

AGREEMENT BETWEEN

NAUVOO-COLUSA COMMUNITY UNIT

SCHOOL DISTRICT NO. 325

AND

THE NAUVOO-COLUSA  
EDUCATION ASSOCIATION

AND

THE NAUVOO-COLUSA  
EDUCATION SUPPORT ASSOCIATION

2023-2024

2024-2025

2025-2026

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## **ARTICLE I**

### **Recognition**

#### **A. Recognition**

The Board of Education of School District No. 325, Hancock County, Nauvoo, Illinois, hereinafter referred to as the "Board", hereby recognizes the Nauvoo-Colusa Education Association, IEA/NEA, affiliated with the Illinois Education Association and the National Education Association, hereinafter referred to as the "Association" as the sole and exclusive negotiating agent for all licensed, regularly employed teaching personnel including counselors and librarians with teacher license, full and part-time non-certified employees, but excluding the Superintendent, Principals, the Superintendent's secretary, bookkeeper/accountant and any other employee who meets the IELRA section 2-g definition of supervisory personnel and all supervisory, managerial, confidential or short-term employees as defined in the Act.

#### **B. Part-Time Teachers**

Part-time teachers shall be included in the bargaining unit, but shall receive prorata sick leave, personal time, professional leave and salary. Such teachers teaching fifty percent (50%) or more of a full-time teacher's load shall receive a full teacher's share of Board insurance contributions to the extent carriers permit such part-time employee's inclusion in the then current plan. Part-time teachers employed less than fifty percent (50%) of a full-time teacher's load shall receive a pro rata insurance contribution equivalent to their percentage of employment to the extent carriers permit such a part-time employee's inclusion in the then current plan. E.G., forty percent (40%) employee receives forty percent (40%) (full-time teacher Board payment) to extent carrier allows; fifty percent (50%) employee receives full contribution to the extent carrier allows.

#### **C. Full-Time Defined-Non-Certified**

A full-time non-certified employee is one who works at least thirty (30) hours per week and one thousand eighty (1,080) hours per year.

#### **D. Part-Time Defined-Non-Certified**

Part-time non-certified employees shall be included in the bargaining unit, but shall receive prorata sick leave, personal leave, bereavement leave and salary. A part-time employee is any employee who is not a full-time employee.

**ARTICLE II**  
**Association/Employee Rights**

**A. Right To Join Association**

Employees shall have the right to join or not to join the Association.

**B. Notice Of Board Meetings**

The President of the Association shall be given written notice and an agenda of all regular and special meetings of the Board at least twenty-four (24) hours prior to the scheduled time of the meeting.

**C. Right To Address the Board**

Employees and/or the Association shall have the same right to speak and/or present views to the Board at Board meetings by complying with Board requirements as do other individuals or interest groups.

**D. Board Minutes**

Two (2) copies of all Board minutes shall be mailed to or placed in the mailbox of the President of the Association within five (5) days after approval.

**E. Information Access**

The Board will comply with the Illinois Freedom of Information Act.

**F. Budget And Audit**

The Board shall provide without charge to the Association, one (1) copy of the District audit and one (1) copy of the District budget.

**G. Copies of Agreement**

Within forty-five (45) days of Board adoption of the Agreement, the Board shall prepare and provide to the Association, at Board cost, sufficient copies of the Agreement to allow distribution by the Association of one (1) copy of the Agreement to each employee employed in the District during the life of the Agreement. Each new employee shall be provided a copy of the Agreement by the Board, within ten (10) days of employment.

**H. Representation-Employee Discipline**

When an employee is required to appear before the Board on a matter which might reasonably lead to disciplinary action against the employee, the employee shall have a right to have an Association representative present.

**I. Discipline**

No employee shall be disciplined by written reprimand, suspension without pay, or dismissal without first having notice of the charges which underlie the discipline and an opportunity to explain the employee's position on the discipline to the Superintendent or his or her designee. The employee may request, and the Board shall grant a hearing before the Board on any such discipline except that an employee may be suspended with pay pending any such hearing and the suspension with pay shall not be deemed disciplinary within the meaning of this provision. The employee shall have the right to have an Association representative present.

**J. Suspension With Pay**

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

**K. Use Of Facilities**

The Association shall be permitted use of school facilities provided the following procedure is followed:

1. A request is made of the building principal (in writing) at least twenty-four (24) hours prior to requested use.
2. Use does not conflict with any other previously scheduled school activity or pose undue hardship.
3. The Association reimburses the District for any and all costs incurred by the District arising out of such use.

**L. Mailboxes**

The Associations shall be permitted access to employee mailboxes for the purpose of pursuing legitimate Association business.

**M. Bulletin Boards**

A bulletin board shall be provided in each employee lounge for Association use.

**N. Right to Organize**

Employees shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, terms and conditions of employment for reasons of his/her membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.

**O. Dues Deduction**

The Board shall deduct from each employee's pay from each pay period except during the months of June, July and for the first pay period in August in substantially equal amounts the then current dues of the Association, provided the employee has signed an authorization for continuing dues deduction provided by the Association which has been submitted in writing to the District, (A dues deduction authorization may be revoked between September 1 and September 15 during any given year provided a



written revocation is received by the District.) The Association shall be notified of any revocation within fourteen (14) days of notice to the District. The District is expressly relieved of all dues deduction liability with regard to:

1. Insufficient earnings to cover deduction.
2. Unpaid dues in arrears where the District has complied with its deduction responsibilities.
3. The dues of employees no longer employed by the District or on unpaid leaves of absence.

Dues deducted by the Board shall be remitted to the Association within ten (10) days.

**P. Fair Share**

Each certified bargaining member as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall join the Association or pay a fair share fee to the Association equivalent to the amount of dues uniformly required of members of the Association, including local, state and national dues.

In the event that a bargaining unit member does not pay his/her fair share fee directly to the Association by a certain date as established by the Association, the Board shall deduct the fair share fee from the wages of the nonmember.

Such fee shall be paid to the Association by the Board no later than ten (10) days following deduction.

In the event of any legal action against the employer brought in a court of 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 give 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 give 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.

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 non-negligent compliance with this Article.

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

The obligation to pay a fair share fee will not apply to any Employee who, on the basis of a bonafide religious tenet or teaching of a church or religious body of which such Employee is a member or a belief sincerely held with the strength of traditional religious views, 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 nonreligious charitable organization as per Association policy and the Rules and Regulations of the Illinois Educational Labor Relations Board.

**ARTICLE III**  
**Conditions of Employment**

**A. Work Day**

The teacher work day shall consist of no more than eight (8) clock hours except that teachers may be required to work a longer day on occasion to accommodate:

1. Open houses
2. Conferences with parents or pupils
3. Extra duties as compensated
4. Chaperoning
5. Emergencies as defined by administration

Extra duties of this nature shall be limited to one (1) per quarter without compensation. Additional duties will be paid at the rate of twenty (\$20) dollars per event. This will not apply to special education meetings, or if the time is compensated or paid through a grant. Teachers will be allowed to leave one half (1/2) hour early on the last day of the workweek.

**B. Faculty Meetings**

Faculty meetings shall be held within the hours of the teacher's assigned school day except in the case of an emergency. If possible, twenty-four (24) hours' notice of said meetings shall be given.

**C. Faculty Meetings-Agenda**

The Association shall, upon request, be permitted a place on the agenda at faculty meetings.

**D. Association Meetings**

On days when the Association has received permission in advance to have an Association meeting, the staff may attend the meeting following the dismissal of the students. Such meetings shall not exceed one (1) per month or eight (8) per year.

**E. Calendar**

A committee comprised of Association members and the Superintendent or his/her/designee shall submit for approval, a school calendar which provides for no more than one hundred eighty (180) licensed employee work days by May 1 of the previous school year.

**F. Duty-Free Lunch**

Teachers shall be provided with a duty-free lunch equal to that of their students but in no case less than thirty (30) consecutive minutes. Non-certified employees who are scheduled to work more than five (5) hours per day shall be entitled to a thirty (30) minute duty free lunch period. This provision shall not apply to bus drivers or cafeteria workers.

**G. Notice of Assignment-Licensed**

Licensed employees shall be given written notice of their tentative assignments no later than the close of the preceding school term. In the event changes need to be made in assignment after notification, a teacher subject to such assignment change shall be permitted a conference with the Superintendent to discuss the change. If the teacher remains dissatisfied after the conference, the teacher shall be permitted to resign without penalty.

**H. Voluntary Transfer**

Any tenured teacher and non-certified employee may apply for transfer when a vacancy exists and such application shall be made in writing to the Superintendent. The applicant may request a conference "With the Superintendent to discuss the application. The Superintendent shall retain absolute authority to approve or deny such requests. No position shall be permanently filled until notice of vacancy has been posted for three (3) days. Nothing herein shall prevent temporary assignments to fill a vacancy during a mandatory posting period.

