

2022-2026
TEACHERS' AGREEMENT

Between

ELEMENTARY SCHOOL DISTRICT 102
BOARD OF EDUCATION

and

EDUCATION ASSOCIATION OF
SCHOOL DISTRICT 102

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PREAMBLE

The Board of Education of La Grange School District 102, Cook County, Illinois, and the Education Association of District 102 recognize that the ultimate aim of public schools is to provide an exemplary culturally responsive education for all children and youth in the District. In order to create a learning community facilitative to such learning outcomes, the parties agree to the following: (1) setting wages and working conditions of the bargaining unit that support retention and recruitment of competent well-qualified teachers; (2) establishing a collaborative atmosphere from which the development of procedures and policies are conducive to mutual respect and stakeholder well-being; and (3) promoting stability and transparency in teacher-student-community-administration relationships to the advantage of the entire community. Attainment of these educational objectives is a joint responsibility of the Board of Education, the administrative and supervisory staff, and the teaching personnel.

SECTION I

1.0 DEFINITION OF TERMS

1.1 Association

The term Association, when used hereinafter in this Agreement, shall refer to the Education Association of District 102 - IEA/NEA, Cook County, Illinois.

1.2 Board

The term Board, when used hereinafter in this Agreement, shall refer to the Board of Education of La Grange School District 102, Cook County, Illinois.

1.3 District

The term District, when used hereinafter in this Agreement, shall refer to La Grange School District 102, Cook County, Illinois.

1.4 Teacher

The term teacher, when used hereinafter in this Agreement, shall refer to all full-time and regularly employed part-time certificated professional employees (Art Teacher, Certified School Nurse, Coordinator of Language Acquisition, Curriculum Coordinator, English Language Learners (ELL) Teachers, Instrumental Music Teachers (band/orchestra), District Funded Math and Reading Interventionist, Instructional Coaches, Learning Resource Center Director, Music Teachers, Physical Education/Health Teachers, Pre-Kindergarten through 8th Grade Classroom Teachers, Psychologist, Resource Teachers, Social Emotional Learning (SEL)/Mentoring

Coordinator, Social Workers, Special Education Connections Teachers, Special Education Instructional Support Teacher, Speech Language Pathologists, Talent Development Coordinator, Talent Development Teachers, and World Language Teachers). The following classifications shall be considered excluded from the bargaining unit: hourly professional employees, persons employed to implement federal projects (Title I, Head Start, etc.), consultants, department chairpersons, District Lead Nurse Supervisor, Assistant principals, principals, Assistant Superintendent(s), other central office personnel reporting directly to the Superintendent, the Superintendent; and all supervisory, managerial, confidential and short-term employees as defined under the Illinois Labor Relations Act.

1.5 Days

The definition of days when used in this Agreement shall mean school days (teacher work days) unless otherwise stated. After the last teacher work day, days shall mean weekdays (Monday through Friday, excluding legal holidays).

SECTION II

2.0 RECOGNITION

The Board recognizes the Association as the exclusive representative for teachers of the District.

SECTION III

3.0 PRINCIPLES

3.1 Attaining Objectives

Attainment of educational objectives of the District requires mutual understanding and cooperation among the Board, the administrative and supervisory staff, and the professional teaching personnel. To this end, free and open exchange of views is desirable and necessary, with both parties to this Agreement participating in deliberations leading to the determination of matters defined as negotiable under the Illinois Educational Labor Relations Act.

3.2 Professional Teaching Personnel

It is recognized that teaching is a profession requiring specialized educational qualifications and that the success of the educational program in the District depends upon the maximum utilization of the abilities of teachers who are well satisfied with the conditions under which their services are rendered.

3.3 Initial Placement on the Salary Placement Structure

The Board and Association agree that the placement of new hires in the Salary Placement Structure will be based both on years of teaching service and educational attainment prior to coming to La Grange District 102.

The placements are limited to fifteen (15) years of teaching service and shall only occur prior to the new hire's first day of employment. Upon receipt of official documentation of educational attainment prior to the new hire's first day of employment, new hires shall be assigned the appropriate educational column on the Salary Placement Structure as contained in Appendix B. To receive the years of service teaching credit, the experience must have been at an accredited public or private school. New hires will not receive credit for partial years of experience. Verification of employment from prior employers will be required before placements may be considered.

Prior to the placement of a new hire, the Salary Placement Structure will be reviewed so that placement does not result in a new hire receiving a salary that is more than an existing bargaining unit member with the same educational attainment and cumulative years of teaching experience in the District.

The Association president(s) shall be notified of each new teacher's placement including the teacher's prior years of teaching experience, educational attainment, and placement on the Salary Placement Structure as contained in Appendix B. This will be provided by September 1 or within two (2) weeks of hire date. If a discrepancy is identified and verified, adjustments will be made to the new hire's placement by the District and the Association.

3.4 Board of Education

All management rights and functions, except those which are abridged by this Agreement, shall remain vested in the Board.

3.5 Leadership Structure

The Board and the Association recognize that the District's Mission and Strategic Plan represent the fundamental principles for developing the future direction of the District. It is also recognized that the District's Mission and Strategic Plan have been and will continue to be, developed through a working partnership between the Board, administrators, teachers, parents, and the community. A primary basis for the partnership is the goal of collaborative input, both in advance and through assessment, by the Association into decision-making by the administration and the Board in order to build a learning environment throughout the District that fosters trust and support of all of the District's stakeholders and achievement of the Strategic Plan.

District and building committees are an avenue to accomplish this goal. Active participation at all meetings is vital and includes: being prepared, actively participating at the meeting, and sharing out information afterward with appropriate stakeholders. Members who may need to leave early or arrive late must designate the time of arrival or departure on the sign-in sheet.

Meetings can be held in person or held virtually as agreed upon by committee members.

The leadership structure for achieving this goal is:

A. Coordinating Council

1. Composition

Administration	Association
Superintendent	Association president(s)
two (2) designees	two (2) designees or one (1) designee if there are Association co-presidents

a. Additional participants may be invited as appropriate to the agenda.

2. Meetings

a. Frequency

Once per month, August through May, with additional meetings as agreed between the Superintendent and the Association president(s).

b. Agendas

The Superintendent and the Association president(s) may each place items on the agenda at least one (1) business days in advance of the meeting.

3. Responsibilities

a. Recommend and coordinate agendas, calendars and

recommendations of the other leadership councils and committees.

b. Address sensitive/confidential employment issues.

c. Serve as the initial forum for resolution of contract interpretation and implementation issues and disputes or refer such issues/disputes to a Board member/Association group or the respective bargaining teams.

- d. Provide advance notice and discussion of significant actions which would otherwise compromise collaboration.
- e. Develop collaborative guidelines for use by all leadership councils and committees.
- f. Develop and recommend to the Leadership and Communication Council district-wide guidelines for the number and selection of Building Committee and Team positions, such as SEL Team and Team Leaders.
- g. If over the life of this contract the District and the Association agree on the need for another committee at the District or building level, the composition, frequency of meetings, responsibilities, and compensation will be developed at Coordinating Council.

B. Leadership and Communications Council

- 1. Composition
 - a. The Superintendent and the Association president(s) shall serve as co-chairs.
 - b. Participants can be added or excused on an as-needed basis as agreed by the co-chairs.
 - c. Association representatives will be chosen by the Association based on the criteria set by the Association.
 - d. The elected Association building members will serve two (2) year terms.

Administration and Board 12-13 members	Association 14 members/15 members if co-presidents
five (5) cabinet-level administrators	Association president or co-presidents
six (6) building-level administrators representing each school	other Association leader designated by the Association president(s)

two (2) Board members	twelve (12) teacher representatives with two (2) from each building [six [6] building level Executive Board members and six [6] elected Association representatives]
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The Superintendent and the Association president(s) shall serve as co-chairs. Participants can be added or excused on an as-needed basis as agreed by the co-chairs.

2. Meetings

a. Frequency/Duration

Monthly, September through May with an additional meeting each month as determined by the Council. Meetings will be no longer than two (2) hours in length unless there is a consensus for a longer meeting.

b. Agendas

Agendas shall be collaborative and open and contain the following four (4) sections: Standing Items, Old Business, New Business, and Questions. Council members may place agenda items on the agenda at least one (1) business day in advance of the meeting. The Coordinating Council may also set agenda items for the Leadership and Communications Council.

3. Responsibilities

a. Participate in development and implementation of the District's Strategic Plan.

b. Review and recommend effective inter-district and home/school communications.

c. Receive and review updates from chief administrators responsible for Teaching and Learning, Special Education and Finance and Operations.

d. Receive and review the annual District calendar.

e. Address issues referred by the Coordinating Council, Building Committees, and Building Teams through a collaborative

problem-solving process which may result in specific actions and decisions.

- f. Communicate the results of the work and any actions or decisions of the Leadership and Communications Council to District stakeholders, as appropriate.
- g. Review the evaluation of the District Summer School program annually.

4. Compensation

- a. Committee members shall be compensated for attendance at committee meetings at the hourly rate set forth in Section 9.2. Committee members shall be paid for at least one (1) hour for committee meetings cancelled with less than forty-eight (48) hours notice, unless cancellation is due to extreme weather or other emergency condition.
- b. A committee member who is absent from more than two (2) meetings in any school year shall be removed from the committee unless the absences are excused by the committee co-chairs.

C. Curriculum Advisory Council

1. Composition

- a. The Assistant Superintendent of Teaching and Learning and the EA Representative shall serve as co-chairs.
- b. Participants can be added or excused on an as-needed basis as agreed by the co-chairs.
- c. Association representatives will be chosen by the Association based on the criteria set by the Association.
- d. Association members will serve for two (2) school years, unless otherwise agreed by the co-chairs.

Administration	Association	
Districtwide	Elementary	Districtwide
Assistant Superintendent Teaching and Learning	Kindergarten Representative*	Art*
Building Administrator Elementary	1st Grade Representative*	Music*
Building Administrator Junior High	2nd Grade Representative*	Physical Education/Health*
Special Education Administrator	3rd Grade Representative*	World Language*
Director of Assessment	4th Grade Representative*	Learning Resource Center (LRC)*
Director of Technology	5th Grade Representative*	Talent Development Teacher*
Director of Instructional Equity and Accountability	6th Grade Representative*	English Language Learners (ELL) Teacher*
Association	Junior High	Interventionist*
Talent Development Coordinator	English Language Arts (ELA)*	Instructional Coach: Elementary
Social Emotional Learning (SEL)/Mentoring Coordinator	Math*	Dual Language*
Director of Language Acquisition	Social Science*	Special Education: Resource*
Education Association (EA) Representative	Science*	Special Education Specialist: (psychologist, social worker, speech language pathologist, etc)*
	Instructional Coach: Junior High	Special Education Classroom: Cross Categorical, Connections, Pre-School*

~Positions designated with an () indicate that these roles also serve as a facilitator for their representative groups during District Team Restructured Day (RSD) as appropriate*

2. Meetings
 - a. Frequency/Duration

Monthly, September through May with an additional meeting each month as determined by the chair and the Education Association representative. Meetings will be no longer than two (2) hours in length unless there is a consensus for a longer meeting. Members may be added or excused based on the meeting schedule and/or agenda.
 - b. Agendas

Agendas shall be collaborative and open and contain the following four (4) sections: Standing Items, Informational Items/Updates, Action Items, and Questions. Council members may place agenda items on the agenda at least one (1) business day in advance of the meeting.
3. Responsibilities
 - a. Receive and review significant curricular information from the Administration.
 - b. Receive and review information from staff via Building meetings, Building Team meetings, and District Team meetings. Agendas and notes as well as other means to disseminate such information as appropriate back to the broader teaching staff will be utilized.
 - c. Recommend the development and composition of curriculum working groups and the charges and timelines for their activities.
 - d. Make final recommendations to the Superintendent, or designee, regarding the timing and component roll-out of new programs for curriculum, including, but not limited to, staff development, program implementation, parent and community communication, and summer work.
 - e. Will be responsible for monitoring and evaluating the RSD framework quarterly and making recommendations to the Coordinating Council regarding modifications to the RSD framework.
 - f. Designated CAC members shall serve as the facilitator for their representative group. These members shall facilitate Restructured Day District Team meetings including the preparation of agendas based on the decisions at CAC, taking and maintaining meeting notes/minutes, and communicating with CAC, instructional coaches, principals,-District

Administrators, Teaching and Learning Department, and the Assistant Superintendent for Teaching and Learning.

- g. Identify a list of quarterly tasks from the workplate document that will be on the agenda for District Team meetings.

4. Compensation

- a. Committee members shall be compensated for attendance at committee meetings at the hourly rate set forth in Section 9.2. Committee members shall be paid for at least one (1) hour for committee meetings canceled with less than forty-eight (48) hours notice, unless cancellation is due to extreme weather or other emergency conditions.
- b. A committee member who is absent from more than two (2) meetings in any school year shall be removed from the committee, unless the absences are excused by the committee co-chairs.
- c. Designated CAC members will serve as facilitators for their representative group during District Team meeting days as appropriate. Designated CAC members shall receive a stipend as outlined in Section 9.6 and Appendix.

D. Evaluation Committee

1. Composition

- a. The Superintendent (or designee) and the Association Officer (or designee) shall serve as co-chairs.
- b. Participants can be added or excused on an as-needed basis as agreed by the co-chairs.
- c. Association representatives will be chosen by the Association based on the criteria set by the Association.

Administration and Board 9 members	Association 9 members representative of all schools
Superintendent (or designee)	one (1) Association officer (or designee)
seven (7) building-level administrators representing each	eight (8) teacher representatives

school	(primary, intermediate, two (2) Junior High, specialist, Special Education)
one (1) Special Education administrator	

2. Meeting
 - a. Frequency/Duration

Once per trimester, with up to one (1) more meeting if needed. Meetings will be no longer than two (2) hours in length unless there is a consensus for a longer meeting.
 - b. Agendas

Agendas are collaborative and open. Council members may place agenda items on the agenda at least one (1) business day in advance of the meeting.
 3. Responsibilities
 - a. Review the Teacher Appraisal Plan.
 - b. Review and make modifications to evaluation rubric(s) and evaluation processes as needed.
 - c. Review and make recommendations to PERA Joint Committee.
 - d. Communicate the results of the work of the Evaluation Committee to District stakeholders as appropriate.
 4. Compensation

Committee members shall be compensated for attendance at committee meetings at the hourly rate set forth in Section 9.2. Committee members shall be paid for at least one (1) hour for committee meetings cancelled with less than forty-eight (48) hours notice, unless cancellation is due to extreme weather or other emergency conditions.
- E. The PERA Joint Committee, as set forth in Section 7.2e, will be comprised of members of the Evaluation Committee.

F. Building Level Leadership Committees

Building Level Leadership Committees provide ongoing opportunities for collaborative problem-solving, planning, and assessment. Building Level Committees will be designed to maximize communication and feedback on the building level work framed by the District's Strategic Plan. Committees should be comprised of various building-level stakeholders that can be the most impactful on the achievement of the goals.

Membership should include primary, intermediate, and advanced representatives as appropriate, with additional specialists, special education, and support teachers determined by the team structure. Building teams and membership make-up will look different based on grade levels housed in the buildings. Building teams such as grade-level teams and job-alike teams in a building will choose who will represent them on the building-level committees each year. If a team cannot make a decision or the building administrator has a specific concern, then there will be a meeting with the team, individual, and building administration to discuss.

1. Social Emotional Learning (SEL) Committee
 - a. Composition
 - i. Building administrator and the social worker shall serve as co-facilitators.
 - ii. Membership: five (5) - nine (9) members including building social worker
 - iii. Participants can be added or excused on an as-needed basis as agreed by the co-facilitators.
 - iv. Association representatives will be chosen by the Association based on the criteria set by the Association.
 - b. Meeting
 - i. Frequency/Duration - Up to twelve (12) meetings a school year with at least one (1) meeting a month.
 - ii. Agendas - Agendas shall be collaborative and open. Committee members may place agenda items on the agenda at least one (1) business day in advance of the meeting.
 - c. Responsibilities
 - i. Collect and review building-level data on culture, climate, and student behavior.
 - ii. Actively participate in developing, implementing, and evaluating building plans for supporting a caring and inclusive school community.

- iii. Align school-wide efforts to the District 102 SEL Tenets and the Five Lenses of Culturally Responsive Teaching.
- iv. Support educational equity for all students.
- v. Represent colleagues and engage in two-way communication with the teaching staff.
- vi. May participate as co-facilitators with building administration of professional learning in this area.
- vii. Social Emotional Coordinator, Administrator, and building teams may collaboratively revise responsibilities.

d. Compensation

- i. Committee members shall be compensated for attendance at committee meetings at the hourly rate set forth in Section 9.2.
- ii. Committee members who are asked to develop and modify professional learning presentations outside of the school day may request to be compensated for up to one (1) hour of preparation time for each professional learning presentation given in their building at the hourly rate set forth in Section 9.2. They would make this request to the building principal.

2. Team Leaders

a. Composition

- i. Representatives from each grade/level team, a specialist, special education, support teacher, instructional coach, principal
- ii. Participants can be added or excused on an as-needed basis or as agreed by the team.
- iii. Association representatives will be chosen by the Association based on the criteria set by the Association.

b. Meetings

- i. Frequency - up to two (2) meetings per month
- ii. Agendas - Agendas are collaborative and open. Team members may place agenda items on the agenda at least one (1) business day in advance of the meeting.

c. Responsibilities

- i. Decision-making team whose primary function is to represent the interest and input of all staff members in schoolwide decisions and planning.

- ii. Conduit for two-way communication between all constituents.
Collaboratively plan staff meetings with building administration.
 - iii. Facilitate Restructured Day Building Team meetings including the preparation of agendas, taking and maintaining meeting notes/minutes, and communicating with CAC members, and others, as needed.
 - iv. Building administrator and building team may collaboratively revise responsibilities.
- d. Compensation
Based on supplemental pay as outlined in Section 9.6 and Appendix A.

SECTION IV

4.0 COMMUNICATIONS

4.1 Communications Channels

Communication with the Board shall be through the Board's representative. Communications with the Association shall be through the Association's designated representative, provided said designee is represented by the bargaining unit.

4.2 Pertinent Information

The Board shall make available to the Association information concerning the financial status of the District. This includes the annual financial report prepared by the township treasurer, the audit, Board minutes (including monthly financial reports), Board meeting agendas, and other items of mutual agreement. The Association shall furnish copies of any pertinent information as reasonably requested by the Superintendent or by the Board. Nothing herein shall require either party to research and/or assemble information for the other party.

4.3 Teacher Requests and/or Association Communication with Administration

The parties agree that good communication relies on timely responses to information requests. To that end, an administrator will make a good faith effort to respond to a written request, including an email request, pertaining to official school business made by a teacher, teachers or the Association within five (5) days of the date it is considered to have been received.

4.4 Staff Handbook

A Staff Handbook will be reviewed at the beginning of each school year with all teachers. The Handbook will outline school and District procedures. Each year the handbook will be updated by the Staff Handbook Committee.

The Staff Handbook Committee will be composed of three (3) administrative representatives designated by the Superintendent and three (3) representatives designated by the Association president(s). The Staff Handbook Committee will meet beginning in April so all updates are completed by the end of the school year.

4.5 Communication to Families

Staff will be copied on all building communications sent to families in their buildings. A copy of all District communications sent to families will be available in a folder on the District website in the Staff Workroom.

4.6 Notification of Information Requests

As soon as practicable after receiving a request for any information prohibited from disclosure under 5 ILCS 315/6 (c), excluding a request from Association, the District shall provide a written copy of the request, or a written summary of any oral request, to the Association. The District shall provide a copy of any response it made within five (5) business days of sending the response to any request.

4.7 Collaboration with Building Administration

To proactively promote communication and resolution of concerns that affect teachers at the building level, designated representatives of the Association and the building principal shall meet monthly to ensure ongoing partnering, communication, and proactive collaboration. The Association and the Board understand and acknowledge that prompt discussion of areas of concerns with Association Representatives are critical.

SECTION V

5.0 ASSOCIATION/TEACHER RIGHTS AND RESPONSIBILITIES

5.1 Association Announcements

The Association shall have bulletin board space in each school provided:

- a. Only authorized representatives of the Association are permitted to post Association announcements on said bulletin boards.
- b. Said bulletin board space shall not be located in an area which is readily accessible to students and/or parents.

5.2 Mailboxes/Email

The Association shall have the right to use teacher mailboxes for announcements relating to the conduct of the Association's business. Such materials shall be identified as official Association publications. Subject to the same restrictions as regular

mailboxes and the provisions of Board policies on acceptable use of technology, the Association may use email for announcements relating to the conduct of Association business.

5.3 Meetings

The Association shall have the right to hold meetings on school property provided:

- a. Arrangements for facilities for such meetings are to be made and scheduled with the Superintendent or his designee at least twenty-four (24) hours prior to the anticipated use, and in accordance with the District's facility use process.
- b. Such meetings in no way interfere with any aspect of the instructional program.
- c. The Board may make a reasonable charge when special custodial service is required for said meetings.

5.4 Negotiations in Good Faith

The Association shall negotiate in good faith with the designated representatives of the Board.

5.5 Non-Interruption of Work

The Association shall not strike, engage in, support or encourage any concerted refusal to render regular services to the school district, nor engage in or support any activities which would disrupt the normal operation of the schools.

5.6 Professional Organizations

Teachers shall have the right to form, join or assist professional employees' organizations and to participate in professional negotiations with the Board through representatives of their own choosing.

5.7 Right of Representation

When any teacher is required to meet with an administrator or to appear before the Board on any matter which reasonably could result in disciplinary action, up to and including an adverse effect on that teacher's employment status, or salary or any increments pertaining thereto, the teacher shall be given twenty-four (24) hour notice of the reasons for such investigatory meetings or interviews, and shall be entitled to have a representative of the Association present to advise and represent him/her during such meeting or interview. The twenty-four (24) hour notice requirement does not apply in instances where a more immediate response is necessary. The Association president(s) shall be notified prior to such a meeting and/or situations requiring immediate removal of the teacher

5.8 Complaint Against Teacher

The Administration will notify a teacher of any serious or substantive complaint before the complaint may be used as the basis for any disciplinary action or adverse evaluation in compliance with Section 5.7 Right of Representation. The notice of a serious or substantive complaint will be given by the Administration no later than five (5) school days upon its determination to use it as the basis for any disciplinary action or adverse evaluation.

