

AGREEMENT BETWEEN

THE BOARD OF EDUCATION

SHERRARD COMMUNITY UNIT SCHOOL
DISTRICT 200

AND

THE SHERRARD EDUCATION ASSOCIATION

2018-2021

TABLE OF CONTENTS

Article and Title	Page
1. RECOGNITION AND DEFINITIONS	6
1.1 RECOGNITION	6
1.2 DEFINITIONS	6
2. FRAMEWORK FOR COLLECTIVE BARGAINING	7
2.1 SUCCESSOR AGREEMENT	7
2.2 COMPLETE AGREEMENT	7
2.3 CONTRACT DISTRIBUTION	7
2.4 ADVISORY COMMITTEES	7
2.5 LABOR RELATIONS COMMITTEE	8
3. GRIEVANCE PROCEDURE	8
3.1 GRIEVANCE DEFINITIONS	8
3.2 TIME LIMITS	8
3.3 PROCEDURES	8
3.4 ARBITRATION	9
3.5 SCOPE OF AUTHORITY	9
3.6 CLASS GRIEVANCE	9
3.7 NO REPRISALS	10
3.8 GRIEVANCE INVESTIGATION	10
3.9 GRIEVANCE RECORDS	10
3.10 WITHDRAWAL	10
3.11 COST OF ARBITRATION	10
3.12 SETTLEMENT	10
4. EMPLOYEE RIGHTS	10
4.1 RIGHT TO ORGANIZE AND PARTICIPATE	10
4.2 EMPLOYEE NOTIFICATION OF ASSIGNMENTS	10
4.3 RULES AND REGULATIONS GOVERNING EMPLOYEES	11
4.4 RIGHT TO REPRESENTATION	11
5. ASSOCIATION RIGHTS	11
5.1 NEW EMPLOYEES AND STAFF ORIENTATION	11
5.2 ASSOCIATION LEAVE	12
5.3 ASSOCIATION DUES AND FAIR SHARE	12
5.4 USE OF FACILITIES	13
5.5 BULLETIN BOARDS	13
5.6 EMPLOYEE MAILBOXES	13
6. MANAGEMENT RIGHTS	13

7.	CALENDAR - WORK LOAD	13
7.1	JOB DESCRIPTION AND CLASSIFICATION	13
7.2	WORK HOURS AND WORK WEEK.....	14
7.3	WORK YEAR AND CALENDAR.....	16
7.4	PAID HOLIDAYS (ESP ONLY).....	17
7.5	OVERTIME – ESP EMPLOYEES	18
8.	WORKING CONDITIONS	20
8.1	SAFE WORKING CONDITIONS.....	20
8.2	ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS	21
8.3	ESP EMPLOYEE SUPERVISION.....	21
8.4	REQUISITION POLICY.....	21
8.5	HEPATITIS B	21
8.6	CLASS SIZE	21
8.7	SECURITY CAMERAS IN GYMS.....	22
9.	EMERGENCY SCHOOL CLOSING	23
9.1	NOTIFICATION PROCEDURE.....	23
9.2	SCHOOL CLOSING – LEAVE DAYS	23
9.3	INCLEMENT WEATHER – LOSS OF PAY.....	23
9.4	BOMB THREAT – PROCEDURE	23
10.	INSERVICE AND OTHER TRAINING	23
10.1	TRAINING – COOKS	23
10.2	OTHER TRAINING – ESPs	24
10.3	BUS DRIVER TRAINING	24
11.	LEAVES.....	24
11.0	LEAVE INCREMENTS.....	24
11.1	SICK LEAVE	24
11.2	PERSONAL LEAVE	24
11.3	BEREAVEMENT LEAVE	25
11.4	JURY DUTY/SUBPOENA LEAVE	25
11.5	LEAVES OF ABSENCE WITHOUT PAY	25
11.6	SABBATICAL LEAVE	26
11.7	PROFESSIONAL LEAVE/PROFESSIONAL DEVELOPMENT	26
11.8	PROFESSIONAL DEVELOPMENT ACCOUNT	26
11.9	PART-TIME EMPLOYEES.....	27
12.	PERSONNEL FILE.....	27
12.1	LOCATION OF FORMAL EVALUATION	27
12.2	RIGHT OF REVIEW.....	27
12.3	NOTIFICATION OF DISCIPLINARY MATERIAL.....	27
12.4	RIGHT TO RESPOND	27

13.	EMPLOYEE EVALUATION	27
	13.1 EVALUATION PROCEDURE	27
	13.2 EVALUATOR	28
	13.3 NUMBER OF EVALUATIONS	28
	13.4 CERTIFIED OBSERVATIONS.....	28
	13.5 EVALUATION MEETINGS.....	28
	13.6 EVALUATION – PERSONNEL FILE INCLUSION	29
	13.7 RIGHT TO REPRESENTATION	29
14.	EMPLOYEE PROTECTION	29
	ASSAULT ON EMPLOYEES/VANDALISM ASSISTANCE	29
15.	ESPs: PROBATION, SUSPENSION, JUST CAUSE DISCIPLINE AND DISMISSAL	30
	15.1 PROBATION	30
	15.2 JUST CAUSE DISCIPLINE	30
	15.3 DISCIPLINARY ACTION.....	30
16.	PUBLIC COMPLAINTS AGAINST EMPLOYEES PROCEDURE	30
17.	SENIORITY	31
	17.1 SENIORITY	31
	17.2 MAINTAINING AND POSTING OF EMPLOYEE EMPLOYMENT LISTS	32
	17.3 CLASSIFICATIONS WITHIN THE BARGAINING UNIT	32
18.	ESP REDUCTION IN PERSONNEL, LAYOFF, AND RECALL.....	32
	18.1 EMPLOYEE SENIORITY	32
	18.2 PROCEDURE FOR LAYOFF.....	33
	18.3 RECALL RIGHTS.....	33
	18.4 CLASSIFICATIONS WITHIN THE BARGAINING UNIT.....	34
19.	VACANCIES AND TRANSFERS	34
	19.1 DEFINITION OF VACANCIES	34
	19.2 DEFINITION OF TRANSFER	34
	19.3 POSTING OF VACANCIES	34
	19.4 VOLUNTARY TRANSFERS	35
	19.5 INVOLUNTARY TRANSFERS.....	35
	19.6 TEMPORARY DUTIES ASSUMED	36
20.	COMPENSATION AND RELATED PROVISIONS	36
	20.1 LIFE INSURANCE.....	36
	20.2 HEALTH INSURANCE	36
	20.3 FLEX BENEFIT PLAN.....	37
	20.4 POST-HIRING PHYSICAL EXAMINATION	37

20.5	MILEAGE	37
20.6	PAY PERIODS	38
20.7	PAYROLL DEDUCTIONS	38
20.8	OTHER ESP PAY PROVISIONS	39
20.9	PAYMENT UPON SEVERANCE	39
20.10	SALARY SCHEDULES AND SALARY SCHEDULE ADVANCEMENT	39
20.11	TUITION REIMBURSEMENT	42
20.12	REIMBURSEMENTS	42
20.13	COMPUTER PURCHASE THROUGH PAYROLL DEDUCTION	42
21.	EMPLOYEE RETIREMENT	43
21.1	RETIREMENT	43
21.2	EARLY RETIREMENT INCENTIVE PROGRAM – CERTIFICATED EMPLOYEES	44
21.3	MEDICAL INSURANCE AFTER RETIREMENT	48
22.	VACATIONS	48
22.1	VACATION DAYS	48
22.2	FULL-TIME FULL-YEAR ESP EMPLOYEES	49
22.3	ACCUMULATED VACATION DAYS AND ANNUAL ALLOTMENT	49
22.4	VACATION PROCEDURES	49
23.	NO STRIKE PROVISION	50
24.	EFFECT OF AGREEMENT	50
24.1	INDIVIDUAL CONTRACTS	50
24.2	SAVINGS CLAUSE	50
24.3	WAIVER OF ADDITIONAL BARGAINING	50
24.4	ADDITIONAL NEGOTIATION TERMS	50
25.	DURATION	51
	APPENDIX A: 2018-2021 SALARY SCHEDULES (CERTIFICATED)	52-54
	APPENDIX B: 2018-2021 SALARY SCHEDULES (NON-CERTIFIED)	55-56
	APPENDIX C: EXTRA-CURRICULAR ASSIGNMENTS	57-59

ARTICLE 1: RECOGNITION AND DEFINITIONS

1.1 RECOGNITION

The Board of Education of Sherrard Community Unit School District No. 200, hereinafter referred to as the "Board," hereby recognizes the Sherrard Education Association, 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 full-time and part-time certificated teaching personnel, including counselors, nurses and social workers and all full-time and regular part-time non-certificated Employees, including Aides.

Personnel that are excluded are the Superintendent, Curriculum Director, Principals, Deans, Psychologist, Maintenance Director, Assistant Maintenance Director, Transportation Supervisor, Business Manager, Payroll Clerk, the Unit Secretary, Activities Directors, Tech Support Personnel, and all managerial, supervisory and confidential Employees as defined by the Illinois Educational Labor Relations Act.

Substitute Teachers are not a part of the employee's bargaining unit.

1.2 DEFINITIONS

A. Employee

1. Certificated Employee

The term "Certificated Employee" or "Teacher" shall mean any individual whose regular or part-time or full time position requires the holding of a certificate from the Illinois State Board of Education for the purpose of performing teaching or other related functions and is in the bargaining unit represented by the Sherrard Education Association - IEA-NEA.

2. Educational Support Personnel Employee

The term "Educational Support Personnel Employee" or "ESP Employee" shall mean any individual who is in the bargaining unit represented by the Sherrard Education Association - IEA-NEA but to whom paragraph 1 does not apply.

All Employees regularly scheduled to work thirty-six (36) or more hours per week shall be considered full-time Employees for purposes of this Agreement.

3. Employee

The term "Employee" shall mean any person in the bargaining unit.

B. Days

The term "days", except when otherwise indicated; shall mean calendar days.

C. Superintendent

The term Superintendent shall mean the Superintendent of the School District or his/her designee.

D. Aides

The term "Aides", except when otherwise indicated; shall refer to both instructional (paraprofessional) and non-instructional Aides.

E. Spouse

The term "spouse" shall include civil union partner.

ARTICLE 2: FRAMEWORK FOR COLLECTIVE BARGAINING

2.1 SUCCESSOR AGREEMENT

Negotiations for a successor agreement shall begin no later than April 1st of the year in which this Agreement shall terminate unless mutually agreed upon.

2.2 COMPLETE AGREEMENT

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

2.3 CONTRACT DISTRIBUTION

The Board shall post the electronic copy on the District's website as soon as possible after ratification by the Board. Decision on ratification shall take place within thirty (30) calendar days of tentative agreement. The master copy of the contract shall be stored as deemed appropriate by law.

2.4 ADVISORY COMMITTEES

The Association shall have the right to establish those Employee committees the Association deems necessary in order that Employee viewpoints or issues are heard. Administration will schedule a meeting to hear committee recommendations as soon as possible after the committee commits its recommendation and reasoning in writing.

Following the meeting with Administration, the Association committee shall have the right to present its recommendations and reasoning at the next regularly scheduled Board meeting.

2.5 LABOR RELATIONS COMMITTEE

- A. A Labor Relations Committee representative of Association designees, Superintendent and at times another Administrator will serve as a forum for discussing Employee issues, contract interpretations and pending decisions. At times, other interested parties will be asked to join the discussion.
- B. The Administration and Association recognize the value and importance of conducting a full discussion in clearing up misunderstandings, and in order to preserve relations in the administration of this agreement and District policies agree to meet quarterly and/or upon request of either party with the understanding that:
 - 1. Each party will submit to each other at least three days prior a list of topics for discussion.
 - 2. All meetings will be scheduled at mutually agreed upon times using Association Leave time and substitutes if needed.
 - 3. The meetings are not intended to bypass and/or replace the grievance procedure.

ARTICLE 3: GRIEVANCE PROCEDURE

3.1 GRIEVANCE DEFINITIONS

Any claim by the Association that there is an alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.

3.2 TIME LIMITS

As used in this Article, the term "days" shall mean days on which school is in session or during summer vacations when the Business office is open. For grievances that arise during scheduled breaks, all time limits shall double.

