

2024-2027



**Central Community
Unit School District #4**

Certified Staff Contract

This document contains the Negotiated Contract between the Board of Education, Central Community Unit School District No. 4, and Central Federation of Teachers, Local 604-IFT-AFT, AFL-CIO.

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ARTICLE I RECOGNITION

1.1 Recognition

The Board of Education, Central Community Unit School District No. 4, Iroquois and Kankakee Counties, hereinafter referred to as “the Board,” recognizes the Central Council, Local No. 604, IFT-AFT, AFL-CIO, hereinafter referred to as “the Union,” as the exclusive bargaining agent for all full- and part-time regularly employed licensed teachers, with the exception of the Superintendent, Principals, Administrative Assistant (full or part-time), Special Education Coordinator (full or part-time), Education Coordinator and Financial Assistant, and Assistant Principals.

1.2 Part-time Professional Educator

Part-time employees shall be included in the bargaining unit and subject to the terms and conditions of the Agreement except that their salaries and benefits shall be based upon their fractionalized employment status. The personal day is equal to the hours worked during the school day.

1.3 Retired Professional Educator

A Professional Educator who has retired and is employed by the Board on a part-time basis, other than a substitute Professional Educator, shall be paid the per diem rate of a first-year Professional Educator’s base salary on the B+0 column on the salary schedule. Step 0, B+0 column divided by 180 equals the per diem rate. Retired Professional Educators hired according to this provision shall not receive any other benefits under this contract. Retired Professional Educators from District No. 4 shall have preference for available positions over retirees from outside the district provided they are licensed and qualified for the position(s).

ARTICLE II
UNION AND TEACHER RIGHTS

2.1 Financial Information

The Union President shall be furnished, upon written request to the Superintendent, a copy of the following documents provided the most current documents are not posted on the District's website (www.cusd4.org):

1. The District's Annual Financial Statement
2. Annual Budget
3. Annual Audit
4. Scattergram

The information shall be provided within ten (10) days of completion of said reports.

Within ten (10) days after the approval of each previous open-meeting minutes, approved minutes shall be posted on the District website. Forty-eight (48) hours prior to the regular Board meeting, the agenda shall be posted on the District website. All other records and documents requested by the Union shall be purchased by the Union at a fee reflecting the actual duplicating cost at a rate of \$.05 per page.

2.2 Use of Facilities

The local Union shall have the right, upon approval of the Building Principal or the Superintendent, to use the school building(s) for meetings at a time when school is not in session provided that such meetings do not interfere with the instructional and/or extracurricular programs of the District. All meeting areas shall be approved by the Building Principal. Whenever special custodial service is required, the Board may make a reasonable charge for the service. The Union shall be allowed to make brief announcements to the faculty at the conclusion of Building and District faculty meetings including teacher institutes.

2.3 Use of School Equipment

The Union shall have the right, upon notification of the Building Principal or the Superintendent, to use school business equipment, except for Unit Office equipment, provided that the use of said equipment does not interfere with instructional and/or extracurricular programs. The Union shall purchase all supplies and materials used in the business of the Union.

2.4 Bulletin Boards

The Board agrees that a bulletin board shall be provided for the Union in each school building for posting notices of activities and other matters of Union concern. The bulletin board shall be designated by the Building Principal. No political literature or solicitation for political purposes may be posted on the Union bulletin board.

2.5 Use of District Mailboxes

The local Union may use employee school mailboxes for Union matters. However, the Union may not use inter-District mail services for the transmission of Union materials or correspondence between schools. Correspondence regarding functions or business of joint committees established under the terms of the Agreement or correspondence addressed to the District or its Administrators which deals with business between the Union and the District may be transmitted through the inter-District mail system.

No political literature or political solicitations may be placed in employee mailboxes by the Union. A copy of all literature distributed through the teacher mailboxes by the Union shall be provided to the Building Principal and Superintendent at the time it is distributed to Professional Educators.

2.6 CFT/Superintendent Meetings

The Superintendent and his/her designee(s), like a building administrator, shall meet with one or more representatives of the Central Federation of Teachers (CFT) and at least one member of the Board of Education at mutually agreeable times and dates to discuss issues of mutual concern. At least one meeting must be scheduled each semester of the school year. Agenda items shall be exchanged by the Superintendent and CFT President at least three (3) school days before each meeting. These meetings shall be “meet & confer” sessions, but this does not prohibit the Parties from arriving at mutually agreed resolutions of issues. The meetings shall be chaired on an alternating basis, between the Superintendent and the CFT President. The CFT and administration will endeavor to include representatives from more than one attendance center when the meetings involve more than one representative of the administration and CFT. Each side will limit its respective representatives to three (3) persons each at these meetings.

2.7 Payroll Deductions

The District shall honor employees’ individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations are processed by the Union. In the event that an employee revokes his or her dues in accordance with the terms in which he or she authorized the dues deductions, the Union will notify the employer after the close of the revocation window.

The District agrees to remit these dues and/or fees to the Union once each month that dues/fees are deducted. A list of Professional Educators for whom deductions have been made and the amount of each deduction shall accompany the first remission. Any changes in personnel from the list previously furnished shall be submitted to the Union within ten (10) workdays.

A. Other Deductions

1. Contributions to tax sheltered annuities expressly authorized and allowed in the District’s 403(b) Plan Document effective on or before January 1, 2007, shall be subject to salary deduction. At least annually, the Administration shall notify employees of the option to participate, the time period which election may be made and summarize the Plan’s essential features. The options offered under the 403(b)

plan shall be developed in cooperation with the Central Council, Local No. 604, or District Committee in which the Central Council shall have one representative. The Board shall pay the administrative fees associated with the options the Plan offers.

2. Other payroll deductions that do not reduce an employee's tax income and which are normally allowed by the District may be made from an employee's after-tax net pay.

2.8 Copies of the Agreement

The District shall provide an electronic copy of this Agreement to each teacher within thirty (30) days following ratification by the Board and Union. An electronic copy of this Agreement will also be available on the District Website. Professional Educators employed after the date of ratification of this Agreement will be provided with an electronic copy of this Agreement within their first thirty (30) days on the job. Each Professional Educator may print one hard copy of the Agreement for the Professional Educator's personal use.

2.9 Union Leave

In the event that the Union desires to send representatives to a state or national conference, these representatives shall be excused without loss of salary provided the Union reimburses the District the cost of the substitute Professional Educators. The Union shall be limited to a maximum of two (2) days per school year. No more than one (1) employee per day shall be excused for said leave. Notification of such leave shall be submitted in writing to the Superintendent at least ten (10) school days in advance of the date of the leave.

2.10 Indemnify and Hold Harmless

The Union shall indemnify and hold harmless the Board, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suites or other forms of liability that shall arise out of, or by reason of action taken by the board for the purposes of complying with the above provision of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished by the Union under any such provisions.

ARTICLE III
WORKING CONDITIONS

3.1 School Year

- A. The school year for all Professional Educators shall not exceed one hundred and seventy-six (176) pupil attendance days and four (4) institute days.
- B. When it is necessary to request teachers to work on curricular matters on days not part of the normal 180-day work year, the Board will reimburse teachers so employed at the rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per clock hour, in 15-minute increments.
- C. Professional Educator(s) employed for summer school and after-school tutoring shall be paid \$33.68 for 2024-25, \$35.02 for 2025-26, and \$36.43 for 2026-27 per clock hour, in 15-minute increments. A Professional Educator's payment shall not include travel time to and from his/her assignment. The Administration shall seek qualified volunteers from the District's staff to teach summer school before assignments are made.
- D. Professional Educators employed as homebound instructors shall receive \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per clock hour, in 15-minute increments.

3.2 Workday

The normal workday shall be seven (7) hours and thirty (30) minutes for all full-time teachers except for:

- A. Faculty meetings*
- B. In-service workshops
- C. Scheduled appointments with parents or students (e.g. MDC, IEP meetings, conferences)
For such appointments, requested by the Administration, outside the normal workday, Professional Educators will accrue comp time in one-half hour increments.
Accrued time may be used for the following:
 - a. Professional Educators shall submit a written request prior to the use of comp time for administration approval.
 - b. Professional Educators may use accrued comp time in place of emergency days that exceed the five (5) designated days provided students are not in attendance.
 - 1. If District-allotted compliance (GCN) training time is provided on these days, the trainings are to be completed on the Professional Educator's own time.
 - c. Professional Educators may use accrued comp time in place of District allotted grading time at the end of each quarter provided grades are posted by the due date.
 - d. Comp time hours may not be accumulated or rolled over beyond the school year. Any hours not used are forfeited.

- e. Professional Educators may use comp time in place of supplied GCN training time provided the appropriate number of GCN trainings were completed and verified by the Unit Office two workdays prior to the scheduled GCN training time.
- D. Open House, Parent Information, and/or Student Orientation**
- E. Detention duty
- F. Emergency situations which endanger student welfare or safety and which require employee presence as determined by the Superintendent.

*Mondays will be considered reserved for normal or routine faculty meetings. Meetings will be scheduled in each building before and after school to accommodate teachers' schedules. Professional Educators shall not make arrangements for before school or after school appointments, which will interfere with their ability for such meetings except in emergencies. This restriction does not imply meetings after or before school on days other than Monday may not be called as necessary by the Building Principal.

**Professional Educators will be required to attend only one of the following: Open House, Parent Information, or Student Orientation beyond the regular workday per school year.

All staff may leave five (5) minutes after the last buses depart on the day before scheduled holidays (Christmas, Thanksgiving, and Easter).

On the first and last day of the school year, teachers may leave at an earlier time determined by the District Superintendent. Professional Educators will be released at approximately 2:30 p.m. or after five (5) clock hours of instruction have been provided on the last day of each grading period for the purpose of preparing students' grades for report cards.

With the approval of the Building Principal, Professional Educators may leave prior to the end of the regular school day for personal matters. The Principal's approval or denial of such requests is not subject to the grievance procedure.

With the prior approval of the Building Principal, Professional Educators may leave after school dismissal if they have coaching or supervisory duties on that night, school activities if the Administration requests their attendance, or if they are attending a college class that evening.

If the Building Principal is absent, the District Superintendent shall be responsible for the prior approval of such as stated above.

Unless an emergency situation which endangers student welfare or safety and which requires employee presence as determined by the Superintendent occurs, employees will be allowed to leave school five (5) minutes after the last bus leaves the premises on days of early dismissal due to inclement weather.