5.9 Bargaining Unit Rosters

The District shall provide the Association President(s) and Membership Chairperson(s), in an electronically editable format, all bargaining unit members' employee information as specified under 5 ILCS 315/6. The Association shall receive this information by October 1st each school year and monthly thereafter.

5.10 Association Communication with New Hires

In accordance with 115 ILCS 5/3(c)(1)(C), the Association shall meet with new hires for a minimum of one (1) hour at a scheduled time during the beginning-of-the-year staff development work days. Thereafter, within the first two (2) weeks of employment in the bargaining unit, new hires shall meet with the Association for a minimum of one (1) hour during work hours without charge to pay or leave time of the newly hired employee(s) or Association.

SECTION VI

6.0 BOARD RESPONSIBILITIES

6.1 Negotiations in Good Faith

The Board shall negotiate in good faith with the designated representatives of the Association.

6.2 Disciplinary Rules and Regulations

Teacher disciplinary rules shall continue to be reasonable and teacher discipline shall be carried out as follows:

- a. Discharge and remedial notices, when given, shall be governed by Sections 10 22.4, 24-11, and 24-12 of the School Code.
- b. Pending a dismissal hearing, pursuant to 24-12 of the School Code, a teacher may be suspended with or without pay by the Board; but if acquitted, shall not suffer the loss of any salary by reason of the suspension.

- c. If no dismissal hearing is then pending, a teacher may be suspended with or without pay in accordance with Board policy. Unless charges of dismissal are approved by the Board, no disciplinary suspension shall exceed thirty (30) work days.
- d. Teacher compensation shall not be reduced as a disciplinary action except as permitted by law. Prior to such a reduction, the teacher shall be given written notice of the reason for the proposed reduction and, upon request, a hearing before the Board on the matter.
- e. Disciplinary action other than that listed in sub-sections a., b., c., and d. above shall be for just cause. Disciplinary action shall not be interpreted to include teacher evaluation.

SECTION VII

7.0 ASSIGNMENT, EVALUATION, REDUCTION OF STAFF

7.1 Voluntary and Involuntary Transfers/Posting of Vacancies

- a. The following terms are defined as such:
 - 1. Vacancy: a position that is not filled by an assignment or transfer.
 - 2. Reassignment: assignment of a teacher to a different role within a specific building. A reassignment can be voluntary or involuntary.
 - 3. Voluntary transfer: a transfer to another building or different District bargaining unit role that is requested by a teacher.
 - 4. Involuntary transfer: a transfer to another building or different District bargaining unit role that is not requested by the teacher but assigned by either building or District Administration.
- b. All known vacancies shall be posted on the District's website. Posting shall occur internally for the first five (5) business days and then externally; provided, however, for vacancies which arise during, or which are not filled within, ten (10) days before the start of the school term shall be posted internally for two (2) days before being externally posted. Prior to posting a position externally, all internal applicants for that position shall be given priority consideration.
- c. Teachers will be notified of postings as they occur through communication from the Human Resources Department.

- d. Teachers who desire to voluntarily transfer to a posted vacancy shall apply using the D102 Online Application. Voluntary transfer requests must be filed within ten (10) business days of the posting of the vacancy. It is the responsibility of the teacher to withdraw his/her request if he/she no longer wishes to be considered. Receipt of applications for voluntary transfer shall be acknowledged by the Human Resources Department. Also, any teacher requesting a voluntary transfer shall be notified when a decision has been made on filling the vacancy. Any teacher denied a transfer shall be given a reason; the reason, however, is not grievable.
- e. Any teacher involuntarily transferred to another building or different District bargaining unit role shall be given notice of the transfer, including reasons.
- f. Whenever practicable, teachers shall be notified of an involuntary transfer prior to May 1 of the school term prior to the effective date of the transfer. When a teacher is notified of an involuntary transfer, the teacher shall be released immediately from his/her contract if he/she so requests.
- g. Teachers who wish to be voluntarily reassigned within a school, or to voluntarily transfer to another school or a different District bargaining unit role, shall notify the principal of the school to which the reassignment or voluntary transfer is desired, with a copy to the Superintendent and the Human Resources Department. Notice shall be given by April 15 of the school year preceding the school year for which the voluntary reassignment or voluntary transfer is requested.
- h. Notices under this Section 7.1 shall be given in writing and/or electronically.
- i. When more than one (1) teacher is applying internally for the same position, the Administration shall consider the qualifications of the affected teachers. Qualifications include the following: educational background, professional learning, evaluation ratings, seniority, contributions to the District including participation in committees and sponsoring a student supplemental, and/or qualities or qualifications unique to a position.
- j. In filling any vacancies due to enrollment, openings, or implementation of such unique programs such as dual language, the Administration shall meet with the grade level team in which there is a vacancy in order for teachers to collaboratively provide input on assignments.

- k. In filling vacancies, priority consideration is given to bargaining unit members over non-bargaining unit members.

7.2 Teacher Appraisal System

- a. Evaluations shall be conducted in accordance with the procedures and timelines set forth in the LaGrange District 102 Teacher Appraisal Plan as well as Section 24A-5 of the Illinois School Code and all applicable sections of the Illinois Administrative Code. Any proposed changes to the Teacher Appraisal System shall be recommended by the PERA Joint Committee and approved by the Administration and Association.
- b. All teachers shall receive an in-person orientation and/or review of the teacher appraisal plan including procedures and the student growth component as applicable and as required by the Illinois School Code and the Illinois Administrative Code. This meeting shall take place by the end of the third week of school. If a teacher is hired after the start of the school term, then the meeting should take place no later than thirty (30) days after the contract is executed by the teacher.
- c. All classroom observations shall be conducted openly and with the knowledge of the teacher.
- d. It shall be normal procedure of the District to designate no more than two (2) building level administrators as having primary responsibility for the evaluation of teachers or other bargaining unit members with multiple building assignments. When in the sole and exclusive judgment of the administration instructional concerns necessitate further evaluation, such evaluations may be made by more than two (2) administrators. Teachers shall be notified of their primary evaluator by the end of the third full week of September. If it becomes necessary to change the evaluator, the teacher will be notified a week ahead of the effective date of the change.
- e. Any teacher receiving an “Unsatisfactory” summative rating shall be entitled to exercise his/her right to an appeal of such rating as provided for in the District 102 Teacher Appraisal Plan.
- f. Joint PERA Committee. In accordance with Article 24A-4 of the School Code, the PERA Joint Committee shall meet no less than one (1) time annually to assess and review the effectiveness of the District's appraisal (evaluation) plan for the purposes of continuous improvement of instruction and appraisal (evaluation). The Committee shall be composed of fourteen (14) members, with seven (7) members appointed by

the Superintendent and seven (7) members appointed by the Association president(s). A member designated by the Superintendent and a member designated by the Association president(s) shall serve as co-chairs of the Committee. The appointments and designation shall be made no later than April 1 of each school year.

7.3 Reduction in Force and Recall

Any reduction in force shall conform to the requirements and procedures specified in Section 24-12 of the School Code as supplemented by this section. Notice that the Board is considering a reduction in force shall be given to the Association president(s) at least seventy (70) calendar days before the end of the school term.

1. A Joint Reduction in Force Committee shall convene by no later than December 1 of each school year to address the matters within its authority under Section 24-12 of the School Code. The Joint Committee shall be composed of eight (8) members, four (4) members to be appointed by the Superintendent and four (4) members to be appointed by the Association. The appointments shall be made by October 1 of each school year, with appointees serving from October 1 through the following September 30. Any agreements reached by the Joint Committee must be approved by the affirmative vote of at least five (5) members. Any agreements reached by the Joint Committee shall be communicated to the Superintendent and to the Association president(s) on or before February 1 of each year.
2. Each year the Board will establish, in consultation with the Association, a Seniority List showing the name and length of continuing service of each teacher and a coded (teacher ID numbers, no names) Sequence of Honorable Dismissal List. A copy of both lists will be provided to the Association president(s) each year by March 1st, along with the code to the Sequence of Honorable Dismissal List. The code shall be kept strictly confidential by the Association president(s) except to the limited extent required for assessment and proper application of the List. By March 1st, all teachers shall receive an individual "SB 7 Letter" which includes personal employment information (i.e. tenure status, Individual Employee Identification Number (IEIN), Confidential District Assigned Employee Number, Licenses, date used to determine seniority, etc.) as well as License/ Content Area Endorsements, evaluation ratings used to determine grouping, and final annual SB 7 grouping. Teacher shall be given an opportunity to review such letter and provide updates to HR, if necessary. SB 7 Letters shall be returned to

HR by March 15th. HR will provide the teacher a copy of the corrected letter by April 1st.

3. A Seniority List entitled "Senate Bill 7 Initial Seniority List" dated July 1, 2014, shall be the seniority list establishing the seniority of each teacher employed as of such date. Thereafter, working from the Senate Bill 7 Initial Seniority List, placement on the Seniority List will be determined by application of the following principles:
 - a. A full year of seniority will be credited for full-time employment for at least 120 days during the school term.
 - b. A partial year of seniority will be credited based on the percentage of full-time equivalency worked by the teacher during the school year, provided the teacher works at least 120 days at such full-time equivalency during the school term. One-half (1/2) of such partial year of seniority will be credited if the teacher works at least 91 school days, but less than 120 school days, during the school term. Full-time equivalency will be determined in tenths, with any fraction of a tenth rounded up to the next tenth. Seniority will not be accrued if the teacher works less than ninety-one (91) days during the school term.
 - c. Seniority shall be accrued for continuous service beginning with the first day of work during the school term for which the teacher is paid. Approved leaves of absence, except for unpaid leaves of absence, or unpaid portions thereof, under Section XII of this Agreement, will be counted toward accrual of seniority. Approved leaves of absence will not interrupt continuous service.
 - d. If two (2) or more teachers with equal seniority are subject to dismissal under a reduction in force, the following criteria shall be applied in sequence a) to c) to determine which teacher is dismissed: a) lowest BA/MA lane assignment; b) least amount of PAC hours towards new BA/MA lane assignment; and c) by lot.
 - e. Teachers shall be given notice of any local qualifications established in accordance with Section 24-12 of the School Code by no later than May 10 of the school term preceding the school term in which the local qualifications first become applicable.

- f. When two or more teachers are qualified to bump into another category in connection with a reduction in force, the teacher determined by the Superintendent to be the most qualified to fill such position shall be selected; provided, however, if the teacher selected will then be subject to dismissal, the least senior of such qualified teachers will be selected.
- g. Teachers honorably dismissed as part of a reduction in force shall be recalled in reverse order by seniority for any vacancy for which the teacher is qualified and which occurs within the applicable recall period established by Section 24-12 of the School Code. Presently, the recall period is one (1) year from the beginning of the school term following the school term in which the reduction in force occurs, two (2) years from such school term if the number of honorable dismissals exceeds 15% of the number of full-time equivalent positions filled by non-administrative certified employees during the preceding school year, or February 1 of the school term following a dismissal pertaining to a qualified teacher in Grouping 2. A teacher shall be notified of recall by registered or certified mail at the last known home address in the teacher's personnel file. A recalled teacher shall have ten (10) calendar days from the date of notification to inform the Board of whether or not he/she will accept the position. Failure to respond within this time limit, or to accept the position, shall constitute waiver of re-employment rights with the District.
- h. In instances where tenure teachers' "Needs Improvement" or "Unsatisfactory" ratings are used as a basis for a RIF recommendation and subsequently an honorable dismissal, the teacher shall be entitled to a meeting to review the rating. The Association and the District shall meet to discuss the procedure for the meeting.

7.4 Full-Time Equivalency Requirements

The Board shall employ an FTE number of teachers at least equal to 90% of the FTE number of teachers employed as of October 1st of the previous year.

However, in the event that at least forty-five (45) calendar days prior to the last day of school in any school term, there shall be no limitations on reduction in the FTE number of teachers.

If the State of Illinois increases the Board's contribution rate(s) for teacher pensions by more than an aggregate of one and one-half percent (1.5%) above the contribution rates for the 2021-2022 school year.

7.5 Personnel File Review

1. Each teacher shall have the right, upon request, to review the contents of said teacher's personnel file, except for those materials exempt from review under Section 10 of the Illinois Personnel Records Review Act. Any teacher desiring such a review shall make an appointment for that purpose by contacting the administration center. A representative of the Association may, at the teacher's request, accompany the teacher for this review.
2. Upon reasonable request, each teacher shall have the right to receive a digital copy of all items in his/her personnel file with the exception of materials exempt from review. The teacher shall receive a receipt upon request.
3. A teacher's full evaluation document(s) shall be considered part of the personnel file, however, said documents will be electronically stored in the District contracted database. Upon request of a personnel file, all evaluation documents shall be printed and provided to the employee.
4. A teacher will be notified when materials are placed in his/her personnel file.
5. The Association and the teacher shall be notified of a request from the public for any disciplinary information from his/her personnel file.

SECTION VIII

8.0 CALENDAR AND PROFESSIONAL WORK DAY

8.1 Calendar and Work Days Per Year

- a. The Superintendent and/or designee shall consult with the Leadership and Communications Council prior to submitting recommendations on the school calendar to the Board of Education for final approval.
- b. The number of days of required teacher service per school year shall not exceed 183.

8.2 Professional Work Day

The professional work day shall reflect the following concepts and principles:

- a. Professional work days are Monday through Friday during the school term, excluding holiday and vacation periods, and the days provided for in (e) below. The school term is set by school calendar and includes emergency days until the Board determines that the days are not needed.
- b. The Board shall have the sole discretion in determining the starting and ending times of the instructional day for students. Except in unique circumstances, teachers are generally expected to teach from “bell to bell” within the instructional day for students.
- c. Teachers will be present before and after the student instructional day a sufficient amount of time to fulfill all of their professional responsibilities each day. Teacher professional responsibilities immediately before and after the student instructional day include participation in staff meetings. Time spent with students in an emergency situation before or after the student instructional day for longer than thirty (30) minutes shall be compensated at the supervisory rate. Professional responsibilities include two (2) evening activities assigned by the principal after consultation with the staff and other voluntary evening activities as mutually agreed by the affected staff members and the principal.
- d. The five (5) school days prior to when grades are due each report card period shall be free from scheduled meetings, unless otherwise determined by the Coordinating Council. This includes all building and District meetings.
- e. For (5) days immediately following the close of the school term and the five (5) days immediately preceding the start of the next school term, teachers may be required to work up to a maximum of five (5) of these days. The hourly rate specified in Section 9.2 shall be paid for this work. The work performed during these periods shall be curriculum-related work. Teachers who will be working during these periods will be notified by April 1 of the given year.
- f. Ad hoc work groups may be formed in order to provide opportunities for collaboration and feedback with administration to advance the District’s Strategic Plan. They shall be open to all members on a voluntary basis and meet less than one (1) time. If the group decides that ongoing work is needed a PAC activity proposal can be created and/or an administrator can suggest formation of a committee with oversight by Coordinating Council.

8.3 Restructured Day

The weekly Restructured Day (“RSD”) schedule will remain in effect for the purpose of improving the quality of instruction by providing professional learning, training, and time for building and District teams to communicate and collaboratively plan.

Contained in Appendix B is a framework that organizes RSD time by quarters. Within each quarter, there is a rotation of Building time, Building Team time, and District Team time.

In accordance with Section 3.5, the Curriculum Advisory Council (CAC) will be responsible for monitoring and evaluating the RSD framework quarterly and making recommendations to the Coordinating Council regarding modifications to the RSD framework.

The following outlines the structure and possible alternative structure(s) for the three (3) types of RSD days: Building, Building Team, and District Team.

1. Building RSD Day
 - a. During Building RSD time, all teachers assigned to a particular building shall participate. Those who work in more than one (1) building shall work with the building that is assigned as their home school.
 - b. An agenda for each meeting will be developed, implemented, and updated by the building administration.
 - c. Building RSD activities include:
 - i. building-based gatherings, presentations, or other building-based group activities;
 - ii. tasks completed during Building RSD days will be based on District initiatives but may be unique in timing and presentation by building;
 - iii. completing Building-based tasks. as directed by the District or building administrators; and/or
 - iv. engage in professional learning as directed by the District or building administrators.
 - d. Team Leaders will provide input into how the agenda items are presented.
 - e. A possible alternative structure for a Building RSD day will be across building activities, when appropriate.

2. Building Team RSD Day
 - a. During Building Team Time all teachers assigned to a particular building team shall participate. Positions without a direct job-alike in the buildings will meet with their larger building teams such as Specials Teachers or Special Education team, etc.
 - b. An agenda and minutes for each meeting will be developed, implemented, and updated by the building team leader.
 - c. Building Team RSD activities include:
 - i. tasks initiated by the Building Team based on District initiatives and/or related directly to student needs but may be unique to each individual building team;
 - ii. engage in professional learning; and/or
 - iii. communicate and articulate with other Building Team groups.
 - d. Other possible alternative structures for Building Team RSD days will be:
 - i. across building activities, when appropriate. Examples include grade level work teams, articulations with other teams, or meetings with district-level job-alike peers; and/or
 - ii. alternative structures used are determined by the Individual Building Level Team.
3. District Team RSD Day
 - a. During District Team RSD all teachers assigned to a District Grade Level or job-alike team will participate;
 - b. An agenda and minutes for each meeting will be developed, implemented, and updated by the CAC representative.
 - c. District Team RSD activities include:
 - i. complete workplate tasks as directed by the District; and/or
 - ii. engage in professional learning as determined and directed by the District.
 - iii. The District Administration may consult CAC, other leadership groups, or individual teams for input on District Team RSD activities.

- iv. Checkpoints for various District initiatives will be provided by the District Administration or designee when appropriate. They can also serve as a communication touchpoint for any questions or concerns.
- v. Other possible alternative structures for District Team RSD days will be:
 - 1. entire District gatherings, presentations, or other large group activities;
 - 2. building-based gatherings, presentations, or other building-based group activities;and/or
 - 3. mixed groupings (multiple grade levels, affinity groups, randomized groups, etc.)

In performing its responsibilities as outlined in Section 3.5, the Curriculum Advisory Council (CAC) will utilize the following concepts and principles:

1. Schedule the released time one (1) day a week on Wednesday.
2. Limit the length of the session from 2:30 p.m. to 4:30 p.m. exclusive of travel time to another District site.
3. Staff meetings shall not be scheduled during RSD time.
4. Understand that District classes, councils, committees, and task forces will occur outside the Restructured Day.
5. Workplate Document items, expectations, and the scope of the professional learning are collaboratively determined by teams/departments, CAC, and the Administration by the October meeting of the Curriculum Advisory Council.
6. Opportunities for regular reflection amongst and between teams/departments will be facilitated by CAC.
7. The RSD framework will include a quarterly review and possible modification through the Curriculum Advisory Council.
8. Input about needs such as trainings, support, materials, curricular support, etc. shall be provided by teacher teams/departments through CAC representatives to the Assistant Superintendent of Teaching and Learning.
9. RSD is a time allotted for professional learning, reflection, and collaborative planning. It is expected that the identified agenda item(s) for the day will take the entirety of the RSD. If the agenda item(s) for the day is completed, a teacher or team of teachers shall use the remaining time for individual planning and/or items on their workload.
10. Evaluate the Restructured Day framework annually by CAC, with oversight by Coordinating Council using input from staff and administration.

11. RSD participation is mandatory for all full-time teachers. Every effort will be made by the Administration to include all part-time teachers in RSD as the professional learning that occurs during that time cannot be fully replicated.
12. It is also recognized that not all District professional learning can occur during this time due to a variety of constraints.

8.4 Class Size

The Board agrees to attempt to observe, within reasonable limits, and maintain present class size averages (staffing ratios) subject to space availability, installation of experimental or innovative programs, handicapping conditions of students, budgetary limitations, availability of teachers, and availability of necessary funds. Any substantial change in projected class size averages shall be discussed with the Association (at the request of the Association) prior to adoption of a tentative staffing pattern by the Board. All final decisions on class sizes (staffing ratios) shall be made by the Board, acting in the best interests of the pupils and community-at-large, and shall not be subject to challenge through the grievance procedure. Prior to adoption, the Board agrees to discuss any proposed changes to Board Administrative Procedure 6:32 with the Association pursuant to Section 3.4.

Should class sizes go above the guidelines established by the Board, the Principal (in consultation with central office) and impacted teacher will discuss options for best meeting the needs of the students in the classroom.

8.5 Parent Teacher Conferences

The Board and Association recognize that parents/families shall have regular access to student information. Teachers shall communicate frequently with parents/families regarding individual student performance and progress and be available to meet with parents/families throughout the school year.

Parent Teacher Conferences will be structured as follows:

1. Nine (9) hours will be allocated for Fall Conferences, six (6) hours will be allocated for Spring Conferences. All staff will be required to be working at least five (5) hours in the Fall and at least three (3) hours in the Spring on those designated days. The Board and Association recognize that due to parent/family and teacher schedules, all conferences may not be able to be held on the designated conference days. If conference times other than those offered on Parent-Teacher Conference Days are required either the week before, the week of, or the week after the designated days, teachers will schedule conferences as necessary and the additional time required can be subtracted from the total hours

of required availability during the designated Fall and Spring Parent-Teacher Conference Days. Teachers will identify this flexed time for their building administrators. It is not expected that a conference is necessarily held for every student on the designated parent/teacher conference days or that each conference occurs for a certain length of time. Part-time teachers may prorate their hours to match their full-time equivalency. Annually, the Leadership and Communication Council will determine the conference platform such as virtual or in-person. If conferences are to be held virtually, in-person conferences can be held if agreed upon by both teachers and families.

