the educational program. As a duly elected body exercising governmental power under the law of the State of Illinois, the Board agrees that it will continue not to discourage directly or indirectly, or deprive any employee his/her rights in the enjoyment of any right conferred by the laws of Illinois, of the Constitution of the State of Illinois or the Constitution of the United States, and that it will continue not to discriminate against any employee with respect to hours, wages, terms, or conditions of employment by reason of his/her membership in any association, his/her participation in any

negotiations with the Board not to discriminate against any employee in his institution of any grievance, complaint, or proceeding under this Agreement.

The Association members shall be allowed to meet one day per month at 3:00 p.m. or later for association meetings. This will not interfere with an employee's assigned duty(ies), unless permission is granted by administration.

- 2.2 **Academic Freedom** – The parties seek to educate young people in the democratic tradition to foster recognition of individual freedom and social responsibility. An issue is controversial when some of its proposed solutions conflict with the cherished interest, beliefs, or group affiliations of a section of citizens. Fundamental to most controversial issues is the intellectual or emotional attachment of some citizens to the interest or welfare or organizations or groups. It shall be the policy of the Georgetown-Ridge Farm Community School District to provide for dispassionate, unbiased, unprejudiced, and scientific study of controversial issues, in order that the pupil may have the opportunity to study such issues in a class atmosphere void of partisanship and bias. The discussion of such issues shall relate to the subject matter of the course. Without minimizing the importance of the large part of the curriculum made up of established truths and values and the elements of our American heritage and traditions, but recognizing that gradual social change is inevitable and that such change involves controversial issues, it is our belief that sober consideration of such issues is a responsibility of the public schools, since the respect for facts and an impartial search for truth is inherent in a democratic American society. The instructor, as an impartial moderator and guide, shall not attempt, either directly or indirectly, to limit or control the judgment of his/her pupils on such issues.
- 2.3 **Controversial issues** – It is agreed that the teacher is responsible for a balanced, fair presentation of controversial issues, which may be taught in his/her class.
- 2.4 **Confidential Recommendations** – Upon request of an employee, the building principal, supervisor, and/or Superintendent of schools shall furnish to the chief officer of another school district or other prospective employers and placement services, a confidential description of the employee's service. The request for such a statement shall not be construed as a notice of intent to resign and shall in no way affect the employee's status and evaluation within the school district.
- 2.5 **Organizational Insignia** – No employee shall be prevented from wearing insignia pertaining to the Education Association. All other insignia are subject to school code.
- 2.6 **Vacancies:** The only time district or non-district personnel can be notified by Board or Administration for a vacancy before posting is in the case of advance notice retirement, transfer, resignation or the creation of a new position.
- A. Notification Procedure: Whenever a vacancy in any professional position in the district shall occur and is indicated by official notification, the Board will give written notice of same to the Association within three (3) school days and will post such vacancies. If such positions become available, the Superintendent will

notify all employees of any vacancies by e-mail and current alerting system (or any other phone messaging system in current use by the district). Such e-mail and current alerting system shall be transmitted within three days of the date that the vacancy becomes official. Such notice will be posted for at least three (3) school days before the position is filled. At no time shall a specific job vacancy be sent to a Placement Bureau, College Placement Bureau, or other school districts prior to posting in the Georgetown-Ridge Farm Schools.

- B. After the Board hires any new employee, the Association President and Association Membership Chair will be notified in writing of the name of the individual hired and position i.e. job category, classification, and salary; and the anticipated beginning date.

2.7 **Transfers:** When transfers are requested by the employee, the following steps should be taken:

- A. An employee may express a desire to the Administration for a change in assignment if and when a desired position may become open.
- B. The employee should notify his/her present principal or supervisor that a transfer is being requested.
- C. The employee may contact the principal or supervisor where there is a vacancy for which he/she is qualified.

2.8 **Extended Employment:** The following options for Certified Personnel contracts may be pursued:

- A.
 - 1. Basic contract covering the regular school term which is 180 days.
 - 2. Basic contract covering the regular school term plus four weeks full-time employment beyond the regular school term. The increment for the four-week extended employment shall be 1/9 of the Certified's basic contract.
 - 3. Basic contract covering the regular school term plus eight weeks full-time employment beyond the regular school term. The increment for the eight-week extended employment shall be 2/9 of the Certified's basic contract
 - 4. Basic contract covering the regular school year plus a portion of the 1/9 extended employment.
- B. Certified Personnel who choose extended employment as part of their individual contract shall:
 - 1. Structure programs for students and present them for Board approval by January 1 of the year they are to be offered during the period of extended employment.
 - 2. Have first priority for structuring and conducting summer school programs.
 - 3. Conduct a program that is self-supporting in that summer school state aid pays the cost of the extended employment program.
 - 4. Provide an evaluation and summary of the year's programs showing costs, revenue generated, benefits derived by the district's students from the inclusion of extended employment as part of the district's options for teachers. The interview, at which time the Certified's program is presented,

will be held in executive session and an employee of the district may be present at the request of the Certified employee.

- a. To be approved, the Certified's program will consist of 150 teaching hours per 1/9 increment. If less than 1/9 increment is granted, the teaching hours will reflect that portion of the 150 hours. Teaching hours are defined as any hours the teacher is responsible for the students or any hours spent in preparation for the instructional portion of the program, even if the hours occur during the regular school year.
 - b. Upon rejection of the proposed program, the board will provide to the Certified employee written reasons for denial. These reasons will be received by the Certified employee by the morning of the third school day following the Board meeting at which denial of the program occurred.
5. Work cooperatively, both individually and collectively, with the administrative and supervisory staff to accomplish numbers 1, 2, 3 and 4.
 6. Commit themselves by April of each year to extended employment terms for the coming year.
 7. Give notice by April 15 not to work on extended contract. If that date is passed and the district is not notified, an employee will work whatever he/she has committed himself/herself to work. If a change is made prior to April 15 of the year of extended employment resulting in a lesser work year, the reduction of the pro rata salary will be made from the remaining salary due the employee. The Certified Personnel's contract year (9-10-11 month(s) or a portion of the 1/9) qualifies for teacher's retirement only.
 8. Salary for extended employment will commence upon approval of the program.

2.9 Summer Employment

- A. The Board and the Association agree the employees shall make their interest in summer school known to the building principal or the Superintendent.
- B. Hiring Summer School Staff
 1. Teachers
 - a. Teachers currently working in the position that is available for summer school employment will have first option.
 - b. If the teacher does not want the position, it will then be offered to a teacher that has previously worked in the position. The position will be filled according to seniority of years of service worked in the summer school position.
 - c. If no one applies that has previously worked the summer school position, it will then be offered to any teacher that is qualified for the position and hired according to district seniority.
 2. Teaching Assistant (T.A.)
 - a. The T.A. that is working the position during the regular school year shall have the first option of working the summer school position.

- b. If that T.A. does not want the summer school position, the summer school position will be opened to all T.A.s in the district. The T.A. will be hired according to district seniority.
 - 3. Personal Aide (P.A.)
 - a. The P.A. that is assigned to a student during the regular school year shall have the first option to work with that student during summer school.
 - b. If the student's assigned P.A. does not want the position for summer school, it will then be offered to any P.A. in the district on the basis of district seniority.
 - c. In the event that no other P.A. applies for the summer school position, the summer school position will then be opened to any district employee and hired according to district seniority.
 - C. The minimum salary for an approved summer session employment shall be:
 - 1. \$15.00 per student contact hour for certified staff.
 - 2. \$10.00 per student contact hour for non-certified staff, if they are needed.
- 2.10 **Reduction in Staff** - Reduction in force of licensed personnel will be conducted in accordance to article 24 of Illinois school code
- A. When the Board deems it may be necessary to reduce the number of employees because of decreased enrollment, lack of funds, or other reasons, the Association's Executive Committee representatives, limited to no more than seven members, will be consulted fourteen (14) days prior to any formal Board action on such reductions in staff. The above committee shall be given an opportunity to present alternatives to such reductions in staff.
 - B. ESPs cannot cross categories when reductions in force are made. All employees RIFed at the end of the 2012-2013 school year, who will not be recalled in August (per Superintendent's notification letter), will be paid \$42.50 per sick day.
- 2.11 **Reinstatement of Staff** – When monies accrue to the district in excess of those budgeted for; said monies may be applied to reinstatement of curtailed programs. It is understood by the Board, Superintendent, and the Association that reinstatement of curtailed programs is a top priority, and that only an extreme educational need in the District will preclude the spending of said monies for reinstatement of curtailed programs.
- A. For Full-time ESPs the last to be "rified" will be the first to be recalled for the position within any specific job category for which their qualification can be verified. Specific categories are:
 - 1. Mechanic/Maintenance
 - 2. Maintenance/Custodian
 - 3. Cook:
 - a. Head Cook
 - b. Cook
 - 4. Teaching Assistant
 - 5. Personal Aide
 - 6. Secretary

7. Clerk – All new hires in the Clerk position will be 9 month positions.
8. Bus
 - a. Bus Driver
 - b. Bus Rider
9. Monitor

Part-time staff will be recalled after all full-time staff have had the opportunity to be recalled.

B. District Seniority

1. Definitions of Categories of District Employment

- a. Full-time cooks: one who works 25 hours per week for 180 days.
- b. Secretary: one who is employed 11 months (7 ½ hours per day for 233 days/year); 10 months (7 ½ hours per day for 213 days/year)
- c. Full-time clerks: one who works at least 7 ½ hours per day for 180 days.
- d. Full-time teaching assistants and personal aides: one who works for 7 hours for 180 days.
- e. Full-time maintenance and custodians: one who works 8 hours per day for twelve (12) months.
- f. Full-time bus drivers: one who drives at least one regular route daily.
- g. Part-time ESP: one who is on the permanent payroll and employed the student year but less than the times outlined in d., e., f., g. or h., depending on one's job category. (Refer to Article 2, 2.11CA for specific categories).
- h. Temporary (Casual) ESP: one who is not on the permanent payroll and who works at the request of the district's supervisory and/or Administrative personnel. This includes substitute personnel and casual employees in all categories. Casual employees are not to be used to replace the regular work force.