If the Administration requires an employee to teach an Early Bird class, the employee shall be reimbursed a pro-rata amount as determined by the proportion of additional class time being added to the workday and his/her base salary or the District shall release the employee earlier than the

normal workday by a period of time equivalent to the early class time. The calculation of pay, for an Early Bird class, will be 1/16th of the individual's base salary per semester. For Example: with a base of \$40,000, the stipend would be \$2,500 per semester. Such payment or release time shall be commensurate with the length of class time spent teaching such class. In no case shall the employee be released early from his/her duties and be paid for such classes. The Administration shall seek volunteers to teach these classes. If no qualified volunteers are available for such classes, the Administration shall assign the least senior teacher qualified for the subject.

3.3 Preparation Periods

Every full-time Professional Educator who works in the middle school or senior high school shall have a preparation period equal to the length of a normal class period each day except when the Principal requires an employee to teach or supervise during his/her preparation period. The Professional Educator shall be compensated at a rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per 60-minute period, in 15-minute increments.

Elementary school Professional Educators shall receive at least two (2) preparation periods of twenty (20) consecutive minutes each or one (1) preparation period of forty (40) consecutive minutes daily. Elementary Professional Educators who are required to teach or perform some other supervisory duty during their preparation period shall be compensated at a rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per clock hour, in 15-minute increments.

For those itinerant Professional Educators who travel between buildings, the travel time shall not be included in the calculation of a preparation period.

It shall be the responsibility of Professional Educators to submit, to the Building Principal, a voucher form verifying their internal substitution of classes each month so they may be reimbursed.

Full-time special education Professional Educators, who are primarily assigned to a self-contained classroom and/or as an LD Resource Professional Educator and who have primary responsibility for the preparation of the annual reviews of IEP's for their assigned students, shall receive one-half (½) day release time if the number of IEP's is five (5) or less per school year and a full day of release time if the number of IEP's exceed five (5) per school year.

3.4 Duty-Free Lunch

Every full-time employee shall be entitled to a duty-free lunch period of at least thirty (30) minutes in length or equal to the student regular lunch period. If a Professional Educator voluntarily gives up his/her duty-free lunch period, he/she shall be compensated at a rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per clock hour, in 15-minute increments. Professional Educators may be assigned one (1) period a day to cover lunchroom duty in lieu of a teaching period at no additional cost to the District.

3.5 Professional Educator Assignments

All Professional Educators will be informed on or around May 15th of their tentative teaching schedule for the following year. Should it be necessary for changes to be made after such date,

Professional Educators shall be notified as soon as possible. The Board of Education retains the authority to reassign duties among Professional Educators in order to make reasonable accommodation for disabled Professional Educators.

3.6 Notification of Vacancies

Notice for all new or vacant positions for professional employees shall be posted on the Illinois Education Job website and the District website. Whenever a vacancy occurs or a new position is created, certified staff will be notified by email.

3.7 Load Compensation

Every full-time middle and high school Professional Educator may be assigned to six (6) academic classes, one (1) study hall and one (1) plan period daily. The calculation of pay, for an additional academic class, will be 1/16th of the individual’s base salary per semester. For example: with a base of \$40,000, the stipend would be \$2,500 per semester. A form will be prepared for the Professional Educator to sign to verify the correct amount for payment for each semester. Every effort will be made to get volunteers for the added class, but if necessary for school operations, the administration will make the decision. Professional Educators who prefer to teach seven academic classes without a study hall and sign off on such agreement will not be compensated for an additional class.

In the event that the middle school expands to include grades in which teaching assignments are made on a basis other than a departmentalized schedule (i.e. a more traditional elementary or self-contained schedule), these Professional Educators will be excluded from the provisions of this section.

3.8 Transfers within the District

When a Professional Educator employed by the District requests or is asked to be considered for another position within the District, only an interview between the Administrator and/or designee(s) and the Professional Educator will be required. The Professional Educator will be given preference when all factors are equal.

3.9 Mentors

Employees who are selected by their Building Principal to serve as mentors to probationary Professional Educators for one school year and who have completed the mentor training by the ROE shall be paid an increment of 3% of the base salary for the school year only after mentoring is successfully completed. First-year Professional Educators new to the profession are the only ones who will participate in the mentoring program. Professional Educators, with experience, new to the District may be paired with a Central Professional Educator, who is selected by their Building Principal, to help with various District 4 routines and tasks. The Central Professional Educator will receive a stipend of \$500 for the school year. The stipend will be paid at the end of the school year.

ARTICLE IV LEAVES

4.1 Sick Leave

Regular licensed, non-tenured staff shall be entitled to eleven (11) days of sick leave per year. Tenured Professional Educators (years 5 through 10) shall be entitled to thirteen (13) days of sick leave per year. Tenured Professional Educators (year 10 or more in District No.4) shall be entitled to fifteen (15) days of sick leave per year. For first-year certified staff, sick leave is awarded based upon the quarter date of employment for staff who are not employed at the beginning of the school year.

One can accumulate more than 340 days. The district is to report to TRS all sick days accumulated even if they exceed 340. Any days in excess of the 340 days allowed by TRS would be lost at the district level and not paid upon retirement or departure of any type. To avoid penalties with TRS, the district must not, within the last four years of employment, grant additional days to allow an individual Professional Educator to get to the 340 days without granting the same number of days to all certified staff.

Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household, or for birth, adoption, or placement for adoption.

Disabilities caused or contributed to by pregnancy shall be considered as any other medical disability, and the teacher may use sick leave to the extent she has them. A doctor's verification may be required of the teacher in order to substantiate her disability.

For the purpose of sick leave, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, legal guardian, and a District employee's partner in a civil union that has been established pursuant to 750 ILCS 75/1 et. Seq. and has not been dissolved pursuant to 750 ILCS 75/46.

4.2 Bereavement Leave

In case of a death in the family of an employee, a maximum of three (3) days of absence per year shall be allowed at full pay. Two (2) of the three (3) bereavement days may be used for someone not included as "family," defined in this section of the contract. If bereavement leave is not used, it shall not accumulate. In the case of bereavement, "family" shall include parents, spouse, children, sisters, brothers, parents-in-law, grandparents, grandchildren, brothers-in-law, sisters-in-law, aunts, uncles, aunts-in-law, uncles-in-law, legal guardians, nieces, nephews, and a District employee's partner in a civil union that has been established pursuant to 750 ILCS 75/1 et. seq. and has not been dissolved pursuant to 750 ILCS 75/45. An employee's stepparents and stepchildren of an employee's current marriage/civil union to his/her spouse shall be included in the definition of "family" for bereavement leave purposes. Stepparents and step children from an employee's former marriage/civil union shall not be considered "family" for bereavement leave purposes.

4.3 Personal Leave

For first-year certified staff, personal leave is awarded based upon the quarter date of employment for staff who are not employed at the beginning of a school year. Each Professional Educator shall be entitled to two (2) personal days per year and have the ability to rollover personal days for use the following year with a cap of four (4) personal days per year, provided the following conditions are met: year. Personal days that are rolled over will be deposited only within the personal day bank still maintaining the maximum of four. Beyond the four personal days allowed for carry over, those days would be credited to sick leave. To rollover days, the following conditions must be met:

- A. Professional Educators shall submit a written request at least three (3) days in advance of the leave whenever possible for individual personal days. Professional Educators shall submit a written request at least seven (7) days in advance for the leave whenever possible for the use of consecutive, two (2) or more, personal days.
- B. Personal leave may not be used in increments of less than one-half day at a time, and any unused days shall accumulate as sick leave.
- C. Personal leave shall not be granted on the day immediately preceding or following a legal holiday or on the first or last institute day or student attendance day of the school term except in the case of an emergency. A legal holiday is a Board-approved school holiday. Personal days may be taken before and after a board-approved holiday for extenuating circumstances beyond the control of the teacher, for instance, weddings, births, and graduations occurring in the immediate family, or death of a person not included in the bereavement language.
 - a. One (1) personal day per year may be used without the above limitations.
 - b. This limitation-free personal day may not be used in conjunction with consecutive personal days.
- D. No more than two (2) Professional Educators per building shall use personal leave on the same day. The Building Principal may waive this two-teacher limit.

Professional Educators who do not use personal leave may elect to be reimbursed \$50.00 per unused personal day and shall be paid in the month of July following the end of the school term in which the personal days were earned. If a Professional Educator requests payment for unused personal days, the unused days will not accumulate as sick leave as stipulated in 4.3 C above.

4.4 Professional Leave

Each Professional Educator may use one (1) professional day per year to attend a workshop or professional meeting in the Professional Educator's field. However, after the end of the first semester, Professional Educators may request a second professional meeting if funds are still available in his/her building.

Once approved by the building the Principal and Superintendent, the Professional Educator should follow these guidelines:

- The Professional Educator may request that the district pay for one night of a hotel room (calculated the same mileage rate of 240 miles times the IRS rate per mile) or mileage described below.
- This district will pay mileage for up to 240 miles, roundtrip, per conference.
- Attendance at IHSA or IESA State Tournament contests shall be limited to coaches who coach that sport during the current year as professional leave.
- Written request must be given to and approved by the Building Principal at least five (5) days prior to the scheduled workshop or activity. If the request is rejected, the administrator must give a specific reason.
- Mileage for workshops shall be reimbursed at the allowable Internal Revenue Service (IRS) rate per mile. However, the Superintendent retains the right to determine the number of personal vehicles used or school vehicles used for professional leave.
- The District shall also reimburse the Professional Educator(s) up to \$35.00 per day based on original itemized receipts for meal expenses, exclusive of charges for alcoholic beverages. Meal receipts submitted for reimbursement should not include any reference to alcoholic beverage purchases. Credit card receipts are not sufficient alone to constitute an itemized receipt.
- In addition, if the professional leave is approved, the Board shall pay the cost of the registration fee, if the District has grant funds available to pay the registration fees.

If the Superintendent denies the employee's request for professional leave, the employee shall have the right to appeal the ruling to the Board of Education. Such an appeal must be made at the Board's next regularly scheduled meeting that follows the Superintendent's denial. If an appeal is made, the employee and the Union waive the right to appeal the decision of the Board through the grievance procedure. The Superintendent may waive the one-day professional leave restriction but is not required to do so.

The District will not pay for a class, workshop, or clinic a Professional Educator wishes to attend as part of a professional leave experience if the Professional Educator intends to apply for university credit for the experience and then apply for tuition reimbursement and/or salary advancement.

4.5 General Leave

Leaves of absence without pay may be granted to tenured employees.

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

- A. Written requests for leaves of absence without pay should be made at least one hundred twenty (120) days before the beginning date of the desired leave, subject to the approval of the Board of Education. The one hundred twenty (120) day parameter may be waived if the Board approves.
- B. Dates of departure and return must be acceptable to the Administration and determined prior to initiating the request.

