

PROFESSIONAL NEGOTIATIONS AGREEMENT

BETWEEN

CASEY-WESTFIELD EDUCATION ASSOCIATION

AND

THE BOARD OF EDUCATION

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

2024 -- 2028

PROFESSIONAL NEGOTIATIONS AGREEMENT

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ARTICLE I

RECOGNITION

SECTION A - The Board of Education of the Casey-Westfield District C-4, hereinafter referred to as the "Board," hereby recognizes the Casey-Westfield Education Association-IEA/NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation agent for all regularly employed licensed personnel, hereinafter referred to as "teacher" or "teachers," except for the Superintendent, Elementary Principal, Elementary Assistant Principal, Junior-Senior High School Principal, Junior-Senior High School Assistant Principal and other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, discipline other employees, make recommendations, or process grievances.

SECTION B - The Board agrees not to negotiate with any teacher's organization other than the Association, any individual teacher, or group of teachers.

ARTICLE II

TEACHER AND ASSOCIATION RIGHTS AND RESPONSIBILITIES

SECTION A - Non Discrimination. The Board will not discriminate against any teacher with respect to hours, wages, terms, or conditions of employment by reason of membership in the Association, or in negotiations with the Board, nor shall the Board discriminate against any teacher for having instituted a grievance, complaint or proceeding under this Agreement.

SECTION B - Right of Representation. When any teacher is required to appear before the Board or an administrator for a formal discussion concerning the continuation of that teacher in his/her position of employment as such, the teacher shall be given reasonable prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting if the teacher so desires. This clause shall not apply to conferences held between administrators and teachers pursuant to the normal, routine evaluation procedures of the District.

SECTION C - Personnel File. The Board shall maintain only one official personnel file per teacher which file shall be located at the unit office. No evaluative materials shall be placed in the official personnel file unless the teacher has had the opportunity to read such material. Each teacher shall have the right upon request to review the contents of his/her personnel file, subject, however, to any limitations placed thereon by State and/or Federal law. A representative of the teacher's choice may accompany the teacher for the review. At the review the teacher shall acknowledge that he/she has read the material in the file by affixing his/her signature thereon along with the date. Within thirty (30) days thereafter the teacher shall have the right to respond in writing to any material in the file. The response shall be presented to the teacher's immediate supervisor for review and the supervisor shall acknowledge that he/she has read the response by affixing his/her signature thereon along with the date. The response shall then be placed in the file. The teacher shall be entitled at his/her expense to one copy of the material in his/her file subject, however, to any limitations placed thereon by State and/or Federal Law.

SECTION D - Dues Deductions. Any teacher who is a member of the bargaining unit or who has applied for membership in the Association may sign and deliver to the Board an authorization signed by the teacher for continual dues deduction. The appropriate authorization forms will be provided by the Association. A continual authorization shall remain in effect unless the teacher revokes said authorization in writing. Should a teacher leave the District or drop his/her membership, the Board shall deduct the balance of the year's dues from the next available paycheck. With a dues authorization, the Board shall deduct one-ninth (1/9th) of such dues each month from the regular salary check of the bargaining unit member for nine (9) months beginning in October and ending in June of each year. Any teacher becoming a member of the Association after September, and desiring dues deduction, shall have his/her deduction divided by the number of months remaining and deducted from the time the authorization is made through June. The Board shall remit deducted dues to the Association within ten (10) days following the pay period.

SECTION E - Meeting, Notices and General Information. The Association shall not be denied the following provided they do not interrupt the ongoing process of education and pre-approval is granted by an appropriate administrator (which pre-approval shall not be unreasonably denied):

1. The use of school buildings for meetings;
2. The use of employee mailboxes, inter-school mail, e-mail and faculty bulletin boards for the purpose of internal communication;
3. The use of school business equipment, e.g., typewriters and duplication machines at the per cost charge.

SECTION F - Board Minutes. A copy of each board packet, exclusive of documents exempted under the Freedom of Information Act, shall be e-mailed to the President of the Association at such time as it is delivered to School Board Members.

SECTION G - Board-Teacher Relationships. The Association and the Board agrees that the matters relating to supervisor/teacher or Board/teacher relationships shall not be discussed in the presence of students.

SECTION H - Board Rights. The Association agrees and recognizes that the Board, on its behalf of the electors of the District, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in by the laws and the Constitutions of the State of Illinois and of the United States.

SECTION I – Employment.

1. Teachers shall enter upon contractual continued service with the District in accordance with Chapter 105 ILCS 5/24-11 of the Illinois School Code.
2. Continuous Service
 - a. Listing of Continuous Service: Prior to February 1 of each school year, the administration shall post in each attendance center and make available to the Association a listing of the computed continuous service of all bargaining unit members. The posting shall include each Employee's name, the original date of hire and their computed continuous service.
 - b. Length of continuous service, as utilized in the School Code for purposes of reduction-in-force shall be defined as length of continuous full-time service in the district as a teacher. Each teacher shall acquire one (1) year seniority for each full-time continuous year of service except that those teaching more than one (1) semester of continuous days and less than one full year shall receive .5 years of credit.
 - c. If a tenured teacher is reduced to part-time either by Board action or by

employee request, such teacher shall acquire seniority in the ratio that such employment bears to full-time employment.

- d. In the event of a reduction in force with two or more teachers having equal continuous service with the District, the Board, in breaking the tie, will use the following criteria in this order:
 - i. The comparative academic qualifications of the teachers.
 - ii. Prior teaching experience in this district or the predecessor district.
 - iii. Prior teaching experience in the State of Illinois.
 - iv. The best interests of the District.
3. Reduction in force among Employees shall be consistent with 105 ILCS 5/24-12 and administered as described herein.
 - a. Distribution of Order of Honorable Dismissals List: The proposed Order of Honorable Dismissals List will be provided to the Association President no later than seventy-five (75) calendar days prior to the last student attendance day, along with a notification to each Employee of the placement(s) for which they are qualified. Any changes to the list shall be provided to the President no later than April 15 with a notice to any individual whose placement on the list has changed from the placement on the proposed list.
4. Recall rights shall be in effect in accordance with 105 ILCS 5/24-12 of the Illinois School Code.
 - a. It shall be the responsibility of each teacher subject to recall to appraise the Board in writing of said teacher's mailing address at the time of layoff and of each mailing address change during the recall period. The Board's obligation to recall shall be met where it sends an offer (via US mail, certified, return-receipt) to recall to a teacher on layoff, posted to the teacher at the last mailing address the teacher has provided the Board.
 - b. The teacher shall have ten (10) days from the postmark date on the recall offer to respond to such offer. If the Board does not receive such response before the ten (10) day period has elapsed, the teacher will be presumed to have rejected the offer.
 - c. Any Board offer of a full-time position to a teacher subject to recall that is rejected by the teacher will discharge the Board of all recall obligations to the teacher. Board offers of a part time or temporary position proposed to a formerly full time teacher may be refused by that teacher without affecting his/her standing to future recalls.
5. Job qualifications: The employer will provide copies to the Association of all job descriptions which list qualifications that were in effect on or before the May 10 prior to the school year during which the sequence of dismissal is determined.

