AGREEMENT BETWEEN

THE BOARD OF EDUCATION

NORWOOD GRADE SCHOOL DISTRICT NO. 63

AND

NORWOOD TEACHERS AND PARAPROFESSIONALS, LOCAL #4341

IFT-AFT

2026-2029

TABLE OF CONTENTS

		Page
Article I	Recognition	1
Article II	Employment Conditions	2
Section 1	Work Day/Work Year – Teachers	2-3
	Work Day/Work Year (Appendix D) – Support Staff	3
Section 2	School Calendar/Changes	3-4
Section 3	School Year Calendar	4
Section 4	Notification of Assignment/Reassignment	4-5
Section 5	Notification of Changes in Pay	5
Section 6	Extracurricular Duties	5
Section 7	Job Openings / Vacancies	5-6
Section 8	Job Descriptions	6
Section 9	Planning Time – Teachers	7
Section 10	School Lunches	7
Section 11	Discipline	8-9
Section 12	Health and Safety Responsibilities	9
Section 13	Evaluations – Teachers	9
Article III	Compensation	10
Section 1	Insurance	10-11
Section 2	Retirement Contribution – Teachers	11
Section 3	Mileage Allowance	11
Section 4	Pay Schedule	11
Section 5	Tuition Reimbursement	12-13
Section 6	Course and License Fees – Support Staff	13
Section 7	Salary Schedule – Teachers	13-14
Section 8	Compensation – Support Staff	14-15
Section 9	Longevity Compensation	15-16
Section 10	Extracurricular Duty Salary Schedule	16-17
Section 11	Retirement Incentive – Teachers	17-18
Section 12	Retirement Incentive – Support Staff	18-19
Section 13	Internal Substitute – Teachers	19
Section 14	Substitute Pay – Support Staff	20
Section 15	Acting Building Administrator Position – Teachers	20
Section 16	Non-Contractual/Committee – Teachers	20
Section 17	Uniforms – Support Staff	20-21
Section 18	Special Functions – Support Staff	21

Article IV	Leaves	20
Section 1	Sick Leave	22-23
Section 2	Sick Leave Bank	23-24
Section 3	Personal Leave	25-26
Section 4	Holidays – Support Staff	27
Section 5	Vacation – Support Staff	27
Section 6	Child Rearing Leave	27-28
Section 7	Jury Leave	28
Section 8	Other Leaves	28-29
Section 9	Union Leave	29
Article V	Grievance Procedure	30-31
Section 1	Definitions	30
Section 2	Procedures	30-31
Section 3	Limitation	31
Article VI	Management Rights	32
Section 1	Management Rights	32
Article VII	Union Rights	33
Section 2	Meetings / Use of School Facilities	33
Section 3	Notice of Personnel Change	33
Article VIII	Reduction in Force	34-35
Section 1	Support Staff	34
Section 2	Teachers	34-35
Article IX	Recall	36
Section 1	Support Staff	36
Section 2	Teachers	36
Article X	Duration of Agreement	37
Appendix A	2026-2027 Teacher Salary Schedule with TRS	38
	2027-2028 Teacher Salary Schedule with TRS	39
	2028-2029 Teacher Salary Schedule with TRS	40
	6% Retirement Language	41
Appendix B	Extracurricular Duties Salary Schedule	42

Appendix C-1 Certified Employee Salary Data Sheet..... 43
Appendix C-2 Support Staff Employee Salary Data Sheet..... 44

Appendix D Position Listing for Support Staff Personnel..... 45

ARTICLE I

RECOGNITION

1. The Board of Education of Norwood School District No. 63, hereinafter referred to as the "Board", recognizes the Norwood Federation of Teachers and Paraprofessionals, Local 4341, hereinafter referred to as the "Union", as the sole and exclusive negotiating agent for all full-time and part-time regularly employed certified personnel, hereinafter referred to as "Teachers" or "Certified Staff", and all full and half-time non-certified personnel (hereinafter referred to as "Employees", "Support Staff" or "Non-Certified Staff". This does not include the superintendent, superintendent's secretary or other supervisory or managerial employees, confidential, or short-term employees as defined in the Illinois Educational Labor Relations Act. Further, this does not include Employees working less than 20 hours per week.

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

3. Complete Understanding - The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties.

4. In accordance with the Illinois Educational Labor Relations Act, this contract will remain in effect during negotiations for the succeeding contract.

5. For purposes of this Agreement, the term "Teacher" shall mean any employee of the District who is required to hold a valid Illinois Professional Educator License (PEL) and is employed in a position requiring such licensure. The term includes classroom teachers, counselors, and other certified professional staff represented by the bargaining unit.

ARTICLE II

EMPLOYMENT CONDITIONS

1. A. Work Day/Work Year – Teachers

(1) The Teacher's workday at the Primary School shall be 7 1/2 hours each school day, beginning at 8:00 a.m. and ending at 3:30 p.m. Teachers at the Primary School shall have no less than a 45-minute duty free lunch. In no event shall the normal Teacher workday exceed 7 1/2 hours.

(2) The Teacher's workday at the Elementary School shall be 7 1/4 hours each school day, beginning at 7:30 a.m. and ending at 2:45 p.m. Teachers at the Elementary School shall have no less than a 30-minute duty free lunch. In no event shall the normal Teacher workday exceed 7 1/4 hours.

(3) The Superintendent may reschedule hours for special reasons such as parent conferences. Also, the Superintendent, at the Superintendent's discretion, may allow Teachers to leave early on shortened student attendance days (e.g. snow days, etc.), parent conferences, Teacher Institute or Workshop days, or School Improvement days.

(4) The Superintendent or building administrator may schedule up to one staff meeting per month. On the days of these staff meetings, staff shall be required to attend the staff meeting, and the staff's workday shall extend an additional 30 minutes (without additional compensation). The Superintendent or building administrator shall provide notice of the dates of these staff meetings at least two weeks in advance, unless circumstances only allow for a shorter notice period, in which case the Union President must be notified. As a means to offset the longer workdays for the staff meetings, Teachers shall have a shorter workday on designated Teacher workshop days and SIP days as designated by the Superintendent.

(5) Teachers without homerooms and all support staff may be required to assist with supervising and escorting students prior to the student school day and after dismissal during the Teacher's workday. The assignment to provide this assistance with supervising and escorting students at the Elementary School shall be done a rotational basis as designated by the Superintendent or Principal.

(6) The school year for Teachers shall consist of 180 days (176 days

plus 4 institute days). Any additional days will be prorated as per salary schedule (1/180).

B. Work Day/Work Year (Appendix D) – Support Staff

(1) The number of work hours/day and the number of work days/year for support staff employees employed at the time of execution of this Agreement shall be as set forth in Appendix D. Support staff employees, excluding Norwood Primary School (NPS) paraprofessionals, shall be provided with a duty-free lunch period of no less than thirty (30) consecutive minutes each workday.

NPS paraprofessionals shall be provided with a total of forty-five (45) minutes of duty-free time each workday, consisting of a thirty (30) minute duty-free lunch period and a fifteen (15) minute duty-free break. The forty-five (45) minutes may be provided either consecutively or as separate periods, with thirty (30) minutes designated for lunch and fifteen (15) minutes designated as a break.

(2) Each employee shall be provided a salary data sheet on or before the first payday in September. If any employee is hired after that date, they shall be provided a salary data sheet on or before the first pay date for that new employee. The salary data sheet shall be similar to the form shown in Appendix C-2.

(3) Cafeteria Employees shall work the following days:
Two Teacher institute days
Four days prior to the start of the school year
SIP days: breakfast until 1 pm

(4) Employees shall be at work promptly at the time designated by the Superintendent or Building Principal. The School District may require custodians to record attendance and hours of work by use of a time clock or other automated means. If the School District does implement a time clock system (or other automated system) for custodians, the system will be applicable to all custodians at all School District facilities.

(5) Secretaries and custodians shall work all scheduled institute days during the school year. The work schedule for all other non-certified staff shall be determined in accordance with Appendix D.

2. School Calendar / Changes

Should the School District consider any changes to the school calendar after the school calendar has been officially approved by the Board of Education, the

District shall provide notice to the Union President and an opportunity to discuss the issue. The School District shall retain the discretion to determine whether the change to the official school calendar will be made.

3. School Year Calendar

A. The School District Administration shall provide each Employee a calendar for the upcoming school year no later than August 1st during each year of this Agreement. The calendar shall set forth the following dates, activities, and events: Teacher Institute and School Improvement Planning (SIP Days), Parent-Teacher Conferences, & Open House. If such dates are changed, the Superintendent shall provide notice to all Employees within 10 school days of making such change via electronic communication.

B. Non-certified staff (excluding secretaries & custodians) required to work outside their regular workday for District-sponsored events, including but not limited to music programs, Kindergarten round-up, and open house shall be compensated at a rate of thirty dollars ($30.00) per hour. Compensation shall be paid for all time worked in connection with such events.

C. Cafeteria and paraprofessional employees shall not work during the Parent-Teacher Conference evenings, but shall work the required number of contract days during the school year as set forth in Appendix D.

D. Should the District utilize an e-learning day, support staff not involved with e-learning will be required to make up the days missed at the end of the school year by providing services in their assigned building or by completing district-approved training, professional development, or webinars, as directed and approved by building administration that occurs on the day of the e-learning.