2. Conferences are to be initiated by teacher invitation first to ensure that the parents/families of students that teachers have prioritized based on academic or social concerns are able to be seen on the designated day. Teachers will be given a two (2) week window to schedule teacher-initiated conferences before the window is open to families. Once these conferences have been scheduled, parent/family requests can be accommodated. With the approval of building administration, some grade levels or teams may schedule team conferences in place of individual teacher conferences. Each school will develop a scheduling system that will work for their school, keeping in mind that teacher-initiated conferences are to be scheduled first. The number of conferences held per teacher will also be considered and capped at a reasonable number for the setting and/or teacher role.
3. It is recognized that non-classroom teachers may not have as many conferences as classroom teachers. They will use their required conference time during which they are not meeting with parents/families in a variety of professional activities that may include but are not limited to: site visits, collaborative planning, and professional development activities. Such professional activities shall be subject to approval by the building administration. Teachers who do not have scheduled conferences or engage in other professional activities may be assigned other duties on those days by the administrator in consultation with the teacher.
4. Parent/teacher conference days are intended to support the continued communication efforts that should occur throughout the year. It is recognized that parents have access to their child's progress through PowerSchool and may communicate with teachers at any time regarding their child's progress. The Board, administration, and teachers will continue to work collaboratively to explore the most effective avenues for communication and parent-teacher conferences.

It is recognized that due to the number of students that teachers at Park Junior High have, they may not be able to conference with all families that request to meet with them. There are two (2) options that will be available to these teachers in order to accommodate these families.

1. Option 1: Teachers will be granted additional release time (no more than three (3) hours) during pupil attendance days if, due to the number of conference requests, they conduct more than ten (10) conferences greater than the number of available conference time slots. Such release time shall be provided in conference-time intervals and coordinated with the principal and other teachers requiring such release time. If the administration is unable to secure substitution coverage, Option 1 shall not be available.
2. Option 2: Teachers may hold conferences outside of the school day if, due to the number of conference requests, they conduct more than ten (10) conferences greater than the number of available conference time slots. Teachers will submit a timesheet and be paid the non-instructional rate for the hours (no more than three (3) hours) in which they conference with these families.
3. Dual language teachers will be granted additional release time of no more than one (1) student attendance day to conduct conferences since collectively they have more students than the number of available conference time slots on conference day. Such release time shall be provided either the week before or the week after the conference day and shall be provided in conference-time intervals. This will be coordinated with the principal and other teachers requiring such release time.

8.6 Teacher Plan Time

"Plan time" shall be defined as that part of a teacher's day, exclusive of a duty-free lunch period, when a teacher is neither teaching nor supervising students but instead is preparing for instruction or other student-related responsibilities. Effective professional learning and collaborating is ongoing, scheduled and promotes a community of learning. Planning time will be teacher or team directed; however, it is recognized that student, teacher, or team needs may impact how that time is used.

1. The minimum amount of weekly plan time for each identified category, as defined in part f. of this section, is as follows:

- PreK	4 hours
- Grade K	4.5 hours
- Grades 1-2	5 hours
- Grades 3-4	5 hours
- Grades 5-6	5.5 hours

- Grades 7-8	6 hours
- Special Education teachers	5 hours
- Specialist teachers	5 hours
- Support teachers	5 hours

2. Whenever possible, IEP meetings, SST meetings, student-facing assessments, or other activities that require the teacher's attendance should not be scheduled during the teacher's planning time without the agreement of the teacher.
3. Plan time for part- time teachers will be prorated to match their full time equivalency.
4. PreK-6 and all District itinerant (traveling) teachers receive the weekly plan time as identified in this section.
5. Grades 7-8 plan time refers to teachers working only at Park Junior High.
6. Category Definitions
 - a. Special Education teacher: Resource teachers, Connections teachers, Speech Language Pathologists, Social Workers, District Psychologists
 - b. Support teacher: EL teachers, Interventionists, Talent Development teachers, LRC Directors, Instructional Coaches, Teacher Coordinators
 - c. Specialist Teacher: Physical Education teachers, Art teachers, Music teachers, World Language teachers, Instrumental Music teachers
7. Each semester, the kindergarten schedule will be reviewed in order to look at opportunities to provide for teacher plan time during the supervisory times before and after school in order to provide for five (5) hours of plan time for Barnsdale kindergarten teachers. The schedule will also be reviewed in order to look at opportunities to provide for five (5) hours of teacher plan time for Congress Park kindergarten teachers.

8.7 Internal Substitution

It is important to the provision of consistent quality instruction that a substitute teacher is assigned to a classroom when the classroom teacher is absent. It is also important that non-classroom support services are provided on a consistent basis. To this end, it is agreed that:

- a. Administration shall continue to recruit and provide a competitive compensation incentive to attract substitute teachers.
- b. Building office staff shall send a schoolwide email seeking interested parties willing to cover gaps when a substitute shortage exists.
- c. Building office staff will develop a rotation list in the event that there are no volunteers from the email request. This list will include qualified staff-who are available to internally sub at the same time. This list will be regularly maintained by building office staff once a semester. Building Administration will monitor the list so that the same staff members are not

being asked to internally substitute more frequently than others and does not negatively affect a specific program.

- d. It is recognized that interested parties identified in (b) shall be able to decline to internally substitute.
- e. Annually, administration shall consider alternatives for delivering professional development in a way that minimizes the amount of time teachers are out of their classrooms during instructional time. This includes utilizing the train the trainer model, use of RSD for professional learning opportunities, and the use of the instructional coaches and Curriculum Department members as facilitators of professional development.
- f. When teachers give up their scheduled plan time or lunch period to cover a classroom substitute shortage they shall be compensated at the instructional hourly rate identified in section 9.2 of this Agreement.
- g. Teachers who assume the responsibility for another classroom or specials teacher's students, through combining classrooms due to the absence of another classroom or specials teacher, shall be compensated at the instructional hourly rate identified in section 9.2 of this Agreement.
- h. Leadership and Communication Council shall annually review the District-wide protocol for determining how building staff are assigned to cover substitute shortages.

8.8 Lunch Supervision

Appropriate supervision during the lunch period is a priority to ensure the safety and security of our students. The lunch period at the elementary schools is considered to be the time during which students are at lunch and recess. The lunch period at Park Junior High is considered to be the time during which students are at lunch. Beginning with the 2023-2024 school year, prior to the first student attendance day each school year, the lunch director position(s) shall be offered to bargaining unit members prior to the District hiring staff outside the bargaining unit to fill the position(s). The District shall take action to secure staff through advertising and seeking out lunch supervisors from the community when there is a need. When/if the District is unsuccessful in securing a sufficient number of lunch supervisors, principals and lunch directors will work collaboratively with staff in their buildings to develop a list of interested parties in order to ensure that the appropriate number of staff is available during the lunch period. If, after these efforts there continues to be a shortage of lunch supervisors, team leaders will work with the lunch directors to identify a strategy for ensuring adequate lunch supervision. In the event these identified strategies fail to provide adequate supervision, a rotating schedule will be developed by the lunch director, in collaboration with the teachers and staff in the building, to

ensure that appropriate staffing is available during the lunch period.

The lunch period rate shall be thirty dollars (\$30.00) per lunch period. Supervisors who work half the lunch period will be paid fifteen dollars (\$15.00). Lunch pay will be processed via weekly timesheet.

The lunch director shall be notified of any changes in schedule. Lunch directors will be responsible for ensuring adequate coverage and monitoring absences.

Appropriate supervision during the lunch period is a priority to ensure the safety and security of our students. The lunch period is considered to be the time during which students are at lunch and recess. The District shall take action to secure staff through advertising and seeking out lunch supervisors from the community when there is a need. When/if the District is unsuccessful in securing a sufficient number of lunch supervisors, principals and lunch directors will work collaboratively with staff in their buildings to develop a list of volunteers in order to ensure that the appropriate number of staff is available during the lunch period. If, after these efforts there continues to be a shortage of lunch supervisors, team leaders will work with the lunch directors to identify a strategy for ensuring adequate lunch supervision. In the event these identified strategies fail to provide adequate supervision, a rotating schedule will be developed by the lunch director, in collaboration with the teachers and staff in the building, to ensure that appropriate staffing is available during the lunch period.

8.9 Teacher Mentoring Program

Prior to the start of the school year, the District may hold between two (2) to four (4) days of pre-service training to provide onboarding and induction. Beyond the onboarding and induction days, newly hired teachers will be compensated for participating in any subsequent professional learning or experiences that are held before the first day of school.

The Teacher Mentoring Program is designed to assist newly employed teachers as they acquire the knowledge and skills appropriate to working in School District 102 and which are essential for the improvement of teaching and learning.

Depending on their hire date, newly hired teachers will participate in the Teacher Mentoring Program for up to a year as a year one protégé. Exceptions may be made at the discretion of the Superintendent, or designee, for part-time teachers hired late in the year. Selected teachers will be asked to participate as year two (2) protégés based on their level of professional experience prior to entering the District. Such determination will be made by the Superintendent, or designee.

Mentor teachers shall be chosen by the Superintendent, or designee from a list of volunteers. The mentor teacher, insofar as possible, shall be an experienced teacher with a minimum of three (3) years of teaching experience in District 102. Whenever possible, mentors and protégés should teach or have taught the same grade or subject. Mentor teachers shall not be involved in the evaluation of the protégé. Mentor teachers will be compensated as outlined in the Supplemental Pay section of this contract. Mentor teachers assigned with less than a full school year remaining will receive pro-rated compensation.

The Teacher Mentoring Program requirements and responsibilities for both protégés and mentors will be established prior to new teacher orientation and mentor selection and shared with the Leadership and Communication Council.

Feedback and input shall be given on the Teacher Mentoring Program annually at the April meeting by the mentors and the protégés. The feedback and input provided will be shared with the mentors and the protégés at the May meeting so that there is time to plan accordingly for the next school year.

8.10 E-Learning/Remote Learning

Should the District decide to implement e-Learning or remote learning days, the Association and the District shall meet to collaboratively create such plans and bargain the impact with the Association.

SECTION IX

9.0 SALARIES

9.1 Salary and Yearly Increases

a. Salary

A teacher's salary is the amount of compensation paid for regular teaching services rendered over the course the school year (as established by the District's official calendar), without any additional stipends, supplementals, PAC payouts, or hourly rate payments. At the time of employment of the teacher and at the start of each school year, the Superintendent or designee shall inform each teacher of salary and salary placement on the Salary Placement Structure as contained in Appendix B. At the same time, the Superintendent or designee shall provide the Association president(s) with a list of all salaries and placements.

Upon ratification of this Agreement, for the 2022-2023 school year, each teacher will be assigned a salary placement on the Salary Placement Structure as contained in Appendix B.

For the 2023-2024, 2024-2025, and 2025-2026 school years, each returning teacher shall move one (1) row down vertically in the appropriate educational column. Example: a teacher assigned to row F in the MA educational column for the 2022-2023 school year shall move to row G in the MA educational column for the 2023-2024 school year. However, if said teacher is eligible to move to the MA +12 educational column in the 2023-2024 school year, the teacher shall move to row G in the MA + 12 educational column for the 2023-2024 school year.

For teachers on a full or partial leave of absence during the term of this contract, placement on the Salary Placement Structure will be determined upon return and will be dependent on the length and type of leave or other factors, including but not limited to a change in educational attainment or military leave. The chart below is an example of some potential scenarios, but not all, showing how placement shall be determined.

EXAMPLE:

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Scenario 1	Current placement MA-F	On leave all year	Returns at MA-F
Scenario 2	Current placement MA-F	On leave but works less than 120 days returns at MA-G	Returns at MA-G
Scenario 3	Current placement MA-F	On leave but works more than 120 days returns at MA-G	Returns at MA-H
Scenario 4	On leave all year	Placement on return will be based on their 2021-2022 salary plus 5.5% raise minimum	
Scenario 5	On leave all year	On leave all year	Placement on return will be based on their 2021-2022 salary plus

			2.5%-5.5% based on CPI
Scenario 6	On leave but works less than 120 days MA-G	Returns at MA-G	
Scenario 7	On leave but works more than 120 days MA-G	Returns at MA-H	

b. Salary Increases

The salary increases as captured on the Salary Placement Structure as contained in Appendix B for each of the years of this Agreement are:

SCHOOL YEAR	PERCENTAGE INCREASE
2022-2023	5.0%
2023-2024	5.5%
2024-2025	CPI (floor of 2.5% and ceiling of 5.5%)
2025-2026	CPI (floor of 2.5% and ceiling of 5.5%)

For each of the 2024-25 and 2025-2026 school years, the CPI increase shall be the same percentage increase in the Consumer Price Index applicable to the Board under the Illinois Property Tax Extension Limitation law or as identified in this subsection; provided, however, the increase shall be no less than 2.5% and no more than 5.5% in each of such years. The CPI percentage shall be measured each year from December to December as published by the United States Bureau of Labor Statistics and shall align with the tax levy cycle. For example, the base salary increase for the 2024-2025 and 2025-26 school years shall be determined as follows:

<u>CPI Rate Released</u>	<u>CPI Measurement Period</u>	<u>School Year CPI Applied</u>
January 2023	December 2021-December 2022	2024-2025
January 2024	December 2022-December 2023	2025-2026

c. Initial Salary Placement

Initial salary placement shall be determined by the Superintendent or designee with Board approval in compliance with Section 3.3.

d. BA and MA Column Adjustments

Teachers shall be eligible for BA and MA column adjustments for education and training as contained in Sections 9.3 and 9.4.

9.2 Hourly Rates

Whenever this Agreement provides for payment of an hourly rate for specified work performed by teachers, the following rates shall apply:

a. Instructional Rate

The instructional rate for the term of this Agreement is forty-five dollars (\$45.00). The instructional rate applies to activities involved in direct instruction of students. Examples include, but are not limited to: summer school teaching, internal subbing.

b. Non-Instructional Rate

The non-instructional rate for the term of this Agreement is thirty-six dollars (\$36.00). The non-instructional rate applies to activities not involved in working directly with students, and generally outside of the school day. Examples include, but are not limited to: leadership committees (CAC, LCC, and SEL), curriculum writing, attendance at professional development opportunities, translation of written documents outside of day and not for instructional purposes, and meetings/committee meetings other than those listed in 9.2e.

c. Student Supervision Rate

The supervision rate for the term of this Agreement is twenty-four dollars (\$24.00). The student supervision rate applies to teachers who supervise students after school hours with pre-approval.

Teachers that oversee an activity in which they believe the expectation of the activity exceeds the definition herein this subsection (c) and instead meets the definition in subsections (a) or (b) should contact the Association president(s) who will bring it to Coordinating Council for review.

d. Presenter Rate

For the term of this Agreement, teachers who present/lead/facilitate a professional development activity shall receive PAC hours as identified in 9.4c. When that teacher provides the same professional development activity for a

second time or more times thereafter, the teacher shall be compensated at the rate of sixty dollars (\$60) per hour for such presentations.

9.3 Tuition Reimbursement for Teachers in BA Column Earning Master's Degrees

To encourage the professional growth of staff, the Board shall establish a professional growth fund of \$50,000 for tuition reimbursement each year under this section for preapproved courses taken outside the regular workday from accredited universities and online courses as provided for in Section 9.4.

Reimbursement will be given to those teachers in the bachelor column. If the professional growth fund is insufficient to pay all reimbursement due for the applicable school year, unpaid claims from that year shall be paid first from the professional growth fund for the next school year.

A teacher may receive tuition reimbursement (see exclusions below) for up to 50% of the tuition cost of the course, not to exceed \$800 per semester course (fall, winter/spring, summer), or prorated equivalent, with a maximum reimbursement of four courses per school year. Tuition reimbursement cannot be used for such items as activity fees, laboratory fees, housing, meals, transportation or cost of books. Approved tuition reimbursement shall carry over from school year to school year until paid. There is no limit on the number of approved courses which may be taken for column movement in any school year, but reimbursement is limited to a maximum of four (4) per school year.

To qualify for reimbursement, the teacher in the BA column must:

1. submit a graduate study plan approved by a college or university indicating that specific courses will lead to a master's degree in a program approved by the Superintendent or designee. The Master's must be in the field of education.
2. request and obtain from the Superintendent or designee course approval and funding a minimum of thirty (30) days prior to the start of a course for which reimbursement will be requested.

Tuition reimbursement will occur upon successful completion of a course with a minimum grade of "B." Whenever an official grade of "Pass" is received, the Superintendent or designee reserves the right to request a written evaluation from the instructor granting the grade before making a determination on reimbursement. Teachers must submit a copy of their grade report and a receipt

of tuition payment from the institution of higher learning within sixty (60) days of the last day of class to secure reimbursement.

Tuition reimbursement will be made during the school year at the end of each semester.

A teacher with an approved tuition reimbursement claim who separates from employment will not be reimbursed.

A teacher who has received tuition reimbursement and then voluntarily separates from employment within two (2) school years following the school year in which an approved course was completed, shall repay the full amount of such tuition reimbursement. Payment shall be through payroll deduction to the fullest extent possible. Otherwise, payment shall be due within thirty (30) days of the teacher's receipt of a notice of payment from the District. The District shall be entitled to recover its reasonable costs and attorney's fees if it initiates legal action to collect overdue re-payments.

9.4 Professional Advancement Credit and Column Advancement

Developing a culture of continuous professional growth supports the mission and vision of District 102. Having a highly trained staff that engages in professional learning and takes an active leadership role in contributing to the professional growth of others is beneficial to all stakeholders.

Professional Advancement Credits ("PAC" or "PACs") provide the measure by which teachers contribute to the professional growth of the organization.

Professional Advancement Credits also qualify a teacher for column adjustments under Section 9.1c. above, or the payments set forth below to teachers who have reached the highest column in the teacher compensation system.

PACs are subject to the following requirements:

- a. All requests for PACs will be submitted using the online professional growth system and must be pre-approved by the Superintendent or designee.
- b. For teachers participating in approved activities, one (1) PAC will be awarded for each fifteen (15) hours of professional development activities which increase a teacher's content knowledge in an area closely related to the District's goals and mission.

- c. For each teacher facilitating or leading an approved activity, each hour of the professional development activity delivered will be counted as two and one-half (2.5) hours. Additionally, each teacher facilitating or leading an approved activity may request or be asked to participate in additional conferences, workshops or other professional learning at the expense of the District. After the initial development and facilitation of an activity, a teacher will receive an hourly compensation as provided for in section 9.2 for each subsequent presentation of that activity.
- d. Hours earned towards PACs are cumulative and carried over from school year to school year until a PAC is earned.
- e. No more than twenty (20) PACs may be earned in any school year unless the teacher demonstrates to the Superintendent or designee that exceeding the limit will not adversely affect the performance of the teacher's assigned duties.
- f. The District shall maintain a central database of pre-approved and earned PACs through the online professional growth system. A PAC report shall be available to the Association president(s) in conjunction with the work of the Coordinating Council. The data pertaining to an individual teacher shall be available to that teacher through the online professional growth system.
- g. PAC-eligible activities are limited to:
 - 1. Pre-approved courses taken outside the regular workday from accredited universities, including online courses, and through in-district programs, including independent study. i.e. Ten (10) PAC hours = one (1) quarter hour; Fifteen (15) PAC hours = one (1) semester hour.
 - 2. Pre-approved conferences outside the regular work day which are paid for by the teacher or which the teacher is required by the District to attend.
 - 3. Pre-approved teacher developed courses or workshops led and facilitated outside the regular workday.

- h. A teacher who earns PACs after reaching the last column of the teacher compensation program shall receive one-time payments for each PAC earned. The payment per PAC for the term of this Agreement is \$535.
- i. Teachers will be responsible for using the online professional growth system to request column changes. Requests, with supporting official transcripts, for column advancement shall be submitted to the Superintendent or designee through the online system for professional growth by July 30 each school year in order for column advancement to take place at the beginning of the school year.
 - 1. Requests for PAC payout, with supporting official transcripts, for payment of PACs earned after obtaining 5.48 of the MA column shall be submitted to the Superintendent or designee through the online system for professional growth by June 15 each school year.
 - 2. Payment shall be made by no later than June 30 of the same school year. PACs may not be accumulated for payment in later school years.
- j. PACs cannot be used for column adjustments until the Master's degree is earned. Such PACs are not lost and will be applied toward column adjustments after the master's degree is earned.
- k. PACs cannot be earned for professional growth activities for which payment is made under Section 9.2 above or for which payment is otherwise received from the District, or for professional growth activities for which the District pays all or a portion of the cost. PACs cannot be earned for activities for which a stipend or an hourly rate is paid such as for curriculum work, committee work, Team Leaders, mentors, or SEL Team.

9.5 Retirement

Retirement Incentive Benefit Plan:

- 1. Service Recognition: The Board recognizes the service of teachers who are eligible to receive retirement pension benefits from the Illinois Teachers' Retirement System ("TRS") through the Retirement Incentive Benefit Plan (the "Plan") established in this section.

2. Retirement Benefit: An eligible teacher participating in the Plan will be paid an increase in the teacher's District creditable earnings in each of his/her last consecutive year(s), up to a maximum of four (4) years, sufficient to increase the teacher's District creditable earnings for the year(s) by six percent (6%) over the previous year's District creditable earnings.

For purposes of calculating increases in this Section of the Agreement, District creditable earnings shall include all earnings defined as creditable by the Illinois Teachers' Retirement System, with the exception that no more than six (6) professional advancement credit ("PACs") are used when calculating the "base year" retirement track salary.

If the teacher's earnings for any school year exceeds six percent (6%) of the teacher's TRS creditable earnings, the teacher's earnings will be adjusted to six percent (6%) of the teacher's TRS creditable earnings. To avoid the District paying an excess salary contribution, any adjustment necessary will be made in the teacher's last paycheck of the school year.