6. Joint Committee on Honorable Dismissals (RIF Committee): The RIF Committee will include an equal number of representatives from the employer and the Association. The parties shall notify each other of the representatives no later than one month following the ratification of this Agreement. The representatives shall remain on the committee until and unless one party notifies the other of a change in appointment.

SECTION J – Complaint Directed Toward a Certified Teacher. Whenever administration receives a complaint directed toward a certified teacher, the certified teacher shall be promptly notified of the complaint. Administration and the certified teacher shall work together to determine the best approach to address the complaint.

SECTION K –Leadership Council. In the interest of good communications, a meeting will be held at least each quarter during the school year between the superintendent, principals, and the Association Executive Board to consider matters of mutual interest. The interests discussed may include those not covered by the collective bargaining agreement. The meeting will be held during the week prior to the regularly scheduled School Board Meeting. An agenda will be prepared and exchanged between the Superintendent and the Association President no less than 3 business days prior to the meeting. If neither party proposes agenda items for that quarter, the meeting will be cancelled for that quarter.

ARTICLE III

EMPLOYMENT CONDITIONS

SECTION A - Teacher Work Schedule.

7:50 A.M.	Teachers shall be in their respective buildings.
8:00 A.M.	Teachers shall be at their teaching stations.
8:00 to 8:15 A.M.	Classes begin.
3:00 to 3:15 P.M.	Students dismissed.
3:30 P.M.	Teachers may leave their respective buildings except when meetings are scheduled by their building principals, or on Fridays when the teachers may leave after the students have left their respective buildings and all other responsibilities of the teachers are completed.

SECTION B - Teacher Meetings. It is desirable that regular meetings be held so that teachers may assist in planning, improving and carrying forward the instructional program. These meetings shall be conducted by the Principal. Faculty meetings may be scheduled outside of the teacher work schedule and in most cases will be scheduled well in advance except in the event of an emergency.

SECTION C - Teacher Preparation. Jr.-Sr High School teachers shall have an equal unassigned preparation period. Elementary school teachers shall have an unassigned preparation period of not less than 30 minutes per day, including transport time. In the Jr.-Sr. High School every effort will be made to limit a teacher's academic subject preparations to a maximum of five (5). In the event an assignment exceeding this maximum is deemed necessary, such will be made only after consultation with the teacher. A teacher's duty free lunch period shall be no less than 30 minutes. No teacher shall have his/her current lunch, planning, or conference time reduced as a result of block scheduling.

In the event a teacher is required to miss more than one preparation period in a week (student attendance day) due to building meetings, he/she shall be compensated at the rate of \$32.00 per plan period after the first plan period is missed.

SECTION D - Assignments. All full time professional staff will be assigned equal teaching loads based upon teaching assignments. Part-time professional staff will be assigned prorated teaching loads. All non-reimbursed building extra duty assignments will be equally divided among staff members at each building. In some instances student supervision will be substituted for teaching assignments.

SECTION E - School Calendar. The Board shall set up a school calendar in accordance with requirements by the State. This calendar may be prepared in cooperation with other districts. Input from the association may be considered when this calendar is being formed. If five emergency work days are a part of the calendar and these days are not used for emergency purposes, they will be designated by the Board as school vacation days. School shall be dismissed at 2:00 p.m. the days preceding Thanksgiving, Christmas, and Easter vacations. The Friday preceding and the Monday following Easter shall be included as school holidays.

SECTION F - Notification of Assignment. All teachers shall be given notice or a schedule of their assignments for the forthcoming year no later than the last day of the spring semester prior to the assignment. In the event changes in such assignments are proposed, the teacher affected shall be notified promptly and consulted with if possible. In the event of an emergency and changes must be made in teacher assignments, the teacher shall be notified and the teacher shall be allowed to resign if such change is not acceptable.

SECTION G - Teacher Licensure. All teachers shall be fully licensed for the positions to which they are assigned. If the district requires a teacher to obtain additional credentials beyond those required at the time of employment, the following options will be available:

1. Building administration and the teacher will develop a plan for obtaining the credentials to include required courses, learning institution and timeframe for completion.
2. Upon approval by the superintendent, the district will pay for the coursework and the teacher may use same toward advancement on the salary schedule.
3. District superintendent will notify CWEA President of the teacher's additional coursework plan.

SECTION H - Internal Substitution. In the event a teacher is asked by the building administrator to substitute in another class during their preparation period, provided all the teacher's other classes have met that day, the teacher will be reimbursed at \$32.00 per hour or portion thereof. Payment will be made to the teacher on the December 30 and June 30 pay dates.

SECTION I - Teacher Facilities.

1. Reasonable space will be provided for each teacher within his/her instructional area in which he/she teaches to store his/her instructional materials and supplies.
2. A teachers' lounge will continue to be provided in each building.

SECTION J - Relief Periods. Relief periods will be included in the elementary teaching schedule.

SECTION K - Mileage Within the District. Employees shall be paid the IRS Rate per mile for

all approved mileage to perform their assigned duties within the district.

SECTION L – Inclement Weather Closing. At the discretion of the administration, school will be closed for inclement weather or extreme temperature.

- A. School cancellation, early dismissal and delayed starts may be utilized as necessary. When a delayed start is used, teachers are expected to report to work at the delayed start time. The delayed start time is determined by adding the delay amount to 7:50 am. For example, a 2 hour delay would result in a teacher start time of 9:50 am.
- B. The cancellation of extra-curricular activities will be considered on an individual basis after discussion with the sponsor/coach, athletic director and administration.
- C. Practices or events may not be scheduled during regular class hours.

SECTION M-Filling Classroom/Extra-Curricular Vacancies.

- A. Upon the creation of a vacancy in a position in the District, the superintendent shall attempt to notify teachers of the vacancy. Teachers shall have the right to make application for any position for which they are qualified, and shall be given first consideration, based upon qualifications, to fill vacancies.
- B. Qualified employees who have made timely application for vacancies shall be granted a meeting, upon request, with the superintendent or his/her designee to discuss the vacancy.

SECTION N – Evaluation. Evaluation shall be conducted in accordance with 105 ILCS 5/24A-5 and the District's Certified Staff Evaluation Plan.

ARTICLE IV

TEACHER TERMINATION

SECTION A - Teacher Dismissal. No tenured teacher may be dismissed or otherwise disciplined except for any reason listed in the Illinois School Code. Moreover, the Board may not dismiss any tenured teacher for reasons relating to the teacher's competence or classroom performance unless it has complied fully with the Illinois School Code.

SECTION B - Written Warning. Tenured teachers shall be given reasonable written warning, specifically identifying the behavior(s) which, if not remedied, could be the basis for termination.