**I. Involuntary Transfer**

An employee who has been subject to involuntary transfer during the preceding five (5) years shall have the right of application to such vacancies as may exist for which the employee is qualified. The employee shall have a right to a conference with the Superintendent respecting the employee's desire for reassignment, although the Superintendent shall retain absolute authority to approve or deny such reassignment requests.

**J. Open House**

On the day of Open House the regular school day shall be shortened by two (2) hours. Teachers shall be permitted to leave when the last bus has left.

**K. Posting of Vacancies**

The Superintendent or designee shall have posted in all buildings a notice of all vacancies as they occur or as they are anticipated. During the summer, a vacancy notice for each vacancy shall be mailed to the Association President.

**L. Vacancies-Defined**

A vacancy shall be defined as position The Board has determined to fill resulting from:

1. Resignation
2. Death
3. Retirement
4. Dismissal
5. Creation of a new position

**M. Bus Driver Drug Test**

The Board shall pay the actual vouchered cost of the bus driver drug test. The Board shall designate the testing place, company and time.

**N. Bus Driver Training-Refresher Course**

The Board shall pay each employee the Board requires to attend the Bus Driver's Initial Training Course and/or the Bus Driver's Refresher Course at the extracurricular route hourly rate which shall be paid for actual class time (not for travel to and from class). The foregoing shall be limited to specific course provided by the Regional Superintendent of Schools.

**O. Commercial Driver's License**

The Board shall pay the actual vouchered Secretary of State fee to obtain a commercial driver's license and bus permit for each bus driver.

**P. Physical Examination**

Should the employer require an employee to have a physical examination pursuant to 105 ILCS 5/24-5, the employer shall pay the cost of the physical examination. The employer shall select the physician or other provider of health services for the physical exam. Bus drivers are required to have a yearly physical. The Board shall pay the actual vouchered costs up to One Hundred and Fifty 00/100 Dollars (\$150.00) for such a physical.

**Q. Training Sessions-In-Service**

When an employee is required by the employer to attend a training session or in-service or other educational experience, the employer shall pay registration fee and mileage at the IRS rate. The employer and employee shall mutually agree in advance to any reimbursement for meals and lodging, if appropriate.

**R. Food Sanitation License**

The Board shall pay the actual vouchered cost of a food sanitation license and the vouchered registration fee for the food sanitation license course for persons required by the Board to have such license.

**S. Overtime-Non-Certified**

Overtime work for a non-certified employee may be authorized by the Superintendent or the Principals. Overtime is any hour in a work week (hours worked) in excess of forty (40). Overtime shall be paid at one and one-half (1 ½) times the regular rate of pay. For example:

1. A non-certified employee works eight (8) hours each day during a five (5) day work week and a paid holiday falls on Saturday that week, and non-certified employee does not work on the

- Saturday holiday; non-certified employee receives forty-eight (48) hours of straight time pay for that week, Monday through Sunday.
2. A non-certified employee works eight (8) hours each day during a five (5) day work week and a paid holiday falls on Saturday that weekend, non-certified employee works eight (8) hours on the Saturday holiday: non-certified employee receives forty-eight (48) hours of straight time pay and eight (8) hours of overtime pay at one and one-half (1 ½) times the regular pay rate for that week, Monday through Sunday.
  3. A non-certified employee works eight (8) hours each day during a four (4) day workweek. A paid holiday falls on a weekday during the week and the non-certified employee does not work on the paid holiday: non-certified employee receives forty (40) hours of straight time pay for that week, Monday through Sunday.
  4. A non-certified employee works eight (8) hours each day during a four (4) day work week. A paid holiday falls on a weekday during the week and the employee also works eight (8) hours on the paid holiday: non-certified employee receives forty-eight (48) hours of straight time pay for that week, Monday through Sunday.

With the prior approval of the Superintendent, non-certified employees who work overtime may elect to accumulate compensatory time. Compensatory overtime shall be at the rate of one and one-half (1 ½) times each overtime hour.

Non-certified employees shall notify the Superintendent or his or her designee of dates and time upon which the non-certified employee desires to use compensatory time, The employer reserves the right to preclude the use of compensatory time on particular dates based upon the needs of the employer, but approval of compensatory time shall not be unreasonably withheld, No non-certified employee may accumulate compensatory time in excess of forty (40) hours, The employee shall receive all overtime in excess of such amount as overtime pay.

If a non-certified employee works at two (2) or more different types of work for which different rates of pay have been established, then the non-certified employee shall be paid the weighted average for such rates for the hours worked beyond the forty (40) hours overtime, That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs and the weighted rate is paid for all overtime hours worked.

#### **T. Inclement Weather**

If cooks or bus drivers have reported to work during inclement weather and school is closed and they haven't been notified, they shall be reimbursed one hour's pay or actual time worked, whichever is greater.

#### **U. Shift Changes**

A custodian may request a shift change. The grant or denial of the request shall be at the discretion of the Superintendent.

#### **V. Extra Trips-Non-Certified**

Non-certified employees wishing to make extra bus trips during the school year shall sign up for such trips at the beginning of a school year; that is, at the same time bus drivers meet to determine regular

routes for the current school year (except that a new Bus Driver hired after the start of the school year may sign up for extra trips upon commencing employment with the District). This method does not preclude Bus Drivers themselves, from switching trips as long as the Administration is notified and approves. Bus Drivers who are required to drive for an extra duty assignment shall be paid for a minimum of 1 hour or option to stay at the activity at the discretion of the superintendent or his/her designee. Extra trips are to be compensated at the base rate of bus driver pay.

**W. Holidays**

Paid holidays are those days when non-certified employees are not required to work except in an emergency, but for which they are paid a regular rate of pay. Twelve month employees shall receive the following paid holidays which shall be observed and paid for, if and only if students are not in school on the day:

- |                                                  |                                         |
|--------------------------------------------------|-----------------------------------------|
| July 4                                           | Labor Day                               |
| Christmas Day                                    | Thanksgiving Day                        |
| Columbus Day                                     | Martin Luther King Observance Day       |
| Friday after Thanksgiving                        | President's Day                         |
| New Year's Day                                   | Good Friday                             |
| Veterans Day (Non- attendance day for all staff) |                                         |
| Memorial Day                                     | Juneteenth (when it falls on a weekday) |

When any holiday falls on a Saturday, the preceding Friday will be designated as the holiday. Should the holiday fall on a Sunday, the following Monday will be designated a holiday. If the employer decides to hold school on a day from the list above, the non-certified employee will be required to work and the employer will designate another day during the year as a paid day off.

**X. Vacation**

Full-time twelve (12) month non-certified employees shall be eligible for vacation based upon anniversary dates of employment. The anniversary date shall be the first day of fulltime continuous twelve (12) month employment. Vacation time shall be earned as follows:

- After the first complete year of service, ten (10) days of vacation annually.
- After the tenth complete year or service, fifteen (15) days of vacation annually.

Vacation shall be scheduled with the Superintendent's office and the vacation shall be taken in the year it is earned. An employee has the option to carry over 5 days per year, up to a maximum of an additional 10 days total in any given year.

**Y. Meals**

Cooks only shall receive a meal without charge.

**Z. Breaks-Non-Certified**

All non-certified employees scheduled to work seven (7) or more hours per day shall be entitled to two (2) paid fifteen (15) minute breaks per day. All employees scheduled to work fewer than seven (7) but more than four (4) hours per day shall be entitled to one (1) paid fifteen (15) minute break per day. The timing of all breaks shall be approved by the administration.

**ARTICLE IV**  
**Evaluations**

**A. Notice of Evaluation**

Before any formal evaluation is performed, the employee to be evaluated shall be informed of the evaluation instrument to be used in such evaluation. The administration shall review the evaluation procedures at the beginning of each year with all staff involved.

**B. Number of Evaluations-Minimum**

Probationary teachers shall be evaluated at least three (3) times in the first two (2) years. The evaluations shall take place during the 1st and 2nd semesters with the last evaluation finished by March 15th. No decision of non-renewal of a probationary teacher's contract shall occur before their final evaluation for the school year. At least one (1) evaluation shall be performed during years three (3) and four (4) of a probationary teacher's contract. Tenured teachers shall be evaluated at least once every two (2) years. Formal observations of a tenured teacher shall not occur after April 15th.

A probationary period shall also be provided for non-certified employees. For the first sixty (60) student attendance days of their employment they shall be provided with a mentor, from their same employment category, when possible, to assist in learning the responsibilities attached to the position. A formal evaluation shall be done at the end of the sixty (60) days by the administration or his or her designee.

All Non-certified employees and non-district employees hired for extracurricular activities shall be evaluated at least once per year.

**C. Pre-Conference**

Before a formal evaluation, the administrator shall meet with the employee and describe the instrument and documents to be used, as well as going over any goals, directives, and setting a date for the evaluation.