4. Notification of Assignment/Reassignment

A. Teachers

Before May 1st of the next school year, every certified staff member will receive notification of their grade level(s) and/or subject(s) area assignment. The District Administration shall first consider all volunteers when reviewing the transfer or reassignment of Teachers within a building or classification. If the District Administration determines that it is necessary, within the best interests of the School District, that a more senior Teacher should nevertheless be involuntarily transferred rather than a more junior Teacher, the Administration shall provide written notice to, and discuss the reasons for the transfer with, the to-be-transferred

Teacher (and a Union representative if requested by the Teacher). If the to-be-transferred Teacher is dissatisfied with the Administration's decision after the meeting between the Teacher and the Administration, the Teacher may request and receive a meeting with the Board of Education to further discuss the involuntary transfer. The Board shall retain full discretion to determine whether the Teacher should be involuntarily transferred and its decision shall be final. When reviewing a transfer or reassignment of a Teacher, the Administration and the Board of Education shall give consideration to a Teacher's seniority and tenure status. If it becomes necessary for an additional change in assignment after notification has been provided, a Teacher shall be notified in writing and consulted as soon as possible.

B. Support Staff

Each Employee will be notified in writing of his/her placement prior to the end of the current school year. If a change in assignment occurs following the end of the school year, the Employee(s) involved will be consulted and promptly notified in writing.

5. Notification of Changes in Pay

Each employee shall be notified in writing of any changes in salary or benefits that may occur throughout the school year. This include negative changes in net pay due to items, like, but not limited to state tax increases.

6. Extracurricular Duties

Except in the event of an emergency, prior to removal of a Teacher or Employee from an extra-duty assignment identified in Appendix B as a result of concerns related to misconduct or performance, the Teacher or Employee shall be entitled to an opportunity for a hearing before the Board of Education and shall be provided, within a reasonable period of time, but no less than 72 hours prior to the hearing, written notice of the time, place and a detailed list of concerns to be discussed. At the hearing, the Teacher or Employee shall be entitled to have a Union representative.

7. Job Openings / Vacancies

(1) Notice: Vacancy notices for all positions, including extra-curricular positions, shall be provided to all staff by electronic mail. Except in cases of an emergency, the vacancy will not be filled sooner than ten (10) calendar days after the notice is provided (5 calendar days for extra-curricular positions). Qualified employees will be given fair consideration for vacant or newly created positions. However, the Superintendent and the Board retain final authority to fill any vacancy. Qualified employees interested in applying for a vacant or newly created position shall provide a letter of interest in the position to the Superintendent within the notice period. This same

procedure shall be followed during the summer months when school is not in session. Positions created or becoming vacant during the school year may be filled to avoid undue disruption of the education program.

(2) Interview Process: Existing employees who are qualified and apply for a vacant position shall be interviewed. When a candidate for a teaching, administrative or classified position is not an employee for the School District, the Superintendent or Building Principal may involve one or more Union representatives in the process and consider their input when making a recommendation to the Board for hiring a candidate.

(3) Consideration of Internal Candidates: Internal candidates who apply for vacancies shall be given enhanced consideration over outside candidates and shall be selected in the event of equivalent qualifications.

8. Job Descriptions

A. On or before the 1st day of school, each new employee or any employee who has changed positions will receive their job description(s). A complete list of job descriptions will be provided to the union president and whenever a new position is created. The district will post all job descriptions on the district website.

B. Paraprofessionals

(1) Paraprofessionals shall not be responsible for developing written lesson plans or creating new lessons, but may be required to provide guided interventions and lessons provided by district curriculum, interventionist, or administration.

(2) Paraprofessionals may be directed to follow lesson plans written by a certified staff member or guided curriculum lessons for the purpose of reinforcing concepts and/or providing interventions.

(3) Paraprofessionals shall not be used as substitute teachers, unless the paraprofessional holds a substitute teaching license. In such cases, the paraprofessional's pay shall be subject to TRS rules and the paraprofessional shall be paid the substitute teacher rate of pay, provided such pay is greater than the normal rate of the paraprofessional. The staff member must fill out the additional duty substitute pay forms within a two-week period after substituting.

9. Planning Period – Teachers

A. A planning period shall be defined as a scheduled period during the workday during which a teacher is free from student supervision. The planning period shall be used at the teacher's discretion for professional responsibilities and work-related activities and shall be conducted on District premises unless otherwise approved by the administration.

B. Teachers with discrete class periods shall have a daily planning period which is equal in length to a standard class period, but in no event less than 40 minutes on a regular school day. Teachers at lower grade levels shall have an equivalent amount of planning time per school day on regular scheduled school days. Planning minutes do not have to be continuous and are in addition to the planning time before and after the school day. Teachers at Norwood Elementary School shall be provided with no less than ten (10) minutes of protected time each morning prior to the start of student instruction. During this period, teachers shall not be assigned supervisory duties that would interfere with their ability to prepare for the instructional day, except in cases of emergency, staff meetings, or as otherwise mutually agreed upon.

C. Should a teacher agree to a schedule without a planning period during each student attendance day, that teacher shall be reimbursed $30.00 per day without a planning period. Travel time shall not be planning time.

D. Special Education IEP Release Time: Each full-time special education teacher shall be provided two (2) days of IEP release time per school year. The purpose of this release time is to complete activities related to special education compliance and case management, including student assessments, preparation for annual reviews, and completion of required IEP documentation.

IEP release time may be utilized in increments of one-half (½) day. This release time shall not be used for attendance at Individualized Education Program (IEP) meetings.

Use of IEP release time is subject to prior administrative approval and scheduling considerations. Teachers shall submit requests in advance, and the date(s) must be mutually agreed upon by the teacher and administration.

10. School Lunches

Employees shall pay for any lunch or food item obtained from the school cafeteria at the same rate as paid by all other School District personnel.

11. Discipline

A. Teachers

Except as otherwise provided in this Paragraph 12, discipline shall be for cause. Discipline shall generally be progressive and corrective in nature. However, depending upon the severity of an infraction, more serious discipline may be imposed, including suspension or discharge, as appropriate. Disciplinary actions subject to cause include:

- Documented verbal warnings, with a copy given to the affected Teacher and a copy placed in the Teacher's personnel file.

- Documented written reprimands, with a copy given to the affected Teacher and a copy placed in the Teacher's personnel file.

- Suspension with or without pay provided that the Teacher shall be given an opportunity to first meet with the Principal regarding the cause or causes for such suspension.

A Teacher shall be entitled to Union representation.

No Teacher shall be confronted or disciplined in the presence of other employees, students, or the public, except if the safety or welfare of children, students, other employees, or parents warrants immediate corrective action. This provision does not apply to disciplinary meetings where a union representative is present.

The provisions of this Paragraph 12 shall not apply to the dismissal of tenured Teachers, non-renewal of non-tenured Teachers, or remediation under Section 24-12 and Article 24A of the Illinois School Code or removal of teachers from extracurricular or sponsorship positions; each of these procedures shall be conducted pursuant to the Illinois School Code. Management directives not including a formal reprimand shall not be disciplinary or subject to grievance.

B. Support Staff

(1) Employees shall only be disciplined for just cause. Discipline shall include documented verbal warnings, written reprimands, suspensions without pay for misconduct, and terminations. Management directives not including a formal reprimand shall not be disciplinary or subject to grievance. The Employer shall follow the principles of progressive discipline as a method to improve

Employee behavior and/or performance. This provision shall not apply during the probationary period, as defined below.

An employee shall be entitled to Union representation.

(2) Probation

All new Support Staff Employees shall be subject to a one (1) year probationary period during the Employee's first calendar year of employment with the School District. Throughout the duration of the probationary period, the Employee shall be considered an "at-will" employee without a guarantee of employment for any specific time period.

12. Health and Safety Responsibilities

A. The administration of prescription medication to students by Teachers and Support staff members shall conform to Section 10-22.21b of the Illinois School Code. Except as specifically provided in this Section, Teachers and Support Staff shall not be required to perform a medical procedure on a student or to dispense medicine to a student.

B. Teachers shall respond to emergency situations and accidents involving students by providing care and comfort until help arrives.

C. The School District may assign paraprofessionals the duties of handling ongoing personal care interventions for students; these duties shall not be assigned to certified staff or (or other support staff). These personal care interventions may include suctioning, catheterization, tube feeding, and diapering.

D. The School District will provide a safe and healthy working environment.

13. Evaluations – Teachers

All evaluation process, procedures, and paperwork associated with the District Teacher Evaluation Plan shall be in accordance with all applicable provisions of the Illinois School Code (Article 24A) and the rules and regulations (part 50.120) propagated by the Board of Education of the State of Illinois.

ARTICLE III

COMPENSATION

1. Insurance

A. Health Insurance: The Board shall make available group hospitalization and major medical insurance coverage to eligible employees.

Effective with the 2026–2027 school year, the District shall provide a monthly defined contribution toward the cost of health insurance coverage. The District's contribution shall be the same for all eligible employees, regardless of coverage tier, including employee-only, employee plus spouse, employee plus dependent(s), or family coverage.

The District's monthly contribution shall be as follows:

- **2026–2027:** $777.00 per month
- **2027–2028:** $839.00 per month
- **2028–2029:** $881.00 per month

Employees shall be responsible for any premium costs that exceed the District's monthly contribution. When health insurance premiums are increased by the plan provider, the District shall provide written notice of the increase to the Union President and all affected employees at least fourteen (14) calendar days prior to the effective date of the increase, or as soon as practicable if the District receives less than fourteen (14) days' notice from the provider.

To be eligible for health insurance benefits under this provision, an employee must be regularly scheduled to work a minimum of thirty (30) hours per week. Employees and their covered spouses and dependents must comply with all eligibility requirements, conditions, and terms of the District's health insurance plan.

B. Life Insurance: In addition to the above, the Board will provide Term Life Insurance in the amount of $20,000 for each full-time employee covered under this Agreement.

C. Health Insurance Waiver / 403(b) Contribution
Employees who elect not to participate in the District-sponsored health insurance plan shall be eligible to receive a District contribution of one hundred dollars ($100.00) per month to the employee's District-approved 403(b) Tax-Sheltered Annuity (TSA) account, for a maximum annual contribution of one thousand two hundred dollars ($1,200.00).
Employees employed full-time for one (1) semester only shall be eligible to receive a prorated contribution of six hundred dollars ($600.00).

