

**MINOOKA COMMUNITY  
HIGH SCHOOL DISTRICT No. 111**

**AND**

**MINOOKA EDUCATION ASSOCIATION, IEA-NEA**

**COLLECTIVE BARGAINING AGREEMENT**

**2008-2011**

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**ARTICLE I. RECOGNITION**

**A. Recognition**

The Board of Education of District No. 111, Grundy County, Illinois, hereinafter referred to as the "Board", recognizes the Minooka Education Association, IEA-NEA, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for regularly employed certificated staff ("teachers"). Such representation shall exclude the Superintendent, assistant superintendents, directors of school and community relations, principals, assistant principals, business managers, instructional leaders, administrative assistants, substitute teachers, short-term teachers and part-time teachers employed one-half time or less, and any other positions that may be created that are considered supervisory, managerial and/or confidential as defined by the Illinois Educational Labor Relations Act.

**B. General Principle of Negotiations**

The purpose of this recognition is a mutual agreement between the parties to negotiate in a good faith effort.

"Good faith effort" is defined as the mutual responsibility of the Association and the Board to deal with each other openly and fairly and endeavor to reach agreement on items being negotiated. It does not imply that either party will agree with, or accept, the other party's proposals, or be compelled to reach agreement on specific topics.

## **ARTICLE II. BOARD, TEACHER AND ASSOCIATION RIGHTS**

### **A. Board of Education**

It is recognized that the Board of Education and Administration hereby retain and reserve unto themselves all rights, powers, authority, duties and responsibilities conferred upon or vested in them by law, including the right to determine the purpose, mission, object and policies of the School District; to determine the facilities, method, means, equipment, procedure, and personnel required to conduct the School District programs; to administer the personnel system of the School District, including the recruitment, selection, appointment, evaluation, training, retention, promotion, assignment, discipline, suspension, demotion and discharge of employees; to direct, supervise, schedule and assign the work force; to establish standards and efficiency of the employees and the operation of the School District; and to take whatever actions may be necessary or appropriate to carry out the objectives of the School District. The parties agree that all customary and usual rights, powers, functions and authority possessed by management are vested in the Board of Education and Administration, and they shall continue to exclusively exercise such powers, duties and responsibilities during the period of this Agreement except as limited by the specific and express terms of this Agreement.

### **B. Professional Teaching Personnel**

Teachers have the right to join, or not to join, any organization for their professional or economic improvement. Names, addresses and telephone numbers of newly-hired teachers will be provided to the Association President, which may include electronic methods of communication, within 5 working days of their hire date.

### **C. Teacher Obligations**

Nothing contained in this Agreement shall be construed as rescinding the obligation of the teacher to exercise the maturity, restraint, patience and judgment which are normally required in the guidance, training and education of youth.

### **D. Association Meetings**

The Board agrees that the Association has the right to use school buildings for meetings before and/or after duty hours subject to advance approval of the Superintendent or his designee. The Superintendent or his designee shall respond to any request within five (5) working days.

Such use shall not interfere with or interrupt normal school operations or conflict with previously scheduled activities. When special custodial service or other services may be necessary, as determined by the Administration, the Administration may charge the Association for this service. The Association shall pay the invoice within thirty (30) days of receipt. Normal daily custodial routines, such as trash collection and vacuuming, shall not be considered special or other services.

### **E. Placement of Items in Teacher's Personnel File**

A copy of any permanent material, except confidential material such as evaluations by colleges or previous employers, shall not be placed in a teacher's personnel file without a copy also being supplied to the teacher. The teacher has the right to answer in writing, and his/her answer will be attached to the file copy. The Board and/or Administration may take personnel action prior to a teacher submitting an answer or response to any material included in the personnel file.

**F. Information to Association**

The Board agrees to make available to the Association any information and/or reports which are prepared for public distribution upon written request by the President of the Association. Nothing herein shall require the Board and/or the Administration to conduct any research and/or assemble special documents for the Association. In addition, a copy of all Board minutes, agendas, ancillary materials not including confidential reports and excluding executive and/or closed sessions, will be provided to the President of the Association. A copy of the approved Board Minutes will be posted on a bulletin board in the mail room/or on the school website within five (5) work days

**G. Use of Mailboxes by Association**

The Association may use District mailboxes and e-mail for the purpose of informing members of dates, times, location and contact people for events and meetings. The Association may use the mailboxes to distribute other materials if copies of all materials to be distributed are given to the Superintendent or designee one (1) school day in advance. The Superintendent or designee reserves the right to discontinue the use of mailboxes and/or e-mail system if the above procedure is not adhered to. Such communication shall be provided to the Association President.

**H. Use of Bulletin Board**

The Association may use a designated bulletin board in the mailroom, the teacher's work room and Faculty dining area for the purpose of informing members of dates, times, location and contact people for events and meetings. The Association may post other information if the materials recommended for posting are given to the Superintendent or his designee one (1) school day in advance. The Superintendent or his designee reserves the right to discontinue the use of the bulletin board if the above procedure is not adhered to. Such communication shall be provided to the Association President.

**I. School Calendar**

1. Beginning with the 2005-2006 school year, the annual school calendar shall include 187 days. The breakdown includes 176 student days, 6 institute days/in-service days, and 5 emergency days.

One (1) of the four (4) institute days with no student attendance will be scheduled the day following a parent-teacher conference if the conference is held on a Monday, Tuesday, Wednesday, or Thursday.

2. On or before January 15th of each year, the Association and the Administration will meet to discuss the school calendar for the following school year. Any final recommendations submitted by the Association shall be presented to the Board. The final decision as to the annual calendar shall remain a Board prerogative.
3. The Board shall post the tentative school calendar as early as possible prior to the first teacher work day of each school year.
4. On the day of scheduled District parent/teacher conferences and on the day before Thanksgiving, students and teachers will be released no later than 1:30 p.m.

### **ARTICLE III. NEGOTIATIONS PROCEDURE**

#### **A. Representation**

The parties agree that their duly designated representatives shall negotiate in a good faith effort as defined in Article I, Section B, of this Agreement. Each party shall select its own representatives.

#### **B. Commencement of Negotiations**

Negotiations shall begin no earlier than March 1st in the year in which this Agreement terminates unless both parties agree to an alternate date.

#### **C. Authority**

Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

#### **D. Agreements**

During negotiations, agreed-upon materials shall be prepared for the board and the Association negotiating teams and initialed prior to the adjournment of the meeting. Secretaries (recorders) for both parties shall keep records until full agreement and ratification is obtained.

#### **E. Ratification**

When the Association and Board reach final agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and then to the Board for official approval.

#### **F. Printing of Agreement**

The Administration shall prepare the final copy of the Agreement for printing and oversee the distribution to all faculty members after a review of the final agreement by both parties. Within fifteen (15) workdays of the signing of the final agreement, the administration shall provide sufficient copies to the Association for distribution to its members.

## **ARTICLE IV. WORKING CONDITIONS**

### **A. Assignments**

By March 1, each Instructional Leader or Immediate Supervisor shall request that teachers complete a survey of desired teaching assignments for the following school year. Teachers shall return the surveys to their Instructional Leader or Immediate Supervisor by March 15. The Board will make every reasonable effort to inform teachers of their classroom and committee assignments for the following school year by July 15. Should changes in assignments be necessary after July 15 and/or during the regular school year, the teacher will be notified in writing as promptly as circumstances permit but, in no event, less than five (5) calendar days before such change is implemented in order to prepare for such assignment. At the teacher's option, the teacher may begin such an assignment earlier than five (5) calendar days. The Board shall inform teachers of their fall/winter extra-curricular assignments for the following school year by the preceding June 1. The Board shall inform teachers of their spring sports extra-curricular assignments by the preceding August 1. The final decision-making covering all assignments shall remain with the Administration.