**D. Observation**

Each evaluation shall be preceded by at least one (1) worksite observation. At this time the date for the formal observation shall be set.

**E. Evaluation Post Conference**

An evaluation conference shall be held between the employee and evaluator within fifteen (15) days of the evaluation or a mutually agreed upon date. At least two (2) days prior to the post-evaluation conference, a written copy of the evaluation shall be provided to the employee. At the evaluation post conference, the employee shall be provided with a signed copy of the evaluation instrument



**F. Informal Evaluations**

Nothing herein shall prevent the Board or Administration from conducting such informal evaluations as they may deem desirable. Such evaluations shall be limited to review only those aspects of employee conduct which directly relate to job performance. No employee shall be evaluated on aspects of her/his personal life which do not directly relate to district job performance.

**G. Evaluation Response**

The employee shall have the right to attach a response to any evaluation document, which response shall become a part of the document.

**H. Evaluation Documents**

Evaluation documents shall be confidential and shall be used for purpose of evaluation only.

**I. Evaluation of Traveling Employees**

Traveling employees shall have evaluations prepared by each building principal/supervisor involved.

**J. Personnel File**

Employees shall have the right to inspect their personnel files upon request during regular District business hours. Administration shall have a representative present at such review. Employee shall have the right to respond to any material in the file and the response shall become part of the file. If an employee makes a written request for a copy of his/her personnel file, the District shall provide the employee with one (1) copy without charge per year.

**ARTICLE V**  
**Leave of Absence**

**A. Sick Leave**

Each teacher and full time non-certified employee shall be entitled to twelve (12) sick leave days per year. Unused sick leave shall accumulate without limit. Part-time employees shall receive prorated sick leave. Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household. The immediate family for purposes of this section shall be defined as spouse, significant other, children, father, mother, parents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, grandmother, grandfather, grandchildren, nieces and nephews, grandparents in-law, aunts-in-law, uncles-in-law, daughters-in-law, sons-in-law, legal ward, step relatives of the categories listed above and legal guardians.

Each teacher's sick leave shall accumulate to no more than three hundred forty (340) days.

Upon completion of 10 years of service with the Nauvoo-Colusa school district and upon the start of the 11th year of service with the district, each teacher shall receive 15 days of paid sick leave to add to his/her accumulated total each year. Upon the completion of 20 years of service with the Nauvoo-Colusa School District and upon the start of the 21st year of service with the district, each teacher will receive 18 days of paid sick leave to add to his/her accumulated total each year. These paid sick leave day allotments will begin with the 23-24 school year and will not be granted retroactively. Employees may use up to five paid sick leave days per year as mental health days.

**Partial Sick Days**

2 hours off - a quarter of a sick day will be used

4 hours off - half of a sick day will be used

6 hours off - three quarters of a sick day used

One hour leeway will be given at the beginning of the school day or at the end of the school day to teachers for the purpose of appointments with administrative approval.

Nothing herein shall prevent the Board from administering sick leave consistently with the provisions of School Code Sections 24-5 and 24-6.

**B. Notice of Accumulated Sick Leave**

At the beginning of each school year, employees shall be notified of their accumulated sick leave. The employee shall review the statement; once it has been approved by the employee, he/ she shall sign and return it to the employer. The employee shall also receive a copy of the Signed statement.

**C. Personal Leave**

Each teacher and full time non-certified employee shall be entitled to up to three (3) personal leave days per school year and part-time employees shall receive prorata personal leave subject to the following conditions:

1. An employee desiring personal leave shall submit a written request to the appropriate administrator on a standard form at least one (1) day in advance of the proposed use. Administration may inquire as to the reason for the leave, but no reason need to be given.
2. The grant or denial of any individual request shall be at the discretion of the administrator, except that denials shall not be used to obstruct entitlement to the three (3) days and shall be issued for reasons of program continuity or educational policy only. Requests shall generally be denied when the request individually, or when considered in conjunction with other absences, would disrupt the educational program.
3. The administration may allow use of personal leave after the occurrence of any absence or on short notice when the reason for the absence would preclude proper notice provided a good faith attempt to notify was made.
4. Unused personal leave days (maximum two (2) days) may be carried over into the next year for a total in any year of no more than four (4) days. Additional unused personal leave shall accumulate as sick leave.

#### **D. Bereavement**

Each employee shall be granted three (3) days of bereavement leave per school term per incident for deaths of grandparents, great-grandparents, parents, parents-in-law, spouse, significant other, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, grandchildren, nieces, nephews, daughters-in-law, sons-in-law, children, legal ward, or step-relation of the categories listed. Nothing herein shall prevent bereavement leave usage to School Code 24-6.

Leave to attend a funeral of a close friend or cousin will be granted when possible and will be deducted from either personal or sick leave.

More days shall be allowed for spouse, significant other, parent, or person for whom you are the primary caregiver, at the discretion of the Superintendent.

#### **E. Association Leave**

The Association President or his/her designee shall be provided up to four (4) days per year release time to attend to Association business.

#### **F. Leave of Absence Without Pay**

Leaves of absence may be granted without pay to tenured teachers and non-certified employees who desire to return to employment in a similar capacity at a time mutually agreed upon.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose of the leave. Leaves of absence without pay for not more than one (1) year may be granted to employee according to the following conditions:

1. Written requests for leave of absence without pay should be made at least three (3) months before the leave is desired, when possible, subject to approval by the Board.
2. Dates of departure and return must be mutually acceptable to the employee and administration and determined prior to any final action on the request.
3. Leaves may be granted for:
  - a. advanced study leading to a degree in an approved university;
  - b. educationally related travel if the applicant provides an itinerary and an explanation of how such travel will improve the educational program;
  - c. military service;
  - d. child care leave;
  - e. other reasons acceptable to the Board.
4. Employees on such leave may continue insurance benefits if they reimburse pro-rata costs of benefits for which they apply and providing the current carrier permits.
5. Employee will not advance on the salary schedule while on the approved leave of absence without pay unless working at least eighty-eight (88) days during the school year in which the leave was taken.
6. The Board may waive the above restrictions at its discretion.

#### **G. Jury Duty**

Any employee serving on a jury, or an employee who is subpoenaed to appear in court on a matter in which said employee is not a party Of party of interest during his/her scheduled working hours, shall receive his/her full salary for the time served on the jury or subpoena to appear in court, surrendering to the employer all payments received for serving as juror less any payments for non- duty days, mileage allowance, meal allowance and parking fees. Failure to so surrender shall result in salary deduction.

#### **H. Professional Leave**

At the beginning of each school year, each employee shall be credited with two (2) days to be used for the employee's professional/job performance business. Professional leave shall accumulate to a maximum of four (4) days. The bargaining unit member planning to use a professional/job performance business day shall request leave of the building principal at least one (1) week in advance of his/her absence. Professional business/job performance days shall be used for the purpose of:

Visitation to view other techniques or programs, new equipment, and other observation visitations that relate to the employee's performance of his/her job. Requests may be denied when the request individually, or when considered in conjunction with other absences would disrupt the educational program.

An additional one (1) day shall be granted should an employee present a program at a conference and/or workshop, subject to the superintendent's approval. These days shall not be counted toward their professional leave days.

The Board shall pay the then current IRS mileage rate, provided however, such mileage shall be vouchered. The Board shall pay registration fees and meal allowances up to \$50 per day. Hotel fees shall be paid if attendance to the conference would require travel between the hours 12 midnight and 6:00 a.m., subject to pre-approval by the superintendent.

**I. Workshop Conference**

If a workshop or conference is pre-approved by the Superintendent and the workshop or conference provides for reimbursement of a substitute, such a day shall not be counted as a professional day for the employee during the workshop or conference.

**J. Maternity Leave-Application and Duration**

Employees who are pregnant and wish to apply for maternity leave of absence without pay shall make written application for the leave with the Superintendent no later than sixty (60) days prior to the date that the leave is to commence. The leave of absence shall be for a fixed period, mutually agreed upon by the employee and the Superintendent, but not to exceed one (1) calendar year in duration. Final disposition of the employee's request shall be determined by the Board of Education.

**K. Maternity-Based Disability**

Disabilities caused or contributed to pregnancy or by pregnancy, childbirth, or related medical conditions shall be considered as any other medical disability and the employee may use sick leave days to the extent that the employee has them. Excessive employee sick leave absence prior to the maternity leave commencing may indicate an extended disability. A physical by a physician appointed by the Board and at the District's expense may be required of the employee in order to substantiate the employee's ability to continue to work.

**L. Sick Leave Used For Maternity/Paternity/Adoption**

Sick leave benefits in relation to pregnancy/paternity/adoption leave shall be subject to the following:

1. No Maternity Leave Requested by Employee

An employee who has not applied for a maternity leave may continue to use sick leave benefits for maternity-based disability to the extent that the employee has sick leave available. When an employee exhausts available sick leave the employee thereafter shall be docked one (1) day's pay for each day of absence due to maternity-based disability.