C. Seniority Procedures

1. "Seniority" shall be defined as the length of a Unit #4 employee's continuous service within the district. Said service shall be computed from the date of hiring.
2. Seniority will not accrue nor will any accrued seniority be lost during any approved leave of absence without pay. Seniority will not be interrupted due to excused absences for illness.
3. Employees who terminate employment from Unit #4 will not be credited with seniority for the time spent in the district previously, if they return.
4. In the event district seniority is equal between two or more full-time ESPs, the following procedures, in order, are to be utilized as a tie breaker:
 - a. Qualifications for the position.
 - b. Previous credit inside the district within the job's specific category.
 - c. Date of hiring.
 - d. Any further ties are to be determined by the Board.

5. Part-time ESPs accumulate seniority at half-time rate and it will be applied in accordance with the applicable provisions of the contract. Seniority accrued prior to the 2002-2003 contract remains.

2.12 **Employee Personnel Files** – The Board and the Association agree that employees’ official personnel file, under the jurisdiction of the Superintendent, shall be maintained under the following conditions:

- A. An employee will be given a written copy of all items placed in his/her file prior to placement. Prior to the removal of any items in the personnel file, the employee will be given written notice and will be in agreement with the removal. Notification will be given to GREA President and Grievance Chair.
- B. Only one official file and one copy shall be kept for each employee. No other official files shall be kept pertaining to personnel unless the employee is given notification of such file, and is also given a copy of all material. Such records shall be open, readily accessible, and immediately available for employee to review upon request of his/her own records.
- C. All items in such file shall be available to the employee for initialing to indicate his/her knowledge of their existence.
- D. Neither an employee’s file nor any of its contents shall be copied or otherwise made known to any other person without the employee’s permission during his/her service in the school district, except upon subpoena or for normal administrative functions for district business.
- E. Every employee shall have the right to have dissenting or explanatory material attached to any document in the file
- F. Any material not in the personnel file shall not be used as evidence in any mediation or hearing that may arise.
- G. Any employee has the right to place a signed personal statement in his/her official personnel file. The Board / Administration may or may not accept the validity of this statement.

2.13 **Payroll – Notice of Salary and Sick Days:**

- A. Employees’ salary computation sheets shall be distributed to employees with the first pay in August provided the Collective Bargaining Agreement (CBA) has been ratified by both parties.
- B. Paydays – Nine month employees shall select to be paid either on a nine (9) or twelve (12) month basis. 24 pay periods will be instituted with 9 month employees having the option of choosing 20 or 24 pay periods; all other employees shall be paid over 24 pay periods. Pay days will be on the 5th and 20th of each month with a total of 24 pays per year. If a designated payday occurs during an approved absence, the employee may request paycheck prior to absence. Granting of this request is contingent upon the checks being ready and the employee’s agreement to neither cash nor deposit the check prior to the specified pay date. In the event a pay date falls on a holiday, weekend, or day when school is not in session, the pay date will be on the last workday of the

previous week. Extra-curricular pay will be paid upon completion of the activity. Board policy will be followed regarding Extra-curricular responsibilities. IF a sponsor/coach is unable to complete their obligation, their pay will be prorated accordingly. Adjustments shall be made on the first payroll of the month only. If there are monies in addition to the normal salary to be paid to an employee with multiple extra duties, an itemization of these additional monies will be provided with the paycheck.

- C. **Deductions** – The Board agrees to use the payroll department to make payroll deductions included, but not limited to: professional dues, Board sponsored life and hospitalization insurance, tax deferred annuities, and all payments to financial institutions. All other deductions being made as of April 18, 1991 will be honored. The Association shall hold the Board harmless for any clerical errors made due to changes or adjustments. All deductions shall be declared by each employee within seven (7) work days of the beginning of the school year or seven (7) work days after day of hire if after start of school year. Five additional changes may be made during the calendar year. Written notification must be provided a minimum of 14 days prior to such change. Payroll deductions for credit unions made from each paycheck will be mailed the day after deductions are made from the check. When deductions occur for NEA/ IEA/ GREA dues, it will be paid within ten (10) working days from the time of withholding to the Association Treasurer. The Association shall hold the Board harmless from any and all financial liability as a result of deductions of Association dues.
- D. **Sick-Days**– Sheets showing accumulated sick days as of the first day of school, shall be distributed within the opening month of school in the fall. The total number of sick days shall include the sick days for the current year.

ARTICLE III: Association Rights

- 3.1 **A. Association Business** – Representatives of the Association (GREA), as authorized by the executive committee and respective officials, shall be permitted to transact official Association business on school property before, during the duty free lunch hour, and after the student day and when this shall not interfere with or interrupt normal school operations. This includes use of the telephone, reproducing equipment, and facsimile machine.
B. Association Leave - Upon request by the Association President, the Board shall grant the Association up to a total of four (4) employee days of leave per year without loss to the employee of salary or benefits. This leave shall be used to conduct Association business that cannot be conducted outside the workday.
- 3.2 **Orientation Time** – The Association and the Board agree that time will be made available during the opening and closing of the School Institute for Association purposes at the request of the Association President. The request will be made in writing to the building principal and/or Superintendent.

- 3.3 **Association Use of Buildings** – The Board agrees to permit the Association use of the district’s buildings without cost for organizational meetings. Such meetings may not conflict with the use of the facilities for regular school purposes. Normal school use requests shall be processed through the building principal of the school being used. The request will be made verbally or in writing to the appropriate official and then placed on the building calendar. When it should become necessary for the district to deny all organizations free use of the building, then the Association will reimburse the district for building use only if said use occurs after 6:00 p.m. Such reimbursement will be at the standard rate as determined by Board policy.
- 3.4 **Use of Inter-School Mail** – The Board agrees to permit the Association use of employee mail boxes and interschool mail services for a reasonable number of organizational messages. All communications of a confidential nature shall be enclosed in an envelope.
- 3.5 **Association Use of District Equipment** – The Board and the Association agree that school equipment may be used for Association business purposes with the consent of the administrative personnel in charge of the equipment. The request will be made verbally or in writing to the appropriate administrative official. Such use may not take precedence over regular school needs. The cost of the materials used by the Association for charitable activities that benefit students and students’ families shall be paid by the District. Such material shall be submitted in completed form to the Superintendent for approval prior to its reproduction. At this time the number of copies reproduced shall be agreed to. The cost for reproducing the contract shall be shared equally by the Association and the District. The District shall be reimbursed biannually, by January 15, and June 15, for supplies used. The records shall be kept by each building representative.
- 3.6 **Association Bulletin Boards** – The Association shall have the right to post notices of its activities and matters of Association concern on an employee bulletin board provided for that purpose in each building in a location not accessible to students. A bulletin board shall be provided at the Superintendent’s office for the bus drivers and at the maintenance building for the mechanics. It shall be the responsibility of the Building Representative and/or members of the GREA Executive Committee to approve the posting of all material placed on the bulletin board.

ARTICLE IV: Negotiations

- 4.1 Negotiations shall be conducted pursuant to the Illinois Educational Labor Relations Act.

ARTICLE V: Grievance Procedure – Grievances shall be presented in the manner outlined below.

- 5.1 Grievances shall be presented directly to the supervisor involved in the alleged incident. Should the grievance be directed toward a supervisor in another building, the grievance shall follow the procedures outlined below. The employee shall first inform

his/her building principal or supervisor of the nature of the grievance and his/her intent to pursue it.

- A. At any level of the grievance procedure, the grievant may request the Building Representative and/or the Grievance Chair and Professional Negotiations representative to be present.
- B. Steps in grievance procedure must be followed or the grievance will be rejected and sent back to the proper level.
- C. A grievance may be withdrawn by the grievant at any level.
- D. The decision made at each level of the grievance procedure shall be recorded and a copy filed with the Association secretary.
- E. The grievance must allege misadministration or misinterpretation of the agreement.
- F. A grievant shall be defined as the Association, members as individual employees or groups of employees, or non-members represented by the Association.
- G. A grievant shall follow the process as outlined in the CBA of the District in which the grievance occurs and be handled by the Board and Administration of the District involved.

INFORMAL LEVEL

- A. The grievant shall present his/her grievance verbally to the supervisor involved in the alleged incident by specifically stating, "This is a grievance" within fifteen (15) calendar days of knowledge of an alleged incident or no rights shall be entitled to the grievant.
- B. After the grievance has been presented, the supervisor shall render a verbal decision within eight (8) school days.
- C. If the grievant is dissatisfied with the informal decision, he/she shall proceed to the formal level as described below.

FORMAL LEVEL

- A. Within eight (8) school days after the informal decision is reached, the grievance and the informal decision shall be put in writing, signed by both the grievant and the supervisor and presented to the Superintendent of Schools.
- B. Should the grievant not be satisfied with the decision of the supervisor, the grievant shall refer the grievance to the Superintendent within eight (8) school days after the receipt of the Supervisor's answer. The Superintendent shall arrange for a meeting with the grievant to take place within eight (8) school days of the appeal. Upon the conclusion of the hearing, the Superintendent shall have eight (8) school days in which to provide a written decision to the aggrieved employee. The answer shall include reasons for the decision.
- C. Should the grievant not be satisfied with the decision of the Superintendent of School, he/she shall, within eight (8) school days after receiving the Superintendent's decision, request the presentation of the grievance at the next regular Board meeting. The Board will render a decision on the grievance during the meeting at which the grievance is presented.