### **B. Meetings**

Attendance at one (1) or two (2) parent-teacher conference(s) and one (1) open house night outside the regular school day is required. In addition, attendance at other scheduled evening activities may be necessary as indicated in Article IV, D. The Administration will advise teachers of such evening obligations at least fifteen (15) days in advance. Teachers anticipating conflicts have the obligation to review the conflict with the building principal, with the building principal retaining the prerogative to excuse a teacher from a single event. However, the final decision shall remain with the Administration.

The Association and the Board agree that regular (non-emergency) faculty and department meetings may be scheduled within the workday up to two (2) times per month. When there is a scheduled institute/in-service or school improvement day during the month, one of the meetings (faculty or department) will be held during the institute/in-service or school improvement day.

### **C. Transfers**

1. Teachers who desire to transfer to a different building or to a different department shall apply in writing to the building principals. The final decision, which shall remain with the Administration, will be communicated in writing to the applicant.
2. It is agreed that the Administration may initiate transfers. During the regular school year the affected teachers will have an opportunity to present their views of the proposed transfer before it is implemented. During vacation periods, the Administration will make every reasonable effort to allow the affected teachers an opportunity to present their views on the proposed transfer before it is implemented, if the affected teachers are available during such periods of time.

**D. Hours of Work**

Normally the regular work day shall not exceed eight (8) hours in length, exclusive of a duty free lunch period of no less than thirty (30) minutes. Teachers are expected to arrive at work in sufficient time to perform their assigned duties and responsibilities as well as to prepare for and to begin instruction at the start of the student day. However, it is understood that teachers will be available for scheduled meetings with parents, staffings, curriculum coordination, graduation and other activities as they relate to assigned duties that are necessary to meet the needs of the students beyond the scheduled regular work day.

If it is necessary to close school for an emergency (conditions wherein students have been released due to unsafe conditions within the building) or hazardous weather (conditions wherein students have been released due to unsafe driving conditions), faculty will be released within 30 minutes after all buses have left the building.

When the faculty is to be released early, the administration will notify the Association.

**E. Homebound/Hospitalized Student Support Assignments**

No teacher will be required to accept a tutoring assignment outside of the regular school day. The teacher who accepts such an assignment to tutor a hospitalized and/or homebound student will be compensated according to the Extra-Duty Compensation Schedule set forth in Appendix B. The teacher will be paid mileage in accordance with District regulations.

**F. Access to Building**

Access to the school building may be granted to faculty members wishing to do work related to their specific teaching and extra-curricular assignments. The Administration will annually provide to the Association and post a schedule of weekday, weekend, holiday and vacation times when the building will be accessible to teachers. Teachers interested in gaining access to the building at other specific times retain the responsibility of coordinating their request with the principal or his designee, along with adequate notice of the request being made as far in advance as possible. It is understood by the staff that there is a period of time in the summer that the building will be closed for the purpose of necessary maintenance items that can only be accomplished during that period.

**G. Planning Time**

1. Each full-time employed teacher will receive one-half (1/2) period/block and one (1) full period/block planning period over two (2) consecutive student days. On an annual basis, a teacher may volunteer to give up his/her one-half (1/2) period/block of preparation to be used as supervision (e.g.. lunch supervision, lab, resource, etc.) at an annual rate according to the Extra-Duty Compensation Schedule set forth in Appendix B. The teacher may choose to have his/her subsequent preparation time as either two one-half (1/2) period/block, one (1) each day; or one (1) full period/block over two (2) consecutive days. The final decision on selecting the volunteers will be at the discretion of the Superintendent or his designee.

If additional volunteers are needed for supervision duty, a teacher may volunteer to give up his/her second one-half (1/2) period/block of preparation to be used as supervision at the annual rate according to the Extra-Duty Compensation Schedule set forth in Appendix B. The final decision will be at the discretion of the Superintendent or his designee with priority given in the following order: (1) tenured teachers receive priority over non-tenured teachers; and (2) non-tenured teachers who are on a higher step placement in the salary schedule receive priority over non-tenured teachers who are on a lower step placement in the salary schedule.

2. Additional Plan Time

- a. When a full-time teacher is assigned to four (4) or more different class presentations in one semester, the teacher will be given, upon request, planning time in lieu of his/her normal one-half (1/2) period/block supervision period/block. A teacher granted such additional planning time may not sell such time back in accordance with Paragraph 1 above.
- b. For purposes of this Article IV. G., a different class presentation will not include Resource, Library, Counseling, Reading Lab, Instructional Technologist, Dean, or concurrent classes held at the same time (i.e. Spanish 4 and Spanish 5). However, beginning with the 2009-2010 school year, teachers who teach concurrent classes plus two (2) additional class presentations shall receive planning time in lieu of his/her normal one-half (1/2) period/block supervision period/block, unless the Administration determines that as a result, there are insufficient teachers to perform the necessary supervision duty.

3. These provisions will only be in effect as long as the Eight Block Schedule is in effect.

**H. Internal Substitution During Preparation Period**

If a teacher is assigned to cover a class during his/her preparation period, he/she will be compensated according to the Extra-Duty Compensation Schedule set forth in Appendix B.

Teachers will be compensated for partial periods when they are assigned to do so, on a pro-rated basis.

**I. Additional Load Compensation**

Any teacher who is required to teach more than six (6) class presentations shall be compensated according to the Extra-Duty Compensation Schedule set forth in Appendix B. Selection shall be determined based upon qualifications and then seniority.

**J. Full-Time Teacher**

1. Any teacher assigned five (5) or six (6) subject-matter presentations shall be considered "full-time". Teachers designated as full-time will receive full salary and benefits. The Board retains the right to assign any full-time teacher a combination of subject-matter presentations and resource/lab/supervision as the needs of the District require; it being understood that the teacher load will not exceed six (6) subject-matter presentations, except as provided in Article IV.I. For purposes of this Article IV.J, a full period/block reading lab shall be considered a presentation.
2. Teachers hired for four (4) or less subject-matter presentations are considered part-time. Salary and benefits will be pro-rated for teachers working less than full-time. Part-time bargaining unit members shall also be entitled to annual salary schedule movement and to tuition reimbursement.
3. Campus monitors may be assigned supervision in lieu of teachers. Part-time teachers may be hired as Campus monitors for supervision or other non-teaching duties. Such employment shall not alter their part-time status.
4. Should the modified eight-block schedule be changed, the Board and the Association will meet to revise this Article as necessary.
5. Existing Band, Chorus, Counselors, Librarians, Social Workers, Instructional Technologists, Certified School Nurses, and Deans are considered full time teachers.

**K. Reduction in Force**

1. Reduction in the number of teachers employed shall be in accordance with the applicable provisions of the *School Code*.
2. For purposes of determining "length of continuing service" in the District, a teacher's seniority date shall be the date when the teacher signs the initial employment contract with the District.

**L. Notification of Vacancies**

The Administration will post bargaining unit vacancies, including extra-curricular, at least ten (10) working days prior to the position being filled, unless there is a need to temporarily fill a vacancy. A vacancy shall be defined as a new or unfilled full-time, or part-time position, and/or an additional class, or sectional offering. The Association President or designee shall be informed of all vacancies at the time of posting. Postings shall occur on the bulletin boards in the mail room of each building. During the summer, the President of the Association shall advise the Superintendent of a phone number where he/she or the designee may be reached. All vacancies known at the time of mailing will be included in the semi-monthly payroll statement as well as provided to the Association President via phone and email. Postings shall include professional or extra-curricular positions that could be filled with bargaining unit members. The Board reserves the right to fill or not to fill posted vacancies.

**M. Travel Between Buildings**

Teachers who are regularly required to travel between the District's high schools as a result of their regular school day assignments (excluding co-curricular assignments) shall be reimbursed for travel at the rate of \$300 per semester per A or B day and shall receive reserved parking spots at each school.