3.3 PROCEDURES

- A. Step 1. Within twenty (20) days of the event giving rise to the grievance or within twenty (20) days of when the event giving rise to the grievance should reasonably have become known, the Employee or Association may present the grievance in writing to his/her Principal, who will arrange for a meeting to take place within five (5) days after receipt of the grievance. The Association's representative, who shall be an Employee of the District, the grievant and the Building Principal, shall be present for the meeting. Within ten (10) days of the meeting, the grievant and the

Association shall be provided with the Principal's written response, including the reasons for the decision.

- B. Step 2. If the grievance is not resolved at Step 1, then the grievant may refer the grievance to the Superintendent within five (5) days after receipt of the Step 1 answer or if the time limits expire without issuance of the Principal's written reply. The Superintendent shall arrange with the Association for a meeting to take place within five (5) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses, as it deems necessary. Within ten (10) days of the meeting, the grievant and Association shall be provided with the Superintendent's written response.
- C. Step 3. If the Association is not satisfied with the disposition of the grievance at Step 2, or the time limits expire without issuance of the Superintendent's written reply, the Association may within twenty (20) days submit the grievance to the Board. The Board shall submit its written response within twenty (20) days of receipt of the Step 2 claim.

3.4 ARBITRATION

Within thirty (30) days after receipt of the Board response or the time limits expire without the Board's written response, the Association may request the grievance be submitted to final and binding arbitration. Such request shall be in writing and made to the Board Secretary by delivery to the Board Office. Following the request for arbitration, in the event an arbitrator cannot be mutually agreed upon, the Board and the Association shall jointly request the services of an arbitrator from the American Arbitration Association. Upon mutual agreement, the parties may request expedited arbitration.

3.5 SCOPE OF AUTHORITY

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

3.6 CLASS GRIEVANCE

Class grievances involving one (1) or more Employees or supervisors and grievances involving an Administrator above the building level may be initially filed by the Association at Step 2.

3.7 NO REPRISALS

No reprisals shall be taken by the Board or the Administration against any Employee because of the Employee's participation in a grievance.

3.8 GRIEVANCE INVESTIGATION

Should the investigation or processing of any grievance require that an Employee or an Association representative be released from his/her regular assignment, he/she shall be released, with permission of the Superintendent, without loss of pay or benefits.

3.9 GRIEVANCE RECORDS

All records related to a grievance shall be filed separately from the personnel files of the Employees.

3.10 WITHDRAWAL

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

3.11 COST OF ARBITRATION

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

3.12 SETTLEMENT

By mutual agreement of the Association and the Employer, a grievance may be settled at any step with or without establishing prejudice or precedent.

ARTICLE 4: EMPLOYEE RIGHTS

4.1 RIGHT TO ORGANIZE AND PARTICIPATE

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

4.2 EMPLOYEE NOTIFICATION OF ASSIGNMENTS

A. Certificated Employees - All presently employed certificated Employees shall be notified of their specific teaching assignments by June 1 in writing of the academic school year prior to the new assignment. All employed certificated Employees who are scheduled to move to different position/building shall be notified by May 21st. In case of emergency, assignments may be changed and certificated Employees shall be notified as soon as possible. In such cases, the affected certificated Employees shall be permitted to resign without penalty.

- B. ESP Employees - Except in emergencies an Employee shall be given at least five (5) calendar days' notice of any change in assignment. Such notice shall include location(s), work schedule, name of supervisor(s), and job description(s). Changes in work schedule do not constitute a change in assignment when such change is within the job classification.

4.3 RULES AND REGULATIONS GOVERNING EMPLOYEES

- A. Copies of Board Policies and building handbooks, regulations, rules and a reasonably current copy of the Illinois School Code shall be made available to Employees on the District website.
- B. The Illinois Vehicle Code Book and Federal Motor Carrier Safety Regulations shall also be made available to Employees in the bus garage.

4.4 RIGHT TO REPRESENTATION

- A. When an Employee is required to appear before the Board and/or Administrator to discuss any matter, which might reasonably lead to the discipline of the Employee other than meetings related to evaluation conferences or procedures, the Employee shall be entitled to have a representative of the Association present. Any Employee receiving a final summative evaluation rating of "Unsatisfactory" shall be given an opportunity to obtain Association representation if desired.
- B. All Employees will have the right to representation by the Association during any meeting that reasonably could result in disciplinary action in the judgment of the Employee. At any point in such a meeting with a supervisor, the Employee will have the right to terminate said discussion and request representation. A terminated meeting must be rescheduled within ten (10) working days.

ARTICLE 5: ASSOCIATION RIGHTS

5.1 NEW EMPLOYEES AND STAFF ORIENTATION

- A. The administrative staff of the District shall provide an orientation program for new Employees to acquaint them with policies and procedures of the District, of their school and of their position. At such time, the Association shall be provided the right and time for contract acquaintance. The Administration shall provide such information as names and addresses of new Employees to the Association in advance of such orientation. A description of the District's program of staff supervision and evaluation shall be included in the orientation program.

- B. The Administration shall provide a familiarization program regarding changes in policy or procedures of the District for all affected Employees whenever the Administration determines such program is necessary.

5.2 ASSOCIATION LEAVE

The Association shall have the right to use twelve (12) work days total, District-wide, to send representatives to local, state, or national functions related to Association business without loss of salary. The Association shall reimburse the District for the cost of the substitute. Additional times that are mutually agreed upon for the Association President and the Superintendent to meet will not be included in the twelve (12) days.

5.3 ASSOCIATION DUES AND FAIR SHARE

A. Dues Deduction

The Board shall deduct from each Employee's pay the current dues of the Association. 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 Employees on leaves of absence.

B. Fair Share

The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claim, demand, suit, or other form of liability which may rise by reason of any action taken by the Association or the Board in complying with the Fair Share provisions of this or any prior Collective Bargaining Agreement between the Board and the Association, including reimbursement for any legal fees or expenses incurred in connection therewith, provided:

1. The Employer gives reasonable notice of such action in writing to the Association and permits the Association to intervene as a party if it so desires, and,
2. The Employer cooperates with the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and all appellate levels.

5.4 USE OF FACILITIES

The Association may request the use of school facilities for union Business. Such requests shall not be unreasonably denied provided the procedures in subparagraph A through D are followed.

- A. A request is made of the Building Principal in writing at least twenty-four (24) hours prior to requested use.
- B. Use does not conflict with any other prior scheduled school activity or cause undue hardship.
- C. The Association reimburses the District for any and all costs incurred by the District arising out of such use that is above and beyond normal activities.
- D. The Association shall be permitted access to Employee mailboxes, the use of the District internal mail system and District e-mail for the purpose of pursuing legitimate Association Business.

5.5 BULLETIN BOARDS

A bulletin board shall be provided in each Employee lounge and the Bus garage for posting information concerning Association activities. Defamatory or offensive content is prohibited.

5.6 EMPLOYEE MAILBOXES

Each Employee shall be provided with a school mailbox for the purpose of receiving official work-related notices and correspondence as well as Association correspondence and information. All mailboxes will be placed in a centralized location within each attendance center, if practical. Mailboxes for Bus Drivers shall be located at the bus garage.

ARTICLE 6: MANAGEMENT RIGHTS

The Board retains all functions, rights and powers, which are not limited by the language of this Agreement.

ARTICLE 7: CALENDAR - WORK LOAD

7.1 JOB DESCRIPTION AND CLASSIFICATION

- A. Within each classification, job descriptions will be developed by the Board with input from the Association and will be presented upon employment.

B. The descriptions will include at a minimum:

1. Job Title and Description
2. Minimum Requirements
3. Required tasks and responsibilities

7.2 WORK HOURS AND WORK WEEK

A. Certificated Employees

1. Work Day

- a. The Teacher work day including all day professional development days shall be seven and one-half (7.5) hours a day to include a duty free lunch, staff meetings, prep time, or any meetings without a stipend. Building start and end times will be set annually by the Board.
- b. Professional development days shall be scheduled no more than three (3) times a month; taking into consideration holidays, parent/teacher conferences, family nights, back pack nights, holiday programs, music programs, or additions as bargained. Professional development shall be scheduled on five (5) day work weeks whenever possible. Professional development shall be (minimally) one hour thirty minutes early release with meetings to start ten (10) minutes thereafter. Meeting time shall not exceed one hour and fifty minutes.
- c. Paraprofessionals will work up to 7.5 hours on three Teacher institute days to recoup lost wages for the early release days. The District will determine the three Teacher institute days on which the paraprofessionals will work.

2. Duty-Free Lunch

Each certificated Employee shall receive a duty-free lunch period equivalent to the length of the student lunch period, but in no case less than thirty (30) minutes.

3. Preparation Time

The minimum standard for full-time K-6 classroom Teacher preparation time is two hundred (200) minutes per week prorated on shortened days/weeks. The minimum standard for full-time 7-12 classroom Teacher preparation time is a daily class period.

4. Meetings

Not more than a total of three (3) faculty, subject area, grade level,

department, or Rtl meetings per week shall be held at a building. Any meeting in excess of referenced meeting outside of the workday shall be paid at the internal substitution rate.

5. Elementary Supervision

Elementary Teachers who are required to attend Open House, Family Nights, Seasonal Music Programs, and DARE graduation activities will be compensated at the internal sub rate for one (1) hour per event.

6. Senior High School class load will be balanced within disciplines. Teachers with four (4) or more preps per quarter not including study hall who mutually agree may switch classes as long as no disruption occurs to existing schedule.

B. ESP Employees

1. Work Hours

a. The length of the regularly scheduled work day shall be determined by the Board, but shall be subject to negotiations in accordance with the provisions of the Illinois Educational Labor Relations Act in the event the Employer seeks to reduce Employee hours on an ongoing basis, provided, however, that this provision shall not be subject to the grievance procedure.

b. A full-time Employee shall receive at least one fifteen (15) minute paid break every four (4) hours and an unpaid duty free lunch and/or dinner break of no less than thirty (30) minutes. If a Secretary needs to make a periodic thirty (30) minute modification in his or her schedule, with the approval of the Principal, the Secretary may make such adjustment by working through break time or extending the work day accordingly. To provide duty-free lunch periods for Secretaries in elementary school buildings, it is agreed that Aides may substitute for Secretaries during this time at the Aide rate of pay.

c. A part-time Employee shall receive at least one fifteen (15) minute break for every four (4) consecutive hours worked and an unpaid duty free lunch and/or dinner break of no less than thirty (30) minutes for every six (6) consecutive hours worked.

d. The building Principal or immediate supervisor shall have the discretion to adjust the Employees' beginning and ending work hours in order to meet District, building, student, and other needs.

e. Whenever the custodial shift changes, any night shift Custodian who is required to report to work on the following business day shall have the

option to begin his/her shift no sooner than eight (8) hours after the conclusion of his/her preceding shift and shall begin his/her shift at regular time for each consecutive day shift work day thereafter.

- f. If the student of a one-on-one Aide is absent, the Principal has the option of having the Aide stay and work his/her normal hours or going home. The Aide will not be paid if she/he goes home. If she/he stays, she/he will be assigned to work with other student(s). This would apply only for normal absence, not for extended absences.

2. Work Week

- a. All Employees regularly scheduled to work thirty-six (36) or more hours per week shall be considered full-time Employees for purposes of this Agreement.
- b. Paid leaves, holidays, and vacation days shall all count toward meeting the above work week requirements for ESP Employees.

7.3 WORK YEAR AND CALENDAR

A. Calendar

1. The school calendar shall consist of not more than one hundred eighty (180) certificated Employee responsibility days and no more than five (5) emergency days to be used for emergency purposes only. The definition of emergency shall be at the discretion of the Board and Administration. Should the District by virtue of legislative action or directive by the State Board of Education be permitted relief days due to emergency situations, it is understood that the calendar shall not extend beyond the minimum number of days required to obtain full state aid.
2. Each year the Board shall establish a Calendar Committee. The Superintendent will initiate and organize the Calendar Committee to start no later than October 15 of each year. The committee shall include up to four (4) members of the Association, the Superintendent or designee and three (3) additional Administrators.
3. The Calendar Committee shall annually prepare two (2) or more proposed calendars with supporting rationale for each proposed calendar. Each proposed calendar shall include all half-days and early release days as submitted by the Superintendent. The Committee shall submit the proposed calendars it has prepared to the Association President, by December 1st, for an advisory vote by the Employees. The Association President shall cause an advisory vote on the proposed calendars by the Employees to occur. The Association President shall present, in writing, the results of the Employee advisory vote to the Board, along with any comments supporting the Employees' preferred proposed calendar(s).

The Board shall adopt one (1) of the proposed calendars, no later than the January board meeting, prior to the following school year.