- C. The employee shall inform the Superintendent of his/her intent to return to a similar position no later than March 1.
- D. Leaves of less than one (1) month, if acceptable and approved by the Superintendent, will not require Board approval nor the one hundred twenty (120) day notice. Vacation, recreation, or travel are not qualifiable leave under this section except for educationally related travel if the applicant provides an itinerary and an explanation of how such leave will improve the educational program of the District.
- E. Employees on such leave may continue to participate in the District's group insurance program if they pre-pay the District's monthly premium cost for the coverage for which they apply, subject to the terms of the agreement with the insurance carrier.
- F. Employees will not advance on the salary schedule while on any approved leave of absence without pay unless working at least one hundred and twenty (120) days in a school year in which the leave is effective.

4.6 Jury Duty

Employees called to serve on jury duty on regular instructional or institute days during the school term shall be compensated at the regular rate of pay. The employee must tender any monies received from court for jury duty to the district.

4.7 Military Leave

- A. The Board shall grant an employee leave for paid military family leave consistent with the provisions of the Family Military Leave Act (820 ILCS 151/5 et. seq.) "Family military leave" means leave requested by an employee who is the spouse/partner in a civil union, parent, child, or grandparent of a person called to military service lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor or the President of the United States.
- B. An employee who is called to active service or deployment by the Illinois National Guard or any branch of the United States Armed Forces (active or reserve units) shall not suffer loss of pay or benefits as may be required by federal or Illinois law for mandatory active service in the military. However, the employee will reimburse the District (or consent to reduction in pay or benefits by the District if the law allows) for any monies received by him/her while on active military duty. The employee shall be granted leave for military service from the date he/she is ordered to report for active military service until the 30th day following the date of the employee's discharge or termination of active military service. The District's obligation to pay the employee's salary or benefits shall terminate on that 30th day following the employee's discharge or termination from active military service or shall terminate on the day the employee returns to work in the District, whichever occurs first.

ARTICLE V
GRIEVANCE PROCEDURE

5.1 Definition

A grievance is a claim by the Union, an employee, or a group of employees involving an alleged violation, misinterpretation, or misapplication of the terms of this Agreement.

5.2 General Provisions

All time limits shall consist of school days, except that during the summer when school is not in session, time limits shall consist of all weekdays.

Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss informally the matter with his/her supervisor and to have the grievance adjusted, provided the adjustment is not inconsistent with the terms of the Agreement.

At the informal level the Union President shall be notified in writing concerning the adjustment of the grievance.

Failure of an employee or Union to act on any grievance within the prescribed time limits will bar any further appeal. An Administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. Time limits shall be extended by mutual consent.

An investigation, handling, or processing of any grievance by the grievant and administration shall be conducted so that instructional programs and related work activities of the grievant or the teaching staff are not interrupted.

Step A of the grievance procedure may be bypassed, and the grievance brought directly to Step B if mutually agreed upon by the employee and the Superintendent.

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

Professional Educators shall have the right to be represented by the Union representative or other representatives of the Professional Educator's choice if one is requested at all steps of the formal grievance procedure.

No reprisals shall be taken by the Board or the Administration against a Professional Educator because of his/her participation in a grievance.

All records related to a grievance shall be filed separately from the personnel file of the Professional Educator.

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

If the Union or an employee file any claim or complaint in any form other than the grievance procedures of this Agreement, then the Board shall not be required to process said claim or set of

facts through the grievance procedure.

With the Superintendent's approval, the grievant and/or other employees may be released from his/her regular assignment without loss of pay or benefits to attend the meeting specified in the grievance procedures, Steps A through C.

Conferences held under this procedure shall be at a mutually agreeable time and place.

5.3 Procedures

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

- A. The grievant shall present the grievance in writing within twenty (20) days of the occurrence of the event giving rise to the grievance or within twenty (20) days of the time the teacher should have reasonably become aware of such event, specifying the article or clause alleged to have been violated and stating the remedy sought, to the supervisor immediately involved. The supervisor shall arrange for a meeting to take place within ten (10) days of his/her receipt of the written grievance. The supervisor shall provide a written answer to the grievance of the aggrieved teacher and Union president within ten (10) days after the meeting.
- B. If the grievance is not resolved at Step A, the grievance may be referred to the Superintendent or official designee within ten (10) days after the receipt of the Step A answer. The Superintendent shall arrange for a meeting to take place within ten (10) days of his/her receipt of the Step A. Within ten (10) days of the meeting, the grievant shall be provided with the Superintendent's written response with a copy to the Union president.
- C. If the Union is not satisfied with the disposition of the grievance at Step B or the time limits expire without the issuance of the Superintendent's written reply, the Union may submit the grievance to final and binding arbitration under the Voluntary Labor Arbitration's Rules of the American Arbitration Association (AAA), which shall act as the administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) days of the date for the Step B answer, then the grievance shall be deemed withdrawn.
 1. The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His authority shall be strictly limited to deciding only the issues presented to him in writing by the School District and the Union, and his decision must be based only upon his interpretation of the meaning or application of the express relevant language of the Agreement.
 2. Each party shall bear the full cost for its representation in the grievance procedure.
 3. If a party requests a transcript of the proceedings, that party shall bear full costs for that transcript. If both parties order a transcript, the costs of the two transcripts shall be divided equally between the Board and the Union.

4. Each party shall share equally the cost of the arbitrator and the AAA.
- D. The parties may agree to accept a panel of arbitrators through the Federal Mediation and Conciliation Service (FMCS).

ARTICLE VI
EVALUATION AND PERSONNEL FILE

6.1 Professional Educator Evaluation

- A. The evaluation instrument to be used for the purpose of evaluations of Professional Educators who are in continued contractual service (hereinafter referred to as “tenured Professional Educators”) and non-tenured Professional Educators employed by the District is attached to Appendix D to this Agreement. The Administrator shall provide an electronic copy of this evaluation instrument to each Professional Educator at the beginning of the school year during review. Each Professional Educator may print one hard copy of the evaluation instrument for the Professional Educator’s personal use.
1. The evaluation instrument shall provide that the teacher may be rated as either “excellent,” “proficient,” “needs improvement,” or “unsatisfactory” by administrators who have been employed by the Board and who have the training and certification required by the Illinois State Board of Education to conduct Professional Educator evaluations.
 2. All non-tenured Professional Educators shall be evaluated at least two (2) times each school year. All tenured Professional Educators shall be formally evaluated at least one time every three (3) years. All Professional Educator evaluations shall be conducted by administrators qualified under the law at the time the evaluation is done to perform the evaluation. Nothing prohibits qualified Administrators from conducting evaluations of a Professional Educator’s performance and/or assigned duties more frequently in any year than set forth in this paragraph.
 3. One formal, written evaluation shall be preceded by at least one scheduled observation by the administrator conducting the evaluation. The formal observation shall be scheduled with the Professional Educator at least one (1) day in advance. The formal summative evaluation of the Professional Educator shall be scheduled and conducted after the observation has been conducted and with at least one (1) day’s prior notice to the teacher.
 4. The administrator who conducted the formal summative evaluation of the Professional Educator shall within thirty (30) calendar days of completing this evaluation deliver a written copy of that written evaluation to the Professional Educator and shall schedule a conference with the Professional Educator within three (3) school days of completing this evaluation to discuss the formal summative evaluation with the Professional Educator. The Administrator who conducted the formal summative evaluation must furnish the Professional Educator with a copy of the written evaluation at least twenty-four (24) hours before the scheduled conference with the Professional Educator to review the formal summative evaluation. At the conclusion of this conference, the Professional Educator shall sign the evaluation document. The Professional Educator may deliver to the administrator who conducted the evaluation a written statement to be attached to the formal summative evaluation within seven (7) calendar days following the date of the conference. The administrator who conducted the Professional Educator’s formal summative evaluation shall cause a copy of this evaluation to be

placed in the Professional Educator's personnel file along with any written statement by the Professional Educator.

5. A professional development plan shall be completed as required by 105 ILCS 5/24 A-5(2)(h), for a Professional Educator who receives a rating of "needs improvement" in a formal summative evaluation.
 6. A tenured Professional Educator who receives a rating of "unsatisfactory" in a formal summative evaluation shall follow the remediation procedure set forth in 105 ILCS 5/24 A-5(2)(i), provided the basis for the unsatisfactory rating is the result of possible remedial teaching performance. The remediation procedure in 5/24 A-5(2)(i) shall not apply if the basis for Professional Educator dismissal is irremediable teacher misconduct.
 7. Nothing in the evaluation procedures delineated herein shall limit the right of the administration to utilize informal observation, insubordination, or other evaluative criteria for considering the competency of an employee.
- B. Any grievance filed concerning Paragraph 6.1 of Article VI of this Agreement shall be only limited to violations of specific evaluation procedures in the evaluation instrument contained in Appendix D to this Agreement.
- C. By October 1 of each year, the Board and Union shall each appoint three (3) representatives each to a Joint RIF Committee as required by 105 ILCS 5/24-12(c). The Committee shall complete its deliberations by the following February 1st of each school year and submit a report of the Committee's decisions in writing to the Board and Union on or before February 1st.
- D. Upon thirty (30) days written notice served by either the Board or the Union on the other Party, the Parties agree to reopen Paragraph 6.1 of Article VI to negotiate mandatory subjects of bargaining due to changing legal requirements imposed by 105 ILCS 5/24A and/or Public Act 97-0008 (Senate Bill 7).

6.2 Official File - Right to Review

The official file of all materials related to an employee shall exist at the Central Administrative Office. Each employee shall have the right to review the contents of his/her own file during the regular business hours of the Central Administrative Office.

All pre-employment confidential materials are excluded from this right to review. Review of the official file should be at a time and place, and in a method, which is designated by the Superintendent. After a review of the file, the employee shall have the right to insert into the file reactions to material therein. The employee shall not remove any material from his/her file. After the review of said file, the employee may make one copy of said contents per year. Additional copies may be provided at a cost of thirty-five cents (\$0.35) per page.

ARTICLE VII
FRINGE BENEFITS

7.1 Cafeteria Plan

The Board of Education shall maintain and operate a “Limited Cafeteria Plan” or “Flexible Benefit Plan” as defined and regulated by Chapters 125 and 89 of the Internal Revenue Code as amended. The “Limited Cafeteria Plan” shall be referred to within this Agreement as the “Plan.” Said Plan shall be provided at no cost to the employees as long as such plans are deemed legal by pertinent state and federal agencies. The participation of employees in the Plan shall be voluntary. Participation eligibility and rules governing the Plan shall be determined by the Provider and pertinent Internal Revenue System, Illinois Department of Revenue, and Teacher Retirement System rules and regulations.