3. Eligibility and Notice
 - a. To be eligible to participate in the Plan, a teacher must have been employed as a teacher in the District for at least eight (8) consecutive years before the school year in which benefits under the Plan are first received and then retire through TRS immediately following the last school term in which benefits are received.; and
 - b. In order to receive the increase in District creditable earnings, an eligible teacher must provide written notice to the Superintendent of his/her resignation and retirement and request to participate in the Plan by no later than May 1 of the school year immediately before the school year in which the teacher is to first receive benefits under the Plan. The last date for giving notice is May 1 of the school year in which this Agreement expires, and the last date for resignation and retirement is the end of the 2029-2030 school term.
 - c. The Board will approve the teacher's request and notify the teacher of the receipt of the notice of intention to retire, provided that all conditions of this section are met. The teacher's notice to the Board and the Board's subsequent action on the request will constitute an irrevocable commitment by the parties to provide the District creditable earnings increase(s) and post-retirement benefit as set forth above. However, in the event of significant change in a teacher's immediate family (e.g. death, divorce, catastrophic illness), the Board in its sole discretion may allow the teacher to rescind his or her notice, provided the teacher returns to the

Board any retirement benefit paid to the teacher in excess of the compensation the teacher would otherwise have received for such year(s) in which the benefit was paid.

- d. At the time a teacher is approved, the notice from the Board will include a form developed by the District, in consultation with the Association, which identifies the teacher's total District creditable earnings, and the salary and extra-duty assignment components of such total, for each school year of participation in the Plan.
- e. A teacher retiring under the Plan who has accumulated more than 170 sick days will be reimbursed at a rate of \$10 per day for a maximum of fifty (50) unused sick days beyond 170 to the extent such days are not applied by TRS for service credit.

4. General Limitations

Under no circumstances will the Board be required to increase a teacher's TRS creditable earnings above the amount which would result in the imposition of an excess salary contribution by TRS. Once a teacher begins participation in the Plan, the teacher will no longer receive increases in compensation under any other provision of this Agreement and may not take on any assignments for which additional compensation is paid and which would cause the teacher's creditable earnings to exceed six percent (6%) of the teacher's TRS creditable earnings; provided, however, a teacher may substitute an equivalently-compensated alternative assignment. Teachers are expected to maintain the same level of creditable earnings until retirement which includes PAC attainments. If a teacher voluntarily leaves an extra-duty assignment that was used to calculate creditable earnings in their base year, the teacher's total District creditable earnings will be commensurately and permanently reduced through the period of participation in the Plan. If the teacher is involuntarily removed from the assignment by the District and not assigned to a comparably-paid position for which the teacher is qualified, the total increase in District creditable earnings provided for above shall be maintained.

5. Information

Upon request, the Board and the Association will provide a teacher who is contemplating retirement under this Section 9.5 with information regarding the teacher's actual and projected creditable earnings over his/her last five (5) years of employment in the District.

When a teacher is first employed in the District, the teacher will provide the District with the amount of the teacher's total creditable service with TRS and any other service which may be purchased for creditable service with TRS.

6. Sunset

The Plan and any other retirement incentive benefits for teachers will sunset at the conclusion of this Agreement.

9.6 Supplemental Retirement Benefit

Any teacher who is in the District 102 retirement Plan at the start of the 2022-2023 school year and who was a teacher for the 2020-2021 and 2021-2022 school years shall be eligible for a one-time non-precedential post-retirement payout in the amount of \$2,000.00. This payment shall be payable in a lump sum no later than September 1 of the school year following retirement or at such later date as necessary to avoid the payment being treated as creditable earnings by TRS.

9.7 Stipend and Supplemental Pay

Bargaining unit members receive supplemental compensation for stipend and supplemental activities.

Stipends are defined as further compensation for a position where additional responsibilities are required to fulfill the role. The stipend is paid out quarterly as the work spans an entire school year. Appendix A: Part One outlines all stipend positions and the compensation for each year of this contract.

As reflected in Appendix A Part One, the stipends shall increase as follows:

- 2022-2023- 5.0%
- 2023-2024- 5.0%
- 2024-2025- CPI (floor 2.5%- Ceiling 5.5%)
- 2025-2026- CPI (floor of 2.5% and ceiling of 5.5%)

Supplementals are defined as further compensation for an activity that can be short term or long term in length. Supplementals are focused on the administration and implementation of activities, clubs, and sports provided for students. Supplementals are paid out quarterly regardless of the length of activity, club, or sport season. Appendix A: Part Two outlines all supplemental positions and the compensation for each year of this contract.

As reflected in Appendix A Part Two, the supplementals shall increase as follows:

- 2022-2023- 5.0%
- 2023-2024- 5.0%*
- 2024-2025- CPI (floor 2.5%- Ceiling 5.5%)*
- 2025-2026- CPI (floor of 2.5% and ceiling of 5.5%)*

*Upon completion of the work of the Supplemental Pay Activities Committee as specified herein this Section, the negotiated increase shall then be applied.

1. Supplemental pay shall be provided for the eligible activities as set forth in the attached Appendix A Part Two. The Board reserves the right not to fill, or to cancel or shorten the length of, any supplemental pay activity; provided, however, this right ceases when the activity has been offered and a contract signed by the teacher as provided for in 9.7 below, unless the minimum number of participants, if applicable to a particular activity, is not achieved.
2. Each school year, a list of eligible supplemental pay activities expected for the next school term shall be provided by the Superintendent or designee to the Association president(s) by April 10 and then posted on the District's website by April 15. The list shall be updated as activities are filled, added, or modified with prompt notice to the Association president(s) and posting on the District's website.
 - a. Each school year, teachers with an interest in performing a particular supplemental pay activity for the next school year must provide their principal with written notice of interest by no later than May 15. Bargaining unit members are given priority when filling positions. If a position is open after May 15, the positions may be filled by other staff members.
 - b. By the end of each school term, insofar as is practical, the principal shall notify the teachers in the principal's building of their tentative assignment to supplemental pay activities.
 - c. Supplemental pay activities arising after May 15, shall be emailed to building staff. Five (5) business days during the school term is given for members to express their interest in the activity or for ten (10) business days during the summer recess months of June and July. Teachers with an interest in performing such activities must provide their principal with written notice of interest within the posting period.
 - d. The principal shall decide which teachers are to be offered supplemental pay positions after considering such factors as the needs of the activity, the number of years the teacher has performed the particular activity, the teacher's skill and experience and the number of other supplemental pay activities performed by the teacher. A teacher who performed the supplemental pay activity the previous year, and who sought but is not offered the activity for the next year, shall be notified of the reasons and may

appeal the principal's decision to the Superintendent, whose decision is final.

- e. Teachers offered supplemental pay activities shall be provided each school year with a contract for performance of the activity, whenever practical, by no later than ten (10) days before the start of the activity. A signed contract must be received from the teacher by the Superintendent or designee before starting the activity. Failure to return the contract may result in a loss of pay and/or of the assignment. Contracts may be signed electronically.
3. The timing of payment for eligible supplemental pay activities, subject to modification resulting from the Coordinating Council process provided for in 9.6i. below, shall be no more than four (4) times per school year as specified in the contract offered to the teacher.
4. Job descriptions shall be posted in the Staff Workroom area of the website for all supplemental pay activities. The job descriptions shall include:
 - a. summary of the purposes, expectations and nature of the activity;
 - b. the approximate number of meetings/contests/events;
 - c. the total time estimated to be involved in the activity;
 - d. the expected number of participants and any limitations on the number of participants; and
 - e. the minimum number of required participants in order for the activity to be offered
5. By April 30, teachers assigned to supplemental activities will complete the End of the Year Report and submit it to building administration. The End of the Year Report template will be available in the Staff Workroom.
6. If an existing supplemental activity has insufficient student participation, the dollar value of the activity may be used for an alternate activity. A new supplemental activity may be proposed by completing the New Activity Proposal form in the Staff Workroom and submitting it to building administration.
7. When participation in an activity exceeds the maximum number identified on the activity job description, the teacher assigned to the activity will inform building administration by email. Building administration will communicate this to the Superintendent, who may make a recommendation to the Board for its consideration. The decision of the Board, or Superintendent, will be conveyed back to the building.
8. Supplemental activities that are shared will have the responsibilities and compensation divided on a pro-rata basis.

9. The Coordinating Council shall monitor supplemental pay issues and, as appropriate, direct the issues to the Board and Association bargaining teams for resolution.
10. A six-member Supplemental Pay Activities Committee shall be established within sixty (60) calendar days of the effective date of this Agreement. Three (3) members of the Committee shall be appointed by the Superintendent and three (3) members shall be appointed by the Association president(s). One (1) elementary level teacher and one (1) junior high school level teacher shall be among the Association's appointees. The Committee shall make its recommendations to the Board and the Association by no later than May 30, 2023, regarding the following topics:
 - a. supplemental activities to be offered and the corresponding pay;
 - b. job descriptions for the eligible supplemental activities as outlined in (4). above;
 - c. process for ongoing assessment of the supplemental activities;
 - d. flexibility, on a building-by-building basis, to provide supplemental activities which meet the interest and needs of the students in a particular building;and
 - e. process for establishing, where appropriate, minimum and maximum numbers of participants and addressing the result if the maximum is exceeded.
11. Committee members shall be compensated for attendance at committee meetings at the non-instructional hourly rate set forth in Section 9.2.
12. The Coordinating Council shall monitor the work and frequency of meetings of the Supplemental Pay Activities Committee to ensure that the Committee meets the recommendation deadline of May 30, 2023. The recommendations shall be subject to negotiations between the Board and the Association to the extent required by law with expected implementation for the start of the 2023-2024 school term.

9.8 Summer School

- a. In this section, Summer School refers to the Extended School Year (ESY) and General Education summer school programs offered by the District.
- b. All summer school teaching positions, to the extent known, and the summer school director position, shall have job descriptions established by the Superintendent and reviewed by the Coordinating Council and be posted on the District's website by May 1, or as soon thereafter as known. Posting shall occur internally for the first five (5) days and then externally; provided,

however, vacancies which become known within ten (10) days before the start of summer school shall be posted internally for two (2) days before being externally posted.

- c. Summer school pay shall be at the instructional rate set forth in Section 9.2.
- d. Teachers will have three (3) hours of paid plan time prior to the first day of summer school. Teachers will also receive three (3) hours per week of paid plan time.
- e. The summer school program shall be evaluated annually by the Superintendent or designee using input from summer school staff and Administration. The evaluation will be reviewed with the Leadership and Communication Council.

9.9 Service Provider Licensure

Licensed Social Worker (LSW), Licensed Clinical Social Worker (LCSW), Licensed Speech Language Pathologist (SLP/L), Licensed School Psychologists, and Private Educator License-Certified School Nurse (PEL-CSN) currently serving in roles that require the aforementioned licensure will be reimbursed for their renewal fees minus the cost of a general education and Special Education teacher professional educator licensure (PEL) renewal fees through Illinois State Board of Education (ISBE).

9.10 Service Recognition Compensation

The Board recognizes the service contributions of the staff for the 2020-2021 and 2021-2022 school years during the public health emergency. The Board agrees to compensate each teacher \$2,000.00 if the teacher was employed in District 102 during the 2020-2021 and 2021-2022 school years. The Board agrees to compensate each teacher \$1,000 if the teacher was only employed in District 102 during the 2021-2022 school year. All eligible teachers who begin the 2022-2023 school year on an approved paid leave shall receive this compensation. All eligible teachers who begin the 2022-2023 school year on an approved unpaid leave, shall receive this compensation upon return to active employment after the approved leave.

Teachers who were not considered a full-time equivalent (1.0 FTE) in the 2020-2021 and/or 2021-2022 school year(s) shall receive a prorated amount of the aforementioned compensation based on their FTE (i.e. a member who works in the 2020-2021 and 2021-2022 school years as a 0.6 FTE will receive sixty percent (60%) of the \$2000 compensation).

Teachers shall receive this compensation in a separate lump sum non-compounding payment no later than thirty (30) days following the receipt of the first tax payment received by Cook County and no later than the last pay period for the 2022-2023 school year.

The following teachers will be ineligible for this compensation:

- Teachers who resign or retire before the ratification of this Agreement;
- Teachers who did not work at least 120 days in the 2020-2021 and/or 2021-2022 school years;
- Teachers who resign or retire directly following an approved leave; or
- Teachers who are currently in the retirement track.

9.11 Part-Time Teachers' Salary

Part-time teachers covered by this Agreement shall be paid a pro-rated salary based on their full-time equivalency (FTE).

SECTION X

10.0 FRINGE BENEFITS

10.1 Insurance - Dental

The Board shall provide each teacher with a dental insurance plan consisting of individual coverage only. The teachers will contribute 20% of the cost of individual dental insurance premium and the Board will contribute 80%. If the teacher's contribution exceeds \$275 for the individual plan, the District will pay the excess cost.

The Board will offer the family dental insurance plan to teachers and contribute dollar amount equal to 80% of the single dental insurance premium. The teacher shall pay the remainder of the premium cost.

10.2 Insurance - Disability

The Board shall provide a group long-term disability insurance plan providing 50% of salary (after a 1st calendar day waiting period) to a maximum of \$1,500 per month, minus payments for which the insured qualifies to receive under Social Security (including payments to eligible dependents), and Worker's Compensation or any occupational disease act or law, any state compulsory disability benefit law, and any disability, retirement or other income benefits provided by or through the employer. Benefits shall be payable up to age sixty-five (65) for each accident or sickness. The full cost of said plan shall be borne by the Board.

10.3 Insurance - Hospitalization - Major Medical

Each teacher shall be eligible for appropriate single or family plan hospitalization and major medical benefits under the Board’s group policy. The teacher will contribute 20%, and the Board will contribute 80%, of the premium for the health insurance plan selected by the teacher; provided, however, if the teacher’s contribution exceeds the dollar amount (the “Cap”) shown below for the applicable plan and plan year, the Board shall pay the excess premium cost:

Plan	2023	2024	2025	2026
HMO Blue Advantage	\$1,179.00	\$1,296.90	\$1,426.59	\$1,569.29
HMO 1 Blue Advantage	\$2,308.00	\$2,538.80	\$2,792.68	\$3,071.95
HMO 2 Blue Advantage	\$3,231.00	\$3,554.10	\$3,909.51	\$4,300.46
HMO Illinois	\$1,538.00	\$1,691.80	\$1,860.98	\$2,047.08
HMO 1 Illinois	\$3,012.00	\$3,313.20	\$3,644.52	\$4,008.97
HMO 2 Illinois	\$4,217.00	\$4,638.70	\$5,102.57	\$5,612.83
PPO	\$1,968.00	\$2,164.80	\$2,381.28	\$2,619.41
PPO1+	\$5,353.00	\$5,888.30	\$6,477.13	\$7,124.84
PPO HSA*	\$1,520.00	\$1,672.00	\$1,839.20	\$2,023.12
PPO HSA+**	\$4,167.00	\$4,583.70	\$5,042.07	\$5,546.28

* District HSA contributions for single coverage is \$1,500.00 for the year 22-23, but may decrease or increase based on plan deductibles.

** District HSA contributions for HSA+ (family) coverage is \$3,000.00 for the year 22-23, but may decrease or increase based on plan deductibles.

10.4 Insurance Committee

An Insurance Committee will be composed of three (3) administrative representatives designated by the Superintendent and three (3) representatives designated by the Association president(s). Up to three (3) support staff representatives will be invited by the Superintendent in consultation with the Association president(s) to attend and participate in committee meetings as non-voting members. The District's insurance advisor shall also be a non-voting member of the Committee. The Assistant Superintendent/chief school business official will be one of the administrative representatives designated by Superintendent and will serve as the co-chair of the Committee. The Committee will meet at least three (3) times each school year, with the first meeting held no later than October 1.

The primary and continuing functions of the Committee are as follows:

1. Monitor current plans in order to make recommendations to the Board and Association regarding changes or adjustments to the plans;
2. Determine methods that will be used to update all members about plan design;
3. Provide accessible information for members to engage independently;
4. Explore the availability of family dental and vision insurance;
5. Communicate Committee notes to participating District employees in the plans;
6. Coordinate the annual education of members regarding insurance choices/ options at the beginning of the open enrollment period.

Recommendations of the Committee are advisory only and subject to negotiations between the Board and the Association to the extent required by law or this Agreement.

10.5 Insurance - Life

A group term life insurance policy in an amount equal to the teacher's annual salary (to the nearest thousand) shall be provided for each full-time teacher, with the full cost of said policy borne by the Board.

10.6 Tax Sheltered Contribution Paid to Illinois Teacher Retirement Fund

The required teacher's contribution to the Teachers Retirement System shall be tax sheltered and deducted from the teacher's gross annual salary and paid directly to the Illinois Teacher Retirement Fund through payroll deduction.

10.7 District Travel Reimbursement

Teachers who are assigned teaching responsibilities in more than one (1) building shall be eligible for travel reimbursement based upon a reimbursement rate equal to the IRS standard allowance. Eligible teachers may file a claim using the District-approved travel reimbursement form for actual miles driven between buildings, for actual miles driven on pre-approved school business, or attendance at a pre-approved conference. In lieu of mileage reimbursement for in-District travel, Certified School Nurses shall receive an annual travel allowance of \$750, paid in two (2) installments in December and March.

Teachers who are assigned teaching responsibilities in more than one (1) building shall be allotted fifteen (15) minutes travel time between the two (2) buildings. This shall be in addition to their duty-free lunch period.

10.8 Payroll Deductions

In order to process Association dues deductions, the Association may need specific employee information. If such information is needed, the Association shall provide the District with a thirty (30) day notice that such information is needed and should be remitted to the Association within that timeframe.

Upon receiving written notification from the Association, the District shall commence Association dues deductions as soon as practicable, but in no case later than thirty (30) days after receiving notice from the Association. The District shall rely on information provided by the Association regarding whether dues deductions were properly authorized, revoked, canceled, or changed, and the Association shall indemnify the District for any damages and reasonable costs incurred for any claims made by employees for deductions made in good faith reliance on that information.

Association dues withheld through payroll deduction shall be transmitted to the Association on or before the tenth working day of the month following the month in which they were deducted.

Advance notice to start, change or terminate any payroll deduction must be given to the proper business services employee in the manner and time designated by the District via the completion of the required form supplied by the District or, in the case of an annuity, the form on the website of the annuity provider.

10.9 Protection from Suit

The Board shall provide indemnification and protection against claims and suits in accordance with Section 10-20.20 of the School Code.

10.10 Teacher Assistance in Assault Situation

In the event a teacher is assaulted while attempting to enforce a reasonable standard of discipline, the teacher shall report the incident promptly to the Board or its designee. If requested, the Board shall then provide legal counsel, selected by the Board, to advise the teacher of his/her rights and obligations with respect to such assault, and shall render all reasonable assistance to the teacher in connection with the handling of the incident by law enforcement and judicial authorities.

Upon written request from the teacher to the Board or its designee, the Board shall provide legal counsel selected by the Board as specified in this section. Where possible, such request shall be executed by the teacher within seven (7) days from the date the teacher is made aware of such need. The Board or its designee shall execute a written reply within seven (7) days, indicating receipt of the request and stating the assistance to be provided.

10.11 Flexible Benefit Plan

The Board shall establish and maintain a flexible benefit plan in compliance with Section 125 of the Internal Revenue Code of 1986. Prior to each plan year, a teacher may elect to have the Board reduce his or her pay and contribute such amounts among the following non-taxable benefits:

- a. premiums for the Board's health and dental insurance plans which are not paid by the Board.
- b. reimbursement for qualified dependent care assistance expenses, in accordance with Section 129 of the Internal Revenue Code of 1986.
- c. reimbursement for the cost of medical and dental care, as defined in Section 213(d) of the Internal Revenue Code of 1986, to the extent not covered by insurance and incurred by the teacher, the teacher's spouse and/or the teacher's dependents, up to the maximum amount allowable under applicable law.

In accordance with the Internal Revenue Code of 1986, any amounts remaining unpaid after processing all timely requests for reimbursement shall be forfeited and not otherwise paid to the teacher or carried over to the following plan year.

The Board shall pay the administrative costs and expenses for maintaining the plan.

10.12 Part-Time Teachers' Insurance

Part-time teachers covered by this Agreement may participate in the health insurance plan(s) and dental insurance program(s) offered by the District to full-time teachers. The part-time teacher shall pay the full premium.

SECTION XI

11.0 CONFERENCES AND CONVENTIONS

The Board may allow teachers to be released from their regular duties without loss of pay or accrued sick leave to attend conferences, which include conventions, seminars, workshops, school visitations, and professional meetings. The activity must be in the teacher's area of specialization, or in preparation for a new assignment in the District, have a direct relation to the District's mission and enhance the professional growth of teachers.

An important part of the culture of the District and the value of releasing teachers from their assignments and paying for attendance at conferences is the sharing of learning gained from the conferences. As part of the approval process, expectations for sharing of information with other teachers will be addressed with the approving administrator and reasonable expectations established for sharing upon return from the conference will be identified. The expectations will be respectful of the workload of the teacher attending and designed to communicate on a timely, effective and efficient basis. Teachers may initiate a post-attendance discussion with the approving administrator for modification of the sharing expectations if they are no longer appropriate in light of the nature of the conference or other circumstances.

All conference requests, related absences and expenses must be approved in advance by the Superintendent, or designee. All requests shall be submitted using the online system for professional growth and must be approved through administrative channels to the Superintendent, or designee. Upon return from an authorized event, a detailed list of expenses and receipts shall be prepared and submitted by the teacher to the authorizing administrator using the online professional growth system.

The District will reimburse expenses for travel, lodging, and meals for attendance at conferences as follows:

Transportation

When possible, teachers are expected to travel together with other persons attending the same conference and share travel costs.

1. Plane/bus/train/taxi/ride-share service: Lowest, direct rates (receipts required)
2. Auto: the current amount allowed by the IRS per mile from the place of work to the event (not to exceed cost of round trip economy air fare)
3. Parking/Tolls: Lowest rates (receipts required)

Lodging

When possible, teachers are encouraged to share lodging with other persons attending the same conference. \$125 per night maximum for a shared room (receipts required).