- D. If the grievant finds the decision of the Board unsatisfactory, binding arbitration may be used.
- E. In the event arbitration occurs as a result of the grievance procedure and an association member or members is absent from his or her duties, the Association will pay for the cost of a substitute(s) necessary to carry on the education programs if the arbitrator's decision is found in favor of the employer. The Board will pay for the above mentioned substitute(s) if the arbitrator's decision is found in favor of the grievant. Cost of Binding Arbitration shall be shared equally by the Board and Association.
- F. Method of Selecting Arbitrator for Binding Arbitration – Individuals for arbitration shall be chosen from the FMCS (Federal Mediation and Conciliation Service) or a mutually agreed upon arbitrator. The decision of the arbitrator shall be final and binding on both parties.

ARTICLE VI: Working Conditions

6.1 Teacher, ESP, and Student Hours –

- A. Teachers, Teaching Assistants, and Personal Aides will work from 7:00 a.m. to 2:30 p.m., 7:15 a.m. to 2:45 p.m., or 7:30 a.m. to 3:00 p.m. Any subsequent change requested must be approved by the building principal. Building Administrators will decide the number of time slots needed for each arrival time. These will be filled based on seniority. Teachers, teaching assistants, personal aides, and student dismissal time on the days before Thanksgiving, Christmas, and Easter vacation shall be 1:40 p.m. Elementary teachers, teaching assistants and personal aides will be provided time during the school day to attend to personal needs, such as use of the bathrooms. Should it become necessary, for whatever reasons other than emergency weather conditions, to shorten the school day and cause a teacher to shorten or lose her/his preparation period, that teacher may make up lost time from her/his teaching.
The duty schedule for student arrival and dismissal will be arranged to the mutual satisfaction of the staff of that building. If because of circumstances such as bus schedules, a teacher, teaching assistant or personal aide is asked to be on duty beyond the time limits, compensatory time shall be provided at the beginning or end of a teacher, teaching assistant or personal aide's day (depending on whether that teacher, teaching assistant or personal aide has early or late planning), if requested of the building principal.
This time is to be accumulated in ten (10) minute blocks before the teacher, teaching assistant, or personal aide applies and is granted not more than thirty (30) minutes for a single school day. Such request shall follow a posted rotating schedule, where in all building teachers, teaching assistants and personal aides share equally in the extra duties.
- B. **Student Day** – Student day for Pine Crest School will be from 8:00 a.m. – 2:15 p.m.; Mary Miller Junior High from 8:00 a.m. – 2:15 p.m.; Georgetown-Ridge Farm High School from 8:00 a.m. – 2:15 p.m. If the daily class schedule at the Junior or

Senior High is altered for a planned event, then a schedule will be created providing equal time for all classes. This schedule will be provided to all staff members at the beginning of the school year. Students, teachers, teaching assistants and personal aides shall have access to the school libraries beginning with the first day of school through the last day of school.

- C. **Full-time and Regular Part-Time ESP's Day** – The schedules will be established for these positions according to the job hours defined in **Article II Section 2.11B** by the Supervisor for each category. If these hours need to be changed, then the hours shall be changed by mutual agreement between the Supervisor and the employee in that category. Scheduled overtime shall first be offered to the appropriate category workers in the building in which the overtime occurs; if none of these workers accepts this overtime, then the overtime shall be offered to any workers in that category in the district and, if still no one has accepted, assigned to the individual with the lowest seniority in the building. If it is necessary to assign jobs using the seniority list, then the overtime will be offered on the next occurrence to the person following the last person to accept this assigned overtime. When the last person on the list is reached, the rotation will start again with the person having the most seniority in that category. ESP's day shall include a duty free lunch period of at least 30 minutes (or monetary compensation for this time if worked) and two fifteen minute breaks during their working day.
- D. **Extra Trips for Bus Drivers** - Extra trips for bus drivers will be assigned according to seniority unless the coach of that extra-curricular activity wishes to drive the bus him/herself. If a driver wishes to volunteer services for an approved class, club or school activity, they may do so. Each fall, winter and spring sessions, regular route bus drivers choosing to be on the extra trip draft will be provided with an extra trip list. A time will be appointed for them to meet and pick their trips using the seniority list. One trip (or trips that fit into a set, such as, but not limited to, tournaments) will be picked by the driver with the most seniority, followed by the driver next on the seniority list until the bottom of the list is reached. At that time, the rotation will start again with the driver having the most seniority until all trips are picked or all drivers have "passed" on any remaining trips. Remaining trips will then be offered to substitute and/or regular route drivers that are not present at the draft. If new trips are available before the next draft meeting, the draft rotation continues where it ended. If a driver next on the rotation list cannot drive or cannot be contacted after all reasonable avenues have been exhausted this will be considered a "pass" and the driver will not be offered a trip again until the rotation has come full circle back to him or her. If a driver cannot take a trip he or she has picked, the driver can trade with or give the trip to another extra trip draft driver or the trip can be returned to the draft rotation.

- E. **Holidays for Full-time and Regular Part-Time ESPs** - ESPs shall have the following paid holidays off during their work year:
- | | | |
|---------------------------------------|----------------|-------------------------------|
| Fourth of July | Labor Day | Columbus Day |
| Christmas Eve and Day | New Year's Day | Martin Luther King's Birthday |
| Lincoln's Birthday or President's Day | Good Friday | Memorial Day |
| Thanksgiving Thursday & Friday | | |

ESPs will have the option to choose two (2) non-student attendance days in lieu of Veteran's Day and Pulaski's Birthday. Full-time and Regular Part-time ESPs except Maintenance/Mechanics and Maintenance/Custodian shall have the same vacation as the teachers during Christmas break.

Custodians will take New Year's Eve Day off as a paid holiday in lieu of Pulaski Day. They will then have the option to choose one (1) non-student attendance day in lieu of Veteran's Day.

6.2 **Teaching Loads –**

- A. Junior High and Senior High School teachers, teaching assistants and personal aides' day shall include a duty free lunch period, if desired by the employee, equal to the students' lunch period, but not less than 30 minutes. The rest of the student day will consist of teacher, teaching assistant and personal aide's pupil contact.
- B. Pine Crest teachers, teaching assistants and personal aides shall have a duty free lunch period, if desired by the employee, equal to the students' lunch period but not less than 30 minutes. Full time P.E. and music will be a part of the curriculum for all-day K-5 students. Elementary teachers may use for preparation and conferences all time during which classes are receiving instruction from various teaching specialists.
- C. Principals and teachers are encouraged to initiate experimental programs.
- D. Teachers in buildings with special schedules and special education teachers shall have adjusted schedules to conform to their situations.
- E. The Board and the Association agree that some professional supervisory responsibilities in the school buildings and at school functions shall be shared among staff members. Any compensation for these extra duties will be paid according to extra-duty pay schedule as per agreement. Assignments not volunteered for will be filled by staff members assigned by the building principal for each building.
- F. Any duties assigned by administration that infringe upon Teacher Plan Time/PLC/Team Time shall be paid at \$20.00/hour. This does not include regularly scheduled staff meetings.

6.3 **Teaching Assistants and Assistant Coaches** – The usage and hiring of all teaching assistants and assistant coaches should take place when possible with the consultation of the teachers and head coaches who will be directly affected. Upon hiring of the teaching assistant or the assistant coach, the teacher or head coach will be notified as

soon as possible. Only qualified personnel will be hired for the above mentioned positions. The Board, through interview, will determine whether the applicant is qualified. In the event of a financial crisis or program curtailment, which would prevent the maintaining of teacher staff at the present level, teaching assistant positions, other than those funded through additional state and federal programs will be eliminated before that of qualified teachers. The possibility of the use of student aides should be considered.

6.4 **Class Size** – In recognition of the fact that pupil-teacher ratio is an important factor contributing to the standard of excellence expected in the Georgetown-Ridge Farm School District, the Board and the Association agree that the following standards will be maintained:

- A. When all sections of a given grade level K-3 class size exceeds twenty-five (25) students action will be taken immediately by hiring another qualified teacher; if 4-8 exceeds thirty-two (32) students, action will be taken immediately by hiring another qualified teacher or teaching assistant. When classes in grade level 9-12 exceeds thirty-five (35) students, then immediate action will be taken by whatever means possible to lower student-teacher ratio.
- B. The Board and Administration agrees to discourage the use of split grade rooms whenever it is feasible to do so.
- C. The limitation in Item “A” above shall not be applicable in teaching areas such as Physical Education and Music nor shall it be applicable to Home Rooms and Study Halls at the middle school and high school levels. If enrollment in these areas becomes too large for the teacher(s) to teach effectively, action will be taken to improve the student-teacher ratio.
- D. All classes requiring teaching stations shall be limited by the number of teaching stations available. In no case will the maximum numbers specified in Item A above be exceeded.
- E. If consideration of movement of a student from one room to another occurs at the elementary and junior high levels, the building principal will meet with both teachers involved at the same time, and the reason(s) for the consideration explained to each teacher. The following criteria will be used:
 - 1. An attempt will be made to have the parents or legal guardian of the child present.
 - 2. The teacher(s) have the right to have an Association representative present.
 - 3. The teacher involved has a right to request a meeting with the parents and the administration for mutual discussion of the problem.
 - 4. The administration has the final decision-making authority.
- F. A committee of the building special education coordinator and administration shall jointly discuss caseloads for special education teachers. Final decision will be left up to the administrator.