To be eligible for this benefit, employees must waive participation in the District-sponsored health insurance plan and complete all required health insurance waiver and 403(b) enrollment documentation. Contributions shall not begin until all required documentation has been received and processed by the District.

Following a review of available options with the District Office, it shall be the employee's responsibility to establish and maintain a District-approved 403(b) account. Failure to complete the enrollment process shall not result in retroactive contributions or payments.

District contributions shall commence on the first payroll date following the latest of:

- The employee's initial date of eligibility;
- The effective date of cancellation of District-sponsored health insurance coverage; or
- The District's receipt of all required enrollment and waiver documentation.

Employees who subsequently enroll in the District-sponsored health insurance plan shall cease receiving the 403(b) contribution effective on the date health insurance coverage begins.

2. Retirement Contribution – Teachers

The Board shall, in addition to the Teacher's regular salary, pay and shelter the 9.0% (because of compounding effect, the Board's cost shall be 9.89011%) contribution to the Teachers Retirement System for a Teacher. Any increase in this required TRS contribution percentage above this 9.0% shall be paid by the Teacher.

3. Mileage Allowance

All employees who are required to use their personal vehicles in authorized service to the School District shall be reimbursed at the IRS rate.

4. Pay Schedule

All Teachers and Employees will be paid on a semi-monthly basis, resulting in twenty-four (24) pays per year. Accordingly, on each pay day, Teachers shall be paid 1/24th of the Teacher's annual salary as established in Appendix A.

Other Employees, on each pay day, shall be paid 1/24th of the Employee's annualized salary based upon the employee's hourly rate of pay as established in Section 9 of Article II and further clarified in Section 1.B of Article II. Pay days shall be the fifth (5th) day and the twentieth (20th) day of each month. When a pay day falls on a weekend or holiday, the pay date will occur on the last working day immediately preceding the weekend or holiday.

5. Tuition Reimbursement

A. Teachers

After advance approval by the Superintendent, full time Teachers will be reimbursed at a maximum rate equivalent to 75% of the actual semester hour cost at Illinois State University for graduate courses toward a graduate degree, related to classroom improvement, or related to the Teacher's certification subject matter or in other areas identified as areas of need by the Superintendent. Full tuition and fees and mileage costs will be paid if a Teacher is required by the School District to take a course. In no event shall a Teacher have a right to reimbursement for more than fifteen (15) semester hours per school year. Classes taken for reimbursement during the school year may not be taken concurrently with other classes. A Teacher on Step A shall not be eligible for tuition reimbursement. Teachers on Steps B and C shall only be eligible to receive reimbursement for six (6) semester hours per school year.

If a Teacher receives reimbursement from the School District under the provisions of this Paragraph 5 for a course and (1) leaves the employment of the School District within a two-year period after completing that course and (2) the course was related to administrator qualifications, obtaining an administrator certificate, or acquiring certification in special education, then the Teacher shall pay the School District back for the cost of such course in an amount equal to the reimbursement received by the Teacher from the School District for such course. This provision shall only apply to courses completed within the two-year period preceding the Teacher's departure from the School District. This "pay-back" provision shall not apply to a Teacher who is retiring from the School District or who is dismissed or not renewed by the School District. Further, this "pay-back" provision shall not apply to a course that is related to the Teacher's subject area or areas of teaching for the School District. Any "pay back" due the School District pursuant to this provision shall be payable by such Teacher in full to the School District within 30 days after such Teacher submits a notice of resignation to the School District or otherwise departs employment with the School District (whichever is sooner).

B. Support Staff

Full-time Employees will be reimbursed in one lump-sum payment at a rate equivalent to 75% of the actual semester hour cost, (not to exceed 75% of the actual semester hour cost at Illinois State University), for job-related courses approved in advance by the Superintendent. Classes taken for reimbursement during the school year may not be taken concurrently with other classes. In no event shall an Employee have a right to reimbursement for more than twelve (12) semester hours per

school year. Support Staff in their first year of service are not eligible for this program.

C. The District's total annual obligation for tuition reimbursement under this Section shall not exceed Thirty-Five Thousand Dollars ($35,000) per fiscal year.

Tuition reimbursement requests shall be submitted to the Superintendent or designee for approval prior to course enrollment. Upon approval, reimbursement funds shall be reserved and applied against the annual reimbursement cap.

Reimbursement funds shall be awarded on a first-approved, first-funded basis until the annual cap has been exhausted. Once the annual cap has been reached, no additional tuition reimbursement requests shall be approved or reimbursed during that fiscal year unless additional funds are authorized by the Board of Education.

6. Course and License Fees – Support Staff

With pre-approval from the School District Administration, employees shall be reimbursed in one lump-sum payment at one hundred percent (100%) for job-related workshops, training programs, meetings (including food co-op meetings) and/or licensing fees required to perform the position. Employees required to attend these workshops or meetings shall be paid at their regular hourly rate of pay while attending such workshop or meeting.

7. Salary Schedule – Teachers

Except as provided in this paragraph, Teachers shall be paid according to the schedule found at Appendix A. During the term of this Agreement, Teachers who are off the salary schedule shall receive increases in their respective salaries as set forth in the listing at the bottom of Appendix A, which shall include longevity but shall exclude extracurricular pay which shall be governed exclusively by Appendix B.

No additional Teachers shall be placed off the salary schedule and placed in the listing at the bottom of Appendix A. Teachers reaching the maximum step in the applicable column of the schedule in Appendix A because the Teacher's years of creditable service meets or exceeds the maximum number of steps in that column shall not advance to a new step, thereby remaining at the maximum step for all future years (unless they obtain horizontal movement as permitted under the terms of this Agreement), and shall not be placed on the off-schedule list.

Any Teacher who does not receive a step movement for one or more years during the term of this Agreement because the Teacher's years of credited service exceeds the number of steps in the applicable column of the schedule in Appendix A shall be paid a longevity bonus, in addition to the amount provided in

the last step of the applicable column. The longevity bonus shall be based upon the applicable column of the schedule in Appendix A as follows:

BS	$200.00
BS+15	$225.00
BS+24	$325.00
BS+39/MA	$350.00
MA+15	$450.00
MA+30	$450.00
MA+45	$600.00
PhD	$600.00

Any Teachers who earn horizontal salary schedule advancement after he or she is off of the salary schedule due to the number of years of experience shall have his or her salary increased by $450.00 as credit for each horizontal lane for which the Teacher is entitled to advance.

Horizontal advancement on the schedule in Appendix A shall be allowed at both the beginning of a new school year and at the beginning of the second semester of a school year provided that a Teacher has completed the necessary graduate-level coursework. In order to receive the horizontal advancement at the beginning of a new school year, the Teacher must submit either an official transcript or a grade record (verified by an official transcript when received by the Teacher) for the coursework to the Superintendent's office by August 15th of that school year. In order to receive the horizontal advancement at the beginning of the second semester, the Teacher must provide either of these records to the Superintendent's office by December 31st of that school year. If a change in the Teacher's horizontal placement on the schedule occurs during the school year, then a new Salary Data sheet shall be provided to the Teacher with the Teacher's next paycheck. If a Teacher does not meet the dates set forth in this paragraph by providing an official transcript to the Superintendent by such date, the Teacher shall not be eligible to receive horizontal advancement until the beginning of the subsequent semester after the semester for which the date was missed as long as the Teacher timely submits the required documents for the next semester.

8. Compensation – Support Staff

A. Employee position classifications as set forth in Appendix D are as follows:

Head Custodian
Custodian
Secretary
Paraprofessional
Food Service Director
Head Cook
Cook

B. Entry Level Salary – Except as otherwise required by minimum wage requirements, new Employees shall be paid the entry level salary for each Employee classification set forth below during the term of this Agreement:

Position Category	FY27	FY28	FY29
Head Custodian	$18.00	$18.25	$18.50
Custodian	$15.75	$16.00	$16.25
Secretary	$18.00	$18.25	$18.50
Paraprofessional	$16.50	$16.75	$17.00
Food Service Director	$18.50	$18.75	$19.00
Head Cook	$15.75	$16.00	$16.25
Cook	$15.35	$15.60	$15.85

The new hire will get the base minimum plus .15 for each year of completed service during the duration of the contract.

C. If an Employee moves into a better paid position classification, the Employee will be paid an additional increase as provided in this Section and does not have to start at the entry level salary provided above.

D. If a Cook moves to the Head Cook position, the Employee will earn an additional $0.50 per hour above the hourly rate earned by that Employee as a Cook.

E. If a Custodian moves to the Head Custodian position, the Employee will earn an additional $1.50 per hour above the hourly rate earned by that Employee as a Custodian.

9. Longevity Compensation:

The District shall provide longevity bonuses based on an employee's continuous years of service with the District. Longevity bonuses are one-time payments and shall not be considered annual compensation.

Eligible employees (teachers & support staff) shall receive the following longevity bonuses upon commencement of the applicable year of continuous service:

Continuous Years of Service	**Longevity Bonus**
Beginning of Year 6	$500
Beginning of Year 11	$1,000
Beginning of Year 16	$1,500
Beginning of Year 21	$2,000

Beginning of Year 26	$2,500
Beginning of Year 30	$3,000

Eligible employees shall complete and submit the required District form at the beginning of the school year in which the bonus is payable. Longevity bonus payments shall be disbursed on or about August 20 of the applicable school year.

In the event a teacher retires or participates in an approved early retirement program during a year in which a longevity bonus is earned, the District shall make the payment at a time and in a manner that does not result in a Teacher Retirement System (TRS) penalty to the District.

Eligibility for longevity bonuses under this provision shall not be retroactive and shall be based solely on continuous service beginning with the 2026–2027 school year.