## **ARTICLE V. ASSOCIATION DUES DEDUCTION**

### **A. Teacher Authorization**

Any teacher who is a member of the Association may sign and deliver to the Board Office an assignment authorizing deduction of Association dues. The Association shall notify the Superintendent's Office in writing of the total amount of annual and monthly dues. Such written authorization and assignment shall continue in effect unless cancelled by the originating teacher. The assignment may be cancelled prior to September 15 of any year by written notice to the Superintendent's Office.

### **B. Months of Deduction**

The Board will deduct monthly dues beginning in September and continuing through June, provided that assignment cards have been received no later than September 1 of each year by the Superintendent's Office. Teachers hired beyond the deadline date have an additional thirty (30) school days from their date of employment to submit assignment cards.

### **C. Remittance to Association**

The Board shall remit monthly to the Treasurer of the Association the total amount of money deducted for the month.

### **D. Legal Protection for Board**

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this article or in compliance with any assignment furnished under the provisions of this Article.

### **E. Fair Share**

Each teacher shall join the Association or pay a fair share fee to the Association in accordance with the established rules and regulations of the Illinois Educational Labor Relations Board. In the event that the teacher does not pay the fair share fee directly to the Association by September 1 of each year, the Board shall deduct the fair share fee from his/her wages on the same schedule as regular dues are deducted. The Association shall certify the amount of the fair share fee to the Board in writing by the first day of September annually. Such fees shall be paid to the Association by the Board in installments on the same schedule as payroll deductions of Association dues. The Association agrees to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability, including legal fees, which may arise by reason of any action taken by the Board in complying with the provisions of this Section.

**ARTICLE VI. NO STRIKES AND DISRUPTIONS**

**A. General Teacher and Association Responsibilities**

During the term of this Agreement and any mutually agreed upon extension thereof, no employee covered by this Agreement, nor the Association, nor any person acting on behalf of the Association shall engage in, authorize, or instigate a strike, slowdown, or recognition of any picket line at the School District's premises.

**B. Association Responsibilities and Board Prerogatives**

It is agreed that the Association will, within one (1) week of the date of the signing of this Agreement, serve upon the Board a written notice which will list the Association's authorized officers and building representatives who will deal with the Board, make commitments for the Association generally, and in particular have the sole authority to act for the Association. It is further agreed that in all cases of an unauthorized strike, slowdown, walkout, or any unauthorized cessation of work in violation of this Agreement, the Association shall make every effort to resolve the unauthorized conflict.

**C. Association Communication Responsibilities**

It is agreed that in the event of any such unauthorized action, the Association shall, within twenty-four (24) hours of receipt of notice thereof, address a letter to the Board notifying the Board that the action of the teacher or Association agents is unauthorized.

## **ARTICLE VII. INDIVIDUAL GRIEVANCE PROCEDURE**

### **A. Definitions**

#### 1. Grievance

Any claim by a teacher or the Association that there has been an alleged violation, misinterpretation, or misapplication of the terms of this Agreement. Association grievances shall be limited to Association related issues.

#### 2. Days

All time limits shall consist of school days, except that when an alleged grievance is submitted fewer than ten (10) days before the close of the school year, time limits shall consist of business days.

### **B. Right to Representation**

An Association representative may be present if requested by the aggrieved at any meeting, hearing, appeal or other proceeding relating to a grievance.

### **C. Procedure**

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

1. Initiation - An alleged grievance must be filed in writing within ten (10) days of the occurrence of the event which initiated the grievance. Failure to file within the time limits prescribed herein constitutes a waiver of the right to file for that particular occurrence and subject in the future unless the matter is of an ongoing nature. The written grievance shall state the clause or clauses of the contract allegedly violated and the proposed remedy.
2. Step One - The teacher shall present the alleged grievance in writing to the supervisor immediately involved and will arrange for a meeting to take place within ten (10) days after receipt of the grievance. The supervisor shall provide the aggrieved teacher with a written answer to the grievance within ten (10) days after the meeting.
3. Step Two - If the alleged grievance is not resolved in Step One, then the aggrieved may appeal the grievance to the Superintendent or his/her official designee within five (5) days of the receipt of the Step One answer. The Superintendent or his/her official designee shall arrange for a meeting with the aggrieved to take place within ten (10) days of the receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have ten (10) days in which to provide his/her written decision to the grievant.
4. Step Three - If the alleged grievance is not resolved at Step Two, the grievant and the Association jointly may submit the grievance to binding arbitration within five (5) days of the Step Two response. The American Arbitration Association shall be requested to submit a list of nine (9) arbitrators from which the parties shall select an arbitrator by striking the list, with the Board having the first opportunity to eliminate a name. If either party is dissatisfied with the list sent by the AAA, prior to striking the list, another list can be requested.
  - a. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the AAA shall be divided equally between the parties.
  - b. If either party requests a transcript of the proceedings, that party shall bear full cost for the transcript. If both parties order a transcript, the cost of two (2) transcripts shall be divided equally between the parties. If the arbitrator requests a copy of the transcript, the cost shall be divided equally between the parties.

- c. Neither the Board nor the Association shall be permitted to present any grounds or evidence before the arbitrator which had not previously been disclosed to the other party during the previous steps.
- d. The arbitrator shall have no power to nullify, alter, amend and/or add to the terms of this Agreement. The arbitrator's authority shall be strictly and narrowly limited to deciding only the grievance filed at the Step One level. The arbitrator's decision must be based solely and only upon an interpretation of the meaning or application of the express relevant language of this Agreement.
- e. Either party may make public the findings and the recommendations of the arbitrator.

**D. Other Conditions**

1. Bypass to Superintendent

If the grievant and the Superintendent agree, Step One of the grievance procedure may be bypassed and the grievance brought directly to Step Two.

2. Class Grievance

Class grievances involving one or more teachers or one or more supervisors and grievances involving an administrator above the building level may be initially filed by the grievant at Step Two.

3. Grievant and Association Cooperation

The grievant and Association shall not interrupt the instructional and regular duties of the teachers within the District in the investigation of any alleged grievance.

4. Released Time/Steps One and Two

Should attendance at a grievance hearing require that a teacher or an Association representative be released from his regular assignment, he shall be released without loss of pay or benefits. However, the decision shall be the exclusive prerogative of the Superintendent.

5. Timeliness by Grievant

Failure of any grievant to act on a grievance within the prescribed time limits will bar any further appeal.

6. Extension of Time Limits

An extension of time limits up to five (5) additional days will be granted to either party upon notification to the other party in writing of the need for extension.

7. No Reprisals

No reprisals of any kind shall be taken by the grievant, the Association and/or Board against any teacher because of his/her lack of participation in the grievance procedure.

8. Hearings at Step Three

All such hearings shall be on non-school time such as evenings and/or Saturdays unless the Board and Association schedule a hearing at another time mutually convenient to the parties.

9. Exclusion of Remedies

In the event a member of the bargaining unit commences a proceeding in any state or federal court or administrative agency against the Board of Education and/or Administration, charging the Board and/or Administration with an alleged violation of this Agreement, such remedy shall be exclusive, and the said member shall be barred from invoking any remedy by this grievance procedure.

10. Filing of Materials

All pertinent documents dealing with a grievance shall be filed separately from a teacher's personnel file.

11. Grievance Withdrawal

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

**ARTICLE VIII. LEAVES**

**A. Sick Leave**

Probationary teachers shall receive ten (10) days sick leave per year, and tenured teachers shall receive thirteen (13) days sick leave per year. Sick leave may accumulate without limitation. Sick leave shall be interpreted to mean personal illness, personal disability, quarantine at home, or serious illness or death in the immediate family. If sick leave exceeds three (3) consecutive days for any occurrence, a doctor's statement verifying the illness when illness is the situation may be requested by the Superintendent or his designee. On the fourth day of the teacher's absence, every reasonable effort will be made to notify the teacher that a doctor's statement will be requested. Failure of a teacher to present such a statement by a physician shall cause a loss of daily pay for the affected days. The Board reserves the right to verify an extended illness via a physician of the District's choice. The Board shall pay for such verification. Sick leave days will not be charged to a teacher's account when teacher work days have been cancelled by the Superintendent or Board. Teachers on approved leaves of absence shall not be eligible for such leave benefits.