Meals

Meals will be reimbursed as follows: \$10 breakfast, \$10 lunch, \$20 dinner. Meals that are provided as part of the conference/workshop will not be included. Reimbursement for breakfast and dinner is not included on single day workshops.

Registration

Lowest cost option for event. If the teacher is a member of the organization hosting the event, the teacher would be registered at the members rate. Teachers should note any relevant membership status is the online professional growth system at the time of requesting to attend an event.

SECTION XII

12.0 LEAVES

12.1 General Leave Provisions

- a. Leave eligibility for all teachers shall be determined by law and/or within the provisions of this Agreement.
- b. Proper application must be made through the Human Resource Department. Applicants must complete a electronic Employee Leave Request Form in Frontline Central. The applicant then must request an appointment with the Human Resource Director in order to receive formal approval of the leave request.
- c. A teacher who is granted approved leave (depending on the type of leave) may apply sick days as delineated by each leave, to continue to

receive salary and continue his/her current level of insurance coverage at no additional cost.

- d. A teacher who is granted approved leave (depending on the type of leave) who does not apply sick days will not receive salary, but may continue his/her current level of insurance coverage as delineated by each leave. This may result in teacher paying the full premium cost.
- e. A tenured teacher shall not lose his/her tenure because of absence while on an approved leave.
- f. A non-tenured teacher taking a leave shall experience no interruption to his/her tenure track as long as the teacher actually teaches or is otherwise present and participating in the District's educational program for 120 work days or more the school year in which the leave is taken.
- g. A non-tenured teacher taking a leave of more than 120 work days in a school year shall experience no interruption to his/her tenure track as long as the teacher actually teaches or is otherwise present and participating in the District's educational program for 120 work days or more the following school year.
- h. In compliance with the statute, any leave that results in an interruption to the tenure track shall require the teacher to start the tenure process anew.
- i. An employee on leave, whether paid or unpaid, shall not fulfill any duties (such as grading and evaluating, lesson planning, supplemental pay positions, etc.) for which the employee would receive compensation from the District.
- j. Upon return from leave, the teacher is entitled to a similar position but not guaranteed the same position.
- k. If a teacher is on approved leave for more than twelve (12) weeks in a given school year, seniority will not be given for that year. Seniority will be earned as long as the teacher actually teaches or is otherwise present and participating in the District's educational program for 120 work days or more.
- l. Paid leave refers to leave in which a teacher is applying available accrued sick days in accordance with the type of leave.
- m. Any leave arrangements that are not covered by the provisions of Section XII of this Agreement shall be reviewed by the administration and Association for mutual agreement.

12.2 Health and Family Related Leaves

a. Bereavement Leave

Each full-time teacher may be granted up to four (4) days of leave each school year for death in the non-immediate family. The leave shall be with pay and shall be deducted from accumulated sick leave days.

b. Health and Hardship Leave

A leave of absence for temporary illness, not to exceed a period of two (2) school years, may be granted to teachers with at least two (2) consecutive school years as a full-time teacher. The leave shall be without salary or benefits, but the recipient may elect to continue membership in the District group insurance programs at his/her own expense.

Upon request for reinstatement by the teacher by March 1 of the last year of said leave, accompanied by proof of medical release to return to work, the teacher shall be reinstated at the beginning of the next school year or, by mutual agreement, during the school term, at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

c. Extended Parental/Adoptive/Foster Care Leave

Parental/adoptive/foster care leave may be granted to teachers with at least two (2) consecutive school years as a full-time teacher. The length of the leave may be for the remainder of the school year and up to two (2) additional school years if the leave begins with less than 120 school days remaining in the school term. The length of the leave may be for the remainder of the school year in which the birth, adoption, or foster care placement takes place, plus one (1) additional school year, if the leave begins with 120 or more school days remaining in the school term.

Parental/adoptive/foster care leave shall be without salary or benefits; except that the recipient may elect to:

1. continue participation in the District group insurance programs at his/her own expense;
2. use available sick leave under Section 12.2d. for up to forty-eight (48) work days within the school year of the birth, adoption, or foster care placement of the child concurrently with parental/adoptive/foster care leave. If there are less than forty-eight (48) work days in the school year, the remaining days may be used in the following school term;

3. use available sick leave under Section 12.2d. for up to forty-eight (48) work days within the following school year if the birth, adoption, or foster care placement of the child occurs during the summer break. These days would be concurrent with parental/adoptive/foster care leave; and
4. use available FMLA leave concurrently with parental/adoptive/foster care placement leave. If FMLA leave is used, participation in the District group insurance programs shall continue for the duration of the FMLA leave on the same basis as if the teacher was working.

A request for parental/adoptive/foster care placement leave must be submitted in writing to the Superintendent or designee at least ninety (90) calendar days before the anticipated birth/adoption/foster care placement of the child. The length of the leave, including the FMLA portion, must be contained in the request.

Upon request for reinstatement by the teacher by March 1 of the last year of the leave, the teacher shall be reinstated at the beginning of the next school year or, by mutual agreement, during the school term, at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

d. Sick Leave (Guaranteed)

Each full-time teacher shall accumulate sick leave at the rate of fifteen (15) days per school year. The leave shall be at full pay and, in the event a teacher does not use the full amount of annual leave thus allowed, the unused amount shall accumulate on an unlimited basis. Sick leave shall be interpreted to mean personal illness, mental or behavioral health complications, quarantine at home, serious illness or death in the immediate family (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians) of the teacher or household (any person who resides with the teacher), birth, adoption, placement for adoption, and the acceptance of a child in need of foster care to the extent permitted by Section 24-6 of the School Code.

Teachers are entitled to use up to forty-eight (48) available sick days as paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Paid sick leave because of the birth of a child may be used absent medical certification for up to thirty (30) working school days,

which days may be used at any time within the 12-month period following the birth of the child. Medical certification will be required after the thirty (30) days. The use of up to forty-eight (48) available sick days as paid sick leave because of the birth of a child may not be diminished as a result of any intervening period of non-working days or school not being in session, such as for summer, winter, or spring break or holidays, that may occur during the use of the paid sick leave.

For paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care, the School Board may require that the teacher or other employee to which this Section 24-6 of the School Code applies provide evidence that the formal adoption process or the formal foster care process is underway, and such sick leave may be limited to thirty (30) days or if extended, up to forty-eight (48) days as provided herein this Section. Paid sick leave for adoption, placement for adoption, or the acceptance of a child in need of foster care need not be used consecutively once the formal adoption process or the formal foster care process is underway, and such sick leave may be used for reasons related to the formal adoption process or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, in addition to using such sick leave upon taking custody of the child or accepting the child in need of foster care.

If a teacher does not take parental/ adoption/foster care leave as specified in Section 12.2.c of this Agreement, available sick leave may be used for pregnancy and pregnancy related conditions, on the same basis as sick leave may be used for other disabilities, for the greater of forty-eight (48) work days or the work days during the period of actual disability following the birth of the child. Similarly, a teacher who adopts or fosters a child and does not take a parental leave as specified in Article 12.2c of this Agreement, may use available sick leave for no more than forty-eight (48) work days concurrently with paid or unpaid FMLA leave.

Teachers not eligible for FMLA leave may use up to forty-eight (48) days of sick leave for this purpose. This leave may be paid or unpaid.

e. Sick Leave (Permissive)

A leave of absence, not to extend longer than a period of ninety (90) school days, may be granted to teachers for temporary illness which exceeds the period provided for under the District's guaranteed sick leave policy. The following will generally be applied by the Board as it considers the length and pay level for a permissive leave:

- non-tenured teachers - up to ninety (90) days without pay
- tenured teachers with less than ten (10) years seniority - up to ninety (90) days at half (½) pay
- tenured teachers with ten (10) or more years of seniority - up to ninety (90) days at full pay.

The Board's decisions on permissive leave are not subject to the grievance procedure and therefore may not be taken to arbitration. Among the factors to be considered by the Board in deciding whether to grant a permissive leave are the length of the teacher's service, the teacher's previous use of guaranteed and permissive sick leave and the educational, administrative and financial impact on the District.

f. Family and Medical Leave Act

Eligible employees are entitled to twelve (12) work weeks of unpaid family and medical leave during the twelve (12) month period adopted by the Board in accordance with the Family and Medical Leave Act of 1993 (FMLA or Act). Such leave may be taken intermittently as permitted by law. Any other accrued paid or unpaid leave which qualifies under the Act shall be substituted for all or the corresponding portion of an employee's leave entitlement under the Act after the first forty-eight (48) days of sick leave use, except in connection with birth, adoption, or foster care placement as provided in 12.1d. above. If an employee requests paid leave for an FMLA-qualifying purpose, the paid leave shall be counted against, and run concurrently with, the employee's twelve (12)-week FMLA leave entitlement, except in connection with birth or adoption as provided in 12.1d. above. During any leave taken under this Section 12 for a purpose which qualifies under the Act, the employee's group insurance premiums will be continued for the duration of the FMLA portion of the leave on the same basis as if the teacher was working. After the FMLA portion of the leave ends, the insurance will be paid for by the employee as provided in the applicable leave section.

g. Sick Leave Bank

The Board, in cooperation with the Association, shall establish a sick leave bank on a voluntary basis for full-time, tenured teachers in the bargaining unit. The intent of establishing the Bank is to provide extended paid sick leave to those participants who incur a period of major illness or injury.

The bank shall be used only for the personal illness of the participant and not for major illness, injury, or death of any other person. Major refers to life-threatening or other medical conditions that have incapacitated an

employee's physical or mental ability to work. Generally, these medical conditions must be considered both long-term in nature and require long-term rehabilitation periods.

The Sick Leave Bank will be administered by a joint committee consisting of one (1) to two (2) members appointed by the Association and one (1) to two (2) members appointed by the Administration. This Sick Leave Bank Advisory Committee, facilitated by an Association designee, will review and approve requests for use of Sick Leave Bank days. Decisions will be made by consensus. If consensus is not reached, the Superintendent will make the final decision at his/her sole discretion.

The Sick Leave Bank Advisory Committee will provide an annual report to the Association and Human Resources Department on sick leave bank usage by October 30 of each year. The Sick Leave Bank Advisory Committee will also provide notice at the beginning of each school year to newly tenured teachers reminding them of their right to join the sick leave bank.

Two (2) days will be contributed to the sick leave bank by all full-time, tenured teachers on the first day of work on the tenure contract. When the sick leave bank is depleted to fifty (50) days, each full-time tenured teacher eligible to receive the benefit will contribute one (1) day.

A full-time, tenured teacher in the bargaining unit and who is a current participant and has a major disability or major illness which requires a prolonged absence from work shall be able to utilize the days in the bank after his or her own accrued sick leave days have been depleted. Further, a teacher must submit a doctor's statement certifying that the illness or injury prevents the teacher from returning to work.

Recurring absences due to the same illness or disability indicated by a doctor's written verification do not have to be consecutive. Intermittent use of granted sick leave bank days is permissible provided the intermittent use has been approved by the Committee.

The maximum number of days allowed for any single illness or incident shall be sixty (60) days. Participants withdrawing from the bank or the bargaining unit for whatever reason will not be allowed to withdraw the contributed days.

Teachers utilizing sick leave days from the bank will not be required to replace those days.

A participant is not eligible to request Sick Leave Bank days if he/she is on an unpaid leave of absence or is receiving benefits under the Workers' Compensation Act, the Workers' Occupational Diseases Act, IMRF, and/or TRS.

A participant shall not be eligible to utilize the Sick Leave Bank in two (2) consecutive years unless he/she has been actively employed and working full-time for at least ninety (90) work days prior to drawing from the Bank in the second year.

A full-time, tenured teacher may enroll in the Sick Bank by signing an authorization form agreeing to contribute two (2) days of his/her accumulated sick leave to the Bank by September 15th of the school year in which tenure is achieved.

If a participant does not have a sick leave day to contribute during the current school year, the sick leave day may be contributed at the beginning of the next school year without any lapse of sick leave bank eligibility.

A participant with more than 178 accumulated sick leave days who has filed an intent to retire and is in his or her last year of employment will have access to the sick leave bank if otherwise eligible upon depleting his or her accumulated sick leave days to 178 days.

A participant who is retiring may choose to donate excess sick days up to thirty (30) to the sick leave bank upon retirement. These days may not be paid out to the retiree as outlined in section 9.5.

In the event the sick leave bank is dissolved, sick leave days contributed but not used shall be returned to the then current members of the bank. Under these circumstances, no teacher shall receive more than the total number of days the teacher has contributed to the bank. The bank shall be terminated only upon the mutual agreement of the Board and the Association.

12.3 Personal Leaves

a. Personal Leave (Guaranteed)

Each full-time teacher shall be entitled to four (4) days of personal leave per school year. The personal leave shall be at full pay with the following provisos:

1. Said leave shall be deducted from sick leave.

2. Teachers shall voluntarily limit the use of such leave to matters which cannot be scheduled during non-school days and hours. Although no reason is required, examples of common permissible use of personal leave are: recognized religious holidays not observed in the school calendar, legal hearings, appointments requested by civil authorities, completion of important contracts, weddings of relatives or very close friends, transportation of a child to or from college, graduation ceremonies of a member of the immediate family as defined in Section 12.1d., handling of furniture or belongings in jeopardy, or uncontrollable delays in travel. Each substantiated misuse of this leave will result in the loss of salary based on the number of days misused and possible disciplinary action.
3. The Superintendent reserves the right to deny use of personal leave if approval creates an issue in staffing classrooms/buildings and there are no other reasonably available options.
4. Teachers are discouraged from taking personal business leave on Mondays and Fridays. Personal leave shall not be granted on the day immediately preceding a holiday recess, a day immediately following a holiday recess, the first five (5) days of the school term for teachers, and the last five (5) days of the school term for teachers or for vacations or recreational purposes, except if the teacher provides a reason that meets one (1) of the examples of permissible uses set forth in 2) above. The Coordinating Council will monitor the use of personal leave under this paragraph, including the continuity in the classroom and acquisition of substitute teachers, and recommend changes to this section as necessary.
5. Except in unique circumstances, applications for personal leave shall be submitted to the Superintendent five (5) school days prior to the date of the requested absence. If the leave falls within any of the periods set forth in 4) above, the application must state the reason for the leave.
6. Approval of said leave shall be made by the Superintendent on a first-received, first-approved basis. In the event too many applications are received simultaneously for the same day, approval shall be on the basis of seniority of teaching service in the District.

b. Personal Leave (Permissive)

At the discretion of the Superintendent, a leave of absence, not to extend longer than five (5) school days, may be granted to teachers for purposes not covered by other leave provisions of this Agreement. Said leave shall be without salary or at partial salary.

c. Jury and Witness Leave

The Board shall pay the regular salary to teachers called to serve as jurors or subpoenaed in civil or criminal matters but not in matters in which teachers or the Association are parties adverse to the Board.

12.4 Professional Leaves

a. Association Leave

Upon reasonable notice to the Superintendent, the Board shall provide leaves to teachers for the purposes of attending regional, state, or national meeting(s) of the Association or its affiliates with the following provisions:

1. Such leave shall not exceed ten (10) days per school year.
2. The president(s) of the Association shall designate the recipients of such leave.
3. The Association shall reimburse the Board for the cost of a substitute teacher for each day of such leave.

The Association president(s), or designee, shall be provided thirty-six (36) hours each school term to attend, without loss of pay, to in-District Association business which cannot be reasonably handled after the regular teacher workday or during unassigned time during the regular teacher workday. Whenever reasonably possible, notice of the use of such time, and the amount of time, shall be reported electronically to the Superintendent, or designee, at least one (1) school day in advance of the intended use; otherwise, such notice shall be given as soon as possible before or immediately after use. Whenever possible, internal substitutes shall be obtained by the Association president(s) or designee without cost to the District. If an outside substitute is needed, the Association shall reimburse the Board for the cost. In the use of the time provided under this paragraph, the Association recognizes the importance of minimizing the disruption of instructional services to students, and where use of the time is necessary, that students receive instruction from a teacher currently employed in the building to which the teacher using the time is assigned.

b. Professional Improvement Leave

A leave of absence for resident study and/or research proposed by the applicant and deemed by the Board to benefit the District, not to extend longer than one (1) school year, may be granted to a teacher who has completed six (6) years of satisfactory service as a full-time teacher. Said leave of absence plan shall include provisions whereby the recipient may render services concurrently to the District. For said services, the recipient shall be paid a

salary commensurate with the amount of service rendered. To be eligible for said leave, the teacher must sign a statement indicating his or her intent to return to the District for the entire following school year.

Upon request for reinstatement by the teacher by March 1 of the last year of said leave, the teacher shall be reinstated at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement. The number of professional improvement leaves which may be granted by the Board during a given school year shall not exceed four (4).

c. Professional Organization Leave

A leave of absence, not to extend longer than a period of three (3) school years, or the length of the term of office, whichever is less, may be granted to a teacher with contractual continued service status for the purpose of serving as an elected officer of the Illinois Education Association or the National Education Association. The leave may be extended once, if the teacher is elected consecutively. The leave shall be without salary, but the recipient may elect to continue membership in the District group insurance programs at his/her own expense.

Upon request for reinstatement by the teacher by March 1 of the last year of the leave, the teacher shall be reinstated at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

d. Related Field Leave

A leave of absence, not to extend longer than a period of two (2) school years, may be granted to a teacher with contractual continued service status for the purpose of participating in non-District teaching programs approved by the Board. Said leave shall be without salary, but the recipient may elect to continue membership in the District group insurance programs at his/her own expense.

Upon request for reinstatement by the teacher by March 1 of the last year of said leave, the teacher shall be reinstated at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

12.5 Other Leaves

a. Military Leave

Military leave shall be granted to teachers as required by state and federal law.

b. Public Service Leave

Upon request, a leave of absence shall be granted to a teacher with contractual continued service status if said teacher is elected to serve in the General Assembly. Said leave of absence shall be without salary or benefits, but the recipient may elect to continue membership in the District group insurance programs at his/her own expense.

Upon request for reinstatement by the teacher by March 1 of the last year of said leave, the teacher shall be reinstated at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

c. Board of Education Discretionary Leave

At the sole discretion of the Board, a leave of absence may be granted in the best interests of the school district for situations not covered by other provisions of this Agreement. The Board's decision on discretionary leaves are not subject to the grievance procedure or considered to be precedent-setting. Said leave of absence shall be without salary or access to benefits.

Upon request for reinstatement by the teacher by March 1 of the last year of said leave, the teacher shall be reinstated at the same position in the Salary Placement Structure which he/she held at the time the leave became effective. Then, the teacher shall move in the Salary Placement Structure in accordance with Section 9.1a of this Agreement.

12.6 Part-Time Teachers' Leave Benefits

Part-time teachers covered by this Agreement shall be entitled to a pro-rated share of leave benefits based on their FTE equivalency.

12.7 COVID Administrative Leave

COVID Administrative Leave shall be administered per State law.

SECTION XIII

13.0 GRIEVANCE PROCEDURES - MATTERS COVERED IN THIS AGREEMENT

13.1 Definition

- a. A grievance shall mean a claim that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.
- b. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the Agreement allegedly violated, and, whenever possible, shall state the remedy requested.
- c. No grievance shall be entertained or processed unless it is submitted in writing within fifteen (15) days after the grievant had knowledge of the last asserted violation of this Agreement giving rise to the grievance. However, if there are less than fifteen (15) days before the close of the school term, this time limit shall be changed to fifteen (15) week days.

13.2 Statement of Basic Principles

- a. A grievance may be filed by an individual teacher and/or the Association on behalf of the Association, an individual teacher, or group of teachers.
- b. A grievance initiated by an individual teacher which goes to the second step of the grievance procedure must be signed by a representative of the Association.
- c. Group grievances involving more than one (1) supervisor and grievances involving an administrator above the building level may be initially filed at Step 3 by the Association.
- d. The failure of a teacher or Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal and, an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- e. All teachers covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this section, or elsewhere in this Agreement, shall be construed to prevent any individual from discussing a problem with the administration and having it addressed without representation of Association representatives, provided the outcome is not inconsistent with the terms of this Agreement.
- f. A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
- g. Hearings and conferences under this procedure shall be conducted at a time and place which shall afford reasonable opportunity for all persons, including

- witnesses, entitled to be present to attend, and will be held, insofar as possible, after regular school hours or during non-teaching time of personnel involved. When it is mutually agreeable to hold such hearings and conferences during school hours, all District employees whose presence is required shall be excused, with pay, for that purpose.
- h. It is agreed that any investigation, or other handling or processing of any grievance by the grieving teacher(s) or his representative, shall be conducted so as to result in no interference with or interruption of the instructional program and required work activities of the teaching staff.
 - i. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 - j. A grievance may be withdrawn at any level without establishing precedent.

13.3 Procedures

- a. First step: An attempt shall be made to resolve any grievance in informal, verbal discussion between the grievant and his/her immediate supervisor or the administrator directly involved.
- b. Second step: If the grievance cannot be resolved informally, the grievant shall file the grievance in writing with the administrator(s). The administrator(s) shall meet with the grievant within four (4) days after receipt of the grievance. The administrator(s), who have authority to make a decision on the grievance, shall make such decision and communicate it in writing, with reasons, to the grievant and the Superintendent within six (6) days after the meeting.
- c. Third step: In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file a copy of the grievance with the Superintendent within ten (10) days of the written decision or answer at the second step. Within four (4) days after such written grievance has been received, the aggrieved, representative of the aggrieved, the principal and the Superintendent, or a designee, shall meet to resolve the grievance. Within six (6) days of the third step grievance meeting, the Superintendent, or his designee, shall make a decision and communicate it in writing, with reasons, to the grievant, the administrator(s) and the Association.
- d. Fourth step: If the grievant is not satisfied with the decision at the third step, the grievant may appeal to the Board within ten (10) days after having received the written decision of the Superintendent. The appeal shall be in writing, citing all of the pertinent information, with one (1) copy sent to the Board through the Superintendent. At its next meeting, the Board shall hear the grievance and shall render its decision within three (3) days after the hearing and shall communicate it, with reasons, in writing through the Superintendent's office to the grievant and the Association.