SECTION C - Conference. Prior to the issuance of a written notice of termination, the appropriate administrator will have a conference with the teacher, including therein a review of the teacher's personnel file. If requested by the teacher, an Association representative may be present at the conference.

SECTION D - Termination Notice. The Board shall provide the tenured teacher with a written notice of the specific charges against the teacher. This notice shall include a written statement that a bill of particulars will be provided upon receipt of a written request made by certified or registered mail from the teacher or the teacher's attorney within ten (10) days of receipt of such notice, and the Board shall provide the bill of particulars, if requested, within five (5) days after receipt of the request.

SECTION E - Hearing. A hearing shall be conducted according to current laws for all tenured teachers.

ARTICLE V

TEACHER COMPENSATION AND FRINGE BENEFITS

SECTION A - Experience Credit. All years credit will be given to a newly hired teacher on the salary schedule for Illinois teaching experience and out of state teaching experience.

SECTION B - Salary Schedule. The salary schedule shall be as set forth in Appendix "A" which is attached and incorporated into this Agreement. The schedule shall be based on a one hundred eighty-five (185) day calendar and shall be effective on the first pay period of the new school year. The extra-duty pay schedule defined as payment for assignments that are in addition to the normal work schedule and/or that exceed the normal work day shall be set forth in Appendix "B" which is attached and incorporated into the Agreement.

Any pre-approved earned and documented advancement across the salary schedule will occur at the start of each school year.

The 2024-2025 Salary Schedule provides a \$1500 increase to each base salary and a step increase (5.31% total average increase). \$20 step increase is included.

The 2025-2026 Salary Schedule provides a \$1600 increase to each base salary and a step increase (5.31% total average increase). \$20 step increase is included.

The 2026-2027 Salary Schedule provides a \$1700 increase to each base salary and a step increase (5.35% total average increase). \$20 step increase is included.

The 2027-2028 Salary Schedule provides a \$1800 increase to each base salary and a step increase (5.38% total average increase). \$20 step increase is included.

SECTION C - Payment of Salaries. Teachers may elect to be paid on consecutive 24 semimonthly, or 20 semimonthly dates beginning with the first pay period in their contract and ending with a pay period after fulfillment of their contract. An irrevocable written statement of election of 24 semimonthly or 20 semimonthly pay dates must be submitted by each teacher to the Unit Office every year before the beginning of the school year.

A teacher may elect to be paid the balance of his/her fulfilled contract if notification in writing is given to the Unit Office 15 days prior to the payday the balance of the contract is requested.

The usual paydates will be on or before the 15th and 30th of each month. Direct deposit is required for all employees.

Any teacher who changes from one qualification group to another through additional and preapproved professional growth during the period of his/her service in the Casey-Westfield Schools, is entitled, thereafter, to advantages provided in the schedule for the advanced qualification group.

Salary adjustments for increased training are made once each year. Advanced degrees, additional training, or their equivalent must be recorded in the Superintendent's Office in the form of an official transcript and a change of contract must have been processed prior to September 1, in the year in which the salary increase is desired.

SECTION D - Advancement on Salary Schedule.

1. A teacher may advance across the salary schedule by taking and passing with a "B" or better administratively pre-approved courses or workshops from an accredited university or college that meet state requirements for Professional Development. A form requesting course or workshop pre-approval can be obtained from the principal's office. The teacher will complete the form and return it to the Superintendent for approval.
2. If approval is given, it will be signed by the Superintendent and placed on file in the unit office with a copy to the teacher. If approval is denied, then a copy with the reason for denial will be returned to the teacher.
3. In order to reach the M.S. column on the salary schedule, a teacher must earn a M.S. Degree from an accredited college or university. A teacher presently with credit beyond the M.S. Degree without the M.S. Degree will be able to remain at his/her present earned column and may advance after he/she obtains his/her M.S. Degree.
4. Appropriate hours will be credited to the teacher's file and the resultant pay increase will be reflected on the first pay period of the new school year provided the teacher has on file in the unit office by September 1 an official transcript or verification showing successful completion of the pre-approved courses or workshops.
5. If a course or workshop is denied approval by the Superintendent, the teacher may present a course description and rationale for the course or workshop request to the Board of Education for review and final determination.

SECTION E - Illinois Teachers' Retirement Contributions. The Board shall pay on each teacher's behalf the 9.0% teacher's contribution to the Illinois Teachers' Retirement System in the form of an employer-paid pension contribution pursuant to 40 ILCS 5/16-152, *et seq.* Both parties acknowledge that the teachers did not have the option of choosing to receive the contributed amount directly instead of having such contribution paid directly by the Board to the Teachers' Retirement System. Any remaining percentage of the teacher's contribution to the Illinois Teachers' Retirement System will be deducted from the teacher's salary and paid into the Teachers' Retirement System by the district as a tax sheltered contribution according to authority granted by the Pension Reform Act of 1974, Section 414 (h) (2) of the Internal Revenue Code. Should any of the above be declared improper by an I.R.S. ruling or opinion or by a court of competent jurisdiction, that clause or portion thereof shall be deleted to the extent that it violates the ruling or opinion.

It is the intention of the parties to qualify all such payments paid by the Board on each teacher's behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1954, as amended. Teachers shall have no right or claim to the fund so remitted except as they may subsequently become available upon retirement or resignation from the State of Illinois Teachers' Retirement System.

Additionally, the Board shall pay the THIS (teacher paid insurance contribution) of *0.90% of teachers' salaries. *This is the FY24 rate and will be adjusted to match each new year's rates.

SECTION F - Part-time teachers. Part-time teachers shall receive prorated benefits based upon the percentage of their contract status.

SECTION G - Section 125. The District will allow voluntary inclusion into an IRC 125 Plan (Cafeteria Plan). The plan shall include provisions for health insurance premium cost, medical expenses, and childcare. The District agrees to pay one half of the initial set up cost up to \$500.00. The District will provide each contractual employee with a term life insurance plan equal to \$15,000, subject to the age restrictions set forth in the life insurance policy.

SECTION H - Health Insurance Contribution. The District shall offer an ACA compliant individual health insurance plan. The District shall contribute the following amounts per month toward payment of the district individual health insurance premium with the employee paying the remaining premium.

2024-2025	\$525 per month	2025-2026	\$575 per month
2026-2027	\$625 per month	2027-2028	\$675 per month

At least annually, and when the district bids health insurance coverage, the district will work with a committee appointed by the CWEA and support staff members to review health insurance plans and bids. The committee shall make recommendations to the board of education regarding health insurance plans, and the committee shall collaborate with the board and administration regarding the plans and bids, but the board of education shall have the right to make the final selection and award the contract.

SECTION I - Employee Withholding. Employees may participate in payroll withholding for cafeteria plan expenses, supplemental insurance and investments according to each plan's guidelines.