At the beginning of each school year, the District will provide a teacher with a written statement setting forth the total sick leave credit. Thereafter, monthly statements will be issued.

When a faculty member utilizes less than one (1) full sick day, the faculty member will be charged a quarter (.25) of a sick day for each period of the day in which they are gone under the current block schedule of four (4) periods in a day.

**B. Voluntary Sick Leave Bank**

It shall be the purpose of the voluntary sick leave bank to benefit those members of the bargaining unit who have for one reason or another been forced to be absent from work due to accident or illness beyond the coverage of their accumulated sick leave.

1. Establishing Sick Leave Bank

The sick leave bank shall be established as follows:

- a. Prior to September 1, the Sick Leave Bank Committee will notify all members of the bargaining unit of the option to donate to the sick leave bank. All donations to the sick leave bank must be completed by October 1.
- b. Days remaining in the sick leave bank at the end of the school year will accumulate for use in subsequent years.

2. Administration of Sick Leave Bank

The sick leave bank shall be administered by a committee consisting of three (3) members of the bargaining unit, named by Association.

Before November 30 of each year, the sick leave bank committee and the business manager will meet to verify the number of days in the bank, the individuals who are contributing to the bank and the number of days used during the previous school year and the total number of days remaining in the bank at the start of the current school year.

3. Sick Leave Bank Eligibility and Procedures

Sick leave bank eligibility and procedures for implementation shall be as set forth in the guidelines established by the SLB (Sick Leave Bank) Committee. Such guidelines shall be annually distributed

to all members of the bargaining unit and the Administration. The guidelines will include the following:

- a. A limit to twenty (20) sick leave days per teacher per accident or prolonged illness may be granted
- b. The bank shall not be available to any teacher during any prearranged leave of absence excluding family and medical leave.
- c. In order to qualify for sick leave bank days, a teacher must exhaust his/her own accumulated sick leave days and personal days first and then may draw upon supplemental days from the sick leave bank. The teacher who draws upon the bank need not forfeit future accumulated days to repay the bank. However, upon exhausting accumulated sick leave days, there shall be a corridor of two (2) consecutive work days without pay prior to the volunteer sick leave bank days becoming operations.
- d. A donation of one day per year per teacher to the sick leave bank will be voluntary.
- e. To use the bank a teacher must have donated 1 day to the bank per year.

4. Legal Protection for the Board

The Association shall protect and hold harmless the Board from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board's designee.

5. Grievability

Voluntary sick leave bank is not subject to the Grievance Procedure.

**C. Personal Business Leave Days**

Teachers shall have two (2) personal business days per year. Personal business leave shall be defined as a matter that can be attended to only during the regular school day. All personal business leave shall be arranged at least five (5) school days in advance with the Superintendent or his/her designee. In case of an emergency, the five (5) day advance notice requirement may be waived by the Superintendent. Personal business leave will not be granted on days prior to or following vacation periods, holidays, during the first or last (3) days of the semester, or on teacher institute days unless an emergency situation exists, or because of the inability of the building administration to provide adequate instruction for the teacher's pupils. In the event adequate substitutions are unavailable, every reasonable effort will be made to inform affected teachers, as far in advance as possible, that their requests cannot be fulfilled on the original date requested. Exceptions may be granted by the Superintendent if an emergency situation exists and is verified in writing within five (5) school days after the event. Personal business leave days may be used for the practice of individual religious preferences. Personal leave days not taken, up to a maximum of two (2) days, shall be carried over to the next year as personal leave days so that a teacher may have a maximum of four (4) personal leave days to use in one year. Unused personal leave days in excess of four (4) shall accumulate as sick leave at the beginning of the following school year.

When a faculty member utilizes less than one (1) full personal day, the faculty member will be charged a quarter (.25) of a personal day for each period of the day in which they are gone under the current block schedule of four (4) periods in a day.

**D. Jury Duty**

Any teacher who is called to serve on jury duty shall receive his/her full salary for the time he/she serves on the jury, provided the jury pay received for serving is submitted back to the Board. Notice of being summoned to jury duty has to be forwarded to the Superintendent or his/her designee within ten (10) days of service time or the day after receipt of such notice.

**E. Extended Unpaid Leave of Absence**

An extended unpaid leave of absence may be granted to a teacher. At the expiration date of the leave the teacher is expected to return to duty or submit a letter of resignation. The absence of either action will automatically result in termination of employment and tenure rights. The teacher will notify the Superintendent in writing of his/her intention to resume his/her position or resignation sixty (60) calendar days prior to the termination. A leave of absence may be granted subject to approval of the Board of Education provided:

1. A written request is submitted to the Superintendent sixty (60) calendar days prior to the beginning date of the leave of absence.
2. The written request specifies the exact requested beginning and ending date for the leave of absence.
3. Leave of absence will be without pay or fringe benefits. A teacher may retain the health insurance coverage by paying the health insurance premium during the approved leave of absence.
4. A leave of absence may be granted for reasons of: maternity, study for educational purposes, service in the legislature, military service or serious illness in the family.

A leave of absence (excepting military service) will only be granted to encompass all or part of one academic year. The leave cannot exceed one academic year unless approved by the Board, upon recommendation of the Superintendent.

5. A leave of absence must be scheduled to provide minimum interruption to the education of the students. Seniority will not accrue while the teacher is on an unpaid approved leave of absence.
6. No credit on the salary schedule will be allowed for a leave of absence. This leave of absence policy is subject to the statutes of the State of Illinois and the Illinois School Code and the amendments of these statutes.

**F. Disaster(s)**

In the event of a major natural disaster such as tornado, fire, flood, earthquake etc. the affected teacher, the principal and a bargaining unit representative shall meet to discuss the situation at the request of the affected teacher.

**G. Use of Sick Leave for Duty Connected Injury**

Teachers may apply sick leave in one-third day increments when receiving temporary total disability benefits due to a duty connected injury.

**H. Bereavement Leave**

Teachers shall receive two (2) bereavement leave days per year. Such days may be used in one-quarter (1/4) day increments. Teachers shall provide proof of their need to use bereavement leave days to the building

principal or designee upon their return to work. Unused bereavement leave days shall accumulate as sick leave at the beginning of the following school year.

## **ARTICLE IX. PROFESSIONAL COMPENSATION AND RELATED BENEFITS**

### **A. Salary Schedules**

Teachers shall be paid in accordance with the salary schedule guidelines attached as Appendix A.

### **B. Placement on Salary Schedule**

The Superintendent must receive an official transcript of completed pre-approved courses from a recognized college or university by October 30 of each year for a teacher to be eligible to advance to the next lane of the salary schedule. All hours prior to a Masters degree must be graduate credit applicable to an advance degree in an educational area that will be a benefit to the educational program in the School District, have pre-approval of the Superintendent or his/her designee and have a minimum grade of a "B" or "Pass" on the official transcript in order to apply on the salary schedule. All hours above a Master's degree must be graduate credit, must be in an educational area that will be a benefit to the educational program in the School District, have pre-approval of the Superintendent or his/her designee and have a minimum grade of a "B" or "Pass" on the official transcript in order to apply on the salary schedule. All courses taken prior to advancing to any lane on the salary schedule shall be exclusive for that advancement and cannot be applied to additional lanes on the salary schedule.

### **C. Teacher Retirement System**

In addition to the compensation stated in Appendix A, Appendix B and Article IV the Board shall pay on behalf of the teachers to the State of Illinois Teachers' Retirement System the teachers' required contribution to said pension system. The teacher shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. All parties acknowledge that the teacher did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the teacher's future services, knowledge and experience. Such contribution on salaries are reflected on the salary schedules in Appendix A.