- e. Fifth step: If the grievance is not settled in accordance with the foregoing procedure, the Association, but not the individual teacher, may refer the grievance, within ten (10) days after receipt of the Board's answer in Step 4, to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association, which shall act as the administrator of the proceedings.

13.4 Grievance Voided

If the Association or any teacher files any claim or complaint in a court of law with legal jurisdiction in the matter, then the Board shall not be required to process the same claim or set of facts through the grievance procedure.

SECTION XIV

14.0 GRIEVANCE PROCEDURES - MATTERS NOT COVERED IN THIS AGREEMENT

When resolving a problem related to matters not listed under Section XIII of this Agreement, a teacher shall first attempt to resolve the problem by having a conference with the person at the level on which the problem originates. In the event the matter is not satisfactorily resolved at that level within a reasonable period of time, ten (10) to fifteen (15) days, the teacher shall notify the immediately involved supervisor to that effect in writing, and shall pursue the matter at the next level of the line-staff structure. The full sequence of line-staff structure, listed in the order in which it is to be followed, is: supervisor, administrator(s) and Superintendent.

In the event a teacher is unsure as to which level to attempt to resolve a matter, the teacher shall consult directly with Grievance Chair or Association designee, who in turn will refer the teacher to the appropriate level.

The Board shall evaluate any such matter which is not resolved in a mutually satisfactory manner through proper line-staff channels. Said evaluation shall be made as soon as practicable and shall be promptly communicated in writing to the proper person.

In accordance with the provisions of Section 5.7, any teacher has a right to be represented in all steps of the grievance procedure.

SECTION XV

15.0 NEGOTIATIONS

15.1 Negotiations - Beginning Date

The parties shall commence bargaining for a successor Agreement on or before February 1 (or at a mutually acceptable date) and shall bargain as per the Illinois Labor Regulations Act and its Rules and Regulations.

15.2 Impasse

If agreement is not reached on all items by June 1, the parties agree to discuss options for resolution. These options may include requesting a mediator from the Federal Mediation and Conciliation Service. If agreement is not reached on an option for resolution by June 15 either party may declare impasse has been reached and call for the selection of a mediator. Within four days from the date of which either party declares in writing to the other that an impasse exists, the Federal Mediation and Conciliation Service shall be notified by both parties, in writing, of the need for a mediator. All procedures shall be determined by the Federal Mediation and Conciliation Service.

15.3 Tentative Agreements

When tentative agreements are reached, they shall be reduced to writing and signed prior to adjournment of the meeting at which such agreements were reached.

15.4 Final Approval

When the Association and Board reach tentative agreement on all matters, the items shall be reduced to writing and shall be submitted to the Association for ratification and to the Board for official approval.

15.5 Amendments

This Agreement shall be subject to change or supplement at any time by mutual consent of the parties hereto. Any such change or supplemental agreement shall be reduced to writing, signed by both parties and submitted to the Board and Association for approval.

15.6 Savings Clause

Should any section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted section or clause.

15.7 Complete Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written amendment executed according to the provisions of this Agreement. However, it is hereby recognized that the Board does not, by the Agreement, abdicate or delegate the obligations and responsibilities impressed upon it by law, or surrender the authority conferred upon it to enact or amend such rules and regulations as it or its successors determine necessary for the proper and effective operation of the schools of the District.

SECTION XVI

16.0 JOB SHARING PROGRAM

For the term of this Agreement, the Board shall implement a job sharing program for teachers in accordance with the agreed parameters indicated below.

Job sharing shall be subject to the following terms and conditions:

1. Job sharing shall be defined as two (2) teachers, who are either tenured or are part-time with at least four (4) consecutive years of employment in the District, sharing the responsibility of a single full-time teaching position. Any teacher who wishes to participate in the program must find a job sharing partner that is a current teacher and who is acceptable to the building principal, Superintendent and the Board with approval of all three being necessary.
2. Written notice of a desire to job share must be received by the building principal, Superintendent, and the Association president(s) by February 1 of the year preceding the intended job sharing arrangement. The notice must identify both teachers proposing to job share and include a detailed proposed job sharing plan. Approval or denial of the job sharing proposal shall be provided by April 1.
3. The proposed job sharing plan shall be reviewed with the building principal and the Superintendent and revised as necessary to receive and maintain administrative approval. The plan will address in detail at least the following:
 - a. schedule of work hours and days;
 - b. specific instructional responsibilities;

- c. substitution procedures, notices and compensation;
 - d. attendance at staff meetings, district meetings or institutes, other after-regular hours obligations, parent conferences, staff development and field trips;
 - e. any additional work and the basis for compensation of such work;
 - f. any other duties and responsibilities proposed by the teachers and/or deemed appropriate by the building principal and the Superintendent ; and
 - g. early discontinuance.
4. Each participating teacher in a job sharing arrangement shall receive salary and benefits as set forth in the Professional Agreement on a pro-rated basis. All participants in an approved job sharing program will be considered to have part-time assignments.
 5. Teachers involved in job sharing shall not lose their tenure or seniority but shall receive pro rata seniority credit during the duration of the job sharing.
 6. The duration of any approved job sharing arrangement is for one (1) full school year only, unless otherwise approved by the Board.
 7. If job share teachers desire to continue in a job sharing arrangement beyond the original approved job sharing year, they must provide written notice to the Superintendent by no later than February 1 and receive approval as provided for in b. and c. above. If the job share is not continued, the teachers must return to their full-time equivalency status for the school year before the job share year.
 8. The decision to grant or deny a job sharing request, or any continuation of a job sharing arrangement beyond one school year, shall be determined solely by the building principal, Superintendent and the Board, shall not create a precedent with respect to granting or denying any such requests, and shall not be subject to the contractual grievance procedure.

SECTION XVII

17.0 TERM OF AGREEMENT

This Agreement shall be effective as of the first day of the 2022-2023 school year and shall continue in effect until June 30, 2026. All compensation contained herein shall be retroactive to the beginning of the 2022-2023 school term.

However, the process described below may be initiated by the Board by giving written notice to the Association president(s) at least 135 calendar days before the end of any school year during the term of this Agreement if either of the following changes to Illinois law takes effect during the term of the Agreement and is not offset by revenue increases in the same year as the changes financially impact the District:

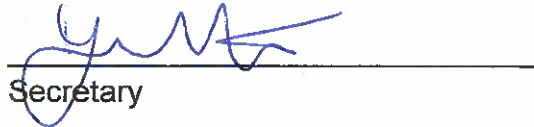
1. The Board's revenue from local property taxes is limited more than is currently the case under the Property Tax Extension Limitation Law; or
2. The cost of teacher pensions is shifted from the State of Illinois to the District to an extent greater than is the case as of the effective date of this Agreement.

If initiated as provided above, the Association and the Board shall meet and consider options to address the legislative actions, including, but not limited to, discussion of the contract provisions impacted by the legislation and modification of the Agreement through a memorandum of understanding. If agreement is not reached within thirty-five (35) calendar days (unless extended by agreement) after the Association's receipt of notice from the Board, the Board may terminate the Agreement at the end of any school year by giving written notice to the Association president(s) at least ninety (90) calendar days (unless extended by agreement) before the end of the applicable school year with respect to any of the legislative issues. If notice of termination is given for either of the above reasons, negotiations for a successor Agreement shall begin within thirty (30) calendar days after the Association's receipt of the notice of termination.

BOARD OF EDUCATION
ELEMENTARY SCHOOL DISTRICT 102



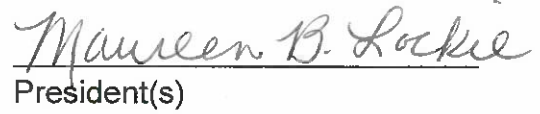
President



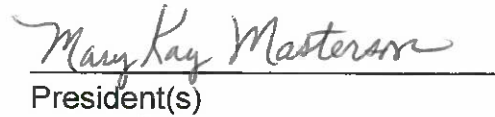
Secretary

Date: October 28, 2022

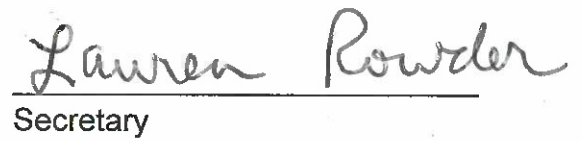
EDUCATION ASSOCIATION OF
SCHOOL DISTRICT 102



President(s)



President(s)



Secretary

Date: October 28, 2022

Appendix A

STIPENDS AND SUPPLEMENTALS PAY ACTIVITIES

Activity	22/23 5.0% increase	23/24 5.0%*	24/25 CPI Min. 2.5%**	25/26CPI, Min. 2.5%**
Part A				
Administrative Assistant (buildings without an AP)	\$1,653.75	\$1,736.44	\$1,779.85	\$1,824.35
Curriculum Coordinator	\$4,095.00	\$4,299.75	\$4,407.24	\$4,517.42
Language Acquisition Coordinator	\$4,095.00	\$4,299.75	\$4,407.24	\$4,517.42
Instructional Coach (elementary and Park)	\$3,307.50	\$3,472.88	\$3,559.70	\$3,648.69
Instructional Facilitator (Park)	\$2,205.00	\$2,315.25	\$2,373.13	\$2,432.46
Lead Special Educator (elementary and Park)	\$3,307.50	\$3,472.88	\$3,559.70	\$3,648.69
Mentoring	\$1,058.40	\$1,111.32	\$1,139.10	\$1,167.58
RSD Facilitators (District)	\$500.00	\$525.00	\$538.18	\$551.63
Science Center Director	\$3,307.50	\$3,472.88	\$3,559.70	\$3,648.69
SEL and Mentoring Coordinator	\$4,095.00	\$4,299.75	\$4,407.24	\$4,517.42
Summer School Director	\$5,250.00	\$5,512.50	\$5,650.31	\$5,791.57
Talent Development Coordinator	\$4,095.00	\$4,299.75	\$4,407.24	\$4,517.42
Team Leader (elementary and Park)	\$1,258.00	\$1,320.90	\$1,353.92	\$1,387.77
Part B				
District				
Band	\$7,315.35	\$7,681.12	\$7,873.15	\$8,069.98
Orchestra	\$7,315.35	\$7,681.12	\$7,873.15	\$8,069.98
Elementary				
Art Club	\$992.25	\$1,041.86	\$1067.91	\$1,094.61
Battle of the Books- Leader (Coordinator per Building)	\$1,212.75	\$1,273.39	\$1,305.22	\$1,337.85

Battle of the Books (Group Facilitator)	\$992.25	\$1,041.86	\$1,067.91	\$1,094.61
Chorus	\$1,764.00	\$1,852.20	\$1,898.51	\$1,945.97
Ecology/Environmental Club or Green Team	\$1,764.00	\$1,852.20	\$1,898.51	\$1,945.97
Intramurals	\$2,701.65	\$2,836.73	\$2,907.65	\$2,980.34
Lunch Director	\$6,119.40	\$6,425.37	\$6,586.00	\$6,750.65
Math Club	\$686.70	\$721.04	\$739.07	\$757.55
Multicultural Book Club	\$386.40	\$405.72	\$415.86	\$426.26
Newspaper Club	\$992.25	\$1,041.86	\$1,067.91	\$1,094.61
Rainbows Director	\$330.75	\$347.29	\$355.97	\$364.87
Rainbows Facilitator	\$220.50	\$231.53	\$237.32	\$243.25
Speech and Drama	\$992.25	\$1,041.86	\$1,067.91	\$1,094.61
Student Service Council	\$2,451.75	\$2,574.34	\$2,638.70	\$2,704.67
Tiger Tube	\$1,984.50	\$2,083.73	\$2,135.83	\$2,189.23
Park Junior High				
Activity Director	\$2,356.20	\$2,474.01	\$2,535.86	\$2,599.26
Alliance Club	\$630.00	\$661.50	\$678.04	\$694.99
Art Club	\$1,030.05	\$1,081.55	\$1,108.59	\$1,136.30
Athletic Director	\$3,307.50	\$3,472.88	\$3,559.70	\$3,648.69
Baker's Square -Math Support	\$1,207.50	\$1,267.88	\$1,299.58	\$1,332.07
Book Club	\$1,029.00	\$1,080.45	\$1,107.46	\$1,135.15
Boys Basketball Coach	\$4,961.25	\$5,209.31	\$5,339.55	\$5,473.04
Boys Basketball Scorekeeper	\$686.70	\$721.04	\$739.07	\$757.55
Boys Basketball	\$686.70	\$721.04	\$739.07	\$757.55

Timekeeper				
Boys Softball Coach	\$2,094.75	\$2,199.49	\$2,254.48	\$2,310.84
Boys Volleyball	\$2,976.75	\$3,125.59	\$3,203.73	\$3,283.82
Boys Volleyball Scorekeeper	\$805.35	\$845.62	\$866.76	\$888.43
Boys Volleyball Timekeeper	\$805.35	\$845.62	\$866.76	\$888.43
Cheerleading	\$1,543.50	\$1,620.68	\$1,661.20	\$1,702.73
Chorus/Forte	\$2,054.85	\$2,157.59	\$2,211.53	\$2,266.82
Cross Country Coach	\$2,108.40	\$2,213.82	\$2,269.17	\$2,325.90
Cross Country Assistant	\$1,401.75	\$1,471.84	\$1,508.64	\$1,546.36
Eighth Grade Graduation & Gift Sponsor	\$1,102.50	\$1,157.63	\$1,186.57	\$1,216.23
French Club	\$1,207.50	\$1,267.88	\$1,299.58	\$1,332.07
Girls Basketball Coach	\$3,858.75	\$4,051.69	\$4,152.98	\$4,256.80
Girls Basketball Scorekeeper	\$344.40	\$361.62	\$370.66	\$379.93
Girls Basketball Timekeeper	\$344.40	\$361.62	\$370.66	\$379.93
Girls Softball Coach	\$2,094.75	\$2,199.49	\$2,254.48	\$2,310.84
Girls Volleyball Coach	\$4,079.25	\$4,283.21	\$4,390.29	\$4,500.05
Girls Volleyball Scorekeeper	\$805.35	\$845.62	\$866.76	\$888.43
Girls Volleyball Timekeeper	\$805.35	\$845.62	\$866.76	\$888.43
Lunch Director	\$3,059.70	\$3,212.69	\$3,293.00	\$3,375.33
Musical Director	\$4,410.00	\$4,630.50	\$4,746.26	\$4,864.92
Musical Backstage Director	\$1,378.65	\$1,447.58	\$1,483.77	\$1,520.87
Park Activity Supervision	\$1,449.00	\$1,521.45	\$1,559.49	\$1,598.47

Patriot Ambassadors/SAVE Promise	\$2,625.00	\$2,756.25	\$2,825.16	\$2,895.79
Peer Connections	\$590.10	\$619.61	\$635.10	\$650.97
Peer Mediation	\$735.00	\$771.75	\$791.04	\$810.82
Rainbows Facilitators	\$330.75	\$347.29	\$355.97	\$364.87
Poms Coach	\$1,102.50	\$1,157.63	\$1,186.57	\$1,216.23
Service Club	\$1102.50	\$1157.63	\$1186.57	\$1216.23
Soccer Coach	\$2,108.40	\$2,213.82	\$2,269.17	\$2,325.90
Soccer Assistant	\$1,401.75	\$1,471.84	\$1,508.64	\$1,546.36
Spanish Club	\$603.75	\$633.94	\$649.79	\$666.03
Special Olympics (Mighty Patriots)	\$1,672.65	\$1,756.28	\$1,800.19	\$1,845.19
Student Council	\$2,758.35	\$2,896.27	\$2,968.67	\$3,042.89
Yearbook	\$2,989.35	\$3,138.82	\$3,217.29	\$3,297.72

** will be reviewed by Supplementals Committee*

*** for illustrative purposes*

Appendix B
SALARY PLACEMENT STRUCTURES

D102 Salary Placement Structure 2022 - 2023

Row	BA Salary	BA + 6 Salary	BA + 12 Salary	BA + 18 Salary	BA + 24 Salary	MA Salary	MA + 12 Salary	MA + 24 Salary	MA + 36 Salary	MA + 48 Salary
A	\$48,153.25	\$48,774.25	\$49,395.25	\$50,119.75	\$50,844.25	\$57,469.30	\$58,711.30	\$60,056.80	\$61,505.80	\$63,058.30
B	\$48,875.55	\$49,505.86	\$50,136.18	\$50,871.55	\$51,606.91	\$58,331.34	\$59,591.97	\$60,957.65	\$62,428.38	\$64,004.17
C	\$49,608.68	\$50,248.45	\$50,888.22	\$51,634.62	\$52,381.02	\$59,206.31	\$60,485.85	\$61,872.01	\$63,364.81	\$64,964.23
D	\$50,352.81	\$51,002.18	\$51,651.55	\$52,409.14	\$53,166.73	\$60,094.40	\$61,393.13	\$62,800.09	\$64,315.28	\$65,938.70
E	\$51,108.11	\$51,767.21	\$52,426.32	\$53,195.28	\$53,964.23	\$60,995.82	\$62,314.03	\$63,742.09	\$65,280.01	\$66,927.78
F	\$51,874.73	\$52,543.72	\$53,212.71	\$53,993.21	\$54,773.70	\$61,910.75	\$63,248.74	\$64,698.23	\$66,259.21	\$67,931.69
G	\$52,652.85	\$53,331.88	\$54,010.90	\$54,803.10	\$55,595.30	\$62,839.41	\$64,197.47	\$65,668.70	\$67,253.10	\$68,950.67
H	\$53,442.64	\$54,131.85	\$54,821.07	\$55,625.15	\$56,429.23	\$63,782.01	\$65,160.43	\$66,653.73	\$68,261.89	\$69,984.93
I	\$54,244.28	\$54,943.83	\$55,643.38	\$56,459.53	\$57,275.67	\$64,738.74	\$66,137.84	\$67,653.54	\$69,285.82	\$71,034.70
J	\$55,057.94	\$55,767.99	\$56,478.03	\$57,306.42	\$58,134.81	\$65,709.82	\$67,129.91	\$68,668.34	\$70,325.11	\$72,100.22
K	\$55,883.81	\$56,604.51	\$57,325.21	\$58,166.02	\$59,006.83	\$66,695.46	\$68,136.86	\$69,698.36	\$71,379.99	\$73,181.73
L	\$56,722.07	\$57,453.58	\$58,185.08	\$59,038.51	\$59,891.93	\$67,695.90	\$69,158.91	\$70,743.84	\$72,450.69	\$74,279.45
M	\$57,572.90	\$58,315.38	\$59,057.86	\$59,924.08	\$60,790.31	\$68,711.33	\$70,196.29	\$71,805.00	\$73,537.45	\$75,393.64
N	\$58,436.50	\$59,190.11	\$59,943.73	\$60,822.95	\$61,702.16	\$69,742.00	\$71,249.24	\$72,882.07	\$74,640.51	\$76,524.55
O	\$59,313.04	\$60,077.96	\$60,842.88	\$61,735.29	\$62,627.70	\$70,788.13	\$72,317.98	\$73,975.30	\$75,760.12	\$77,672.42
P	\$60,202.74	\$60,979.13	\$61,755.53	\$62,661.32	\$63,567.11	\$71,849.96	\$73,402.75	\$75,084.93	\$76,896.52	\$78,837.50
Q	\$61,105.78	\$61,893.82	\$62,681.86	\$63,601.24	\$64,520.62	\$72,927.71	\$74,503.79	\$76,211.21	\$78,049.97	\$80,020.07
R	\$62,022.37	\$62,822.23	\$63,622.09	\$64,555.26	\$65,488.43	\$74,021.62	\$75,621.34	\$77,354.37	\$79,220.72	\$81,220.37
S	\$62,952.70	\$63,764.56	\$64,576.42	\$65,523.59	\$66,470.76	\$75,131.95	\$76,755.66	\$78,514.69	\$80,409.03	\$82,438.67
T	\$63,896.99	\$64,721.03	\$65,545.06	\$66,506.44	\$67,467.82	\$76,258.93	\$77,907.00	\$79,692.41	\$81,615.16	\$83,675.25
U	\$64,855.45	\$65,691.84	\$66,528.24	\$67,504.04	\$68,479.83	\$77,402.81	\$79,075.60	\$80,887.80	\$82,839.39	\$84,930.38
V	\$65,828.28	\$66,677.22	\$67,526.16	\$68,516.60	\$69,507.03	\$78,563.85	\$80,261.74	\$82,101.11	\$84,081.98	\$86,204.34
W	\$66,815.70	\$67,677.38	\$68,539.06	\$69,544.35	\$70,549.64	\$79,742.31	\$81,465.66	\$83,332.63	\$85,343.21	\$87,497.40
X	\$67,817.94	\$68,692.54	\$69,567.14	\$70,587.51	\$71,607.88	\$80,938.44	\$82,687.65	\$84,582.62	\$86,623.36	\$88,809.86
Y	\$68,835.21	\$69,722.93	\$70,610.65	\$71,646.32	\$72,682.00	\$82,152.52	\$83,927.96	\$85,851.36	\$87,922.71	\$90,142.01
Z	\$69,867.74	\$70,768.77	\$71,669.81	\$72,721.02	\$73,772.23	\$83,384.81	\$85,186.88	\$87,139.13	\$89,241.55	\$91,494.14

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D102 Salary Placement Structure 2022 - 2023