SECTION J –Retirement Incentive

A teacher meeting the following eligibility conditions shall be removed from the salary schedule and for each year of eligibility the teacher's creditable earnings will be increased by six percent (6%) over the teacher's TRS creditable earnings for the prior year of employment respectively.

To be eligible for the retirement incentive a teacher must meet the following requirements:

1. Be at least sixty (60) years of age by the last day of service in the District; or

2. Be at least fifty-five (55) years of age with thirty-five (35) years of creditable service as defined by the Illinois Teacher Retirement System (TRS) by the last day of service in the District; and
3. Have at least ten (10) years of consecutive TRS creditable teaching in the District by the last day of service in the District.
4. Up to four years before retirement submit an irrevocable letter of retirement on or before the first day of school of the year the incentive is to commence.

The District may require proof of eligibility.

Definitions – For purposes of this Article, TRS creditable compensation (earnings) include, but are not limited to:

- Salary for regular contractual teaching duties
- Wages for substitute teaching
- Wages for homebound teaching or tutoring
- Earnings for extra duties performed that relate to teaching or supervision of students, and other assignments related to the academic program
- Earnings for summer school
- Bonuses
- Contributions to qualified plans eligible for tax-deferral under the Internal Revenue Code, Section 401(a), 403(b), and 457(b)
- Contributions to flexible benefit plans
- Salary or back wage payments resulting from contract buy-outs, labor litigation, and settlement agreements.

Once an irrevocable letter of retirement is submitted, the teacher will not be assigned any additional extra duties or TRS reportable duties not currently being performed without the consent of the teacher.

If after submitting an irrevocable letter of retirement the teacher resigns from or is removed from duties for which the teacher was compensated the previous year, the teacher's TRS credited earnings will be adjusted accordingly (see example 4 below).

In the event the teacher has submitted an irrevocable letter of retirement, but elects, for whatever reason, to retire prior to the anticipated retirement date, and thereby fails to meet the eligibility requirements, the teacher shall return all creditable earnings paid to the teacher in excess of the amount the teacher otherwise would have received under the salary schedule for such year(s) in which the retirement incentive(s) were paid.

In the event the teacher has submitted an irrevocable letter of retirement, but fails to meet the eligibility requirements because of illness or life-changing circumstances, the Board in its sole discretion may allow the teacher to rescind the letter of retirement providing the teacher returns all creditable earnings paid to the teacher in excess of the amount the teacher otherwise would have received under the salary schedule for such year(s) in which the retirement incentive(s) were paid.

If during the term of this Agreement legislation is enacted and/or administrative rules are implemented that require the Board to pay a penalty to TRS or incur a greater cost than the costs

generated by this Section by reason of a teacher retiring hereunder, the provisions of this Section shall be null and void.

Any teacher who is within four (4) years of being eligible for either early or regular retirement under the Illinois Pension Code and receives in excess of a six percent (6%) aggregate annual increase in TRS creditable earnings that triggers a penalty to TRS that would be paid by the Board, shall not be eligible for the retirement incentive under this section.

Examples:

1. An eligible teacher submits a letter of retirement one year before retirement. The teacher's TRS creditable earnings for the year before retirement were \$40,000. The teacher's final year's TRS creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$).
2. An eligible teacher submits a letter of retirement two years before retirement. The teacher's TRS creditable earnings for the year two years before retirement were \$40,000. The teacher's second to last year's TRS creditable earnings will be \$42,400 ($\$40,000 \times 1.06 = \$42,400$). The teacher's last year's TRS creditable earnings will be \$44,944 ($\$42,400 \times 1.06 = \$44,944$).
3. An eligible teacher submitting a letter of retirement three or four years before retirement will be compensated following the above pattern for all three or four final years of employment.
4. The teacher has a salary of \$40,000 plus extra duty of \$3,000 for a total of \$43,000. The teacher would be entitled to \$45,580 ($\$43,000 \times 1.06 = \$45,580$) the next year if the teacher continued the extra duty, but only \$42,400 ($\$40,000 \times 1.06 = \$42,400$) if the teacher ceases to perform the extra duty.

SECTION K – Sign-On Bonus. At the discretion of the Board of Education, the district may offer a one-time sign-on bonus up to \$4,000.00 for hard to fill positions as determined by the Board of Education. The employee will sign a contract before the bonus is received stating it will be paid back in full if the employee resigns from the district within the first four years of employment. The district will inform the Association President when a sign-on bonus may be deemed necessary.

SECTION L – Family Passes. Each employee shall receive a free family pass to all Casey-Westfield school-sponsored athletic events.

ARTICLE VI

LEAVES

SECTION A - Temporary Absence-Sick Leave. The School Board shall grant full-time teachers sick leave provision of twelve (12) days at full pay each year. Once a teacher reaches twenty (20) years of total service (both in and out of district), he/she will receive (20) days per year. Once a teacher reaches twenty (20) years of total service (both in and out of district) and has accrued a minimum of 100 sick leave days in the district, he/she will receive 30 sick leave days per year. If any such teacher does not use the full amount of annual leave thus allowed, the unused amount shall accumulate to a maximum available leave of 360 days at full pay, including the leave of the current year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. The School Board may require a physician's certificate as a basis for pay during an absence of more than three (3) days for personal illness, or as it may deem necessary in other cases. At no time will more than thirty (30) consecutive days of absence be allowed as paid sick days without a physician's certification.

For purposes of this article, immediate family shall include parents, stepparents, spouse, domestic partner, brothers, sisters, children, stepchildren, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians, or members of the immediate household.

SECTION B - Personal Leave. Three (3) personal days per year will be granted to each teacher. No more than two personal leave requests will be approved per building on any given date unless an extreme circumstance exists.

Personal leave requests must be made in writing at least three (3) days in advance (if possible) to the building principal or supervisor and must be on the form attached hereto as Appendix "C."

Should the date be approved by the building principal or supervisor, there will be no deduction in salary. The following days should be avoided for use as personal leave: Teacher Institute Days, School Improvement Days, and the day before and the day following school vacations or holidays. Unused personal leave days will be added to the accumulated sick leave.

SECTION C - Leave of Absence.

Leaves of absence without pay may be granted to tenured teachers subject to recommendations by the Superintendent and approval by the Board. Leaves of less than one (1) month, if acceptable to and approved by the Superintendent, shall not require Board approval.

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

1. Written requests for leave of absence without pay should be made at least three (3) months before the leave is desired, subject to approval by the Board.
2. Dates of departure and return must be mutually acceptable to the employee and administration and determined prior to any final action on the request. After disposition by the Board, the employee shall be notified in writing of said disposition.
3. Leaves may be granted for:
 - a. advanced study leading to a degree at 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. parental leave;
 - e. Other reasons acceptable to the Superintendent and/or Board.
4. Members on such leaves may continue insurance benefits (if agreeable to the insurance company) provided the cost of such benefits shall be borne entirely by the Member.
5. Employees will not advance on the salary schedule while on the approved leave of absence without pay unless working at least ninety (90) days or one (1) semester, whichever is less, during the school year in which the leave was taken.
6. The Board may waive the above restrictions at its discretion.