Administration of the Plan shall be by a Plan Administrator of the Board’s choice. Options within the Plan shall be determined by the Board, pertinent legal limitations, and the Plan Administrator.

At the minimum, the Plan shall permit employees to pay group medical insurance premiums with pre-tax income by authorizing the Board to withhold said premiums prior to the calculation of federal and state taxes and shall permit employees to authorize the deposit of pre-tax income into a Health Savings Plan (HSA) from which its use may be directed by the employee subject to the rules of the Plan.

The Board shall give all employees the opportunity to enroll in the Plan annually before the anniversary date of the Plan.

7.2 Hospitalization

The Board shall pay \$665 for 2024-25, \$680 for 2025-26, and \$695 for 2026-27 toward the monthly premium for the individual employee who participates in the District’s group health insurance plan.

In the case of a married couple, who are both employed full-time by the District, the Board shall pay up to two times the applicable amount it pays toward an individual insurance premium toward the cost of family or dependent coverage premium. In no case shall the Board’s contributions for such a married couple exceed two times the monthly premium cost for an individual premium (i.e., $\$665 \times 2 = \$1,330$ per month).

If employees, other than married couples who are both employed full-time by the District, select family or dependent coverage, then the Board shall pay up to the amount it pays toward an individual insurance premium toward the cost of family or dependent premium.

For each employee who signs up for the District Health Insurance Savings Account (HSA) for the first time during the term of the contract, that employee will receive a one-time \$500.00 payment on the employee’s behalf to that employee’s HSA. In each subsequent year as long as the employee maintains the District HSA, the Board will contribute \$250.00 per year to the employee’s HSA as an employer paid benefit.

Eligibility in the District's group health insurance plan shall be determined by the insurance carrier. Individual Professional Educators shall pay the member THIS contribution rate to the Illinois Teachers Retirement System. The Board will pay to TRS the employer THIS contribution rate. Employees are limited to one (1) medical or life insurance coverage change per year, during the open-enrollment period. The Board and the Union shall mutually agree on the selection of a health insurance carrier and coverage levels provided; however, that coverage levels and premium charges shall not result in the District being assessed fines and/or monetary penalties on taxes (or "pay or play tax") pursuant to the Patient Protection and Affordable Care Reconciliation Act of 2010 and/or rules and regulations implementing these federal statutes.

Employees who are not enrolled as a participant in the District group health insurance plan upon the effective date of this Agreement shall be paid \$500 for the 2017-2018 school year in lieu of such insurance. In subsequent school years, employees who are not enrolled as a participant in the District's group health insurance plan shall be paid \$500 per school year in lieu of such insurance provided that applicable federal law does not prohibit such a payment or mandates that the District automatically enroll an employee in the District's group health insurance plan. In the event an employee becomes a participant in the District's group health insurance plan, that employee is not eligible to receive the \$500 payment in any future year.

The Union and Board agree to reopen this Paragraph 7.2 upon thirty (30) day written notice by either Party to the other to negotiate any changes to the District health insurance plan mandated by federal law.

7.3 Life Insurance

The Board shall provide, at no expense to the employee, a group life insurance policy in the amount of \$20,000 for each employee. The Board shall be obligated to insure employees for \$20,000 except when the carrier imposes limitations due to an employee reaching age sixty-five (65).

7.4 Board Paid Teacher Retirement Contributions

According to authority granted by law, the Board agrees to pay up to the 9.0 percentage portion of an individual employee's retirement contribution to the Teachers' Retirement System (TRS) as a Board paid benefit (salary schedule add on method) on the employee's salary.

If TRS increases the required employee contribution above the current 9.0% level in effect as of July 1, 2016, the Board shall not pay any additional employee required TRS retirement contribution above the percentages agreed to in this paragraph.

7.5 Tuition Reimbursement

- A. Professional Educators who are enrolled in a graduate program that was pre-approved by the Superintendent leading to a Master's Degree, including a program in one (1) of the six (6) fundamental learning areas, or who take a pre-approved graduate course that directly relates to a Professional Educator's current teaching assignment or could lead to an additional teaching certificates, shall be reimbursed at a rate of \$75.00 per semester hour for up to twelve (12) pre-approved hours of earned graduate credit hours per fiscal year. The Superintendent may waive the 12-hour limit in any fiscal year. However, the Board

shall not reimburse any Professional Educator for more than thirty-six (36) pre-approved and earned graduate hours during the Professional Educator's employment with the District.

- B. Professional Educators who earn approved graduate credit hours up to thirty-six (36) hours shall advance horizontally on the salary schedule if the following conditions have been met:
 - 1. The Professional Educator shall present a request for a graduate course in advance to the Superintendent for approval. The Superintendent retains the authority to approve all courses of study that qualify for advancement on the salary schedule horizontally; and,
 - 2. All graduate hours must be earned at an accredited educational institution in graduate-level courses or in a master's program offered at such and institution; and,
 - 3. A grade of "B" at least must be earned in the pre-approved course; and,
 - 4. The Professional Educator shall deliver to the Superintendent no later than September 10 an official university transcript or written verification by the course instructor of the successful completion of the course.
- C. Professional Educators who elect to pay at their own expense for graduate courses that meet the requirements of Paragraphs A & B, hereinabove, and are pre-approved by the Superintendent as required in Paragraphs A & B, but who do not request reimbursement for these graduate credit hours earned shall qualify for advancement on the salary schedule as provided in Paragraph D. For such pre-approved, earned graduate hours that the teacher pays for at his/her expense, such hours shall not reduce the thirty-six (36) hour limit for reimbursement as provided in Paragraph B.
- D. Professional Educators shall advance to the appropriate earned step and horizontal advancement on the salary schedule at the beginning of the academic year. The basis for the Superintendent's approval or denial of an undergraduate course request shall not be grievable under Article V of this Agreement.

7.6 Board Credit

"Board Credits," as allowed in Paragraph 7.6 of the Parties' September 1, 2008, through August 13, 2012, Negotiated Contract and in previous collective bargaining agreements, shall not be awarded to Professional Educators for advancement on the Salary Schedule or to receive additional compensation as "Board Credit" hours of instruction on or after August 13, 2012. However, nothing herein shall be construed as revoking "Board Credits" earned by a Professional Educator under previous collective bargaining agreements before August 13, 2012, or after the Professional Educator's placement on the Salary Schedule before August 13, 2012. Professional Educators who earned "Board Credits" before August 13, 2012, shall be considered "grandfathered" as to such credits earned and placement on the salary schedule attributable to those "Board Credits."

7.7 Vision Insurance

The Board shall pay up to \$6.00 per month toward the monthly premium of individual vision care insurance for the employee and up to \$12.00 per month toward the monthly premium of family vision care insurance during the term of this Agreement.

This section shall become null and void should vision care insurance be canceled by the employee health insurance carrier or in the event the employee health insurance plan is transferred to another provider which does not offer vision care insurance. The Board will not remunerate an employee who elects not to participate in the vision care plan provided.

7.8 Employee Assistance Program

The Board shall provide, at no cost to the employee, an Employee Assistance Program (EAP) which shall include but not be limited to confidential employee counseling services in the areas of alcohol and substance abuse, marriage and family crises, depression, and stress management. The Board will have sole authority to determine the services and benefits offered by the provider of the Board's choice.

Such EAP will be governed by all state and federal laws and regulations concerning confidentiality. No identifying employee information shall be released to the District by the EAP administrator without written employee authorization unless such information is a result of a required drug or alcohol screening which is a condition of employment or continuing employment (e.g. in the case of school bus drivers).

7.9 National Board Certification Teacher

Any full-time Professional Educator who, after the attainment of tenure in the District, completes certification as a certified national teacher through the program recognized by the Illinois State Board of Education (ISBE) and achieves "Master Teacher" certification, the Board shall pay the teacher an additional \$700 upon certification to the Board of the teacher's attainment of Master Teacher. If the Professional Educator remains a full-time teacher in the District for the next two (2) consecutive school years, the Professional Educator shall receive \$700 for each year paid in the regular June District payroll check for that Professional Educator.

7.10 Classroom Set-up Time

Each teacher may accumulate up to sixteen (16) hours of Classroom Set-up Time prior to the first Professional Educator attendance day, provided the following conditions are met:

- A. Professional Educators shall log accumulated set-up time on the building office sign-in sheet. These hours shall be monitored by the building administrator or his/her designee.
- B. Set-up time hours may only be accumulated in blocks of two or more hours in one-hour increments
- C. The Set-up Time hours accumulated may only be used in the following circumstances:
 - a. Professional Educators shall submit a written request prior to the use of set-up time for administration approval.
 - b. Professional Educators may use accrued set-up time in place of emergency days that

exceed the five (5) designated days provided students are not in attendance.

1. If District-allotted compliance (GCN) training time is provided on these days, the trainings are to be completed on the Professional Educator's own time.
- c. Professional Educators may use accrued set-up time in place of District allotted grading time at the end of each quarter provided all of the teacher's required grades are posted in advance and verified by the building administrator or his/her designee.
- d. Set-up time hours may not be accumulated or rolled over beyond the school year. Any hours not used are forfeited.
- e. Professional Educators may use classroom set-up time in place of supplied GCN training time provided the appropriate number of GCN trainings were completed and verified by the Unit Office two workdays prior to the scheduled GCN training time.

7.11 Retirement benefit

Any Professional Educator who retires from the District will have his/her health and vision insurance that had been in effect during the contract to continue through August of the retirement year. In addition, the Professional Educator can continue with the dental insurance if he/she pays the premium.

Full-time Professional Educator who has at least twenty (20) years of teaching service to the District with at least thirty-five (35) years of creditable service or are at least sixty (60) years of age before the last day of service to the district are entitled to a salary enhancement. Professional Educators who qualify may elect salary enhancement for up to three (3) years. Under this plan, the Professional Educator will receive six (6) percent over the previous year's earnings reported to TRS prorated over normal pay periods.

To qualify for a salary enhancement, the Professional Educator is subject to the following criteria and limitations:

- A. The Professional Educator must be eligible to retire on the date of retirement under the Illinois Teachers' Retirement System and receive an immediate retirement benefit; and
- B. The Professional Educator must have at least twenty (20) years of teaching service with the Central Community Unit NO. 4 School District upon commencement of the salary increase provisions; and
- C. The Professional Educator's retirement shall not cause the Board to pay any penalties to TRS resulting from creditable earnings in excess of six percent (6%) in the years used for the TRS retirement calculation; and
- D. The Professional Educator must submit an irrevocable retirement letter the last school day of the year preceding the beginning of the six percent (6%) enhancement. The Superintendent may waive this requirement under special circumstance, and such waiver approval or denial shall not be subject to dispute or grievance.