10. Extracurricular Duty Salary Schedule

A. Pay extracurricular duties shall be paid at the percentage rate shown in Appendix B of the base teacher salary taken from step 5 of the "BS" column of the appropriate school year's salary schedule in Appendix A. The percentage rate is set forth in Appendix B based upon the years of experience with the particular extracurricular duty. A teacher shall be reimbursed mileage when traveling outside the Limestone High School boundaries for performing duties as a coach or sponsor of an extracurricular duty. Coaches and sponsors (or administrative approved designee) shall ride the team bus to provide supervision if one is provided. Bussing may be provided to games or contests outside of 20 miles or when deemed by administration and coaching staff to be too early in the day to arrange for adequate parent transportation.

B. In addition to the pay identified on Appendix B, the Board shall pay the Teacher's required contribution to the Teachers' Retirement System on the extra-duty pay. The amounts listed in Appendix B for extracurricular duties reflect the amount to be paid to sponsors if a particular activity is offered. The District, however, reserves the right to determine if an activity shall be offered and the number of sponsors authorized for each activity.

C. If a paid assistant coach position is approved by the Board of Education for any extracurricular activity set forth in Appendix B, the assistant coach will receive 75% of the salary provided under Appendix B to the employee if the employee was the head coach for that activity based upon the employee's years of experience for that activity.

D. Any experience credited to an employee shall be retained by that employee should the employee move to a different coaching or sponsor position in that same extracurricular duty (e.g. move from 7th grade basketball to 8th grade basketball) or return to that extracurricular duty after a hiatus.

11. Retirement Incentive – Teachers

Teachers with fifteen or more years of consecutive service in the District are eligible to receive additional benefits under the terms of this Early Retirement Incentive (ERI) as they approach retirement. To be eligible for the ERI, the teacher must have the requisite experience at retirement and retire during a specified window period. Specifically, the teacher may receive this ERI if he or she retires at the end of the school year commending with the school year that he or she is eligible to receive a retirement annuity from TRS and ending at the first of the following to occur:

1) at the end of the school year in which he or she first becomes eligible for a non-discounted annuity from TRS (including applicable credit for military services, or alternate pension systems); or

2) at the end of the school year (July 1 – June 30) in which the teacher reaches age 60.

In determining these dates, teachers must consider and utilize all or part of their available sick leave for creditable service purposes in TRS.

In order to receive the additional compensation available under this Early Retirement Incentive, eligible employees must deliver a non-revocable letter of resignation without contingency to the Superintendent no later than March 1st prior to the school year the incentive will begin. The letter of resignation must reference an intent to retire under this Early Retirement Incentive Policy, whether the teacher's elected ERI plan is for three years, two years or one year, and be accompanied by the TRS member requested "Personal Statement of Benefits" and a "Benefit Estimate" indicating total years of service.

Teachers who elect to receive this Early Retirement Incentive by submitting a timely resignation as provided above shall be entitled to an increase in salary during the final three years, two years or one year of employment. Such teachers will receive the salary increase set forth in this Section rather than the general negotiated salary increase during their last three, two or one year(s) of employment dependent upon their elected ERI plan and will be paid as follows: The teacher's TRS Creditable Salary for the year preceding the onset of the elected ERI Plan shall be increased by six percent (6%) and each year thereafter, if applicable, for a maximum of three years.

The District shall endeavor to spread the increase throughout the school year. However, the District retains the right to make necessary adjustments to monthly pay at any time during the last three years to ensure that the total received by the teacher is consistent with this Section. For purposes of this Section, a teacher's "TRS Creditable Salary" means the teacher's base salary together with all other amounts from all sources which are creditable earnings under TRS rules.

Notwithstanding the above, teachers who are removed for cause or who voluntarily discontinue an extra-duty assignment during any of the elected plan years of employment shall have their yearly increase for that year reduced by the amount of pay for the extra-duty assignment. The term "year" shall mean "school year" and not "calendar year." Teachers also will not be assigned any additional compensated duties following submission of a retirement letter. However, notwithstanding this provision, teachers in retirement incentive years shall be allowed to volunteer for additional duties without any additional compensation.

In the event that a teacher's resignation date under this Policy contemplated use of sick leave benefits for creditable service purposes and the teacher subsequently uses all or a portion of his or her available sick leave days and does not have enough remaining sick leave days available upon the contemplated retirement date to retire without discount, the teacher's resignation shall be automatically revoked and the teacher shall, subject to his or her health condition, continue employment until such time that he or she is eligible to retire at the end of a school year without a discounted annuity.

If any teacher receives benefits under this Policy and subsequently fails to retire as contemplated herein, such teacher shall be obligated to reimburse the District for the amount of the incentive less what the teacher would have received had the teacher not been eligible for the retirement incentive. Under such circumstances, the District is authorized to make deductions from subsequent paychecks in the maximum amount of 5% of the amount the teacher has received in retirement incentive to be reimbursed per pay period.

In the event the Illinois Pension Code, regulations promulgated by TRS, or TRS interpretations are made, changed or modified during the effective period of this Agreement and such interpretations or modifications have the effect of requiring employer or member contributions under this ERI, the parties shall engage in mid-term bargaining to amend this ERI in such a way that no employer or member costs shall be incurred.

12. Retirement Incentive – Support Staff

An Employee who meets the Illinois Municipal Retirement Fund eligibility requirements for retirement benefits shall be granted a retirement incentive as provided herein. For up to the last three (3) years of the eligible Employee's employment with the School District, the Employee shall receive the following increases in the Employee's hourly rate over the Employee's hourly rate of the

preceding year: (1) seven percent (7%) in the first year of the three-year period immediately preceding retirement; (2) seven percent (7%) in second year of the three-year period immediately preceding retirement; and (3) six percent (6%) in the last year immediately preceding retirement. Accordingly, this retirement incentive shall be paid as a salary increase during the school year(s) when the retirement incentive is received. Further, an increase under this provision shall be inclusive of any other increase in compensation for the Employee. An Employee will be eligible for this retirement incentive program provided the following conditions have been met:

A. The Employee has been employed by Norwood School District No. 63 for 10 or more years. Service with the Bellevue School District prior to the consolidation of the two school districts shall count towards this 15-year requirement.

B. The Employee's retirement does not give rise to any type of payment by the Board to the Illinois Municipal Retirement Fund under an early retirement provision of the Illinois Pension Code.

C. The Employee has submitted an irrevocable letter of resignation to the Superintendent by March 1st of the school year prior to the school year(s) in which the Employee would receive this retirement incentive. The Employee shall only be eligible to receive this incentive for a (3) year period if the irrevocable letter is submitted by March 1st of the school year prior to the Employee's final three years of employment before the Employee's retirement date. If the Employee fails to meet this date for the last three years of employment prior to retirement, then the Employee will still be eligible to receive the last two years of this incentive (being 7% and 6% increases respectively) during the last two years of employment provided that the Employee submits the irrevocable letter by March 1st of the year prior to the Employee's final two years of employment before the Employee's retirement date. If the Employee fails to meet the date for receiving this retirement incentive for the last two years of employment prior to retirement, then the Employee will still be eligible to receive the last year of this incentive (being a 6% increase) during the last year of employment provided that the Employee submits the irrevocable letter by March 1st of the year prior to the Employee's final year of employment before the Employee's retirement date. If the Employee fails to meet this date prior the Employee's final year of employment, the Employee will not be eligible to receive this retirement incentive.

13. Internal Substitute – Teachers

When a Teacher is required to forfeit the Teacher's planning period to act as a substitute teacher in another classroom, the Teacher shall be paid at a rate of $30.00 per period when acting as a substitute.

14. Substitute Pay – Support Staff

If an Employee who possesses a substitute license is asked by the School District to serve as a substitute teacher, the Employee shall be paid the greater of the paraprofessional's salary or the amount paid for a substitute teacher for the time period served as a substitute teacher. The district will extend the substitute position opportunity to paraprofessionals holding a substitute license in a rotating manner. In cases where a certified teacher is absent for consecutive days, to ensure consistency, the paraprofessional initially assigned will continue to fulfill the substitute role until the certified teacher's return.

15. Acting Building Administrator Position – Teachers

The position of Acting Building Administrator shall be designated to one Teacher at both the Primary and Elementary School buildings. The duties of the Acting Building Administrator shall primarily include being on call and handling administrative duties when emergencies or other matters requiring immediate attention arise and the building administrator or administrators are absent from the building for any reason. Except in unusual circumstances, the Acting Building Administrator position shall be assigned to the same Teacher for the full school year.

The Teacher holding the Acting Building Administrator position shall be paid at a rate of $35.00 per hour in addition to their regular salary.

16. Non-Contractual Hours/Committees – Teachers

The District reserves the right to organize activities and committees beyond the standard working hours on designated occasions throughout the academic year. In cases where teacher participation is mandated for any district-mandated event or committee, the District shall compensate a minimum stipend of $30 per hour. Teacher involvement in such activities or committees remains voluntary.

17. Uniforms – Support Staff

A. Cafeteria Employees: Cafeteria Employees shall be provided with five (5) uniform shirts per person every school year beginning August of 2005 and six (6) aprons per person per school year.

B. Custodians: Full-time custodians shall be provided four (4) uniform shirts per at the beginning of every school year, consisting of three (3) short sleeve shirts and one (1) long sleeve shirt. The uniform shirts shall display an insignia or design representing the School District and the Employee's name. Full time custodians shall report to work wearing a uniform shirt and shall wear the uniform shirt at all times when working for the School District. If a uniform shirt is damaged during the performance of the custodian's job, the School District shall replace the shirt at no cost to the Employee. If a uniform shirt is damaged outside of work for the

School District, the Employee shall be responsible for replacing the shirt at no cost to the School District.