SECTION D - Temporary Leave Without Pay. A teacher desiring to take time off work without pay must secure permission to do so from his/her immediate supervisor and Superintendent. Docked days may not be used in conjunction with personal days to circumvent board policy.

It is not desirable that days be taken off work for personal vacations or holidays except in extreme or special circumstances.

Teachers continuously taking off days from work may be subject to remedial action.

SECTION E - Professional Leave. A teacher wishing to request approval for professional travel at district expense and without loss of pay will make application to his/her immediate supervisor on the districts form "Request to Attend Professional Meetings". The supervisor will forward the form with a recommendation to the Superintendent. The Superintendent will approve or deny the request after considering the merits of the request and the availability of budgeted funds. A separate fund shall be maintained for meetings deemed mandatory by the administration or the state.

Teachers attending a half-day conference shall be allowed a thirty minute duty free lunch period along with travel time to and/or from the conference location.

SECTION F - Approved Leaves - Insurance Benefits. Teachers on approved leaves may continue their insurance benefits provided they reimburse the district for the cost of the insurance and if allowed by the insurance company.

SECTION G - Association Leave. The Board shall provide a total of two (2) non-accumulative association leave days per year, without loss of pay, for use at the discretion of the Association Executive Board for the sole purpose of attending Association meetings. The Board shall provide two (2) non-accumulative association leave days, without loss of pay, for which the Board and the Association will share equally the cost of substitute teachers at the current substitute rate. The Board may grant two (2) additional days, without loss of pay, for which the Association will bear the cost of substitute teachers at the current substitute rate. Such leave shall be available upon two (2) days' advance notice, if possible, to the superintendent.

SECTION H – Bereavement Leave. At the beginning of each work year, each teacher shall be granted up to five (5) days per occurrence with no loss of pay or benefits for bereavement leave for the death of an immediate family member as defined in Article VI, Section A – Temporary Absence – Sick Leave. One (1) day for each incident of death of a person outside the employee's immediate family, not to exceed two (2) days per school year. All bereavement leave is subject to the approval of the administration. Unused bereavement leave days shall not accumulate. Additional bereavement days may be granted upon request by the employee and upon approval, additional days shall be deducted from sick leave.

ARTICLE VII

GRIEVANCE PROCEDURE

SECTION A - Definition of Grievance. A "grievance" for the purpose of this agreement shall be defined as an alleged violation, misinterpretation, or misapplication of any of the specific provision of this Agreement.

SECTION B - Covered Parties. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures.

Failure of a teacher (or, in the event of an appeal to arbitration, the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher or of the teaching staff.

SECTION C - Procedure.

Step 1 - An attempt shall be made to resolve any grievance in informal, verbal discussion between the teacher and his or her principal or supervisor.

Step 2 - If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing and, within ten (10) days time, discuss the matter with the appropriate principal or supervisor. An Association representative may accompany the teacher during the Grievance procedure. The written grievance shall state the nature of the grievance, shall note the specific clause which is the basis of the grievance, and shall state the remedy requested. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Superintendent within ten (10) school days after receipt of the grievance.

Step 3 - In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within ten (10) school days of the principal's or supervisor's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the teacher and the Superintendent or his designee shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher and the principal or supervisor.

Step 4 - If the Association is not satisfied with the disposition of the grievance at Step 3, it may within thirty (30) days of the Step 3 response submit the grievance to final and binding arbitration. The arbitration proceeding shall be conducted under the auspices of

the Federal Mediation and Conciliation Service.

Expenses for the Arbitrator's services shall be borne equally by the School District and the Association. The Arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association and his decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

SECTION D - Other Forum. If the Association or any teacher files any claim or complaint in any forum other than under the grievance procedure of this Agreement, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.

SECTION E - Bypass to Superintendent. If the Association and the superintendent agree, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

SECTION F - Bypass to Arbitration. If the superintendent and the Association agree, a grievance may be submitted directly to arbitration.

SECTION G - Class Grievance. Class grievance involving one (1) or more teachers or one (1) or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step 2.

SECTION H - Grievance Withdrawal. A grievance may be withdrawn at any level without establishing precedent.

SECTION I - No Reprisal. No reprisals shall be taken by the board or administration against any teacher because of the teacher's participation in a grievance.

ARTICLE VIII

NEGOTIATION PROCEDURE

SECTION A - Mutual Responsibility. The Board and the Association agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith pursuant to the Illinois Education Labor Relations Act and its Rules and Regulations.

SECTION B - Initiation of Negotiations. When either party executes written notification to the other party prior to April of the year the contract terminates that it wishes to renegotiate the Agreement, the Board and Association shall meet no later than May 1, unless both parties agree to a later date, to exchange complete proposals, and negotiations shall continue in an effort to reach an agreement.

SECTION C - Conferred Powers. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations and to reach tentative agreements which shall be presented respectively to the Association and the Board for ratification.

SECTION D - Tentative Agreement. When the Association and the Board reach tentative agreement on all matters negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

SECTION E - Mediation. If after a reasonable period of negotiation and within 90 days of the scheduled start of the forthcoming school year, an agreement is not reached on all items, either party may request to the other party to enter into mediation. When mediation is requested, the parties will jointly request that Federal Mediation and Conciliation Service appoint a mediator from its staff. Should the Federal Mediation and Conciliation Service be unavailable, the parties shall mutually agree upon a replacement. In the event that the parties cannot agree upon a replacement, the Illinois Educational Labor Relations Board shall be notified. The mediator shall not, without the consent of both parties, recommend terms of settlement or make any findings of fact.

SECTION F - Copies of Final Agreement. After an agreement has been ratified by the membership of the Association and approved by the Board one copy of the document, after having been proofread and agreed to by the negotiating teams, will be prepared and made available to each teacher.

ARTICLE IX

EFFECT OF AGREEMENT

SECTION A - Complete Understanding. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. It is understood that all rights, powers, and authority of the Board and/or its administrative staff not specifically limited by the language of this Agreement are retained by the Board. The Board, however, shall not take any action which shall violate any of the specific provisions of this Agreement.

SECTION B - Individual Contracts. Individual contracts or employment agreements shall not be inconsistent with the terms and conditions of this agreement.

SECTION C - Recognition of This Agreement. This Agreement supersedes and nullifies all previous written and verbal negotiation agreements between the Board and the Association.

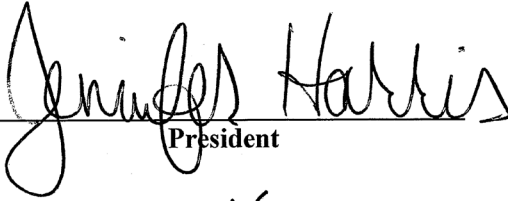
SECTION D - Separability. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in effect.