B. Certificated Employees in Extended Contracts

Certificated Employees on extended contracts (those required to work more days than the standard work year calls for) shall be paid at the rate of one one-hundred-eightieth (1/180) of salary of each additional day worked. Extended contracts are librarian, counselors and agricultural Teacher, chorus Teacher and band Teacher. All other certificated Employees will maintain the 180 responsibility days.

C. ESP Employees

The work year in effect for ESP Employees for the length of the contract shall continue except as otherwise provided herein. The work years shall include paid holidays and vacation days in accordance with contract provision 7.4. In the event that the Employer increases the number of workdays in an Employee's work year, each additional day shall be paid at the Employee's regular rate of pay.

7.4 PAID HOLIDAYS (ESP ONLY)

- A. Paid holidays are those days set aside on the calendar when the Employees are not required to work but for which they receive work credit and are paid their regular rate of pay. If any holiday falls on a Saturday or Sunday, the Board may designate the proceeding Friday or the following Monday as the day on which the holiday will be observed. If, for some reason, the students are in session on both the Friday before and the Monday after one of the recognized holidays, the Board may designate a later date for holiday observance. When this occurs, the Employee will be granted a floating holiday which must be used before the end of the school year and approved by supervisor. Floating holidays must be taken on non-student attendance days. ESP Employees must have been employed in the qualifying position for at least three months to be eligible for paid holidays.
- B. The paid holidays for full time, 12-month Employees are Independence Day, Labor Day, Columbus Day, Veteran's Day (if Veteran's Day is an approved non-student day), Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday or President's Day, Good Friday, and Memorial Day.
- C. Beginning July 1, 2018, newly hired nine-month full-time Employees will not receive paid holidays. Current nine-month full-time Employees will continue to receive paid holidays for Labor Day, ColumBus Day, Veteran's Day (only if Veteran's Day is an approved non-student day), Martin Luther King Jr.'s Birthday, Lincoln's Birthday or

President's Day, Good Friday and Memorial Day (providing Memorial Day is within the Employee's work schedule).

7.5 OVERTIME – ESP EMPLOYEES

A. Holidays and Weekend Work

No ESP Employee shall be required to work on weekends unless part of the ESP Employee's regular work week or on holidays except on a voluntary basis, except that if no ESP Employees volunteer, the least senior ESP Employee qualified to perform the work, on a rotating basis, may be required by the ESP Employer to work.

B. Overtime/Compensatory Time

1. Overtime and compensatory time shall be paid in accordance with the Fair Labor Standards Act.
2. With the consent of the Employer, ESP Employees required to work more than forty (40) hours in a workweek may opt to receive compensatory time off in lieu of overtime pay. Compensatory time will accrue at a rate one and one-half (1.5) times the number of hours worked. ESP Employees will be permitted to use pre-approved and documented accrued compensatory time within a reasonable time after making such a request if the granting of the request does not unduly disrupt the operations. All compensatory time shall be used within the pay period succeeding the pay period in which it occurs. Any such unused compensatory time shall be paid in monetary compensation.
3. All work over and above forty (40) hours in the workweek shall be compensated at the rate of one and one-half (1.5) times the regular rate of pay.

C. Relief Time for Overtime

ESP Employees working overtime will be entitled to an additional fifteen (15) minute paid break for every four (4) hours worked.

D. Sunday and Holiday Overtime

All work on Sundays or holidays will be compensated at one and one-half (1.5) times the ESP Employee's regular rate of pay with a minimum of two (2) hours.

E. Overtime Procedures (Non-Bus Drivers)

Overtime shall first be offered to qualified Employees who volunteer. If more than one ESP Employee volunteers, the work shall be assigned on a rotating basis within each building beginning with the most senior ESP Employee. If there are not

enough volunteers to do the work, then overtime shall be assigned on a rotation within each building based on least District seniority. Except in emergencies, overtime schedules shall be posted and provided to all Employees on the rotation two (2) weeks in advance of scheduled work.

F. Bus Drivers Hours and Overtime

1. Bus Drivers shall be paid on an hourly basis for all hours spent on same day extra-curricular and field trip routes, including time spent performing any necessary pre-inspection and post-inspection of the Bus. Bus Drivers are required to remain at the site of the extra-curricular activity or field trip except where necessary to fuel the Bus or attend to an emergency. If the trip is within one hour distance, Drivers may choose to drop students at the site and pick up them up later that day. Additionally, where conditions such as the unavailability of food or lack of shelter from severe weather conditions, including extreme cold or heat, so require, a Bus Driver may leave the site, if his or her absence would not interfere in any way with the District's activity, but must limit his or her absence from the site to the shortest necessary period of time.
2. Layover hours shall not be considered for purposes of determining whether an Employee is full-time or in the overtime calculation as per the Fair Labor Standards Act Policy. Layover hours are referring to when Drivers stay overnight and/or trips where a stipend occurs and layover pay refers to specific hourly rate.
3. Overnight Bus Drivers shall be paid on an hourly basis for all hours spent driving on an overnight trip. Driving includes but is not limited to transporting students to and from the activity, shuttle runs, fueling and pre- and post-inspections. In addition, if the Driver is also required to remain overnight, the Driver will be entitled to District-provided lodging and an overnight stipend.
4. Layover Pay on Special Education Routes
 - a) When it is not feasible for the Driver and/or Bus monitor to return to the District between routes, the Driver will receive layover pay during such period of time. Layover situations will be determined by the Board in its sole discretion.
 - b) A one-hour unpaid lunch period will be included in the calculation mid-day layover pay.
 - c) Layover hours shall not be considered for purposes of determining whether an Employee is full-time or in the overtime calculation as per the Fair Labor Standards Act Policy.
5. During any work week in which a Bus Driver works in excess of forty (40) hours, the Bus Driver shall receive overtime compensation. Overtime compensation will

be computed by first determining the Driver's regular rate of pay. The regular rate of pay is derived by dividing the total compensation received (less any stipends or bonuses) for the work week by the actual number of hours worked, including layover pay. The Driver will then receive extra half-time pay for all hours worked in excess of forty (40) during the work week.

6. It is the goal of the Board to offer safe and dependable transportation services to the community in the most time and cost efficient manner. Accordingly, the Board, or its designee, shall have the sole discretion to schedule and determine route assignments.
7. Regular Drivers may volunteer (by signing up) to drive extra routes, which shall be posted two (2) weeks in advance, where practicable. The extra routes will be awarded in order of seniority on a rotating and equitable basis to any Driver for whom the District will not incur an overtime expense. If the assignment of the extra route would conflict with a Driver's regular duties, the Driver shall not be eligible for such extra route unless a substitute is available to perform the Bus Driver's regular duties. If no Driver is eligible for the extra route, the District shall have the option of awarding the extra route to a substitute, or, on a rotating and equitable basis, to Drivers who may receive overtime as a result of such extra route. The District is not bound by the seniority and rotation procedures in situations which allow for last-minute or urgent situations.
8. If a trip is canceled after a Bus Driver arrives on site for an extra-curricular route, the Bus Driver will be paid for two (2) hours at the hourly rate of pay. Such pay shall not constitute time worked for purposes of calculating the Driver's eligibility for overtime pay.
9. If a Bus Driver is required by the Superintendent or his or her designee to remain on School District premises in order to respond to a call for an early dismissal due to inclement weather, the Bus Driver shall be paid for all hours so required at the hourly rate of pay.

ARTICLE 8: WORKING CONDITIONS

8.1 SAFE WORKING CONDITIONS

- A. If the Employee becomes aware of a potentially unsafe or hazardous condition, the Employee should report this situation to his/her immediately involved supervisor who shall promptly investigate.
- B. With prior supervisory approval, which shall not be unreasonably withheld, Buses may be kept at the residence of a Bus Driver but will be the responsibility of said Bus Driver. Bus Drivers shall report any needs or problems to the Transportation Supervisor.

- C. Any Employee primarily responsible for working with a student labeled with a behavior disorder must be trained in CPI or similar method.

8.2 ASSISTANCE FOR CONTROL AND DISCIPLINE OF STUDENTS

- A. At the request of any Employee, the Employer may provide support and assistance to the Employee with respect to the maintenance of control and discipline of students in the Employee's assigned work area.
- B. Employees may use such reasonable physical force with a student as is necessary to protect themselves, a fellow Employee, any other District Employee, Teacher, Administrator, or another student from attack, physical abuse or injury, or to prevent damage to District property. Any Employee whose presence is necessary at a student hearing shall be released from duty with no loss of pay or benefits.

8.3 ESP EMPLOYEE SUPERVISION

At the beginning of each new school year, each ESP Employee shall be notified who his or her immediate supervisor(s) and other supervisor(s) are and shall be further notified of each subsequent change. In the absence of any supervisor, ESP Employees shall perform their assigned duties, which shall include contingencies for the assignment of work when an ESP Employee is absent.

8.4 REQUISITION POLICY

Each Employee may requisition materials and supplies, make recommendations and suggest priorities subject to the Superintendent's approval.

8.5 HEPATITIS B

Upon the recommendation of the School Nurse and approval by the Board, an Employee may receive immunization by vaccination for Hepatitis B as provided by the District and at District expense.

8.6 CLASS SIZE

- A. The Board recognizes the importance of class size to the educational program. The Board will make efforts to keep class sizes in the District at reasonable levels.

- B. When class sizes exceed the following student enrollments, an Aide shall be provided; or, at the Board's sole option, in lieu of an Aide the certificated Employee shall be paid a stipend of Ten and 00/100 Dollars (\$10.00) per day per student in excess of the number limit given below:

K-2	25
3-4	27
5-6	29

- C. All Kindergarten classes will be provided with a full-time instructional Aide.
- D. Class size limits requiring employment of an Aide or compensation shall apply to self-contained elementary grade level classes or core academic classes only. Classes not subject to the class size limitations are: art, music, physical education, special education, study hall, lunch and other supervisions. When safety is a concern, the Administration will explore reduction options within the instructional department.
- E. The caseload for Special Education Teachers shall not exceed fifteen (15) students per Teacher. No Teacher will be assigned an additional case to manage until such time as all special education Teachers' caseloads have reached the cap of fifteen (15). In the event that an additional student(s) must be added beyond the cap of fifteen (15), the affected Teacher(s) shall receive an overload payment of \$350 per student and this amount may not be prorated.
- F. Overload at JH/HS
- 1) Qualified volunteers will be sought for a first additional paid assignment. The Principal shall choose a qualified Teacher to teach the additional assignment giving full consideration to volunteers and to the seniority of all qualified candidates.
 - 2) The Principal shall update the Association President about the selection process.
 - 3) Teachers who teach an academic first additional assignment shall receive additional compensation for each assignment equal to 14% of the base salary A step of the bachelor's column on the salary schedule.
 - 4) Involuntary assignments will not be used as a means of implementing a reduction in force.
 - 5) Steps a-d will be repeated preceding each new school year.

8.7 SECURITY CAMERAS IN GYMS

Security cameras may be installed in the gym for security purposes. Information contained in camera footage cannot be used for Teacher evaluation or Teacher discipline purposes.

ARTICLE 9: EMERGENCY SCHOOL CLOSING

9.1 NOTIFICATION PROCEDURE

When an emergency confronts the schools, notifications of the closing of schools will be released for broadcast over Quad Cities television stations and radio stations as soon as practicable. The District will make every effort to notify Employees who are required to report to work prior to 6:00 a.m. of the closing by the District's calling system.

9.2 SCHOOL CLOSING - LEAVE DAYS

When the schools and school offices are officially closed by the Superintendent, no personal leave days previously arranged by an Employee will be deducted for such emergency days. Employees who attend previously scheduled workshops, conferences, etc. not affected by school closings shall suffer no loss of compensation. This provision shall not apply to late starts or early dismissals.

9.3 INCLEMENT WEATHER - LOSS OF PAY

When inclement weather causes a late start or early dismissal or if an ESP Employee is unable to report to work as scheduled due to severe weather but desires to avoid a loss of pay, the building Principal, at his or her sole discretion, may permit the use of personal leave, vacation time, or compensatory time, provided such time is available at the time of the absence, or may permit the Employee to make up the lost time.

9.4 BOMB THREAT - PROCEDURE

No Employee shall be required to search for a bomb.

ARTICLE 10: INSERVICE AND OTHER TRAINING

10.1 TRAINING – COOKS

A. If the Board requires a currently employed cook or head cook to obtain a license as a condition of employment, the Board shall pay for the license/permit, books, and classes related thereto.