7.12 Non-Resident Tuition

Should the Illinois General Assembly approve an application by the Board of Education for a waiver of the non-resident tuition requirement of the Illinois School Code (105 ILCS 5/10-20.12a), then the dependent children of full-time Teachers may attend District schools on a tuition-free basis, subject to the policies and rules established by the Board of Education and the District's Administration.

ARTICLE VIII
SALARY

Compensation Cap

Notwithstanding any other provision in this Agreement, no employee, who is within six (6) years of first becoming eligible to receive a retirement annuity under TRS rules and regulations, shall either receive and/or be paid by the school district an increase in creditable earnings that would constitute an increase of more than 6% per annum in the TRS creditable earnings the teacher earned in the immediately preceding fiscal year. "Creditable earnings" include all earnings of whatsoever kind or nature paid to an employee by the District which TRS credits under its rules and regulations toward a retirement annuity for the employee. Any such creditable earnings that exceed this 6% cap on increases from one fiscal year to another shall not be considered as due and owing to any employee within this 6-year period. If, however, an employee earns compensation that TRS considers exempt from the 6% cap under PA 94-1057, the employee shall be paid such exempt earnings provided the payment does not require an additional employer contribution to TRS because of a payment to the employee exceeding the 6% cap.

In the event TRS modifies its rules and regulations in effect on July 1, 2007, regarding the obligation of the school district to pay an additional employee contribution to TRS for exceeding this 6% creditable earnings limitation during the employee's retirement eligible period, then the parties agree to promptly commence good-faith collective bargaining as may be required consistent with such modification.

8.1 Salary Schedule

The salary schedule shall be set forth in Appendix C-1, which is attached and incorporated in the Agreement. The Board retains the authority to limit the number of out-of-district years of experience it will accept from new employees for purposes of determining placement on the salary schedule. For 2024-2025, anyone who was employed in the district as part of the certified staff will receive a 4.5% increase over what he/she made in the 2023-2024 school year. For 2025-2026, anyone who was employed in the district as part of the certified staff will receive a 4% increase over what he/she made in the 2024-2025 school year. For 2026-2027, anyone who was employed in the district as part of the certified staff will receive a 4% increase over what he/she made in the 2025-2026 school year.

The positions of school psychologists, social worker, speech therapist, physical therapist, occupational therapists, audiologist, guidance, and high school Athletic Director if the Board of Education fills such positions, shall be placed on the salary schedule according to the terms of this Agreement. If any of these foregoing-named positions or any other certified positions are required by the Board of Education to be extended beyond the normal 180-day school year, that employee shall be paid 1/180th of his/her salary based upon current placement on the salary schedule for each day worked before the commencement of the 180-day school year or after the end of the 180-day school year. The Administration shall notify, in writing, the individual employee who must work an extended contract at least fourteen (14) days before the extra-duty assignment is to commence.

If the Board of Education determines any of the positions of school psychologist, social workers, speech therapist, physical therapist, occupational therapist, and/or audiologist are hard-to-fill at

the salaries contained in the Appendix B Salary Schedule for a specific year, the Board may, in its discretion, pay a salary not to exceed 10% greater than the current salary schedule based upon the person's placement on the salary schedule given his/her experience and education.

8.2 Extra-Curricular Pay

The extra-curricular pay schedule shall be set forth in Appendix C-2 and C-3, which is attached and incorporated in this Agreement.

The Board of Education has the discretion to establish, terminate, and/or reduce extra-curricular activities, athletic sports, and the corresponding coaching and sponsorship positions that are in the best interest of the District and its financial condition. Extra-curricular and athletic coaching and sponsorship stipend positions which the Board has decided not to fund with public monies can, during a specific school year, continue as a District extra-curricular activity and/or athletic sport for a specific school year on the express condition that private District residents/boosters of the specific activity or sport deposit all the funds necessary to fund the stipend salary for that activity, sponsor, and/or coach by June 1st of each year for Fall activities or sport, September 15th of each year for Winter activities or sport, and by January 15th each year for Spring activities or sport. If all such funds are not on deposit with the District by either the June 1st, September 15th, or January 15th dates respectfully, then the specific stipend position shall be terminated for that school year, and the extra-curricular activity and/or sport shall be canceled for that respective semester or school year. No sum shall be due and owing to any employee or individual hired as a coach or sponsor for a canceled activity or sport.

The coaches and/or sponsors for activities or sports which the Board has reduced or terminated shall be listed in Appendix C-3. With prior written approval of the Superintendent, coaches or sponsors for these Appendix C-3 positions may mutually agree to divide a stipend amount between more than one individual or combine head and assistant coaching position stipends among them.

A specific extra-curricular activity and/or athletic sport that is reinstated by the Board to be publicly funded for any specific school year shall be transferred from Appendix C-3 and appropriately placed back on Appendix C-2. Likewise, before the start of any semester in any specific school year during the term of this Agreement, the Board may reduce and/or terminate an extra-curricular activity and/or athletic sport and transfer the sponsorship and/or coaching position for that activity or sport from the specific Appendices C-2 to Appendix C-3.

8.3 Pay Periods

All scheduled salary payments shall be made over a 12-month period without exception. Payroll checks will be prepared on the 15th and 28th day of each month. Payroll checks for each employee shall be directly deposited to the employee's bank account. The employee shall deliver to the Superintendent by August 1st of each year the direct deposit information for the next school year.

A new certified hire has an opportunity to request an advancement of his/her salary in the amount of \$1,200. The \$1,200 would be advanced on the August 28th payroll. The \$1,200 would be deducted from the 24 payments beginning with the September 15th check and ending with the August 28th check. Payroll deductions will be in equal, \$50.00 amounts. If the teacher leaves the district before the money has been paid back in full, the balance will be taken from the final check.

8.4 In-service and Staff Development Training

If the Administration requires an employee to attend in-service training or staff development workshops, school improvement clinics or training session which take place at times beyond the normal workday as provided in Section 3.2 of this Agreement, the Board shall pay the employee at the rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27. If these sessions are conducted during the normal workday, the employee shall not be compensated beyond the normal salary for that day.

An employee who wants to take a graduate course for in-service or staff development training and for such credit to apply toward horizontal movement on the salary schedule must meet the requirements of pre-approval as specified in Article VII, Section 7.5 above. The basis for the Superintendent's approval or denial of taking a graduate course shall not be grievable under Article V of this Agreement.

If the Board of Education directs a certified employee in writing to take specific undergraduate courses to gain specific teaching certification pursuant to the rules and regulations of the Illinois State Board of Education to meet specific teaching needs of the District, then the District shall pay the full credit hour course tuition sum for the courses necessary to gain that teaching certification.

8.5 Vertical Step Advancement

In order for a Professional Educator to receive credit for a year's experience on the salary schedule, the employee must work at least one hundred and twenty (120) days in any given school year in which the leave is effective.

8.6 Mileage Reimbursement

If the Administration requires a Professional Educator to use his/her personal vehicle for school business, the District shall reimburse the Professional Educator at the allowable Internal Revenue Service (IRS) rate per mile upon proper submission of an expense voucher.

ARTICLE IX
TERMS OF AGREEMENT

9.1 No Strike

During the term of this Agreement, employees represented by the Union shall not participate in a strike or concerted action in whole or in part. Employees represented by the Union shall not, during the term of this Agreement, participate in a concerted action which will disrupt the normal or extracurricular activities of the School District.

9.2 Savings Clause

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 the Agreement to the extent that it violates the law. The remaining articles, sections, and clauses shall remain in full force and effect for the duration of this Agreement.

9.3 Complete Understanding

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

9.4 Successor Agreement

Bargaining for a successor Agreement shall begin with a demand to bargain notice served by either the CFT or the Administration no earlier than November 1 and no later than April 15 of the last year of this Agreement. Parties shall commence bargaining a successor agreement within sixty (60) days following the demand to bargain letter.

9.5 Duration

This Agreement shall be effective September 1, 2024, and shall remain in effect until August 31, 2027.

9.6 Management Rights

Except as expressly limited by the terms and conditions of this agreement, the Board and administration retain all statutory and inherent management rights, prerogatives, and functions to manage and implement decisions for the best interest of the School District, including, but not limited to the following subjects of discretion or policy:

1. Functions of the Board of Education;
2. Standards of service;
3. School District's overall budget and finances;

4. Qualifications, employment, and selection of new employees or rehiring former employees;
5. Direction of all employees;
6. Organization and efficiency of operations of the School District; and
7. To promote, transfer, train, assign, and schedule employees.

Appendix C-1 Salary Schedule

NOTE: As of July 1, 2016, Professional Educators, who have not accrued thirty-five (35) years or more, in Illinois are no longer allowed to retire before age 60 without incurring a penalty. TRS members are also eligible to receive a refund of any ERO contributions they made since 2005. Refund amounts will vary significantly based on each participant's salary and how many years the employee paid the ERO contribution. TRS has said that they will not be able to estimate each member's potential refund until the fall of 2016. Employees will have the option to receive a refund by check, roll the money (tax-free) into a qualified non-TRS retirement plan, or leave the money with TRS, where no interest will accrue. By law, TRS has 120 days after July 1, 2016, to make the application for refund available. Refunds will begin processing after the first of the year (2017).