SECTION E - No Strike. During the term of this agreement, no member of the Association shall participate in a strike against this district. Any teacher violating this provision may be subject to discharge from employment by the Board.

SECTION F - Duration. This Agreement shall become effective on August 15, 2024 and shall continue in effect until August 14, 2028.

The Agreement is executed this 18th day of March, 2024 in witness thereof:

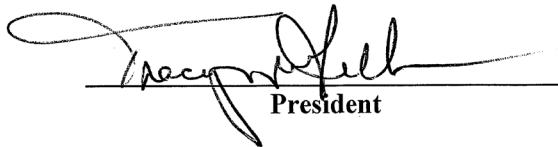
FOR THE CASEY-WESTFIELD EDUCATION ASSOCIATION

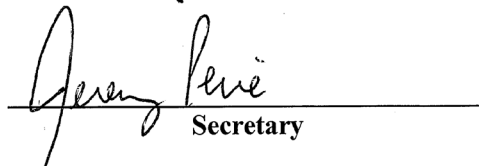

President


Secretary

FOR THE BOARD OF EDUCATION

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4


President


Secretary

Appendix A
Casey-Westfield CUSD #C-4
TRS Teacher Salary Schedule
2024-2025

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	71420	72909	77475	79567	83470	31
30	70489	71956	76401	78438	82226	30
29	69558	71003	75327	77310	80982	29
28	68627	70051	74254	76181	79738	28
27	67697	69098	73180	75053	78494	27
26	66766	68145	72107	73924	77251	26
25	65835	67192	71033	72796	76007	25
24	64904	66240	69959	71667	74763	24
23	63974	65287	68886	70538	73519	23
22	63043	64334	67812	69410	72275	22
21	62112	63381	66738	68281	71031	21
20	61181	62429	65665	67153	69787	20
19	60251	61476	64591	66024	68543	19
18	59320	60523	63518	64896	67299	18
17	58389	59570	62444	63767	66055	17
16	57458	58618	61370	62638	64811	16
15	56527	57665	60297	61510	63567	15
14	55597	56712	59223	60381	62323	14
13	54666	55759	58149	59253	61079	13
12	53735	54807	57076	58124	59835	12
11	52804	53854	56002	56996	58591	11
10	51874	52901	54929	55867	57347	10
9	50943	51948	53855	54738	56103	9
8	50012	50996	52781	53610	54859	8
7	49081	50043	51708	52481	53615	7
6	48151	49090	50634	51353	52371	6
5	47220	48137	49560	50224	51127	5
4	46289	47185	48487	49096	49884	4
3	45358	46232	47413	47967	48640	3
2	44427	45279	46340	46838	47396	2
1	43497	44326	45266	45710	46152	1

Step	931	953	1074	1129	1244	Step
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Schedule amounts include board's payment on teacher behalf of 9.0% teacher's contribution to the Illinois Teachers' Retirement System as per Article V Section E of PN Agreement. To determine gross salary without benefit, see "IRS Teacher Salary Schedule."

Appendix A
Casey-Westfield CUSD #C-4
IRS Teacher Salary Schedule
2024-2025

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	64992	66347	70502	72406	75958	31
30	64145	65480	69525	71379	74826	30
29	63298	64613	68548	70352	73694	29
28	62451	63746	67571	69325	72562	28
27	61604	62879	66594	68298	71430	27
26	60757	62012	65617	67271	70298	26
25	59910	61145	64640	66244	69166	25
24	59063	60278	63663	65217	68034	24
23	58216	59411	62686	64190	66902	23
22	57369	58544	61709	63163	65770	22
21	56522	57677	60732	62136	64638	21
20	55675	56810	59755	61109	63506	20
19	54828	55943	58778	60082	62374	19
18	53981	55076	57801	59055	61242	18
17	53134	54209	56824	58028	60110	17
16	52287	53342	55847	57001	58978	16
15	51440	52475	54870	55974	57846	15
14	50593	51608	53893	54947	56714	14
13	49746	50741	52916	53920	55582	13
12	48899	49874	51939	52893	54450	12
11	48052	49007	50962	51866	53318	11
10	47205	48140	49985	50839	52186	10
9	46358	47273	49008	49812	51054	9
8	45511	46406	48031	48785	49922	8
7	44664	45539	47054	47758	48790	7
6	43817	44672	46077	46731	47658	6
5	42970	43805	45100	45704	46526	5
4	42123	42938	44123	44677	45394	4
3	41276	42071	43146	43650	44262	3
2	40429	41204	42169	42623	43130	2
1	39582	40337	41192	41596	41998	1

Step	847	867	977	1027	1132	Step
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Appendix A
Casey-Westfield CUSD #C-4
TRS Teacher Salary Schedule
2025-2026

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	73837	75326	79892	81985	85888	31
30	72885	74352	78797	80834	84622	30
29	71932	73377	77701	79684	83356	29
28	70979	72402	76605	78533	82090	28
27	70026	71427	75510	77382	80824	27
26	69074	70453	74414	76232	79558	26
25	68121	69478	73319	75081	78292	25
24	67168	68503	72223	73931	77026	24
23	66215	67529	71127	72780	75760	23
22	65263	66554	70032	71630	74494	22
21	64310	65579	68936	70479	73229	21
20	63357	64604	67841	69329	71963	20
19	62404	63630	66745	68178	70697	19
18	61452	62655	65649	67027	69431	18
17	60499	61680	64554	65877	68165	17
16	59546	60705	63458	64726	66899	16
15	58593	59731	62363	63576	65633	15
14	57641	58756	61267	62425	64367	14
13	56688	57781	60171	61275	63101	13
12	55735	56807	59076	60124	61835	12
11	54782	55832	57980	58974	60569	11
10	53830	54857	56885	57823	59303	10
9	52877	53882	55789	56673	58037	9
8	51924	52908	54693	55522	56771	8
7	50971	51933	53598	54371	55505	7
6	50019	50958	52502	53221	54240	6
5	49066	49984	51407	52070	52974	5
4	48113	49009	50311	50920	51708	4
3	47160	48034	49215	49769	50442	3
2	46208	47059	48120	48619	49176	2
1	45255	46085	47024	47468	47910	1

Step 953 975 1096 1151 1266 Step

Schedule amounts include board's payment on teacher behalf of 9.0% teacher's contribution to the Illinois Teachers' Retirement System as per Article V Section E of PN Agreement. To determine gross salary without benefit, see "IRS Teacher Salary Schedule."