B. The Board shall provide, without cost to the Employee, sanitation recertification and all expenses related thereto for current food service Employees.

10.2 OTHER TRAINING – ESPs

If the Board requires an Employee to attend classes or meetings beyond that which may be required by statute or regulation, the Board shall pay for books, tuition, and course fees.

10.3 BUS DRIVER TRAINING

Training for new Bus Drivers shall be provided by the District.

ARTICLE 11: LEAVES

11.0 LEAVE INCREMENTS

All leave requests will be taken in increments of quarter ($\frac{1}{4}$), half ($\frac{1}{2}$), or whole day for Employees who work six (6) hours or more. Employees who work less than six (6) hours a day are granted half ($\frac{1}{2}$) or whole days.

11.1 SICK LEAVE

- A. The Board shall grant each full-time Employee fourteen (14) sick leave days per year without loss of pay. Sick leave shall accumulate without limit as provided in the *School Code*.
- B. Accumulated sick leave days shall be reported to each Employee on the paycheck stub. Sick leave shall be used for personal illness, quarantine at home or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption and for non-routine medical appointments, provided the *School Code* limits the use of sick leave for birth or adoption to thirty (30) days for adoption or for a birth without additional evidence of disability extending beyond thirty (30) days. The “immediate family” of the District Employee shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, children-in-law, brothers-in-law, sisters-in-law, and legal guardians. (105ILCS 5/24-6) Significant other and life partner shall be included in the immediate family definition.

11.2 PERSONAL LEAVE

- A. The Board shall grant each Employee three (3) days of personal leave per school year without loss of pay. Except in the case of an emergency, written advance request for use of personal leave shall be submitted as soon as possible to the Superintendent or designee.

- B. One (1) unused personal leave day shall be carried over for use in the next year (four [4] maximum in any one year). Other unused personal leave shall be applied to accumulated sick leave.

11.3 BEREAVEMENT LEAVE

The Board shall allow four (4) bereavement days per year.

11.4 JURY DUTY/SUBPOENA LEAVE

- A. An Employee shall suffer no loss of pay or benefits by reason of service on a jury or as a result of being subpoenaed by the clerk of a court and served on such Employee, to attend as a witness upon trial or to have his or her deposition taken.
- B. The Employee shall remit any payment received by the Employee less expenses and/or mileage or the District shall have the option to deduct the amount of the payment from the Employee's salary.

11.5 LEAVES OF ABSENCE WITHOUT PAY

- A. Leaves of absence without pay may be granted to Employees who desire to return to employment at a time mutually agreed upon. If the Administration, in its discretion, deems it in the best interests of the school District, an Employee returning from a leave shall be reinstated to his or her former position and/or classification.
- B. 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 according to the following conditions:
 - 1. Prior Notice
 - a. Written requests for a long term leave of absence without pay (i.e., five [5] or more working days) shall, whenever possible, be made at least two (2) months before the leave is desired, subject to approval of the Board.
 - b. The dates of departure and return and the date for notice of return must be mutually acceptable to the Administration and the Employee and determined prior to any final action on the request.
 - 3. Leave 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. Care for a child or other member of the Employee's immediate family;
 - e. Other reasons acceptable to the Board.
- 4. Employees on such leave may continue insurance benefits if they reimburse the prorated cost of benefits for which they apply provided, however, nothing herein shall be inconsistent with the FMLA.
 - 5. Employees will not advance on the salary schedule while on the approved leave of absence without pay unless working at least two (2) full terms or eighty-eight (88) days during the school year (if a school year Employee) or one hundred twenty (120) days during the fiscal year (if a full year Employee) during the year when the leave was taken.
 - 6. The Board may waive the above restrictions at its discretion.

11.6 SABBATICAL LEAVE

The Board shall comply with the sabbatical leave provisions contained in the Illinois School Code.

11.7 PROFESSIONAL LEAVE/PROFESSIONAL DEVELOPMENT

- A. Each certificated Employee may be granted up to three (3) professional leave days per year without loss of salary to attend professional meetings, conferences, conventions, workshops, seminars, to be a presenter at a conference, and to visit pilot programs. Substitutes will be paid by the District.
- B. Professional Leave and the Professional Development Account shall not be available to retiring and resigning certified Employees during the final year of employment.
- C. Each ESP may request professional leave without loss of salary for professional development purposes.

11.8 PROFESSIONAL DEVELOPMENT ACCOUNT

- A. The Board shall establish for each certified Employee a Professional Development Account of \$800 per year for the length of the contract for the purpose of drawing reimbursable expenses vouchered for professional training inclusive of tuition expenses for pre-approved coursework, conferences and workshops. In the utilization of tuition reimbursement, travel cost, university fees,

and/or texts cannot be claimed. Reimbursable food expenses must be itemized. No alcohol will be reimbursed.

- B. Approved workshops and conferences can be prepaid by the District if a request for leave form is approved at least two weeks prior to the registration deadline for said workshop or conference. If the workshop or conference is not attended for any reason, the Employee will reimburse the District for prepaid fees within two (2) weeks of the workshop date. If the workshop takes place during the summer or any day that school is not in session, professional development monies will be used and the Employee will not be docked a professional development day.

11.9 PART-TIME EMPLOYEES

Part-Time Employees shall be entitled to pro-rata leave.

ARTICLE 12: PERSONNEL FILE

12.1 LOCATION OF FORMAL EVALUATION

All summative evaluations shall be included in the Employee's personnel file.

12.2 RIGHT OF REVIEW

Each Employee shall have the right during regular Business hours, upon request, to review the contents of his/her personnel file and to attach written reactions to any of its contents, provided such review does not interfere with the Employee's performance of his/her assigned duties. The Administration may have a representative present at such review. The Employee may have a representative at such review. Any article placed in an Employee's file, other than compliance requirements, must be shared with the Employee before the material is placed in the file.

12.3 NOTIFICATION OF DISCIPLINARY MATERIAL

No disciplinary material shall be placed in an Employee's file without providing the Employee an opportunity to review the material.

12.4 RIGHT TO RESPOND

The Employee shall have the right to respond to any material which is entered into his/her file and his/her response shall be attached to the file.

ARTICLE 13: EMPLOYEE EVALUATION

13.1 EVALUATION PROCEDURE

Before the observation cycle takes place, the Administrator or the Employee's supervisor shall acquaint the Employees about the evaluation and instruments to be used.

13.2 EVALUATOR

The Administration shall designate an evaluator who shall be an Administrator or supervisor employed in the District. This provision shall not preclude the Superintendent or other District supervisor from serving as evaluator.

13.3 NUMBER OF EVALUATIONS

- A. Non-tenured certificated Employees shall be evaluated at least once per semester during the first year of their employment and shall be evaluated at least once every year prior to their consideration for re-employment. Tenured certificated Employees shall be evaluated at least once every two (2) years. Evaluations are not required for resigning Teachers in their last year of employment. Evaluations are not required for retiring Teachers in their last (2) two years of employment.
- B. ESP Employees shall be evaluated at least once per year. Evaluations will be cycled throughout the school year so that Administrators are not trying to do all ESP evaluations at the end of the school year.

13.4 CERTIFIED OBSERVATIONS

Each formal observation shall consist of at least one (1) formal in-person classroom visit to observe the Certificated Employee's performance for a minimum of 45 minutes at a time; or an observation during a complete lesson; or an observation during an entire class period. A subsequent formal observation of the Certificated Employee shall not occur until the prior observation involving the particular class has been discussed and reviewed with the Certificated Employee. Formal observations shall not be performed within six (6) student contact days of the beginning or end of a school year or on days immediately preceding and following holidays/intercessions and vacations during the school year. (Nothing herein shall prevent Administration from making routine supervisory observations and acting on them during this period however.) Formal observations which are conducted during a classroom session where team-teaching (two or more certificated Employees are teaching concurrently) must limit the scope of the formal observation to only one of the two or more certificated Employees presenting.

13.5 EVALUATION MEETINGS

- A. FORMATIVE

Upon completion of the observations the Administration shall have a meeting with the Employee within five (5) working days, when possible, but in no case later than ten (10) working days after the observation, without mutual agreement of the Administrator and Employee. Prior to the conclusion of this meeting, or within five (5) days if mutually agreed to amendments are necessary, the Administration shall provide a copy of the formative evaluation conference to the Employee who shall sign a copy to acknowledge receipt. The formative evaluation conference shall outline and document instructional proficiencies/deficiencies relevant Employee behaviors, and target growth or professional development recommendations.

B. SUMMATIVE

Upon completion of the formal evaluation cycle both the observation and formative evaluation meeting the Administration shall have a separate summative evaluation meeting with the Employee on or before March 1st with all non-tenured Teachers and on or before May 1st with all tenured Teachers during their evaluation year. The purpose of the summative conference will be to provide the Teacher with a current performance review with feedback and explanation based on the required and informal evaluation activities conducted during the year. The written summative evaluation must include the Administrator's recommendation regarding employment status. Informal observations include any and all things that reflect overall professionalism. These may include unannounced classroom observations, walk through visits, professional behaviors in a variety of educational settings and involvement in school activities or functions. The Employee shall have the right to attach an explanation to any evaluation, provided that the explanation is dated and submitted to the Administration for inclusion in the file within ten (10) working days of receipt of the written evaluation.

13.6 EVALUATION - PERSONNEL FILE INCLUSION

All summative evaluations shall be included in Employee personnel files.

13.7 RIGHT TO REPRESENTATION

Any Employee receiving a final summative evaluation rating of "Unsatisfactory" shall be allowed to obtain Association representation if desired.

ARTICLE 14: EMPLOYEE PROTECTION

ASSAULT ON EMPLOYEES/VANDALISM ASSISTANCE

Upon written receipt of a complaint from an Employee, the Superintendent shall report all incidents of battery against school personnel to the law enforcement authorities in accordance with *The School Code*. Upon receipt of a written complaint from any Employee who suffers a financial loss due to either vandalism and/or assault while in the performance

of his or her school related duties, such complaint shall be promptly investigated by the District.

ARTICLE 15: PROBATION, SUSPENSION, JUST CAUSE DISCIPLINE AND DISMISSAL

15.1 PROBATION

Each ESP Employee shall serve a probationary period of two (2) years. Any Employee who transfers to another position or category for which different qualifications are required shall serve a trial period of one hundred eighty (180) days, and the Board or its designee at the sole discretion of the employer may at any time during such period return the Employee to his or her former position.

15.2 JUST CAUSE DISCIPLINE

A non-probationary Employee or tenure Teacher shall not be dismissed from employment or suspended without pay except for just cause.

15.3 DISCIPLINARY ACTION

A. Disciplinary action will be progressive, except for gross misconduct and in accordance with the following steps. Cases of gross misconduct will be determined by the Superintendent, depending upon the circumstances of each case. Notice will be given for any disciplinary action meeting.

1. verbal warning (minimal documentation)
2. written warning
3. one to ten-day suspension (with or without pay)
4. termination

B. The decision to suspend without pay or terminate rests with the Board of Education.

ARTICLE 16: PUBLIC COMPLAINTS AGAINST EMPLOYEES

PROCEDURE

No final disciplinary action, including documentation placed in an Employee's file, shall be initiated against an Employee as a result of a parent, student, or community member complaint until the Employee has been notified of the complaint and the employer has

conducted an investigation of the complaint. Notification shall take place through an Administrative-Employee conference. The Employee may request the presence of a representative of the Association at such a conference. At the Employee's request, an Employee shall be afforded an opportunity to meet with the complaining person, if such person agrees to meet. All meetings to discuss any complaint against an Employee shall be in closed session.

ARTICLE 17: SENIORITY

17.1 SENIORITY

A. Certificated Employee Seniority

For the purposes of this Article, "length of continuing service" as used in the School Code shall be defined as "seniority."

Non-tenured certificated Employees or Administrators shall not earn seniority. Once a certificated Employee or Administrator has achieved tenure, seniority shall be measured from the first day of continuous certificated teaching or administrative service to the School District (including service as a part-time or non-tenured certificated Employee or Administrator). Only service as a certificated Teacher or certificated Administrator in the School District shall be computed in the accrual of seniority.

Seniority shall not be earned during any unpaid leave of absence, however, a certificated Employee shall be credited with a full year of service for any year during which that certificated Employee works two (2) full terms or works a minimum of eighty-eight (88) days. Seniority earned prior to an approved unpaid leave of absence will not be lost during such absence. Seniority shall accrue during any paid absence, including an absence paid by sick leave or worker compensation. When the service of the certificated Employee to be credited with seniority is not full-time (e.g., a tenured certificated Employee who has been reduced to part-time,) seniority shall be credited on a prorated basis.