### **D. Reimbursement for Pre-Approved Graduate Hours**

Each year, any full-time teacher will be reimbursed for pre-approved courses completed prior to the request for reimbursement, provided the teacher is still employed at the time of the payment. To be eligible for reimbursement, all courses prior to a Masters degree must be graduate credit applicable to an advance degree in an educational area that will be a benefit to the educational program in the School District, have pre-approval of the Superintendent or his/her designee and have a minimum grade of a "B" or "Pass" on the official transcript in order to apply on the salary schedule. All hours above a Master's degree must be graduate credit, must be in an educational area that will be a benefit to the educational program in the School District, have pre-approval of the Superintendent or his/her designee and have a minimum grade of a "B" or "Pass" on the official transcript in order to apply on the salary schedule. Pre-approval must be obtained prior to the start of the course. The teacher retains the responsibility of submitting proof of payment and an official transcript of the successful completion of the course, with a minimum grade of a "B" or "Pass" shown on the official transcript. Reimbursement will be paid according to the Extra-Duty Compensation Schedule set forth in Appendix B.

**E. Mileage Reimbursement**

Teachers shall be paid the IRS mileage rate in effect on July 1st each year for all pre-approved mileage in completing their assignment. Such reimbursement shall not include recorded mileage involving driving to and from home each day and shall not include teachers who are required to travel between buildings as set forth in Article IV, M. The final decision on all mileage reimbursement shall be determined by the Superintendent.

**F. Distribution of Payroll Checks**

Base salary shall be paid in 24 equal semi-monthly installments per contract year. The first payroll check for the term of this Agreement shall be issued on August 26, 2008, and the second payroll check shall be issued on September 15, 2008. All subsequent payroll checks for the remainder of this Agreement shall be issued on the 15<sup>th</sup> day and 30<sup>th</sup> day of each month, except payroll checks in February shall be issued on the 15<sup>th</sup> day and the last day of the month. If the 15<sup>th</sup> day or 30<sup>th</sup> day of the month or the last day of February is a Saturday, Sunday or holiday, the payroll check shall be issued on the preceding business day.

Extra duty pay that is not paid on an annualized basis of 24 equal semi-monthly installments as set forth in Appendix B shall be paid as follows: (1) extra duty pay for duties performed during the 1<sup>st</sup> through 15<sup>th</sup> day of each month and turned in to the Business Office by the 15<sup>th</sup> day of the month, shall be paid in the payroll check issued on the 30<sup>th</sup> day of that month; (2) extra duty pay for duties performed during the 15<sup>th</sup> through the last day of each month and turned in to the Business Office by the last day of the month, shall be paid in the payroll check issued on the 15<sup>th</sup> day of the subsequent month. Extra duty pay for duties performed that is not turned in to the Business Office by the dates set forth above and that is not paid on an annualized basis shall be paid in the next available payroll check.

**G. Additional Extra-Curricular Assignment Positions**

When the Board determines that a new extra-curricular position should be added, the Superintendent or his/her designee shall discuss the appropriate group placement with the Association President or his/her designee. However, it is recognized that the Board may temporarily determine a rate of pay until such negotiations have been completed. The Board of Education reserves the right not to fill extra-curricular assignments.

Upon board approval of a new extra-curricular assignment, compensation for said assignment shall begin immediately, with the stipend pro-rated for a partial school year or partial season.

**H. Insurance**

Medical, dental, and vision insurance for teachers and dependents, as approved by the Board, will be available to all full-time teachers in the bargaining unit, in accordance with Appendices C and D. Each full-time teacher shall also be provided, at Board expense, term life and insurance and accidental death and dismemberment insurance coverage in the amount of \$50,000.

An Insurance Committee will be established consisting of not more than three (3) representatives from the Board, not more than three (3) from the Association, and one (1) representative for employees who are not members of the teacher bargaining unit. The Committee shall annually review projected premiums, cost-containment alternatives, cost data, claims history and other information necessary to evaluate options for providing the best insurance plan possible while controlling insurance expenses. The Committee shall not have the authority to alter benefit or premium levels, but shall report findings and recommendations to the Board, the Association and other constituent groups. The Board reserves the right to bid out the plan. Whenever that decision is made by the Board, the Association will be so informed, with the bid specifications reflecting the current plan. The final decision on the selection of the carrier and an acceptable plan shall remain the prerogative of the Board.

For the 2008-2009 school year, Association members enrolled in a medical insurance plan shall pay twenty

percent (20%) of the monthly premium. Beginning with the 2009-2010 school year, non-tenured teachers shall pay twenty percent (20%) of the monthly premium; tenured teachers shall pay fifteen percent (15%) of the monthly premium; and, teachers who receive a longevity increment shall pay ten percent (10%) of the monthly premium. The monthly cost of the bargaining unit member will be divided equally and deducted from the two payroll checks of each month.

Single coverage vision insurance and dental insurance shall be free of charge to each full-time employee. Each full-time employee shall have the option of purchasing family vision and dental plans. The monthly dollar amount of single dental and vision insurance shall be deducted from the family cost and the member of the bargaining unit shall pay the difference. The monthly payment shall be divided equally and deducted from the two paychecks of each month.

Life insurance shall be free of charge to each full-time member of the bargaining unit..

## **I. District Retirement Program**

### **General Statement of Program**

A teacher who meets the eligibility requirements may elect early retirement in accordance with this program.

#### **1. Eligibility**

- a. In accordance with the Illinois Teacher Retirement System, the teacher shall be at least fifty-five (55) years of age within six months of his/her last day of service. In addition, the teacher shall have twenty (20) or more years of creditable service with TRS.
- b. The teachers shall have fifteen (15) years or more of full-time certified employment with the District. Service shall be measured as of the last day of employment prior to retirement.
- c. No more than ten percent (10%) of the teaching staff may retire under this program at the end of any given school year. Should more than ten percent (10%) of the teachers give notice to the Superintendent as provided herein, the teachers with greatest seniority (as defined in this Agreement) shall be permitted to retire as requested. Other applicants may retire earlier or be deferred until a subsequent year, on the basis of seniority.

However, once a teacher begins to receive benefits under this program, that teacher will not be "bumped" from his/her retirement date by a more senior teacher who gives notice for the same retirement year, but gives such notice during a later window period.

- d. The teacher has not received prior increase in TRS creditable earnings in any of the 3 years preceding the initial school year for which program benefits are sought which could cause the District to pay a penalty to TRS if the teacher retires at any time after giving notice of retirement.

#### **2. Notice**

An eligible teacher must give written notice to the Superintendent of his/her intent to retire no later than the last day of the school year preceding the initial school year for which program benefits are sought. At the time of notice of retirement is give, the teacher shall submit a TRS statement of benefit or other TRS documentation confirming the teacher's total years of service and creditable earnings.

Any retirement under this program must be effective at the end of a school term (i.e., the last day of teacher attendance).

Once written notice is given in accordance with this program, a teacher's retirement election shall be considered irrevocable and shall constitute a resignation of employment upon which the District will rely

for personnel and financial planning, except in the case of the death or permanent disability of the spouse of the retiree prior to the date of retirement. In such case, the teacher may revoke the retirement notice by written communication to the Superintendent. The teacher shall then repay all additional compensation/benefits payable under this program, less such additional compensation (e.g. salary schedule increases) which the teacher would otherwise have received had no retirement election been made.

### 3. Pre-Retirement Benefits

During the first school year and subsequent years of receiving benefits under this program, the teacher shall not be paid in accordance with the salary and extra duty schedule and, in exchange, shall receive a six percent (6%) increase in creditable earnings over the prior year's creditable earnings. Creditable earnings for the purpose of this program are defined as the total TRS creditable earnings from the teachers' salary as set forth in Appendix A and Appendix B exclusive of "Additional Extra Duty Compensation" (hereinafter referred to as "Program Creditable Earnings").

