

COLLECTIVE BARGAINING AGREEMENT
BETWEEN

POLO COMMUNITY UNIT SCHOOL DISTRICT #222

AND

THE POLO EDUCATION ASSOCIATION

2024-2025

2025-2026

2026-2027

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PREAMBLE

This Agreement is made and entered into between the Board of Education of District #222, Ogle County, Polo, Illinois and the Polo Education Association, the I.E.A./N.E.A..

ARTICLE I. PURPOSES

This Agreement is negotiated pursuant to the Illinois Education Labor Relations Act, to establish the terms and conditions of employment for the members of the bargaining unit herein defined.

ARTICLE II. RECOGNITION

2.1 Recognition of Union

The Board of Education of Polo Community Unit School District #222 hereinafter referred to as the "Board" or "District" recognizes the Polo Education Association, hereinafter referred to as the "Association" or the "Union" as the exclusive representative of the full-time and regularly employed part-time certified teachers including the librarians, counselors, and nurses employed by the Board, hereinafter referred to as the "Unit." The Unit expressly excludes the following personnel: Superintendent, principals, part-time principals, substitute teachers, and short-term employees employed less than a full school year.

ARTICLE III. ASSOCIATION RIGHTS AND RESPONSIBILITIES

3.1 Association Deductions

The Board agrees to deduct from each Association member's pay the current dues of the Association in ten equal amounts, October through July. It shall be the responsibility of the employee to provide the Board an authorization form for dues deduction to be executed annually between September 1 and September 15. The authorization form shall be furnished by the Association.

In the event the employee leaves the district during the contract period the Board shall not be responsible for collecting any unpaid balance of the dues in the event the unpaid dues balance exceeds the salary balance due the employee.

The Board shall remit said deducted dues to the Association by the last day of the month in which deduction was made.

3.2 Notice of Board Meetings

The President of the Association or the President's designee shall be given written notice of all special meetings of the Board. Agenda of all regular meetings will be posted in the office of each school, except during June, July and August when it will be posted in the Central office only.

3.3 Board Minutes/Policies to PEA President

One copy of the official Board minutes shall be placed in the mailbox of the President of the Association after the minutes have been approved. In addition, a copy of the "Report of Board Meeting" shall be furnished to each member of the Unit as soon as the report has been prepared.

The President of the Association or the President's designee shall have one copy of all newly adopted or revised Board Policies placed in his/her mailbox, as they are prepared.

If the information or documents which are to be provided to the Association pursuant to this Article are posted on the District's website, such web posting shall constitute compliance with the delivery obligation.

3.4 Information Available to PEA

The Association shall be furnished, on request, all regularly and routinely prepared information concerning the financial condition of the School District including the annual audit and adopted budget. In addition, the Board and the Administration will grant a reasonable request for any other readily available and pertinent information, which may be relevant to negotiations. Nothing herein shall require the central administrative staff or members of the Board to research and assemble information.

The Association will furnish copies of any pertinent information as requested by the Superintendent or the Board.

Names and addresses of newly hired teachers shall be provided to the Association within thirty days after their employment or when school starts whichever occurs first. The Board or its representative shall give all newly hired teachers a copy of the collective bargaining agreement by the first day of school.

3.5 Copies of Agreement

Within thirty days of ratification of the Agreement, the Board shall furnish the President of the Association with a digital copy of the ratified Agreement. If the Association requests paper copies the Association shall pay for the cost of producing the copies, excluding labor.

3.6 Bulletin Boards

The Association shall have the use of one bulletin board in the teachers' room of each building. The bulletin board shall be approximately 4' x 4' in size

The Association may use the employee mailboxes for communications to its membership.

3.7 Meeting Rooms

The Association may have the use of a meeting room for the purpose of conducting its meetings. The Association President or his/her designee shall confer with the building Principal to confirm there are no prior conflicts. Such meetings shall be during duty free time.

3.8 Use of Equipment

The Association may have the use of the computers, printers and copy machines to prepare printed material for distribution to the local unit membership. The Association President or his/her designee shall inform the building Principal when a copy machine is to be used, as well as, to report to him/her the number of copies run. The Union will be billed for the cost of materials and the cost of operating the machines. District computers, printers and copy machines shall not be used to prepare or distribute materials which are for political or lobbying purposes.

3.9 Release Time for PEA

The President of the Association and/or his/her designee shall be granted up to a maximum of four (4) days released time per year for the purpose of Association business. No more than two (2) association released days per year shall be used by any one person. This released time shall be granted without loss of salary, but the Association shall remit to the Board an amount equal to the substitute salary rate for each day granted. Not less than ten days prior to using Association release time the Association shall provide the District with the names of the teachers using release time and the dates of their absence.

ARTICLE IV. MANAGEMENT RIGHTS

4.1 Boards Rights

It is understood and agreed that the Board possesses the sole right and authority to operate and direct the members of the Association, or any member of the staff, including all rights and authority exercised by the Board prior to the execution of this Agreement, except as modified in the Agreement. These rights include, but are not limited to:

- 4.1.1 To determine its mission, policies, and goals and to set forth all standards of service offered to the public.
- 4.1.2 To plan, direct, control, and determine the operations or services conducted by the teaching staff.
- 4.1.3 To determine the methods, means, and number of personnel needed to carry out the mission, goals and aims of the Board.
- 4.1.4 To hire and assign or to transfer the teaching staff within each department or among departments or instructional related functions.
- 4.1.5 To evaluate, promote, suspend, discipline or discharge for cause.
- 4.1.6 To lay-off or relieve instructional staff for reasons such as lack of work, lack of funds, or decreasing number of students.
- 4.1.7 To make, publish and enforce rules and regulations of the Board.
- 4.1.8 To introduce new or improved methods, equipment or facilities.
- 4.1.9 To contract out for goods and services.
- 4.1.10 To schedule and assign teaching schedules, including the number of courses to be taught by each member of the staff, including the time of day and week.
- 4.1.11 To define the normal hours of teaching assignments the school day provides. However, nothing contained herein shall prevent the Board from establishing the work schedule of the instructional staff and establishing part-time positions.
- 4.1.12 To require professional staff to maintain accurate grade and attendance records and provide the same upon request.
- 4.1.13 To adopt policy pertaining to leaves of absence, travel, and reimbursement.
- 4.1.14 To establish the yearly school calendar.
- 4.1.15 To adopt a budget and purchasing policy.

ARTICLE V. EMPLOYMENT CONDITIONS

5.1 Pay Dates

The uniform salary schedule as provided in Article XII of this document shall apply to all teachers. Payroll shall be processed on the 15th and the last day of the month or the last business day prior to the 15th or the last day of each month in the event the 15th or the last day falls on a weekend or holiday.

5.2 Payroll Deductions

Bargaining unit members shall be paid by direct deposit and may elect payroll deductions for the following purposes: annuity programs, professional dues, union dues, group insurance and credit union contribution. Requests for credit union deductions must be made in writing each year with central office prior to the first day of October. Members may

make one change in the amount of deduction and/or they may cancel their credit union deduction request during the year.

5.3 Overloads

The normal full-time teaching load for grades 6-12 shall not exceed six teaching classes and/or five different preparations. Additional compensation of 6% of the beginning base salary under the salary schedule shall be paid for teaching a seventh class per semester. Additional compensation of 6% of the beginning base salary under the salary schedule shall be paid for a sixth different preparation period per semester. Each full-time teacher for grades 6-12 shall be scheduled for one class period for preparation or conference time. This provision shall not apply to self-contained class sections. Part-time teachers will not have a preparation period.