All seniority shall be lost when there is a break in the certificated Employee's service. A break in service shall occur when the certificated Employee resigns, retires, is dismissed for cause or upon layoff when recall rights expire, or employment in a position excluded from the bargaining unit (except administrative employment in the District).

Seniority shall be distinguished from salary schedule placement or advancement. A given certificated Employee's seniority shall not necessarily be related to the certificated Employee's salary schedule placement.

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

- a. The certificated Employee whose contract was approved at an earlier School Board meeting shall be deemed to have the greatest seniority. If a tie still results, then;
- b. The certificated Employee with the highest college degree earned and total graduate hours beyond the highest degree earned shall be deemed to have the greatest seniority. If a tie still results, then:
- c. The certificated Employee with the longest total teaching or administrative service, whether or not continuous and whether or not in Sherrard Community Unit School District #200, shall be deemed to have the greater seniority. If a tie still results, then;
- d. Seniority order shall be determined by lot.

B. Certificated Employee Recall

Certificated Employee recall will be in accordance with the *Illinois School Code*.

17.2 MAINTAINING AND POSTING OF EMPLOYEE EMPLOYMENT LISTS

- A. The Board shall prepare, maintain and post both a seniority list and a Years of Service List. The seniority list and the Years of Service list shall be sent to each Employee or be posted conspicuously in all buildings of the District each February 1st.
- B. A copy of these lists and subsequent revisions shall be furnished to the Association. Any Employee disagreeing with their placement shall respond, in writing, to the Superintendent and the Association President within thirty (30) work days after the effective date of the posting. Otherwise, the Employee shall be deemed to accept his placement until the posting of revised lists.

17.3 CLASSIFICATIONS WITHIN THE BARGAINING UNIT

For the purposes of this Agreement, all Certified Employees shall be placed in one classification.

ARTICLE 18: ESP REDUCTION IN PERSONNEL, LAYOFF AND RECALL

18.1 EMPLOYEE SENIORITY

Seniority shall be defined as the continuous length of service within the District as a member of the bargaining unit as applied to a particular job classification. Accumulation of seniority shall begin from the Employee's first working day in that classification. Employees who are regularly scheduled to work twenty-four (24) hours or less each week shall be credited with fifty percent (50%) of seniority. Employees, who are regularly scheduled to work a total of more than twenty-four (24) hours each week, but in more than one job classification, shall be credited with full seniority within the classification in which the majority of their time is worked. Time on unpaid leave of absence of more than ninety (90) consecutive working days will not be counted in determining seniority. Such an unpaid leave of absence approved by the board will not constitute an interruption in service. In the event that more than one individual Employee has the same starting date of work, position on the seniority list shall be determined by drawing lots.

18.2 PROCEDURE FOR LAYOFF

No ESP Employee shall be laid off pursuant to a reduction in the work force unless said ESP Employee shall have been notified of said layoff at least thirty (30) days prior to the effective date of the layoff. In the event of a reduction in work force, the Board shall first lay off the least senior ESP Employees within the affected classification as set forth in Section 18.4.

18.3 RECALL RIGHTS

A. Substitution Work

A laid off ESP Employee shall, upon application and at his/her option, be granted priority status on the substitute list according to his/her seniority.

B. Recall Rights and Procedures

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 shall be tendered to the Employees so honorably removed or dismissed. Laid off ESP Employees shall be recalled in order of seniority, with the most senior being recalled first, to any position for which they are qualified within the classification and position from which they were laid off. Any ESP Employee who has served more than ninety (90) working days in a position shall be deemed qualified for that position. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the ESP Employee is to report back to work.

C. ESP Employee's Obligation to Respond to Recall

It shall be the ESP Employee's responsibility to keep the Employer notified as to his/her current mailing address. A recalled ESP Employee shall be given seven (7)

calendar days from receipt of notice to report to work unless a later date is mutually agreeable to the Employer and ESP Employee. The Employer may fill the position on a temporary basis until the recalled ESP Employee can report for work. ESP Employees recalled to work for which they are qualified are obligated to take said work. An ESP Employee who declines recall to work for which he/she is qualified shall forfeit his/her employment.

18.4 CLASSIFICATIONS WITHIN THE BARGAINING UNIT

For the purposes of this Agreement, all Employees shall be placed in one of the following classifications based on their current assignments:

- A. Bus Monitors
- B. Bus Drivers
- C. Custodians
- D. ALL Paraprofessionals including Classroom Aides, Library Aides and One-on-One Aides
- E. Supervisors
- F. Food Service Employees
- G. Health Aides
- H. Maintenance Employee
- I. Mechanics
- J. Office Clerks
- K. Secretaries

ARTICLE 19: VACANCIES AND TRANSFERS

19.1 DEFINITION OF VACANCIES

A vacancy shall be defined as any bargaining unit position becoming open as a result of an Employee leaving the District or bargaining unit, or any new position.

19.2 DEFINITION OF TRANSFER

- A. Transfers shall be defined as either a voluntary or involuntary move from one position to another within the bargaining unit, including a change of buildings or shifts, as well as changes of positions within the same building with a different job classification or supervisor.
 - 1. Voluntary transfer – transfers that are initiated or agreed to by Employee
 - 2. Involuntary Transfer – transfers that are NOT initiated or agreed to by Employee.
- B. Employees will be notified in writing about any transfers, any changes to job titles and/or job descriptions within ten (10) working days following Board approval.

19.3 POSTING OF VACANCIES

Except in the case of an emergency, all bargaining unit positions with vacancies including summer school/intersession shall be posted on a designated bulletin board in each District building and Bus garage, with a posting sent to the Association President or his or her designee, for at least ten (10) work days prior to being filled. Such posting shall contain the following information as relevant:

- A. Type of work
- B. Location of work
- C. Starting date
- D. Relevant pay information
- E. Hours to be worked
- F. Job Description
- G. Minimum requirements
- H. Closing date for applications

19.4. VOLUNTARY TRANSFERS

- A. An Employee may make a written request, at any time, for a voluntary transfer to a position for which he or she is qualified. Receipt of a request for transfer shall be acknowledged by the Employer within five (5) working days. Any such application shall be kept on file for one (1) year. In making the decision to fill an open position to which any Employee has requested a voluntary transfer, the Board shall consider such Employee's seniority as well as other relevant factors including but not limited to performance, certification, experience, current assignment including building, grade level and department and overall District needs. The Superintendent or his/her designee shall notify the Employee who requested a transfer after the position is filled. If two candidates are equally qualified and acceptable to the Board, the individual with the greatest seniority shall be granted preference.
- B. Tenured certificated Employees shall not be required to complete the new certificated Employee application form.
- C. If two ESP Employees desire to exchange positions in the same classification and are qualified, the mutual transfer request may be submitted to the Board for approval.

19.5 INVOLUNTARY TRANSFERS

When it is necessary to involuntarily transfer Employees, to the extent possible, all volunteers shall first be considered. An Employee shall not be involuntarily transferred arbitrarily or capriciously. In making the involuntary transfer, the Board shall consider an Employee's seniority as well as other relevant factors. Any Employee involuntarily transferred shall be afforded an opportunity to have a conference with an appropriate Administrator or supervisor. Upon request, the Employee shall be permitted to resign without penalty within thirty (30) days or sooner if a replacement is available.

19.6 TEMPORARY DUTIES ASSUMED

- A. Internal Substitution (Certificated)
 - 1. In the event a certified Employee is required to act as a substitute during his/her prep/release time, he/she shall be paid at the following rates:
 - 2. Eight dollars and 50/100 (\$8.50) per fifteen (15) minutes for the term of the contract for the 2018 – 2019 school year.
Eight dollars and 50/100 (\$8.50) per fifteen (15) minutes for the term of the contract for the 2019 - 2020 school year.
Eight dollars and 75/100 (\$8.75) per fifteen (15) minutes for the term of the contract for the 2020 - 2021 school year.

- B. Temporary Duty and Internal Substitution (ESP)
1. Any ESP Employee who is temporarily assigned the duties of another ESP Employee by the building Principal shall be paid the higher of the reassigned Employee's regular rate of pay or the entry-level rate of the temporary assignment. Any ESP Employee who is temporarily assigned the duties of a Certificated Employee by the building Principal shall be paid the substitute Teacher rate.
 2. Regular (non-Bus Driver) ESP Employees of the District shall be granted priority over all substitute Employees in the assignment of temporary non-substitute work, provided such temporary assignment does not conflict with the ESP Employee's regular assignment or duties and does not result in any overtime expense to the District.
 3. If an ESP Employee is temporarily assigned the duties of another position in addition to his or her own duties so that the ESP Employee cannot reasonably complete all such assigned duties during his/her normal work hours, the Employee shall either have his or her regular duties and the temporarily assigned duties prioritized and/or be granted additional time to perform the additional duties assigned, by the Employee's supervisor or designee.

ARTICLE 20: COMPENSATION AND RELATED PROVISIONS

20.1 LIFE INSURANCE

The Board shall provide and pay the premium for term life insurance in an amount of \$20,000 for all full-time Employees.

20.2 HEALTH INSURANCE

- A. The Board shall provide, for the 2018-19 school year, for each active full-time Employee, individual medical, vision, and prescription drug coverage at the Board expense up to five hundred and thirty-five dollars (\$535.00) monthly. Full-time Employees may elect to purchase, at the Employee's own expense, coverage for dependents who are determined eligible. ESP Employees not designated full time, but who are regularly scheduled to work at least twenty (20) hours per week, may elect to purchase, at the ESP Employee's own expense, hospitalization, vision and prescription drug coverage for themselves and dependents who are determined eligible.
- B. Beginning with the 2018-19 school year, and each year thereafter, the Employee will contribute via payroll deduction an amount equal to fifty (50) percent of the annual increase in cost of the single monthly insurance premium, above five hundred and

thirty-five dollars (\$535.00). The cost will be reoccurring (inclusive of previous year's contribution) and recalculated each school year based on the renewal rates of the District health insurance plan.

- C. The joint Association-Board insurance committee shall investigate insurance options, which shall be brought to each party's respective bargaining committee for consideration. The committee shall convene upon the request of either party.

20.3 FLEX BENEFIT PLAN

The Association may establish a flex benefit plan provided however, the District shall incur no costs whatsoever. All costs for the flex plan shall be borne by the Association and/or its members and/or members of the bargaining unit. The Board will not administer the flex plan in-house. If the Association desires to implement this benefit, the Association may designate a third party Administrator and shall determine among members of the bargaining unit how the costs for the same shall be apportioned.

20.4 POST-HIRING PHYSICAL EXAMINATION

The Board shall assume financial responsibility for any post-initial hiring physical examination required for employment by statute or Board action.

20.5 MILEAGE

Employees shall be paid mileage at the IRS established rate at the beginning of the first certified Employee attendance day established by the school calendar year for use of personal vehicles when no District vehicle is available for approved School District related business.

20.6 PAY PERIODS

- A. Paydays shall be every other Friday. All certified Employees shall be paid on the basis of twenty-six (26) equal installments per year. Beginning July 1, 2018, all newly hired nine-month ESP Employees will be paid per timesheet and will not be given the choice to be paid over 26 installments. Currently employed nine-month ESP Employees will continue to have the 26 pay installment option. District payroll will be dispensed through electronic deposit.
- B. After the establishment of a school calendar, the Board shall schedule payroll dates for all Employees in such a manner as to ensure that all certificated staff receive a paycheck no later than the second Friday after the first Tuesday of the school year. The start of the school year is understood to be the first certificated Employee attendance day established by the school calendar.

20.7 PAYROLL DEDUCTIONS

A. Credit Union Deductions

Employees shall have the right to authorize deductions from their pay to be delivered to the Mercer County credit union provided such authorization is submitted to the District in writing of any given year. Authorization shall continue in effect until revoked. All credit union deductions shall be forwarded to the credit union within two (2) weeks of payroll deduction from Employee salary.

B. Tax-Sheltered Annuity Deductions

Employees shall have the right to authorize deductions from their pay to be delivered to the company of their designation from the school District's IRS approved list for tax-sheltered annuities, provided such authorization is submitted to the District in writing. Authorization shall continue in effect until revoked by the Employee in writing.

C. Payroll Deduction Changes

Employees shall have the right to change any authorized payroll deductions a maximum of three (3) times after initial designation per contract year with the exception of Association dues, provided there is reasonable time to make such changes.