- 6.5 **Employee Assignments** – Certified employees shall be notified in writing of their primary teaching assignment prior to the end of the current school year. Primary teaching assignment means class title and grade level, building or classification where appropriate. Secondary teaching assignments may include cross-grade level teaching responsibilities. Non-Certified employees will be notified within two (2) weeks prior to the start of the school year. Unforeseen student needs may require shorter notification to the employee.
- A. If a Primary assignment change is made before thirty (30) days prior to the beginning of the employee work-year, the employee will be notified in writing immediately of the change in assignment.
 - B. After thirty (30) days prior to the beginning of the work-year, there will be no change in primary assignment unless mutually agreed upon by the employee and the Board, except where an emergency assignment must be made. Then the employee would have the option of returning to the original assignment as soon as the emergency can be resolved another way.
 - C. Prior to the opening of school, if an employee does not wish to accept the change in assignment, he/she shall have the option of resigning, provided the resignation is submitted within ten (10) days of the notification.
 - D. Playground supervision and hall supervision are part of the normal teaching schedule.
 - E. When any school within Unit District #4 creates a student disciplinary session which convenes outside of the normally scheduled school day, the administrative personnel of that building assumes the responsibility for staffing that session. If the administration makes the decision to hire personnel for this purpose, these conditions will be met;
 - 1. Any certified employee in Unit #4 may apply for the position.
 - 2. This duty is voluntary and cannot be assigned to non-applicants.
 - 3. Payment for this assignment will be \$15.00 per hour.
- 6.6 **Administration of Medications to Students** – No employees, other than qualified medical personnel, Administrators or authorized designee(s) will be required to administer medication to students. Pupils will be referred to proper, qualified medical personnel, Administrator, or authorized designee(s) for this function.
- 6.7 **Counselors** – No counselor will be assigned classroom duties outside counseling unless counselors volunteer.
- 6.8 **Notice of Absence** – The Board and the Association agree that employees except bus drivers, maintenance, and mechanics shall notify the building principal or supervisor before 6:15 in the morning of the intended absence from school. In the event an employee works in more than one location, the first Administrator/Supervisor notified shall procure the substitute and notify the other Administrator/Supervisor involved.
- Bus drivers, maintenance, and mechanics shall call their supervisor between five and five fifteen (5-5:15 a.m.) in the morning for morning shifts and by eleven (11am) for

afternoon and evening shifts. In the event the building principal or supervisor cannot be reached, the Superintendent shall be called. Split employees need only notify the principal or supervisor of the building or station at which they begin the day.

- 6.9 **Evaluation** - Each teacher shall be evaluated using the evaluation plan which was developed by the Joint PERA Committee which satisfied Section 24A-4 of the Illinois School Code.
- 6.10 **Pupil Discipline and Employee Protection** – The Board and the Association recognize the fact that court decisions generally are requiring more documentation demonstrating consistent application of rules in discipline cases and agree that it is the responsibility of employees and Association to report pertinent and essential information fully and accurately in student discipline cases, when requested by the administration.
- A. Pupil discipline is based on the requirement that children must adhere to a normal to-be-expected code of acceptable behavior and must conform to all school rules and regulations.
 - B. The Association recognizes the teachers’ responsibility to maintain order and control in the classroom and school through effective teaching and leadership techniques. The Association and Board recognize responsibility to give support and assistance to teachers.
 - C. In the event of a complaint against an employee, appropriate consultation will be held with the employee. No action will be taken except in emergencies, without giving the employee an opportunity to reply to the complaint.
 - D. Discipline of students shall not include slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.
 - E. Reasonable force may be used as needed to maintain safety for the purpose of self-defense and a student may be removed from a classroom for disruptive behavior following proper due process procedures.
 - F. Employees may use physical force against a pupil without advance notice to the principal when it is essential for self-defense, or for protection of other persons or the property of the Board of Education. A report of the incident shall be given in writing to the principal of the school where the incident occurred, the same day as the incident.
 - G. An employee shall forward a written report to the Board’s representative of the threats of criminal or civil action against him/her arising out of and in the course of his/her employment, and the matter will be reviewed and appropriate steps as determined will be taken.
 - H. First of all, a physical confrontation should be avoided without sacrificing the personal or professional integrity of the employee or agent. Should this fail, a person should defend himself/herself in the event of physical attack. Following the attack the names of the witnesses should be documented. A report to the immediate supervisor should be made immediately, together with a report noting circumstances, participants, witnesses, etc. The victim and administration of the district will file a complaint with the States Attorney’s office suitable to the event.

Within five (5) days of the event, a written report will be sent to the members of the Board. The Board, through the Superintendent of the District, will vigorously pursue charges against the offender. Gaining a conviction, the Board will also obtain adequate court orders to keep the offender from appearance on school property for a period of one year.

The agent or employee may also file a civil suit to collect damages resulting from the attack. Should a complaint be made against the employee or agent following such an event to the Board, it must be put in writing and substantiated, before a hearing will be held by the Board against the employee or agent.

Furthermore, should charges or allegations be made against the professionalism of an agent or employee questioning his/her fitness to fill his/her position, these charges or allegations should be put in writing and substantiated, before a hearing will be held by the Board against the employee or agent. The hearing will follow the structure of law. Pending results of the hearing, disciplinary action may or may not be taken. Time lost by the employee directly concerned with any incident mentioned in this Section shall not be charged against the employee. Any additional members of Unit #4 shall be released, with subpoena, to testify in behalf of an employee with no loss of status, remuneration, or any other benefits. In the event the investigation concludes that the employee is at fault, the employee will be responsible for the time lost.

- 6.11 **Student Grades** – Grading is the primary responsibility of the teacher. Should a change in students’ grades be requested, the proposed change will be preceded by a conference between the principal and teacher, if desired by either party. If the principal and teacher cannot agree on the change, the Superintendent will make the final decision.
- 6.12 **Equipment, Supplies and Facilities** – The Board, employees and/or agents shall confer from time to time for the purpose of improving the selection and use of all education tools. The Board agrees at all times to keep the school equipped and maintained to the best of its financial abilities. The employees accept responsibility for the use and care of school property.
- 6.13 **Classroom Interruptions** shall be kept to a minimum.
- 6.14 **Meetings** – The principal of a school or supervisor shall meet monthly with their employees.
- 6.15 **Parent/Teacher Conferences** –Fall and Spring Conference dates and times will be determined at the District level. A thirty (30) minute meal break will be provided on each conference day. Each employee with no assigned duties during parent/teacher conferences will have the option to choose Article VI.6.1E.

- 6.16 **Free/Reduced Meal Paperwork** – This will no longer be the responsibility of any building secretary.
- 6.17 **Special Education Paperwork** – Special Education teachers may be allowed to work on IEP paperwork during SIP Days or Teacher Institute Days, if the topic does not pertain to their job responsibilities, pending administrator approval. Proof of work accomplished may be presented to administration if requested.

ARTICLE VII: Salary Related Economic Items

- 7.1 **Previous Teaching Credit** – All employees hired during the 2015-2018 CBA and after will receive credit for years of teaching service in other schools of up to ten (10) years for Bachelors and fifteen (15) years for Masters.
- 7.2 **Military Service Credit** –The Board will provide Military Service Credit in accordance with State and Federal law.
- 7.3 **Academic Credit** – Any certified staff member shall advance on the salary schedule at the beginning of the semester following presentation to the Superintendent of sufficient evidence of credit earned. Such evidence is to be submitted ten (10) days prior to the date of the payroll at which the increase is to become effective.
- 7.4 **Extension of Employment Beyond Age 70** – The Board and Association agree that the school law and Constitution of the United States will be followed in the extension of employment beyond age 70.
- 7.5 **Severance / Retirement**
An employee has the option to choose either of the following benefits:
*Should the TRS law change resulting in raising or lowering of the 6% cap prior to the end of this contract, this language may be renegotiated at the time of the effective date of any change.

1. **Severance Pay for Retiring Employees:**

Any employee retiring and utilizing the employees’ retirement system with 10 years of service in the district shall be paid a sum of \$50.00 for each year of service in the district. Certified staff with 20 or more years of service in the district shall be paid a sum of \$100 for each year of service in the district. It shall be added to the last year’s salary of the employee or the final 2 years upon notification of retirement. Certified employees will receive these payments before retirement unless the payments cause the employee to exceed the 6% cap on creditable earnings that are reported to TRS. The amount exceeding the 6% cap will be paid to the employee in one lump sum 30 days after the official retirement date.

2. Certified

- Declare intent to retire up to 3 years prior to retiring. For each of the remaining years, salary will be increased by 6% each year.
- Employee must have 20 consecutive years in district (combine Non-Certified + Certified years of service or approved Board leave).
- Limited to 9 Certified employees at any given time.

Non-Certified who declare their intent to retire 1 or 2 years prior will receive a 4% salary increase for each year declared.

- 7.6 **Sick Pay and Employee Leaving the District** - The District will pay half of the substitute pay in the employee's category for any sick days not accepted by TRS (max 180) or IMRF (max 240). This shall be paid at the end of the fiscal school year and shall be added to the last year's salary of the employee or the final 2 years upon notification of retirement. Employees who receive reimbursement for unused sick leave may not receive any of these unused sick days back if rehired by the district.

Employees will receive these payments before retirement unless the payments cause the employee to exceed the 6% cap on creditable earnings that are reported to TRS or IMRF. The amount exceeding the 6% cap will be paid to the employee in accordance with TRS and IMRF guidelines. Should the TRS or IMRF law change resulting in raising or lowering of the 6% cap prior to the end of the contract, this language may be renegotiated at the time of the effective date of any change.

7.7 Group Insurance

A. Health Insurance Plans

Options 1 and 2 will be available through 12/31/2018

Option 1: POSC 2000C (HRA)

This plan includes a Health Reimbursement Account. This HRA will cover qualifying procedures (MRI, CT, hospitalization, and outpatient procedures) on the last \$2,000 of the \$5,000 out of pocket maximum for employees. Employees wishing to be reimbursed for qualifying procedures should present their explanation of benefits to the unit office.