Central C.U.S.D. #4						
TRS Board Paid Factor						
FY17						
Current TRS rate				9%		
Calculation of Board Paid "Factor"				100%		
			X	1.090000		
			=	1.090000		
			+	0.008100	= .09 X .09	
			+	0.000729	= .09 X .0081	
			+	0.000066	= .09 X .000729	
			+	0.000006	= .09 X .000066	
Official TRS Board Paid Factor				1.098901		
FY17 Base Pay				33,543		
			Times Board Paid Factor	1.098901		
			Creditable TRS Earnings	36,860		

2024-2025 SALARY SCHEDULE

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	39198	39658	39922	41112	41954	42570	43108	44290	45320
1	39769	40236	40503	41711	42565	43190	43735	44935	45980
2	40386	40886	41199	42845	43259	43461	44490	45795	46917
3	41013	41545	41907	43965	44161	44198	44944	46547	47669
4	41650	42216	42626	44289	44681	44892	46039	47312	48433
5	42296	42897	43357	45040	45409	45615	46833	48091	49209
6	42954	43590	44101	45904	46150	46251	47641	48878	49998
7	43287	43942	44480	46236	46527	46680	48051	49281	50398
8	43620	44294	44859	46568	46903	47110	48462	49685	50798
9	44288	44998	45615	47233	47655	47969	49283	50487	51600
10	44990	45742	46418	47932	48451	48885	50156	51338	52446
11	45695	46487	47221	48630	49247	49802	51028	52187	53294
12	46400	47229	48026	49328	50043	50717	51901	53037	54141
13	47100	47974	48830	50026	50839	51632	52771	53888	54986
14	47805	48718	49629	50725	51637	52549	53643	54737	55834
15			50434	51424	52432	53465	54515	55588	56680
16				52685	53722	54779	55850	56956	58076
17					55042	56125	57232	58355	59503

2024-2025 SALARY SCHEDULE WITH TRS

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	43074	43580	43870	45179	46103	46780	47371	48670	49802
1	43702	44215	44509	45836	46775	47462	48060	49379	50527
2	44380	44930	45274	47082	47537	47759	48890	50324	51557
3	45069	45654	46052	48313	48529	48569	49389	51151	52384
4	45769	46391	46842	48669	49100	49332	50592	51991	53223
5	46479	47140	47645	49495	49900	50126	51465	52847	54076
6	47202	47901	48463	50444	50714	50825	52353	53712	54943
7	47568	48288	48879	50809	51129	51297	52803	54155	55382
8	47934	48675	49296	51174	51542	51769	53255	54599	55822
9	48668	49448	50126	51904	52368	52713	54157	55480	56703
10	49440	50266	51009	52673	53243	53720	55116	56415	57633
11	50214	51085	51891	53440	54118	54727	56075	57348	58565
12	50989	51900	52776	54207	54992	55733	57034	58282	59496
13	51758	52719	53659	54974	55867	56738	57990	59218	60424
14	52533	53536	54537	55742	56744	57746	58948	60151	61356
15			55422	56510	57618	58753	59907	61086	62286
16				57896	59035	60197	61374	62589	63820
17					60486	61676	62892	64126	65388

2025-2026 SALARY SCHEDULE

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	40374	40848	41119	42346	43213	43847	44401	45619	46680
1	40766	41244	41519	42757	43632	44273	44832	46062	47133
2	41360	41845	42123	43379	44268	44918	45484	46732	47819
3	42001	42521	42847	44559	44989	45199	46270	47627	48794
4	42654	43207	43583	45724	45927	45966	46742	48409	49576
5	43316	43905	44331	46061	46468	46688	47881	49204	50370
6	43988	44613	45091	46842	47225	47440	48706	50015	51177
7	44672	45334	45865	47740	47996	48101	49547	50833	51998
8	45018	45700	46259	48085	48388	48547	49973	51252	52414
9	45365	46066	46653	48431	48779	48994	50400	51672	52830
10	46060	46798	47440	49122	49561	49888	51254	52506	53664
11	46790	47572	48275	49849	50389	50840	52162	53392	54544
12	47523	48346	49110	50575	51217	51794	53069	54274	55426
13	48256	49118	49947	51301	52045	52746	53977	55158	56307
14	48984	49893	50783	52027	52873	53697	54882	56044	57185
15			51614	52754	53702	54651	55789	56926	58067
16				53481	54529	55604	56696	57812	58947
17					55871	56970	58084	59234	60399

2025-2026 SALARY SCHEDULE WITH TRS

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	44367	44888	45186	46534	47487	48184	48792	50131	51297
1	44798	45323	45625	46986	47947	48652	49266	50618	51795
2	45451	45984	46289	47669	48646	49360	49982	51354	52548
3	46155	46726	47085	48966	49438	49669	50846	52337	53620
4	46873	47480	47893	50246	50469	50512	51365	53197	54479
5	47600	48247	48715	50616	51064	51305	52616	54070	55352
6	48338	49025	49551	51475	51896	52132	53523	54962	56238
7	49090	49818	50401	52462	52743	52858	54447	55860	57141
8	49470	50220	50834	52841	53174	53348	54915	56321	57598
9	49852	50622	51267	53221	53603	53840	55385	56782	58055
10	50615	51426	52132	53980	54463	54822	56323	57699	58971
11	51418	52277	53049	54779	55373	55868	57321	58673	59938
12	52223	53127	53967	55577	56282	56916	58318	59642	60908
13	53029	53976	54887	56375	57192	57963	59315	60613	61876
14	53829	54827	55805	57173	58102	59008	60310	61587	62841
15			56719	57971	59013	60056	61307	62556	63810
16				58770	59922	61103	62303	63530	64777
17					61397	62604	63829	65092	66373

2026-2027 SALARY SCHEDULE

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	41585	42073	42353	43616	44509	45162	45733	46988	48080
1	41989	42482	42764	44040	44942	45601	46177	47444	48547
2	42397	42894	43180	44467	45377	46044	46625	47904	49018
3	43014	43519	43808	45114	46039	46715	47303	48601	49732
4	43681	44222	44561	46341	46789	47007	48121	49532	50746
5	44360	44935	45326	47553	47764	47805	48612	50345	51559
6	45049	45661	46104	47903	48327	48556	49796	51172	52385
7	45748	46398	46895	48716	49114	49338	50654	52016	53224
8	46459	47147	47700	49650	49916	50025	51529	52866	54078
9	46819	47528	48109	50008	50324	50489	51972	53302	54511
10	47180	47909	48519	50368	50730	50954	52416	53739	54943
11	47902	48670	49338	51087	51543	51884	53304	54606	55811
12	48662	49475	50206	51843	52405	52874	54248	55528	56726
13	49424	50280	51074	52598	53266	53866	55192	56445	57643
14	50186	51083	51945	53353	54127	54856	56136	57364	58559
15			52814	54108	54988	55845	57077	58286	59472
16				54864	55850	56837	58021	59203	60390
17					56710	57828	58964	60124	61305

2026-2027 SALARY SCHEDULE WITH TRS

1.0989

Step	B+0	B+8	B+16	B+24	B+36/MS	M+8	M+16	M+24	M+32
0	45698	46234	46542	47930	48911	49629	50256	51635	52835
1	46142	46684	46993	48396	49387	50111	50744	52136	53348
2	46590	47136	47451	48865	49865	50598	51236	52642	53866
3	47268	47823	48141	49576	50592	51335	51981	53408	54651
4	48001	48596	48968	50924	51416	51656	52880	54431	55765
5	48747	49379	49809	52256	52488	52533	53420	55324	56658
6	49504	50177	50664	52641	53107	53358	54721	56233	57566
7	50273	50987	51533	53534	53971	54218	55664	57160	58488
8	51054	51810	52418	54560	54853	54973	56625	58095	59426
9	51449	52229	52867	54954	55301	55482	57112	58574	59902
10	51846	52647	53318	55349	55747	55993	57600	59054	60377
11	52640	53484	54218	56140	56641	57015	58576	60007	61331
12	53475	54368	55171	56970	57588	58103	59613	61020	62336
13	54312	55253	56125	57800	58534	59193	60651	62027	63344
14	55149	56135	57082	58630	59480	60281	61688	63037	64351
15			58037	59459	60426	61368	62722	64051	65354
16				60290	61374	62458	63759	65058	66363
17					62319	63547	64796	66070	67368

Appendix C-2 Stipend Schedule

For Athletics, Clubs, and Music/Fine Arts, the following chart will be used to determine what the stipend will be for the duration of this contract, 2024-25, 2025-26, and 2026-27.

Level	% of Base									
	Base	1.00%		1.50%		2.00%		2.25%		2.50%
	Year 1	Year 2-5	YEAR	Year 6-10	YEAR	Year 11-15	YEAR	Year 16-20	YEAR	Year 21+
1	5474	55		82		109		123		137
	Year 2	5529	Year 6	5776	Year 11	6213	Year 16	6772	Year 21	7401
	Year 3	5584	Year 7	5858	Year 12	6322	Year 17	6895	Year 22	7538
	Year 4	5639	Year 8	5940	Year 13	6431	Year 18	7018	Year 23	7675
	Year 5	5694	Year 9	6022	Year 14	6540	Year 19	7141	Year 24	7812
			Year 10	6104	Year 15	6649	Year 20	7264	Year 25	7949
2	4744	47		71		95		107		119
	Year 2	4791	Year 6	5003	Year 11	5382	Year 16	5869	Year 21	6416
	Year 3	4838	Year 7	5074	Year 12	5477	Year 17	5976	Year 22	6535
	Year 4	4885	Year 8	5145	Year 13	5572	Year 18	6083	Year 23	6654
	Year 5	4932	Year 9	5216	Year 14	5667	Year 19	6190	Year 24	6773
			Year 10	5287	Year 15	5762	Year 20	6297	Year 25	6892
3	4015	40		60		80		90		100
	Year 2	4055	Year 6	4235	Year 11	4555	Year 16	4965	Year 21	5425
	Year 3	4095	Year 7	4295	Year 12	4635	Year 17	5055	Year 22	5525
	Year 4	4135	Year 8	4355	Year 13	4715	Year 18	5145	Year 23	5625
	Year 5	4175	Year 9	4415	Year 14	4795	Year 19	5235	Year 24	5725
			Year 10	4475	Year 15	4875	Year 20	5325	Year 25	5825
4	3285	33		49		66		74		82
	Year 2	3318	Year 6	3466	Year 11	3728	Year 16	4066	Year 21	4444
	Year 3	3351	Year 7	3515	Year 12	3794	Year 17	4140	Year 22	4526
	Year 4	3384	Year 8	3564	Year 13	3860	Year 18	4214	Year 23	4608
	Year 5	3417	Year 9	3613	Year 14	3926	Year 19	4288	Year 24	4690
			Year 10	3662	Year 15	3992	Year 20	4362	Year 25	4772
5	2738	27		41		55		62		68
	Year 2	2765	Year 6	2887	Year 11	3106	Year 16	3388	Year 21	3704
	Year 3	2792	Year 7	2928	Year 12	3161	Year 17	3450	Year 22	3772
	Year 4	2819	Year 8	2969	Year 13	3216	Year 18	3512	Year 23	3840
	Year 5	2846	Year 9	3010	Year 14	3271	Year 19	3574	Year 24	3908
			Year 10	3051	Year 15	3326	Year 20	3636	Year 25	3976
6	2190	22		33		44		49		55
	Year 2	2212	Year 6	2311	Year 11	2487	Year 16	2712	Year 21	2963
	Year 3	2234	Year 7	2344	Year 12	2531	Year 17	2761	Year 22	3018
	Year 4	2256	Year 8	2377	Year 13	2575	Year 18	2810	Year 23	3073
	Year 5	2278	Year 9	2410	Year 14	2619	Year 19	2859	Year 24	3128
			Year 10	2443	Year 15	2663	Year 20	2908	Year 25	3183
7	1460	15		22		29		33		37
	Year 2	1475	Year 6	1542	Year 11	1659	Year 16	1808	Year 21	1977
	Year 3	1490	Year 7	1564	Year 12	1688	Year 17	1841	Year 22	2014
	Year 4	1505	Year 8	1586	Year 13	1717	Year 18	1874	Year 23	2051
	Year 5	1520	Year 9	1608	Year 14	1746	Year 19	1907	Year 24	2088
			Year 10	1630	Year 15	1775	Year 20	1940	Year 25	2125
8	1095	11		16		22		25		27
	Year 2	1106	Year 6	1155	Year 11	1241	Year 16	1354	Year 21	1481
	Year 3	1117	Year 7	1171	Year 12	1263	Year 17	1379	Year 22	1508
	Year 4	1128	Year 8	1187	Year 13	1285	Year 18	1404	Year 23	1535
	Year 5	1139	Year 9	1203	Year 14	1307	Year 19	1429	Year 24	1562
			Year 10	1219	Year 15	1329	Year 20	1454	Year 25	1589
9	730	7		11		15		16		18
	Year 2	737	Year 6	769	Year 11	828	Year 16	904	Year 21	986
	Year 3	744	Year 7	780	Year 12	843	Year 17	920	Year 22	1004
	Year 4	751	Year 8	791	Year 13	858	Year 18	936	Year 23	1022
	Year 5	758	Year 9	802	Year 14	873	Year 19	952	Year 24	1040
			Year 10	813	Year 15	888	Year 20	968	Year 25	1058
10	365	4		5		7		8		9
	Year 2	369	Year 6	386	Year 11	413	Year 16	449	Year 21	490
	Year 3	373	Year 7	391	Year 12	420	Year 17	457	Year 22	499
	Year 4	377	Year 8	396	Year 13	427	Year 18	465	Year 23	508
	Year 5	381	Year 9	401	Year 14	434	Year 19	473	Year 24	517
			Year 10	406	Year 15	441	Year 20	481	Year 25	526