D. Dues Deduction

The Board shall deduct from each Employee's pay the current dues of the Association. (See Article 5.3)

20.8 OTHER ESP PAY PROVISIONS

Any Bus Driver assigned to the mail and delivery duties shall receive an annual stipend of \$25.00 in his/her first June paycheck.

20.9 PAYMENT UPON SEVERANCE

Certificated Employees shall have, at their option, the right upon leaving the District to receive the balance of their salary within three (3) Business days of the date of departure, provided that said certificated Employee leaves the District under any of the following conditions:

- A. Within the time frame for resignation set out in the Illinois School Code; or
- B. With the approval of the Board when the above is not the case; or
- C. The termination is the result of any action by the Board.

20.10 SALARY SCHEDULES AND SALARY SCHEDULE ADVANCEMENT

A. Salary Schedules

Certificated Employee salary schedules are set forth in Appendix A, and ESP Employee salary schedules are set forth in Appendix B. All extra duty and extra-curricular stipends not set forth in the body of this Agreement shall be contained in Appendix C.

B. Employee Retirement Deductions

1. Certificated Employees

- a. From the salary schedules set forth in Appendix A and C, the Board shall deduct on behalf of each certificated Employee the full sum of the certificated Employee's gross income directly to the Teacher's Retirement System as a direct Board contribution to TRS. Such contribution shall be calculated by adding the certificated Employee's salary schedule salary and extra-duty salary (if any). Said amount shall be paid on behalf of the certificated Employee to TRS for the purpose of providing the certificated Employee with a tax-sheltered pension contribution consistent with Internal Revenue Service (IRS) tax rulings 414-H (2), 81-35 and 8-36.
- b. It is the intent of the parties by this Agreement to qualify these mandatory payments as employer payments under Section 414(h)(2) of the Internal Revenue Code. The certificated Employees have no right or claim to monies so remitted, except as it may subsequently become available upon retirement or resignation from TRS. No certificated Employee shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of the Teacher's required contribution to the State of Illinois TRS is a condition of employment made in order to secure the certificated Employee's future services, knowledge and experience.
- c. The certificated Employees shall hold the Board harmless against 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 certificated Employee.

2. ESP Employees

From the salary schedules set forth in Appendix B and from all non-scheduled salaries, the Board shall deduct on behalf of each eligible ESP Employee the full sum of the ESP Employee's required contribution to the Illinois Municipal

Retirement Fund (IMRF). It is the intent of the parties by this Agreement to qualify these mandatory payments as employer payments under Section 414(h)(2) of the Internal Revenue Code. The ESP Employees have no right or claim to monies so remitted, except as it may subsequently become available upon retirement or resignation. No ESP Employee shall have the option of choosing to receive the amounts contributed by the Board directly and the assumption and payment of the ESP Employee's required contribution to the IMRF is a condition of employment made in order to secure the ESP Employee's future services, knowledge and experience.

C. Certificated Employee Salary Schedule Advancement

Certificated Employees who earn graduate hour credit may be advanced on the salary schedule, provided the following requirements have been met:

1. The certificated Employee shall apply for course approval from the Superintendent prior to registration. The Superintendent may approve or disapprove the requested course based on its pertinence to the subjects taught or the overall value to the District.
2. Once approval for the course is given and the course is completed, the following conditions must be met prior to the certificated Employee receiving the appropriate salary schedule placement:
 - a. All hours must be earned at an accredited college or university.
 - b. The course must be satisfactorily completed with a grade of "C" or better.
 - c. An official transcript from the college or university demonstrating successful completion of the course must be on file in the District's Office.
3. Certificated Employees shall be advanced to the appropriately earned step on the salary schedule only at the beginning of the academic year or at the beginning of the second semester. The advancement in any given semester is dependent on the Employee filing the verifying documentation within thirty (30) days of the start of the semester.

D. Salary Bonuses

The District shall give a lump-sum bonus to all certified Employees and ESPs in the following manner.

1. The lump sum payments shall be made in May of each year.

Certified Employees who are tenured at the beginning of the 2018-19 school year shall receive a one-time, gross salary payment of three-thousand dollars \$3,000.

2. Certified Employees who are non-tenured at the beginning of the 2018-19 school year shall receive a one-thousand dollar (\$1,000) gross salary payment in each year of the labor agreement (i.e., \$1,000 in the 2018-2019 school year, \$1,000 in the 2019-2020 school year and \$1,000 in the 2020-2021 school year).
3. Twelve-month (full-time, full-year) ESPs shall receive a six-hundred dollar (\$600) gross salary payment in each year of the labor agreement (i.e., \$600 in the 2018-2019 school year, \$600 in the 2019-2020 school year and \$600 in the 2020-2021 school year).
4. ESPs who work 174 to 215 days, 4 to 8 hours per day shall receive a four-hundred dollar (\$400) gross salary payment in each year of the labor agreement (i.e., \$400 in the 2018-2019 school year, \$400 in the 2019-2020 school year and \$400 in the 2020-2021 school year).
5. ESP Employees who work less than 4 hours per day shall receive a two-hundred dollar (\$200) gross salary payment in each year of the labor agreement (i.e., \$200 in the 2018-2019 school year, \$200 in the 2019-2020 school year and \$200 in the 2020-2021 school year).
6. Bus Drivers whose employee ID numbers are “221” and “559” shall receive the \$400 lump sum bonuses each year of the contract. All other Bus Drivers will receive higher pay in lieu of the bonuses (see salary chart).

20.11 TUITION REIMBURSEMENT

Certificated Employees who earn graduate hour credit may apply for tuition reimbursement from their board established Professional Development Account provided the following requirements have been met:

- A. The certificated Employee shall apply for course approval from the Superintendent prior to enrollment in the course. The Superintendent may approve or disapprove the requested course based on its pertinence to the subjects taught or the overall value to the District. Tuition reimbursement will be made available for administrative courses.
- B. Once approval for the course is given, the following conditions must be met prior to the certificated Employee receiving payment for tuition:
 1. All hours must be earned at an accredited college or university.

2. The coursework must be satisfactorily completed with a grade of “C” or better.
 3. An official transcript from the college or university demonstrating successful completion of the course must be on file in the District Office.
 4. A receipt from the college or university or a copy of the cancelled check verifying the amount and payment of course tuition (this should not include book fees, interest, etc.) must be on file in the District office.
- C. Tuition reimbursement shall be paid as a monthly voucher with the necessary documentation within thirty (30) days of receipt in the Business office. Required documentation from the Employee includes demonstration of successful completion of the coursework.
- D. The Board, at its own discretion, may choose to pay a Teacher’s full college tuition and textbook fees that are required to earn special education certification.

20.12 REIMBURSEMENTS

Reimbursements shall be paid within ten (10) days of Board approval.

20.13 COMPUTER PURCHASE THROUGH PAYROLL DEDUCTION

- A. The Board shall continue with the current computer purchase assistance for certificated Employees, the object of which is to provide loans to certificated Employees in order to assist them in the purchase of personal computers. The terms of the assistance program shall require any certificated Employee electing to participate in the program to execute a contract to repay the loan. The form and terms of the contract shall be at the discretion of the Board. There shall be a thirty-thousand dollar (\$30,000) per year District-wide limit to the loan pool and a loan limit of one-thousand five-hundred dollars (\$1,500) per person.
- B. The Board shall continue with the current computer purchase assistance for ESP Employees who work thirty-six (36) hours per week and whose position requires the regular use of computers, the object of which is to provide loans to ESP Employees in order to assist them in the purchase of personal computers. The terms of the assistance program shall require any ESP Employee electing to participate in the program to execute a contract to repay the loan. The form and terms of the contract shall be at the discretion of the Board. There shall be a six-thousand dollar (\$6,000) per year District-wide limit to the loan pool and a loan limit of one-thousand five-hundred dollars (\$1,500) per person.

ARTICLE 21: EMPLOYEE RETIREMENT

21.1 RETIREMENT

By law (Public Act 98-0599, Senate Bill 1), any Employees new to the Illinois Teachers' Retirement System and or the Illinois Municipal Retirement Fund beginning June 1, 2014 will no longer be eligible to convert unused sick leave to service credit.

A. Certificated

1. Any certificated Employee who chooses to retire from teaching and who is eligible for benefits under the Illinois Teachers' Retirement System shall be paid at a rate of forty-five dollars (\$45) for each unused accumulated sick day not usable for purposes of the retirement formula credit (i.e. 170 accumulated sick days = 1 year) provided the certificated Employee notifies the Superintendent or his/her designee in writing no later than September 1 of the certificated Employee's last year of employment. Accumulated sick leave days shall be those sick leave days which the certificated Employee has accumulated prior to his/her last day of teaching with the District.
2. One single payment for accumulated unused sick leave days shall be made following the last regular paycheck and will not be TRS creditable income.

B. ESP

To recognize the contributions of those ESP Employees who are one-half (1/2) time or more, who have provided long and effective service to the students of the District, the Board agrees to add, during the year of their retirement, the following amounts to the salary of each ESP Employee who qualifies:

1. With fifteen (15) years in the District, one-thousand dollars (\$1,000) shall be added to the salary of the ESP Employee in a manner to legally maximize IMRF benefits.
2. With twenty (20) years' service at the District, two-thousand dollars (\$2,000) shall be added to the salary of the ESP Employee in a manner to legally maximize IMRF benefits.
3. With twenty-five (25) years' service at the District, three-thousand (\$3,000) shall be added to the salary of the ESP Employee in a manner to legally maximize IMRF benefits.
10. To be eligible, the Employee must have reached age 55, be eligible for IMRF retirement, and submitted to the Superintendent a letter of resignation for reasons of retirement.
11. The ESP Employee must notify the Superintendent in writing no later than September 1 of the ESP Employee's last year of employment.

21.2 EARLY RETIREMENT INCENTIVE PROGRAM - CERTIFICATED EMPLOYEES

A. Certified Employees who elect to retire from the District may receive the retirement benefits outlined in Section 21.2 D (subject to the provisions set forth in Section 21.2 E) if they meet TRS eligibility criteria. Employees meeting the TRS eligibility criteria will receive the following retirement benefits:

1. TRS Creditable Earnings Increase. The Employee shall not be paid in accordance with the regular salary schedule, but instead shall be moved “off schedule” and will instead receive an increase in his/her TRS creditable earnings equaling three percent (3%) over the Employee’s prior year’s TRS creditable earnings for a period of up to a maximum of four (4) years (based on the Employee’s irrevocable notice of retirement defined in Section 21.2C; and
2. Non-elective 403(b) Employer Contribution. The Employee will receive a non-elective employer contribution to his/her 403(b) in an amount equal to three percent (3%) of the Employee’s final year’s salary, if the Employee provided one (1) year notice of retirement; 6% of the Employee’s final year’s salary, if the Employee provided two (2) year’s notice of retirement; nine percent (9%) of the Employee’s final year’s salary, if the Employee provided three (3) years notice of retirement; and twelve percent (12%) of the Employee’s final year’s salary, if the Employee provided four (4) years notice of retirement.

Such contribution will be in the form of a non-elective, post-retirement, employer contribution on behalf of the Employee to a 403(b) eligible product as described in Section 403(b) of the Internal Revenue Code (“Code”), in accordance with the District’s 403(b) Plan, if offered. The Employee has not had and shall not have the option to receive cash or any other form of compensation or benefit in lieu of this non-elective, post-retirement, contribution and such contribution shall not become due and payable until sixty (60) days have passed following the Employee’s receipt of his/her final paycheck for regular earnings and his/her last day of service in the District. This contribution is not intended to constitute creditable earnings for the purpose of reporting to the Teachers’ Retirement System. The contribution will be made in lump sum. However, if the total contribution cannot be made in one lump sum within the timeframe set forth above due to contribution limitations set forth under Code Section 403(b) and the regulations promulgated thereunder, the remaining contribution amount shall be contributed by the District in a second lump sum in the next available tax year following the Employee’s retirement to the extent permitted by the Code and applicable rules and regulations governing such contributions and the Board’s 403(b) Plan.

It is understood that the non-elective employer contribution outlined in this paragraph will be made only to the extent permitted by the contribution limitations set forth under Code Section 403(b) and the regulations promulgated thereunder as well as the District’s 403(b) Plan, if offered, and the terms and limitations set forth in this Agreement; any amount not allowed to be contributed to the Employee’s 403(b) due to any such conditions or limitations shall be forfeited to

the Board. It is also understood that such contribution will only be made if the Employee continues to provide services as a Teacher to the District up to and through the retirement date set forth in the Employee's original irrevocable notice of retirement referenced in Section 21.2 C.