18. Special Functions – Support Staff
If cafeteria worker is assigned by District Administration to assist in the cafeteria during a special function, such as a Chili Supper or Santa Breakfast, that cafeteria worker shall receive compensation at the appropriate rate of pay for that cafeteria worker.

ARTICLE IV

LEAVES

1. Sick Leave

A. Each full-time teacher shall be granted annual sick leave based upon continuous years of service in the District as follows:

- Years 1–15: Fifteen (15) sick leave days per year
- Years 16–20: Eighteen (18) sick leave days per year
- Years 21–25: Twenty (20) sick leave days per year
- Years 26 and above: Twenty-two (22) sick leave days per year

Unused sick leave shall accumulate from year to year without loss and may be accumulated to a maximum of three hundred forty (340) days. Teachers employed for less than a full school year shall receive a prorated allotment of sick leave based upon the portion of the school year worked.

B. Employees (Support Staff) will be granted 15 sick leave days per year. Sick leave may accumulate to 315 days. Part-time Employees will be granted sick leave days on a pro-rated basis.

C. The Board will allow an employee to use accumulated sick leave for bereavement purposes with respect to a death in the "immediate family" of the employee. Bereavement leave shall be limited to five (5) accumulative days per school year. One (1) day of bereavement leave may be used per school year without any requirement that such person be a member of the employee's "immediate family." For purposes of this Section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step-parents, step-children, and legal guardians. In cases of extreme emergency, the Superintendent may approve additional leave.

D. Sick Leave Incentive: Employees who use five (5) or fewer sick leave days during the fiscal year, including any combination of one-half (½) day sick leave absences, shall be eligible to receive a five hundred dollar ($500) stipend.

For purposes of this provision, only sick leave usage shall be counted toward the annual total. Approved personal leave days and bereavement leave days shall not be included in the calculation.

The stipend shall be paid on the last regular payroll date of the fiscal year.

E. Sick Leave Increments:

1. Sick leave shall generally be utilized in full or half-day increments.

2. Employees working less than 50% of the work day shall utilize a full day of sick leave.

3. Employees working more than 50% of the work day but less than 100% of the work day shall generally utilize a half-day of sick leave except as set forth in subsection 4 below.

4. Full-time employees scheduled to work six (6) or more hours per day who need to be absent for less than forty-five (45) minutes at the beginning or end of their workday, and part-time employees scheduled to work fewer than six (6) hours per day who need to be absent for less than thirty (30) minutes at the beginning or end of their workday, may request approval to be absent without using sick leave.

   The Building Administrator may approve such requests after considering the reason for the absence, the employee's prior use of sick leave, the availability of a suitable substitute, the impact on building operations, and any other relevant factors. The Building Administrator's decision shall be final and shall not establish a precedent for future requests.

   Employees shall be limited to six (6) approved occurrences per school year under this provision. Beginning with the seventh (7th) approved occurrence in the same school year, the employee shall be required to utilize accumulated sick leave. Employees absent for less than one-half (½) day shall have one-half (½) sick day deducted from their accumulated sick leave balance. Employees absent for one-half (½) day or more shall have one (1) full sick day deducted from their accumulated sick leave balance.

2. Sick Leave Bank

All employees (Certified and Support Staff) may enroll in the Sick Leave Bank during the months of September and October of each year. In order to participate in the Sick Leave Bank, an employee must submit one (1) sick leave day to the Sick Leave Bank. Employees who have donated in a previous year, do not need to donate annually to be part of the sick bank unless:

1. The accumulated sick bank falls below 75 days
2. The employee used sick leave bank days during the prior school year.

The Sick Leave Bank shall only be used for a prolonged illness, a grave or extraordinary medical condition, or catastrophic injury suffered by an employee or to allow the employee to care for the employee's spouse, child, or parent who has suffered from prolonged illness, a grave or extraordinary medical condition, or catastrophic injury. The Sick Leave Bank is not meant for minor illnesses, medical conditions or injuries, including hospitalization for a normal pregnancy, or for child care or medical, dental, or vision care appointments.

A committee of four (4) to six (6) persons shall be selected by the Superintendent and the Union to establish rules and regulations concerning the use of the Sick Leave Bank by members of the bargaining unit. No employee shall be allowed to use Sick Leave Bank days unless their individual accumulated sick leave is exhausted. The decision of the committee shall be final and not subject to the grievance procedure.

In any one school year, no more than thirty (30) Sick Leave Bank days may be used by any member of the Union. An employee needing more than 30 days, may borrow, with approval by the committee, but must pay back the additional days in full at a rate determined by both the committee and employee. If an employee uses any sick leave bank days, the employee must donate one (1) day to the sick leave bank the following school year.

During a Teacher's last four school years immediately preceding the Teacher's retirement, any sick days acquired from the Sick Leave Bank must be used by the Teacher prior to the Teacher's retirement date. No sick days acquired from the Sick Leave Bank during a Teacher's last four school years immediately preceding the teacher's retirement shall be used to acquire service credit for the teacher from TRS. If on the date prior to a Teacher's retirement date a Teacher has any sick days acquired from the Sick Leave Bank during a Teacher's last four school years immediately preceding the Teacher's retirement, these sick days acquired from the Sick Leave Bank shall be returned to the Sick Leave Bank on the day prior to the Teacher's retirement date, and the Teacher shall receive no service credit for these returned sick days.

3. Personal Leave

A. Teachers

Each full-time teacher shall be entitled to personal leave days with full pay, without deduction from accumulated sick leave, based on continuous years of service in the District as follows:

- Less than fifteen (15) years of continuous service: Two (2) personal leave days per year.
- Fifteen (15) through nineteen (19) years of continuous service: Three (3) personal leave days per year.
- Twenty (20) or more years of continuous service: Four (4) personal leave days per year.

Except as provided below, Teachers shall give three days notification of intent to take personal leave, except in the case of an emergency, in which case the teacher will give notification as soon as possible.

Up to two (2) teachers may request to use two days of personal leave either the day before or after the following holidays or vacation periods when school is not in session:

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Vacation
Martin Luther King's Birthday
Presidents' Day
Casimir Pulaski Day

Such leave shall be requested at least thirty (30) days in advance, and shall be subject to the availability of finding a substitute teacher. The School District will use its best efforts to find substitute teachers. Personal leave for this special provision will be granted on a first-come, first-serve basis. A teacher may only take two (2) days of personal leave per school year under this special provision. This special provision will not apply if the day before or after a holiday or vacation period is a parent-teacher conference day.

Except as provided above, personal leave will not be permitted the day before or after holidays, vacations, or workshops. Unused personal leave shall be reimbursed at full sub pay or converted to sick leave.

B. Support Staff

Each full-time support staff shall be entitled to personal leave days with full pay, without deduction from accumulated sick leave, based on continuous years of service in the District as follows:

- Less than fifteen (15) years of continuous service: Two (2) personal leave days per year.
- Fifteen (15) through nineteen (19) years of continuous service: Three (3) personal leave days per year.
- Twenty (20) or more years of continuous service: Four (4) personal leave days per year.

Employees shall give three days notification of intent to take personal leave, except in the case of an emergency, in which case the Employee will give notification as soon as possible. Part-time Employees will be granted personal leave on a pro-rated basis.

For each holiday or vacation period, up to two (2) Employees may request to use one day of personal leave either the day before or after the following holidays or vacation periods when school is not in session:

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Vacation
Martin Luther King's Birthday
Presidents' Day
Casimir Pulaski Day

No more than one (1) Employee in each of the following job categories will be granted leave under this special provision for any holiday or vacation period:

Cafeteria (food service director, head cook, cook)
Custodians (head custodian, custodian, part-time custodian)
Office (secretary)
Classroom (Paraprofessionals)

Such leave shall be requested at least thirty (30) days in advance. Personal leave for this special provision will be granted on a first-come, first-serve basis, and a request under this special provision cannot be made before the first day of the school year in which the leave will be taken. An Employee may only take one day of personal leave per school year under this special provision. This special provision will not apply if the day before or after a holiday or vacation period is a parent-teacher conference day.

Except as provided above, personal leave will not be permitted the day before or after holidays. At the end of the school year, unused personal leave shall be reimbursed to the Employee at the equivalent of a full day's pay (as set in Appendix A) or converted to sick leave.

4. Holidays – Support Staff

Full-time, twelve-month Employees shall not be required to work, but shall receive pay for the following holidays: January 1 (New Year's Day), the third Monday in January (birthday of Dr. Martin Luther King), February 12 (birthday of President Abraham Lincoln), the first Monday in March (Casimir Pulaski's birthday), Good Friday, the day designated as Memorial Day by federal law, July 4 (Independence Day), the first Monday in September (Labor Day), the second Monday in October (Columbus Day), November 11 (Veterans Day), Thanksgiving Day, and December 25 (Christmas Day). All holidays listed above shall be paid holidays on the day when the holiday is a legal holiday or otherwise observed by the School District.

February 12 (Lincoln's Birthday), the first Monday in March (Casimir Pulaski Day) Juneteenth, and November 11 (Veteran's Day) shall be paid holidays only if the particular holiday falls during the school week and school is not in session; except that if the holiday is observed by the School District on a different day during the school week and school is not in session on that day, the holiday shall be a paid holiday on the day the holiday is observed.

5. Vacation – Support Staff

Twelve-month Employees working six (6) hours per day shall be entitled to two weeks' vacation after one year of employment and three weeks' vacation after ten years of employment. Vacation days shall be taken during the 12 months of the year in which they are earned and shall not be cumulative; this 12-month period shall start on the employee's anniversary date and conclude the day before the employee's next anniversary date. The vacation period shall be scheduled with administration approval. Two or more Employees may not take the same time off unless granted by the Superintendent. Further, vacation days will be granted on a seniority basis if the Employee submits his or her vacation request by May 1st prior to the summer months. Thus, if two Employees request vacation leave for the same day or days by May 1st, the Employee with the most seniority will receive the vacation leave. Otherwise, after May 1st, vacation leave will be granted on a "first come, first serve" basis. Vacation days may be used in conjunction with paid holidays.