2. Advanced Maternity/Paternity/Adoption Leave Requested by Employee

Where an employee has applied for and has been granted a maternity/paternity/adoption leave to commence at some future date, but whom becomes maternity-based disabled prior to the date the maternity leave is to commence, that employee shall have the following options:

- a. The employee may withdraw the request for maternity/paternity/adoption leave in order to use sick leave for maternity-based disability in accordance with "1" above; or
- b. The employee may elect to commence the maternity/paternity/adoption leave immediately [the ending date to remain as agreed upon) thereby foregoing the employee's right to sick leave benefits for the duration of the leave.

### 3. Maternity/Paternity/Adoption Leave As Scheduled

The employee begins the maternity/paternity/adoption leave on the mutually agreed upon date. All sick leave benefits shall cease during the maternity/paternity/adoption leave of absence without pay and shall be available again only when the teacher returns to active employment.

All employees who are granted maternity (paternity/adoption leave shall retain seniority upon return.

At the conclusion of the maternity leave of absence, the employee may be required to provide a physician's statement indicating the employee's fitness to resume employment in the District.

The purpose of this subsection is to deny employee the right to couple extended maternity-based sick leave usage with maternity leaves of absence without pay.

Where an employee opts for "b" above, the Board may, upon request and mutual agreement alter the previously agreed upon date for returning from maternity leave.

**ARTICLE VI**  
**Grievance Procedure**

**A. Definition**

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

**B. Time Limits**

All time limits consist of school days, except that when a grievance is submitted fewer than ten (10) days before the close of the current school term, or during the summer, time limits shall double and shall consist of all weekdays.

**C. Failure to Meet Time Limits**

The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the prescribed time limit shall permit the grievant to proceed to the next step.

**D. Informal Resolution**

Nothing contained herein shall be construed as limiting the right of any employee having a complaint to discuss the matter informally with any appropriate member of the administration. In any instance where the Association is not represented in the grievance procedure, the Association shall be notified of each administration response to such a grievance and any disposition shall not be in conflict with any of the terms or conditions of this Agreement.

**E. Representation**

The grievant shall have the right to such representation as the grievant may desire, provided, however, the grievant shall bear the cost of such assistance.

**F. Witness And Evidence**

The grievant shall be permitted to present such evidence and introduce such witnesses as the grievant may deem pertinent at any stage of the grievance procedure.

**G. Step One-Superintendent**

In the event a problem cannot be resolved informally, the grievant may file a grievance within thirty (30) days of the event giving rise to the grievance, or the grievant's knowledge of same, whichever is later, with the District Superintendent. The Superintendent shall arrange for a meeting to take place with the grievant within thirty (30) days of receipt of the grievance. The Superintendent shall issue his/her written response within ten (10) days of the Step One meeting.

**H. Step Two-Arbitration**

If the Association is not satisfied with the disposition of the grievance at Step One, it may within thirty (30) days of the Step One response submit the grievance to final and binding arbitration. The arbitration process shall be conducted under the voluntary labor arbitration rules of the American Arbitration Association.

**I. Arbitration Zipper**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issues submitted to him/her in writing and shall be based solely upon his/her interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented.

**J. Class Grievances**

Class grievances involving one (1) or more employees shall be initially filed by the Association.

**K. Withdrawal of Grievances**

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

**L. Reprisals**

No reprisals shall be taken by the Board or the administration against any employee because of his/her participation in a grievance.

**M. Arbitration Costs**

The cost of arbitration shall be borne equally by the parties except that each party shall pay for its own representation costs.

**N. Attendance At Hearings**

Should the Board require any employee to attend hearings or meetings attendant to grievance processing, such employees shall be excused without loss of pay or benefits.



**ARTICLE VII**  
**Seniority/Layoff/Recall**

**A. Seniority Defined**

Seniority shall be defined as the length of continuous service measured from the first day of employment in Nauvoo-Colusa Unit School District No. 325. All computations shall be calculated on the basis of total continuous service.

**1. Non-Certified**

- a. An employee regularly employed as a four (4) hour per day bus driver and at the same time regularly employed as a four (4) hour per day cook shall receive one (1) year's seniority for each year of employment. As long as the employee continues to be employed in both positions, the above employee shall appear on both the cook and bus driver seniority lists, and at the end of the employee's first year of employment, shall be shown as having accrued one (1) year of seniority on each list.
- b. An employee in the position of custodian-bus driver shall earn seniority in the position of both bus driver and custodian.
- c. Seniority shall not accrue during any unpaid absence. Seniority shall accrue during any paid absence including an absence paid by worker compensation.

**2. Licensed**

Neither non-tenured teachers nor non-tenured administrators shall earn seniority. Once a teacher or administrator has achieved tenure, seniority shall be measured from the first day of continuous licensed teaching or administrative service to the School District (including service as a part-time or non-tenured teacher or administrator). Only service as a licensed teaching or licensed administrative employee shall be computed in the accrual of seniority.

Seniority shall not be earned during any unpaid absence, although no seniority already earned shall be lost during such an absence unless there is a break in service during the absence. Seniority shall accrue during any absence during which the employee receives pay from the School District, including absences paid by the use of sick leave. When the service of the employee to be credited with seniority is not full-time (a tenured teacher who has been reduced to part-time, for example) seniority shall be credited on a pro-rata basis. Fractional days, weeks, or months shall be added together to produce seniority credit. Seniority shall be recognized in no less than one-half (0.5) year increments. A tenured employee serving ninety (90) or more days during a school term shall be credited with one (1) year of seniority. A tenured employee serving forty-five (45) to eighty-nine (89) days during a school term shall be credited with one-half (1/2) year's seniority.

**B. Loss of Seniority**

All seniority shall be lost when there is a break in the employee's service. A break in service shall occur when the employee resigns, retires, and is dismissed for cause, or upon layoff when recall rights expire.

**C. Seniority-Salary Schedule Placement**

Seniority shall be distinguished from salary schedule placement or advancement. A given employee's seniority shall not necessarily relate to the employee's salary schedule placement. When a new licensed employee is hired and placed on the salary schedule, place shall be credited for up to ten (10) years of licensed teaching experience. No credit shall be given for home schooling experience.

**D. Seniority Tie Breaker- Licensed**

If two (2) or more licensed and qualified employees have the same seniority as defined herein, the following procedure shall be employed to determine seniority order:

1. The employee with the highest college degree earned and total graduate hours beyond the highest degree earned shall be deemed to have the greater seniority. If a tie still results, then;
2. The employee with the longest total teaching or administrative service, whether or not continuous and whether or not in Nauvoo-Colusa Community Unit School District No. 325 shall be deemed to have the greater seniority. If a tie still results, then;
3. Seniority order shall be determined by lot.

**E. Recall**

**Licensed:**

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the employees so removed or dismissed so far as they are legally qualified to hold such positions. If an employee in the recall pool is tendered a recall by certified or registered mail addressed to the employee's last known address for a position for which the employee is qualified, the employee shall respond in writing either accepting or rejecting the offer so that the school district receives the employee's response within fourteen (14) days of the postmark on the recall notice. Failure to respond within the designated time period shall be deemed rejection of the offer. Copies of recall notices shall be mailed to the Association president at the time they are sent to the employee.

**Non-Certified:**

If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the position thereby becoming available within a specific category of position shall be tendered to the employees so removed or dismissed from that category or position, so far as they are qualified to hold such positions on the date of recall. Employees shall be recalled in reverse order of layoff. If such an employee in the recall pool is tendered a recall offer by certified or registered mail addressed to the employee's last known address for a position for which the employee is qualified, the employee shall respond in writing either accepting or rejecting the offer so that the school district receives the employee's response within fourteen (14) days of the postmark on the recall notice. Failure to respond within the designated time period shall be deemed rejection of the offer. Copies of recall notices shall be mailed to the Association President at the same time they are sent to the employee.

**F. Seniority List**

On or before February 1 of each year, in consultation with the Association, the School District shall develop a seniority list for licensed employees and a separate list for non-certified. Each tenured teacher and administrator shall appear on each seniority list under each position for which the employee is licensed and qualified. Each non-certified employee shall appear on each seniority list for each position to which said employee is currently assigned.

The Association or any individual employee shall have thirty (30) days from February 1 of each year to file exceptions to the seniority list. Failure to file exceptions shall be deemed approval of the list. Exceptions shall be filed in writing with the Superintendent of Schools and shall state the specific reason for the exception.