Appendix A
Casey-Westfield CUSD #C-4
IRS Teacher Salary Schedule
2025-2026

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	67192	68547	72702	74606	78158	31
30	66325	67660	71705	73559	77006	30
29	65458	66773	70708	72512	75854	29
28	64591	65886	69711	71465	74702	28
27	63724	64999	68714	70418	73550	27
26	62857	64112	67717	69371	72398	26
25	61990	63225	66720	68324	71246	25
24	61123	62338	65723	67277	70094	24
23	60256	61451	64726	66230	68942	23
22	59389	60564	63729	65183	67790	22
21	58522	59677	62732	64136	66638	21
20	57655	58790	61735	63089	65486	20
19	56788	57903	60738	62042	64334	19
18	55921	57016	59741	60995	63182	18
17	55054	56129	58744	59948	62030	17
16	54187	55242	57747	58901	60878	16
15	53320	54355	56750	57854	59726	15
14	52453	53468	55753	56807	58574	14
13	51586	52581	54756	55760	57422	13
12	50719	51694	53759	54713	56270	12
11	49852	50807	52762	53666	55118	11
10	48985	49920	51765	52619	53966	10
9	48118	49033	50768	51572	52814	9
8	47251	48146	49771	50525	51662	8
7	46384	47259	48774	49478	50510	7
6	45517	46372	47777	48431	49358	6
5	44650	45485	46780	47384	48206	5
4	43783	44598	45783	46337	47054	4
3	42916	43711	44786	45290	45902	3
2	42049	42824	43789	44243	44750	2
1	41182	41937	42792	43196	43598	1

Step	867	887	997	1047	1152	Step
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Appendix A
Casey-Westfield CUSD #C-4
TRS Teacher Salary Schedule
2026-2027

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	76365	77854	82420	84512	88415	31
30	75390	76857	81302	83340	87127	30
29	74415	75860	80185	82167	85840	29
28	73441	74864	79067	80994	84552	28
27	72466	73867	77949	79822	83264	27
26	71491	72870	76832	78649	81976	26
25	70516	71874	75714	77477	80688	25
24	69542	70877	74597	76304	79400	24
23	68567	69880	73479	75132	78112	23
22	67592	68884	72362	73959	76824	22
21	66618	67887	71244	72787	75536	21
20	65643	66890	70126	71614	74248	20
19	64668	65893	69009	70442	72960	19
18	63693	64897	67891	69269	71673	18
17	62719	63900	66774	68097	70385	17
16	61744	62903	65656	66924	69097	16
15	60769	61907	64538	65752	67809	15
14	59795	60910	63421	64579	66521	14
13	58820	59913	62303	63407	65233	13
12	57845	58916	61186	62234	63945	12
11	56870	57920	60068	61062	62657	11
10	55896	56923	58951	59889	61369	10
9	54921	55926	57833	58716	60081	9
8	53946	54930	56715	57544	58793	8
7	52971	53933	55598	56371	57505	7
6	51997	52936	54480	55199	56218	6
5	51022	51940	53363	54026	54930	5
4	50047	50943	52245	52854	53642	4
3	49073	49946	51127	51681	52354	3
2	48098	48949	50010	50509	51066	2
1	47123	47953	48892	49336	49778	1

Step	975	997	1118	1173	1288	Step
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Schedule amounts include board's payment on teacher behalf of 9.0% teacher's contribution to the Illinois Teachers' Retirement System as per Article V Section E of PN Agreement. To determine gross salary without benefit, see "IRS Teacher Salary Schedule."

Appendix A
Casey-Westfield CUSD #C-4
IRS Teacher Salary Schedule
2026-2027

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	69492	70847	75002	76906	80458	31
30	68605	69940	73985	75839	79286	30
29	67718	69033	72968	74772	78114	29
28	66831	68126	71951	73705	76942	28
27	65944	67219	70934	72638	75770	27
26	65057	66312	69917	71571	74598	26
25	64170	65405	68900	70504	73426	25
24	63283	64498	67883	69437	72254	24
23	62396	63591	66866	68370	71082	23
22	61509	62684	65849	67303	69910	22
21	60622	61777	64832	66236	68738	21
20	59735	60870	63815	65169	67566	20
19	58848	59963	62798	64102	66394	19
18	57961	59056	61781	63035	65222	18
17	57074	58149	60764	61968	64050	17
16	56187	57242	59747	60901	62878	16
15	55300	56335	58730	59834	61706	15
14	54413	55428	57713	58767	60534	14
13	53526	54521	56696	57700	59362	13
12	52639	53614	55679	56633	58190	12
11	51752	52707	54662	55566	57018	11
10	50865	51800	53645	54499	55846	10
9	49978	50893	52628	53432	54674	9
8	49091	49986	51611	52365	53502	8
7	48204	49079	50594	51298	52330	7
6	47317	48172	49577	50231	51158	6
5	46430	47265	48560	49164	49986	5
4	45543	46358	47543	48097	48814	4
3	44656	45451	46526	47030	47642	3
2	43769	44544	45509	45963	46470	2
1	42882	43637	44492	44896	45298	1

Step	887	907	1017	1067	1172	Step
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Appendix A
Casey-Westfield CUSD #C-4
TRS Teacher Salary Schedule
2027-2028

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	79002	80491	85057	87149	91053	31
30	78005	79473	83918	85955	89743	30
29	77009	78454	82778	84760	88433	29
28	76012	77435	81638	83566	87123	28
27	75015	76416	80499	82371	85813	27
26	74019	75398	79359	81177	84503	26
25	73022	74379	78220	79982	83193	25
24	72025	73360	77080	78788	81884	24
23	71029	72342	75941	77593	80574	23
22	70032	71323	74801	76399	79264	22
21	69035	70304	73662	75204	77954	21
20	68038	69286	72522	74010	76644	20
19	67042	68267	71382	72815	75334	19
18	66045	67248	70243	71621	74024	18
17	65048	66230	69103	70426	72714	17
16	64052	65211	67964	69232	71404	16
15	63055	64192	66824	68037	70094	15
14	62058	63174	65685	66843	68785	14
13	61062	62155	64545	65648	67475	13
12	60065	61136	63405	64454	66165	12
11	59068	60118	62266	63259	64855	11
10	58071	59099	61126	62065	63545	10
9	57075	58080	59987	60870	62235	9
8	56078	57062	58847	59676	60925	8
7	55081	56043	57708	58481	59615	7
6	54085	55024	56568	57287	58305	6
5	53088	54005	55429	56092	56996	5
4	52091	52987	54289	54898	55686	4
3	51095	51968	53149	53703	54376	3
2	50098	50949	52010	52509	53066	2
1	49101	49931	50870	51314	51756	1

Step 997 1019 1140 1195 1310 Step

Schedule amounts include board's payment on teacher behalf of 9.0% teacher's contribution to the Illinois Teachers' Retirement System as per Article V Section E of PN Agreement. To determine gross salary without benefit, see "IRS Teacher Salary Schedule."