6. Child Rearing Leave

Full-time Teachers and full-time Employees will be granted a child rearing leave not to exceed one school year.

The Teacher or Employee shall notify the Superintendent in writing of the anticipated date that the leave will begin at least one month prior to such date unless circumstances require a later date for notification. Every effort will be made to have such leaves terminate immediately prior to the beginning of a new school term or semester or after the winter recess. The Superintendent may waive any of the above conditions and such waiver shall be non-precedential.

The Superintendent shall notify the Teacher or Employee in writing of the length of child rearing leave which has been granted and the Teacher's or Employee's expected return date based upon the constraints set forth above.

The Teacher or Employee may use up to twelve (12) weeks of accrued sick leave immediately following birth or adoption of a child. Nothing in this section shall prohibit a Teacher or Employee from utilizing accrued sick leave during any period of disability prior to birth or after use of child rearing leave.

Credit on the salary schedule for a full year of service shall be granted if the Teacher or Employee has been employed at least 90 school days during the school term the leave began. During the first 12 weeks of child rearing leave, which shall include a period of disability immediately before the child rearing leave, the Board and the Teacher will continue to pay their respective portion of the premium for the District's group health insurance programs. The Teacher or Employee shall make timely payment of the Teacher's or Employee's premium to the District's business office in order to remain in the District's group health insurance program. Thereafter, the Teacher or Employee may remain in the District's group health insurance plans by making timely payments of the entire insurance premium to the District's business office.

7. Jury Leave

No Teacher or Employee shall suffer loss of pay or benefits due to lost time at work caused by serving on a jury or being subpoenaed to testify in a court or administrative proceeding. Any fee paid for having served on jury duty shall be submitted to the School District.

8. Other Leaves

A leave of absence for an extended period of time may be granted for any of the following reasons or purposes: illness, military service, professional study, government or professional service, educational growth and for such other reasons which in the judgment of the Superintendent may be recommended to the Board of Education for approval.

Any employee (Certified or Support Staff) desiring a leave of absence without pay must submit to the Superintendent, an application in writing at least 90 calendar days before the desired commencement date of the leave. In emergency cases, the Superintendent may waive this requirement, if in his/her judgment, the employee submits in writing an explanation with proper verification and/or documentation indicating the events, occasions or occurrences were beyond the control of the employee who requested the 90-day notice be waived.

Under this section, no leave shall exceed one year unless an extension thereof is requested by the employee in writing and recommended by the Superintendent and approved by the Board. Any request for an extension must be submitted in writing to the Superintendent no later than 90 calendar days prior to the end of

the school year during which the employee is on leave. In no event shall an unpaid leave of absence in excess of two years be granted unless it is a mandated by the School Code of Illinois.

9. Union Leave

Should the Union send the President or his/her designees to local, state, or national conferences or on other business pertinent to Union affairs, their representatives shall be excused for no more than three (3) total days in a given school year, without loss of salary or benefits, providing that the Union shall reimburse the District for the costs of the substitute(s). A written notification for leave shall be submitted to the Superintendent by the President of the Union at least ten (10) day prior to the requested date(s).

ARTICLE V

GRIEVANCE PROCEDURE

1. Definitions

A grievance shall mean only a complaint that there has been an alleged violation or misapplication of any of the specific provisions of this Agreement.

A. Every employee covered by this Agreement shall have the right to present grievances in accordance with these procedures.

B. Failure of an employee (or, in the event of an appeal to arbitration, the Federation) 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.

C. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee 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.

D. At the discretion of the grievant, he/she may seek representation by the Union at Step 1, Step 2, and/or 3 in the Grievance Procedure.

2. Procedures

A. First Step

An attempt shall be made to resolve any complaint in informal, verbal discussion between complainant and the Building Principal. If the complaint cannot be resolved informally, the aggrieved shall file the grievance in writing. The written grievance shall state the remedy requested. The filing of the formal written grievance at first step must be within ten school days from the date of the occurrence of the event giving rise to the grievance. Within ten school days after such written grievance, the aggrieved and the Building Principal or his designee shall meet to resolve the grievance. The Building Principal or his designee shall file an answer within ten school days of the second step and communicate it in writing to the employee and the Union.

B. Second Step

If the grievance is not resolved satisfactorily at Step 1, the grievant may take the matter to the Superintendent. This request to move to the second step must be made within ten school days of receipt by the grievant of the first level meeting. Within five school days after such notice to the

Superintendent, the aggrieved and the Superintendent shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten school days.

C. Third Step

If the grievance is not resolved satisfactorily at Step 2, the grievant may take the matter to the School Board. This request to move to the third step must be made within ten school days of receipt by the grievant of the second level meeting. Within five school days after such notice to the Board, the aggrieved and the Board shall meet to resolve the grievance. The Board or its designee shall file an answer within ten school days.

D. Fourth Step

If the grievance is not resolved satisfactorily at Step 3, there shall be available a third step of impartial, binding arbitration. The Federation may submit, in writing, a request on behalf of the Federation and the grieving Teacher to the Superintendent within 30 days from receipt of the Step 3 answer to enter into such arbitration. Within seven days after said notice is given, the Federal Mediation and Conciliation Service or the Illinois Educational Labor Relations Board will be requested to provide a panel of seven arbitrators. With the union striking first, each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator shall be binding on the parties.

Expenses for the arbitrator's service shall be borne equally by the School District and the Federation.

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 Federation, 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.

3. Limitation

If the Federation or any employee files any claim or violation in any form other than under the grievance procedure of this Agreement before attempting to resolve the violation through the grievance procedure, then the School District shall not be required to process the same claim or set of facts through the grievance procedure unless remanded to do so by a body or court of authority.

ARTICLE VI

MANAGEMENT RIGHTS

1. Management Rights

   A. The Board retains and reserves unto itself all powers, rights, duties and responsibilities conferred upon and vested in it by the statutes of the State of Illinois.

   B. During the term of the Agreement and any extension thereof: (A) the Board shall not lock out its employees, and (B) no employee covered by this Agreement, nor the Federation, nor any person acting on behalf of the Federation shall ever or at any time engage in, authorize, or instigate any picketing, any recognition of any picket line at the School District's premises, any strike slowdown, or other refusal to render full and complete services to the Board.

ARTICLE VII

UNION RIGHTS

1. Meetings / Use of School Facilities

The Union shall have the right to hold general membership meetings on School District property, provided such meetings in no way interfere with the instructional program and provided that such meetings entail no additional maintenance or custodial expenses. These meetings may commence no earlier than the end of the school day. Otherwise, the Union or any individual employee must obtain approval for use of any school facilities in the same manner and within the same guidelines as any outside group seeking to use school facilities.

2. Notice of Personnel Change

The Superintendent or the Building Principal shall notify the treasurer for the union regarding any personnel change with any covered position. This includes the departure of an Employee, the hiring of a new Employee, or the change in working hours for an Employee. This notice shall be provided within 10 business days after the personnel change has occurred.

ARTICLE VIII

REDUCTION IN FORCE

1. Support Staff

A seniority list, categorized by positions, showing the combined length of continuing service to either Norwood School District and/or Bellevue School District of each Employee, shall be posted in each building no later than October 1 of each school year.

Layoffs or reductions in the number of Employees covered by this Agreement shall be made in reverse order of seniority by job classification with the least senior Employee being laid off first. A notice of layoff shall be received by the Employee at least thirty (30) days prior to the effective date of the layoff or thirty (30) days prior to the end of the school year if the layoff is for the following school year.

2. Teachers

In the case of a reduction in Teachers, the sequence of dismissal shall occur in accordance with the School Code. Each Teacher shall be categorized into one or more positions for which the Teacher is qualified to hold, based upon legal qualifications and any other qualifications established by the District job description, on or before the May 10 prior to the school year during which the sequence of dismissal is determined. Within each position and subject to agreements made by the Joint Committee on Honorable Dismissals that are authorized by subsection (c) of 24-12 of the School Code, the District shall pursuant to subsection (b) of 24-12 of the School Code establish four groupings of Teachers qualified to hold the position.

Among Teachers qualified to hold a position, Teachers must be dismissed in the order of their groupings, with Teachers in grouping one dismissed first and Teachers in grouping four dismissed last. Within grouping one, the sequence of dismissal shall be at the discretion of the School District. Within grouping two, the sequence of dismissal shall be based upon average performance evaluation ratings, with the Teacher or Teachers with the lowest average performance evaluation rating dismissed first. A Teacher's average performance evaluation rating shall be calculated using the average of the Teacher's last two performance evaluation ratings, if two ratings are available, or the Teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. As between or among Teachers in grouping two with the same average performance evaluation rating and within each of groupings three and four, the Teacher or Teachers with the shorter length of continuing service with the District shall be dismissed first.

Length of continuing service (seniority) shall be determined by the following

method, in descending order:

(1) Date of hire: Date the Board of Education votes to approve the employment of an individual
(2) Total years of teaching service, including service outside of the District
(3) Date Teacher signed her or his contract
(4) Continued tie-breakers shall be settled by lottery with all parties present.

A Teacher does not accrue service while on an unpaid leave of absence.

ARTICLE IX

RECALL

1. Support Staff

Employees shall be recalled in order of seniority with the most senior Employee being recalled first, provided that the Employee being recalled is qualified to hold the position. Employees shall retain their right to recall for a period of one (1) year from the effective date of the layoff.