**G. Categories of Positions-Non-Certified**

For the purpose of determining seniority among the support staff in the bargaining unit, the following categories of positions shall exist within the meaning of School Code 10- 23.5:

1. Cook
2. Custodian
3. Certified teachers' aide
4. Bus driver
5. Secretary

**H. Seniority Measure-Non-Certified**

For the purpose of start of service, end of service or breaks in service, seniority shall be measured in terms of days of service; and in no case shall seniority be measured in terms of a unit of time smaller than a day. Overtime shall not be recognized for purpose of seniority computations, but shall include vacation days and holidays. Fractions of years shall be measured by use of a denominator equal to the number of days in the routine regular work year for the particular category of position:

Cook	176
Custodian	260
Certified teacher aide	176
Bus driver	176
Secretary	210

**I. Seniority for Part-Time Employees-Non-Certified**

Regularly employed part-time employees shall accrue fractional seniority. To calculate such seniority, the employee's routine regular workweek, exclusive of overtime, shall be divided by forty (40) hours per week; and the resulting fractional seniority shall be credited. Routine regular workweek shall mean the employee's work week July 1 to June 30, exclusive of overtime, Examples:

1. An employee who routinely works thirty (30) hours per week shall receive three-fourths (3/4) of a year's seniority for each year the employee is employed.
2. An employee who routinely works eight (8) hour work days, but is only employed three (3) days per week shall receive three-fifths (3/5) of a year's seniority for each year the employee is employed.

**J. Reduction In Force-Non-Certified**

Non-certified employees affected by reduction in force shall be honorably dismissed by seniority with category of position. These categories shall be cook, custodian, certified teacher aide, bus driver, and secretary.

**K. Seniority List Placement and Removal-Non-Certified**

If a non-certified employee is removed from a particular category position, the said employee shall be removed from the seniority list in said category of position as of date of removal. If an employee is assigned to a new category of position, the employee shall carry all said employee's seniority to such new category of position. Example:

1. A bus driver-custodian with seven (7) years' seniority is reassigned as a cook there is no break in service. The said employee shall be removed from the bus driver and custodian seniority lists and shall be placed on the cook seniority list and thereon credited with seven (7) years seniority.
2. An employee employed one-half (1/2) time as a bus driver and one-half (1/2) time as a custodian for seven (7) consecutive calendar years is reassigned as a full-time custodian. The employee shall appear on the custodian seniority list and thereon be credited with seven (7) years seniority.

**L. Seniority List Order**

The seniority list developed pursuant to the above shall list the employee with the greatest seniority in each category position first, followed by the other employees in each category of position in order of seniority.

**ARTICLE VIII**  
**Compensation**

**A. Pay Dates**

Employees shall be paid every other week in twenty-six (26) substantially equal installments, beginning with the first pay period, which shall occur approximately two (2) weeks after school begins in August each year.

Hourly employees may choose to be paid on an hourly basis every 2 weeks.

**B. Contract Days for ESP**

Cook	176
Custodian	260
Certified teacher aide	176
Bus driver	176
Secretary	210

**C. Extra Duty**

When an employee is assigned to perform a particular extra duty for the Nauvoo-Colusa School District, during the first year of such performance, the employee's extra duty salary shall be computed by multiplying the figure listed per Appendix C a salary figure on the then current salary schedule by the BS column step one salary schedule amount Current employees already performing duties at other steps, will be grandfathered in at their current step. They will no longer receive step movement and then step shall revert to the BS step one after their retirement. In no case shall extra duty pay be calculated on the basis of a salary greater than that listed at the last step of the BS column. The above shall not apply to ticket taking, Ticket taking will be paid at the rate of Twenty and 00/100 Dollars (\$20) per event. See appendix C for computation of extra duty.

Employees have the option to volunteer their services for any of the extra duty positions.

If the School District is unable to fill an extra-duty coaching or sponsoring position with a regular employee of Nauvoo-Colusa Community Unit District No, 325, and the District must employ a person outside of the bargaining unit, it will be understood that these positions will be contracted on a per season basis and will be reopened to regular employees by the beginning of each school year. Fall Sports will be opened for a minimum of thirty (30) days prior to the beginning of the first day of school and will be closed thirty (30) days prior to the first practice.

Coaches and sponsors that are not part of the bargaining unit will be paid at the base level of the BS column.

**D. Extra Duty Pay Periods**

An employee shall have the option of receiving his or her extra-duty pay in a lump sum after successful completion of the extra duty; or the employee may elect to be paid over the course of the year except that the Board may make appropriate deductions if the employee fails to perform the extra duty.

**E. Insurance-Life**

The Board shall pay 100% of the life insurance premium for each employee that is eligible for health insurance.

**F. Tuition Reimbursement**

1. Teachers may request a Board contribution for tuition reimbursement. Requests shall be made in writing, in advance, and submitted to the Superintendent for approval.
2. The Superintendent may accept or reject the course(s) based on its pertinence to the area of education or as the course relates to subject(s) taught.
3. The maximum reimbursement for tuition will be \$2,000 per fiscal year.
4. Approved requests shall be fully paid after required proof of completion of the course with a grade of B or better or "pass" in the event the class is taken on a pass-fail basis.

**G. Lane Adjustments**

Compensatory lane adjustments will be made with the first paycheck of each school semester. Consideration will be made for summer/spring hours, if the paper work is filed in the office by September 15 of that year. Consideration will be made for fall hours if the paper work is filed in the office by January 30 of that school year.

**H. Retirement Shelter**

The Board shall pay-on behalf of each teacher that total amount due for the teacher's taxable income directly to the Teacher Retirement System as a direct Board contribution to the TRS. Said amount shall be paid on behalf of the teacher to TRS for the purpose of providing the teacher with a tax sheltered pension contribution consistent with Internal Revenue Service (IRS) tax rule 414-H(2), 81-35 and 81-36.

The teacher shall hold the Board harmless against any tax liability or penalty arising out of a subsequent opinion or action by a body of competent jurisdiction which finds the above improper. In such case, the amount of said retirement benefit paid by the Board shall become gross income to the teacher.

**I. Insurance-Medical**

The Board shall pay ninety percent (90%) of the single insurance premium amount for each employee. Nothing herein shall prevent the insurance committee, comprised of two (2) Association members and two (2) members of the Board of Education, from making policy or carrier changes.

Notwithstanding any provision to the contrary in this agreement, the parties agree to reopen negotiations of this agreement, upon the unilateral written request of either party, provided such request is premised on an annual increase in health insurance premiums in excess of 10% which is not mitigated or eliminated by policy changes agreed upon by the District's Insurance Committee. In the unlikely event that the parties reopen this Agreement and are unable to reach a new agreement, the parties each reserve their procedural and substantive rights under the Illinois Educational Labor Relations Act with respect to the remaining years of the Agreement.

**J. Mileage**

Each employee required to travel at the direction of the School District, including travel between buildings, shall be reimbursed at the IRS allowed rate.

**K. Internal Substitution**

If a teacher is required by administration to substitute teach during a non-instructional period, the teacher shall be paid Seven and 00/100 Dollars (\$7.00) for each fifteen minutes or fraction thereof.

**I. Retirement Incentives**

The Board reserves the right to provide retirement incentives to individual teachers on a case by case basis. Such incentive shall be negotiated with each teacher who approaches the Board for such incentive, provided, however, the Board's response to any such request may be to offer or decline an incentive. The Association shall be party to any such negotiations. All three parties must agree.

**M. Retirement**

Licensed and non-certified full-time employees who have been with the district 10 years or more and who have met the following criteria:

1. Notify the district of their intent to retire at the end of the school year preferably or before February 28<sup>th</sup> of that school year.
2. Present proper documentation from TRS of intent to retire and to begin to receive benefits, OR

Present proper documents from IMRF of intent to retire and to begin to receive benefits to the board.

Shall, upon board approval, be entitled to the following retirement bonus for years of service within District #325:

10 years            \$1000.00  
\$100 for each additional year of service at Nauvoo-Colusa.

Payment will be made on the last pay period of May.

The retirement payment may be reduced, if necessary, to avoid exceeding a 6% increase in total compensation from the year prior to the employee's retirement. This reduction is applicable to TRS employees only.

IMRF employees will have their retirement payment capped at \$2,000.00. Any IMRF employee with at least twenty (20) years of service with the Nauvoo-Colusa School District as of the 2013-2014 school year will be exempt from this cap.

**N. Unpaid Absence**

The compensation in the pay period following an unpaid absence will be reduced by the amount of time missed multiplied by rate of compensation.



**ARTICLE IX**  
**Negotiation Procedure**

**A. Successor Agreement**

Bargaining for a successor agreement shall begin no later than May 1 of the expiration year of this Agreement.

**B. Changes to Agreement**

Mutually satisfactory changes to this Agreement may be made at any time. Such changes shall be reduced to writing and signed by the parties. Both parties agreed that either party can request opening the contract for the sole purpose of discussing a wage adjustment from contracted levels. The request needs to be submitted to the Superintendent in writing.

**C. No Strike-No Lockout**

Neither the Association nor any individual employee or group of employees shall engage in any work stoppage, slowdown or other disruption of services during the life of this Agreement. Neither shall the Board conduct a lockout during the term of the Agreement.