5.4 Prep Time

Each full-time Unit member in grades PK-12, including teachers of Music, Art, P.E., Reading Specialist, or Special Education Resource shall have an average of one preparation period per day which shall be no less than 42 minutes excluding recess and before and after school. An elementary teacher may use as preparation time the time during which his/her classes are receiving instruction from teaching specialists. Teachers will have no less than 21 minutes of consecutive prep-time. Part-time teachers will not have a preparation period.

5.5 Duty Free Lunch

All full-time teachers and part-time teachers whose duties require attendance at school four clock hours or more a day shall be entitled to a duty-free uninterrupted lunch period equal to the regular school lunch period for their assigned building, as defined by the Board, but in no instance less than 30 minutes. This lunch period should begin between the hours of 10:30 am and 1:00 pm.

5.6 Flex Time

Employees shall work an eight-hour day such that they will arrive no later than 15 minutes prior to scheduled student arrival and leave no sooner than 15 minutes after scheduled student dismissal. Employees shall be permitted to leave work 10 minutes after student dismissal on the last day before Thanksgiving, winter break, and spring break. The principal, at his/her discretion, may approve an employee's request to occasionally work less than an eight-hour day.

5.7 Voluntarily Substitute

A Unit member may voluntarily substitute for another Unit member when approved by the Principal or Superintendent for any situation involving one class period or less without loss of pay to the absent member or additional pay for the Unit member doing the substitution. It shall be the responsibility of the Unit member to secure his/her substitute.

5.8 Substitute Pay

If requested by Administration, a teacher who substitutes for another teacher will be paid \$30.00 per period. A period will be defined as 42 minutes. Anything over 20 minutes will be paid as a full period district-wide. The administration will find a substitute for a coach/advisor, for a Polo Community Unit School District event, if they need to leave early from the school day.

5.9 Release Time for Curriculum

In order to develop or improve curriculum and increase teacher involvement in curriculum development, released time on an individual, department, or district basis may be provided.

The time and number of released times shall be determined by the Superintendent and Building Principals with the assistance of staff input.

5.10 Disciplinary Action

Any disciplinary action of certified personnel resulting in suspension with or without pay must be in accordance with School Code and due process.

5.11 Special Education IEP Writing

Special Education certified staff, including Speech Pathologist and Pre-School Teachers, shall receive (3) three days compensatory time during the school year to write IEP's. These days are IEP writing days to be done at the school without any student responsibility.

ARTICLE VI. ASSIGNMENT, REASSIGNMENT, AND TRANSFER

6.1 Assignment

Instructional personnel will be assigned initially by the Superintendent or his/her designee to a position within the District.

6.2 Additions To Normal Teaching Schedule and Duties

Any assignments added after the issuance of the initial contract, such as adult education, summer school, or a coaching assignment shall not be obligatory but shall be by mutual consent on an annual basis.

6.2.1 Lunch Room Duty

Lunch room duty will be mutually agreed upon by **teacher and principal** on an annual basis. If a teacher gives up his/her lunch time for this assignment, he/she will be compensated by not having a homeroom at the end of the day.

6.3 Change in Assignment

The present teaching staff shall be informed by June 15th, in writing, if there is to be a change in their assignment for the next school year. It is understood that changes in assignments can be made with good cause, such as drop in enrollment and/or loss of revenue, but the employee should receive immediate notification. The district may make changes after this date if there are unforeseen circumstances, such as registration, enrollment change, etc. If the teacher affected by an involuntary transfer is not satisfied with the reassignment, the teacher shall be either released from his/her contract or be granted a leave of absence not to exceed one year.

ARTICLE VII. SENIORITY AND CONTINUING SERVICE

7.1 Seniority and Continuing Service

In the event of possible dismissal involving reduction in force of certificated personnel on contractual continued service, length of continuing service to the District shall be established by determining the number of years of full-time service to the District, computed from the commencement date of continuing service through the last day of the school term at which dismissal is contemplated. Commencement of continuing service is the date of commencement of school in the fall term following the date that the Board of Education formally approved an employee's appointment to full-time service or the date the employee first reports for work in the event employment commences during the school term.

For District seniority purposes only, the years of continuous service as part-time non-tenured employees will be recognized for part-time teachers who are employed on or after August 24, 1989. Non-tenured part-time teachers shall not be entitled to any tenure or reduction in force rights by this provision but in the event such teachers attain tenure in the future, for

District seniority purposes only, their seniority shall be computed from their date of commencement of school in the fall term following the date that the Board of Education formally approved an employee's appointment to part-time service or the date the employee first reports for work in the event employment commences during the school term, providing such seniority date shall not commence prior to August 24, 1989. Seniority as determined hereunder shall not be used for placement on any salary schedule. This clause shall not be retroactive in any way.

7.2 **Definitions of Service**

"Full-time Service." Full-time service means daily full-time employment by the District for the full school year.

"Continuing Service." Continuing service means continuous and uninterrupted full-time service to the District in consecutive school years except as otherwise provided herein.

"District." District means Polo Community Unit School District No. 222 and former or predecessor school district, which is now part of Polo Community Unit School District No. 222.

"Seniority." The number of years of continuing full-time service shall be referred to as "seniority" for all persons hereunder except the particular references in 7.1.A. Seniority shall include service only in the Polo Community Unit School District No. 222. Seniority as determined by this policy shall not be used for placement on the salary schedule.

7.3 **Effect of Certain Leaves on Computation of Continuing Service**

Approved personal or sabbatical leaves of absence of 365 consecutive days or less shall be included in the computation of continuing service the same as if the employee had been at his or her regular duties on full-time service. Provided, however, that other than military leave, approved maternity leave, or other leaves as may be provided for by law should personal or sabbatical leaves of absence be taken for more than a total of 365 days in any three consecutive school year periods, the entire period of such leave of absence shall not be included in the number of years of full-time service in determining continuing service.

Military leave of absence granted for active duty status shall not be deducted from the continuing service regardless of its length, and such leave shall not be deemed to break continuing service. Except as provided by law, leave of absence not specified herein, shall be deducted from continuing service, and shall be deemed to be a break in continuing service. For purposes of determining seniority after a break in continuing service, the continuing service shall then be measured from the first day of the school year immediately following the break in continuing service to the last day of the school term in which the dismissal is intended and shall not include continuing service prior to the break in continuing service.

7.4 **Seniority List**

Seniority for Association members shall be determined in accordance with the Illinois School Code, current and as amended.

ARTICLE VIII. LEAVES

8.1 **Sick Leave**

Unit members will be granted fourteen (14) sick days annually which shall accumulate without limit. Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. For the purpose of the Article, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents,

grandchildren, parents-in-law, sisters-in-law, brothers-in-law, daughters-in-law, sons-in-law, step-parents, step-children and legal guardians. The minimum period of sick leave that may be claimed is one-half day. Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. Teachers are entitled to use up to 30 days from any personal accumulated paid sick leave available to them because of the birth of a child that is not dependent on the need to recover from childbirth. Use of paid sick leave because of the birth of a child may be used absent medical certification for up to 30 working school days, which days may be used at any time within the 12-month period following the birth of the child.

The Superintendent and the Principal may, in their discretion, authorize use of a sick day related to a person not listed above.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee. The use of paid sick leave for adoption or placement for adoption is limited to 30 days.

8.2 Doc Days

A teacher requesting a doc day will either be charged 1/180 salary or will have to pay the substitute pay. A doc day is used for unforeseen circumstances. Teachers will be allowed (1) one per year, ex. funeral, travel delays, and other events uncontrolled by employee. All doc days/sub pay decisions will be at the discretion of the Superintendent and Building Principal. Doc days may only be requested after all other personal days have been exhausted.