Option 2: HDHP3000

Options 1 and 2 will be available beginning 1/1/2019

Option 1: POS 2500

Option 2: HMO 80

B. Contributions

The Board of Education will pay up to \$8,000 in 2018-2019 and up to \$8,100 in 2019-2020 per year to each employee seeking insurance.

C. Limitations

If the employee has a spouse currently enrolled on the district's health insurance plan and the spouse is employed or retired and has access to work insurance or work retirement insurance, he/she must go on their employer/retirement health plan. All employees' spouses must acquire a

verification of insurance or no insurance form from the spouse’s employer and submit the documentation to the Superintendent’s office.

D. Dental and Vision Insurance

Group dental and vision insurance will be available for all employees to purchase at their own expense. These plans will contain four tiers: employee, employee + spouse, employee + child, and family.

E. Board Paid Annuity

Should an employee forego the health insurance benefit, the Board of Education will pay \$75 a month into a tax sheltered annuity. In addition, the Board of Education will also pay for full employee dental and vision insurance. Additional tiered dental and vision insurance (Emp + Ch, Emp + Sp, Family) will be available to said employees at their own expense.

7.8 **Group Life Insurance** – The Board shall provide for all full-time employees, the sum of \$25,000 in term life insurance. For the purposes of this section, Full-time employees are those who work 25 hours or more per week. Regular route bus drivers are considered full time employees.

7.9 **Mileage** – Employees who use personal vehicles for district business shall be reimbursed at the IRS allowable mileage rate.

7.10 **Sick Days**

*Any employee in the District at his/her discretion shall have the right to transfer any portion of his/her accumulated sick days to a fellow Unit #4 employee who is within five days of using up all of his/her accumulated sick days. These transferred sick days cannot be for the purpose of using the accumulated sick leave for retirement purposes. A copy of this transfer of day(s) will be placed in donating employee’s personnel file.

MONTHS WORKED	YEARS EXPERIENCE	SICK DAYS/YEAR	PERSONAL DAYS/YEAR
9 MONTHS	0 YRS - 14 YRS	11	2
9 MONTHS	15 YRS AND OVER	13	2
10 MONTHS	0 YRS - 14 YRS	12	2
10 MONTHS	15 YRS AND OVER	14	2
11 MONTHS	0 YRS - 14 YRS	13	2
11 MONTHS	15 YRS AND OVER	15	2
12 MONTHS	0 YRS - 14 YRS	14	2
12 MONTHS	15 YRS AND OVER	16	2

7.11 **Bereavement Leave** - Each employee shall be entitled to three (3) bereavement days per incident per year to be used only for the death of an employee’s spouse, domestic partner, fiancé’, grandparent, grandchild, (step) child, (step) parents, parents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, (step) brother, or (step) sister. Bereavement leave will not roll over from year to year. Employees may be asked to provide verification of an individual’s death. In the event that many employees want

to attend the same funeral, requests will be honored in the order they are received and based upon the availability of substitutes.

- 7.12 **Personal Leave** – The Board and Association agree that two (2) days may be used for personal leave for the purposes of attending to personal, legal, household, or family matters that require absence during school hours. Employee may convert 3 Sick days to Personal Days as needed per year. Except in emergencies, the employee shall request such leave on forms provided by the District, processed by his/her principal or supervisor and the Superintendent at least two (2) school days in advance of the day he/she is to be absent. It is accepted that personal leave may not be used to receive remuneration. The personal day, if unused at the end of the regular work year, shall be added to the accumulated sick days.
- 7.13 **Calendar** - The Board and the Association agree that the calendar proposals will be discussed during negotiations. A calendar will be agreed upon by both negotiating teams and presented as part of the tentative agreement package to both parties. The Board has the final decision on a school calendar. Once the calendar is set, it will not be changed unless by mutual agreement or by conditions beyond human control which may force school closing. The Superintendent will determine when conditions are beyond human control. The state’s minimum calendar will be followed.
- 7.14 **Fair Share**
- A. Each employee shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.
 - B. Each member whose name is submitted to the Board by the Association shall have Association dues deducted from his/her salary. These dues will be deducted by the Board as per the schedule already in place, commencing with the 2nd pay day of the new school year. Deductions will conclude after ten (10) or eighteen (18) pay periods as directed by the employee. Any employee who chooses to pay their dues in one lump sum payment shall do so at the time other payroll deduction information and employee information is due at the beginning of the school year. Any employee who does not elect method of payment by this time, and wishes to be a member will automatically have their dues deducted in 10 pay periods in accordance with Article II – 2.13B.
 - C. **Payment to Association** – Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.
 - D. **Religious or Religious Tenet Exception** –The obligation to pay a fair share fee will not apply to any employee who, on the basis of a bona-fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment on behalf of the employee to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

- E. **Implementation** – The terms of fair share shall begin at the beginning of the 1989-90 school year and continue for the duration of this Agreement.
 - F. **Hold-Harmless Clause** – In the event of any legal action against the employer brought in a court or administrative agency because of its compliance with this Article, the Association agrees to defend such action at its own expense and through its own counsel, provided:
 1. The employer gives immediate notice of such action in writing to the Association and permits the Association intervention as a party if it so desires, and
 2. The employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses and making relevant information available at both trial and all appellate levels.
 3. The Association agrees that in any action so defended, it will indemnify and hold-harmless the employer from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the employer’s compliance with this Article.
 4. Exception – It is expressly understood that this hold-harmless provision will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board’s imperfect execution of the obligations imposed upon it by this Article.
- 7.15 **Overtime for ESPs** – Any authorized scheduled or emergency overtime shall be compensated at time and one-half (1 ½) of the hourly rate for the appropriate category. Overtime is defined as all hours in excess of eight hours/day or 40 hours/week. This does not include extra trips for bus drivers, which is a negotiated rate. For all work performed on Sundays and holidays, the ESPs shall be paid time and one-half (1 ½) of the hourly rate. If the holiday listed in Article VI Section 6.1 Subsection E falls within the regular work week, the Full-time and Regular Part-time employee shall be paid for the day not worked. Should any of these holidays fall on Saturday or Sunday and vacation is not granted on the following Monday, that holiday will be added to the summer vacation due the employee.
- 7.16 **Work Related Fees for ESPs** – Any fees that are necessary for an ESP to fulfill his/her job shall be paid by the District. This includes seminars or classes that might be necessary for the District to comply with State Law, uniforms that might be required, and bus driver’s licensing fees. This does not include fines that an ESP incurs when he/she does not follow the District’s policies other than those that are not in agreement with State Law or physicals other than those that are required for bus drivers.
- 7.17 **Salary Items** - The Board will pick up and pay on behalf of each teacher a 9% contribution to the Downstate Teacher Retirement System (TRS). This contribution shall include both the salary schedule amount and the extra duty amount. For ESPs who are eligible, the Illinois Municipal Retirement Fund (IMRF) contribution will be deducted from the salary schedule and such deductions shall be tax sheltered. The

appropriate schedule will be used to figure salaries to be reported to IMRF or TRS, whichever applies. The sheltered amount will be deducted as far as the IRS is concerned.

7.18 Increments for Extra Duty not on salary schedule

- A. All positions outlined on the Increments for Extra Duties chart will receive a 3.5% increase in the base salary for every five year period that he/she remains in that position.
- B. A complimentary pass to athletic events will be issued to all employees and their spouse/guest.
- C. Monitors:
 - 1. Morning Monitor: State minimum wage (40 minutes per day) (P.C., M.M.J.H & H.S)
 - 2. Lunchroom Monitor: State minimum wage or \$4 per day (whichever is greater) and no lunch.
 - 3. Noon playground Monitor: State minimum wage or \$4 per day (whichever is greater) & no lunch.
 - 4. Bus Monitors: State minimum wage (40 min. per day) 2 at P.C., 2 at MMJH, 2 at H.S.
- D. Timer, Scorer, Varsity Football Play by Play Announcer: High School – Junior High – Elementary activities: State minimum hourly wage or, 2018-2019 - \$25.00, 2019-2020 - \$27.50, whichever is more.
- E. Ticket Seller, Crowd Control, Fan Bus Chaperone: High School–Junior High–Elementary activities: State minimum hourly wage or 2018-2019 - \$25.00, 2019-2020 - \$27.50 ,whichever is more.
- F. Home Event Supervisor: High School – Junior High – Elementary activities: State minimum wage or 2018-2019 - \$40.00, 2019-2020 - \$42.50, whichever is more.
- G. If a coach/sponsor/driver requests a driver for a scheduled district activity and none is provided that coach/sponsor/driver will be paid \$11.50 per hour or the mileage rate paid regular bus driver’s extra trip salary, whichever is more.
- H. Extra Bus Trips: \$11.50 an hour or \$0.20 per mile (whichever is more).
- I. Part-time Cooks – Less than 5 Hours - Beginning in 2011-2012, Loyalty pay for service after each 5 consecutive year increment will be given as follows: Year 5 - \$250, Year 10 - \$500, Year 15 - \$750. Therefore in future years, Part-Time Cooks will be paid the stated amounts only after completing the 5th, 10th or 15th year of service.
- J. Stipend for District organized Professional Development outside of normal school hours - \$20.00 per hour.

7.19 Duration of Agreement – This Agreement shall remain in force from July 1, 2018 to June 30, 2020.

- 7.20 **Placement on Salary Schedules** - All employees shall be placed on their respective salary schedules commensurate with their years of experience in accordance with Article VII 7.1. Any individual employed by the district during the 2013-15 CBA will be placed on their correct year of experience, thus eliminating the imbalance due to the Hard Freeze.