**D. Savings Clause**

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

**E. Individual Contracts**

The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

**F. Complete Understanding**

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

**G. Term of Agreement**

This Agreement shall be effective the first day of the 2023-2024 school year and shall continue in effect until the end of the last day before the first day of the 2026-2027 school year.

This agreement is signed this 20 day of March, 2023.

For the Nauvoo-Colusa Education  
Association - IEA/NEA

Bethie Dumas

Mayle Radel

For the Board of Education  
Nauvoo-Colusa Community  
Unit District No. 325

Jen DM

Jordan Squin

Nauvoo- Colusa 2023-2024 Salary Schedule

Step	BS	BS+8	BS+16	BS+24	BS+32/ MS	MS+8	MS+16	MS+24
1	\$40,300	\$40,575	\$40,850	\$41,125	\$41,500	\$41,875	\$42,250	\$42,625
2	\$40,875	\$41,200	\$41,525	\$41,850	\$42,275	\$42,700	\$43,125	\$43,550
3	\$41,450	\$41,825	\$42,200	\$42,575	\$43,050	\$43,525	\$44,000	\$44,475
4	\$42,025	\$42,450	\$42,875	\$43,300	\$43,825	\$44,350	\$44,875	\$45,400
5	\$42,600	\$43,075	\$43,550	\$44,025	\$44,600	\$45,175	\$45,750	\$46,325
6	\$43,175	\$43,700	\$44,225	\$44,750	\$45,375	\$46,000	\$46,625	\$47,250
7	\$43,750	\$44,325	\$44,900	\$45,475	\$46,150	\$46,825	\$47,500	\$48,175
8	\$44,325	\$44,950	\$45,575	\$46,200	\$46,925	\$47,650	\$48,375	\$49,100
9	\$44,900	\$45,575	\$46,250	\$46,925	\$47,700	\$48,475	\$49,250	\$50,025
10	\$45,475	\$46,200	\$46,925	\$47,650	\$48,475	\$49,300	\$50,125	\$50,950
11	\$46,050	\$46,825	\$47,600	\$48,375	\$49,250	\$50,125	\$51,000	\$51,875
12	\$46,625	\$47,450	\$48,275	\$49,100	\$50,025	\$50,950	\$51,875	\$52,800
13	\$47,200	\$48,075	\$48,950	\$49,825	\$50,800	\$51,775	\$52,750	\$53,725
14	\$47,775	\$48,700	\$49,625	\$50,550	\$51,575	\$52,600	\$53,625	\$54,650
15	\$48,350	\$49,325	\$50,300	\$51,275	\$52,350	\$53,425	\$54,500	\$55,575
16	\$48,925	\$49,950	\$50,975	\$52,000	\$53,125	\$54,250	\$55,375	\$56,500
17	\$49,500	\$50,575	\$51,650	\$52,725	\$53,900	\$55,075	\$56,250	\$57,425
18	\$50,075	\$51,200	\$52,325	\$53,450	\$54,675	\$55,900	\$57,125	\$58,350
19	\$50,650	\$51,825	\$53,000	\$54,175	\$55,450	\$56,725	\$58,000	\$59,275
20	\$51,225	\$52,450	\$53,675	\$54,900	\$56,225	\$57,550	\$58,875	\$60,200
21	\$51,800	\$53,075	\$54,350	\$55,625	\$57,000	\$58,375	\$59,750	\$61,125
22	\$52,375	\$53,700	\$55,025	\$56,350	\$57,775	\$59,200	\$60,625	\$62,050
23	\$52,950	\$54,325	\$55,700	\$57,075	\$58,550	\$60,025	\$61,500	\$62,975
24	\$53,525	\$54,950	\$56,375	\$57,800	\$59,325	\$60,850	\$62,375	\$63,900
25	\$54,100	\$55,575	\$57,050	\$58,525	\$60,100	\$61,675	\$63,250	\$64,825
26	\$54,675	\$56,200	\$57,725	\$59,250	\$60,875	\$62,500	\$64,125	\$65,750
27	\$55,250	\$56,825	\$58,400	\$59,975	\$61,650	\$63,325	\$65,000	\$66,675
28	\$55,825	\$57,450	\$59,075	\$60,700	\$62,425	\$64,150	\$65,875	\$67,600
29	\$56,400	\$58,075	\$59,750	\$61,425	\$63,200	\$64,975	\$66,750	\$68,525
30	\$56,975	\$58,700	\$60,425	\$62,150	\$63,975	\$65,800	\$67,625	\$69,450
31	\$57,550	\$59,325	\$61,100	\$62,875	\$64,750	\$66,625	\$68,500	\$70,375
32	\$58,125	\$59,950	\$61,775	\$63,600	\$65,525	\$67,450	\$69,375	\$71,300
33	\$58,700	\$60,575	\$62,450	\$64,325	\$66,300	\$68,275	\$70,250	\$72,225
34	\$59,275	\$61,200	\$63,125	\$65,050	\$67,075	\$69,100	\$71,125	\$73,150
35	\$59,850	\$61,825	\$63,800	\$65,775	\$67,850	\$69,925	\$72,000	\$74,075

5% to base/Lane movement to those eligible/One step for all teachers

Nauvoo- Colusa 2024-2025 Salary Schedule

Step	BS	BS+8	BS+16	BS+24	BS+32/ MS	MS+8	MS+16	MS+24
1	\$42,315	\$42,590	\$42,865	\$43,140	\$43,515	\$43,890	\$44,265	\$44,640
2	\$42,890	\$43,215	\$43,540	\$43,865	\$44,290	\$44,715	\$45,140	\$45,565
3	\$43,465	\$43,840	\$44,215	\$44,590	\$45,065	\$45,540	\$46,015	\$46,490
4	\$44,040	\$44,465	\$44,890	\$45,315	\$45,840	\$46,365	\$46,890	\$47,415
5	\$44,615	\$45,090	\$45,565	\$46,040	\$46,615	\$47,190	\$47,765	\$48,340
6	\$45,190	\$45,715	\$46,240	\$46,765	\$47,390	\$48,015	\$48,640	\$49,265
7	\$45,765	\$46,340	\$46,915	\$47,490	\$48,165	\$48,840	\$49,515	\$50,190
8	\$46,340	\$46,965	\$47,590	\$48,215	\$48,940	\$49,665	\$50,390	\$51,115
9	\$46,915	\$47,590	\$48,265	\$48,940	\$49,715	\$50,490	\$51,265	\$52,040
10	\$47,490	\$48,215	\$48,940	\$49,665	\$50,490	\$51,315	\$52,140	\$52,965
11	\$48,065	\$48,840	\$49,615	\$50,390	\$51,265	\$52,140	\$53,015	\$53,890
12	\$48,640	\$49,465	\$50,290	\$51,115	\$52,040	\$52,965	\$53,890	\$54,815
13	\$49,215	\$50,090	\$50,965	\$51,840	\$52,815	\$53,790	\$54,765	\$55,740
14	\$49,790	\$50,715	\$51,640	\$52,565	\$53,590	\$54,615	\$55,640	\$56,665
15	\$50,365	\$51,340	\$52,315	\$53,290	\$54,365	\$55,440	\$56,515	\$57,590
16	\$50,940	\$51,965	\$52,990	\$54,015	\$55,140	\$56,265	\$57,390	\$58,515
17	\$51,515	\$52,590	\$53,665	\$54,740	\$55,915	\$57,090	\$58,265	\$59,440
18	\$52,090	\$53,215	\$54,340	\$55,465	\$56,690	\$57,915	\$59,140	\$60,365
19	\$52,665	\$53,840	\$55,015	\$56,190	\$57,465	\$58,740	\$60,015	\$61,290
20	\$53,240	\$54,465	\$55,690	\$56,915	\$58,240	\$59,565	\$60,890	\$62,215
21	\$53,815	\$55,090	\$56,365	\$57,640	\$59,015	\$60,390	\$61,765	\$63,140
22	\$54,390	\$55,715	\$57,040	\$58,365	\$59,790	\$61,215	\$62,640	\$64,065
23	\$54,965	\$56,340	\$57,715	\$59,090	\$60,565	\$62,040	\$63,515	\$64,990
24	\$55,540	\$56,965	\$58,390	\$59,815	\$61,340	\$62,865	\$64,390	\$65,915
25	\$56,115	\$57,590	\$59,065	\$60,540	\$62,115	\$63,690	\$65,265	\$66,840
26	\$56,690	\$58,215	\$59,740	\$61,265	\$62,890	\$64,515	\$66,140	\$67,765
27	\$57,265	\$58,840	\$60,415	\$61,990	\$63,665	\$65,340	\$67,015	\$68,690
28	\$57,840	\$59,465	\$61,090	\$62,715	\$64,440	\$66,165	\$67,890	\$69,615
29	\$58,415	\$60,090	\$61,765	\$63,440	\$65,215	\$66,990	\$68,765	\$70,540
30	\$58,990	\$60,715	\$62,440	\$64,165	\$65,990	\$67,815	\$69,640	\$71,465
31	\$59,565	\$61,340	\$63,115	\$64,890	\$66,765	\$68,640	\$70,515	\$72,390
32	\$60,140	\$61,965	\$63,790	\$65,615	\$67,540	\$69,465	\$71,390	\$73,315
33	\$60,715	\$62,590	\$64,465	\$66,340	\$68,315	\$70,290	\$72,265	\$74,240
34	\$61,290	\$63,215	\$65,140	\$67,065	\$69,090	\$71,115	\$73,140	\$75,165
35	\$61,865	\$63,840	\$65,815	\$67,790	\$69,865	\$71,940	\$74,015	\$76,090