8.3 Bereavement

A maximum of five sick days sick leave shall be granted for bereavement for the death of a member of the immediate household and/or parents, stepparents, children, stepchildren, sons-in-law, and daughters-in-law. **Superintendent and the Principal may, in their discretion, authorize use of a sick day related to a person not listed above.** In the event the fifth day terminates on Wednesday or Thursday the remainder of the week will be granted, if requested.

Bereavement time for other members of the "immediate family" shall be granted upon request through the day of the funeral. Up to one day of sick leave shall be granted, upon request, for the day of the funeral for relatives not previously covered in the Article. Up to one-half day sick leave shall be granted, upon request for the day of the funeral of non-relatives not previously covered in the Article. The granting of additional time shall be considered when travel time is a significant consideration and shall be decided at the sole discretion of the Superintendent, and his/her decision shall be final.

8.4 Personal Leave

The Board of Education shall grant full-time and part-time staff two (2) days of personal leave annually. Leave may not accumulate for teachers with ten (10) or less years of continuing service to the District. Teachers with more than ten (10) years of continuing service to the district may accumulate leave to three (3) days. Teachers with twenty (20) years or more of continuing service may accumulate leave to four (4) days. Teachers with twenty-five (25) years or more of continuing service may accumulate leave to five (5) days. No reason for leave needs to be given. Personal leave shall not occur during the first week, the last five (5) days of student attendance at the end of the year, semester exam days, school improvement days, parent/teacher conference days, e-learning days (unless preapproved), teacher's institute days, to extend Thanksgiving break, winter break, spring break, or when requests exceeds 10% of the unit in the building. Personal leave may be used to extend Labor Day, Columbus Day, Dr. Martin Luther King Jr. 's Birthday, and Presidents' Day, however only (1) one day may be used. Teachers may use one personal leave day for child rearing activities, excluding vacations without restrictions applied.

Requests for leave shall be considered in the order they are received in the central office. Written advance notice of the necessity for personal leave shall be submitted to the Superintendent or his/her designee as soon as possible, but not less than twenty-four hours before the requested leave day.

The Superintendent or his/her designees may waive all restrictions, including the twenty-four hour (24) notice when in his/her sole judgment; a unit member's explanation of the request represents a hardship and/or an emergency. The explanation of the necessity for emergency leave shall be confirmed in writing at the employee's earliest opportunity.

Unit members with unused personal leave must inform the central office in writing no later than the last day of school each year to choose one or combination of the following options for unused personal leave days:

- (a) Unused personal days will be reimbursed at a rate equal to one day(s) substitute teacher pay for the same position of the reimbursed teacher.
- (b) Unused personal day will be rolled into sick leave day(s).
- (c) Teachers with more than ten years of continuing service to the district may accumulate leave to three days.
- (d) Teachers with more than twenty years of continuing service to the district may accumulate leave to four days.
- (e) Teachers with more than twenty-five years of continuing service to the district may accumulate leave to five days.

The reimbursement is to be paid at the time of the approval of the June bills. Personal leave may not be canceled after 8:00 a.m. of the day prior to the day of the requested leave.

Any teacher who has not notified the office by the last day of the school year will have all of his/her unused personal leave days accumulated as sick leave.

8.5 Jury Duty

Any unit member called for jury duty during the working hours shall be paid his/her full salary for such time in exchange for a copy of the check that was given to the unit member. If a gift card is given, please provide a copy of the explanation of the amount of money on the gift card and statement of what it was for. The employee shall suffer no loss of benefits or contractual advantages.

8.6 Military Family Leave

The Board of Education will follow the federal law of Family Medical Leave Act (FMLA) when it comes to granting leave for military families. If there are questions, please reach out to the human resource director/bookkeeper to provide you with the employee's guide to Military Family Leave. This resource is also posted on the District website.

8.7 Family Leave

Family and Medical leave may be available as provided in Leaves of Absence (Section 8.7) and the Medical Leave Act Policy. Please reference District policy 5:185 for more information.

8.8 Unpaid Leaves of Absence (Maternity, Disability, Sabbatical)

Tenured teachers may be eligible for unpaid leaves of absence subject to the general conditions for leave hereinafter provided and any other specific conditions which may apply as set forth in subparagraphs 8.7.1 (a) through (c) below.

(a) Maternity/Child-Rearing:

Any tenured teacher who has entered upon contractual continued service shall be entitled to maternity/child-rearing without pay or other benefits subject to the general conditions of 8.7.1 below. The effective dates of the leave shall be determined pursuant to 8.7.1 except that the leave may extend for an additional semester beyond the balance of the semester in which it commences, if the teacher requests. Nothing in this section shall be construed as requiring any teacher to apply for maternity leave. A teacher not eligible for nor desiring maternity leave may utilize accumulated sick leave, up to 30 days, as provided in the school code. If such employee shall have exhausted accumulated sick leave, the employee may be granted a leave of absence without pay or other benefits during such period of disability subject to Section 8.7.1 (b) below.

(b) Disability Leave:

Any teacher who is temporarily disabled and has exhausted all available sick leave may apply for a disability leave without pay or other benefits (except as eligible under TRS) subject to the general conditions of 8.7.1. Such leave shall be for the period of temporary disability only. Any absence because of disability or incapacity for less than ninety (90) consecutive school days, or for less than 90 out of 120 school days from the same illness or incapacity shall be deemed a temporary disability. Thereafter such absence may be deemed a permanent disability.

(c) Sick, Professional, Sabbatical and General Leave:

Any teacher may request such leaves without pay and other benefits for the named and such other purpose deemed appropriate and beneficial to the District as determined by the Board subject to the general conditions of 8.7.1 below and other contract provisions.

8.8.1 General Conditions For Leaves of Absence:

Unless otherwise set forth in this agreement, any leave of absence granted by the Board for the reasons stated in 8.7 above is subject to the following general terms and conditions:

(a) Timelines For Requesting Leaves:

Application for an unpaid leave shall be made in writing to the Superintendent or designee at least sixty (60) calendar days prior to the proposed start of the leave. An emergency request or other request when 60 days' notice is not possible may be submitted with as much advance notice as possible under the circumstances and must state the basis for the emergency or inability to provide 60 days' notice. The application shall indicate the requested starting and ending dates of the leave.

(b) **Medical Substantiation:**

Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the medical disability and expected date of return. Evidence from a qualified physician indicating the employee's ability to perform all assigned duties shall be submitted prior to the return of any employee on an unpaid leave for personal medical reasons. The District may require examination by a physician or other medical practitioner of its choosing, at Board expense. If a question exists concerning fitness to perform all assigned duties the judgment of the Board's submitted expert shall be determinative.

(c) **Structuring of Leave:**

After consultation with the teacher, the Superintendent or designee shall prepare a plan for the commencement and termination of any leave of absence recommended for approval taking into consideration maintenance of continuity and quality of the related District program as a primary criteria, duration of the leave requested, availability of qualified substitutes and other pertinent time factors related to the request. Unless expressly agreed otherwise, leaves shall be for one school year. Other terms and conditions of the leave such as proration of benefits shall also be covered. Every effort shall be made to have leaves terminated prior to the start of the new school year. Such leaves shall commence upon the date agreed upon by the Superintendent or designee and the teacher or the actual date of disability, whichever shall first occur.

(d) **Sick Leave:**

Sick leave shall not be available or accrue during the period of any leave. Any accumulated sick leave available at the commencement of the leave shall be available to the teacher upon return to employment in the District.

(e) **Insurance Benefits:**

With the consent of the carrier, a teacher on an unpaid leave of absence may maintain insurance benefits by making timely payment of all premiums which may be due to the business office or elsewhere at the Board's direction.