- a. The teacher will remain "off schedule" and receive a six percent (6%) increase in Program Creditable Earnings for each year up to four (4) years. (i.e., four year notice, six percent (6%) for four years; three year notice, six percent (6%) for three years; two year notice, six percent (6%) for two years; one year notice six percent (6%) for one year.
- b. The teacher agrees that all extra duties set forth in Appendix B that are used in determining Program Creditable Earnings performed in the "base year" will be performed in the "notice years." A teacher who does not perform such extra duties shall have his/her compensation reduced accordingly.
- c. A teacher under this retirement incentive will not be able to earn more than six percent (6%) of the previous year's Program Creditable Earnings, regardless of assignment or movement on either the salary schedule or extra duty schedule. However, a teacher may earn additional compensation under the terms of this Agreement provided such compensation does not cause the Board to pay a penalty to TRS as a result of the teacher having received an increase in total creditable earnings of more than six (6%) percent.

### 4. Post-Retirement Benefits

A teacher who retires under the District's Retirement Program as set forth in this Section I. shall receive a post-retirement bonus in an amount equal to one percent (1%) of that teacher's base salary for each year of service in the District, not to exceed twenty (20) years. A teacher's base salary shall be defined as the teacher's placement on the salary schedule in place during the final year of service including longevity. The base salary does not include the six percent (6%) pre-retirement benefits or extra-curricular or any other compensation. For example, on January 1, 2009, a teacher who is on the MA lane, step 20 provides notice that he is going to retire at the end of the 2010-2011 school year. For purposes of calculating his post-retirement benefit under this Section I., that teacher's base salary shall be \$77,165 (i.e., that teacher's base salary at the MA lane, step 22 for the 2010-2011 school year if the teacher had not chosen to participate in the District's Retirement Program). Similarly, if on January 1, 2009, a teacher who is on the MA lane, step 21 provides notice that he is going to retire at the end of the 2010-2011 school year, that teacher's base salary for purposes of calculating his post-retirement benefit under this Section I. shall be \$79,094.12 (i.e., that teacher's base salary at the MA lane, step 22 plus longevity for the 2010-2011 school year if the teacher had not chosen to participate in the District's Retirement Program). To be eligible for this post-retirement benefit, the teacher cannot retire on a date earlier than was provided in his or her retirement notice. Such post-retirement benefit shall be paid in one (1) lump sum seven (7) days after the teacher receives his or her final paycheck, but no earlier than July 1.

### 5. Insurance Provision

Teachers who retire from the District and who meet the retiree eligibility requirements of the group insurance plan shall be allowed to continue their group health insurance expense by making premium payments to the District until reaching the age of 65 or qualifying for Medicare, whichever occurs first.

## J. Annuities

The Board shall offer a 403(b) tax-sheltered annuity plan. All vendors offering 403(b) products must meet the District's 403(b) plan requirements. Any fees required from the vendor shall be paid by the employee.

**ARTICLE X. EVALUATIONS**

Evaluations shall be conducted in accordance with the District Evaluation Plan.

The Association shall have the right to provide input annually as to the implementation of the Evaluation Plan. This input shall be considered by the Administration. However, the Board shall not be obligated to bargain changes in the Plan during the term of this Agreement.

If either the Association or the Board chooses to schedule a meeting for the purpose of considering the implementation of the Evaluation Plan, written notice shall be delivered to the Association President or the Superintendent as the case may be, prior to May 1. The meeting shall then be scheduled, by mutual agreement, prior to the end of the school term. The parties agree that this meeting is not the appropriate forum for discussion/review of individual evaluations.

## **ARTICLE XI. EFFECT AND DURATION OF AGREEMENT**

### **A. Period Covered - Terms of Agreement**

This Agreement shall become effective on July 1, 2008, and shall remain in full force and effect until 11:59 p.m. on June 30, 2011.

### **B. Content of Agreement**

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Board and the Association. Both parties acknowledge that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals upon the other party. All understandings and agreements arrived at after the exercise of this right and opportunity are set forth in this Agreement. The parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement. Subject matters not referred to in this Agreement shall not be considered as part of the Agreement and remain exclusive Board and/or Administration prerogatives.

Provisions of this Article notwithstanding, the parties agree to bargain the impact of any workday schedule configuration changes on Article IV, Working Conditions, of this Agreement.

### **C. Changes**

The terms and conditions of this Agreement may be altered, changed, added to, deleted from, or modified only through voluntary, mutual consent of the parties in a ratified written agreement.

### **D. Separability**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unconstitutional or illegal, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **E. Previous Agreements**

It is agreed that this Agreement contains the full and complete content between the Board and the Association on all bargainable issues. All prior agreements, including any written and/or verbal commitments, on any issue are void and of no force and effect.

**ARTICLE XII. ACCEPTANCE OF AGREEMENT**

This Agreement is signed this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**IN WITNESS WHEREOF:**

**For the Minooka Education  
Association, IEA-NEA**

**For the Board of Education,  
Minooka High School District No. 111**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Negotiation Spokesperson**

\_\_\_\_\_  
**Negotiation Spokesperson**

APPENDIX A  
SALARY SCHEDULE 2008-2009

**Step 0.0305 Bd TRS: 9.4000%**

**Hours 0.0400 Bd THIS: 0.5900%**

**Base \$35,480 Calculator: 11.0625%**

<u>Step</u>	<u>BA</u>	<u>Total</u>	<u>BA + 15</u>	<u>Total</u>	<u>MA</u>	<u>Total</u>	<u>MA + 15</u>	<u>Total</u>	<u>MA +30</u>	<u>Total</u>	<u>MA + 45</u>	<u>Total</u>
1	\$35,480	\$39,392	\$36,899	\$40,968	\$38,375	\$42,607	\$39,910	\$44,311	\$41,507	\$46,083	\$43,167	\$47,927
2	\$36,562	\$40,594	\$38,025	\$42,217	\$39,546	\$43,906	\$41,127	\$45,662	\$42,773	\$47,489	\$44,483	\$49,388
3	\$37,677	\$41,832	\$39,184	\$43,505	\$40,752	\$45,245	\$42,382	\$47,055	\$44,077	\$48,937	\$45,840	\$50,895
4	\$38,826	\$43,108	\$40,380	\$44,832	\$41,995	\$46,625	\$43,674	\$48,490	\$45,421	\$50,430	\$47,238	\$52,447
5	\$40,011	\$44,422	\$41,611	\$46,199	\$43,276	\$48,047	\$45,007	\$49,969	\$46,807	\$51,968	\$48,679	\$54,047
6	\$41,231	\$45,777	\$42,880	\$47,608	\$44,595	\$49,513	\$46,379	\$51,493	\$48,234	\$53,553	\$50,164	\$55,695
7	\$42,489	\$47,174	\$44,188	\$49,060	\$45,956	\$51,023	\$47,794	\$53,064	\$49,706	\$55,186	\$51,694	\$57,394
8	\$43,784	\$48,612	\$45,536	\$50,557	\$47,357	\$52,579	\$49,252	\$54,682	\$51,222	\$56,870	\$53,270	\$59,144
9	\$45,120	\$50,095	\$46,925	\$52,099	\$48,802	\$54,183	\$50,754	\$56,350	\$52,784	\$58,604	\$54,895	\$60,948
10	\$46,496	\$51,623	\$48,356	\$53,688	\$50,290	\$55,835	\$52,302	\$58,069	\$54,394	\$60,391	\$56,569	\$62,807
11			\$49,831	\$55,325	\$51,824	\$57,538	\$53,897	\$59,840	\$56,053	\$62,233	\$58,295	\$64,723
12			\$51,351	\$57,013	\$53,405	\$59,293	\$55,541	\$61,665	\$57,762	\$64,132	\$60,073	\$66,697
13					\$55,033	\$61,102	\$57,235	\$63,546	\$59,524	\$66,088	\$61,905	\$68,731
14					\$56,712	\$62,965	\$58,980	\$65,484	\$61,340	\$68,103	\$63,793	\$70,827
15					\$58,442	\$64,886	\$60,779	\$67,481	\$63,210	\$70,180	\$65,739	\$72,988
16					\$60,224	\$66,865	\$62,633	\$69,539	\$65,138	\$72,321	\$67,744	\$75,214
17					\$62,061	\$68,904	\$64,543	\$71,660	\$67,125	\$74,527	\$69,810	\$77,508
18					\$63,954	\$71,006	\$66,512	\$73,846	\$69,172	\$76,800	\$71,939	\$79,872
19					\$65,904	\$73,171	\$68,541	\$76,098	\$71,282	\$79,142	\$74,133	\$82,308
20					\$67,914	\$75,403	\$70,631	\$78,419	\$73,456	\$81,556	\$76,395	\$84,818
21					\$69,986	\$77,703	\$72,785	\$80,811	\$75,697	\$84,043	\$78,725	\$87,405
22							\$75,005	\$83,276	\$78,005	\$86,607	\$81,126	\$90,071
Long.	1.80%				\$1,259.75		\$1,350.09		\$1,404.10		\$1,460.26	