3% to base (or CPI- whichever is higher) /Lane movement to those eligible/One step for all teachers

Nauvoo- Colusa 2025-2026 Salary Schedule

Step	BS	BS+8	BS+16	BS+24	BS+32/ MS	MS+8	MS+16	MS+24
1	\$44,431	\$44,706	\$44,981	\$45,256	\$45,631	\$46,006	\$46,381	\$46,756
2	\$45,006	\$45,331	\$45,656	\$45,981	\$46,406	\$46,831	\$47,256	\$47,681
3	\$45,581	\$45,956	\$46,331	\$46,706	\$47,181	\$47,656	\$48,131	\$48,606
4	\$46,156	\$46,581	\$47,006	\$47,431	\$47,956	\$48,481	\$49,006	\$49,531
5	\$46,731	\$47,206	\$47,681	\$48,156	\$48,731	\$49,306	\$49,881	\$50,456
6	\$47,306	\$47,831	\$48,356	\$48,881	\$49,506	\$50,131	\$50,756	\$51,381
7	\$47,881	\$48,456	\$49,031	\$49,606	\$50,281	\$50,956	\$51,631	\$52,306
8	\$48,456	\$49,081	\$49,706	\$50,331	\$51,056	\$51,781	\$52,506	\$53,231
9	\$49,031	\$49,706	\$50,381	\$51,056	\$51,831	\$52,606	\$53,381	\$54,156
10	\$49,606	\$50,331	\$51,056	\$51,781	\$52,606	\$53,431	\$54,256	\$55,081
11	\$50,181	\$50,956	\$51,731	\$52,506	\$53,381	\$54,256	\$55,131	\$56,006
12	\$50,756	\$51,581	\$52,406	\$53,231	\$54,156	\$55,081	\$56,006	\$56,931
13	\$51,331	\$52,206	\$53,081	\$53,956	\$54,931	\$55,906	\$56,881	\$57,856
14	\$51,906	\$52,831	\$53,756	\$54,681	\$55,706	\$56,731	\$57,756	\$58,781
15	\$52,481	\$53,456	\$54,431	\$55,406	\$56,481	\$57,556	\$58,631	\$59,706
16	\$53,056	\$54,081	\$55,106	\$56,131	\$57,256	\$58,381	\$59,506	\$60,631
17	\$53,631	\$54,706	\$55,781	\$56,856	\$58,031	\$59,206	\$60,381	\$61,556
18	\$54,206	\$55,331	\$56,456	\$57,581	\$58,806	\$60,031	\$61,256	\$62,481
19	\$54,781	\$55,956	\$57,131	\$58,306	\$59,581	\$60,856	\$62,131	\$63,406
20	\$55,356	\$56,581	\$57,806	\$59,031	\$60,356	\$61,681	\$63,006	\$64,331
21	\$55,931	\$57,206	\$58,481	\$59,756	\$61,131	\$62,506	\$63,881	\$65,256
22	\$56,506	\$57,831	\$59,156	\$60,481	\$61,906	\$63,331	\$64,756	\$66,181
23	\$57,081	\$58,456	\$59,831	\$61,206	\$62,681	\$64,156	\$65,631	\$67,106
24	\$57,656	\$59,081	\$60,506	\$61,931	\$63,456	\$64,981	\$66,506	\$68,031
25	\$58,231	\$59,706	\$61,181	\$62,656	\$64,231	\$65,806	\$67,381	\$68,956
26	\$58,806	\$60,331	\$61,856	\$63,381	\$65,006	\$66,631	\$68,256	\$69,881
27	\$59,381	\$60,956	\$62,531	\$64,106	\$65,781	\$67,456	\$69,131	\$70,806
28	\$59,956	\$61,581	\$63,206	\$64,831	\$66,556	\$68,281	\$70,006	\$71,731
29	\$60,531	\$62,206	\$63,881	\$65,556	\$67,331	\$69,106	\$70,881	\$72,656
30	\$61,106	\$62,831	\$64,556	\$66,281	\$68,106	\$69,931	\$71,756	\$73,581
31	\$61,681	\$63,456	\$65,231	\$67,006	\$68,881	\$70,756	\$72,631	\$74,506
32	\$62,256	\$64,081	\$65,906	\$67,731	\$69,656	\$71,581	\$73,506	\$75,431
33	\$62,831	\$64,706	\$66,581	\$68,456	\$70,431	\$72,406	\$74,381	\$76,356
34	\$63,406	\$65,331	\$67,256	\$69,181	\$71,206	\$73,231	\$75,256	\$77,281
35	\$63,981	\$65,956	\$67,931	\$69,906	\$71,981	\$74,056	\$76,131	\$78,206

3% to base (or CPI- whichever is higher) /Lane movement to those eligible/One step for all teachers

<b>Nauvoo- Colusa 2023-2024 Educational Support Staff Salary Schedule</b>						
	<b>Head Cook</b>	<b>Cook</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Certified Aide</b>	<b>Certified Aide with Sub License</b>
<b>1</b>	\$14.82	\$14.59	\$16.62	\$16.62	\$16.62	\$17.62
<b>2</b>	\$14.95	\$14.72	\$16.78	\$16.78	\$16.78	\$17.78
<b>3</b>	\$15.10	\$14.86	\$16.93	\$16.93	\$16.93	\$17.93
<b>4</b>	\$15.25	\$15.00	\$17.08	\$17.08	\$17.08	\$18.08
<b>5</b>	\$15.40	\$15.14	\$17.23	\$17.23	\$17.23	\$18.23
<b>6</b>	\$15.55	\$15.30	\$17.39	\$17.39	\$17.39	\$18.39
<b>7</b>	\$15.71	\$15.45	\$17.56	\$17.56	\$17.56	\$18.56
<b>8</b>	\$15.86	\$15.60	\$17.73	\$17.73	\$17.73	\$18.73
<b>9</b>	\$16.02	\$15.76	\$17.90	\$17.90	\$17.90	\$18.90
<b>10</b>	\$16.19	\$15.91	\$18.07	\$18.07	\$18.07	\$19.07
<b>11</b>	\$16.36	\$16.08	\$18.25	\$18.25	\$18.25	\$19.25
<b>12</b>	\$16.53	\$16.25	\$18.42	\$18.42	\$18.42	\$19.42
<b>13</b>	\$16.71	\$16.42	\$18.61	\$18.61	\$18.61	\$19.61
<b>14</b>	\$16.88	\$16.59	\$18.80	\$18.80	\$18.80	\$19.80
<b>15</b>	\$17.06	\$16.76	\$18.99	\$18.99	\$18.99	\$19.99
<b>16</b>	\$17.26	\$16.94	\$19.19	\$19.19	\$19.19	\$20.19
<b>17</b>	\$17.44	\$17.12	\$19.38	\$19.38	\$19.38	\$20.38
<b>18</b>	\$17.64	\$17.32	\$19.58	\$19.58	\$19.58	\$20.58
<b>19</b>	\$17.83	\$17.51	\$19.80	\$19.80	\$19.80	\$20.80
<b>20</b>	\$18.03	\$17.71	\$20.01	\$20.01	\$20.01	\$21.01
<b>21</b>	\$18.23	\$17.89	\$20.22	\$20.22	\$20.22	\$21.22
<b>22</b>	\$18.45	\$18.09	\$20.44	\$20.44	\$20.44	\$21.11
<b>23</b>	\$18.67	\$18.31	\$20.69	\$20.69	\$20.69	\$21.69
<b>24</b>	\$18.89	\$18.52	\$20.94	\$20.94	\$20.94	\$21.94
<b>25</b>	\$19.12	\$18.75	\$21.19	\$21.19	\$21.19	\$22.19
<b>26</b>	\$19.35	\$18.97	\$21.44	\$21.44	\$21.44	\$22.44
<b>27</b>	\$19.58	\$19.20	\$21.70	\$21.70	\$21.70	\$22.70
<b>28</b>	\$19.82	\$19.43	\$21.97	\$21.97	\$21.97	\$22.97
<b>29</b>	\$20.05	\$19.66	\$22.23	\$22.23	\$22.23	\$23.23
<b>30</b>	\$20.30	\$19.90	\$22.50	\$22.50	\$22.50	\$23.50