PAGE 2 OF 2

Row	BA Salary	BA + 6 Salary	BA + 12 Salary	BA + 18 Salary	BA + 24 Salary	MA Salary	MA + 12 Salary	MA + 24 Salary	MA + 36 Salary	MA + 48 Salary
AA	\$70,915.75	\$71,830.30	\$72,744.86	\$73,811.83	\$74,878.81	\$84,635.58	\$86,464.69	\$88,446.22	\$90,580.17	\$92,866.55
BB	\$71,979.49	\$72,907.76	\$73,836.03	\$74,919.01	\$76,002.00	\$85,905.11	\$87,761.66	\$89,772.91	\$91,938.87	\$94,259.55
CC	\$73,059.18	\$74,001.38	\$74,943.57	\$76,042.80	\$77,142.03	\$87,193.69	\$89,078.08	\$91,119.50	\$93,317.96	\$95,673.45
DD	\$74,155.07	\$75,111.40	\$76,067.72	\$77,183.44	\$78,299.16	\$88,501.60	\$90,414.25	\$92,486.30	\$94,717.73	\$97,108.55
EE	\$75,267.39	\$76,238.07	\$77,208.74	\$78,341.19	\$79,473.64	\$89,829.12	\$91,770.47	\$93,873.59	\$96,138.49	\$98,565.18
FF	\$76,396.40	\$77,381.64	\$78,366.87	\$79,516.31	\$80,665.75	\$91,176.56	\$93,147.02	\$95,281.69	\$97,580.57	\$100,043.65
GG	\$77,542.35	\$78,542.36	\$79,542.37	\$80,709.05	\$81,875.73	\$92,544.21	\$94,544.23	\$96,710.92	\$99,044.28	\$101,544.31
HH	\$78,705.49	\$79,720.50	\$80,735.51	\$81,919.69	\$83,103.87	\$93,932.37	\$95,962.39	\$98,161.58	\$100,529.94	\$103,067.47
II	\$79,886.07	\$80,916.31	\$81,946.54	\$83,148.48	\$84,350.43	\$95,341.35	\$97,401.83	\$99,634.01	\$102,037.89	\$104,613.48
JJ	\$81,084.36	\$82,130.05	\$83,175.74	\$84,395.71	\$85,615.68	\$96,771.47	\$98,862.85	\$101,128.52	\$103,568.46	\$106,182.69
KK	\$82,300.62	\$83,362.00	\$84,423.38	\$85,661.65	\$86,899.92	\$98,223.05	\$100,345.80	\$102,645.44	\$105,121.99	\$107,775.43
LL	\$83,535.13	\$84,612.43	\$85,689.73	\$86,946.57	\$88,203.42	\$99,696.39	\$101,850.98	\$104,185.13	\$106,698.82	\$109,392.06
MM	\$84,788.16	\$85,881.62	\$86,975.07	\$88,250.77	\$89,526.47	\$101,191.84	\$103,378.75	\$105,747.90	\$108,299.30	\$111,032.94
NN	\$86,059.98	\$87,169.84	\$88,279.70	\$89,574.53	\$90,869.37	\$102,709.72	\$104,929.43	\$107,334.12	\$109,923.79	\$112,698.43
OO	\$87,350.88	\$88,477.39	\$89,603.89	\$90,918.15	\$92,232.41	\$104,250.36	\$106,503.37	\$108,944.13	\$111,572.65	\$114,388.91
PP	\$88,661.15	\$89,804.55	\$90,947.95	\$92,281.92	\$93,615.89	\$105,814.12	\$108,100.92	\$110,578.30	\$113,246.24	\$116,104.74
QQ	\$89,991.06	\$91,151.62	\$92,312.17	\$93,666.15	\$95,020.13	\$107,401.33	\$109,722.44	\$112,236.97	\$114,944.93	\$117,846.31
RR	\$91,340.93	\$92,518.89	\$93,696.85	\$95,071.14	\$96,445.43	\$109,012.35	\$111,368.27	\$113,920.52	\$116,669.10	\$119,614.01
SS	\$92,711.04	\$93,906.68	\$95,102.31	\$96,497.21	\$97,892.11	\$110,647.53	\$113,038.80	\$115,629.33	\$118,419.14	\$121,408.22
TT	\$94,101.71	\$95,315.28	\$96,528.84	\$97,944.67	\$99,360.50	\$112,307.25	\$114,734.38	\$117,363.77	\$120,195.43	\$123,229.34
UU	\$95,513.24	\$96,745.00	\$97,976.77	\$99,413.84	\$100,850.90	\$113,991.86	\$116,455.39	\$119,124.23	\$121,998.36	\$125,077.78
VV	\$96,945.93	\$98,196.18	\$99,446.43	\$100,905.05	\$102,363.67	\$115,701.73	\$118,202.23	\$120,911.09	\$123,828.33	\$126,953.95
WW	\$98,400.12	\$99,669.12	\$100,938.12	\$102,418.62	\$103,899.12	\$117,437.26	\$119,975.26	\$122,724.76	\$125,685.76	\$128,858.26
XX	\$99,876.12	\$101,164.16	\$102,452.19	\$103,954.90	\$105,457.61	\$119,198.82	\$121,774.89	\$124,565.63	\$127,571.05	\$130,791.13
YY	\$101,374.27	\$102,681.62	\$103,988.98	\$105,514.23	\$107,039.47	\$120,986.80	\$123,601.51	\$126,434.11	\$129,484.61	\$132,753.00
ZZ	\$102,894.88	\$104,221.85	\$105,548.81	\$107,096.94	\$108,645.07	\$122,801.60	\$125,455.53	\$128,330.63	\$131,426.88	\$134,744.30

D102 Salary Placement Structure for 2023 - 2024

	BA	BA + 6	BA + 12	BA + 18	BA + 24	MA	MA + 12	MA + 24	MA + 36	MA + 48
Row	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary
A	\$50,079.38	\$50,725.22	\$51,371.06	\$52,124.54	\$52,878.02	\$59,768.07	\$61,059.75	\$62,459.07	\$63,966.03	\$65,580.63
B	\$50,830.57	\$51,486.10	\$52,141.63	\$52,906.41	\$53,671.19	\$60,664.59	\$61,975.64	\$63,395.95	\$64,925.52	\$66,564.34
C	\$51,593.03	\$52,258.39	\$52,923.75	\$53,700.01	\$54,476.26	\$61,574.56	\$62,905.28	\$64,346.89	\$65,899.40	\$67,562.80
D	\$52,366.93	\$53,042.27	\$53,717.61	\$54,505.51	\$55,293.40	\$62,498.18	\$63,848.86	\$65,312.10	\$66,887.89	\$68,576.24
E	\$53,152.43	\$53,837.90	\$54,523.37	\$55,323.09	\$56,122.80	\$63,435.65	\$64,806.59	\$66,291.78	\$67,891.21	\$69,604.89
F	\$53,949.72	\$54,645.47	\$55,341.22	\$56,152.93	\$56,964.65	\$64,387.18	\$65,778.69	\$67,286.15	\$68,909.58	\$70,648.96
G	\$54,758.96	\$55,465.15	\$56,171.34	\$56,995.23	\$57,819.12	\$65,352.99	\$66,765.37	\$68,295.45	\$69,943.22	\$71,708.70
H	\$55,580.35	\$56,297.13	\$57,013.91	\$57,850.16	\$58,686.40	\$66,333.29	\$67,766.85	\$69,319.88	\$70,992.37	\$72,784.33
I	\$56,414.05	\$57,141.59	\$57,869.12	\$58,717.91	\$59,566.70	\$67,328.29	\$68,783.35	\$70,359.68	\$72,057.26	\$73,876.09
J	\$57,260.26	\$57,998.71	\$58,737.16	\$59,598.68	\$60,460.20	\$68,338.21	\$69,815.10	\$71,415.07	\$73,138.12	\$74,984.23
K	\$58,119.17	\$58,868.69	\$59,618.21	\$60,492.66	\$61,367.10	\$69,363.28	\$70,862.33	\$72,486.30	\$74,235.19	\$76,109.00
L	\$58,990.95	\$59,751.72	\$60,512.49	\$61,400.05	\$62,287.61	\$70,403.73	\$71,925.27	\$73,573.59	\$75,348.71	\$77,250.63
M	\$59,875.82	\$60,648.00	\$61,420.17	\$62,321.05	\$63,221.92	\$71,459.79	\$73,004.14	\$74,677.20	\$76,478.95	\$78,409.39
N	\$60,773.96	\$61,557.72	\$62,341.48	\$63,255.86	\$64,170.25	\$72,531.68	\$74,099.21	\$75,797.35	\$77,626.13	\$79,585.53
O	\$61,685.56	\$62,481.08	\$63,276.60	\$64,204.70	\$65,132.81	\$73,619.66	\$75,210.69	\$76,934.31	\$78,790.52	\$80,779.31
P	\$62,610.85	\$63,418.30	\$64,225.75	\$65,167.77	\$66,109.80	\$74,723.96	\$76,338.85	\$78,088.33	\$79,972.38	\$81,991.00
Q	\$63,550.01	\$64,369.57	\$65,189.13	\$66,145.29	\$67,101.44	\$75,844.81	\$77,483.94	\$79,259.65	\$81,171.97	\$83,220.87
R	\$64,503.26	\$65,335.12	\$66,166.97	\$67,137.47	\$68,107.97	\$76,982.49	\$78,646.20	\$80,448.55	\$82,389.54	\$84,469.18
S	\$65,470.81	\$66,315.14	\$67,159.48	\$68,144.53	\$69,129.59	\$78,137.22	\$79,825.89	\$81,655.28	\$83,625.39	\$85,736.22
T	\$66,452.87	\$67,309.87	\$68,166.87	\$69,166.70	\$70,166.53	\$79,309.28	\$81,023.28	\$82,880.11	\$84,879.77	\$87,022.26
U	\$67,449.66	\$68,319.52	\$69,189.37	\$70,204.20	\$71,219.03	\$80,498.92	\$82,238.63	\$84,123.31	\$86,152.97	\$88,327.60
V	\$68,461.41	\$69,344.31	\$70,227.21	\$71,257.26	\$72,287.31	\$81,706.41	\$83,472.21	\$85,385.16	\$87,445.26	\$89,652.51
W	\$69,488.33	\$70,384.48	\$71,280.62	\$72,326.12	\$73,371.62	\$82,932.00	\$84,724.29	\$86,665.94	\$88,756.94	\$90,997.30
X	\$70,530.66	\$71,440.24	\$72,349.83	\$73,411.01	\$74,472.20	\$84,175.98	\$85,995.15	\$87,965.92	\$90,088.29	\$92,362.26
Y	\$71,588.62	\$72,511.85	\$73,435.08	\$74,512.18	\$75,589.28	\$85,438.62	\$87,285.08	\$89,285.41	\$91,439.62	\$93,747.69
Z	\$72,662.44	\$73,599.52	\$74,536.60	\$75,629.86	\$76,723.12	\$86,720.20	\$88,594.36	\$90,624.69	\$92,811.21	\$95,153.91

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D102 Salary Placement Structure for 2023 - 2024

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	BA	BA + 6	BA + 12	BA + 18	BA + 24	MA	MA + 12	MA + 24	MA + 36	MA + 48
Row	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary
AA	\$73,752.38	\$74,703.52	\$75,654.65	\$76,764.31	\$77,873.97	\$88,021.00	\$89,923.27	\$91,984.06	\$94,203.38	\$96,581.22
BB	\$74,858.67	\$75,824.07	\$76,789.47	\$77,915.77	\$79,042.07	\$89,341.32	\$91,272.12	\$93,363.83	\$95,616.43	\$98,029.93
CC	\$75,981.55	\$76,961.43	\$77,941.31	\$79,084.51	\$80,227.71	\$90,681.44	\$92,641.20	\$94,764.28	\$97,050.68	\$99,500.38
DD	\$77,121.27	\$78,115.85	\$79,110.43	\$80,270.78	\$81,431.12	\$92,041.66	\$94,030.82	\$96,185.75	\$98,506.44	\$100,992.89
EE	\$78,278.09	\$79,287.59	\$80,297.09	\$81,474.84	\$82,652.59	\$93,422.28	\$95,441.28	\$97,628.53	\$99,984.03	\$102,507.78
FF	\$79,452.26	\$80,476.90	\$81,501.55	\$82,696.96	\$83,892.38	\$94,823.62	\$96,872.90	\$99,092.96	\$101,483.79	\$104,045.40
GG	\$80,644.04	\$81,684.06	\$82,724.07	\$83,937.42	\$85,150.76	\$96,245.97	\$98,326.00	\$100,579.36	\$103,006.05	\$105,606.08
HH	\$81,853.71	\$82,909.32	\$83,964.93	\$85,196.48	\$86,428.02	\$97,689.66	\$99,800.89	\$102,088.05	\$104,551.14	\$107,190.17
II	\$83,081.51	\$84,152.96	\$85,224.40	\$86,474.42	\$87,724.44	\$99,155.01	\$101,297.90	\$103,619.37	\$106,119.41	\$108,798.02
JJ	\$84,327.73	\$85,415.25	\$86,502.77	\$87,771.54	\$89,040.31	\$100,642.33	\$102,817.37	\$105,173.66	\$107,711.20	\$110,429.99
KK	\$85,592.65	\$86,696.48	\$87,800.31	\$89,088.11	\$90,375.92	\$102,151.97	\$104,359.63	\$106,751.26	\$109,326.87	\$112,086.44
LL	\$86,876.54	\$87,996.93	\$89,117.32	\$90,424.44	\$91,731.55	\$103,684.25	\$105,925.02	\$108,352.53	\$110,966.77	\$113,767.74
MM	\$88,179.69	\$89,316.88	\$90,454.08	\$91,780.80	\$93,107.53	\$105,239.51	\$107,513.90	\$109,977.82	\$112,631.27	\$115,474.26
NN	\$89,502.38	\$90,656.63	\$91,810.89	\$93,157.51	\$94,504.14	\$106,818.10	\$109,126.61	\$111,627.49	\$114,320.74	\$117,206.37
OO	\$90,844.92	\$92,016.48	\$93,188.05	\$94,554.88	\$95,921.70	\$108,420.38	\$110,763.51	\$113,301.90	\$116,035.55	\$118,964.47
PP	\$92,207.59	\$93,396.73	\$94,585.87	\$95,973.20	\$97,360.53	\$110,046.68	\$112,424.96	\$115,001.43	\$117,776.09	\$120,748.93
QQ	\$93,590.71	\$94,797.68	\$96,004.66	\$97,412.80	\$98,820.94	\$111,697.38	\$114,111.33	\$116,726.45	\$119,542.73	\$122,560.17
RR	\$94,994.57	\$96,219.65	\$97,444.73	\$98,873.99	\$100,303.25	\$113,372.84	\$115,823.00	\$118,477.35	\$121,335.87	\$124,398.57
SS	\$96,419.49	\$97,662.94	\$98,906.40	\$100,357.10	\$101,807.80	\$115,073.43	\$117,560.35	\$120,254.51	\$123,155.91	\$126,264.55
TT	\$97,865.78	\$99,127.89	\$100,390.00	\$101,862.46	\$103,334.92	\$116,799.54	\$119,323.75	\$122,058.32	\$125,003.24	\$128,158.52
UU	\$99,333.76	\$100,614.81	\$101,895.85	\$103,390.39	\$104,884.94	\$118,551.53	\$121,113.61	\$123,889.20	\$126,878.29	\$130,080.89
VV	\$100,823.77	\$102,124.03	\$103,424.28	\$104,941.25	\$106,458.21	\$120,329.80	\$122,930.31	\$125,747.54	\$128,781.47	\$132,032.11
WW	\$102,336.13	\$103,655.89	\$104,975.65	\$106,515.37	\$108,055.09	\$122,134.75	\$124,774.27	\$127,633.75	\$130,713.19	\$134,012.59
XX	\$103,871.17	\$105,210.73	\$106,550.28	\$108,113.10	\$109,675.91	\$123,966.77	\$126,645.88	\$129,548.26	\$132,673.89	\$136,022.78
YY	\$105,429.24	\$106,788.89	\$108,148.54	\$109,734.79	\$111,321.05	\$125,826.27	\$128,545.57	\$131,491.48	\$134,664.00	\$138,063.12
ZZ	\$107,010.68	\$108,390.72	\$109,770.76	\$111,380.82	\$112,990.87	\$127,713.67	\$130,473.76	\$133,463.85	\$136,683.96	\$140,134.07

D102 Salary Placement Structure 2024 - 2025* PAGE 1 OF 2

	BA	BA + 6	BA + 12	BA + 18	BA + 24	MA	MA + 12	MA + 24	MA + 36	MA + 48
Step	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary
A	\$50,580.17	\$51,232.47	\$51,884.77	\$52,645.79	\$53,406.80	\$60,365.75	\$61,670.35	\$63,083.66	\$64,605.69	\$66,236.43
B	\$51,338.88	\$52,000.96	\$52,663.04	\$53,435.47	\$54,207.90	\$61,271.23	\$62,595.40	\$64,029.91	\$65,574.77	\$67,229.98
C	\$52,108.96	\$52,780.97	\$53,452.99	\$54,237.01	\$55,021.02	\$62,190.30	\$63,534.33	\$64,990.36	\$66,558.40	\$68,238.43
D	\$52,890.59	\$53,572.69	\$54,254.78	\$55,050.56	\$55,846.34	\$63,123.16	\$64,487.35	\$65,965.22	\$67,556.77	\$69,262.01
E	\$53,683.95	\$54,376.28	\$55,068.61	\$55,876.32	\$56,684.03	\$64,070.01	\$65,454.66	\$66,954.70	\$68,570.12	\$70,300.94
F	\$54,489.21	\$55,191.92	\$55,894.63	\$56,714.46	\$57,534.29	\$65,031.06	\$66,436.48	\$67,959.02	\$69,598.67	\$71,355.45
G	\$55,306.55	\$56,019.80	\$56,733.05	\$57,565.18	\$58,397.31	\$66,006.52	\$67,433.02	\$68,978.40	\$70,642.65	\$72,425.78
H	\$56,136.15	\$56,860.10	\$57,584.05	\$58,428.66	\$59,273.27	\$66,996.62	\$68,444.52	\$70,013.08	\$71,702.29	\$73,512.17
I	\$56,978.19	\$57,713.00	\$58,447.81	\$59,305.09	\$60,162.37	\$68,001.57	\$69,471.19	\$71,063.27	\$72,777.83	\$74,614.85
J	\$57,832.86	\$58,578.70	\$59,324.53	\$60,194.66	\$61,064.80	\$69,021.59	\$70,513.25	\$72,129.22	\$73,869.50	\$75,734.07
K	\$58,700.36	\$59,457.38	\$60,214.40	\$61,097.58	\$61,980.77	\$70,056.92	\$71,570.95	\$73,211.16	\$74,977.54	\$76,870.09
L	\$59,580.86	\$60,349.24	\$61,117.61	\$62,014.05	\$62,910.48	\$71,107.77	\$72,644.52	\$74,309.33	\$76,102.20	\$78,023.14
M	\$60,474.58	\$61,254.48	\$62,034.38	\$62,944.26	\$63,854.14	\$72,174.39	\$73,734.19	\$75,423.97	\$77,243.73	\$79,193.48
N	\$61,381.69	\$62,173.29	\$62,964.89	\$63,888.42	\$64,811.95	\$73,257.00	\$74,840.20	\$76,555.33	\$78,402.39	\$80,381.39
O	\$62,302.42	\$63,105.89	\$63,909.36	\$64,846.75	\$65,784.13	\$74,355.86	\$75,962.80	\$77,703.66	\$79,578.43	\$81,587.11
P	\$63,236.96	\$64,052.48	\$64,868.01	\$65,819.45	\$66,770.90	\$75,471.19	\$77,102.24	\$78,869.21	\$80,772.10	\$82,810.91
Q	\$64,185.51	\$65,013.27	\$65,841.03	\$66,806.74	\$67,772.46	\$76,603.26	\$78,258.78	\$80,052.25	\$81,983.68	\$84,053.08
R	\$65,148.29	\$65,988.47	\$66,828.64	\$67,808.84	\$68,789.05	\$77,752.31	\$79,432.66	\$81,253.03	\$83,213.44	\$85,313.87
S	\$66,125.52	\$66,978.29	\$67,831.07	\$68,825.98	\$69,820.88	\$78,918.60	\$80,624.15	\$82,471.83	\$84,461.64	\$86,593.58
T	\$67,117.40	\$67,982.97	\$68,848.54	\$69,858.37	\$70,868.19	\$80,102.38	\$81,833.51	\$83,708.91	\$85,728.57	\$87,892.49
U	\$68,124.16	\$69,002.71	\$69,881.26	\$70,906.24	\$71,931.22	\$81,303.91	\$83,061.01	\$84,964.54	\$87,014.49	\$89,210.87
V	\$69,146.02	\$70,037.75	\$70,929.48	\$71,969.83	\$73,010.19	\$82,523.47	\$84,306.93	\$86,239.01	\$88,319.71	\$90,549.04
W	\$70,183.21	\$71,088.32	\$71,993.43	\$73,049.38	\$74,105.34	\$83,761.32	\$85,571.53	\$87,532.59	\$89,644.51	\$91,907.27
X	\$71,235.96	\$72,154.64	\$73,073.33	\$74,145.12	\$75,216.92	\$85,017.74	\$86,855.11	\$88,845.58	\$90,989.18	\$93,285.88
Y	\$72,304.50	\$73,236.96	\$74,169.43	\$75,257.30	\$76,345.17	\$86,293.01	\$88,157.93	\$90,178.27	\$92,354.01	\$94,665.17
Z	\$73,389.07	\$74,335.52	\$75,281.97	\$76,386.16	\$77,490.35	\$87,587.40	\$89,480.30	\$91,530.94	\$93,739.32	\$96,105.45

** for illustrative purposes since year 3 could be anywhere from 2.5% and 5.5% depending CPI*

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D102 Salary Placement Structure 2024 - 2025*