(f) **Early Return From Leave:**

A teacher on an approved leave of absence may request in writing to return from leave if the reasons for the leave no longer exist, subject to the discretion of the Superintendent or his designee.

(g) **Non-Tenured Teachers:**

A leave may be granted to a non-tenured teacher by action of the Board of Education, subject to all the conditions applicable to a tenured teacher,

provided the term of such leave shall not be considered in computing full-time employment under Section 24-11 of The School Code for purposes of the continuous employment necessary to attain contractual continued service status. Upon the return from such leave, the teacher may be considered to commence his or her first probationary year. The granting of a leave to any non-tenured teacher shall not constitute a precedent for the granting or withholding of leave to any other non-tenured teacher and the Board's decision shall not be subject to the grievance process. Each request shall be judged on its own merit and shall be within the sole discretion of the Board.

(h) Board Discretion:

Notwithstanding the general conditions set forth above, during the life of this contract, the Board retains the sole discretion to grant or extend any discretionary unpaid leave of absence under any conditions deemed appropriate. The granting or denying of any unpaid leave or extension shall be non-precedential with respect to any other request for leave by a teacher in the District and the Board's decision shall not be subject to the grievance process. At the end of the contract term, the Board will make a report of leave requests granted or denied during the contract term, and the reasons therefore.

(i) Eligibility For Further Leaves:

Anything in this section to the contrary notwithstanding, a teacher who has been granted an unpaid leave of absence shall not become eligible for a subsequent leave unless and until such teacher has returned to full-time service for at least one (1) complete school term, provided only under exceptional circumstances the Board may grant such leave in its sole and absolute discretion. The granting or withholding of such leave granted under exceptional circumstances shall be without precedential effect.

(j) Notice of Intended Return:

In all instances where a teacher is granted a leave of absence of four (4) calendar months or more, as a condition thereof, he/she shall advise the Superintendent or designee in writing no later than 60 days prior to the termination of such leave that he/she intends to return to employment. Failure to timely advise the Superintendent or designee of intent to return as required by the preceding sentence shall be treated as an election not to return to employment and as a resignation from the District.

(k) Advancement on Salary Schedule:

Any teacher who teaches ninety-one (91) or more teaching days, including institute days, of the school term during which the leave (or any portion thereof) was taken, shall advance on the salary schedule as he/she would have had if the leave had not been granted. If the teacher does not teach 91 days of the school term because of a leave, he or she shall not advance on the salary schedule for that year.

(l) Return From Leave:

A teacher returning from leave will be assigned to a position for which the employee is qualified and for which a vacancy exists at the time the teacher returns.

8.9 Part Time Sick Leave

The Board shall grant its staff working less than full-time, sick leave on a pro rata basis based on the ratio between the leave granted to full-time staff and the amount of time worked by the less than full-time staff member. (For example, a staff member who works five (5) hours per day shall receive fourteen (14) sick leave days of (5) hours per day.)

ARTICLE IX. EMPLOYEE EVALUATION

9.1 Evaluation Requirements

The district evaluation plan, process and tool shall conform to the statutory requirements of the Performance Evaluation Reform Act (PERA), Senate Bill 7 (SB7) and all pertinent administrative rules. A joint evaluation committee will be convened each year to determine what changes to the district evaluation plan are needed to conform to statutory requirements. Changes to the student growth component will be determined by the PERA joint committee.

9.2 Unit Member Response

The unit member may include additional information pertinent to the evaluation. If the unit member is in disagreement with the evaluation he/she may include a written statement outlining his/her objection.

9.3 Employees Signature

Within ten school days, any material placed in the employee's personnel file, excluding those items required by law or regulation, such as transcripts, physical exams and copies of certification, shall be provided to and signed by the employee. This signature merely signifies that he/she has been shown the material and does not necessarily indicate agreement with its content.

9.4 Inspection of Personnel File

Any unit member will be allowed to inspect the evaluation forms and/or contents in his/her personnel folder on file in the central office upon request and in the presence of the Superintendent or his/her designee.

ARTICLE X. STRIKES AND LOCKOUTS

10.1 No Strike Clause

During the term of the Agreement, neither the Association nor its agents or any employee, for any reason, will authorize, institute, aid, or engage in a slow-down, work stoppage, or strike or interfere with the work and statutory functions or obligations of the Board.

10.2 Discipline Violations of No Strike Clause

The Association agrees that the Board may discharge or discipline any employee who violates Section 1 of this Article, and the Association will not resort to the grievance procedure on such employee's behalf.

10.3 No Lockout Clause

The Board agrees not to have a lockout during the term of this Agreement unless there is a violation of this Article by the Association.

ARTICLE XI. GRIEVANCE PROCEDURE

11.1 Definitions

11.1.1 A grievance shall be any claim by the Association or any employee that there has been a violation, be it deliberate or unintentional, of a specific Article or section of the Agreement.

11.1.2 All time limits consist of school days. Except when a grievance is submitted fewer than ten days before the close of the current school year, then time limits shall consist of all weekdays.

11.1.3 A failure of the grievant or Board of Education/Administration to act in any grievance within the prescribed time limits will act as a bar to any future appeal unless the time limits are extended by mutual written agreement.

11.2 Procedures

The parties hereto acknowledge that it is usually most desirable to resolve problems through free and informal communications. Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his supervisor and having the grievance adjusted without intervention of the Association. If, however, the informal process fails to satisfy the employee, a grievance may be processed as follows:

11.2.1 Step 1

The employee or Association shall present the grievance in writing and said grievance shall cite the Article and Section of this Agreement that the employee is claiming to have been violated and the remedy the employee is seeking. The filing of the grievance at Step 1 must be within 10 days of the date of the occurrence of the event-giving rise to the grievance. The grievance shall be submitted to the immediately involved supervisor, who will schedule a meeting to take place within 5 days after receipt of the grievance. The Association's representative, the grievant, and the immediately involved supervisor shall be present for the meeting. Within ten days of the meeting, the grievant and the Association shall be provided with the supervisor's written decision.

11.2.2 Step 2

If the grievance is not resolved at Step 1, then the Association may refer the grievance to the Superintendent or the Superintendent's official designee within ten days after the receipt of the Step 1 decision. The Superintendent shall schedule with the Association representative a meeting to take place within ten days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors as deemed necessary. Within ten days of the meeting, the Association shall be provided with the Superintendent's written decision.

11.2.3 Step 3

If the grievance is not resolved at Step 2, then the Association may refer the grievance to the Board within ten days after the receipt of the Step 2 decision. The Board shall schedule with the Association representative a meeting to take place at the next regular meeting of the Board of Education (in the event the grievance is presented to the Board within 5 days prior to the regular Board meeting, then grievance meeting shall take place at the following month's regular Board meeting, or the Board may call a special meeting to hear the grievance) after the Board President's receipt of the appeal. Each party shall have the right to include in its

representation such witnesses and counselors as deemed necessary. Within ten days of the meeting, the Association shall be provided with the Board's written decision.

11.2.4 Step 4

If the Association is not satisfied with the disposition of the grievance at Step 3, only the Association may submit the grievance to binding arbitration pursuant to Step 4. In the event the grievance goes to binding arbitration the Board and the Union shall jointly request the Illinois Education Labor Relations Board to submit a panel of five (5) arbitrators. Either party may reject one (1) entire panel. Both the Board and the Union shall have the right to strike two (2) names from the panel. One party shall strike the first name, the other party shall then strike a second name, the first party a third name, and the other party a fourth name and the remaining person shall be the arbitrator. The order of striking shall be determined by a coin toss. The arbitrator shall be notified of his selection by a joint letter from the Board and the Union requesting that he/she set a time and place, subject to the availability of the Board and Association representatives. All arbitration hearings shall be held in Polo, Illinois, unless the parties mutually agree otherwise, if a demand for arbitration is not filed within thirty days of the receipt of the Step 3 decision then the grievance shall be deemed withdrawn and/or settled.

Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party

11.2.4.1

The arbitrator will have no power to alter the terms of this Agreement.

11.2.4.2

Each party shall bear the full cost of its representation in arbitration.

11.3 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.

11.4 Bypass to Arbitration

If the Board and the Association agree, a grievance may be submitted directly to arbitration.

11.5 Class Grievance

Class grievances involving one or more employees or one or more supervisors, and grievances involving an administrator above the building level may be initially filed by the Association at Step 2.

11.6 Association Participation – Employee Represented

No employee shall be required to discuss any grievance if the employee requests that an Association's representative be present.

11.7 Released Time

Should the investigation or processing of any grievance require that an employee or an Association representative be released from their regular assignment, the employee or Association representative shall be released without loss of pay or benefits.

11.8 No Written Response

If no written decision has been rendered within the time limits indicated by each step, then the grievance may be processed to the next step.

The sole remedy available to an employee for an alleged breach of this Agreement shall be pursuant to the foregoing grievance and arbitration procedure.

11.9 Grievance Withdrawal

A grievance may be withdrawn at any level without established precedent; however a grievance based upon the same set of facts shall be considered determined and terminated in accordance with any decision made prior to withdrawal and no new grievance shall be filed upon substantially the same set of facts or alleged breach of this Agreement occurring on a given date or period of time.

ARTICLE XII. COMPENSATION AND RELATED BENEFITS

12.1 Salary Schedule

The salary schedules for the 2024-2025, 2025-2026, 2026-2027 school years shall be set forth at the end of this document.

12.1.1 End of Column

A longevity increment shall be added to the bottom cell of each lane of the salary schedule. The longevity increment for each year shall be determined by multiplying .0225 times the base salary in the salary schedule cell, Experience step 1, Education step 1.

12.1.2 Longevity Increment

All teachers beginning their 20th year of full-time service in the District shall annually receive a longevity payment in addition to the salary shown on the salary schedule equal to the base salary, (Experience step 1, Education step 1) times .05.

12.2 TRS Payment

Pursuant to Section 4/4 (h) of the Internal Revenue Code, the Board will pick up and pay the employees' contribution to the Illinois Teachers' Retirement System **in the amount not to exceed 9.989%** upon the employee's salary provided for in the Salary Schedule and upon any extra duty pay provided for in the current collective bargaining agreement. However, if legislation changes to increase the local contribution, the PEA and School Board agree to open up the contract to negotiate the changes in this (12.2 TRS).

12.2.1 TRS Health

The Board shall pay the T.H.I.S. contribution. However, if legislation changes to increase the local contribution, the PEA and School Board agree to open up the contract to negotiate the changes in this (12.2.1 TRS Health).

12.3 Salary Increments for Extra Duties

Salary differentials of the activities are listed below. The increment rates represent a percentage of the beginning base as determined by Section 1 of this Article multiplied by 1.10 annually.

At the start of an extra duty activity the Board may re-assign the extra duty activity of any person who is unable to fully perform those duties. At the time the Board reassigns such an activity, the Board shall cease payment for the extra duty and shall begin to deduct any monies already paid from the remaining paychecks. Such deductions shall be made in equal amounts, prorated over the number of remaining pay periods.

<u>ACTIVITY</u>	<u>RATE</u>
HS Varsity Coaches	11%
Football	11%
Boys Basketball	11%
Girls Basketball	11%
Girls Track	11%
Boys Track	11%
Boys Baseball	11%
Girls Softball	11%
Volleyball	11%
Wrestling	11%
Golf	11%
High School Assistant Coaches	6.6%
Freshman Coaches	4.4%
Aplington Coaches	
Middle School Coach	4.4%
8 th Gr. Volleyball	4.4%
7 th Gr. Volleyball	4.4%
6 th Gr. Volleyball	3.3%
8 th Gr. Basketball	4.4%
7 th Gr. Basketball	4.4%
6 th Gr. Basketball	3.3%
8 th Gr. Wrestling	4.4%
7 th Gr. Wrestling	4.4%
MS Track Coordinator	5.5
MS Assistant Coach	3.3%
Football Cheerleading Sponsor	4.0%
Basketball Cheerleading Sponsor	4.0%
7 th & 8 th Grade Cheerleading	2.2%
HS Music	5.5%

Vocal Music	2.2%
Fall Class Play	2.75%
Musical Director	3.3%
Musical Assistant Director	2.2%
Student Gov./Leadership	4.95%
Student Gov./Leadership	4.95%
FFA	9%
Marcolite	2.75%
Yearbook Advisor	2.75%
FCCLA Advisor	3.30%
Letterman's Club Inventory	1.9%
Letterman's Club Stock Clerk	1.9%
Spanish Club	1.10%
Drama Club Sponsor	2.75%
Dual Credit Teacher (per class/per semester)	\$2,500
National Honor Society	1.10%
HS Academic Team	3.3%
HS Academic Team Assistant	1.1%
MS Academic Team	2.20%
Weight Room Supervision	\$700 yr
MS Student Council	2.2%
Bus Chaperone (per trip)	\$12.10
Scoreboard (High School)	\$30
Scoreboard (Middle School)	\$25
Official Book (High School)	\$30
Official Book (Middle School)	\$25
Foul Board (High School)	\$15
Ticket Taker (High School)	\$25
Ticket Taker (Football High School)	\$30
Ticket Taker (Middle School)	\$20
Supervisor (High School)	\$45
Supervisor (Middle School)	\$40
Minibus Driver (Competitions Only)	\$20

*** If a coach drives a full-size bus to a competition, he or she will be paid for windshield time only. **Windshield time is defined as the time actually spent driving the bus from start to finish but not time off the bus or at competition. *****

12.4 Extra Duty Salary Index

This index is for years of paid extra duty experience in the Polo School District. The index is applied to the increment as determined by Section 3 of this Article.

Years	Index
1-2	1.00
3-4	1.05
5-6	1.10
7-8	1.15
9-10	1.20
11+	1.25

12.5 Horizontal Salary Schedule Advancement

Credit hours used for horizontal salary schedule advancement shall be credited and accumulated according to the following criteria:

12.5.1

All credits must be earned from a fully accredited and established four-year institution of higher education.

12.5.2.

All courses taken after the date of this agreement must be approved by the Superintendent of his/her designee prior to the time such course is taken. The decision of the Superintendent or such designee shall be final and not subject to grievance.

12.5.3.

In determining whether any such course is approved by the Superintendent or his/her designee, such course must be related to the teacher's actual or intended employment needs of the district and must serve toward improvement of his or her teaching responsibilities.

12.5.4.

Correspondence courses (written, videotape, or other media) will not be considered approvable for salary schedule advancement.

12.5.5.

Internet courses may be considered approvable provided that there is significant instructor/student contact built into the course. This contact may be obtained through one on one internet conversations or may be obtained through seminars, workshops or conferences convened as part of the course.

12.5.6.

Courses taken prior to the date of ratification of this agreement that were not approved and counted toward horizontal advancement on the salary schedule shall not be counted for advancement after the date of ratification of this agreement.

12.5.7.

No staff employee shall advance on the salary schedule more than two steps horizontally and one vertically per contract year after initial schedule placement after ratification of this contract.

12.5.8.