ARTICLE VIII: LEAVES

8.1 Professional Leave

- A. The Board and Association agree that professional leave be supported in part by district funds. It is agreed that, if an employee has approval to attend a professional meeting, round trip coach fare will be paid and a substitute secured and that essential expenses will be paid. It is agreed that prior approval by Principal, and/or supervisor, and Superintendent is necessary with requests for approval made fifteen (15) days in advance.
- B. The Board and Association agree that it is an employee's responsibility to seek professional leave provisions adequately in advance of the absence: two (2) days in advance for personal leave; fifteen (15) days in advance for professional leave. Both parties agree that failure to do so, except under emergency conditions, is justifiable cause for denial of the request. A copy of said request will be forwarded to the Board as part of each member's agenda.

- 8.2 **Leaves Of Absence With Pay Charged Against Leave Time:** Emergency leaves may be granted with the approval of the building principal or supervisor while working for the Georgetown-Ridge Farm Unit District #4 and then becoming eligible for Workman's Compensation benefits shall be governed by law.

- 8.3 **Sabbatical Leave:** The Board and the Association agree that sabbatical leave may be granted under the following conditions at the discretion of the Board:

- A. Teacher shall be eligible after the completion of six (6) full years' service in the Unit #4 system.
- B. During absence pursuant to such leave, such teacher shall receive the same basic salary as if in actual service, except that there may be deducted from an equivalent to the amount payable for substitute service. However, such salary after deduction for substitute services shall in no case be less than the minimum provided by Section 24-6.1 of the School Code of Illinois of one-half of the basic salary, whichever is greater.
- C. Sabbatical leave may be granted for resident study, research, travel or other purposes designed to improve the school system. The grant of a sabbatical leave by the Board constitutes a finding that the leave is deemed to benefit the school system by improving the quality and level of experience of the teaching force.
- D. Sabbatical leave will be limited to four (4) per year.
- E. Teachers on sabbatical leave shall retain employment status while on leave, relating to membership in the retirement system, eligibility and any other fringe benefits.

- F. Before a sabbatical leave is granted, the applicant shall agree in writing that if at the expiration of such leave he/she does not return to and perform contractual continued service in Unit #4, at least two (2) full school terms after his/her return, all sums of money received from the Board during his/her sabbatical leave will be refunded to the Board unless such return and performance is prevented by illness and incapacity. The refund shall be prorated if the teacher returns for one year, but less than two (2) years.

8.4 **Leave Of Absence Without Pay:** The Board and Association agree that leaves of absence may be granted to employees under the following at the discretion of the Board:

- A. An employee may be granted leave of absence for the following reasons: Prolonged illness, needed rest, necessities of the home and allied reasons, where such an absence would beneficially contribute to education in the Unit #4 school system.
- B. Requests for leave without pay shall be filed with the Superintendent. The reason for request and the period for which the leave is being requested shall be stated.
- C. An employee returning from a leave of absence will be placed on the same step he/she held prior to the leave. An exception of this provision shall be that if the activities of the employee during his/her leave could be comparable to activities that were valid for sabbatical leave, then the teacher shall be placed at the step on the salary schedule he/she would have achieved had he/she not taken the leave.
- D. The employee on such leave shall give notice of intent to return by registered mail at least ninety (90) days prior to the close of the school term preceding such return. Failure to provide notice becomes equivalent to a resignation.
- E. Upon his/her return, an employee shall be returned to a vacancy for which he/she is certified or qualified.
- F. The maximum term for such leaves shall be one (1) school year. An employee may apply for a second year.
- G. All accumulated benefits and rights of the employment previously gained shall be retained upon return.

8.5 **Maternity Leave:** Maternity leave shall begin at the discretion of the employee and her attending physician. On request of the building principal or supervisor, the employee shall present to him/her a statement from her physician relative to her ability or inability to perform her duties.

The employee will notify her building principal or supervisor within sixty (60) days after the termination of her pregnancy as to when she will return to her job.

If an expectant employee works over one-half of her work year, she will receive one (1) year experience on the salary schedule. Maternity leave shall be granted to any employee who furnishes satisfactory evidence of pending adoption proceedings and who applies in writing to the Board. In the event of adoption, an employee will receive the same benefits as an employee having a natural child. She will be allowed to use

accumulated sick days and be compensated for them in the same manner. Parental leave shall be granted under similar circumstances to both male and female employees.

8.6 Family Medical Leave Act of 1993 – Refer to Board Policy Manual

8.7 Military Leave:

A. Members of National Guard and Reserve Forces: An employee who is an active member of the National Guard or any branch of the Reserve Force who is mobilized during the school year for such reasons as civil disturbances or results of weather conditions shall be granted a Military Leave at full pay for a minimum of two (2) weeks.

The Military Leave will expire at the time of the demobilization of the National Guard or respective units thereof.

B. An employee taking Military Leave will notify his/her principal or supervisor of the date(s) needed for Military Leave as early as possible. One (1) copy (or photo static copy) of verifying orders will be forwarded to the Superintendent via the respective principal or supervisor.

C. An amount equal to the salary and other allowances while on active duty shall be deducted from the employee's salary.

D. An employee shall be granted Military Leave without pay for the purpose of conscription or recall to active duty in the military force of the United States.

E. All accumulated benefits and rights of employment previously gained shall be retained upon return in accordance to Federal Regulations. Notice of return to work shall be given to the Superintendent of Schools within (90) days of separation from Military service or the employee shall forfeit employment rights in the District.

F. Time to take Selective Service physical examination shall be granted without loss of pay.

8.8 Jury Duty: The School district will pay full salary during the time an employee is on jury duty. The employee will reimburse the district any remuneration minus travel. In order to receive full salary, the employee must present a statement of jury service issued by the court to his/her Administrator or Superintendent for the dates and times in which he/she completed jury duty service.

ARTICLE IX: SALARY

9.1 Notes for Secretarial Staff. Current Secretaries vacation pay will be absorbed into their current salary to calculate their Hourly rate of pay. Beginning 2013-2014, Secretaries will no longer receive vacation pay.

9.2 Substitute Pay

A. Substitute teacher: The current Board approved rate, not less than \$90, plus the following required payments: TRS, Medicare, Workers Compensation, and Unemployment.

- B. Substitute Retired Teachers from Georgetown-Ridge Farm District #4 will receive not less than \$100 per day plus any required payments.
- C. All ESP Substitutes listed below will be paid MINIMUM WAGE.

Sub. Secretary	Sub. Personal Aide
Sub. Clerk	Sub. Teaching Assistant
Sub. Cook	Sweeper/Cleaner
Sub. Mechanic/Maintenance	Laborer/Mower
Sub. Maintenance	Sub. Bus Rider
Sub. Lunch/Playground	

- D. Substitute Maintenance will receive \$10.00 per hour.

9.3 Paid Vacation for Maintenance/Mechanic and Maintenance

Years Experience	Weeks Paid Vacation
1	1
2-9	2
10-14	3
15 or more	4

9.4 Hourly Computation

Each year, the number of work days applicable to that school year shall be determined for each category and the yearly salary computed using the hourly figure times hours worked/day times of days/year. The following are the figures used for the 1995-1996 school year and the duration of this contract:

Maintenance / Mechanic & Maintenance: Hourly x 8 hrs/day x 261 days per year

11 month Secretary/Clerk: Hourly x 7.5hrs/day x 233 days per year

10 month Secretary/Clerk: Hourly x 7.5hrs/day x 213 days per year

9 month Secretary/Clerk: Hourly x 7.5hrs/day x 193 days per year

Teaching Assistants and Personal Aides: Hourly x 7 hrs/day x 193 days per year

6 hour/day Cooks: Hourly x 6 hrs/day x 193 days per year

5 hour/day Cooks: Hourly x 5 hrs/day x 193 days per year

Regular Route Bus Drivers: Hourly x 3 ½ hrs/day x 193 days per year

Special Education Bus Drivers: Hourly x 3 ½ hrs/day x 193 days per year

College Express Bus Drivers: Hourly x 2 ½ hrs/day x 193 days per year

Vacation pay and longevity shall then be added for the individual employee, and this amount divided by the number of pays for the year to get the pay per period. Overtime shall be calculated, using the hourly figure.

Bus Drivers / Routes
1 Route = 3 1/2 hrs.

	2018-2019 +2%	2019-2020 +3%	Sub Pay
Regular Route	\$10,734	\$11,057	\$18.00
Pre-K / EC	1 1/2 Routes		\$18.00
College Express	\$5,230	\$5,386	\$18.00
Special Education	\$23.46	\$24.16	\$20.00
P.M. Route	\$5,316	\$5,476	\$18.00
VASE Run	\$20.00 per run	\$20.60 per run	\$20.00
Longevity (begins in year 2)	\$200	\$206	

PreK/EC extra mid-day driver paid ½ route as needed.