31	\$20.54	\$20.14	\$22.77	\$22.77	\$22.77	\$23.77
32	\$20.79	\$20.38	\$23.05	\$23.05	\$23.05	\$24.05
33	\$21.04	\$20.62	\$23.33	\$23.33	\$23.33	\$24.33
34	\$21.29	\$20.87	\$23.62	\$23.62	\$23.62	\$24.62
35	\$21.55	\$21.12	\$23.90	\$23.90	\$23.90	\$24.90

**Bus Drivers:** Regular Route - \$21.50 - guaranteed 2 hours morning, 2 hours afternoon

**Bus Drivers:** Extra-Curricular - \$15.57

\$1.50 Increase to Schedule

One step for all eligible ESPs

Head cook works 1 extra hour per day

**Nauvoo - Colusa 2024-2025 Educational Support Staff Salary Schedule**

	<b>Head Cook</b>	<b>Cook</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Certified Aide</b>
<b>1</b>	\$15.82	\$15.59	\$17.62	\$17.62	\$17.62
<b>2</b>	\$15.95	\$15.72	\$17.78	\$17.78	\$17.78
<b>3</b>	\$16.10	\$15.86	\$17.93	\$17.93	\$17.93
<b>4</b>	\$16.25	\$16.00	\$18.08	\$18.08	\$18.08
<b>5</b>	\$16.40	\$16.14	\$18.23	\$18.23	\$18.23
<b>6</b>	\$16.55	\$16.30	\$18.39	\$18.39	\$18.39
<b>7</b>	\$16.71	\$16.45	\$18.56	\$18.56	\$18.56
<b>8</b>	\$16.86	\$16.60	\$18.73	\$18.73	\$18.73
<b>9</b>	\$17.02	\$16.76	\$18.90	\$18.90	\$18.90
<b>10</b>	\$17.19	\$16.91	\$19.07	\$19.07	\$19.07
<b>11</b>	\$17.36	\$17.08	\$19.25	\$19.25	\$19.25
<b>12</b>	\$17.53	\$17.25	\$19.42	\$19.42	\$19.42
<b>13</b>	\$17.71	\$17.42	\$19.61	\$19.61	\$19.61
<b>14</b>	\$17.88	\$17.59	\$19.80	\$19.80	\$19.80
<b>15</b>	\$18.06	\$17.76	\$19.99	\$19.99	\$19.99
<b>16</b>	\$18.26	\$17.94	\$20.19	\$20.19	\$20.19
<b>17</b>	\$18.44	\$18.12	\$20.38	\$20.38	\$20.38
<b>18</b>	\$18.64	\$18.32	\$20.58	\$20.58	\$20.58
<b>19</b>	\$18.83	\$18.51	\$20.80	\$20.80	\$20.80
<b>20</b>	\$19.03	\$18.71	\$21.01	\$21.01	\$21.01
<b>21</b>	\$19.23	\$18.89	\$21.22	\$21.22	\$21.22
<b>22</b>	\$19.45	\$19.09	\$21.44	\$21.44	\$21.44
<b>23</b>	\$19.67	\$19.31	\$21.69	\$21.69	\$21.69
<b>24</b>	\$19.89	\$19.52	\$21.94	\$21.94	\$21.94
<b>25</b>	\$20.12	\$19.75	\$22.19	\$22.19	\$22.19
<b>26</b>	\$20.35	\$19.97	\$22.44	\$22.44	\$22.44
<b>27</b>	\$20.58	\$20.20	\$22.70	\$22.70	\$22.70
<b>28</b>	\$20.82	\$20.43	\$22.97	\$22.97	\$22.97
<b>29</b>	\$21.05	\$20.66	\$23.23	\$23.23	\$23.23
<b>30</b>	\$21.30	\$20.90	\$23.50	\$23.50	\$23.50
<b>31</b>	\$21.54	\$21.14	\$23.77	\$23.77	\$23.77



32	\$21.79	\$21.38	\$24.05	\$24.05	\$24.05
33	\$22.04	\$21.62	\$24.33	\$24.33	\$24.33
34	\$22.29	\$21.87	\$24.62	\$24.62	\$24.62
35	\$22.55	\$22.12	\$24.90	\$24.90	\$24.90

**Bus Drivers:** Regular Route - \$22.50 - guaranteed 2 hours morning, 2 hours afternoon

**Bus Drivers:** Extra-Curricular - \$16.07

\$1 Increase to Schedule

One step for all eligible ESPs

Head cook works 1 extra hour per day

**Nauvoo- Colusa 2025-2026 Educational Support Staff Salary Schedule**

	<b>Head Cook</b>	<b>Cook</b>	<b>Custodian</b>	<b>Secretary</b>	<b>Certified Aide</b>
<b>1</b>	\$16.82	\$16.59	\$18.62	\$18.62	\$18.62
<b>2</b>	\$16.95	\$16.72	\$18.78	\$18.78	\$18.78
<b>3</b>	\$17.10	\$16.86	\$18.93	\$18.93	\$18.93
<b>4</b>	\$17.25	\$17.00	\$19.08	\$19.08	\$19.08
<b>5</b>	\$17.40	\$17.14	\$19.23	\$19.23	\$19.23
<b>6</b>	\$17.55	\$17.30	\$19.39	\$19.39	\$19.39
<b>7</b>	\$17.71	\$17.45	\$19.56	\$19.56	\$19.56
<b>8</b>	\$17.86	\$17.60	\$19.73	\$19.73	\$19.73
<b>9</b>	\$18.02	\$17.76	\$19.90	\$19.90	\$19.90
<b>10</b>	\$18.19	\$17.91	\$20.07	\$20.07	\$20.07
<b>11</b>	\$18.36	\$18.08	\$20.25	\$20.25	\$20.25
<b>12</b>	\$18.53	\$18.25	\$20.42	\$20.42	\$20.42
<b>13</b>	\$18.71	\$18.42	\$20.61	\$20.61	\$20.61
<b>14</b>	\$18.88	\$18.59	\$20.80	\$20.80	\$20.80
<b>15</b>	\$19.06	\$18.76	\$20.99	\$20.99	\$20.99
<b>16</b>	\$19.26	\$18.94	\$21.19	\$21.19	\$21.19
<b>17</b>	\$19.44	\$19.12	\$21.38	\$21.38	\$21.38
<b>18</b>	\$19.64	\$19.32	\$21.58	\$21.58	\$21.58
<b>19</b>	\$19.83	\$19.51	\$21.80	\$21.80	\$21.80
<b>20</b>	\$20.03	\$19.71	\$22.01	\$22.01	\$22.01
<b>21</b>	\$20.23	\$19.89	\$22.22	\$22.22	\$22.22
<b>22</b>	\$20.45	\$20.09	\$22.44	\$22.44	\$22.44
<b>23</b>	\$20.67	\$20.31	\$22.69	\$22.69	\$22.69
<b>24</b>	\$20.89	\$20.52	\$22.94	\$22.94	\$22.94
<b>25</b>	\$21.12	\$20.75	\$23.19	\$23.19	\$23.19
<b>26</b>	\$21.35	\$20.97	\$23.44	\$23.44	\$23.44
<b>27</b>	\$21.58	\$21.20	\$23.70	\$23.70	\$23.70
<b>28</b>	\$21.82	\$21.43	\$23.97	\$23.97	\$23.97
<b>29</b>	\$22.05	\$21.66	\$24.23	\$24.23	\$24.23
<b>30</b>	\$22.30	\$21.90	\$24.50	\$24.50	\$24.50
<b>31</b>	\$22.54	\$22.14	\$24.77	\$24.77	\$24.77
<b>32</b>	\$22.79	\$22.38	\$25.05	\$25.05	\$25.05

33	\$23.04	\$22.62	\$25.33	\$25.33	\$25.33
34	\$23.29	\$22.87	\$25.62	\$25.62	\$25.62
35	\$23.55	\$23.12	\$25.90	\$25.90	\$25.90

**Bus Drivers:** Regular Route - \$23.50 - guaranteed 2 hours morning, 2 hours afternoon

**Bus Drivers:** Extra-Curricular - \$16.57

\$1 Increase to Schedule

One step for all eligible ESPs

Head cook works 1 extra hour per day

Appendix C

	<u>Percent of Base</u>
Athletic Director	8
Junior High Boys Basketball	8
Junior High Asst. Boys Basketball	4
Junior High Girls Volleyball	5
Junior High Asst Girls Volleyball	3
Junior High Boys Baseball	5
Junior High Asst. Boys Baseball	3
Junior High Girls Basketball	8
Junior High Asst. Girls Basketball	4
Junior High Track	5
Junior High Asst. Track	3
Student Council	3
Yearbook	5
Instrumental Extra-Curr Music	3
Choir (Elementary Christmas Program)	3
FFA	5
NASA	1

Special Education Coordinator Stipend: \$5,500