**APPENDIX A**  
**SALARY SCHEDULE 2009-2010**

**Step 0.0305 Bd TRS: 9.4000%**

**Hours 0.0400 Bd THIS: 0.5900%**

**Base \$36,500 Calculator: 11.0625%**

<u>Step</u>	<u>BA</u>	<u>Total</u>	<u>BA + 15</u>	<u>Total</u>	<u>MA</u>	<u>Total</u>	<u>MA + 15</u>	<u>Total</u>	<u>MA +30</u>	<u>Total</u>	<u>MA + 45</u>	<u>Total</u>
1	\$36,500	\$40,525	\$37,960	\$42,146	\$39,478	\$43,831	\$41,058	\$45,585	\$42,700	\$47,408	\$44,408	\$49,304
2	\$37,613	\$41,761	\$39,118	\$43,431	\$40,682	\$45,168	\$42,310	\$46,975	\$44,002	\$48,854	\$45,762	\$50,808
3	\$38,760	\$43,034	\$40,311	\$44,756	\$41,923	\$46,546	\$43,600	\$48,408	\$45,344	\$50,344	\$47,158	\$52,358
4	\$39,943	\$44,347	\$41,540	\$46,121	\$43,202	\$47,966	\$44,930	\$49,884	\$46,727	\$51,880	\$48,596	\$53,955
5	\$41,161	\$45,700	\$42,807	\$47,527	\$44,520	\$49,429	\$46,300	\$51,406	\$48,152	\$53,462	\$50,079	\$55,600
6	\$42,416	\$47,093	\$44,113	\$48,977	\$45,877	\$50,936	\$47,713	\$52,974	\$49,621	\$55,093	\$51,606	\$57,296
7	\$43,710	\$48,530	\$45,458	\$50,471	\$47,277	\$52,490	\$49,168	\$54,589	\$51,135	\$56,773	\$53,180	\$59,044
8	\$45,043	\$50,010	\$46,845	\$52,010	\$48,719	\$54,091	\$50,667	\$56,254	\$52,694	\$58,504	\$54,802	\$60,845
9	\$46,417	\$51,535	\$48,274	\$53,597	\$50,205	\$55,740	\$52,213	\$57,970	\$54,301	\$60,289	\$56,473	\$62,700
10	\$47,833	\$53,107	\$49,746	\$55,231	\$51,736	\$57,440	\$53,805	\$59,738	\$55,957	\$62,128	\$58,196	\$64,613
11			\$51,263	\$56,916	\$53,314	\$59,192	\$55,446	\$61,560	\$57,664	\$64,023	\$59,971	\$66,583
12			\$52,827	\$58,652	\$54,940	\$60,998	\$57,137	\$63,438	\$59,423	\$65,975	\$61,800	\$68,614
13					\$56,616	\$62,858	\$58,880	\$65,373	\$61,235	\$67,987	\$63,685	\$70,707
14					\$58,342	\$64,775	\$60,676	\$67,366	\$63,103	\$70,061	\$65,627	\$72,864
15					\$60,122	\$66,751	\$62,527	\$69,421	\$65,028	\$72,198	\$67,629	\$75,086
16					\$61,955	\$68,787	\$64,434	\$71,538	\$67,011	\$74,400	\$69,691	\$77,376
17					\$63,845	\$70,885	\$66,399	\$73,720	\$69,055	\$76,669	\$71,817	\$79,736
18					\$65,792	\$73,047	\$68,424	\$75,969	\$71,161	\$79,008	\$74,007	\$82,168
19					\$67,799	\$75,275	\$70,511	\$78,286	\$73,331	\$81,417	\$76,265	\$84,674
20					\$69,867	\$77,571	\$72,662	\$80,674	\$75,568	\$83,901	\$78,591	\$87,257
21					\$71,998	\$79,937	\$74,878	\$83,134	\$77,873	\$86,460	\$80,988	\$89,918
22					\$74,194	\$82,375	\$77,162	\$85,670	\$80,248	\$89,097	\$83,458	\$92,660
23							\$79,515	\$88,283	\$82,696	\$91,814	\$86,003	\$95,487
Long.	1.80%				\$1,335.49		\$1,431.27		\$1,488.52		\$1,548.06	

**APPENDIX A**  
**SALARY SCHEDULE 2010-2011**

**Step 0.0305 Bd TRS: 9.4000%**

**Hours 0.0400 Bd THIS: 0.5900% 0.05**

**Base \$37,600 Calculator: 11.0625%**

Step	BA	Total	BA + 15	Total	MA	Total	MA + 15	Total	MA + 30	Total	MA + 45	Total
1	\$37,600	\$41,746	\$39,104	\$43,416	\$41,059	\$45,587	\$42,702	\$47,410	\$44,410	\$49,306	\$46,186	\$51,279
2	\$38,747	\$43,019	\$40,297	\$44,740	\$42,312	\$46,977	\$44,004	\$48,856	\$45,764	\$50,810	\$47,595	\$52,843
3	\$39,929	\$44,331	\$41,526	\$46,105	\$43,602	\$48,410	\$45,346	\$50,346	\$47,160	\$52,360	\$49,046	\$54,454
4	\$41,146	\$45,683	\$42,792	\$47,511	\$44,932	\$49,886	\$46,729	\$51,882	\$48,598	\$53,957	\$50,542	\$56,115
5	\$42,401	\$47,077	\$44,097	\$48,960	\$46,302	\$51,408	\$48,154	\$53,464	\$50,081	\$55,603	\$52,084	\$57,827
6	\$43,695	\$48,513	\$45,442	\$50,453	\$47,715	\$52,976	\$49,623	\$55,095	\$51,608	\$57,299	\$53,672	\$59,591
7	\$45,027	\$49,992	\$46,828	\$51,992	\$49,170	\$54,592	\$51,137	\$56,775	\$53,182	\$59,046	\$55,309	\$61,408
8	\$46,401	\$51,517	\$48,257	\$53,578	\$50,669	\$56,257	\$52,696	\$58,507	\$54,804	\$60,847	\$56,996	\$63,281
9	\$47,816	\$53,088	\$49,728	\$55,212	\$52,215	\$57,972	\$54,303	\$60,291	\$56,476	\$62,703	\$58,735	\$65,211
10	\$49,274	\$54,707	\$51,245	\$56,896	\$53,807	\$59,741	\$55,960	\$62,130	\$58,198	\$64,615	\$60,526	\$67,200
11			\$52,808	\$58,631	\$55,449	\$61,563	\$57,667	\$64,025	\$59,973	\$66,586	\$62,372	\$69,250
12			\$54,419	\$60,419	\$57,140	\$63,440	\$59,425	\$65,978	\$61,802	\$68,617	\$64,274	\$71,362
13					\$58,883	\$65,375	\$61,238	\$67,990	\$63,687	\$70,710	\$66,235	\$73,538
14					\$60,678	\$67,369	\$63,106	\$70,064	\$65,630	\$72,866	\$68,255	\$75,781
15					\$62,529	\$69,424	\$65,030	\$72,201	\$67,632	\$75,089	\$70,337	\$78,092
16					\$64,436	\$71,541	\$67,014	\$74,403	\$69,694	\$77,379	\$72,482	\$80,474
17					\$66,402	\$73,723	\$69,058	\$76,672	\$71,820	\$79,739	\$74,693	\$82,929
18					\$68,427	\$75,972	\$71,164	\$79,011	\$74,010	\$82,171	\$76,971	\$85,458
19					\$70,514	\$78,289	\$73,334	\$81,421	\$76,268	\$84,677	\$79,318	\$88,065
20					\$72,665	\$80,677	\$75,571	\$83,904	\$78,594	\$87,260	\$81,738	\$90,751
21					\$74,881	\$83,138	\$77,876	\$86,463	\$80,991	\$89,922	\$84,231	\$93,518
22					\$77,165	\$85,673	\$80,251	\$89,100	\$83,461	\$92,664	\$86,800	\$96,371
23							\$82,699	\$91,818	\$86,007	\$95,490	\$89,447	\$99,310
Long.	2.50%				\$1,929.12		\$2,067.47		\$2,150.17		\$2,236.18	