2. Teachers

A. If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the Teachers so removed or dismissed who were in groupings three or four of the sequence of dismissal and are qualified to hold the positions (except as otherwise determined by the Joint Committee), based upon legal qualifications and any other qualification established in the District job description, on or before the May 10 prior to the date of the positions becoming available, provided that if the number of honorable dismissal notices based on economic necessity exceeds 15% of the number of full-time equivalent positions filled by certified employees (excluding principals and administrative personnel) during the preceding school year, then the recall period is for the following school term or within two calendar years from the beginning of the following school term. Among Teachers eligible for recall pursuant to the preceding sentence, the order of recall must be in inverse order of dismissal. Group 2 teachers shall have recall rights until February 1 following layoff provided that they have only one "needs improvement" evaluation and no "unsatisfactory" evaluation.

B. Failure to respond within twenty (20) calendar days after the mailing of the Board's letter of recall sent by registered or certified mail to the Teacher's address on file within the District recalling such Teacher, shall result in termination of the Teacher's rights of recall hereunder.

ARTICLE X

DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2026, and shall continue in effect until July 30, 2029. This Agreement is signed this 29th day of June, 2026.

IN WITNESS WHEREOF:

Norwood Federation of Teachers and Paraprofessionals, Local #4341, IFT-AFT

President

Secretary/Treasurer

Norwood Elementary School District #63 Board of Education

President

Secretary

Year 1: 2026-2027 (with TRS)

Step	BA	BA+15	BA+24	MA BA+39	MA+15	MA+30	MA+45	PhD
A	$47,710	$48,385	$49,060	$49,735	$50,410	$51,085	$51,760	$52,435
B	$48,285	$48,960	$49,635	$50,435	$51,110	$51,985	$52,660	$53,335
C	$48,860	$49,535	$50,210	$51,135	$51,810	$52,885	$53,560	$54,235
D	$49,435	$50,110	$50,785	$51,835	$52,510	$53,785	$54,460	$55,135
E	$50,010	$50,685	$51,360	$52,535	$53,210	$54,685	$55,360	$56,035
F	$50,585	$51,260	$51,935	$53,235	$53,910	$55,585	$56,260	$56,935
G	$51,160	$51,835	$52,510	$53,935	$54,610	$56,485	$57,160	$57,835
H	$51,735	$52,410	$53,085	$54,635	$55,310	$57,385	$58,060	$58,735
I	$52,310	$52,985	$53,660	$55,335	$56,010	$58,285	$58,960	$59,635
J	$53,135	$53,810	$54,485	$56,160	$56,835	$59,185	$59,860	$60,535
K	$53,960	$54,635	$55,310	$56,985	$57,660	$60,085	$60,760	$61,435
L	$54,785	$55,460	$56,135	$57,810	$58,485	$60,985	$61,660	$62,335
M	$55,610	$56,285	$56,960	$58,635	$59,310	$61,885	$62,560	$63,235
N	$56,435	$57,110	$57,785	$59,460	$60,135	$62,785	$63,460	$64,135
O	$57,260	$57,935	$58,610	$60,285	$60,960	$63,685	$64,360	$65,035
P	$58,085	$58,760	$59,435	$61,110	$61,785	$64,585	$65,260	$65,935
Q	$58,910	$59,585	$60,260	$61,935	$62,610	$65,485	$66,160	$66,835
R	$59,735	$60,410	$61,085	$62,760	$63,435	$66,385	$67,060	$67,735
S	$60,560	$61,235	$61,910	$63,585	$64,260	$67,285	$67,960	$68,635
T	$61,385	$62,060	$62,735	$64,410	$65,085	$68,185	$68,860	$69,535
U	$62,210	$62,885	$63,560	$65,235	$65,910	$69,085	$69,760	$70,435
V	$63,035	$63,710	$64,385	$66,060	$66,735	$69,985	$70,660	$71,335
W	$63,860	$64,535	$65,210	$66,885	$67,560	$70,885	$71,560	$72,235
X	$64,685	$65,360	$66,035	$67,710	$68,385	$71,785	$72,460	$73,135
Y	$65,510	$66,185	$66,860	$68,535	$69,210	$72,685	$73,360	$74,035
Z	$66,335	$67,010	$67,685	$69,360	$70,035	$73,585	$74,260	$74,935
AA	$67,160	$67,835	$68,510	$70,185	$70,860	$74,485	$75,160	$75,835
AB	$67,985	$68,660	$69,335	$71,010	$71,685	$75,385	$76,060	$76,735
AC	$67,985	$69,485	$70,160	$71,835	$72,510	$76,285	$76,960	$77,635
AD	$67,985	$70,310	$70,985	$72,660	$73,335	$77,185	$77,860	$78,535
AE	$67,985	$70,310	$71,810	$73,485	$74,160	$78,085	$78,760	$79,435
AF	$67,985	$70,310	$72,635	$74,310	$74,985	$78,985	$79,660	$80,335
AG	$67,985	$70,310	$72,635	$75,135	$75,810	$79,885	$80,560	$81,235
AH	$67,985	$70,310	$72,635	$75,135	$76,635	$80,785	$81,460	$82,135
AI	$67,985	$70,310	$72,635	$75,135	$76,635	$80,785	$82,360	$83,035

Year 2: 2027-2028 (with TRS)

Step	BA	BA+15	BA+24	MA BA+39	MA+15	MA+30	MA+45	PhD
A	$48,910	$49,585	$50,260	$50,935	$51,610	$52,285	$52,960	$53,635
B	$49,485	$50,160	$50,835	$51,635	$52,310	$53,190	$53,865	$54,540
C	$50,060	$50,735	$51,410	$52,335	$53,010	$54,095	$54,770	$55,445
D	$50,635	$51,310	$51,985	$53,035	$53,710	$55,000	$55,675	$56,350
E	$51,210	$51,885	$52,560	$53,735	$54,410	$55,905	$56,580	$57,255
F	$51,785	$52,460	$53,135	$54,435	$55,110	$56,810	$57,485	$58,160
G	$52,360	$53,035	$53,710	$55,135	$55,810	$57,715	$58,390	$59,065
H	$52,935	$53,610	$54,285	$55,835	$56,510	$58,620	$59,295	$59,970
I	$53,510	$54,185	$54,860	$56,535	$57,210	$59,525	$60,200	$60,875
J	$54,360	$55,035	$55,710	$57,385	$58,060	$60,430	$61,105	$61,780
K	$55,210	$55,885	$56,560	$58,235	$58,910	$61,335	$62,010	$62,685
L	$56,060	$56,735	$57,410	$59,085	$59,760	$62,240	$62,915	$63,590
M	$56,910	$57,585	$58,260	$59,935	$60,610	$63,145	$63,820	$64,495
N	$57,760	$58,435	$59,110	$60,785	$61,460	$64,050	$64,725	$65,400
O	$58,610	$59,285	$59,960	$61,635	$62,310	$64,955	$65,630	$66,305
P	$59,460	$60,135	$60,810	$62,485	$63,160	$65,860	$66,535	$67,210
Q	$60,310	$60,985	$61,660	$63,335	$64,010	$66,765	$67,440	$68,115
R	$61,160	$61,835	$62,510	$64,185	$64,860	$67,670	$68,345	$69,020
S	$62,010	$62,685	$63,360	$65,035	$65,710	$68,575	$69,250	$69,925
T	$62,860	$63,535	$64,210	$65,885	$66,560	$69,480	$70,155	$70,830
U	$63,710	$64,385	$65,060	$66,735	$67,410	$70,385	$71,060	$71,735
V	$64,560	$65,235	$65,910	$67,585	$68,260	$71,290	$71,965	$72,640
W	$65,410	$66,085	$66,760	$68,435	$69,110	$72,195	$72,870	$73,545
X	$66,260	$66,935	$67,610	$69,285	$69,960	$73,100	$73,775	$74,450
Y	$67,110	$67,785	$68,460	$70,135	$70,810	$74,005	$74,680	$75,355
Z	$67,960	$68,635	$69,310	$70,985	$71,660	$74,910	$75,585	$76,260
AA	$68,810	$69,485	$70,160	$71,835	$72,510	$75,815	$76,490	$77,165
AB	$69,660	$70,335	$71,010	$72,685	$73,360	$76,720	$77,395	$78,070
AC	$69,660	$71,185	$71,860	$73,535	$74,210	$77,625	$78,300	$78,975
AD	$69,660	$72,035	$72,710	$74,385	$75,060	$78,530	$79,205	$79,880
AE	$69,660	$72,035	$73,560	$75,235	$75,910	$79,435	$80,110	$80,785
AF	$69,660	$72,035	$74,410	$76,085	$76,760	$80,340	$81,015	$81,690
AG	$69,660	$72,035	$74,410	$76,935	$77,610	$81,245	$81,920	$82,595
AH	$69,660	$72,035	$74,410	$76,935	$78,460	$82,150	$82,825	$83,500
AI	$69,660	$72,035	$74,410	$76,935	$78,460	$82,150	$83,730	$84,405

Year 3: 2028-2029 (with TRS)