Step	BA	BA + 6	BA + 12	BA + 18	BA + 24	MA	MA + 12	MA + 24	MA + 36	MA + 48
AA	\$74,489.91	\$75,450.55	\$76,411.20	\$77,531.95	\$78,652.71	\$88,901.21	\$90,822.51	\$92,903.91	\$95,145.41	\$97,547.03
BB	\$75,607.25	\$76,582.31	\$77,557.37	\$78,694.93	\$79,832.50	\$90,234.73	\$92,184.84	\$94,297.46	\$96,572.59	\$99,010.23
CC	\$76,741.36	\$77,731.04	\$78,720.73	\$79,875.35	\$81,029.98	\$91,588.25	\$93,567.62	\$95,711.93	\$98,021.18	\$100,495.39
DD	\$77,892.48	\$78,897.01	\$79,901.54	\$81,073.48	\$82,245.43	\$92,962.08	\$94,971.13	\$97,147.61	\$99,491.50	\$102,002.82
EE	\$79,060.87	\$80,080.47	\$81,100.06	\$82,289.59	\$83,479.11	\$94,356.51	\$96,395.70	\$98,604.82	\$100,983.87	\$103,532.86
FF	\$80,246.78	\$81,281.67	\$82,316.56	\$83,523.93	\$84,731.30	\$95,771.86	\$97,841.63	\$100,083.89	\$102,498.63	\$105,085.85
GG	\$81,450.49	\$82,500.90	\$83,551.31	\$84,776.79	\$86,002.27	\$97,208.43	\$99,309.26	\$101,585.15	\$104,036.11	\$106,662.14
HH	\$82,672.24	\$83,738.41	\$84,804.58	\$86,048.44	\$87,292.30	\$98,666.56	\$100,798.90	\$103,108.93	\$105,596.65	\$108,262.07
II	\$83,912.33	\$84,994.49	\$86,076.65	\$87,339.17	\$88,601.69	\$100,146.56	\$102,310.88	\$104,655.56	\$107,180.60	\$109,886.00
JJ	\$85,171.01	\$86,269.40	\$87,367.80	\$88,649.26	\$89,930.71	\$101,648.76	\$103,845.54	\$106,225.39	\$108,788.31	\$111,534.29
KK	\$86,448.58	\$87,563.45	\$88,678.31	\$89,978.99	\$91,279.68	\$103,173.49	\$105,403.23	\$107,818.78	\$110,420.14	\$113,207.31
LL	\$87,745.30	\$88,876.90	\$90,008.49	\$91,328.68	\$92,648.87	\$104,721.09	\$106,984.27	\$109,436.06	\$112,076.44	\$114,905.42
MM	\$89,061.48	\$90,210.05	\$91,358.62	\$92,698.61	\$94,038.60	\$106,291.91	\$108,589.04	\$111,077.60	\$113,757.58	\$116,629.00
NN	\$90,397.41	\$91,563.20	\$92,729.00	\$94,089.09	\$95,449.18	\$107,886.29	\$110,217.87	\$112,743.76	\$115,463.95	\$118,378.43
OO	\$91,753.37	\$92,936.65	\$94,119.93	\$95,500.43	\$96,880.92	\$109,504.58	\$111,871.14	\$114,434.92	\$117,195.91	\$120,154.11
PP	\$93,129.67	\$94,330.70	\$95,531.73	\$96,932.93	\$98,334.13	\$111,147.15	\$113,549.21	\$116,151.44	\$118,953.85	\$121,956.42
QQ	\$94,526.61	\$95,745.66	\$96,964.71	\$98,386.93	\$99,809.15	\$112,814.36	\$115,252.45	\$117,893.71	\$120,738.15	\$123,785.77
RR	\$95,944.51	\$97,181.84	\$98,419.18	\$99,862.73	\$101,306.28	\$114,506.57	\$116,981.23	\$119,662.12	\$122,549.23	\$125,642.56
SS	\$97,383.68	\$98,639.57	\$99,895.46	\$101,360.67	\$102,825.88	\$116,224.17	\$118,735.95	\$121,457.05	\$124,387.46	\$127,527.19
TT	\$98,844.44	\$100,119.17	\$101,393.90	\$102,881.08	\$104,368.27	\$117,967.53	\$120,516.99	\$123,278.91	\$126,253.28	\$129,440.10
UU	\$100,327.10	\$101,620.95	\$102,914.80	\$104,424.30	\$105,933.79	\$119,737.04	\$122,324.75	\$125,128.09	\$128,147.08	\$131,381.70
VV	\$101,832.01	\$103,145.27	\$104,458.53	\$105,990.66	\$107,522.80	\$121,533.10	\$124,159.62	\$127,005.01	\$130,069.28	\$133,352.43
WW	\$103,359.49	\$104,692.45	\$106,025.40	\$107,580.52	\$109,135.64	\$123,356.10	\$126,022.01	\$128,910.09	\$132,020.32	\$135,352.72
XX	\$104,909.88	\$106,262.83	\$107,615.79	\$109,194.23	\$110,772.67	\$125,206.44	\$127,912.34	\$130,843.74	\$134,000.63	\$137,383.01
YY	\$106,483.53	\$107,856.78	\$109,230.02	\$110,832.14	\$112,434.26	\$127,084.53	\$129,831.03	\$132,806.39	\$136,010.64	\$139,443.75
ZZ	\$108,080.78	\$109,474.63	\$110,868.47	\$112,494.62	\$114,120.78	\$128,990.80	\$131,778.49	\$134,798.49	\$138,050.80	\$141,535.41

** For illustrative purposes since year 3 could be anywhere from 2.5% and 5.5% depending CPI*

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Row	BA Salary	BA + 6 Salary	BA + 12 Salary	BA + 18 Salary	BA + 24 Salary	MA Salary	MA + 12 Salary	MA + 24 Salary	MA + 36 Salary	MA + 48 Salary
A	\$51,085.98	\$51,744.80	\$52,403.62	\$53,172.24	\$53,940.87	\$60,969.41	\$62,287.05	\$63,714.50	\$65,251.75	\$66,898.80
B	\$51,852.27	\$52,520.97	\$53,189.67	\$53,969.83	\$54,749.98	\$61,883.95	\$63,221.35	\$64,670.21	\$66,230.52	\$67,902.28
C	\$52,630.05	\$53,308.78	\$53,987.52	\$54,779.38	\$55,571.23	\$62,812.21	\$64,169.67	\$65,640.27	\$67,223.98	\$68,920.81
D	\$53,419.50	\$54,108.42	\$54,797.33	\$55,601.07	\$56,404.80	\$63,754.39	\$65,132.22	\$66,624.87	\$68,232.34	\$69,954.63
E	\$54,220.79	\$54,920.04	\$55,619.29	\$56,435.08	\$57,250.87	\$64,710.71	\$66,109.20	\$67,624.24	\$69,255.82	\$71,003.95
F	\$55,034.11	\$55,743.84	\$56,453.58	\$57,281.61	\$58,109.64	\$65,681.37	\$67,100.84	\$68,638.61	\$70,294.66	\$72,069.01
G	\$55,859.62	\$56,580.00	\$57,300.38	\$58,140.83	\$58,981.28	\$66,666.59	\$68,107.35	\$69,668.19	\$71,349.08	\$73,150.04
H	\$56,697.51	\$57,428.70	\$58,159.89	\$59,012.94	\$59,866.00	\$67,666.59	\$69,128.96	\$70,713.21	\$72,419.32	\$74,247.29
I	\$57,547.97	\$58,290.13	\$59,032.29	\$59,898.14	\$60,763.99	\$68,681.58	\$70,165.90	\$71,773.91	\$73,505.61	\$75,361.00
J	\$58,411.19	\$59,164.48	\$59,917.77	\$60,796.61	\$61,675.45	\$69,711.81	\$71,218.39	\$72,850.52	\$74,608.19	\$76,491.42
K	\$59,287.36	\$60,051.95	\$60,816.54	\$61,708.56	\$62,600.58	\$70,757.48	\$72,286.66	\$73,943.27	\$75,727.31	\$77,638.79
L	\$60,176.67	\$60,952.73	\$61,728.79	\$62,634.19	\$63,539.59	\$71,818.85	\$73,370.96	\$75,052.42	\$76,863.22	\$78,803.37
M	\$61,079.32	\$61,867.02	\$62,654.72	\$63,573.70	\$64,492.68	\$72,896.13	\$74,471.53	\$76,178.21	\$78,016.17	\$79,985.42
N	\$61,995.51	\$62,795.03	\$63,594.54	\$64,527.31	\$65,460.07	\$73,989.57	\$75,588.60	\$77,320.88	\$79,186.41	\$81,185.20
O	\$62,925.44	\$63,736.95	\$64,548.46	\$65,495.22	\$66,441.97	\$75,099.42	\$76,722.43	\$78,480.69	\$80,374.21	\$82,402.98
P	\$63,869.33	\$64,693.01	\$65,516.69	\$66,477.64	\$67,438.60	\$76,225.91	\$77,873.27	\$79,657.91	\$81,579.82	\$83,639.02
Q	\$64,827.37	\$65,663.40	\$66,499.44	\$67,474.81	\$68,450.18	\$77,369.30	\$79,041.36	\$80,852.77	\$82,803.52	\$84,893.61
R	\$65,799.78	\$66,648.35	\$67,496.93	\$68,486.93	\$69,476.94	\$78,529.83	\$80,226.99	\$82,065.57	\$84,045.57	\$86,167.01
S	\$66,786.77	\$67,648.08	\$68,509.38	\$69,514.24	\$70,519.09	\$79,707.78	\$81,430.39	\$83,296.55	\$85,306.26	\$87,459.52
T	\$67,788.57	\$68,662.80	\$69,537.02	\$70,556.95	\$71,576.88	\$80,903.40	\$82,651.85	\$84,546.00	\$86,585.85	\$88,771.41
U	\$68,805.40	\$69,692.74	\$70,580.08	\$71,615.30	\$72,650.53	\$82,116.95	\$83,891.62	\$85,814.19	\$87,884.64	\$90,102.98
V	\$69,837.48	\$70,738.13	\$71,638.78	\$72,689.53	\$73,740.29	\$83,348.70	\$85,150.00	\$87,101.40	\$89,202.91	\$91,454.53
W	\$70,885.05	\$71,799.20	\$72,713.36	\$73,779.88	\$74,846.39	\$84,598.93	\$86,427.25	\$88,407.92	\$90,540.95	\$92,826.34
X	\$71,948.32	\$72,876.19	\$73,804.06	\$74,886.57	\$75,969.09	\$85,867.92	\$87,723.66	\$89,734.04	\$91,899.07	\$94,218.74
Y	\$73,027.55	\$73,969.33	\$74,911.12	\$76,009.87	\$77,108.62	\$87,155.94	\$89,039.51	\$91,080.05	\$93,277.55	\$95,632.02
Z	\$74,122.96	\$75,078.87	\$76,034.79	\$77,150.02	\$78,265.25	\$88,463.28	\$90,375.10	\$92,446.25	\$94,676.72	\$97,066.50

** for illustrative purposes since year 4 could be anywhere from 2.5% and 5.5% depending CPI*

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AA	\$75,234.80	\$76,205.06	\$77,175.31	\$78,307.27	\$79,439.23	\$89,790.23	\$91,730.73	\$93,832.94	\$96,096.87	\$98,522.50
BB	\$76,363.33	\$77,348.13	\$78,332.94	\$79,481.88	\$80,630.82	\$91,137.08	\$93,106.69	\$95,240.44	\$97,538.32	\$100,000.34
CC	\$77,508.78	\$78,508.35	\$79,507.93	\$80,674.11	\$81,840.28	\$92,504.14	\$94,503.29	\$96,669.05	\$99,001.40	\$101,500.34
DD	\$78,671.41	\$79,685.98	\$80,700.55	\$81,884.22	\$83,067.89	\$93,891.70	\$95,920.84	\$98,119.08	\$100,486.42	\$103,022.85
EE	\$79,851.48	\$80,881.27	\$81,911.06	\$83,112.48	\$84,313.91	\$95,300.07	\$97,359.65	\$99,590.87	\$101,993.71	\$104,568.19
FF	\$81,049.25	\$82,094.49	\$83,139.73	\$84,359.17	\$85,578.61	\$96,729.57	\$98,820.05	\$101,084.73	\$103,523.62	\$106,136.71
GG	\$82,264.99	\$83,325.91	\$84,386.82	\$85,624.56	\$86,862.29	\$98,180.52	\$100,302.35	\$102,601.00	\$105,076.47	\$107,728.76
HH	\$83,498.97	\$84,575.79	\$85,652.62	\$86,908.93	\$88,165.23	\$99,653.23	\$101,806.88	\$104,140.02	\$106,652.62	\$109,344.69
II	\$84,751.45	\$85,844.43	\$86,937.41	\$88,212.56	\$89,487.71	\$101,148.02	\$103,333.99	\$105,702.12	\$108,252.41	\$110,984.86
JJ	\$86,022.72	\$87,132.10	\$88,241.48	\$89,535.75	\$90,830.02	\$102,665.24	\$104,884.00	\$107,287.65	\$109,876.19	\$112,649.64
KK	\$87,313.06	\$88,439.08	\$89,565.10	\$90,878.78	\$92,192.47	\$104,205.22	\$106,457.26	\$108,896.96	\$111,524.34	\$114,339.38
LL	\$88,622.76	\$89,765.67	\$90,908.57	\$92,241.97	\$93,575.36	\$105,768.30	\$108,054.12	\$110,530.42	\$113,197.20	\$116,054.47
MM	\$89,952.10	\$91,112.15	\$92,272.20	\$93,625.60	\$94,978.99	\$107,354.83	\$109,674.93	\$112,188.37	\$114,895.16	\$117,795.29
NN	\$91,301.38	\$92,478.83	\$93,656.29	\$95,029.98	\$96,403.67	\$108,965.15	\$111,320.05	\$113,871.20	\$116,618.59	\$119,562.22
OO	\$92,670.90	\$93,866.02	\$95,061.13	\$96,455.43	\$97,849.73	\$110,599.63	\$112,989.85	\$115,579.27	\$118,367.87	\$121,355.65
PP	\$94,060.97	\$95,274.01	\$96,487.05	\$97,902.26	\$99,317.48	\$112,258.62	\$114,684.70	\$117,312.96	\$120,143.38	\$123,175.99
QQ	\$95,471.88	\$96,703.12	\$97,934.35	\$99,370.79	\$100,807.24	\$113,942.50	\$116,404.97	\$119,072.65	\$121,945.54	\$125,023.63
RR	\$96,903.96	\$98,153.66	\$99,403.37	\$100,861.36	\$102,319.35	\$115,651.64	\$118,151.05	\$120,858.74	\$123,774.72	\$126,898.98
SS	\$98,357.52	\$99,625.97	\$100,894.42	\$102,374.28	\$103,854.14	\$117,386.41	\$119,923.31	\$122,671.62	\$125,631.34	\$128,802.47
TT	\$99,832.88	\$101,120.36	\$102,407.83	\$103,909.89	\$105,411.95	\$119,147.21	\$121,722.16	\$124,511.70	\$127,515.81	\$130,734.50
UU	\$101,330.37	\$102,637.16	\$103,943.95	\$105,468.54	\$106,993.13	\$120,934.42	\$123,547.99	\$126,379.37	\$129,428.55	\$132,695.52
VV	\$102,850.33	\$104,176.72	\$105,503.11	\$107,050.57	\$108,598.02	\$122,748.43	\$125,401.21	\$128,275.06	\$131,369.97	\$134,685.95
WW	\$104,393.08	\$105,739.37	\$107,085.66	\$108,656.33	\$110,226.99	\$124,589.66	\$127,282.23	\$130,199.19	\$133,340.52	\$136,706.24
XX	\$105,958.98	\$107,325.46	\$108,691.94	\$110,286.17	\$111,880.40	\$126,458.50	\$129,191.47	\$132,152.18	\$135,340.63	\$138,756.84
YY	\$107,548.36	\$108,935.34	\$110,322.32	\$111,940.46	\$113,558.61	\$128,355.38	\$131,129.34	\$134,134.46	\$137,370.74	\$140,838.19
ZZ	\$109,161.59	\$110,569.37	\$111,977.16	\$113,619.57	\$115,261.98	\$130,280.71	\$133,096.28	\$136,146.48	\$139,431.30	\$142,950.76

** for illustrative purposes since year 4 could be anywhere from 2.5% and 5.5% depending CPI*

Appendix C

RSD SCHEDULE

Building: building needs, professional learning, equity work
Building Team: instructional planning, articulation and communication, other team needs
District Team: instructional planning and alignment, professional learning, a touchpoint for District initiatives as needed by administrative liaison

Note: *This is for illustrative purposes and may be adapted through decisions made at Curriculum Advisory Council (CAC).*

Date	Focus
first RSD of the year	1 hour building staff meeting if needed 1 hour Curriculum Night preparation
First Quarter	
	Building Team
	Building
	District Team
	Building Team
	Building
	District Team
	Building Team
	District Team
	District Team
Second Quarter	
	Building Team
	Building
	Building Team
	District Team
	Building
	Building Team

		Building
		District Team
		Building
End of First Semester		
Third Quarter		
		Building Team
		Building
		District Team
		Building Team
		Building
		District Team
		Building Team
		District Team
		District Team
Fourth Quarter		
		Building Team
		Building
		District Team
		Building Team
		Building
		District Team
		Building Team
		District Team
		District Team
	last 2 RSDs of the year	Building and District Recognition and Celebration

Appendix D LEAVES-AT-A-GLANCE

LEAVES AT A GLANCE - refer to contract for details							
Approval	Leave Type	Reason for Leave	Eligibility	Maximum Duration	Pay Status	Maximum Duration of Paid Time	*Insurance Continues
	Bereavement Leave	Death in the Non-immediate family	Full-time or Part-time (prorated) teacher regardless of tenure status	4 days	Paid Time	4 days	Yes
	Health and Hardship Leave	Temporary illness	at least 2 consecutive years as full-time teacher	2 years	Based on number of days worked in previous school term. See section 9.1a	0 days	Yes at employee expense
	Extended Parental/Adoptive/Foster Care Leave	Birth of Child or Adoption or the Acceptance of a Child in Need of Foster Care	2 consecutive years as full-time teacher	The remainder of the school year and up to two additional school years	Based on number of days worked in previous school term. See section 9.1a Partial paid time up to 48 days with available sick leave days	48 sick days	Yes, up to a year if employee pays employee portion of the premium. After a year employee must pay total premium including the District portion.
	*Sick Leave (Guaranteed)	Personal illness, quarantine, serious illness or death in immediate family, birth of child, adoption, and the acceptance of a child in need of foster care as well as mental or behavioral health complications	Full-time or Part-time (prorated) teacher regardless of tenure status	15 days per year (Use of accumulated sick days allowed)	Paid Time	15 days per year (Use of accumulated sick days allowed)	Yes
Board	Sick leave (Permissive)	Temporary illness; additional sick time you have access to	Full-time or Part-time (prorated) teacher	90 days.	Non-Tenured: 90 days unpaid. Tenured with less than 10 YOS: 90 days at 1/2 pay if you have days Tenured with 10 YOS: 90 days full pay if you have the days.	90 days	Yes

LEAVES AT A GLANCE - refer to contract for details

Approval	Leave Type	Reason for Leave	Eligibility	Maximum Duration	Pay Status	Maximum Duration of Paid Time	*Insurance Continues
	Family and Medical Leave Act	1. birth of a child, and to bond with the newborn child for up to one year 2. placement with the employee of a child for adoption or foster care, and to bond with that child. 3. serious health condition of employee 4. serious health condition of an immediate family member (spouse, child, or parent – but not a parent “in-law”) 5. military caregiver leave	Worked a full year prior to use. Has not used FMLA prior with in the year it is being requested.	60 days FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered servicemember with a serious injury or illness.	Unpaid Time (Sick day use concurrent possible)	60 days (12 weeks); can use sick days if available and up to 48 days for the birth, adoption or foster care placement of a child (up to 26 weeks for care of service member)	Yes if using sick days you continue at same level of coverage; if unpaid, employee must pay employee portion of the premium
	Sick Leave Bank	Prolonged major illness or injury of employee	Full-time teacher, tenured teacher, has contributed to sick leave bank prior to use. Must exhaust own personal sick days; must have doctor's documentation	60 days for any single illness or incident	Paid Time	60 days for any single illness or incident	Yes
	Personal Leave (Guaranteed)	Any reason; Common uses: religious holidays, legal hearings, personal appointments, legal requirements, weddings, dropping children at college, etc.	Full-time or Part-time (prorated) teacher	4 days; deducted from 15 days sick leave each year	Paid Time	4 days	Yes
Superintendent	Personal Leave (Permissive)	Any reason.	Full-time or Part-time (prorated) teacher	5 days	Partial paid or unpaid time	5 days	Yes

LEAVES AT A GLANCE - refer to contract for details

Approval	Leave Type	Reason for Leave	Eligibility	Maximum Duration	Pay Status	Maximum Duration of Paid Time	*Insurance Continues
	Jury and Witness Leave	Serve as jurors or subpoenaed witnesses in civil or criminal matters in which the teacher, union or district is not a party.	Full-time or Part-time (prorated) teacher	Open Ended	Paid Time	Open Ended	Yes
	Professional Leave	Attending regional, state or national Association meetings; Association reimburse cost of substitutes. 36 hours of paid time for Association president(s) or designee.	Full-time or Part-time (prorated) teacher	10 days	Paid or unpaid time	10 days	Yes
Board	Professional Improvement Leave	Professional Growth; deemed by the Board to benefit the District	Full-Time Teacher with 6 years of satisfactory completed service.	1 year	Unpaid Based on number of days worked in previous school term. See section 9.1a	Unpaid	at employee expense
	Professional Organization Leave	Elected to IEA or NEA Office	Full-time or Part-time teacher	6 years in case of reelection	Unpaid Based on number of days worked in previous school term. See section 9.1a	Unpaid	at employee expense
Board	Related Field Leave	Board approved non-district teaching programs	Full-time or Part-time teacher	2 years	Unpaid Based on number of days worked in previous school term. See section 9.1a	0 days	at employee expense
	Military Leave	Military Service	Full-time or Part-time teacher	Open Ended; There shall be no loss of pay or benefits according to the law.	Unpaid	Open Ended	Yes
	Public Service Leave	Elected to General Assembly	Full-time or Part-time teacher	Open Ended	Unpaid	Open Ended	at employee expense
Board	Discretionary Leave	Any reason	Full-time or Part-time teacher	Open Ended	Unpaid Based on number of days worked in previous school term. See section 9.1a	Open Ended	at employee expense