In considering advancement of the B+16 and B+24 lane, only 300 number courses or above may be counted. A final course grade of a B or higher must be obtained.

12.5.9.

All summer course approval needs to be turned into the Superintendent by March 15th. All credits must have been submitted to the Superintendent prior to the start of any school year to be included in that year's salary schedule placement. A lane change can be accomplished by submission of a grade card, provided a transcript is submitted later. Any credit hours submitted or earned after the commencement date of any school year shall not earn credit on the salary schedule until the following year.

12.5.10.

Forms for prior approval of credit hours will be available in the Superintendent's office.

12.5.11 Graduate Course Work:

Option I: The board will pay \$100 dollars per credit hour for graduate course work not to exceed \$750 maximum per employee per fiscal year. In order to qualify for this reimbursement, the course must be in your field of teaching and teacher must remain in the district for three years following completion of that course. If teacher leaves prior to the three years, the district would expect a prorated portion of the reimbursement to be paid back.

Option II: For courses that fall outside of the stipulation in option one, but still beneficial to the teacher and the district, the board will pay \$50 per credit hour for graduate course work not to exceed \$250 maximum per employee fiscal year. Teacher must remain in the district for three years following completion of that course. If teacher leaves prior to the three years, the district would expect a prorated portion of the reimbursement to be paid back.

Reimbursements will be paid following the completion of each course and the filing of appropriate documentation.

12.6 Part-time employees will be employed on the following terms:

- (a) Part-time teacher employees shall be employed on a clock hour basis for the duty hours established by the administration. Such teachers shall be paid on a pro-rata percentage basis of the full-time salary on the salary schedule based upon a 6 ½ hour (390 minutes) work day, (i.e. a teacher employed for 90 minutes each day would be paid at a ratio of 90/390 or 23.1% of the full-time salary schedule.)
- (b) Part-time teacher employees employed less than 3.5 clock hours (210 minutes) each day will be paid on their pro rata basis at their appropriate education column at the first-year experience level on the salary schedule. Part-time employees employed 3.5 hours or more each day shall be paid on a pro rata basis at their appropriate education column in accordance with their number of teaching years of experience on the salary schedule. An employee employed 3.5 hours or more each day shall receive full credit for a year's experience credit; a part-time employee employed less than 3.5 clock hours each day shall receive a one-half years' experience credit for each year of employment experience.

12.7 Insurance

To be eligible for hospitalization and major medical coverage by the District, the employee must be scheduled to work a minimum of 30 hours a week and who is on the payroll.

12.7.1

The Board will pay per employee per month 90% of the single employee group insurance premium, commencing September 1, 2024 for the 2024-25 school year. For the 2025-2026 school year, the Board shall pay the Board paid amount for 2024-2025 plus 50% of any increases above the 2024-2025 single employee premium. For the 2026-2027 school year, the Board shall pay the Board paid amount for 2025-2026 school year and 50% of any increase above the 2025-2026 single employee premium.

Cafeteria Plan

The Board will adopt and establish a cafeteria plan in compliance with Section 125 of the Internal Revenue Code by January 1, 1993. The plan shall include medical expenses not covered under the District's insurance plan, including insurance premiums and medical, dental, and optical expenses. The Board shall pay the initial start up expenses to a maximum of \$1,000.00 and the participants shall be responsible for all other charges incurred in the administration of the plan.

12.8 Retirement Incentive Pay Option

Requirements for Eligibility:

- a. The teacher must have at least 15 years of full-time service as a certified employee in the School District.
- b. The Board will not be required to pay any ERO or other retirement penalty.
- c. The teacher must submit an irrevocable letter of retirement to the Superintendent by June 30th, prior to the school year in which benefits will begin under this program. The employee acknowledges that the school districts retirement incentives are based on expressed reliance on staff members declaration to retire. The employee acknowledges the retirement is final and irrevocable unless both employee and board agree to withdraw and cancel request for retirement. The employee will repay any retirement incentives paid at the point of cancellation. At the submission of the letter of retirement, the teacher shall submit a TRS statement of benefits or documentation confirming the teacher's total years of service and creditable earnings.
- d. The employee must be at least 54 1/2 years old and be eligible to receive a TRS retirement benefit at the time of the effective date listed in the irrevocable letter of retirement.
- e. Any salary increase greater than 6.0% during the four consecutive years of creditable service used to determine the employee's TRS pension shall render the employee ineligible for the retirement incentives set forth in this agreement.
- f. Should the employee fail to comply with the requirements of the early retirement incentive plan or should the employee's retirement cause the District to incur any penalties or non-refundable, one-time contributions to TRS, then the employee will be ineligible for the retirement incentives set forth in this agreement.
- g. The teacher shall not have received a retirement benefit pursuant to a prior collective bargaining agreement.
- h. The Teacher must elect benefits under this provision in the first year in which they meet all of the above eligibility requirements. Any teacher that does not make such an election will thereafter be ineligible for the retirement incentive.

In each year that benefits are received under this program, the teacher shall not be paid in accordance with the salary and extra duty schedule and, in exchange, shall receive a six percent (6%) increase in creditable earnings over the prior year's total TRS creditable earnings from the teachers' salary as set forth on the salary schedule (hereinafter referred to as "Program Creditable Earnings") for a period up to a maximum of four years.

- a. The teacher will remain "off schedule" and receive a six percent (6%) increase in Program Creditable Earnings for each year up to four (4) years (i.e., three year notice, six percent (6%) for three years, two year notice, six percent (6%) for two years, one year notice, six percent (6%) for one year).
- b. The teacher shall perform all extra duties that are used in determining Program Creditable Earnings in the years which program benefits are received. A teacher who does not perform such extra duties shall have his/her compensation reduced accordingly.
- c. A Teacher under this retirement program will not be able to earn more than six percent (6%) of the previous year's Program Creditable Earnings, regardless of assignment or possible movement on either the salary schedule or extra duty schedule.

12.8.1 Alternate Retirement Incentive

The Board may offer individual retirement incentive programs to teachers. Such retirement incentives shall be negotiated on an individual basis with the retiring teacher, a representative from the Association, and the Board. Such retirement agreements will be individually created to the mutual benefit of the Board and the retiring teacher shall not constitute precedent for other retirements, and such precedent shall not be able to grieve or subject to arbitration by the parties, the Association or other teachers.

12.9 Sick Day Incentive

Certified staff will receive a \$100 incentive bonus if he/she uses only personal days throughout the school year. A person will not receive this if they utilize sick or doc days combined within the school year. Certified staff will receive \$250 incentive bonus if he/she does not utilize their personal, sick, or doc days within the school year. This incentive will be added to your June 15th pay check in the current school year.

ARTICLE XIII. NEGOTIATIONS PROCEDURES

13.1 Request for Bargaining for a Successor

The request for bargaining for a successor Agreement shall be made after January 31st and before April 1st of the year in which the Agreement is to terminate. Except as otherwise provided, the terms of this Agreement shall remain in full force and effect during the entire period of negotiations for the new Agreement and shall automatically be extended until such time as a new or modified Agreement is approved by both parties, the effective days of termination notwithstanding. However, upon the expiration of this Agreement, no experience step increases nor education lane increases provided in any salary schedule in the current contract shall be granted during the period of contract negotiations for a successor contract after expiration of the current Agreement or during any re-opener period.

13.2 Selection of Representatives

Each party shall select its own representatives. The parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

13.3 Two Copies of Final Agreement

There shall be two signed copies of any final Agreement. One copy shall be retained by the Board and one by the Association.