B. Miscellaneous

1. TRS creditable earnings is defined by TRS rules and regulations.
2. Calculations for the creditable earnings for the base year will include base salary, contracted extra days, stipends for sponsorships and/or coaching and elementary night events (see 7.2-A-5 of the Agreement). Calculations for the base year will not include internal subbing, tutoring, summer school, bonuses, professional development stipends, IEP meetings outside contracted hours, student supervisory duties, after school study hall and all other duties not included in the aforementioned list in the creditable earnings base year calculation.
3. The Employee must continue to perform all extra duties that are used in determining the prior year's TRS non-exempt creditable earnings in the years in which program benefits are received. An Employee who does not perform such extra duties shall have his or her compensation reduced accordingly.
4. An Employee under this retirement program will not be able to earn more than three percent (3%) over the prior year's TRS creditable earnings. Examples of such earnings are included but not limited to: internal subbing, wages for tutoring, summer school/Intersession, bonuses, Teacher night events, student supervisory duties, before/after school study halls, professional development stipends or National Teacher Certification.
5. Employees shall be responsible for setting up an eligible 403(b) account into which the District will send the non-elective employer post-retirement contribution. The District will retain the contribution until the 403(b) account is in place. The District shall not be responsible if the Employee fails to establish a 403(b).

C. Examples Describing the Benefit Set Forth in Section 21.2 D

1. One Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to September 1st stating that he/she shall retire at the end of that same school year, the Employee will be removed from the salary schedule and for that final year of employment the Employee's TRS creditable earnings shall be increased by three percent (3%) over the Employee's TRS creditable earnings for the prior year of employment. Additionally, the Board shall make a non-elective, post-retirement

employer contribution to the Employee's 403(b) account in accordance with the criteria set forth in Section 21.2 D above.

Example: A Teacher gives his/her irrevocable letter of retirement prior to September 1, 2018, stating he/she will retire by June 30, 2019. The Teacher's TRS creditable earnings for the 2017-2018 school year were \$40,000. The Teacher's TRS creditable earnings for the 2018-2019 school year will be \$41,200 (i.e., $\$40,000 \times 1.03 = \$41,200$). Additionally, the Teacher will have \$1,236 (3% multiplied by \$41,200) placed into a 403(b) account in accordance with Section 21.2 D above.

2. Two Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to September 1st, two (2) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final two (2) years of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior year of employment respectively. Additionally, the Board shall make a non-elective, post-retirement employer contribution to the Employee's 403(b) account in accordance with the criteria set forth above.

Example: A Teacher gives his/her irrevocable letter of retirement prior to September 1, 2018, stating he/she will retire by June 30, 2020. The Teacher's TRS creditable earnings for the 2017-2018 school year were \$40,000. The Teacher's TRS creditable earnings for the 2018-2019 school year will be \$41,200 (i.e., $\$40,000 \times 1.03 = \$41,200$). The Teacher's TRS creditable earnings for the 2019-2020 school year will be \$42,436 (i.e., $\$41,200 \times 1.03 = \$42,436$). Additionally, the Teacher will have \$ 2,546.16 (6% multiplied by \$42,436) placed into a 403(b) account in accordance with Section 21.2 D above.

3. Three Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to September 1st, three (3) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final three (3) years of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior year of employment respectively. Additionally, the Board shall make a non-elective, post-retirement employer contribution to the Employee's 403(b) account in accordance with the criteria set forth above.

Example: A Teacher gives his/her irrevocable letter of retirement prior to September 1, 2018, stating he/she will retire by June 30, 2021. The Teacher's TRS creditable earnings for the 2017-2018 school year were \$40,000. The

Teacher's TRS creditable earnings for the 2018-2019 school year will be \$41,200 (i.e., $\$40,000 \times 1.03 = \$41,200$). The Teacher's TRS creditable earnings for the 2019-2020 school year will be \$42,436 (i.e., $\$41,200 \times 1.03 = \$42,436$). The Teacher's TRS creditable earnings for the 2020-2021 school year will be \$43,709 (i.e., $\$42,436 \times 1.03 = \$43,709$). Additionally, the Teacher will have \$3,933.81 (9% multiplied by \$43,709) placed into a 403(b) account in accordance with Section 21.2 D above.

4. Four Year Plan

If an eligible Teacher gives the Board an irrevocable letter of retirement prior to September 1st, four (4) years prior to the year of retirement, the Teacher will be removed from the salary schedule and for the final four (4) years of employment the Teacher's TRS creditable earnings shall be increased by three percent (3%) over the Teacher's TRS creditable earnings for the prior year of employment respectively. Additionally, the Board shall make a non-elective, post-retirement employer contribution to the Employee's 403(b) account in accordance with the criteria set forth above.

Example: A Teacher gives his/her irrevocable letter of retirement prior to September 1, 2018, stating he/she will retire by June 30, 2021. The Teacher's TRS creditable earnings for the 2017-2018 school year were \$40,000. The Teacher's TRS creditable earnings for the 2018-2019 school year will be \$41,200 (i.e., $\$40,000 \times 1.03 = \$41,200$). The Teacher's TRS creditable earnings for the 2019-2020 school year will be \$42,436 (i.e., $\$41,200 \times 1.03 = \$42,436$). The Teacher's TRS creditable earnings for the 2020-2021 school year will be \$43,709 (i.e., $\$42,436 \times 1.03 = \$43,709$.) The Teacher's TRS creditable earnings for the 2021-2011 school year will be \$45,020 (i.e., $\$43,709 \times 1.03 = \$45,020$). Additionally, the Teacher will have \$5,402.40 (12% multiplied by \$45,020) placed into a 403(b) account in accordance with Section 21.2 D above.

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

Example: The Employee's TRS creditable earnings from the 2017-2018 school year were \$43,000, of which \$3,000.00 was compensation for coaching basketball. Under the Employee's retirement plan, he/she would be scheduled to receive \$44,290 TRS creditable earnings for the 2018-2019 school year (i.e., $\$43,000.00 \times 1.03 = \$44,290$). However, the Employee resigns from his/her coaching position before the start of the 2018-2019 school year. The Employee's TRS creditable earnings for the 2018-2019 school year will be \$42,400.00 (i.e., $\$40,000.00 \times 1.03 = \$41,200$) rather than \$44,290.

- E. The Board, in its sole discretion, may allow the Teacher to rescind his/her letter or retirement because of serious illness or life changing circumstances, provided the Teacher returns to the Board any TRS creditable earnings paid to the Teacher in excess of the amount the Teacher would otherwise have received under the salary schedule for such year(s) in which the creditable earnings were paid.

21.3 MEDICAL INSURANCE AFTER RETIREMENT

ESP Employees may continue as members of the District group insurance program as prescribed by IMRF and School Code regulations and guidelines. Certified retirees, spouses and/or dependents are not eligible to be members of the District group insurance program.

ARTICLE 22: VACATIONS

A.1 VACATION DAYS

- A. Full-time, full-year ESP Employees shall receive paid vacation time. Requests for vacation shall be made in writing and submitted to the building Principal at least two (2) weeks in advance. Every effort shall be made to accommodate the requests of the ESP Employee and the needs of the District in establishing vacation dates.
- B. In the event that two ESP Employees' vacation requests conflict, the ESP Employee who first made application for the date shall be granted his/her preferred vacation date(s) in a manner consistent with Article 22.1A. In the case of a tie on the date of the vacation application, the ESP Employee having the greatest seniority shall be granted his/her preferred choice(s).
- C. If after submitting two alternate vacation requests, the denial of vacation requests causes the ESP Employee to lose vacation days, the ESP Employee will be paid in lieu of the lost vacation days in addition to his/her regular salary.

22.2 FULL-TIME, FULL-YEAR ESP EMPLOYEES

Vacation provisions are applicable to full-time, full-year ESP Employees.

22.3 ACCUMULATED VACATION DAYS AND ANNUAL ALLOTMENT

- A. Vacation days should be used in the year following the fiscal year earned. Unused vacation time may not be accumulated from year-to-year. Upon termination of at least one year of employment with the School District, an ESP Employee shall be paid for all unused vacation time if the ESP Employee's employment was terminated by an action of the Board of Education, or by a two week written notice from the ESP Employee, provided, however, that no ESP Employee whose employment is

terminated as a result of his/her gross misconduct shall be entitled to payment for any unused vacation time.

- B. Annual vacation days shall be calculated from the beginning of employment and awarded each July 1.
 - 1. ESP Employees who have completed less than twelve (12) months service on July 1 shall receive vacation on a pro-rata basis rounded off to the nearest one-half (1/2) day.
 - 2. An ESP Employee in his/her first (1st) full year through tenth (10th) full year of employment calculated from July 1 through June 30 will be credited with 10 days per year.
 - 3. After an ESP Employee's eleventh (11th) full year of employment calculated from July 1 through June 30 he or she will be credited with 15 days per year.

22.4 VACATION PROCEDURES

- A. Scheduling of vacation shall be approved by the Superintendent or his or her designee.
- B. ESP Employees should take a continuous vacation of at least one (1) week during each fiscal year.

ARTICLE 23: NO STRIKE PROVISION

During the term of this Agreement, no Employee covered by this Agreement or the Association, will engage in, authorize or instigate a strike of this bargaining unit.

ARTICLE 24: EFFECT OF AGREEMENT

24.1 INDIVIDUAL CONTRACTS

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

24.2 SAVINGS CLAUSE

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

24.3 WAIVER OF ADDITIONAL BARGAINING

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 with respect to any matter (except as otherwise specifically provided herein) even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

24.4 ADDITIONAL NEGOTIATION TERMS

All tentative agreed items take effect upon ratification. All other items return to current contract language.

ARTICLE 25: DURATION

This agreement shall be in full force and effect from the 1st day of July 2018 and shall continue in effect until and including the last day preceding the 1st day of the 2021-2022 school year.

EDUCATION ASSOCIATION

BOARD OF EDUCATION

By: _____ By: _____

President

President

By: _____ By: _____
Secretary Secretary

By: _____ By: _____
Negotiations Chair Negotiations Chair

Date

APPENDIX A
CERTIFIED EMPLOYEE SALARY SCHEDULE
2018-2019

	750	750	750	1500	750	750	750	1500	
600	BA	BS+8	BS+16	BS+24	MS/BS+42	MS+8	MS+16	MS+24	MS+32
A	36950	37700	38450	39200	40700	41450	42200	42950	44450
B	37700	38450	39200	39950	41450	42200	42950	43700	45200
C	38450	39200	39950	40700	42200	42950	43700	44450	45950
D	39200	39950	40700	41450	42950	43700	44450	45200	46700
E	39950	40700	41450	42200	43700	44450	45200	45950	47450
F	40700	41450	42200	42950	44450	45200	45950	46700	48200
G	41450	42200	42950	43700	45200	45950	46700	47450	48950
H	42200	42950	43700	44450	45950	46700	47450	48200	49700
I	43100	43850	44600	45350	46850	47600	48350	49100	50600
J	44000	44750	45500	46250	47750	48500	49250	50000	51500
K	44900	45650	46400	47150	48650	49400	50150	50900	52400
L	45800	46550	47300	48050	49550	50300	51050	51800	53300
M	46700	47450	48200	48950	50450	51200	51950	52700	54200
N	47600	48350	49100	49850	51350	52100	52850	53600	55100
O	48500	49250	50000	50750	52250	53000	53750	54500	56000
P	49400	50150	50900	51650	53150	53900	54650	55400	56900
Q	50300	51050	51800	52550	54050	54800	55550	56300	57800
R	51200	51950	52700	53450	54950	55700	56450	57200	58700
S	52100	52850	53600	54350	55850	56600	57350	58100	59600
T	53000	53750	54500	55250	56750	57500	58250	59000	60500
U	53900	54650	55400	56150	57650	58400	59150	59900	61400
V	54800	55550	56300	57050	58550	59300	60050	60800	62300
W	55700	56450	57200	57950	59450	60200	60950	61700	63200
X	56600	57350	58100	58850	60350	61100	61850	62600	64100
Y	57500	58250	59000	59750	61250	62000	62750	63500	65000
Z	58400	59150	59900	60650	62150	62900	63650	64400	65900
AA	59300	60050	60800	61550	63050	63800	64550	65300	66800
BB	60200	60950	61700	62450	63950	64700	65450	66200	67700
CC	61100	61850	62600	63350	64850	65600	66350	67100	68600
DD	62000	62750	63500	64250	65750	66500	67250	68000	69500
EE	62900	63650	64400	65150	66650	67400	68150	68900	70400
FF	63800	64550	65300	66050	67550	68300	69050	69800	71300
GG	64700	65450	66200	66950	68450	69200	69950	70700	72200