Appendix A
Casey-Westfield CUSD #C-4
IRS Teacher Salary Schedule
2027-2028

Steps	BS	BS+16	MS	MS+16	MS+32	Steps
31	71892	73247	77402	79306	82858	31
30	70985	72320	76365	78219	81666	30
29	70078	71393	75328	77132	80474	29
28	69171	70466	74291	76045	79282	28
27	68264	69539	73254	74958	78090	27
26	67357	68612	72217	73871	76898	26
25	66450	67685	71180	72784	75706	25
24	65543	66758	70143	71697	74514	24
23	64636	65831	69106	70610	73322	23
22	63729	64904	68069	69523	72130	22
21	62822	63977	67032	68436	70938	21
20	61915	63050	65995	67349	69746	20
19	61008	62123	64958	66262	68554	19
18	60101	61196	63921	65175	67362	18
17	59194	60269	62884	64088	66170	17
16	58287	59342	61847	63001	64978	16
15	57380	58415	60810	61914	63786	15
14	56473	57488	59773	60827	62594	14
13	55566	56561	58736	59740	61402	13
12	54659	55634	57699	58653	60210	12
11	53752	54707	56662	57566	59018	11
10	52845	53780	55625	56479	57826	10
9	51938	52853	54588	55392	56634	9
8	51031	51926	53551	54305	55442	8
7	50124	50999	52514	53218	54250	7
6	49217	50072	51477	52131	53058	6
5	48310	49145	50440	51044	51866	5
4	47403	48218	49403	49957	50674	4
3	46496	47291	48366	48870	49482	3
2	45589	46364	47329	47783	48290	2
1	44682	45437	46292	46696	47098	1

Step	907	927	1037	1087	1192	Step
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Appendix B—revised 5-8-24
FY2025-2028 Extra Duty Increments/Assignments

1. Extended Contracts:
 - A. **Interrelated Coordinator** (Teacher's contract plus 5 days):..... 5/185
 - B. **Agriculture Teacher** (Teacher's contract plus 15 days):..... 15/185
 - C. **Sec Guidance Counselor** (Teacher's contract plus 20 days) 20/185
 - D. **Industrial Arts** (Teacher's contract plus 5 days): 5/185
 - E. **Nurse** (Teacher's Contract plus 10 days): 10/185
 - F. **Special Ed Coordinator** (Teacher's Contract plus 20 days)..... 20/185
2. **Jr-Sr HS Band Director:** Marching Band 4%, Pep Band 4%, Jazz Band 4%
\$16.00 for each 1/2 hour of music lessons up to \$8000
3. **FCCLA Advisor:** 8%
4. **Future Farmers of America Advisor:** 8%
5. **Extra Curricular Drama:** 6%
6. **Extra Curricular Choral:** 6%
7. **HS Yearbook Advisor:** 7%
- JH Yearbook Advisor:** 4%
- Elementary Yearbook Advisor** 4%
8. **Class Sponsors:**
 - A. 9th Grade Class Sponsor (1)..... 2%
 - B. 10th Grade Class Sponsor (1)..... 2%
 - C. 11th Grade Class Sponsor (2)..... 3%
 - D. 12th Grade Class Sponsor (2)..... 3%
9. **Cheerleader Sponsor:**
 - A. High School 6%
 - B. Junior High School 2%
10. **Dance Sponsor:**..... 1.5%
11. **Flag Corps** 4%
- Percussion Director** 4%
12. **Junior High School Athletics:**
 - A. Boys Basketball Coach (2): 8%
 - B. Softball Coach: 6%
 - C. Asst. Softball Coach: 2%
 - D. Volleyball Coach (2): 5%
 - E. Girls Basketball Coach (2): 8%
 - F. Boys Baseball: 6%
 - G. Asst. Boys Baseball 2%
 - H. Head Boys/Girls Track 9%
 - I. Assistant Boys/Girls Track 6%
13. **Senior High School Athletics:**
 - A. Boys.
 1. Head Basketball Coach: 15%
 2. Junior Varsity Basketball Coach 9%
 3. F/S Basketball 9%
 4. Head Varsity Football Coach: 15%
 5. Assistant Football Coach (3) add (1) if over 60 athletes 9%
 6. Tennis Coach 10%
 7. Baseball Coach 10%

8. Assistant Baseball Coach	5%
9. Intramural Coach.....	2%
B. Girls	
1. Head Basketball Coach:.....	15%
2. Assistant Basketball Coach:.....	9%
3. Tennis Coach	10%
4. Head Volleyball Coach	15%
5. Assistant Volleyball Coach.....	7%
6. Softball Coach.....	10%
7. Assistant Softball Coach.....	5%
C. Boys/Girls Track	
1. Head Coach.....	15%
2. Assistant Coach.....	6%
D. Boys/Girls Cross Country	
1. Head Coach.....	10%
2. Assistant Coach.....	5%
E. Golf.....	6%
14. Senior High Student Council Advisor:	5%
15. Senior High Scholastic Coach:	5%
16. Senior High JV Scholastic Coach (if over 10 team members)	2%
17. Junior High Student Council Advisor:	2%
18. Junior High Scholastic Coach:	3%
19. Athletic Director:	20%
20. Athletic Supervisors: Home Boys Varsity BB-\$30 per game, All Other Games-\$25 per	
21. SLP/SSW/Guidance Counselor/Special Ed Coordinator	15%
22. EcoTeam(3),Jr High MathCounts, Sr High MathCounts, WYSE	1%
23. Driver Education extra hours	\$32 per
24. Mentor	\$250 per quarter
25. Dual Credit	\$75/credit hour
26. PBIS (up to 4 people at JS/HS)	2%
27. National Honor Society	1%
28. School Psychologist	12%

Extra-duty coaches and sponsors will be paid \$20.00 under 50 miles and \$40.00 over 50 miles to transport their group in a district vehicle to and from after school scheduled extra-curricular events. All percentages for increments will be computed on the following:

<u>Base</u>	<u>Experience</u>
BS Base	1-3 years in the assigned extra duty.
BS Base + \$2000.....	4-7 years in the assigned extra duty.
BS Base + \$4000.....	8-15 years in the assigned extra duty.
BS Base + \$5000.....	16 or more years in the assigned extra duty.

Appendix C

REQUEST FOR PERSONAL LEAVE – COMPLETE PRIOR TO USE

2025-2028

PERSONAL LEAVE Three (3) personal days per year will be granted to each employee. No more than two personal leave requests will be approved per building on any given date unless an extreme circumstance exists.

Personal leave requests must be made in writing at least three (3) days in advance (if possible) to the building principal or supervisor and must be on this form.

Should the date be approved by the building principal or supervisor, there will be no deduction in salary. The following days should be avoided for use as personal leave: Teacher Institute Days, School Improvement Days, and the day before and the day following school vacations or holidays. Unused personal leave days will be added to the accumulated sick leave.

I _____, request that I be granted _____ day(s) of absence from work:

_____ without loss of pay _____ with loss of pay

Date(s) of requested leave _____

Signed: _____ Date _____
Employee

Approved Yes No _____ Date _____
Principal

Approved Yes No _____ Date _____
Superintendent

This form will be returned to employee upon completion of approval signatures.