*Mary Sungail, Jim Mills and Kathy Galyen will receive their total years employed in the district toward longevity.
This amount will be absorbed into their salary.*

2018-2019 Certified with 2% Increase

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24
YR. EXP								
0	\$ 30,777	\$ 31,547	\$ 32,336	\$ 33,144	\$ 33,973	\$ 34,312	\$ 34,655	\$ 35,002
1	\$ 31,701	\$ 32,493	\$ 33,306	\$ 34,138	\$ 34,992	\$ 35,342	\$ 35,695	\$ 36,052
2	\$ 32,652	\$ 33,468	\$ 34,305	\$ 35,162	\$ 36,042	\$ 36,402	\$ 36,766	\$ 37,133
3	\$ 33,631	\$ 34,472	\$ 35,334	\$ 36,217	\$ 37,123	\$ 37,494	\$ 37,869	\$ 38,248
4	\$ 34,640	\$ 35,506	\$ 36,394	\$ 37,304	\$ 38,236	\$ 38,619	\$ 39,005	\$ 39,395
5	\$ 35,680	\$ 36,572	\$ 37,486	\$ 38,423	\$ 39,384	\$ 39,777	\$ 40,175	\$ 40,577
6	\$ 36,750	\$ 37,669	\$ 38,610	\$ 39,576	\$ 40,565	\$ 40,971	\$ 41,380	\$ 41,794
7	\$ 37,852	\$ 38,799	\$ 39,769	\$ 40,763	\$ 41,782	\$ 42,200	\$ 42,622	\$ 43,048
8	\$ 38,988	\$ 39,963	\$ 40,962	\$ 41,986	\$ 43,035	\$ 43,466	\$ 43,900	\$ 44,339
9	\$ 40,158	\$ 41,162	\$ 42,191	\$ 43,245	\$ 44,327	\$ 44,770	\$ 45,217	\$ 45,670
10	\$ 41,362	\$ 42,396	\$ 43,456	\$ 44,543	\$ 45,656	\$ 46,113	\$ 46,574	\$ 47,040
11	\$ 42,603	\$ 43,668	\$ 44,760	\$ 45,879	\$ 47,026	\$ 47,496	\$ 47,972	\$ 48,451
12	\$ 43,881	\$ 44,978	\$ 46,103	\$ 47,255	\$ 48,437	\$ 48,921	\$ 49,410	\$ 49,904
13	\$ 45,198	\$ 46,328	\$ 47,486	\$ 48,673	\$ 49,890	\$ 50,389	\$ 50,893	\$ 51,402
14	\$ 46,554	\$ 47,718	\$ 48,910	\$ 50,133	\$ 51,387	\$ 51,900	\$ 52,419	\$ 52,944
15					\$ 52,312	\$ 52,835	\$ 53,363	\$ 53,897
16					\$ 53,253	\$ 53,786	\$ 54,324	\$ 54,867
17					\$ 54,212	\$ 54,754	\$ 55,301	\$ 55,854
Longevity	\$ 300	\$ 300	\$ 300	\$ 300	\$ 325	\$ 325	\$ 325	\$ 325

2019-2020 Certified with 3% Increase

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24
YR. EXP								
0	\$ 31,701	\$ 32,493	\$ 33,306	\$ 34,138	\$ 34,992	\$ 35,342	\$ 35,965	\$ 36,052
1	\$ 32,652	\$ 33,468	\$ 34,305	\$ 35,162	\$ 36,042	\$ 36,402	\$ 36,766	\$ 37,134
2	\$ 33,631	\$ 34,472	\$ 35,334	\$ 36,217	\$ 37,123	\$ 37,494	\$ 37,869	\$ 38,248
3	\$ 34,640	\$ 35,506	\$ 36,394	\$ 37,304	\$ 38,236	\$ 38,619	\$ 39,005	\$ 39,395
4	\$ 35,680	\$ 36,572	\$ 37,486	\$ 38,423	\$ 39,384	\$ 39,777	\$ 40,175	\$ 40,577
5	\$ 36,750	\$ 37,669	\$ 38,610	\$ 39,576	\$ 40,565	\$ 40,971	\$ 41,380	\$ 41,794
6	\$ 37,852	\$ 38,799	\$ 39,769	\$ 40,763	\$ 41,782	\$ 42,200	\$ 42,622	\$ 43,048
7	\$ 38,988	\$ 39,963	\$ 40,962	\$ 41,986	\$ 43,035	\$ 43,466	\$ 43,900	\$ 44,339
8	\$ 40,158	\$ 41,162	\$ 42,191	\$ 43,245	\$ 44,327	\$ 44,770	\$ 45,217	\$ 45,670
9	\$ 41,362	\$ 42,396	\$ 43,456	\$ 44,543	\$ 45,656	\$ 46,113	\$ 46,574	\$ 47,040
10	\$ 42,603	\$ 43,668	\$ 44,760	\$ 45,879	\$ 47,026	\$ 47,496	\$ 47,971	\$ 48,451
11	\$ 43,881	\$ 44,978	\$ 46,103	\$ 47,255	\$ 48,437	\$ 48,921	\$ 49,410	\$ 49,904
12	\$ 45,198	\$ 46,328	\$ 47,486	\$ 48,673	\$ 49,890	\$ 50,389	\$ 50,893	\$ 51,402
13	\$ 46,554	\$ 47,718	\$ 48,910	\$ 50,133	\$ 51,387	\$ 51,900	\$ 52,419	\$ 52,944
14	\$ 47,950	\$ 49,149	\$ 50,378	\$ 51,637	\$ 52,928	\$ 53,457	\$ 53,992	\$ 54,532
15					\$ 53,881	\$ 54,420	\$ 54,964	\$ 55,514
16					\$ 54,851	\$ 55,399	\$ 55,953	\$ 56,513
17					\$ 55,838	\$ 56,396	\$ 56,960	\$ 57,530
Longevity	\$ 309	\$ 309	\$ 309	\$ 309	\$ 335	\$ 335	\$ 335	\$ 335

2018-2019 ESP Prior 7/1/2013 with 2% Increase

	Teaching Assistant	11-Month Secretary	5 Hr Cook	6 Hr Cook	Personal Aid	Maintenance
YR. EXP						
0	\$ 19,089	\$ 21,264	\$ 9,893	\$ 11,869	\$ 12,731	\$ 30,099
1	\$ 19,567	\$ 21,817	\$ 10,116	\$ 12,138	\$ 13,081	\$ 30,852
2	\$ 20,046	\$ 22,373	\$ 10,338	\$ 12,408	\$ 13,434	\$ 31,608
3	\$ 20,527	\$ 22,932	\$ 10,560	\$ 12,677	\$ 13,790	\$ 32,366
4	\$ 21,009	\$ 23,494	\$ 10,782	\$ 12,946	\$ 14,148	\$ 33,127
5	\$ 21,493	\$ 24,058	\$ 11,003	\$ 13,214	\$ 14,509	\$ 33,889
6	\$ 21,976	\$ 24,624	\$ 11,223	\$ 13,480	\$ 14,872	\$ 34,651
7	\$ 22,460	\$ 25,190	\$ 11,442	\$ 13,746	\$ 15,236	\$ 35,413
8	\$ 22,943	\$ 25,757	\$ 11,660	\$ 14,010	\$ 15,602	\$ 36,175
9	\$ 23,424	\$ 26,323	\$ 11,875	\$ 14,272	\$ 15,969	\$ 36,935
10	\$ 23,905	\$ 26,889	\$ 12,089	\$ 14,532	\$ 16,336	\$ 37,692
11	\$ 24,383	\$ 27,454	\$ 12,301	\$ 14,789	\$ 16,703	\$ 38,445
12	\$ 24,858	\$ 28,017	\$ 12,510	\$ 15,043	\$ 17,071	\$ 39,195
13	\$ 25,330	\$ 28,577	\$ 12,716	\$ 15,295	\$ 17,438	\$ 39,940
14	\$ 25,799	\$ 29,134	\$ 12,919	\$ 15,542	\$ 17,804	\$ 40,679
15	\$ 26,263	\$ 29,688	\$ 13,120	\$ 15,786	\$ 18,169	\$ 41,411
Longevity	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200

2019-2020 ESP Prior 7/1/2013 with 3% Increase

	Teaching Assistant	11-Month Secretary	5 Hr Cook	6 Hr Cook	Personal Aid	Maintenance
YR. EXP						
0	\$ 19,662	\$ 21,902	\$ 10,190	\$ 12,225	\$ 13,113	\$ 31,002
1	\$ 20,154	\$ 22,471	\$ 10,419	\$ 12,502	\$ 13,473	\$ 31,777
2	\$ 20,647	\$ 23,044	\$ 10,648	\$ 12,780	\$ 13,833	\$ 32,556
3	\$ 21,143	\$ 23,620	\$ 10,877	\$ 13,057	\$ 14,204	\$ 33,337
4	\$ 21,640	\$ 24,199	\$ 11,106	\$ 13,334	\$ 14,573	\$ 34,121
5	\$ 22,137	\$ 24,780	\$ 11,333	\$ 13,610	\$ 14,945	\$ 34,905
6	\$ 22,635	\$ 25,362	\$ 11,560	\$ 13,885	\$ 15,318	\$ 35,691
7	\$ 23,133	\$ 25,946	\$ 11,785	\$ 14,158	\$ 15,693	\$ 36,476
8	\$ 23,631	\$ 26,529	\$ 12,009	\$ 14,430	\$ 16,070	\$ 37,260
9	\$ 24,127	\$ 27,113	\$ 12,231	\$ 14,700	\$ 16,448	\$ 38,043
10	\$ 24,622	\$ 27,696	\$ 12,452	\$ 14,968	\$ 16,826	\$ 38,822
11	\$ 25,114	\$ 28,278	\$ 12,670	\$ 15,233	\$ 17,205	\$ 39,599
12	\$ 25,604	\$ 28,857	\$ 12,885	\$ 15,495	\$ 17,583	\$ 40,371
13	\$ 26,090	\$ 29,434	\$ 13,098	\$ 15,753	\$ 17,961	\$ 41,138
14	\$ 26,573	\$ 30,008	\$ 13,307	\$ 16,009	\$ 18,338	\$ 41,899
15	\$ 27,051	\$ 30,578	\$ 13,513	\$ 16,260	\$ 18,714	\$ 42,653
Longevity	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206	\$ 206