ARTICLE XIV. EMPLOYEE'S RIGHT TO REPRESENTATION

14.1 Association Representation

Any Unit member requested to appear in person before the Board of Education or any Board designee(s) with the exception of his/her immediate supervisor, the building Principal, or Superintendent for the purpose of discussing his professional performance shall be given written notice prior to the meeting and is entitled to have a representative of the Association present during the meeting. If any documentation is to be placed in the Unit member's personnel file regarding a meeting with the Board, the superior, the building Principal, or the Superintendent, the Unit member has the right to attach a rebuttal to said documentation.

In the event a Unit member's sponsorship of an activity, including coaching positions, is to be removed, the affected Unit member shall be notified 24 hours before such action is to be taken.

ARTICLE XV. AGREEMENT

15.1 Effective Date of Agreement

This Agreement shall be effective as of the 1st day of August 2024 and shall expire July 31, 2027. However, the contract shall remain in full force and effect from year to year thereafter unless either party shall provide to the other party a written demand that negotiations begin as hereinbefore provided within 60 days of the receipt of the demand to bargain.

15.2 Terms and Condition of Agreement

The terms and conditions set forth in this Agreement represent the complete understanding and commitment between the parties. The terms and conditions of this Agreement may not be modified by alteration, addition, executed in accordance with the provisions of the Agreement, and neither party shall be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement.

15.3 Modifying Agreement

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

15.4 Termination of Post Agreements

This Agreement terminates and cancels all collective bargaining agreements made between the parties hereto prior to the date of execution hereof.

06.18.2024
Date



President, Board of Education

4/18/2024
Date



President, Polo Education Association

2024-2025 Salary Schedule with TRS(Paid in Full)

	BS	BS + 8		BS + 16	BS + 24		MS		MS + 10	MS + 20		MS + 30
	\$38,322	\$39,855		\$41,388	\$42,921		\$44,453		\$45,986	\$47,519		\$49,052
1	\$42,112	\$43,796	1	\$45,481	\$47,165	1	\$48,850	1	\$50,534	\$52,219	1	\$53,903
	\$39,855	\$41,388		\$42,921	\$44,453		\$45,986		\$47,519	\$49,052		\$50,585
2	\$43,796	\$45,481	2	\$47,165	\$48,850	2	\$50,534	2	\$52,219	\$53,903	2	\$55,588
	\$41,388	\$42,921		\$44,453	\$45,986		\$47,519		\$49,052	\$50,585		\$52,118
3	\$45,481	\$47,165	3	\$48,850	\$50,534	3	\$52,219	3	\$53,903	\$55,588	3	\$57,272
	\$42,921	\$44,453		\$45,986	\$47,519		\$49,052		\$50,585	\$52,118		\$53,651
4	\$47,165	\$48,850	4	\$50,534	\$52,219	4	\$53,903	4	\$55,588	\$57,272	4	\$58,957
	\$44,453	\$45,986		\$47,519	\$49,052		\$50,585		\$52,118	\$53,651		\$55,184
5	\$48,850	\$50,534	5	\$52,219	\$53,903	5	\$55,588	5	\$57,272	\$58,957	5	\$60,641
	\$45,986	\$47,519		\$49,052	\$50,585		\$52,118		\$53,651	\$55,184		\$56,716
6	\$50,534	\$52,219	6	\$53,903	\$55,588	6	\$57,272	6	\$58,957	\$60,641	6	\$62,326
	\$47,519	\$49,052		\$50,585	\$52,118		\$53,651		\$55,184	\$56,716		\$58,249
7	\$52,219	\$53,903	7	\$55,588	\$57,272	7	\$58,957	7	\$60,641	\$62,326	7	\$64,010
	\$49,052	\$50,585		\$52,118	\$53,651		\$55,184		\$56,716	\$58,249		\$59,782
8	\$53,903	\$55,588	8	\$57,272	\$58,957	8	\$60,641	8	\$62,326	\$64,010	8	\$65,695
	\$50,585	\$52,118		\$53,651	\$55,184		\$56,716		\$58,249	\$59,782		\$61,315
9	\$55,588	\$57,272	9	\$58,957	\$60,641	9	\$62,326	9	\$64,010	\$65,695	9	\$67,379
	\$52,118	\$53,651		\$55,184	\$56,716		\$58,249		\$59,782	\$61,315		\$62,848
10	\$57,272	\$58,957	10	\$60,641	\$62,326	10	\$64,010	10	\$65,695	\$67,379	10	\$69,064
	\$52,980	\$54,513		\$56,716	\$58,249		\$59,782		\$61,315	\$62,848		\$64,381
E	\$58,220	\$59,904	11	\$62,326	\$64,010	11	\$65,695	11	\$67,379	\$69,064	11	\$70,748
	\$54,896	\$56,429		\$57,579	\$59,112		\$61,315		\$62,848	\$64,381		\$65,914
E/20	\$60,325	\$62,010	E	\$63,273	\$64,958	12	\$67,379	12	\$69,064	\$70,748	12	\$72,433
				\$59,495	\$61,028		\$62,177		\$64,381	\$65,914		\$67,447
			E/20	\$65,379	\$67,063	E	\$68,327	13	\$70,748	\$72,433	13	\$74,117
							\$64,093		\$65,243	\$66,776		\$68,979
						E/20	\$70,432	E	\$71,696	\$73,380	14	\$75,802
									\$67,159	\$68,692		\$69,842
								E/20	\$73,801	\$75,486	E	\$76,749
												\$71,758
											E/20	\$78,855

2025-2026 Salary Schedule with TRS(Paid in Full)

	BS	BS + 8		BS + 16	BS + 24		MS		MS + 10	MS + 20		MS + 30
	\$39,759	\$41,349		\$42,940	\$44,530		\$46,120		\$47,711	\$49,301		\$50,892
1	\$43,691	\$45,439	1	\$47,186	\$48,934	1	\$50,682	1	\$52,429	\$54,177	1	\$55,925
	\$41,349	\$42,940		\$44,530	\$46,120		\$47,711		\$49,301	\$50,892		\$52,482
2	\$45,439	\$47,186	2	\$48,934	\$50,682	2	\$52,429	2	\$54,177	\$55,925	2	\$57,672
	\$42,940	\$44,530		\$46,120	\$47,711		\$49,301		\$50,892	\$52,482		\$54,072
3	\$47,186	\$48,934	3	\$50,682	\$52,429	3	\$54,177	3	\$55,925	\$57,672	3	\$59,420
	\$44,530	\$46,120		\$47,711	\$49,301		\$50,892		\$52,482	\$54,072		\$55,663
4	\$48,934	\$50,682	4	\$52,429	\$54,177	4	\$55,925	4	\$57,672	\$59,420	4	\$61,168
	\$46,120	\$47,711		\$49,301	\$50,892		\$52,482		\$54,072	\$55,663		\$57,253
5	\$50,682	\$52,429	5	\$54,177	\$55,925	5	\$57,672	5	\$59,420	\$61,168	5	\$62,915
	\$47,711	\$49,301		\$50,892	\$52,482		\$54,072		\$55,663	\$57,253		\$58,843
6	\$52,429	\$54,177	6	\$55,925	\$57,672	6	\$59,420	6	\$61,168	\$62,915	6	\$64,663
	\$49,301	\$50,892		\$52,482	\$54,072		\$55,663		\$57,253	\$58,843		\$60,434
7	\$54,177	\$55,925	7	\$57,672	\$59,420	7	\$61,168	7	\$62,915	\$64,663	7	\$66,411
	\$50,892	\$52,482		\$54,072	\$55,663		\$57,253		\$58,843	\$60,434		\$62,024
8	\$55,925	\$57,672	8	\$59,420	\$61,168	8	\$62,915	8	\$64,663	\$66,411	8	\$68,158
	\$52,482	\$54,072		\$55,663	\$57,253		\$58,843		\$60,434	\$62,024		\$63,614
9	\$57,672	\$59,420	9	\$61,168	\$62,915	9	\$64,663	9	\$66,411	\$68,158	9	\$69,906
	\$54,072	\$55,663		\$57,253	\$58,843		\$60,434		\$62,024	\$63,614		\$65,205
10	\$59,420	\$61,168	10	\$62,915	\$64,663	10	\$66,411	10	\$68,158	\$69,906	10	\$71,654
	\$54,967	\$56,557		\$58,843	\$60,434		\$62,024		\$63,614	\$65,205		\$66,795
E	\$60,403	\$62,151	11	\$64,663	\$66,411	11	\$68,158	11	\$69,906	\$71,654	11	\$73,401
	\$56,955	\$58,545		\$59,738	\$61,328		\$63,614		\$65,205	\$66,795		\$68,385
E/20	\$62,588	\$64,335	E	\$65,646	\$67,394	12	\$69,906	12	\$71,654	\$73,401	12	\$75,149
				\$61,726	\$63,316		\$64,509		\$66,795	\$68,385		\$69,976
			E/20	\$67,831	\$69,578	E	\$70,889	13	\$73,401	\$75,149	13	\$76,897
							\$66,497		\$67,690	\$69,280		\$71,566
						E/20	\$73,074	E	\$74,384	\$76,132	14	\$78,644
									\$69,678	\$71,268		\$72,461
								E/20	\$76,569	\$78,316	E	\$79,627
												\$74,449
											E/20	\$81,812