NOTE: If any coach is needed to coach both the boys and girls sport simultaneously (for instance both the HS indoor track boys and HS indoor track Girls), any amount paid over one stipend for that sport will be negotiated by the superintendent, board, athletic director, and union president.

Athletic Placement Chart

Level 1
HS Athletic Director HS Head Football Coach HS Head Boys and Girls Basketball Coaches HS Head Volleyball Coach HS Head Wrestling Coach
Level 2
MS Athletic Director HS Head Baseball Coach HS Head Softball Coach HS Head Boys and Girls Track Coaches
Level 3
HS Assistant Boys and Girls Basketball Coaches HS Assistant Football Coaches (4 positions) HS Assistant Volleyball Coach HS Cross Country Coach MS 8 th Grade Boys and Girls Basketball Coaches MS 8 th Grade Volleyball Coach MS Wrestling Coach HS Assistant Wrestling Coach
Level 4
HS Assistant Baseball Coach HS Assistant Softball Coach MS 7 th Grade Boys and Girls Basketball Coaches MS Boys and Girls Track Coaches MS 7 th Grade Volleyball Coach HS Soccer Coach MS Baseball Coach MS Softball Coach HS Indoor Boys and Girls Track Coaches
Level 5
HS Activity Director HS Cheerleading Basketball Coach HS Cheerleading Football Coach MS Cross Country Coach MS Assistant Wrestling Coach
Level 6
MS Cheerleading Coach
Level 7
HS Assistant Soccer Coach

The Athletic Performance Training Director (APT) will receive a stipend of \$8,000 per year.

Clubs and Music/Fine Arts Placement Chart

Clubs	Music/Fine Arts
Level 4	
HS Student Council (including concessions) HS Yearbook, but not a class	HS Madrigals/Jazz Choir, not as a class HS Fall Musical
Level 5	
	HS Marching Band (minimum of 3 competitions scheduled) MS Play HS Spring Play
Level 6	
HS FCCLA with state officer	HS Marching Band (2 or less competitions scheduled) HS Color/Winter Guard HS Jazz/Madrigal Band, not as a class HS Pep Band
Level 7	
HS SADD Cost HS Senior Class Sponsor HS Yearbook if Class HS FCCLA without state officer MS Student Council MS Yearbook HS FFA HS Junior Class Sponsor HS Scholastic Bowl MS Scholastic Bowl	HS Madrigals/Jazz Choir as a class HS Show Choir
Level 8	
HS Communications MS Communications GS Communications	
Level 9	
HS Art Club HS Math Counts HS Speech HS Varsity Club MS Speech GS Yearbook Spanish Club Outlet Group/Psychology	HS Solo and Ensemble Choir HS Solo and Ensemble Band MS Solo and Ensemble Choir MS Solo and Ensemble Band MS S & E – 6 th Grade Band MS S & E – 7 th Grad Chorus MS Swing Choir/MS Acapella HS Jazz Band
Level 10	
HS Assistant Senior Class Sponsor HS Freshman Class Sponsor HS NHS HS Sophomore Class Sponsor MS Assistant Student Council HS Assistant Speech HS FEA MS Assistant Speech	HS Prop Director HS Musical Band HS Musical Vocal HS IMEA – Band HS IMEA – Chorus MS IMEA – Band MS IMEA – Chorus

The following sponsors will be paid per contest attended (not for preparatory work) at the rate of \$31.70 for 2024-25, \$32.97 for 2025-26, and \$34.29 for 2026-27 per clock hour, in 15-minute increments.

- HS Organizational Contest – Band
- HS Organizational Contest – Chorus
- HS Organizational Contest – Band
- HS Organizational Contest – Chorus

In addition, the Union and the Administration agree to the following language:

1. With prior written approval by the Superintendent, coaches and sponsors may agree to divide a stipend amount between them or combine Head and Assistant Coaching Stipends for division between them.
2. If, during the term of this Agreement, the Board recognizes a new extra-curricular activity or athletic activity that requires a paid sponsor or coach, the new position shall be paid at Level 9 unless otherwise agreed to by the Board and Union. The Board shall notify the Union before formal recognition of the new, paid extracurricular or athletic activity.
3. Employees who are selected by their Building Principal to serve as mentors to probationary Teachers for one school year and who have completed the mentor training by the ROE shall be paid an increment of 3% of the base salary for the school year only after mentoring is successfully completed. First-year Professional Educators new to the profession are the only ones who will participate in the mentoring program.

NEGOTIATED CONTRACT
BETWEEN

BOARD OF EDUCATION
CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 4

And

CENTRAL FEDERATION OF TEACHERS
LOCAL 604 IFT-AFT, AFL-CIO

For the

2024 – 2027

This Agreement is signed this 3 day of June, 2024

For the Central Federation of Teachers
Local 604, IFT-AFT, AFL-CIO

For the Board of Education
Central Community Unit School District No. 4



President



President



Secretary



Secretary

Memorandum of Understanding (MOU)

Addition to “Clubs and Music/Fine Arts Placement Chart”

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Board of Education, Central Community Unit School District No. 4 by and through its Administration (hereby denoted as “District”) and the Central Council, Local No. 604, IFT-AFT, AFL-CIO (hereby denoted as “Union”) this 30th day of August, 2024.

RECITALS

WHEREAS, the District and the Union are Parties to a Collective Bargaining Agreement (2024-2027) hereinafter referred to as the “CBA”; and

WHEREAS, in the negotiations leading to the current CBA, the Parties had reached a tentative agreement that provided for the addition of High School Assistant Musical Director to the Clubs and Music/Fine Arts Placement Chart, assigned on Level 9, as listed in Appendix C-2, Stipend Schedule; and,

WHEREAS, during the printing of the final version of the CBA, the Parties erroneously omitted the High School Assistant Musical Director stipend addition from the Clubs and Music/Fine Arts Placement Chart; and,

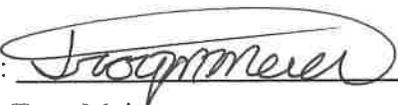
WHEREAS, the Parties desire to memorialize and correct the omission.

NOW THEREFORE, the Parties agree as follows:

1. The omission of the High School Assistant Musical Director stipend from the 2024-2027 Collective Bargaining Agreement, Appendix C-2, Stipend Schedule, Clubs and Music/Fine Arts Placement Chart was a scrivener’s error and did not reflect the intent and agreement of the Parties.
2. The master copy of the Collective Bargaining Agreement (2024-2027), Appendix C-2, Stipend Schedule, Clubs and Music/Fine Arts Placement Chart shall be corrected to reflect the addition of the High School Assistant Musical Director, Level 9 stipend, and a copy of said corrected master copy shall be provided to the Union by the District.
3. In accordance with the agreement and intent of the Parties, commencing with the 2024-2025 school year, compensation for High School Assistant Musical Director shall be in accordance with said corrected Appendix C-2, Stipend Schedule, Clubs and Music/Fine Arts Placement Chart of the Collective Bargaining Agreement.
4. The Recitals of this Agreement are hereby adopted as if fully set forth herein.
5. This Memorandum of Understanding may only be modified by the Parties in writing.

ADOPTED by the Parties on the date written above.

Central Community Unit School District
No. 4 Board of Education:

By: 
Troy Meier
Board of Education President

Central Council, Local No. 604, IFT-AFT,
AFL-CIO:

By: 
Mr. Ken Earls
President

**MEMORANDUM OF UNDERSTANDING
BETWEEN CENTRAL CUSD 4 BOARD OF EDUCATION AND
CENTRAL COUNCIL, LOCAL NO. 604, IFT-AFT, AFL-CIO**

This Memorandum of Understanding ("MOU") is entered into on this 28 day of October, 2024, by and between the Central CUSD 4 Board of Education ("Board") and the Central Council, Local No. 604, IFT-AFT, AFL-CIO ("Union") (collectively, "the Parties"), to outline the agreement regarding the combining of the Middle School Solo and Ensemble 6th Grade Band stipend and the Middle School Solo and Ensemble 7th Grade Chorus stipend into a single stipend.

Purpose

The purpose of this MOU is to formalize the agreement between the Board and the Union regarding the restructuring of the Middle School Solo and Ensemble stipends and the creation of a unified stipend titled "Middle School Solo and Ensemble Music" at Level 9.