## APPENDIX B

### Extra-Curricular Salaries 2008-2011

Groups and compensation schedules for 2008-2011 are as follows:

1. Experience will be credited for satisfactory work in the District in one general classification, i.e., coaching football, even though the specific assignment may be changed.
2. Experience earned in one general classification cannot be used in another classification.
3. Experience outside the District will be credited as 1/2, up to 4 years, with the administration's approval. Placement for service beyond 4 years may be granted at the discretion of the Superintendent.
4. Assignments will be reviewed annually. There are no tenure or seniority rights in connection with assignments on this schedule.
5. Prior to the start of each school year, the Association President and building principals will meet to formulate sign-up procedures for compensated extra-duty positions.

### ANNUAL EXTRA-CURRICULAR COMPENSATION

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>
<b>Group I</b>	\$5,385.00	\$5,635.00	\$5,885.00
<b>Group II</b>	\$4,488.00	\$4,700.00	\$4,900.00
<b>Group III</b>	\$3,702.00	\$3,900.00	\$4,100.00
<b>Group IV</b>	\$2,244.00	\$2,350.00	\$2,450.00
<b>Group V</b>	\$1,795.00	\$1,885.00	\$1,975.00
<b>Group VI</b>	\$1,458.00	\$1,530.00	\$1,600.00

Assistant coaches will receive seventy-six percent (76%) of the base stipend for the head coach.

### EXPERIENCE

The following longevity factors will be applied to the base plus annual increases:

0-3 Years	x 1.0	19-21 Years	x1.6
4-6 Years	x 1.1	22-24 Years	x1.7
7-9 Years	x 1.2	25-27 Years	x1.8
10-12 Years	x 1.3	28-30 Years	x1.9
13-15 Years	x 1.4	31+ Years	x2.0
16-18 Years	x 1.5		

## APPENDIX B

### EXTRA-CURRICULAR GROUPS

#### GROUP I

Band Activities Director  
Head Football  
Head Basketball  
Head Wrestling  
Head Softball  
Head Baseball

#### GROUP II

Choir Activities Director  
Student Council Advisor  
Head Track  
Head Soccer  
Head Volleyball  
Head Cross Country  
Head PomPon  
Head Cheerleading  
Dean - Type 75\*

#### GROUP III

Web Site Director  
Assistant Student Council  
NHS Sponsor  
Flags/Winter Guard  
FFA  
Head Tennis  
Head Bowling  
Head Golf  
Head Badminton  
Speech  
Assistant Band Director  
Dean – Non-Type 75\*

#### GROUP IV

Yearbook Sponsor  
Assistant NHS  
International Club  
SADD  
Assistant FFA  
Fall Play Director  
Children's Theatre Director  
Musical Director  
Newspaper Sponsor  
Junior Class (2)  
Senior Class (2)  
Head IHSA Summer Baseball

#### GROUP V

Pit Orchestra Director  
Math Team  
FBLA  
Scholastic Bowl  
HOPE  
Freshman Class  
Sophomore Class  
Literary Magazine  
Musical Vocal Director  
Assistant International Club  
Assistant Yearbook  
Assistant SADD  
WYSE  
Fall Play Tech Director  
Children's Theatre Tech Director  
Musical Tech Director  
Assistant Musical Director  
Assistant Speech  
Musical Choreographer

#### GROUP VI

JSA  
TSA  
Assistant HOPE  
Indians on the Air  
Assistant Math Team  
Assistant Madrigal  
Photo Club Sponsor  
International Thespians  
French NHS  
Spanish NHS  
Percussion Instructor  
Investment Club  
Odyssey Book Club  
Senior Mural  
TATU  
Assistant Newspaper

\* Dean stipends are seventy-six percent (76%) of the full value of their respective Group.

**APPENDIX B**

**ADDITIONAL EXTRA-DUTY COMPENSATION**

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Crowd Control (per hour)	\$21.50	\$22.50	\$23.50
Ticket Seller (per hour)	\$21.50	\$22.50	\$23.50
Timer (per hour)	\$21.50	\$22.50	\$23.50
Scorebook keeper (per hour)*	\$21.50	\$22.50	\$23.50
Announcer (per hour)	\$21.50	\$22.50	\$23.50
Fitness Room Supervisor (One person-maximum 90 minutes)	\$21.50	\$22.50	\$23.50
Weight Room Supervisor (One person-maximum 90 minutes)	\$21.50	\$22.50	\$23.50
Event Helper (per hour) (ex: usher, shot put, etc.,)	\$21.50	\$22.50	\$23.50
	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Bus Chaperone/Trip (per trip)	\$43.00	\$45.00	\$47.00
Overnight Trips (per day)	\$76.50	\$80.00	\$84.00
Drivers Ed/Summer School (per hour)	\$36.00	\$37.50	\$39.00
Curriculum Work (per hour)	\$26.00	\$27.00	\$28.00
After School Detention (per hour)	\$27.00	\$28.00	\$29.00
Saturday Detention (per hour) (2hr. and 4hr.)	\$27.00	\$28.00	\$29.00
Mentoring Coordinator (per school year)	\$ 940.00	\$ 985.00	\$1,030.00
Mentoring of First Year Teacher (per year)	\$ 1,250.00	\$ 1300.00	\$1,350.00
Mentoring of Second Year Teacher (per year)	\$ 395.00	\$ 410.00	\$ 425.00
Mentoring Orientation (per hour)	\$ 36.00	\$ 37.50	\$ 39.00
	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>
Internal Substitution Assignments (per ½ block/period)	\$27.00	\$28.00	\$29.00
Homebound/Hospitalized Student Support (per hour)	\$24.00	\$25.00	\$26.00
Plan Time (per year)	\$2,376.00	\$2,464.00	\$2,552.00
Additional Load for teachers in BA Lanes (per class per semester)	\$3,656.00	\$3,850.00	\$4,000.00
Additional Load for teachers in MA Lanes (per class per semester)	\$3,995.00	\$4,150.00	\$4,350.00
Tuition Reimbursement (per credit hour)	\$132.00	\$138.00	\$145.00

\*For away games, hourly compensation for the Scorebook keeper shall include travel time.

**The new rates become effective on the first day of teacher attendance of the following school term.**

**APPENDIX C**  
**HEALTH PLAN**

**APPENDIX D**  
**DENTAL PLAN**