2026-2027 Salary Schedule with TRS(Paid in Full)

	BS	BS + 8		BS + 16	BS + 24		MS		MS + 10	MS + 20		MS + 30
	41,051	42,693		44,335	45,977		47,619		49,261	50,903		52,545
1	45,111	46,916	1	48,720	50,524	1	52,329	1	54,133	55,938	1	57,742
	42,693	44,335		45,977	47,619		49,261		50,903	52,545		54,188
2	46,916	48,720	2	50,524	52,329	2	54,133	2	55,938	57,742	2	59,547
	44,335	45,977		47,619	49,261		50,903		52,545	54,188		55,830
3	48,720	50,524	3	52,329	54,133	3	55,938	3	57,742	59,547	3	61,351
	45,977	47,619		49,261	50,903		52,545		54,188	55,830		57,472
4	50,524	52,329	4	54,133	55,938	4	57,742	4	59,547	61,351	4	63,156
	47,619	49,261		50,903	52,545		54,188		55,830	57,472		59,114
5	52,329	54,133	5	55,938	57,742	5	59,547	5	61,351	63,156	5	64,960
	49,261	50,903		52,545	54,188		55,830		57,472	59,114		60,756
6	54,133	55,938	6	57,742	59,547	6	61,351	6	63,156	64,960	6	66,765
	50,903	52,545		54,188	55,830		57,472		59,114	60,756		62,398
7	55,938	57,742	7	59,547	61,351	7	63,156	7	64,960	66,765	7	68,569
	52,545	54,188		55,830	57,472		59,114		60,756	62,398		64,040
8	57,742	59,547	8	61,351	63,156	8	64,960	8	66,765	68,569	8	70,373
	54,188	55,830		57,472	59,114		60,756		62,398	64,040		65,682
9	59,547	61,351	9	63,156	64,960	9	66,765	9	68,569	70,373	9	72,178
	55,830	57,472		59,114	60,756		62,398		64,040	65,682		67,324
10	61,351	63,156	10	64,960	66,765	10	68,569	10	70,373	72,178	10	73,982
	56,753	58,395		60,756	62,398		64,040		65,682	67,324		68,966
E	62,366	64,171	11	66,765	68,569	11	70,373	11	72,178	73,982	11	75,787
	58,806	60,448		61,679	63,321		65,682		67,324	68,966		70,608
E/20	64,622	66,426	E	67,780	69,584	12	72,178	12	73,982	75,787	12	77,591
			E/20	63,732	65,374		66,606		68,966	70,608		72,250
			E/20	70,035	71,840	E	73,193	13	75,787	77,591	13	79,396
						E/20	68,658		69,890	71,532		73,892
						E/20	75,448	E	76,802	78,606	14	81,200
								E/20	71,942	73,584		74,816
								E/20	79,057	80,862	E	82,215
											E/20	76,868
											E/20	84,471

POLO COMMUNITY UNIT SCHOOL DISTRICT #222

"Polo... Place of Learning Opportunity"

Summative Teacher Evaluation Performance Rating

Name: _____ Observation Date: _____

School: _____ Pre-observation Date: _____

Position: _____ Post-observation Date: _____

Subject: _____ Evaluator Date: _____

The purpose of this evaluation is to bring to the attention of both the teacher and the administrative staff an appraisal of teaching performance and instructional effectiveness.

Formal Observation: **Minimum of 45 minutes** (a complete lesson or entire class period) where evidence of teacher's planning, instructional delivery and classroom management skills is collected, bounded by **pre- and post- conferences**

Informal Observation: May or may not be announced, does not include a pre-conference. Principal will document the visit and provide brief, written feedback.

Observation/Evaluation Cycle

No less than the following number of teacher observations/evaluations shall be completed each year.

Non-tenured Teachers --- 3 Annual observations until tenured:

- First formative formal observation by Oct 30, announced
- Minimum of 1 informal or formative formal observation per year (before last observation)
- Last formative formal observation by March 1, announced or unannounced
- Summative Framework for Professional Evaluation document will be placed in the district file by April 1
- Informal observations are encouraged throughout the year

Tenured Teachers --- 3 Annual observations every 3rd year if he or she receives a Proficient or Excellent on previous evaluation:

- First formative formal observation, announced
- Minimum of 1 informal or formative formal observation per year (before last observation)
- Last formative formal observation within 30 calendar days prior to the end of the year, announced or unannounced
- Summative Framework for Professional Evaluation document will be placed in the district file not later than 30 calendar days prior to the end of the year
- Informal observations are encouraged throughout the year
- A tenured teacher satisfied with his/her first formal observation, may with the permission and consent of the building principal (or his/her designee), choose to forgo their second formal observation. This will result in the teacher taking their formal observation rating, in conjunction with student growth, as their summative score.

Observation Process

A pre-observation conference shall be held within 10 school days prior to the formal observation.

Observation is conducted.

The post-observation conference shall be held in a timely fashion, no later than 15 school days after the classroom observation.

Teacher Rating Scale

4.00 – 3.50	Excellent
3.49 – 2.60	Proficient
2.59 – 2.40	Needs Improvement
2.39 and below	Unsatisfactory

General Rules/Process for Needs Improvement or Unsatisfactory Ratings for Tenured Teachers

The following general rules for tenured teachers rated Needs Improvement or Unsatisfactory are required by current Illinois state law (September 1, 2012).

Needs Improvement Process

- Within 30 days of completion of the evaluation a professional development plan must be developed that is directed to the areas that need improvement. Any support the district will provide to assist with the areas requiring improvement will be identified.
- The teacher will be evaluated at least once in the next school year.

Unsatisfactory Process

- The teacher will be placed on a remediation plan.
- During the remediation period, a written copy of the evaluation with deficiencies in performance and recommendations for correction, must be provided and discussed within 10 days of completion of the evaluation, unless the collective bargaining agreement provides otherwise.
- The teacher placed on a remediation plan will be evaluated at mid-point (about 45 school days) and final (about 90 school days).
- The final teacher evaluation must include an overall evaluation of the teacher's performance during the remediation period.