HH 65600 66350 67100 67850 69350 70100 70850 71600 73100

CERTIFIED EMPLOYEE SALARY SCHEDULE
2019-2020

	750	750	750	1500	750	750	750	1500	
625	BA	BS+8	BS+16	BS+24	MS/BS+42	MS+8	MS+16	MS+24	MS+32
A	37575	38325	39075	39825	41325	42075	42825	43575	45075
B	38325	39075	39825	40575	42075	42825	43575	44325	45825
C	39075	39825	40575	41325	42825	43575	44325	45075	46575
D	39825	40575	41325	42075	43575	44325	45075	45825	47325
E	40575	41325	42075	42825	44325	45075	45825	46575	48075
F	41325	42075	42825	43575	45075	45825	46575	47325	48825
G	42075	42825	43575	44325	45825	46575	47325	48075	49575
H	42825	43575	44325	45075	46575	47325	48075	48825	50325
I	43725	44475	45225	45975	47475	48225	48975	49725	51225
J	44625	45375	46125	46875	48375	49125	49875	50625	52125
K	45525	46275	47025	47775	49275	50025	50775	51525	53025
L	46425	47175	47925	48675	50175	50925	51675	52425	53925
M	47325	48075	48825	49575	51075	51825	52575	53325	54825
N	48225	48975	49725	50475	51975	52725	53475	54225	55725
O	49125	49875	50625	51375	52875	53625	54375	55125	56625
P	50025	50775	51525	52275	53775	54525	55275	56025	57525
Q	50925	51675	52425	53175	54675	55425	56175	56925	58425
R	51825	52575	53325	54075	55575	56325	57075	57825	59325
S	52725	53475	54225	54975	56475	57225	57975	58725	60225
T	53625	54375	55125	55875	57375	58125	58875	59625	61125
U	54525	55275	56025	56775	58275	59025	59775	60525	62025
V	55425	56175	56925	57675	59175	59925	60675	61425	62925
W	56325	57075	57825	58575	60075	60825	61575	62325	63825
X	57225	57975	58725	59475	60975	61725	62475	63225	64725
Y	58125	58875	59625	60375	61875	62625	63375	64125	65625
Z	59025	59775	60525	61275	62775	63525	64275	65025	66525
AA	59925	60675	61425	62175	63675	64425	65175	65925	67425
BB	60825	61575	62325	63075	64575	65325	66075	66825	68325
CC	61725	62475	63225	63975	65475	66225	66975	67725	69225
DD	62625	63375	64125	64875	66375	67125	67875	68625	70125
EE	63525	64275	65025	65775	67275	68025	68775	69525	71025
FF	64425	65175	65925	66675	68175	68925	69675	70425	71925
GG	65325	66075	66825	67575	69075	69825	70575	71325	72825

HH 66225 66975 67725 68475 69975 70725 71475 72225 73725

CERTIFIED EMPLOYEE SALARY SCHEDULE
2020-2021

	750	750	750	1500	750	750	750	1500	
625	BA	BS+8	BS+16	BS+24	MS/BS+42	MS+8	MS+16	MS+24	MS+32
A	38200	38950	39700	40450	41950	42700	43450	44200	45700
B	38950	39700	40450	41200	42700	43450	44200	44950	46450
C	39700	40450	41200	41950	43450	44200	44950	45700	47200
D	40450	41200	41950	42700	44200	44950	45700	46450	47950
E	41200	41950	42700	43450	44950	45700	46450	47200	48700
F	41950	42700	43450	44200	45700	46450	47200	47950	49450
G	42700	43450	44200	44950	46450	47200	47950	48700	50200
H	43450	44200	44950	45700	47200	47950	48700	49450	50950
I	44350	45100	45850	46600	48100	48850	49600	50350	51850
J	45250	46000	46750	47500	49000	49750	50500	51250	52750
K	46150	46900	47650	48400	49900	50650	51400	52150	53650
L	47050	47800	48550	49300	50800	51550	52300	53050	54550
M	47950	48700	49450	50200	51700	52450	53200	53950	55450
N	48850	49600	50350	51100	52600	53350	54100	54850	56350
O	49750	50500	51250	52000	53500	54250	55000	55750	57250
P	50650	51400	52150	52900	54400	55150	55900	56650	58150
Q	51550	52300	53050	53800	55300	56050	56800	57550	59050
R	52450	53200	53950	54700	56200	56950	57700	58450	59950
S	53350	54100	54850	55600	57100	57850	58600	59350	60850
T	54250	55000	55750	56500	58000	58750	59500	60250	61750
U	55150	55900	56650	57400	58900	59650	60400	61150	62650
V	56050	56800	57550	58300	59800	60550	61300	62050	63550
W	56950	57700	58450	59200	60700	61450	62200	62950	64450
X	57850	58600	59350	60100	61600	62350	63100	63850	65350
Y	58750	59500	60250	61000	62500	63250	64000	64750	66250
Z	59650	60400	61150	61900	63400	64150	64900	65650	67150
AA	60550	61300	62050	62800	64300	65050	65800	66550	68050
BB	61450	62200	62950	63700	65200	65950	66700	67450	68950
CC	62350	63100	63850	64600	66100	66850	67600	68350	69850
DD	63250	64000	64750	65500	67000	67750	68500	69250	70750
EE	64150	64900	65650	66400	67900	68650	69400	70150	71650

FF	65050	65800	66550	67300	68800	69550	70300	71050	72550
GG	65950	66700	67450	68200	69700	70450	71200	71950	73450
HH	66850	67600	68350	69100	70600	71350	72100	72850	74350

APPENDIX B

NON-CERTIFIED POSITIONS ENTRY LEVEL

	2018-2019	2019-2020	2020-2021
Head Cook	11.65	12.15	13.15
Assistant Cook	10.85	11.35	12.35
Custodian	10.85	11.35	12.35
Secretary	11.30	11.80	12.80
Secretary - HS Registrar	11.30	11.80	12.80
Secretary - HS Comp/Books	11.30	11.80	12.80
Office Clerk	10.85	11.35	12.35
Library Instructional Aide	10.85	11.35	12.35
Instructional Aide	10.85	11.35	12.35
Supervisor	10.85	11.35	12.35
Head Mechanic	21.15	21.65	22.65
Assistant Mechanic	17.15	17.65	18.65
Maintenance, Full Time	16.65	17.15	18.15
Health Aide	22.65	23.15	24.15
Entry Level Bus Driver	18.00	18.00	18.00
Activity Routes	21.65	22.15	23.15
Extra-Curricular/Field Trips	11.55	12.05	13.05
Sp. Ed. Driver/Aide	10.85	11.35	12.35
Layover	10.85	11.35	12.35
Overnight	\$71.15	\$71.65	72.65

After the Administration determines a new Employee's prior work experience to be recognized by the District, the new Employee shall be paid commensurate with current Employees who have similar experience as practicable.

NON-CERTIFIED POSITIONS "OFF SCHEDULE"

ESP Employees paid "off schedule" are defined as anyone employed in or before the previous school year.

ESP Employees paid "off schedule" shall receive an increase as bargained of \$0.25 for 2018-19 school year; \$.50 for 2019-20 school year; \$1.00 for 2020-21 school year.

Bus Drivers

Beginning with the 2018-2019 school year, the regular route starting pay for a Bus Driver shall be eighteen dollars (\$18.00) per hour. The following chart states the regular route hourly wage for current Employees.

Name	Hire Date	2017-2018 Hourly Rate	2018-2019 Hourly Rate
221	8/19/1987	27.46	*
559	6/16/1999	25.74	*
1055	1/19/2011	16.85	18.20
1158	5/18/2011	16.45	18.20
1301	8/1/2013	15.55	18.10
1320	2/19/2014	15.55	18.10
1349	7/16/2014	15.15	18.10
1482	7/20/2016	15.15	18.10
1454	10/19/2016	15.15	18.10
1511	10/19/2016	14.15	18.00
1231	1/17/2018	13.90	18.00
1568	2/21/2018	14.90	18.00

* Driver will get the same rate increase as other ESPs

** For 2019-2020 and 2020-2021, all Drivers will get the same rate increase as other ESPs

APPENDIX C

Extra-Curricular Assignments

A. Certificated Employees who assume such assignments shall be paid at a percentage of the scheduled base salary as indicated on the extra-curricular assignment schedule and may elect to receive their entire extra-duty pay in one (1) payment following the end of the season or in two (2) payments with the first payment midway through the season and the second payment at the end of the season. If no election is made by a non-seasonal coach or sponsor, the stipend will be paid following the District’s regular pay cycle for that non-seasonal coach or sponsor.

B. Certificated Employees within the District shall have an automatic right to make timely application for extra-curricular jobs which are vacant.

C. Positions may be shared if Teachers agree to split the stipend. If one of the Teachers resigns from a shared position, the other Teacher will be paid the full stipend.

D. Coaches and sponsors who obtain a Commercial Driver’s License (CDL) with a passenger endorsement will be paid a stipend of \$30 per round trip when transporting their own teams using a yellow school Bus. Coaches will be paid as a normal Driver for events they aren’t employed as a sponsor or coach.

E. Years of Experience will be based on an individual’s experience at any level of coaching in the particular sport while at Sherrard.

F. Years of experience are based on years of service at Sherrard. Current Sherrard coaches will receive credit for their current consecutive years of coaching experience. When determining the pay of new coaches to the District, consideration will be given to previous coaching experience in other schools.

H. Extension of Season: Any Coach that extends their season beyond final week of play will receive a \$250 bonus per week their season extends.

Season End Dates:

Football Week 9

Cross Country Regionals Week

Volleyball Regionals Week

Basketball Regionals Week

Wrestling Regionals Week

Baseball Regionals Week

Softball Regionals Week

Track Sectionals Week

Categories

Years of Experience	A	B	C	D	E	F	G	H
1-7	\$5,800	\$4,800	\$3,900	\$2,900	\$2,400	\$1,100	\$800	\$600
8+	\$6,000	\$5,000	\$4,100	\$3,100	\$2,600	\$1,300	\$1,000	\$800

Extra Duty Categories

* Note: "G&B" means Girls and Boys

<p>A: HS Football Head Coach HS Basketball Head Coach – G&B HS Volleyball Head Coach HS Softball Head Coach HS Baseball Head Coach HS Wrestling Head Coach HS Track Head Coach – G&B Drama (fall 28%, winter 28%, musical 44%)</p> <p>B: HS Cross Country – Head Coach Yearbook Sponsor</p> <p>C: HS Golf Head Coach – G&B HS Football Assistant Coach (5) HS Basketball Assistant Coach (2) – G&B HS Wrestling Assistant Coach HS Volleyball Assistant Coach (2) HS Track Assistant Coach – G&B HS Baseball Assistant Coach (2) HS Softball Assistant Coach (2) JV Soccer (2)</p> <p>D: JH 8th Grade Football Coach JH 8th Grade Basketball Coach - G&B JH 8th Grade Volleyball Coach JH Wrestling Coach</p>	<p>JH Head Track Coach – G&B Strength & Conditioning HS Cross Country Assistant Coach</p> <p>E: JH Football Assistant Coach (3) JH Track Assistant Coach (2) JH Assistant Wrestling Coach JH 7th Grade Basketball Coach - G&B JH 7th Grade Volleyball Coach Instructional Leader</p> <p>F: Junior High Play Cheerleading sponsor – Basketball Cheerleading sponsor – Football Scholastic Team Sponsor All school Senate NHS BLT STEM (2) Future Homemakers</p> <p>G: JH Cheerleading sponsor - Basketball Dance Sponsor Basketball Dance Sponsor Football Tiger Leaders (SADD) JH Scholastic Team Sponsor Junior Class Sponsor</p>
---	--

H:

JH Cheerleading sponsor – Football
HS Class Sponsor (3)
Foreign Language Sponsor (2)
STV (2)

JH Student Council
Musical Choreography
Musical Accompanist
Varsity Club Sponsor
NHS Assistant

After School/Saturday Study Hall
Summer School/intersession
After School Detention

Internal Sub Rate
Internal Sub Rate
Internal Sub Rate