Background

Currently, there are separate stipends for the following positions:

- Middle School Solo and Ensemble 6th Grade Band
- Middle School Solo and Ensemble 7th Grade Chorus

As of the current school year, there are now three music teachers serving the students in grades 5 through 12. It is also noted that 6th-grade students are expected to prepare for and participate in solo and ensemble contests. In order to better align responsibilities and recognize the work involved in coordinating these activities, the Parties have agreed to combine the two aforementioned stipends into a single stipend.

Agreement

The Parties agree to the following terms:

- 1. Stipend Restructuring**
The separate stipends for the Middle School Solo and Ensemble 6th Grade Band and Middle School Solo and Ensemble 7th Grade Chorus will be combined into one stipend, which shall be titled "Middle School Solo and Ensemble Music".
- 2. Stipend Amount**
The stipend amount for the newly combined "Middle School Solo and Ensemble Music" will be at Level 9.
- 3. Responsibilities**
The teacher assigned the "Middle School Solo and Ensemble Music Level 9" stipend will be responsible for overseeing and coordinating both the 6th Grade Band and 7th Grade

Chorus students in their preparation for and participation in solo and ensemble contests, as well as any additional duties traditionally associated with these roles.

4. **Rationale**

The rationale for this combination is the addition of a third music teacher in the district for grades 5-12, allowing for greater collaboration and coordination across grade levels, and ensuring that 6th-grade students are properly supported in their contest preparation.

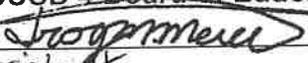
5. **Duration and Review**

This MOU shall remain in effect for the duration of the current contract and shall be reviewed at the conclusion of the contract for possible continuation or amendment based on the needs of the program and feedback from staff and administration.

Signatures

This MOU is entered into with the understanding and agreement of both parties, as indicated by the signatures below.

For the Central CUSD 4 Board of Education

Name: 
Title: President
Date: 10/28/24

For the Central Council, Local No. 604, IFT-AFT, AFL-CIO

Name: 
Title: PRESIDENT
Date: 11/4/2024

This agreement is intended to reflect the mutual understanding between the Parties and to guide the implementation of the combined stipend structure for Middle School Solo and Ensemble activities.

Memorandum of Understanding (MOU)

Between Central Community Unit School District #4 Board of Education
("Board of Education") **and Central Council, Local No. 604, IFT-AFT, AFL-CIO**
("Union")

Subject: Reinstatement of Department Chair Position and Stipend

I. Purpose

This Memorandum of Understanding (MOU) is entered into by and between the Central Community Unit School District #4 Board of Education and the Central Council, Local No. 604, IFT-AFT, AFL-CIO, for the purpose of reinstating the Department Chair position as approved at the July 25, 2022 Regular Board of Education Meeting and its associated stipend, and to outline the roles, responsibilities, and expectations of the Department Chairperson.

II. Reinstatement of Department Chair Position and Stipend

Effective from the date of this agreement, the Board of Education agrees to reinstate the position of Department Chairperson in Central Community Unit School District #4. The reinstatement includes the provision of a stipend as determined by the collective bargaining agreement or board policy.

The Department Chairperson shall receive a stipend of **3% of the base pay** each fiscal year in recognition of the additional responsibilities outlined in this MOU.

III. Job Description: Department Chairperson

Position: Department Chairperson

Salary Grade: Stipend as per the collective bargaining agreement

Reports to: Principal/Curriculum Coordinator

OVERALL OBJECTIVE AND SUMMARY

The department chair provides instructional leadership and enhances articulation regarding curriculum alignment with standards. He or she facilitates the development and use of common assessments in order to determine instructional strategies that will most effectively meet the needs of students. The duties of the department chair are critical to the overall educational program and require effective and ongoing communication and collaboration with staff and administration.

EXPECTATIONS

1. Demonstrate at least overall “proficient” performance in the classroom.
2. Show a willingness and ability to facilitate open, candid, and effective lines of communication with colleagues, parents, and other stakeholder groups.
3. Demonstrate mutual respect and trust among colleagues.
4. Promote positive and productive relationships between colleagues, students, parents, and community.
5. Demonstrate knowledge of the ability to promote positive morale and a willingness to mediate misunderstanding.
6. Demonstrate knowledge of the content and approved curriculum.
7. Advocate for the success of all students. Be knowledgeable of best practices and developments within his/her departmental content area.
8. Demonstrate a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement.
9. Follow board policies and administrative rules and regulations.
10. Demonstrate a culture of continuous learning and improvement.

DUTIES AND RESPONSIBILITIES

1. Demonstrates support to District, school, and department goals. The chair will demonstrate a willingness to examine student data and facilitate changes necessary to produce efficient and effective practices that will increase student achievement, by:
 - o Having an awareness of the curriculum that is being taught in the classroom by the department members
 - o Facilitating department discussions on student performance data for the purpose of curricular or instructional modification
 - o Representing the department’s recommendations for professional development, sharing information with the principal regarding professional development
2. Promote department efforts with implementation of the most current standards and objectives, formative and summative assessments, common assessments for courses, and effective instructional practices.
3. Facilitate all scheduled department meetings. Plan and organize department meetings and submit agendas, attendance and minutes as directed by site administration.
4. Assist with the development and implementation of curriculum for his/her department methodologies, instructional techniques, materials, curriculum and assessment.
5. Facilitate department committees for new text adoptions, and recommend supplementary materials for his/her department.
6. Attend regularly scheduled department chair meetings. Update administration regarding practices and expectations, classroom methodologies, instructional techniques, materials, curriculum, and assessment. Disseminate information from department chair meetings to teachers.
7. Submits any department budget requests. Facilitates the department discussions regarding the allocation of resources when assigned to the department.

8. Collaborate on behalf of the department with administration and counseling regarding master schedule, course descriptions, articulation, and student placement in the various department courses.
9. Assist short-term substitute teachers in carrying out their assigned duties and communicate any concerns to administration.
10. Promote efforts to support the success of student teachers placed within the department.

IV. Duration and Termination

This MOU shall remain in effect for the duration of the current collective bargaining agreement unless mutually agreed to be terminated or amended by both parties. Either party may propose amendments to this MOU, which shall be subject to negotiation and mutual agreement.

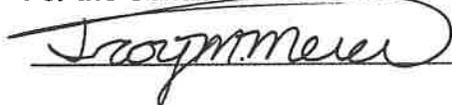
V. Miscellaneous Provisions

- **Non-Precedent Setting:** This MOU does not set a precedent for future negotiations or agreements between the Board of Education and the Union.
- **Entire Agreement:** This MOU constitutes the entire understanding between the parties regarding the reinstatement of the Department Chair position and stipend.

This Memorandum of Understanding is entered into and becomes effective on **October 28, 2024** and remains in effect until **June 30, 2027**, or until modified or terminated by mutual agreement of both parties.

Signed this 28th Day of **October, 2024**.

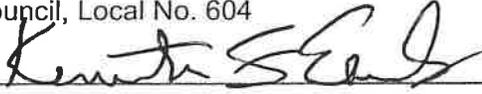
For the Central CUSD 4 Board of Education:



Troy Meier
Board of Education President
Central CUSD 4

For the Central Council, Local No. 604, IFT-AFT, AFL-CIO:

Ken Earls
President
Central Council, Local No. 604



Date: 10/30/2024

This MOU reflects the shared commitment of both parties to ensure successful administration and monitoring,

Memorandum of Understanding Between The Central CUSD 4 Board of Education And The Central Council, Local No. 604, IFT-AFT, AFL-CIO

Purpose

This Memorandum of Understanding (MOU) is entered into by and between the Central CUSD 4 Board of Education ("Board") and the Central Council, Local No. 604, IFT-AFT, AFL-CIO ("Union") to outline the agreement regarding compensation for an employee responsible for monitoring and administering credit recovery courses.

Background

The District has identified the need for a staff member to monitor and administer credit recovery courses for students. This MOU formalizes the terms and conditions under which an employee will be compensated for performing these duties.

Agreement

The parties mutually agree to the following terms:

1. Scope of Duties

The employee assigned to monitor and administer credit recovery courses will be responsible for:

- Supervising students enrolled in the credit recovery program.
- Ensuring students adhere to course requirements and timelines.
- Assisting students with basic questions related to course content and procedures.
- Communicating with teachers, counselors, and administration on the progress and performance of students in the program.
- Reporting any issues related to student performance, technology, or other challenges to appropriate District personnel.

2. Assignment

- The assignment for monitoring and administering credit recovery courses will be offered to employees within the bargaining unit represented by the Union.
- The District will make this assignment on a voluntary basis. If no volunteers come forward, the District may assign an eligible employee as needed.

3. Compensation

- The employee assigned to monitor and administer credit recovery courses will be compensated at the rate of **\$33.68 for 2024-25, \$35.02 for 2025-26, and \$36.43 for 2026-27** for work performed outside of their regular contractual duties.
- Compensation will apply only to hours worked beyond the employee's normal contracted hours.
- Time spent monitoring and administering credit recovery courses will be documented and submitted according to District payroll procedures.

4. Scheduling

- The schedule for administering credit recovery courses will be determined based on the needs of the students and the availability of the assigned employee.
- Efforts will be made to ensure that the schedule does not conflict with the employee's regular duties.

5. Termination of Assignment

- Either party may terminate this agreement for the credit recovery assignment with 30 days' written notice.
- Upon termination, the employee will be compensated for all hours worked up to the termination date.

6. Evaluation of Effectiveness

- Modifications to this MOU may be made based on feedback from both parties.

7. No Precedent

- This MOU is not intended to set a precedent for future bargaining or for any other agreements between the Board and the Union.
- This agreement applies only to the credit recovery monitoring and administration duties outlined herein.

8. Entire Agreement

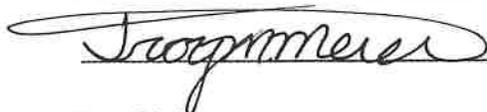
- This MOU constitutes the full and complete agreement between the Board and the Union regarding the compensation and duties of employees administering and monitoring credit recovery courses.
 - No other agreements, written or oral, regarding this subject shall have any effect unless incorporated into this MOU by mutual agreement.
-

Signatures

This Memorandum of Understanding is entered into and becomes effective on **October 28, 2024** and remains in effect until **June 30, 2024**, or until modified or terminated by mutual agreement of both parties.

Signed this 28th Day of **October, 2024**.

For the Central CUSD 4 Board of Education:



Troy Meier
Board of Education President
Central CUSD 4

For the Central Council, Local No. 604, IFT-AFT, AFL-CIO:



Ken Earls
President
Central Council, Local No. 604

Date: 10/30/2024

This MOU reflects the shared commitment of both parties to ensure successful administration and monitoring of the District's credit recovery program.