2018-2019 ESP After 7/1/2013 with 2% Increase

	Teaching Assistant	Bus Driver	11-Month Secretary	<5 Hr Cook	5 Hr Cook	6 Hr Cook	Personal Aid	Maintenance
YR. EXP								
0	\$ 11.78	\$13.39	\$ 10.44	\$ 9.11	\$ 9.11	\$ 10.71	\$ 9.11	\$ 12.85
1	\$ 12.02	\$13.66	\$ 10.65	\$ 9.29	\$ 9.29	\$ 10.92	\$ 9.29	\$ 13.11
2	\$ 12.26	\$13.93	\$ 10.87	\$ 9.48	\$ 9.48	\$ 11.14	\$ 9.48	\$ 13.37
3	\$ 12.50	\$14.21	\$ 11.08	\$ 9.67	\$ 9.67	\$ 11.37	\$ 9.67	\$ 13.64
4	\$ 12.75	\$14.50	\$ 11.31	\$ 9.86	\$ 9.86	\$ 11.59	\$ 9.86	\$ 13.91
5	\$ 13.01	\$14.79	\$ 11.53	\$10.06	\$ 10.06	\$ 11.82	\$10.06	\$ 14.19
6	\$ 13.27	\$15.08	\$ 11.76	\$10.26	\$ 10.26	\$ 12.06	\$10.26	\$ 14.47
7	\$ 13.53	\$15.38	\$ 12.00	\$10.46	\$ 10.46	\$ 12.30	\$10.46	\$ 14.76
8	\$ 13.80	\$15.69	\$ 12.24	\$10.67	\$ 10.67	\$ 12.55	\$10.67	\$ 15.06
9	\$ 14.08	\$16.01	\$ 12.48	\$10.89	\$ 10.89	\$ 12.80	\$10.89	\$ 15.36
10	\$ 14.36	\$16.33	\$ 12.73	\$11.10	\$ 11.10	\$ 13.06	\$11.10	\$ 15.67
11	\$ 14.65	\$16.65	\$ 12.99	\$11.33	\$ 11.33	\$ 13.32	\$11.33	\$ 15.98
12	\$ 14.94	\$16.98	\$ 13.25	\$11.55	\$ 11.55	\$ 13.58	\$11.55	\$ 16.30
13	\$ 15.24	\$17.32	\$ 13.51	\$11.78	\$ 11.78	\$ 13.85	\$11.78	\$ 16.63
14	\$ 15.54	\$17.67	\$ 13.78	\$12.02	\$ 12.02	\$ 14.13	\$12.02	\$ 16.96
15	\$ 15.86	\$18.02	\$ 14.06	\$12.26	\$ 12.26	\$ 14.41	\$12.26	\$ 17.30

2019-2020 ESP After 7/1/2013 with 3% Increase

	Teaching Assistant	Bus Driver	11-Month Secretary	<5 Hr Cook	5 Hr Cook	6 Hr Cook	Personal Aid	Maintenance
YR. EXP								
0	\$ 12.13	\$13.79	\$ 10.76	\$ 9.38	\$ 9.38	\$ 11.03	\$ 9.38	\$ 13.24
1	\$ 12.38	\$14.07	\$ 10.97	\$ 9.57	\$ 9.57	\$ 11.25	\$ 9.57	\$ 13.50
2	\$ 12.62	\$14.35	\$ 11.19	\$ 9.76	\$ 9.76	\$ 11.48	\$ 9.76	\$ 13.77
3	\$ 12.88	\$14.64	\$ 11.42	\$ 9.96	\$ 9.96	\$ 11.71	\$ 9.96	\$ 14.05
4	\$ 13.13	\$14.93	\$ 11.64	\$10.16	\$ 10.16	\$ 11.94	\$10.16	\$ 14.33
5	\$ 13.40	\$15.23	\$ 11.88	\$10.36	\$ 10.36	\$ 12.18	\$10.36	\$ 14.62
6	\$ 13.67	\$15.53	\$ 12.12	\$10.57	\$ 10.57	\$ 12.42	\$10.57	\$ 14.91
7	\$ 13.94	\$15.85	\$ 12.36	\$10.78	\$ 10.78	\$ 12.67	\$10.78	\$ 15.21
8	\$ 14.22	\$16.16	\$ 12.60	\$10.99	\$ 10.99	\$ 12.92	\$10.99	\$ 15.51
9	\$ 14.50	\$16.49	\$ 12.86	\$11.21	\$ 11.21	\$ 13.18	\$11.21	\$ 15.82
10	\$ 14.79	\$16.82	\$ 13.11	\$11.44	\$ 11.44	\$ 13.45	\$11.44	\$ 16.14
11	\$ 15.09	\$17.15	\$ 13.38	\$11.67	\$ 11.67	\$ 13.72	\$11.67	\$ 16.46
12	\$ 15.39	\$17.49	\$ 13.64	\$11.90	\$ 11.90	\$ 13.99	\$11.90	\$ 16.79
13	\$ 15.70	\$18.84	\$ 13.92	\$12.14	\$ 12.14	\$ 14.27	\$12.14	\$ 17.12
14	\$ 16.01	\$18.20	\$ 14.20	\$12.38	\$ 12.38	\$ 14.56	\$12.38	\$ 17.47
15	\$ 16.33	\$18.57	\$ 14.48	\$12.63	\$ 12.63	\$ 14.84	\$12.63	\$ 17.82

Increments for Extra Duties

High School	2018-2019	2019-2020
Head Soccer	\$ 2,761.28	\$ 2,844.12
Asst Soccer	\$ 1,617.67	\$ 1,666.19
Head Volleyball	\$ 3,427.00	\$ 3,529.81
Asst Volleyball	\$ 2,136.69	\$ 2,200.79
Head Football	\$ 4,594.55	\$ 4,732.39
Asst Football	\$ 3,017.60	\$ 3,108.13
Head Basketball - Boys	\$ 4,464.45	\$ 4,598.39
Asst Basketball - Boys	\$ 2,988.16	\$ 3,077.80
Head Basketball - Girls	\$ 4,464.45	\$ 4,598.39
Asst Basketball - Girls	\$ 2,988.16	\$ 3,077.80
Head Softball	\$ 3,038.71	\$ 3,129.87
Asst Softball	\$ 1,760.16	\$ 1,812.97
Head Baseball	\$ 3,038.71	\$ 3,129.87
Asst Baseball	\$ 1,760.16	\$ 1,812.97
Head Boys Track	\$ 2,959.11	\$ 3,047.88
Head Girls Track	\$ 2,959.11	\$ 3,047.88
Asst Track	\$ 1,763.76	\$ 1,816.67
Head Archery	\$ 2,378.47	\$ 2,449.82
Asst Archery	\$ 1,585.65	\$ 1,633.22
Scholastic Bowl		
split between 2 sponsors	\$ 1,585.65	\$ 1,633.22
Cheerleading	\$ 2,378.47	\$ 2,449.82
Cheerleading Assistant	\$ 1,585.65	\$ 1,633.22
Dance	\$ 1,402.78	\$ 1,444.86
Student Council (each)	\$ 1,499.66	\$ 1,544.65
Yearbook		
split between 2 sponsors	\$ 2,296.25	\$ 2,365.14
Band	\$ 3,171.31	\$ 3,266.45
Band Asst	\$ 1,585.65	\$ 1,633.22
National Honor Society (each)	\$ 654.44	\$ 674.08
Senior Class Sponsor (each)	\$ 1,104.55	\$ 1,137.68
Junior Class Sponsor (each)	\$ 1,348.46	\$ 1,388.92
Sophomore Class Sponsor (each)	\$ 561.88	\$ 578.74
Freshman Class Sponsor (each)	\$ 501.26	\$ 516.30
Chess	\$ 1,585.65	\$ 1,633.22
Department Head	\$ 250.00	\$ 257.50
Destination Imagination	\$ 1,061.26	\$ 1,093.10
Head Cook	\$ 1,624.84	\$ 1,673.59
Weightroom Supervisor	\$10.00/hr	\$10.30/hr
Dr. Ed. Behind Wheel	\$25.00/hr	\$25.00/hr
Mentor	\$ 350.00	\$ 360.50

Junior High	2018-2019	2019-2020
7th Grade Boys - Basketball	\$ 2,549.67	\$ 2,626.16
7th Grade Girls - Basketball	\$ 2,549.67	\$ 2,626.16
8th Grade Boys - Basketball	\$ 2,549.67	\$ 2,626.16
8th Grade Girls - Basketball	\$ 2,549.67	\$ 2,626.16
Boys/Girls Track	\$ 1,835.20	\$ 1,890.26
Assistant	\$ 1,233.62	\$ 1,270.62
Boys/Girls X Country	\$ 1,718.55	\$ 1,770.11
Scholastic Bowl	\$ 1,018.57	\$ 1,049.12
Assistant	\$ 413.65	\$ 426.06
Cheerleading	\$ 1,261.40	\$ 1,299.24
Student Council		
each for 2 advisors	\$ 1,187.41	\$ 1,223.03
Head Teacher	\$75 per teacher	\$77.25 per teacher
Dance	\$ 451.89	\$ 465.44
Yearbook	\$ 728.32	\$ 750.17
Spelling	\$ 497.70	\$ 512.63
Newspaper	\$ 827.30	\$ 852.12
Chorus	\$ 317.14	\$ 326.65
Destination Imagination	\$ 1,061.26	\$ 1,093.10
Head Cook	\$ 1,624.84	\$ 1,673.59
Mentor	\$ 350.00	\$ 360.50

Grade School	2018-2019	2019-2020
Head Teacher	\$75 per teacher	\$77.25 per teacher
Destination Imagination	\$ 1,061.26	\$ 1,093.10
Head Cook	\$ 1,624.84	\$ 1,673.59
Mentor	\$ 350.00	\$ 360.50

MEMORANDUM OF UNDERSTANDING

The GREA and the Board of Education agree to the following regarding Jessica Gragert's employment:

- The current School Nurse, Jessica Gragert, is pursuing Illinois State Board of Education School Nurse Personnel Certification.
- It is understood that Mrs. Gragert is being compensated using the Certified Salary Schedule as a Professional Nurse.
- Currently, she contributes to the Illinois Municipal Retirement Fund.
- Upon successful completion of the School Nurse Certification, she will move to the Teacher's Retirement System.
- Mrs. Gragert will work 190 days per school year.