Step	BA	BA+15	BA+24	MA BA+39	MA+15	MA+30	MA+45	PhD
A	$50,010	$50,685	$51,360	$52,035	$52,710	$53,385	$54,060	$54,735
B	$50,585	$51,260	$51,935	$52,735	$53,410	$54,295	$54,970	$55,645
C	$51,160	$51,835	$52,510	$53,435	$54,110	$55,205	$55,880	$56,555
D	$51,735	$52,410	$53,085	$54,135	$54,810	$56,115	$56,790	$57,465
E	$52,310	$52,985	$53,660	$54,835	$55,510	$57,025	$57,700	$58,375
F	$52,885	$53,560	$54,235	$55,535	$56,210	$57,935	$58,610	$59,285
G	$53,460	$54,135	$54,810	$56,235	$56,910	$58,845	$59,520	$60,195
H	$54,035	$54,710	$55,385	$56,935	$57,610	$59,755	$60,430	$61,105
I	$54,610	$55,285	$55,960	$57,635	$58,310	$60,665	$61,340	$62,015
J	$55,480	$56,155	$56,830	$58,505	$59,180	$61,575	$62,250	$62,925
K	$56,350	$57,025	$57,700	$59,375	$60,050	$62,485	$63,160	$63,835
L	$57,220	$57,895	$58,570	$60,245	$60,920	$63,395	$64,070	$64,745
M	$58,090	$58,765	$59,440	$61,115	$61,790	$64,305	$64,980	$65,655
N	$58,960	$59,635	$60,310	$61,985	$62,660	$65,215	$65,890	$66,565
O	$59,830	$60,505	$61,180	$62,855	$63,530	$66,125	$66,800	$67,475
P	$60,700	$61,375	$62,050	$63,725	$64,400	$67,035	$67,710	$68,385
Q	$61,570	$62,245	$62,920	$64,595	$65,270	$67,945	$68,620	$69,295
R	$62,440	$63,115	$63,790	$65,465	$66,140	$68,855	$69,530	$70,205
S	$63,310	$63,985	$64,660	$66,335	$67,010	$69,765	$70,440	$71,115
T	$64,180	$64,855	$65,530	$67,205	$67,880	$70,675	$71,350	$72,025
U	$65,050	$65,725	$66,400	$68,075	$68,750	$71,585	$72,260	$72,935
V	$65,920	$66,595	$67,270	$68,945	$69,620	$72,495	$73,170	$73,845
W	$66,790	$67,465	$68,140	$69,815	$70,490	$73,405	$74,080	$74,755
X	$67,660	$68,335	$69,010	$70,685	$71,360	$74,315	$74,990	$75,665
Y	$68,530	$69,205	$69,880	$71,555	$72,230	$75,225	$75,900	$76,575
Z	$69,400	$70,075	$70,750	$72,425	$73,100	$76,135	$76,810	$77,485
AA	$70,270	$70,945	$71,620	$73,295	$73,970	$77,045	$77,720	$78,395
AB	$71,140	$71,815	$72,490	$74,165	$74,840	$77,955	$78,630	$79,305
AC	$71,140	$72,685	$73,360	$75,035	$75,710	$78,865	$79,540	$80,215
AD	$71,140	$73,555	$74,230	$75,905	$76,580	$79,775	$80,450	$81,125
AE	$71,140	$73,555	$75,100	$76,775	$77,450	$80,685	$81,360	$82,035
AF	$71,140	$73,555	$75,970	$77,645	$78,320	$81,595	$82,270	$82,945
AG	$71,140	$73,555	$75,970	$78,515	$79,190	$82,505	$83,180	$83,855
AH	$71,140	$73,555	$75,970	$78,515	$80,060	$83,415	$84,090	$84,765
AI	$71,140	$73,555	$75,970	$78,515	$80,060	$83,415	$85,000	$85,675

6% Retirement Language Clause

Notwithstanding the general provisions for salary raises set forth above, teachers who are within four years of eligibility for a retirement annuity from TRS shall be limited to an annual increase of 6% over the creditable earnings that they received in the prior year. In the event that any such teacher is capped in one or more years of the contract from receiving the entire negotiated raise set forth above, any amount not paid in the particular year shall be added to the following year (subject to the 6% limitation). In the event that any portion of the raise is not paid by the teacher's final year of employment, the remainder amount shall be paid as non-creditable earnings after but within 30 days following the final paycheck.

APPENDIX B

EXTRACURRICULAR DUTIES SALARY SCHEDULE
(See Article III, Section 10)

	YEARS OF EXPERIENCE				
ACTIVITY	1 YR	2-5 YRS	6-10 YRS	11-15 YRS	16 OR MORE YRS
Baseball	3.5	3.75	4.0	4.25	4.5
Basketball: 5th/6th	3.7	4.0	4.5	5.0	5.5
Basketball: 7th – Girls	5.8	6.4	7.3	8.2	9.1
Basketball: 7th – Boys	5.8	6.4	7.3	8.2	9.1
Basketball: 8th – Girls	5.8	6.4	7.3	8.2	9.1
Basketball: 8th – Boys	5.8	6.4	7.3	8.2	9.1
Cheerleading: 5th/6th	2.4	2.6	3.1	3.6	4.1
Cheerleading: 7th/8th	2.4	2.6	3.1	3.6	4.1
Cross Country – Girls	2.0	2.2	2.7	3.2	3.7
Cross Country – Boys	2.0	2.2	2.7	3.2	3.7
Fine Arts: Band	2.0	2.2	2.7	3.2	3.7
Fine Arts: Chorus	2.0	2.2	2.7	3.2	3.7
Fine Arts: Speech	2.0	2.2	2.7	3.2	3.7
Fine Arts: Play	2.0	2.2	2.7	3.2	3.7
Math Counts	1.7	2.1	2.6	3.1	3.6
Newsletter/Webmaster	3.0	3.5	3.75	4.0	4.25
Scholastic Bowl	1.7	2.1	2.6	3.1	3.6
Softball	3.5	3.75	4.0	4.25	4.5
Stdt Council Advisor	2.2	2.6	3.1	3.6	4.1
Stdt Council Adv. Ast.	1.2	1.4	2.0	2.6	3.2
Track – Girls	2.3	2.7	3.0	3.3	3.6
Track – Boys	2.3	2.7	3.0	3.3	3.6
Volleyball: 7th	5.8	6.4	7.3	8.2	9.1
Volleyball: 8th	5.8	6.4	7.3	8.2	9.1

Athletic Director: 5.0 (if duties of Athletic Director are assigned to a Teacher; School District reserves the right to assign these duties to an administrator).

APPENDIX C-1
NORWOOD SCHOOL DISTRICT NO. 63
CERTIFIED EMPLOYEE SALARY DATA SHEET

Dear Certified Staff Member:

Listed below is a memorandum of your salary for the 2023-2024 school year. This salary is based upon the negotiated salary schedule in the Norwood Teachers and Paraprofessionals bargaining agreement with the School District. Adjustments from graduate hours earned (providing an official transcript has been received) will be automatic and effective with your first payroll check for the 2023-2024 school year.

If the data here is not correct, please notify the Superintendent's office or the School District bookkeeper as soon as possible so that any corrections can be checked, verified, and corrected, if necessary.

Signed: _____
Superintendent

NAME _____

BASE SALARY:
Degree of Teacher:
BS _____ BS+15 _____ BS+24 _____ BS+39/MS _____
MS+15 _____ MS+30 _____ MS+45 _____

Credited Years Teaching Outside District: _____ Within District: _____
Placement Year on Salary Schedule: Step _____

Base Salary Per Step on Schedule _____
TRS Contribution _____

TOTAL BASE SALARY _____

INCREMENT FOR EXTRA DUTY ACTIVITIES

Activity Description	In-district coaching years	Salary from Schedule	Salary with TRS%
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL ANNUAL SALARY $_____

If you are in agreement with the above stated salary, please sign and return one copy of the Salary Data Sheet to the office of the Superintendent as soon as possible.

I AGREE WITH THE ABOVE SALARY DATA SHEET _____
Signature

I AGREE TO GIVE ONE (1) SICK DAY TO THE SICK LEAVE BANK. _____
(Initial)

APPENDIX C-2
NORWOOD SCHOOL DISTRICT NO. 63
SUPPORT STAFF EMPLOYEE SALARY DATA SHEET

Dear Support Staff Member:

Listed below is a memorandum of your wages for the 2023-2024 school year. This wage and salary information is based upon the negotiated salary schedule in the Norwood Teachers and Paraprofessionals bargaining agreement with the School District. This Salary Data Sheet does not include any overtime pay or additional pay that you might receive during the school year nor does it include any deductions for work time missed during the year.

If the data here is not correct, please notify the Superintendent's office or the School District bookkeeper as soon as possible so that any corrections can be checked, verified, and corrected, if necessary.

Signed:_____
Superintendent

NAME _____

POSITION CLASSIFICATION: _____

Placement Year on Salary Schedule: Step _____ Hourly Rate: _____

Number of Work Hours/Day: _____ Number of Work Days/Year: _____

TOTAL BASE SALARY _____

INCREMENT FOR EXTRA DUTY ACTIVITIES

Activity Description	Pay Level	Salary from Schedule
_____	_____	_____

TOTAL ANNUAL SALARY $_____

IMRF Contribution Paid by District _____
IMRF Contribution Paid by Employee _____

If you are in agreement with the above stated salary, please sign and return one copy of the Salary Data Sheet to the office of the Superintendent as soon as possible.

I AGREE WITH THE ABOVE SALARY DATA SHEET _____
Signature

I AGREE TO GIVE ONE (1) SICK DAY TO THE SICK LEAVE BANK. _____
(Initial)

APPENDIX D

NORWOOD SCHOOL DISTRICT NO. 63
SUPPORT STAFF

	DAYS/YEAR	2023-2024 Hourly Rate	2024-2025 Hourly Rate	2025-2026 Hourly Rate
Paraprofessionals Starting Salary	**176**	**$15.00**	**$15.25**	**$15.50**
Lunch Room Manager Starting Salary	**180**	**$14.40**	**$15.10**	**$15.25**
Cafeteria Worker Starting Salary	**180**	**$14.00**	**$15.00**	**$15.10**
Secretary Starting Salary	**200**	**$15.00**	**$15.50**	**$16.25**
Head Custodian Starting Salary	**260**	**$15.50**	**$16.50**	**$18.00**
Custodian Starting Salary	**180-260**	**$14.00**	**$15.00**	**$15.25**

Note: Appendix D shall not be interpreted as a guarantee of employment, nor a limitation of the Employer's rights under Article VI of the Agreement. In addition, the hours set forth in Appendix D are not intended to deprive employees with additional work opportunities. See Paragraph 1.B of Article II for further explanation of this chart.